



Application form

Application for residence and work permit under the Greencard scheme

Uses

This form is to be used when applying for a residence and work permit in Denmark under the Greencard scheme.

Your application will be graded using a system that assigns points based on five criteria:

- Educational level
- Language skills
- Work experience
- Adaptability
- Age

In order to qualify for a residence and work permit issued under the Greencard scheme, you must attain a minimum of 100 points. More information about the point system is available at www.newtodenmark.dk/greencard.

Do not use this form if you are currently enrolled in a **higher educational programme** in Denmark and would like to extend your residence permit in order to apply for work after graduation. Please refer to www.newtodenmark.dk/study for more information about Greencards for students who complete a higher educational programme in Denmark.

This form is for use by citizens of **non-EU/EEA countries**. Please refer to www.newtodenmark.dk/eu for further information about the rules for citizens of EU countries.

How to apply

1. Complete and sign this form (follow the instructions given in the form)
2. Enclose the required documentation (listed below)
3. Submit the application to a Danish diplomatic mission in the country in which you live. If you already reside legally in Denmark, the application can be submitted at the Service Centre of the Immigration Service. If you live outside the Greater Copenhagen area, you can also submit your application at your local police station

Required documents

Please enclose the following documents:

- A copy of your passport (including the cover and all pages with information)
- Two passport photos
- Documentation of educational level (diploma, examination certificate)
- Documentation of work experience (statement from previous employer)
- Documentation of language skills (diploma, test results and/or statement from previous employer)
- Documentation that you can support yourself during your first year in Denmark. You need to document that you dispose of an amount equal to **Danish start aid (starthjælp) for one year**. The monthly

start aid amount is (2008 level): DKK 4,926 for persons under 25 not living with their parents, DKK 5,940 for single persons over 24, DKK 4,926 for married/cohabiting persons over 24. Documentation can be a bank statement in your name.

Note: All foreign documents must be the original document. Foreign documents - except those in Swedish, Norwegian, English or German - must be accompanied by an authorised Danish or English translation.

Are other documents required when submitting an application?

Yes, you must present your passport to the immigration authorities.

Failing to include all necessary information can result in your application being rejected

The Aliens Act authorizes the Immigration Service to reject a residence permit application if the application lacks a significant amount of information or documentation.

How long is the residence permit valid for?

A residence and work permit issued under the Greencard scheme is valid for three years.

When may you begin to work?

You may begin working when you have received a residence and work permit.

If you work without a residence and work permit you can be expelled from the country. Furthermore you and your employer will be in contravention of the Immigration Act and risk fine or imprisonment.

If you change place of employment

If you have been issued a residence and work permit under the Greencard scheme, and you change place of employment, you do not have to apply for a new residence and work permit.

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 you carefully complete the form, and remember to enclose all the necessary documentation.

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. You can also contact the Immigration Service in writing, by telephone, or in person at our office. (See contact information at the bottom of this page.)

**For official use only**

Udl.nr.

Date received

Received by (stamp and name)

GR1_en_070708

Application for residence and work permit under the Greencard scheme**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)	CPR number (if applicable)
Alien identification number (if applicable)	
Country of birth	Place of birth (city)

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

Gender <input type="checkbox"/> Man <input type="checkbox"/> Woman	Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current marital status <input type="checkbox"/> Unmarried/single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Registered partnership <input type="checkbox"/> Dissolved registered partnership	
Your address in your home country (Street and number),	Post code, city and country
Earliest date from which the requested residence and work permit should be valid (day, month, year)	
If you are currently in Denmark, please provide the following information:	
Date of entry into Denmark	
Address in Denmark (Street and number)	Post code and city
c/o (name)	Telephone number
Mobile phone number	Email address

For official use only**Points given for age**



3. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

<input type="checkbox"/> National passport	<input type="checkbox"/> Other, please state
Passport number	Date of issue
Date of expiry	In which country was the passport issued?
Have you been to Denmark before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please state where and when _____	

4. Information about educational level

PLEASE COMPLETE IN CAPITAL LETTERS

Do you have a higher education equivalent to at least a Bachelor's degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please state the following:	
Main fields of study (specialization)	
Admission requirements	
Name of diploma in original language with Latin letters	
Nominal length of programme (official length including obligatory periods of work practice)	
_____ Years and _____ Months	
Academic title	
Did the programme include a thesis, dissertation or another large project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please state the following:	
Title	
Number of pages	Nominal duration of the project
For official use only	Points given for educational level

5. Information about the educational institution

PLEASE COMPLETE IN CAPITAL LETTERS

Section 5 should only be completed if you have completed a higher education. If not, proceed to section 7.

