Immigration Service Fee Payment Instructions for Residence Permit Application 2016-17

BEFORE you can apply for your residence permit from the Danish Consulate –
You must submit the Immigration Service Fee to the Danish Embassy
The current Immigration Service Fee is DKK 1845 (approximately $275)

1. Start by creating your Case Order ID here:
   http://www.nyidanmark.dk/en-us/coming_to_dk/fee/Payment/SBOrderID
2. Under the tab “Case type” scroll down to the Study section and click “Study”
3. Enter your first (and middle, if applicable) and last name exactly as they appear on your passport
   and enter your passport number.
   For “Are you exempt from paying the fee?” select “No”
   Select the checkbox that says “I hereby consent to allowing the immigration authorities to send the
   case order to the e-mail address below.”
   Enter your primary e-mail address, and click “Next”
4. On the next page (“Case order ID”), click “Approve” to reveal your case order ID number -
   You need this number to complete your application so print this page immediately - Do not lose
   your case order ID number!
5. Click “Proceed to payment.” The “Payment” page will allow you to follow the status of your
   payment. Choose one of the following payment options:
   a. Pay Online - Credit Card  *Recommended method of payment
      ➢ On the next screen select “Pay.” The payment method screen will open in a new
        window
      ➢ You may pay by VISA, MasterCard or American Express
      ➢ Click “Accept payment” and print the payment receipt! Do not lose this receipt.
   b. International Bank Transfer
      ➢ Be sure to ask your bank regarding the transaction fees for the wire transfer.
        There may also be intermediary bank or other service fees.
        *You may need to add an additional DKK 100 (app. $15) to cover these fees.
   c. Danish Internet Bank – For use only if you have a Danish internet bank account
   d. Order Payment Form – For use only in Denmark

  *Be sure to obtain the payment receipt from whichever payment option you choose.
  You need to submit this with your residence permit application so do not lose it!