

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 to work as a **trainee**, a **researcher**, **employed PhD** or **research 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Denmark, **or** if the applicant has a **firm connection to the Danish work market** but his/her residence permit has been revoked.

See newtodenmark.dk/work for more information about the different schemes.

When applying for a residence and work permit, both the employer (the company/research institute) 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 14-22).
2. The employer attaches the required documentation.
3. Once the employer has completed part 2, the employer forwards **the whole form** (both Part 1 and Part 2) with the attached documentation to the applicant.
4. **The applicant** completes **part 1** (section 1-13).
5. The applicant attaches the required documentation.
6. The applicant submits the **whole application** (both 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 Danish Agency for Labour Retention and International Recruitment. 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:

- Documentation of paid fee
- Employment contracts or job offer which contains information about wage and terms of employment and job description (not more than 30 days old). We recommend using standard contracts from the relevant industry.
- Documentation of education relevant to the offered job (copy in an authorized Danish or English translation).
- Copy of passport (all pages with information, including front page).
- Documentation for authorization. Only if the job requires Danish authorization. Read more about authorization at www.newtodenmark.dk/positivelist
- Documentation that the applicant can support him-/herself financially during his/her stay in Denmark. Only if the applicant is to work as a research trainee (see section 6).

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 to work as a **professional athlete** or **coach**. The form can be downloaded at 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. **Only** if the applicant is to work as a trainee. Read more at www.newtodenmark.dk/trainees

Biometric features required on residence cards

If you reside in Denmark or a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded for use in your residence card. Your biometric features must be recorded in connection with the application being submitted.

If you reside in a country where Denmark has a representation agreement with another country's diplomatic mission, you must appear in person and submit two facial images in connection with the application being submitted. Once you arrive in Denmark, your biometric features will be recorded. Read more about biometric residence cards on the last page of this form and at www.newtodenmark.dk/residencecard

Does it cost anything to submit an application?

Yes, you will normally need to pay a fee in order to get the application processed by the Danish Agency for Labour Retention and International Recruitment. You can read more about the fees in section 1 of this form, or on www.newtodenmark.dk/fee where you can also see the current fees.

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.

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.

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 Agency in writing, in person at the Service Centre or by phone.

For official use only

Date received	Received by (name)	Authority (stamp)	Person ID / Alien id. no. (Udl.nr)	Case order ID*
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*) IMPORTANT: The case order ID will only be recorded by the authorities if the applicant has not created a case order ID. If the applicant has created a case order ID, this should be stated under section 0 of the application form.

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Application for residence and work permit on the grounds of salaried work**PART 1 – to be filled out by the applicant (the employee)****1. Information about fees**

From 1 January 2011 onwards, you will normally need to pay a fee if you submit an application for a residence permit, for an extension of a residence permit, or for a permanent residence permit in Denmark. The size of the fee depends on which type of application you submit. You can find the current fees on www.newtodenmark.dk/fee.

All persons who submit an application for residence and work permit on the grounds of salaried work must do the following in the order below:

1. Create a case order ID. **Please note:** You must state the case order ID in the field below.
2. Pay the fee. **Please note:** Certain groups of applicants may be exempt from paying the fee. These groups must still create a case order ID.
3. Submit the application.

The fee covers the processing of your case. This means that the fee will not be refunded if your application is turned down. Furthermore, the fee will not be refunded if, during the processing of your case, you choose to withdraw your application. If you have not paid the fee your application will be rejected, which means that it will not be processed. If your application is rejected for any other reason, the fee will be refunded minus an administration fee.

How do I create a case order ID?

Anyone can create a case order ID on www.newtodenmark.dk/fee. You must clearly state the case order ID in the field below and when paying the fee (if applicable).

How do I pay the fee?

You can pay the fee in several ways, such as from a Danish internet bank, in the bank or at the post office. On www.newtodenmark.dk/fee you can choose how you wish to pay, and you can see which information is required when paying the fee. **Please note:** The fee must be paid no later than at the same time the application is submitted. In most cases, this means that the fee will need to be paid **before** the application is submitted. Only a few Danish diplomatic missions will allow you to pay the fee when you submit your application. You **cannot** pay the fee directly to the Service Centre of the Danish Agency for Labour Retention and International Recruitment or to the Danish police. Please **include documentation that you have paid the fee**, such as a receipt from a Danish internet bank or a receipt from a bank or post office.

As a Turkish citizen, you may be exempt from paying the fee

If you (the applicant) are a Turkish citizen and are applying for a residence and work permit on the grounds of salaried work, you may be exempt from paying the fee. On www.newtodenmark.dk/fee you can read more about who is exempt from paying the fee. If you are a Turkish citizen and believe that you are exempt from paying the fee, please tick the box next to "Applicant is exempt from paying the fee". If you do this you do not need to fill in the information required for refunding the fee. When you create a case order ID, please state that you are exempt from paying the fee. Please note: if the immigration authorities decide that you are in fact not exempt from paying the fee, your application will be rejected, which means that it will not be processed. However, if you have paid the fee and the immigration authorities decide that you are in fact exempt from paying the fee, the fee will be refunded.

