



Application form

Application for residence and work permit on the grounds of salaried work

Uses

This form is to be used when applying for a Danish residence and work permit on the grounds of salaried work, including jobs under the **Positive List**, the **Pay Limit scheme**, the **Corporate scheme**, or if the applicant is going to be **trainee**. Furthermore the form can be used if the applicant is a **commuter**, i.e. he/she is to work in Denmark but live outside Denmark, **or** if the applicant has a **firm connection to the Danish work market** but his/her residence permit has been revoked.

This form cannot be used if the applicant is a researcher at a research institute. For more information about the different schemes and the relevant application forms, please visit www.newtodenmark.dk/work.

When applying for a residence and work permit, both the employer and the applicant (the employee) must fill out separate parts of this form and attach the required documentation.

How to apply

1. **The employer** completes **part 2** (section 11-17) of this form and signs in section 19 (following the instructions given).
2. The employer attaches the required documentation (see below).
3. Once the employer has completed part 2, the employer forwards **the whole form** with the attached documentation to the applicant (the employee).
4. **The applicant** (the employee) completes **part 1** (section 1-8) of this form and signs in section 10 (following the instructions given).
5. The applicant attaches the required documentation (see below).
6. The applicant submits the application (part 1 and 2 including required documents) at a Danish diplomatic mission in his/her country of residence. If the applicant is a legal resident of Denmark, the application may normally be submitted in Denmark. If the application can be submitted in Denmark, this can be done at the Service Centre of the Immigration Service. If the applicant lives outside the Greater Copenhagen area, he/she can also submit the application at the local police station.

On www.newtodenmark.dk you can find more information about who can submit an application in Denmark.

Which documents are required?

The applicant should attach the following documents:

- Employment contracts which contains information about wage and terms of employment and job description (not more than 30 days old). The Danish Immigration Service recommends using standard contracts from the relevant industry.
- Documentation for educational background (copy in an authorized Danish or English translation).
- Copy of passport (all pages including front page).

- One passport photo. If personal data card used for issuing residence cards (appendix 1) is to be attached, then two passport photos are required.
- Documentation for authorization (only if the job requires Danish authorization). Read more about authorization at www.newtodenmark.dk/positivelist
- Additional documents. Specified in the instructions given.

The employer should attach the following documents:

- Documentation for wage and terms of employment, which are not stated in the employment contract, e.g. paid rent or salaries paid abroad.
- Advance statement from athletic association. Only if the applicant is a **professional athlete** or **coach**. The form can be downloaded from www.newtodenmark.dk/forms (in Danish only).
- Documentation that the position has an innovative, project-related, or educational purpose. Such documentation includes: a description of the project or a statement by the company's liaison committee or the company's employee representatives. Only if the applicant is applying for a residence permit under the **Corporate scheme**.
- Documentation for **trainee** position. Special documentation is required if the applicant's position in Denmark is a trainee position. Read more at www.newtodenmark.dk/trainees

To get the quickest response

You can get the quickest possible response to your application if the application forms are completed correctly and the necessary documents are enclosed. Therefore, it is very important that both the employer and the applicant carefully complete the form and remember to enclose all the necessary documentation.

Does the applicant need other documents when submitting the application?

Yes. The applicant must present his/her passport so the authorities can verify his/her identity.

Does it cost anything to submit an application?

Yes, if the applicant submits his/her application to a Danish diplomatic mission (embassy or consulate general) he/she will normally have to pay a fee. The fee can vary in price. The individual diplomatic mission can also make further demands such as extra passport photos or duplicate copies of the application. We recommend that the applicant checks with the requirements on the website of the diplomatic mission in his/her country before the application is submitted.

For more information

More information about the regulations for Danish residence and work permits and how to fill out the application is available at www.newtodenmark.dk/work. You can also contact the Immigration Service in writing, in person at the Service Centre or by phone. (See contact information at the bottom of this page.)

