



DENMARK

(HIGHER EDUCATION PROGRAMS) WITH CHECKLIST

with effect 07 May 2018

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.

APPLICATION PROCESSING TIME - For latest information on processing time, please visit www.newtodenmark.dk. The Embassy recommends 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 APPLICANTS APPLYING TO STUDY ONLY DENMARK RESIDENCE PERMIT – page 1 & 2 / NORWAY RESIDENCE PERMIT – page 3

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. 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 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

You **must appear in person** at the **Joint Visa Application Centre (VAC)** to submit your application (hard copy or online option). See their website for contact details and opening hours. Please make an online appointment to submit your application. <http://vfsglobal.com/Denmark/Singapore/english/index.html>

Fee payment

- 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.

HARD COPY OPTION

Please submit the following documents: See **the checklist** below.

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 in **the checklist** 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, visit www.newtodenmark.dk

CHECKLIST

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|--|-------|
| 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. (Preliminary letter of offer is not acceptable) | |
| 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. | |
| 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. | |
| ➤ IMPORTANT! The document submitted must be issued <u>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.</u> | |
| ➤ 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. | |

For general queries on the application process, you can email to sinamb@um.dk

PLEASE DO NOT STAPLE YOUR DOCUMENTS. THANK YOU.

ROYAL DANISH EMBASSY SINGAPORE (www.singapore.um.dk)
HOW TO APPLY FOR A RESIDENCE PERMIT APPLICATION TO STUDY IN

NORWAY

(university college/university/vocational school and upper secondary education)
with effect 21 March 2018



The Royal Danish Embassy is the receiving office for Norway residence permit applications submitted in Singapore. The Embassy will forward your application to UDI (Norway Directorate of Immigration) in Norway for processing.

FOR APPLICANTS APPLYING TO STUDY ONLY
DENMARK RESIDENCE PERMIT – page 1 & 2 / NORWAY RESIDENCE PERMIT – page 3

APPLICATION PROCESSING TIME- For latest information on processing time, go to www.udi.no/en/. The Embassy recommends 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.

STEP 1: Download the application form and checklist from UDI website www.udi.no/en/

1. The UDI website has a user-friendly guide to help you find the correct application checklist.
2. Download the application checklist, complete and sign.
3. Download the application form, affix one passport-size photo to the form, complete and sign.

STEP 2: SUBMITTING THE APPLICATION

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. <http://vfsglobal.com/Denmark/Singapore/english/index.html>

Fee payment [Fee amount](#)

- Residence permit fee
- VAC service fee

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

Please submit the following:

8. Original passport – this is for identification purpose and will be returned to you once the VAC staff has verified your identity.
9. Copy of your passport bio-data page and any used pages in your passport. Your passport expiry date should be valid for **6 months after your return to Singapore**.
10. Properly completed and signed application form (with photo)
11. Properly completed and signed application checklist
12. Required documents as listed in the application checklist
13. **IMPORTANT: EVIDENCE OF FUNDS**

Some education institutions will confirm in the **letter of offer** that you have sufficient funds to support yourself in Norway. In this case, you will not be required to submit evidence of funds.

If there is no confirmation of your financial standing in the letter of offer, **you must submit evidence of funds**. The amount of funds required is stated in the application checklist and it is updated every year. You must document that you have this amount of funds in **one or more of these ways**:

- A **bank journal of deposit payment** from the educational institution showing the amount of funds it has received from you. The institution will normally email you a copy of the bank journal. Please print **the email and bank journal** and submit them with your application. (*This is the recommended option for faster processing unless you have a Norwegian bank account*)
- A latest bank statement from your **Norwegian bank** account.
- Statement of support from the State Education Loan Fund (Lånekassen) or documentation which shows that you receive other types of grants/financial support.
- A detailed work contract for any part time work that you do.

STEP 3: DECISION ON YOUR APPLICATION

4. When the Danish Embassy receives **the decision letter** from UDI, we will email it to you.
5. If you require an **entry visa** to enter Norway, the embassy will email or contact you about it.
6. **Singaporeans and Malaysians** can enter visa-free to Norway for up to 90 days in any 180 days period. For a list of visa-free countries, please visit <https://www.udi.no/en/>

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