You will receive an email notification from University of Copenhagen (UCPH) when you have been accepted. The email will include your admission letter as an attachment. Shortly after you will receive an additional email from UCPH with your UCEAP Participation Letter.

You must carefully read these emails and both attachments!

Save the emails in your Denmark folder for easy accessability.

You WILL need to refer back to them in the future.

Please note that you will need to have your biometric features recorded within 14 days after you have submitted your application!

You must book an appointment to have your biometrics recorded PRIOR to submitting your ST1 online to ensure that you will be able to complete the process within 14 days of submitting your application.

Sample of the ST1 instructions that you will receive in your acceptance email:
**Instructions**

1. When you access the link provided to you, select ‘English’ in the top left of the page.
2. Click on **Apply Online**
3. On the **Guide to online application forms** page:
   - Click on **Danish residence permit**
   - Then click on **Studies**
   - Then click on **Start KO1/STAR online**
4. Read the instructions!
   - **Note that you must use a scanned signature!**
5. Click on **Student** and then **Next**
6. Click on **Begin part 2**
7. You will now select a new password:
   - **Remember to write down your new selected password and keep in a safe place!**
   - You will now see instructions for your application.
8. Enter your current address outside of Denmark under the section ‘Applicant’s address abroad’

**Notes**

- In the section ‘Information about the application’s educational background’ you only need to enter information for ‘Higher Education’.
- Former employment and comments are only by choice.
- In the section **Information about students in a higher educational programme** click **No** to both questions:
  - ‘Are you to pay tuition fee to the educational institution in Denmark yourself?’
  - ‘Have you been granted a Danish state scholarship?’

**Attachments**

In the section 'Attach documents' you will upload several documents:

- Receipt of paid fee (for Case Order ID)
- Documentation for self-support while in Denmark
  - Detailed instructions are located in the Residence Permit Instructions in your PDC.
  - This is mandatory, even if you are not met with the requirement during your ST1 procedure you are still required to upload this document; your application will be incomplete without it!
- Copy of passport
- Electronic copy of your UCPH admission letter
- Electronic copy of your UCEAP Participation Letter (for enrollment verification)

**Refunding the Fee**

Click on ‘A’

**Note** – Refunds are only given if a person has paid the fee, but the immigration authorities find that he/she was, in fact, exempt. (This will not pertain to UCEAP students.)

**All UCEAP students are required to pay the residence permit fee, so do you will NOT receive a refund.**

**Sign Application**

You will now be asked to swear that the information you have given in the application is correct and complete.

Sign the form by uploading a document with your scanned signature (you will not be able to sign the form with the Danish NemID)
(Print the Sworn Declarations form, sign it, scan it, and upload it to your application.)

*Updated June 20, 2016*
Submit Application

Enter your email to receive a receipt of your submitted application.

You will then see a screen stating that your online application has been submitted. *Be sure to print the receipt!*

You will have to bring the receipt of your submitted application when you go to have your biometric features recorded.