1.1 Case order ID

Please state your **case order ID**. The case order ID you state below must be identical to the case order ID stated when paying the fee. Please include documentation that you have paid the fee. If you believe that you are exempt from paying the fee, please enter your case order ID and tick the box next to 'The applicant is exempt from paying the fee'.

Case order ID

☐ The applicant is exempt from paying the fee

1.2 Information required for refunding the fee (in case the fee is to be refunded)

Please give the information required for refunding the fee. The fee can be refunded by transfer to a Danish NEM account ('NEM-konto'), a Danish bank account, a foreign bank account, or in cash at a Danish diplomatic mission. Diplomatic missions can only repay fees in cash if the fee was originally paid there. Please state the name of the person to whom the refund should be paid (account holder/recipient), how you wish to receive the money, and any required information.

If the refund is to be paid to a foreign bank account, we recommend that you speak with your bank first to obtain the information necessary in order to receive a transfer from Denmark. In addition to the account information, you may also need to provide the bank's address.

Please note that for a period of 180 days, your fee cannot be returned to a bank account, if you originally paid the fee with Dankort or credit card. For that period of time the payment can only be returned to the same Dankort or credit card account. After 180 days, your fee can be returned to the bank account specified by you below.

Account holder/recipient

☐ Applicant

☐ Other person/company: (name)

☐ Danish NEM account (NEM-konto) CPR number

☐ Danish bank account Name of bank Reg. number. Account number

☐ Foreign bank account Account information (account number/BIC/SWIFT/IBAN)

Additional information (bank address, account holder's address, etc.)

☐ Cash at Danish diplomatic mission (tick only if the fee was paid at the diplomatic mission) State which Danish mission (city and country)

2. 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/Personal ID	
Place of birth (city)	Country of birth

3. 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 state your date of entry, address, and contact information in Denmark.
Please note: if you state an address in Denmark, and the immigration authorities verify your identity when you submit your application, the decision about whether your application has been approved will be sent to your Danish address. If you have stated an address in Denmark, but the immigration authorities have yet to verify your identity, you will be asked to appear at a police station or the Service Centre of the Danish Agency for Labour Retention and International Recruitment when a decision about your application is ready.

Important: Please inform the Danish Agency for Labour Retention and International Recruitment of any change to address or other contact 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

4. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

If you are granted a residence permit, it can only be valid up to **three months before** your national passport expires, or six months before other types of travel documents expire. If you receive a new passport while your application is being processed, you will be asked to submit photocopies of all pages of the new passport.

☐ National passport ☐ Other travel documents, please state

Passport number

Date of issue

Date of expiry

In which country was the passport issued?

5. Information about authorization (if applicable)

PLEASE COMPLETE IN CAPITAL LETTERS

If the job offered requires a Danish authorization, you (the applicant) must normally have obtained a Danish authorization in order to be granted a residence and work permit. Read more about authorization at www.newtodenmark.dk/positivelist

Does the job offered require a Danish authorization?

☐ Yes

☐ No

If **yes**, please **enclose documentation for authorization** and you do **not** need to complete section 7 'Information about the applicant's education and previous employment', since these requirements already are considered to be fulfilled.

6. Information about the applicant's financial situation if the applicant is to work as a **researcher, employed PhD or research trainee** at a research institute in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

You **only** need to complete section 6, if you are to work as a **researcher, employed PhD or research trainee** at a research institute in Denmark.

Please indicate below whether you are employed by the research institute in Denmark and receive a salary from the research institute. If you are **not** employed by the research institute in Denmark and you do not receive a salary from the research institute, you will be considered by the Danish Agency for Labour Retention and International Recruitment as a **research trainee**, and you are asked to indicate how you will finance your stay in Denmark, the amount available per month and attach documentation. Furthermore you are asked to indicate whether you have completed a long cycle higher education (master's degree etc.). As a research trainee you must have completed a higher education in order to be granted a residence and work permit.

Are you employed as a **researcher** or **PhD** at the research institute in Denmark and is the research institute paying your salary during your stay in Denmark?

☐ Yes

☐ No

If **yes**, go directly to **section 9**

If **no**, please answer the following questions:

How is your stay in Denmark as a research trainee financed?

☐ Salary from the research institute in home country

☐ Grant or fellowship from the home country or in Denmark

☐ Other _____

Amount per month after tax, excl. cost of rent, electricity, heat, and similar overheads in Denmark

_____ DKK per month

Please **attach documentation** that you can support yourself financially during your stay in Denmark (e.g. bank statements, letter or pay slips from the research institute in home country).

