

**ROYAL DANISH EMBASSY SINGAPORE (www.singapore.um.dk)**  
**HOW TO APPLY FOR A RESIDENCE PERMIT APPLICATION TO STUDY IN DENMARK**  
**(HIGHER EDUCATION PROGRAMS)**  
with effect 10 July 2017



The Royal Danish Embassy is the receiving office for Denmark residence permit applications submitted in Singapore. The Embassy will forward your application to **SIRI** (The Danish Agency for International Recruitment and Integration) in Denmark for processing. ([www.newtodenmark.dk](http://www.newtodenmark.dk))

#### **APPLICATION PROCESSING TIME**

Current processing time is **two months**. We recommend you submit your application as early as possible. Please ensure all required documents are submitted or there will be a delay to the processing time. For latest information on processing time, go to [SIRI processing time](#).

#### **STEP 1: Create a Case Order ID and pay the application fee**

You must pay the application fee online to SIRI by creating the case Order ID first. We recommend paying by **credit/debit card** for quicker fee payment. [Pay application fee \(Case Order ID\)](#). The Case Order ID is used to digitally connect your application with the paid fee.

You must select the correct case type or your application will be rejected.

- For university student exchange programs or full-time university courses – select **Study**
- For Phd students – select **Phd**

#### **STEP 2: Complete and sign the application form**

- The educational institute decides whether to complete the application form online or by hard copy. The applicant has to follow the same option.
- The education institution in Denmark will begin first by completing their portion **of the application form**. Once you received their portion, complete your portion of the form.

For your reference, you can find the online and hard application copy forms here [Application forms](#).

- For university student exchange programs or full-time university courses – ST1 form should be used.
- For Phd courses – PHD1 form should be used.

#### **STEP 3: SUBMITTING THE APPLICATION - HARD COPY OPTION**

You **must appear in person** at the **Joint Visa Application Centre (VAC)** to submit your application. See their website for contact details and opening hours. Please make an online appointment to submit your application.

##### **Fee payment [Fee amount](#)**

- Residence permit fee (this is the processing fee payable to the Embassy)
- VAC service fee

**Fees** are payable in **Singapore Dollars** and are **NON-REFUNDABLE**. The VAC accepts **cash** payment only.

##### **Please submit the following:**

1. Original passport – this is for identification purpose and will be returned to you once the VAC staff has verified your identity.
2. Properly completed and signed application form (Part 1 & 2).
3. Receipt of application fee paid to SIRI (Case order ID is printed in the receipt)
4. Copy of **all your passport pages** including bio-data page, passport front and back covers. If your passport is valid for **less than 6 months**, the residence permit can only be granted **up to three months** before the expiration date of your passport.
5. Letter of offer from the educational institute in Denmark confirming you have been **accepted**.

6. **For exchange program students only:** Letter from your local university confirming your student status, degree course name, start and end dates of your course and confirmation about the exchange program in Denmark.
7. Evidence of funds
  - a. **For university exchange program students**
    - Please show you have the financial means to support yourself for **6 months**. You must submit your latest bank statement in **your name ONLY** (joint account or other person's account are **not acceptable**). The amount required is updated every year and can be found here [funds required](#).
    - **IMPORTANT!** The document submitted must be issued within the last 30 days from your date of application submission. Eg. if you submit your application on the 15 Sep, the date shown on your bank statement cannot be before 18 Aug.
    - Acceptable documents are:
      1. Latest bank statement in your name ONLY.
      2. A print of your latest bank account holdings in your name ONLY.
      3. A letter from your bank confirming your bank account balance in your name ONLY.
      4. Documentation of a scholarship or grant
  - b. **For full-time university students** - Submit evidence of funds as per exchange program students for **12 months** or the receipt payment for the **first semester tuition fee**.
  - c. **For Phd students** - Submit evidence of funds as required for exchange program students for **12 months**, an employment contract, salary slips from your home institution, grant, scholarship or research funds.

### STEP 3: SUBMITTING THE APPLICATION - ONLINE OPTION

1. The education institution in Denmark completes **Part 1 of the online application form**. It then emails a reference number and a password to you to complete **Part 2 of the form**.
2. Once you receive the information, create the Case Order ID (see step 1) but do not pay the application fee yet.
3. You then log in and complete part 2, pay the application fee, upload the required documentation (**as per the documents listed in step 3 – hard copy option**) and state the Case Order ID. Print the **declaration form**, sign, scan and upload it to your application.
4. After checking you have uploaded all the required documents and checking your Case Order ID is correct, submit your application.
5. You will receive an email acknowledgement advising you to submit your biometrics within 14 days of submitting the application.
6. Print the email, bring your original passport and a copy of your passport bio-data page to the VAC to submit your biometrics.
7. You must pay the residence permit fee and VAC service fee.

#### IMPORTANT

- After you begin filling in the application, it is possible to save it as a draft. However, the application must be completed and submitted no later than 30 days **after** your educational institution started the process **NOT** when you receive the email from them.
- Please attach the required documents online as instructed. However, if the online application form is not working properly and you are unable to attach the documents, please submit them to the VAC and the Embassy will forward them to SIRI on your behalf.

### STEP 4: DECISION ON YOUR APPLICATION

1. When the Danish Embassy receives **the decision letter** from SIRI, we will email it to you.
2. If you require an **entry visa** to enter Denmark, the embassy will email or contact you about it.
3. **Singaporeans and Malaysians** can enter visa-free to Denmark for up to 90 days in any 180 days period. For a list of visa-free countries, please go to [visa-free countries](#).

For general queries on the application process, you can email to [sinamb@um.dk](mailto:sinamb@um.dk)

**PLEASE DO NOT STAPLE YOUR DOCUMENTS. THANK YOU.**