

Check List

ESS1 – hard copy

| Application must consist of | Tick |
|--|------|
| ESS1 application form | |
| Colour copies of all pages of the passport including the cover and blank pages | |
| Check the ORIGINAL passport against the photocopies before copies are scanned | |
| Copy of online payment receipt from www.newtodenmark.dk with Case Order ID | |
| Employment contract or job offer which contains information about wage and terms of employment and a job description. If you are to participate in PhD studies at ESS, you must enclose a letter of acceptance or similar. | |
| Swedish work permit or documentation of an ongoing case with the Swedish authorities. | |
| Additional documentation in special cases | Tick |
| Documentation that applicant can support him or herself financially during the stay in Denmark. Only if the applicant is a PhD student and does not receive a salary. | |
| Power of attorney for third party, if a third party has completed and signed the application form on your behalf. | |

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