Name of educational institution	
Status of educational institution	
<input type="checkbox"/> Public <input type="checkbox"/> Private and state-recognized <input type="checkbox"/> Private	
Address (Street and number)	Post code, city and country



Telephone number		Email address	
Contact person 1 (name)	Mobile / direct phone number	Email address	
Contact person 2 (name)	Mobile / direct phone number	Email address	
For official use only			Points given for ranking

6. Signature and official stamp from the educational institution

Section 6 should only be completed if you have completed a higher education. If not, proceed to section 7.

The signature of an official from the educational institution from which you graduated, as well as the school's official stamp, is required in the designated field below.

The official authorized to issue documentation of your graduation should sign the form in ink. Facsimile stamps are not accepted.

I, the undersigned, declare on behalf of the educational institution that the information given by the applicant in sections 4 and 5 of this form are correct.

Date and place	Signature
Official stamp of the educational institution	Name and position

7. Information about language skills

PLEASE COMPLETE IN CAPITAL LETTERS

The following section contains questions about any language exams in Danish, Swedish, Norwegian, English and German you may have taken. Exam results are used as documentation of your language skills.

Not all language exams can be used as documentation of your language skills. Please see www.newtodenmark.dk/greencard, for a list of the applicable foreign language exams and their equivalents in Denmark.

Have you passed language exams in one or more of the following languages?

A. Danish Yes No

If **yes**, please state which and your score. You must **include documentation**.

Test in Danish Language, Level 1 (Prøve i Dansk 1), score _____

Test in Danish Language, Level 2 (Prøve i Dansk 2), score _____

Test in Danish Language, Level 3 (Prøve i Dansk 3), score _____

Studieprøven, score _____

Other exam, state which _____ score _____

B. Swedish Yes No

If **yes**, please state which and your score. You must **include documentation**.

_____ score _____



C. Norwegian	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes , please state which and your score. You must include documentation .			
			score _____
D. English	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes , please state which and your score. You must include documentation .			
			score _____
E. German	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes , please state which and your score. You must include documentation .			
			score _____
Have you completed a full year course, with final exam, in Danish, Swedish, Norwegian, English or German as part of a higher education?			
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , please state which language and enclose a transcript stating the results of your final exam .			
<input type="checkbox"/> Danish <input type="checkbox"/> Norwegian <input type="checkbox"/> Swedish <input type="checkbox"/> English <input type="checkbox"/> German			
Have you used Danish, Swedish, Norwegian, English or German as your professional working language for at least one year ?			
			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , please state which language and enclose a statement from your employer verifying that you have used the language on the job.			
<input type="checkbox"/> Danish <input type="checkbox"/> Norwegian <input type="checkbox"/> Swedish <input type="checkbox"/> English <input type="checkbox"/> German			
For official use only		Points given for language ability	

8. Information about work experience	PLEASE COMPLETE IN CAPITAL LETTERS
The following section contains questions about your work experience. Please list information relating only to work experience in fields on the Positive List of fields and professions in which there is a lack of qualified workers in Denmark.	
An updated version of the Positive List is available at www.newtodenmark.dk/positivelist .	
Within the past five years, have you worked in a field named on the Positive List.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please answer the questions below and enclose a statement from your employer as documentation of your employment. The statement should give your period of employment, a job description and your tasks.	
Place of employment 1	
Name of employer	Period of employment
	From _____ To _____
Address (Street and number)	Post code, city and country
Job description	



Tasks	
Telephone number	Email address
Place of employment 2	
Name of employer	Period of employment From _____ To _____
Address (Street and number)	Post code, city and country
Job description	
Tasks	
Telephone number	Email address
Place of employment 3	
Name of employer	Period of employment From _____ To _____
Address (Street and number)	Post code, city and country
Job description	
Tasks	
Telephone number	Email address
For official use only	Points given for work experience and income <input type="text"/> Points given for adaptability <input type="text"/>

9. The applicant's comments	PLEASE COMPLETE IN CAPITAL LETTERS
<hr/> <hr/> <hr/>	

10. Sworn declarations
<p>A. Sworn declaration of correctness I solemnly swear that the information I have given in this application is correct and complete.</p> <p>If the information is found to be false or incomplete, I am subject to the following penalties:</p> <ul style="list-style-type: none"> • Fine or imprisonment of up to two years



- I can be required by law to repay 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 letting 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

I also consent to giving authorities contacted by the Danish Immigration Service while processing my application permission to gather information about my private affairs for use in responding to the Immigration Service's enquiry.