**For official use only**

Date received	Received by (name stamp and signature)	Authority (stamp)	Alien identification number (Udl.nr.)
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AR1_en_180810

Application for residence and work permit on the grounds of salaried work**PART 1 – to be filled out by the applicant (the employee)****1. The applicant****PLEASE COMPLETE IN CAPITAL LETTERS**

Surname	Former surname (if applicable)
Given name(s)	
Nationality	Former nationality (if applicable)
Date of birth (day, month, year)	Danish CPR number (if applicable)
Alien identification number	
Place of birth (city)	Country of birth

2. Information about the applicant**PLEASE COMPLETE IN CAPITAL LETTERS**

Gender		☐ Male	☐ Female
Current marital status			
☐ Unmarried ☐ Married ☐ Divorced ☐ Widow(er) ☐ Registered partner ☐ Dissolved registered partnership			
Address in home country (Street and number)		Postal code, city and country	
Telephone number		Email address	
If you are currently in Denmark, please provide the following information:			
Date of entry into Denmark			
Address in Denmark (Street and number)		Postal code and city	
C/o (name)		Telephone number	
Mobile phone number		Email address	



3. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

Be aware that your passport must be **valid for three months** beyond your planned stay in Denmark.

☐ National passport ☐ Other travel documents, please state

Passport number

Date of issue

Date of expiry

In which country was the passport issued?

4. Information about the applicant's educational background and previous employment

PLEASE COMPLETE IN CAPITAL LETTERS

In the section below, you will be asked to provide information about your educational background and previous employment. The information is required in order to determine whether your qualifications, work history or general commercial need are sufficient to qualify for a residence and work permit.

☐ Vocational training Number of years Completed? ☐ Yes ☐ No

☐ Higher education Number of years Completed? ☐ Yes ☐ No

Have you completed an educational program that is relevant to the position offered? ☐ Yes ☐ No

If **yes**, please state type of educational program and date of completion:

Type _____

Date of completion _____

Please also **enclose a copy of your diploma/degree certificate.**

Are you presently attending an educational program that is relevant to the position offered? ☐ Yes ☐ No

If **yes**, please give state type of educational program and expected date of completion:

Type _____

Date of completion _____

Please **enclose documentation that you are following an educational program.**

Previous employment A

Employer's name Period From date To date

Address

Brief job description Title

Previous employment B

Employer's name Period From date To date

Address

Brief job description Title

**Previous employment C**

Employer's name	Period From date	To date
Address		
Brief job description	Title	

Previous employment D

Employer's name	Period From date	To date
Address		
Brief job description	Title	

Previous employment E

Employer's name	Period From date	To date
Address		
Brief job description	Title	

Other qualifications, specialist skills or similar of relevance to the position offered:

Does the position offered require Danish authorization?

☐ Yes

☐ No

If **yes**, please **enclose documentation for authorization**. Read more about authorization at www.newtodenmark.dk/positivelist

5. Information about any employment at foreign company / department

PLEASE COMPLETE IN CAPITAL LETTERS

You **only** need to complete section 5, if you, during your stay in Denmark, will be employed by a company **not located in Denmark**. Such would be the case if you were to be seconded to Denmark by a foreign-based company. This includes applications under the Corporate scheme. If not, go to section 6.

Company's name	
Address (Street and number)	Postal code, city and country
Telephone number	Mobile phone number
Email address	Company's / department's registration no.
Contact person (if applicable)	
Job position	

**6. The applicant's comments****PLEASE COMPLETE IN CAPITAL LETTERS**

7. Declaration of consent to allow authorities to pass on information to a third party (e.g. an employment agency)

In section 14 in part 2 of this form, you can see if your employment has been facilitated by an employment agency.

If this is the case, and you wish to allow the immigration authorities to convey necessary information about you to the third party, and allow the authorities to obtain necessary information about you from the third party, please give your consent below.

If you **do not** allow the immigration authorities to convey necessary information about you to the third party, we will instead obtain necessary information from you (the applicant) and refrain to convey information to the third party. However, this can in some cases lead to a longer processing time.

(Tick the box)

☐ I hereby consent to allowing the immigration authorities to convey information about me, including personal information, to the employment agency, specified in section 14 in part 2 of this form, if necessary for processing this application. I also consent to allowing the immigration authorities to obtain information about me, including personal information, from the employment agency, if necessary for processing this application.

8. Sworn declaration that I can support myself and any accompanying family members for a month prior to beginning work

You can be issued a residence permit valid for **one month** prior to your first day of work, if declare that you can support yourself and any accompanying family members for the entire month before you begin working.

By ticking the box below, you declare that you can support yourself and your family. If you do **not** tick the box, your residence permit will not be valid until 14 days before your first day of work.

(tick box)

☐ I hereby solemnly swear that I can support myself and any accompanying family members for a month prior to my first day of work.