Have you completed a long cycle higher education?

☐ Yes

☐ No

As a researcher, employed PhD or research trainee you do not need to complete section 7 'Information about the applicant's education and previous employment', since these requirements already are considered to be fulfilled. Nor do you need to complete section 8.

> Go to section 9

7. Information about the applicant's education 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.

<input type="checkbox"/> Youth education (vocational or upper secondary education)	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Short cycle higher education (bachelor-, academy profession degree/program etc.)	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Long cycle higher education (master's degree etc.)	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.**

Have you had any previous employments that are relevant to the position offered?

☐ Yes

☐ No

If **yes**, please state the following:

Previous relevant employment A

Employer's name

Period

From date

To date

Address

Brief job description

Job title

Previous relevant employment B

Employer's name

Period

From date

To date

Address

Brief job description

Title

Previous relevant employment C

Employer's name

Period

From date

To date

Address

Brief job description

Job title

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

8. Information about any employment at foreign company / department

PLEASE COMPLETE IN CAPITAL LETTERS

You **only** need to complete section 8, if you, during your stay in Denmark, will be employed (receives salary or other financial support) by an employer (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 9.

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 title

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

In section 17 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 17 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.

10. 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 to 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).

11. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

12. 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 residence permit will be registered in the Danish Agency for Labour Retention and International Recruitment's registers. The same holds true for any information you give in conjunction with an application to extend your residence permit.

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 Ministry of Economic Affairs and the Interior.

The information in the Danish Agency for Labour Retention and International Recruitment's registers 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 Immigration Appeals Board (reviewing complaints) will have access to the information about you contained in the Danish Agency for Labour Retention and International Recruitment's registers and the Central Person Register.

Other authorities or organisations will receive information about you from the Danish Agency for Labour Retention and International Recruitment's registers and the Central Person Register if they require the information to address questions relating to your residence in Denmark.

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 Danish Agency for Labour Retention and International Recruitment's registers and the Central Person Register. Enquiries about this can be addressed to the Danish Agency for Labour Retention and International Recruitment, Njalsgade 72C, PO box 2000, DK-2300 Copenhagen S.

The fingerprints recorded for use on your residence card will be deleted from the The Danish Agency for Labour Retention and International Recruitment's registers no later than 90 days after your residence card has been issued or your application has been turned down.

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

The Danish Agency for Labour Retention and International Recruitment 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 Danish Agency for Labour Retention and International Recruitment 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 agency 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 of the Danish Agency for Labour Retention and International Recruitment or the Danish Immigration Service's registers with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry.
- 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 Danish 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.

13. Signature – the applicant

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 12A-C, and that I have read and understood the terms laid out in section 12D-H. If I have ticked the box in section 10, I also confirm that I have read, understood and accepted the terms laid out in section 10.

Date and place

Signature

Did you remember everything?

If your application is correctly filled out and contains the required documents, the Danish Agency for Labour Retention and International Recruitment 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:

- ☐ Documentation of paid fee, such as such as a receipt from a Danish internet bank or a receipt from a bank or post office.
- ☐ Employment contract or job offer which contains information about the wage and terms of employment and job description (not more than 30 days old). We recommend that standard contracts from the relevant industry be used.
- ☐ Documentation for education relevant to the position offered (copy in an authorized Danish or English translation).
- ☐ Copy of passport (all pages with information, including front page).
- ☐ Documentation for authorization. **Only** if the job requires Danish authorization. Read more about authorization at www.newtodenmark.dk/positivelist
- ☐ Documentation that you can support yourself financially during your stay in Denmark. **Only** if you are to work as a **research trainee** (see section 6).

It is important that you have

- ☐ Answered all questions in part 1,
- ☐ signed and dated the application in section 13, and have

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.

Biometric features required on residence cards

If you submit your application in Denmark or in a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded.

If you submit your application at the diplomatic mission of a country with which Denmark has a representation agreement, you must appear in person to submit two facial images. Upon arrival in Denmark, your biometric features (digital facial image and fingerprint) will be recorded.

If you send your application by post or fax or if it is submitted by a third-party such as a lawyer, you must appear in person to have your biometric features recorded **within 14 days** of the application being submitted. If you reside in a country where Denmark has a representation agreement with another country's diplomatic mission, you must appear in person to submit two facial images **within 14 days** of submitting your application. When you appear to have your biometric features recorded or to submit your facial images, please remember to bring a photocopy of the first three pages of your completed application form. This will allow the immigration authorities to match your biometric features with the application. **Please note** that the processing of your application will not begin until your biometric features are submitted.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded or when submitting your facial images. In addition to your biometric features, your signature will also be recorded. Facial images and fingerprints are stored on a microchip embedded in the residence card.