C. Notification that information can be passed on to Danish intelligence agencies and prosecuting authorities

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority.

Prosecuting authorities will be able use the information to evaluate whether there are grounds for prosecuting you for crimes committed in Denmark or abroad.

D. The immigration authorities will share your information to the Danish Ministry of Education

As part of the application review process, your information will be passed on to CIRIUS, an agency under the Ministry of Education responsible for evaluating your educational level and determining its Danish equivalent.

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

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

Such information includes:

- The grounds for issuing you a residence permit
- Exemptions to restrictions placed on your residence permit (if any)

The municipality will be informed if:

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

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.

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 Interior and Health Ministry.

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.

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 imprisonment, as well as placing your residence permit in jeopardy. You are entitled to right of access to the information about you 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 Danish Immigration Service - Ryesgade 53 - DK-2100 Copenhagen Ø - Tel.: +45 35 30 87 71 - 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.



The Integration Service or another Danish authority may seek to verify the accuracy of the information you gave in this application. This may happen while the application is being reviewed or after the applicant has received his / her extension. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects you of providing false information.

Verification may involve the following:

- Checking public registers, such as the Central Person Register
- 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 in Denmark on a visa (short term) and you submit an application for a residence permit while in the country, please note that this may have the following consequences:

- You may be sentenced to a **waiting period of up to five years**. Normally, you will not be eligible for a visa during the waiting period. However, this **does not apply** if you are issued a residence and work permit under the green card scheme, the positive list, the pay limit scheme, the corporate scheme, if professional or labour market considerations warrant you a residence and work permit (section 9a (2), nr. 1-4 and 6) or if you have submitted an applications for family reunification (section 9 (1), nr. 1 or 2)
- If you are in Denmark on a visitor's visa contingent on an economic guarantee by a person residing in Denmark (DKK 54,813 – 2008 level), the Immigration Service will normally **forfeit this guarantee** if you apply for a Danish residence permit while in Denmark. However, this **does not apply** if you are issued a residence and work permit under the green card scheme, the positive list, the pay limit scheme, the corporate scheme or if professional or labour market considerations warrant you a residence and work permit (section 9a (2), nr. 1-4 and 6)

11. Signature

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 10A-B, and that I have read and understood the terms laid out in section 10C-H

Date and place

Signature



Did you remember everything?

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

If your application is not correctly filled out or is missing documents, it can be rejected in accordance with the Aliens Act.

It is therefore important that you make certain that the forms are 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

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

- A copy of your passport (including the cover and all pages with information)
- Two passport pictures
- Documentation of educational level (diploma, examination certificate)
- Documentation of work experience (statement from previous employer)
- Documentation of language skills (diploma, test results and/or statement from previous employer)
- Documentation that you can support yourself financially during your stay in Denmark. You need to document that you dispose of a monthly amount equal to Danish start aid (starthjælp): DKK 4,926 for persons under 25 not living with their parents, DKK 5,940 for single persons over 24, DKK 4,926 for married/cohabiting persons over 24. Documentation can be a bank statement.

Note: All foreign documents must be the original document. Foreign documents - except those in Swedish, Norwegian, English or German - must be accompanied by an authorized Danish or English translation.

It is important that you have:

- answered all questions,
- signed and dated the application in section 11 and have
- received the required signature of an official from the educational institution from which you graduated, as well as the school's official stamp in section 6.

Remember that you must bring your current passport when submitting the application



For official use only

Passport photo
35 x 45 mm

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

2 passport photos

Documentation of education

Documentation of work experience

Documentation of language skills

Other

Note: All foreign documents must be the original document. Foreign documents - except those in Swedish, Norwegian, English or German - must be accompanied by an authorized Danish or English translation.

CPR number issued on (date)

Comments

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