

## Applying for Your Student Visa: 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 to go to Denmark?

A visa 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 visa?

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

- **A valid passport and a copy of all pages, including the photo page.** 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 6-8 weeks to process your application.
  - **Complete application form (ST1), completed and signed;**
    - ◆ The application for residence permit (Student Visa) is available on the Danish Consulate Web Site, <http://www.gknewyork.um.dk/en/menu/PassportVisa/Studentpermit/>.
  - **Three recent passport photos** (U.S. Passport size); see photo requirements at the following website: [www.gknewyork.um.dk/en/menu/PassportVisa/Passport/photorequirements.htm](http://www.gknewyork.um.dk/en/menu/PassportVisa/Passport/photorequirements.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.
  - **A letter of acceptance** to the exchange program from The University of Montana
  - **Proof that you have sufficient funds** to cover your tuition and cost of living expenses while in Denmark: a minimum of \$830 per month (grant, loan, bank account, bank guarantee). Funds must be in student's own name and be original documents;
  - **Payment of US\$ 200.00** for processing fee in the form of money order or cash (if applying in person). If you wish your passport to be mailed back to you by overnight delivery add an additional \$20. Remember to include the address where your passport is to be returned;
  - **A copy of the entire application** must be sent to the Consulate, and make an additional copy for your own records.
- **Attention:** This list may not be all-inclusive! Verify this information with the consulate, as the application process can change or may even vary by consulate. Allow for 2-3 months for processing of the application.

### 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 Norwegian Consulate in San Francisco or Houston, or the Swedish Consulate in Washington DC or Los Angeles.

- 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.

## **B. Via mail**

If you chose to apply for your visa via mail rather than in person, you should:

- Send all documents, including your passport, in a FedEx, US Overnight Mail, or other express mail service that provides a tracking number for your parcel, to the consulate. Keep a photocopy of all documents, including your passport, for yourself.
- Submit the \$200.00 processing fee with a money order or certified check payable to the Consul-General of Denmark --consulates will not accept personal checks.
- Enclose a *postage paid* FedEx/US Overnight Mail envelope *addressed to yourself*. (Or include an extra US\$20.00 for the Danish Consulate to return your visa via overnight mail.)
- Apply early: according the Consulate's website, please allow a minimum of 2-3 months for processing of applications.
- Be sure all documents are in order. Missing documents may cause delays in the processing of your application.
- Do not leave the country until you have received your passport and visa.

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

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!

## **Royal Danish Consulate General**

**States served:** All states

**Address:** One Dag Hammarskjold Plaza, 885 Second Ave., 18<sup>th</sup> Floor, 48<sup>th</sup> Street , New York, NY 10017-2201

**Tel.** (212) 223-4545; **Fax** (212) 754-1904

<http://www.denmark.org/>

As of March 1, 2008 it is possible to apply for visas and work permits at the Consulate General of Norway in Houston and San Francisco and as of April 1, 2008 it is possible to apply for visas and work permits at the Embassy of Sweden in Washington, DC and at the Consulate General of Sweden in Los Angeles at the following addresses:

## **Consulate General of Norway**

2777 Allen Parkway, Suite 1185

Houston, TX 77019-2123

Tel.: 713-521-2900

Fax: 713-521-9648

E-mail: [cg.houston@mfa.no](mailto:cg.houston@mfa.no)

Web: [www.norway.org/houston](http://www.norway.org/houston)

## **Consulate General of Norway**

20 California Street, 6<sup>th</sup> Floor  
San Francisco, CA 94111-4803

Tel.: 415-986-0766

Fax: 415-986-3318

E-mail: [cgsfo@mfa.no](mailto:cgsfo@mfa.no)

Web: [www.norway.org/sanfrancisco](http://www.norway.org/sanfrancisco)

## **Embassy of Sweden**

2900 K Street, NW  
Washington, DC 20007

Tel.: 202-467-2600

Fax: 202-467-2699

E-mail: [ambassaden.washington@foreign.ministry.se](mailto:ambassaden.washington@foreign.ministry.se)

[ambassaden.washington-visa@foreign.ministry.se](mailto:ambassaden.washington-visa@foreign.ministry.se)

[ambassaden.washington-info@foreign.ministry.se](mailto:ambassaden.washington-info@foreign.ministry.se)

Web: [www.swedenabroad.se](http://www.swedenabroad.se)

## **Consulate General of Sweden**

10940 Wilshire Boulevard, Suite 700  
Los Angeles, CA 90024

Tel.: 310-445-4008

Fax: 310-473-2229

E-mail: [consularinfoLA@foreign.ministry.se](mailto:consularinfoLA@foreign.ministry.se)

Web: [www.swedenabroad.se](http://www.swedenabroad.se)

If you chose to apply at one of the above-mentioned addresses, you must contact that office directly.