Residence Permit Instructions  
University of Copenhagen  
2016-17

All students participating in the UCEAP Fall Semester, Spring Semester or Year Program at University of Copenhagen must apply for and obtain a residence permit card.

E.U. Citizens: You do not need a residence permit or visa to enter or study in Denmark. However, you must apply to the Regional State Administration for a registration certificate after you are in Copenhagen. You will need to travel to and from Denmark using your valid E.U. passport.

Non-U.S. / Non-E.U. Citizens: Check this link to see if you need an entry visa – Do I need a visa? Follow the same instructions below to apply for your residence permit. You will be notified via email by the Danish Immigration Office when your residence permit is approved. At that time you will be informed of the next steps to move forward with your visa.

Note - AB540 students should consult an immigration attorney to evaluate the risks of potentially being unable to re-enter the United States and any impact that participation in UCEAP might have on any deferred action applications.

STEPS TO OBTAINING A RESIDENCE PERMIT

1. Submit the online UCPH application as soon as you receive your invitation.
2. As soon as you receive your acceptance from UCPH (which can take up to 2 months after submitting application) the following steps must be completed in this order.
   a. Create a Case Order ID and pay Immigration Fees (currently 1750 DKK)  
      Detailed instructions are located in your Pre-Departure Checklist (PDC).
   b. Make an appointment to have biometric data made in person in San Francisco.  
      See detailed instructions below.
   c. Follow the steps for submitting your online ST1 application.  
      Detailed instructions are located in your Pre-Departure Checklist (PDC).  
      *You must have your biometrics made within 14 days of submitting your ST1 – make your appointment before submitting your ST1.

WHEN DO I APPLY FOR MY RESIDENCE PERMIT?

You will apply for your residence permit AS SOON AS you receive your “Acceptance Email” from University of Copenhagen. The email will include instructions with a reference number and password for your Residence Permit Application (ST1).

THE ST1 FORM IS ONLY VALID FOR 30 DAYS!  
YOU MUST HAVE YOUR BIOMETRICS MADE WITHIN 14 DAYS OF SUBMITTING YOUR ST1.

You must pay the Danish Immigration Fee prior to submitting your residence permit application.

See the separate Immigration Fee Instructions located in your PDC.  
Do not lose your Case Order ID or your receipt!
WHERE DO I SUBMIT MY RESIDENCE PERMIT APPLICATION?

All students must make an appointment to submit their completed application and have biometric fingerprints, photo, and signature taken in person. No exceptions!

You must have your biometrics made within 14 days of submitting your residence permit application

*Most students will have to have their biometrics made in San Francisco!

**The Danish Consulate will have their ‘traveling biometric kit’ at their site in Los Angeles for 5 days only. The dates are April 26-30, 2016. This is a very small window of opportunity for only a very few students. **IF, AND ONLY IF, you receive your UCPH acceptance in April, you can try to make an appointment to have your biometrics made in Los Angeles during these dates. **YOU CANNOT MAKE AN APPOINTMENT UNTIL YOU RECEIVE YOUR ACCEPTANCE NOTIFICATION FROM UNIVERSITY OF COPENHAGEN!**

Click here for Instructions for Los Angeles

Instructions for San Francisco:

**VFS Global operated by Travisa**

220 Montgomery Street, Suite 991
San Francisco, CA 94104

E-mail: info.dkus@vfshelpline.com
Tel: 240-454-7720
Phone hours: Monday-Friday 9:00am – 5:00pm EST (6:00am – 2:00pm PST)

Schedule an appointment online here.

Appointments are available Monday- Friday and may be scheduled up to one month in advance.

Online Appointment Instructions:

**Schedule Appointment**

**Screen 1: Application Parameters**

- Branch: San Francisco
- Type of Submission: Online Appointment
- Type of Application: Individual
- No. of Applicants: 1
- Visa Category: Student Permit
- Jurisdiction: New York
- Passport Number
- Previous Schengen Visa: answer as appropriate
- EU Family Member: answer as appropriate
- E-Mail ID: enter your email address

**Screen 2: Applicant Detail Information**

- Enter your personal information
- Enter all dates in European format: dd/mm/yyyy
- Departure date: 31/7/2016

**Screen 3: Schedule Appointment Date**

- Select the date of your appointment

**Screen 4: Schedule Appointment Date**

- Select a Time-Slot
  - Disclaimer: It is not guaranteed that you will be seen in the selected time slot. If you are not seen, then you will be given a space in subsequent available slots.
WHAT MUST I SUBMIT IN ORDER TO APPLY FOR MY RESIDENCE PERMIT?