I understand that if I or any accompanying family members receive public assistance under the terms of the Active Social Policy Act, my residence permit can be revoked (Section 19 of the Aliens Act, cf. Section 9 a of the Aliens Act).

I further understand that if my statement is later found to be untrue, I am subject to the following penalties:

- Fine or up two years in prison (Section 161 of the Danish Criminal Code, cf. Section 40 of the Aliens Act).
- I can be required to repay the expenses incurred by the Danish state as a consequence of the false information (Section 40 of the Aliens Act).
- My residence permit as well as those held by any accompanying family members can be revoked (Section 19 of the Aliens Act).



9. Declarations and information

A. Sworn declaration of correctness

I solemnly swear that the information I have given in part 1 of this application is correct and complete.

If the information is found to be false or incomplete, I am subject to the following penalties:

- Fine or imprisonment of up to two years.
- I can be required by law to pay back the expenses incurred by the Danish state as a consequence of the false or incomplete information.
- My residence permit can be revoked.

B. Declaration of consent to allow authorities to gather necessary information

I consent to allowing the relevant authorities obtain and pass on information about my private affairs for the purpose of enabling them to process my application. Information can be obtained from or passed on to other Danish and foreign public authorities, including the police authorities.

Such information includes:

- Previous criminal proceedings against me.
- My familial relations.
- Verification that the documents submitted with my application are genuine.

C. Declaration that I consent to allowing information about me to be passed on to my employer

I hereby consent to allowing the immigration authorities to pass on information about me, including personal information, to my employer or his/her representative, if necessary for processing this application. I also consent to allowing the immigration authorities to obtain information about me, including personal information, from my employer or his/her representative, if necessary for processing this application.

D. Notification that information can be passed on to Danish intelligence agencies and prosecuting authority

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority (Aliens Act section 45 a and section 45 c). This process can be initiated by Danish immigration authorities, Danish intelligence agencies or the Danish public prosecutor.

The prosecuting authority will be able to use the information to evaluate whether there are grounds for prosecuting you for crimes committed in Denmark or abroad, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

E. Notification that relevant information will be passed on to local Danish authorities

Danish immigration authorities are permitted to give certain information to the municipality in which you settle if you receive a residence permit.

Such information includes:

- The grounds for issuing you a residence permit.

The municipality will be informed if:

- Your residence permit is revoked or not extended.
- Your residence permit is found to have expired.
- Your residence permit is made permanent.

F. Notification that Danish authorities have registered information about you and your affairs

The information you supply or have supplied in connection with your application for a passport will be registered in the Aliens Register. The same holds true for any information you give in conjunction with an application to extend your residence permit.

The Aliens Register is a computerised register maintained by the Danish Immigration Service.

If you receive a residence permit, it will be registered in the Central Person Register. The Central Person Register is a computerised register maintained by the Danish Ministry of Social Affairs.

The information in the Aliens Register and the Central Person Register will be used to answer questions relating to your residence in Denmark. Public administration authorities (record keeping), the police (record keeping and verification) and the Ministry of Integration (reviewing complaints) will have access to the information about you contained in the Aliens Register and the Central Person Register.

Other authorities or organisations will receive information about you from the Aliens Register and the Central Person Register if they require the information to address questions relating to your residence in Denmark.

The Danish Immigration Service - Ryesgade 53 – DK-2100 Copenhagen Ø - Tel.: +45 35 30 85 55 – Email: work@us.dk – www.newtodenmark.dk – Office hours Monday to Friday 9 a.m. to 3 p.m. – Service Centre open Monday to Friday 8.30 a.m. to 12.00, Thursday also 3.30 p.m. to 5.30 p.m.



You are obligated to provide the information necessary for deciding whether you are eligible for a Danish residence permit. Failure to provide the information can result in a fine or up to four months of imprisonment, as well as placing your residence permit in jeopardy. You are entitled to access information about yourself in the Aliens Register and the Central Person Register. Enquiries about this can be addressed to the Danish Immigration Service, Ryesgade 53, DK-2100 Copenhagen Ø.

G. Information regarding possible verification by the authorities of the information you have supplied

The Integration Service may seek to verify the accuracy of the information you have given in this application. This may happen while the application is being processed or later, if you are granted a permit. If you are granted a permit and the Immigration Service finds that you no longer meet the requirements of your residence permit, your permit may be revoked. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects you of providing false information, or of not meeting the requirements of your residence permit.

