

Information for EU-students on application for EU-residence document at Statsforvaltningen (*the State Administration*)

Before submitting your application for the EU-residence document at Statsforvaltningen please make sure you have these documents at hand:

- 1. A completed and signed application form: “OD1 – application for EU-residence document”**
 - Please fill in *all* relevant spaces - including all your first and last names.
 - Make sure all information corresponds with the passport/ID card you present at Statsforvaltningen.
- 2. Your original passport or original national ID-card and a colour copy of this**
 - Bring either your original passport or national ID-card *and* a copy of same
 - If you bring your national ID-card the copy must include both sides of the card
 - If you bring your passport the copy only has to include the page with your photo and the particulars
- 3. A current photo of you in the size of a passport photo**
 - It must be a real photo and not a printout on regular paper
 - See further requirements for the photo here: <https://www.politi.dk/da/borgerservice/pas/pasbilleder>
 - The photo should be attached to the application form in the top of the front-page of the application form
 - *It is not possible to have your photo taken at the State Administration*
- 4. Proof of admission from the Danish school/host institution.** This could be either:
 - A copy of the admission letter from the place of study. The letter should be addressed to you and provide information about the specific study, when it begins and is expected to finish and must be signed by a relevant employee from the school and provide the school's logo and / or colophon
 - or**
 - The form *Erklæring om studieaktivitet* (declaration about study activity) completed, dated, signed and stamped by the school

Note that your admission must be final – if your admission letter says the admission is conditionally you must get a letter or other proof from the Danish host school stating, that the admission is now final
- 5. Declaration regarding support**
 - The form *declaration on self-support* – completed and signed by you

Please note that we need all the documents physically. It is not sufficient to present us some of the documents on e.g. your phone or tablet, to e-mail them to us or to hand us the documents on a USB-stick etc. All documents must be printed before you submit them to us. We recommend that you have all documents ready before you show up at Statsforvaltningen. However, in our waiting area it is possible to access a computer from where you can print documents you may have forgotten.

What to do when you arrive at Statsforvaltningen (during the special opening hours for students):

1. Make sure you have the above mentioned documents at hand
2. Pick a number ticket from the touch screen in front of the main door – *press “EU-residence”*. Then wait for your turn
3. At your turn an employee from Statsforvaltningen will go through the information in your application form and the other documents. If everything is ok we will keep the papers and produce your residence certificate within approximately an hour. You may get more precise information about the expected waiting time from the employee.
4. Please keep your number ticket and remain in the waiting area
5. When your residence certificate is ready we will call out your number from the number ticket. Upon showing the employee your passport/national ID-card your certificate will be handed to you.

Please note that if you visit Statsforvaltningen outside the special opening hours for students, the registration certificate will not be issued on the spot but within three weeks and sent to you by regular post.

With your residence certificate in hand you can proceed to your local Municipality (or International House in Copenhagen) to get a CPR-number, yellow card for health insurance etc. Bring proof of housing (e.g. rental agreement).

Keep your residence certificate while in Denmark. Never give away the original certificate.