1) Appointment Letter from Travisa showing reference number and date & time of your appointment.

2) The receipt for your ST1 application.
   If you are able to make a copy of your ST1, print extra copies and take one with you to your appointment.

3) Case Order ID and confirmation of payment of Danish Immigration Service Fee
   - To complete your residence permit application, you need to first pay the Immigration Service Fee. (Follow the instructions included in the Pre-Departure Checklist.)

4) ACTUAL passport valid at least 3 months beyond the end of your program.
   (The Danish Consulate in New York will return your passport to you “fairly quickly” while the rest of your application is being processed.)

5) One COLOR photocopy of the photo and information pages of your passport + all pages that have stamps, visas, etc.
   - Copies must be in color and on size A4 or standard US paper size (8 ½” x 11”).
     **No double-sided copies are allowed.**

6) **Non-US Citizens** - Original and one COLOR copy of US Permanent Resident Card or valid visa. US visa holders should have original I-94 or I-20 stapled to their passport. I-20 must have been signed within the last 12 months.

7) Photocopy of your Letter of Admission from UCPH.

8) Proof (original documents) that you can support yourself financially while in Denmark. This must be an original bank statement and/or financial aid letter.
   - **If using a Bank Letter:**
     - The account(s) MUST be in your own name ONLY - NOT in your parents’ name or in a joint account!
       - Your application will be denied if the account is not in your name only!
     - Proof must show a minimum of $1000 for each month you are in Denmark.
       * Fall semester students study in Denmark for 5 months and need to show at least $5,000
       * Spring semester students study in Denmark for 6 months and need to show at least $6,000
       * Year students study in Denmark for 11 months and need to show at least $11,000
   - **If using a Financial Aid Letter:**
     - Print the sample letter located in your PDC and take it to your Financial Aid Office when requesting your letter!
     - You will have to show proof of funds to cover the program fees + a minimum of $1000 for each month you are in Denmark
       * Fall semester students study in Denmark for 5 months and need to show at least $5,000 for living expenses, plus the UCEAP fees ($7902), and therefore must show a total amount of at least $12,902.
       * Spring semester students study in Denmark for 6 months and need to show at least $6,000 for living expenses, plus the UCEAP fees ($7902), and therefore must show a total amount of at least $13,902.
       * Year students study in Denmark for 11 months and need to show at least $11,000 for living expenses, plus the UCEAP fees ($14,087), and therefore must show a total amount of at least $25,087.
9) Notarized letter of consent from parents and a copy of the birth certificate if applicant is less than 18 years of age.

10) Residence permit application fee: $215 payable by Visa or MasterCard. (Be sure to get a receipt)

11) VFS Biometrics Service fee: $33 payable by Cash, Visa or MasterCard. (Be sure to get a receipt)

12) VFS Courier Fee: $60 payable by Cash, Visa or MasterCard. (Be sure to get a receipt)

**IMPORTANT!** Make additional photocopies of the application form and all supporting documents to keep for your personal records.

**Please Note:**
There are four (4) separate Fees/Payments payable to 2 different entities:
- Immigration Service Fee – DKK 1845 (+ DKK 100 for intermediary bank fees)
- Residence Permit Fee - $215
- VFS Biometrics Service Fee- $35
- VFS Courier Fee- $60

**WHEN WILL I RECEIVE MY RESIDENCE PERMIT?**
You will be notified via email by the Danish Immigration Office when your residence permit is approved 2-3 months after you submit your application.

**Save and print this email. Do not lose it!**
You will receive your actual residence permit card once you are in Denmark. The Study Center will assist you with making these arrangements after your arrival in Copenhagen.

It will be very important to obtain your residence permit card as quickly as possible after your arrival in Denmark. See detailed information in Your Program Guide.