Verification may involve the following:

- Checking public registers, such as the Central Person Register.
- Comparison of information contained in the Aliens Register or other Immigration Service registries with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry (applies to applications submitted after 1 August 2010).
- Contacting other authorities, such as municipalities.
- Contacting third parties, such as employers or places of study.
- Turning up in person at your residence, place of study or workplace.

You may be asked to supply additional information as part of the verification process.

H. Information about possible consequences if you apply for a residence permit while in Denmark on a visa (short term)

If you are staying in Denmark on a visa (short term) and you submit an application for a residence permit in this country, you need to be aware that it may have the following consequences:

- You can become ineligible for a visa for five-years (Aliens Act section 4 c).
- If someone in Denmark has posted a financial guarantee for your visa, it can be collected by the Immigration Service, which means the money will be forfeited to the state (Aliens Act section 4).

However, the abovementioned consequences do not apply in the following cases:

- If you are a child under 15 or a spouse applying for **family reunification**.
- If you apply for a residence permit in order to **study**.
- If you apply for a residence permit in order to participate in the **cities of refuge program**.
- If you apply for a residence permit on the grounds of **work**, and you **meet the requirements** to obtain a permit.
- If there are decisive **humanitarian reasons** for allowing you to remain eligible for a visa or the guarantee not to be forfeited.

These exceptions assume the reason for your application is genuine.

10. Signature – the applicant

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 9A-C, and that I have read and understood the terms laid out in section 9D-H. If I have ticked the box in section 8, I also confirm that I have read, understood and accepted the terms laid out in section 8.

Date and place

Signature



Appendix 1: Personal data card used for issuing residence cards

The personal data card is to be completed **only** if you are

- currently residing in Denmark, and you are
- applying for a residence permit in order to work in a position covered by the Positive List, the Pay Limit scheme, the Corporate scheme, or to work as a specialist.

You are asked to do the following:

- Write your full name and date of birth. Please complete in capital letters
- Sign with a **black pen inside** the designated area
- Attach a photo in the designated area. The photo must comply with the rules for passports/driving license photos

For ID card

Udlændingesservice

Ryesgade 53

2100 København Ø

Name

Date of birth

Signature

Photo regulations:

1. Cut off white frame
2. Photo size 35 x 45 mm
3. Head between 30-36 mm from tip of chin to top of hair

For official use only

Alien identification number

Order number



Did you remember everything?

If your application is correctly filled out and contains the required documents, the Immigration Service can process the case faster.

It is therefore important that you make certain that part 1 of this form is filled out correctly and that you have included the necessary documents before submitting your application.

We recommend using the checklist below to verify that the application is complete and correct.

Checklist – the applicant

Before submitting the application, please ensure that you have enclosed the following documents:

- ☐ Employment contract which contains information about the wage and terms of employment and job description (not more than 30 days old). The Danish Immigration Service recommends that standard contracts from the relevant industry be used
- ☐ Documentation for educational background (copy in an authorized Danish or English translation)
- ☐ Copy of passport (all pages including the front page)
- ☐ One passport photo. If personal data card used for issuing residence cards (appendix 1) is to be attached, then two passport photos are required
- ☐ Documentation for authorization (only if the job requires Danish authorization). Read more about authorization at www.newtodenmark.dk/positivelist

It is important that you have

- ☐ Answered all questions in part 1,
- ☐ Signed and dated the application in section 10, and have
- ☐ Completed and signed the personal data card used for issuing residence cards in appendix 1 (only if you currently are residing in Denmark, and you are applying for a residence permit in order to work in a position covered by the Positive List, the Pay Limit scheme, the Corporate scheme, or to work as a specialist).

If you have a spouse and/or children who also wish to apply for a Danish residence permit, please remember to complete application form FA8: "Application for a residence and work permit for family members of a foreign national who is to work or study in Denmark". You can find the form on www.newtodenmark.dk/forms.



For official use only

Passport photo
35 x 45 mm

Comments and forwarding endorsements

☐ Names and passport information in compliance with shown documentation of identity

Enclosed:

☐ Copy of passport

☐ Documentation for educational background (copy in an authorized Danish or English translation)

☐ 2 passport photos (one attached to personal data card in appendix 1, if applicable) ☐ Other

☐ Employment contract and job descriptions (not more than 30 days old)

Comments

If the application is submitted at a Danish diplomatic mission but the decision needs to be sent to another diplomatic mission/address then we request the address to be given here.

