

## Check List

### ST1 – Basic and Youth Study Programmes arranged by an Exchange Organisation.

Application must consist of	Tick
<b>ST1</b> application form (part 1 in original and part 2 in original <u>or copy</u> )  <b>Please note:</b> It is the responsible exchange organisation in Denmark who must fill in and stamp part 2 of the ST1 form, <b>not</b> the individual school that the student is going to attend.	
Colour copies of <b>ALL</b> pages of the passport including the cover	
Check the <b>ORIGINAL</b> passport against the photocopies before copies are scanned	
Copy of online payment receipt from <a href="http://www.newtodenmark.dk">www.newtodenmark.dk</a> with Case Order ID	
Copy of the guarantee form from the exchange organisation in Denmark	
Additional documentation in special cases	Tick
ORIGINAL parental consent/financial guarantee – <b>only</b> if the applicant <b>is under 18 years</b> old. (IF the guarantee form already includes such a signed statement you do not have to enclose another separate statement).	

<u>Date</u>	<u>City</u>	<u>VAC officer (name)</u>
<u>Deadline for additional documents</u>	<u>Applicant's signature</u>	