Biometric features can be recorded at the Service Centre of the Immigration Service. If you live outside Greater Copenhagen, your biometric features can also be recorded at some police stations. A list of the police stations capable of recording biometric features can be found at www.newtodenmark.dk/residencecard. If you live abroad, the website of the Danish Ministry of Foreign Affairs contains a list of embassies and consulates, as well as Danish representation agreements with other countries' diplomatic missions (um.dk).

If you do not agree to have your biometric features recorded in connection with the application being submitted in Denmark or at a Danish diplomatic mission, your application will be **rejected**. If the application is submitted at another country's diplomatic mission with which Denmark has a representation agreement, and you do not submit two facial images, it will likewise be rejected. If you are not physically capable of providing fingerprints, you will not be required to do so.

Read more about residence cards and biometric features at www.newtodenmark.dk/residencecard.

For official use only – 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)

☐ Documentation of paid fee

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

☐ Other

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 (company/research institute) in Denmark

14. Information about the employer in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Name of employer (company/research institute)	CVR number
Name of department (if applicable)	
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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please state which one? _____	
If no , is the employer party to a collective bargaining agreement in any way? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please provide details: _____	

15. 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 (employee) is required. Normally, full-time employment (37 hours a week) is required.

What position will the applicant be holding in Denmark?

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

The applicant's academic title (if applicable)

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:

15.A-C Additional information about terms of employment

Depending on which scheme applies to the application, the Danish Agency for Labour Retention and International Recruitment may require some additional information from the employer about the terms of employment. You can read more about the different schemes at www.newtodenmark.dk/work.

Below, please indicate which scheme applies to the application and fill in the additional information if necessary.

If the applicant does not meet the requirements for the selected scheme, we will on the basis of the information available assess whether the applicant meets the requirements of any of the other schemes. We may ask the employer for additional information.

Which scheme applies to the application?

☐ Positive List

> Go to section **15.A**

☐ Pay Limit scheme

> Go to section **16**

☐ Corporate scheme

> Go to section **15.B**

☐ Other schemes/applicants

> Go to section **16**

15.A The Positive List

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

What is the position's classification code (DISCO-08 code)?

What is the professional field?

> Go to section 16

15.B The Corporate scheme

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.

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?

☐ Yes

☐ No

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

> Go to section 16

16. Information about salary

PLEASE COMPLETE IN CAPITAL LETTERS

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

If the applicant is to work as a **researcher, employed PhD or research trainee** at a research institute in Denmark, you only need to complete section 16.A.

For all other applicants it is of significance whether or not the applicant will be **seconded** to Denmark by a foreign-based company. 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.

If the applicant will **not** be seconded to Denmark by a foreign-based company, the employer is requested to complete section 16.B.

If the applicant will be seconded to Denmark by a foreign-based company, the employer is requested to complete section 16.C. This would be the case if the applicant for instance is applying for a corporate residence permit.

16.A Information about the applicant's financial situation if the applicant is to work as a researcher, employed PhD or research trainee at a research institute in Denmark

You **only** need to complete section 16.A, if the applicant is to work as a **researcher, employed PhD or research trainee** at a research institute in Denmark.

How is the applicant's stay in Denmark as a research trainee financed?

- ☐ Salary from the research institute in Denmark
Please state gross monthly salary (excluding pension) _____ DKK per month
- ☐ Employer paid labour market pension
Please state monthly rate _____ DKK per month
- ☐ Salary from the research institute in home country
- ☐ Grant or fellowship from the home country or in Denmark
- ☐ Other _____

> Go to section 17

16.B Information about the applicant's salary when not seconded to Denmark by a foreign-based company

Section 16.B 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, please complete section 16.C.

You (the employer) is asked to provide the applicant's total salary information (including pension, any paid accommodation and other paid expenses) as a gross monthly salary converted to Danish kroner. It is important that the employment contract submitted with the application indicates the applicant's wage and terms of employment. This will enable us to process the application faster. You are 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.

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.

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

> Go to section 17

16.C 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).**

It is important that the employment contract submitted with the application indicates the applicant's wage and terms of employment. 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.

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.

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

> Go to section 17

17. Information about third party (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

18. 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

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

This section is only relevant if section 17 has been filled in.

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 17, 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

20. Employers comments

PLEASE COMPLETE IN CAPITAL LETTERS

21. 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 14-20) 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 declaration regarding occupational health legislation if the employee is under 18

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

C. Declaration of consent to allow the Danish Agency for Labour Retention and International Recruitment to process information about organizational affiliation

I consent to allowing the Danish Agency for Labour Retention and International Recruitment to register and process information about my membership of an employers' organization or trade union, if necessary for processing this application.

22. 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 21.

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 Danish Agency for Labour Retention and International Recruitment 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 14-20) and has
- ☐ signed and dated the application in section 22.

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