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 2 OF THIS FORM


PART 2– to be filled out by the employer (the company) in Denmark
11. Information about the employer (the company) in Denmark
PLEASE COMPLETE IN CAPITAL LETTERS

Employer's (company's) name	CVR number
Address (Street and number)	Post code and city
Telephone number	Mobile phone number
Email address	
Contact person (if applicable)	
Is the employer a member of an employer organisation? ☐ Yes ☐ No	
If yes , please state which one?	
If no , is the employer party to a collective bargaining agreement in any way? ☐ Yes ☐ No	
If yes , please provide details:	

12. Information about terms of employment
PLEASE COMPLETE IN CAPITAL LETTERS

In the section below, information concerning the terms of employment in Denmark and working hours of the applicant is required. Normally, full-time employment (37 hours a week) is required.

If the applicant's job is included on the **Positive List**, the employer is requested to state professional field and identify the position's classification code (DISCO-08 code). You can read more about position classification (DISCO-08) code at Statistics Denmark's homepage (www.dst.dk). [Read more about the Positive List at www.newtodenmark.dk/positivelist](http://www.newtodenmark.dk/positivelist)

If the applicant is applying for a residence permit under the **Corporate scheme** (corporate residence permit), the employer is asked to describe the innovative, project-related or educational purpose of the position and provide proof. Please note that corporate residence permits can only be issued to individuals who will perform work with an innovative, project-related or educational purpose in Denmark. More information about the corporate residence permits and the corporate scheme is available at www.newtodenmark.dk/corporate.

What position will the applicant be holding in Denmark?

What is the position's classification code (DISCO-08 code)? (should be completed if the applicant's job is included on the **Positive List**)

What is the professional field? (should be completed only if the applicant's job is included on the **Positive List**)

What is the job description (main tasks and roles)?



Is the applicant applying for a corporate residence permit? ☐ Yes ☐ No

If **yes** the employer is asked to answer the following questions:

Does the applicants job position in Denmark have an innovative, project-related or educational purpose? ☐ Yes ☐ No

If **yes**, please describe the purpose and **enclose documentation**.

Has the employer received corporate approval from the Immigration Service? ☐ Yes ☐ No

If **no**, please complete and **include an application for corporate approval** (form AR4 – in Danish only)

Is the position in Denmark a trainee position? ☐ Yes ☐ No

If **yes**, please **enclose documentation for trainee position**. Read more at www.newtodenmark.dk/trainees

Period of employment (including periods of residence abroad, if the applicant applies for a corporate residence permit)

From: _____ to: _____

Applicant's (employee's) working hours per week

Are the terms of employment the result of a collective bargaining agreement? ☐ Yes ☐ No

If **yes**, the employer is requested to state which agreement:

13. Information about salary

PLEASE COMPLETE IN CAPITAL LETTERS

In the section below, information concerning the salary of the applicant (candidate for employment) is required. This information is needed in order to assess whether wage and main terms of employment correspond to Danish standards.

The employer (company) is asked to provide the applicant's (employee's) total salary information (including pension, any paid accommodation and other paid expenses) as a gross monthly salary converted to Danish kroner. This will enable us to process the application faster. The employer is asked to attach documentation for wage and terms of employment, which are not stated in the employment contract, e.g. paid rent or salaries paid abroad.

It is important that the employment contract submitted with the application indicates the applicant's wage and terms of employment. If we are in any doubt about whether the wage and terms of employment correspond to Danish standards, the application will be presented to the regional labour market council, a relevant branch organisation or another appropriate advising body.

If the applicant will be **seconded** to Denmark by a foreign-based company, as would be the case if the applicant is applying for a corporate residence permit, the employer is requested to complete section 13.B. If the applicant will not be seconded to Denmark, the employer is requested to complete section 13.A.

Being seconded to Denmark by a foreign-based company should be understood to mean that the applicant will continue to be employed by the foreign company, division, etc. during his/her stay in Denmark. This would normally be the case if the Danish and the foreign offices were a part of the same international corporation or company.

Will the applicant be seconded to Denmark by a foreign-based company? ☐ Yes ☐ No

If **no**, fill out section 13.A.

If **yes**, fill out section 13.B.



13.A Information about the applicant's total gross salary

Section 13.A should only be completed if the applicant will **not** be seconded to Denmark by a foreign-based company. If the applicant will be seconded to Denmark, complete section 13.B.

