Applying for Your Student Visa/Residence Permit: Denmark

What is a visa?
A visa is official authorization allowing you to enter a country and travel, work, live, or study there for a specific period of time. Generally, a visa is an elaborate stamp that is sealed onto one of the pages of your passport. Visas are issued to American citizens by a foreign country's Embassy or Consulate located in the United States. Every country has its own regulations governing the issuance of visas.

Do I need a visa/residence permit to go to Denmark?
A visa is not required for students traveling to Denmark for a maximum of 90 days per six months. A residence permit is required for students going to Denmark through an officially registered organization or program such as ISEP or UM's Partner University Exchange program, so you (and your dependents, if applicable) will need to obtain a visa before you enter Denmark for your period of study.

What do I need to apply for a residence permit?

► Attention: Requirements change constantly! Verify this information with the Consulate General Office in New York, as the application process can change: [http://www.nyidanmark.dk/en-us/coming_to_dk/coming_to_dk.htm](http://www.nyidanmark.dk/en-us/coming_to_dk/coming_to_dk.htm). Allow for 2-3 months for processing of the application.

You need the following documents to apply for a visa (also called a "residence permit"):

- **Original and one copy of all pages of valid passport, including the photo page.** Copies must be made in color and no two-sided copies are allowed. The passport must be valid 3 months beyond the expiration of the visa.
  - Please see page 1 in the Study Abroad Handbook for how to apply for a passport.
  - Apply early for your passport! It may take 4-6 weeks to process your application.

- **Complete application form (ST1), completed and signed** (one original and one copy). Your host university completes part 2 and signs it. After completing this section, the host university sends the form to the applicant. The applicant completes part 1 and signs it.
  - The application and instructions for the residence permit is available at [http://www.nyidanmark.dk/en-us/coming_to_dk/studies/how_to_apply.htm](http://www.nyidanmark.dk/en-us/coming_to_dk/studies/how_to_apply.htm).

- **A letter of acceptance (original document)** from the Danish university you will be attending
  - If the acceptance letter from your host institution has not arrived within two months prior to your departure, please notify UM's Office of International Programs.

- **Proof that you have sufficient funds** showing you can support yourself while in Denmark. A minimum of $ 830 per month is required (grant, loan, bank account, bank guarantee, etc.). Funds must be in student’s own name and be original documents; no joint accounts are acceptable.

- **Case order ID and receipt of € 224 payment to the Danish Immigration Service.** All persons who submit an application must create a case order ID and pay the fee to the Danish Immigration Service at [http://www.nyidanmark.dk/en-us/coming_to_dk/fee/fee.htm](http://www.nyidanmark.dk/en-us/coming_to_dk/fee/fee.htm).

- **Application fee of € 244** in the form of money order or cash.

- **Biometrics information.** Biometrics must be obtained when the application is lodged in person. You may also apply for your student visa to Denmark at the Consulate General of Norway in Houston [www.norway.org/Houston](http://www.norway.org/Houston) and San Francisco [www.norway.org/SanFrancisco](http://www.norway.org/SanFrancisco) and the Embassy of Sweden in Washington DC [www.swedenabroad.se](http://www.swedenabroad.se). However, biometrics cannot be obtained at these locations and must be obtain once in Denmark. If you chose to apply at one of the above representations, you must contact that office directly.

April 2013

**How do I obtain a visa?**

**A. In person**


• Take the above documents to the Danish consulate in New York a minimum of 2-3 months before departing for Denmark. You may also apply for your student visa to Denmark at the Consulate General of Norway in Houston [www.norway.org/Houston](http://www.norway.org/Houston) and San Francisco [www.norway.org/SanFrancisco](http://www.norway.org/SanFrancisco) and the Embassy of Sweden in Washington DC [www.swedenabroad.se](http://www.swedenabroad.se). However, biometrics cannot be obtained at these locations and must be obtain once in Denmark. If you chose to apply at one of the above representations, you must contact that office directly.

• Call the consulate before you visit to verify hours of operation and location. **You must contact the Consulate where you will apply before visiting their office.**

• Avoid waiting until the last minute to apply for your visa, as omitting one document or failing to complete a form completely may delay the processing of your visa for weeks.

• **Make sure to keep a copy of all documents for your records.**

**General tips for applying for a visa:**

The Consulate General advises against making any final travel arrangements, particularly purchase of non-refundable air tickets for a specific date, prior to approval of your application. Foreign embassies and consulates in the US receive hundreds of inquires every day so contacting them may be a trying experience. Have patience. Some consulates only receive visitors or calls during certain hours of the day or on certain days of the week; visit their website to learn their hours or call back at different times of the day. You may find that you are placed on hold or that your call is never forwarded to the appropriate person. Don't be discouraged: be persistent, but polite. Remember that US consulates in foreign countries operate in a similar fashion!

**Danish Embassy/Consulate-General:**

**Danish Embassy in Washington**

Address: 3200 Whitehaven Street, N.W., Washington, D.C. 2008-3683  
Tel. (202) 234-4300 Fax (202) 328-1470  
Website: [www.ambwashington.um.dk](http://www.ambwashington.um.dk)  
Email: wasamb@um.dk

**Danish Consulate-General in New York**

Address: 885 Second Avenue, 18th floor (48th Street), New York, NY 10017  
Tel. (212) 223-4545; Fax (212) 754-1904  
Website: [www.gknewyork.um.dk](http://www.gknewyork.um.dk)  
Email: nycgkl@um.dk

April 2013