The applicant's total gross monthly salary including pension, any paid accommodation and other paid expenses

DKK per month

Of which:

Employer-paid housing expenses

DKK per month

Other employer-paid expenses (please state which)

DKK per month

13.B Information about the applicant's salary when seconded to Denmark by a foreign-based company

This section should be completed only if the applicant will be **seconded** to Denmark by a foreign-based company. When working in another country, an employee's salary will often be made up of several components. Please provide the gross amount of each component (i.e. the actual salary outlay). If the applicant's salary is variable (due to commission, bonuses or the like), there must be a minimum guaranteed salary. At least one of the fields below must be completed. **Please provide monthly salary figures, in Danish kroner (DKK).**

ACTUAL SALARY OUTLAY

Base salary in home country (including pension and social security payments)

DKK per month

Additional salary paid in home country (compensation for foreign posting, etc)

DKK per month

Additional salary paid in Denmark (compensation for foreign posting, etc)

DKK per month

Per diem/living expenses paid in home country

DKK per month

Per diem/living expenses paid in Denmark

DKK per month

Employer-paid housing expenses

DKK per month

Other employer-paid expenses (please state which)

DKK per month

Total gross monthly salary

DKK per month

14. Information about third party, e.g. an employment agency (if applicable)

PLEASE COMPLETE IN CAPITAL LETTERS

If the application procedure is handled by a third party (e.g. an employment agency), please state below the name and contact information of the third party.

Third party's name

Address (Street and number)

Post code and city

Contact person

Telephone number

Mobile phone number

Email address



15. The applicant (employee)

PLEASE COMPLETE IN CAPITAL LETTERS

The employer is asked to state the applicants name, date of birth and nationality in order to facilitate the processing of the application.

Surname

Given name(s)

Date of birth (day, month, year)

Nationality

16. Declaration of consent to allow authorities to pass on information to a third party, e.g. an employment agency (if applicable)

It is **not** necessary to complete this declaration if

- the third party has attached a power of attorney signed by the employer, or
- the third party is a lawyer or member of another profession typically not requiring a power of attorney.

(Tick the box)

☐

I consent to allowing the immigration authorities to convey information about the company to the employment agency, specified in section 14, if necessary for processing this application. I also consent to allowing the immigration authorities to obtain information about the company from the employment agency, if necessary for processing this application

17. Employers comments

PLEASE COMPLETE IN CAPITAL LETTERS

18. Declarations and information – the employer (the company)

A. Sworn declaration of correctness

I solemnly swear that the information I have given in part 2 (section 11-17) of this application is correct. If the information is found to be false, I am subject to the following penalties:

- Fine or imprisonment of up to two years
- I can be required by law to pay back the expenses incurred by the Danish state as a consequence of the false information

B. Sworn statement by the employer regarding occupational health legislation if the employee is under 18

I solemnly swear that I, as an employer, comply fully with occupational health legislation.

19. Signature – the employer

It is not necessary for the employer to sign below,

- if a power of attorney signed by the employer is attached, or
- if the third party is a lawyer or member of another profession typically not requiring a power of attorney.

In such cases the third party should sign below.

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 18.

Date and place

Signature



Did you remember everything?

If the application for a Danish residence permit is correctly filled out and contains the required documents, the Immigration Service can process the case faster.

It is therefore important that the employer makes certain that part 2 of the form is filled out correctly before forwarding it to the applicant.

We recommend using the checklist below to verify that the application is complete and correct.

Checklist – employer

Before the form is sent to the applicant, please ensure that the employer has (please tick the box)

- ☐ answered all questions in part 2 (sections 11-17) and has
- ☐ signed and dated the application in section 19.

It is also important that the employer has attached:

- ☐ Documentation for wage and terms of employment, which are not stated in the employment contract, e.g. paid rent or salaries paid abroad
- ☐ Advance statement from athletic association. Only if the applicant is a **professional athlete** or **coach**. The form can be downloaded from www.newtodenmark.dk/forms (in Danish only)
- ☐ Documentation that the position is innovative in nature, is part of a project, or has an educational purpose. Such documentation includes: a description of the project or a statement by the company's liaison committee or the company's employee representatives. Only if the applicant is applying for a residence permit under the **Corporate scheme**.
- ☐ Documentation for **trainee** position. Special documentation is required if the applicant's position in Denmark is a trainee position. Read more at www.newtodenmark.dk/trainees