

OD1: Application for EU residence document

OD1: Application for EU residence document

Dansk | English |

You are not logged in.

Steps in your application

Introduction

Welcome to newtodenmark.dk self-service

How to complete the form

How to sign and submit the form

Application

Welcome to newtodenmark.dk self-service

With this form you can apply for an EU residence document which confirms that you are entitled to reside in Denmark.

You can also use the form in 3 additional instances:

- When you need to apply for **changing the grounds for your residence** under EU regulations, e.g. if you have had EU residence as a student and now wish to change the grounds for your residence to EU residence as a worker.
- When you need to apply for an **extension**, if you have a temporary right of residence under EU regulations that you wish to extend.
- When you need to apply for **permanent** residence under EU regulations.

Who can apply?

You can obtain an EU residence document, if you are a citizen of an EU/EEA country or Switzerland. You can also obtain an EU residence document, if you are a family member to an EU/EEA citizen who has already obtained an EU residence document or who is applying for it at the same time as you.

Why do I need an EU residence document?

You will need the EU residence document when registering your Danish address with the local municipality where you will be residing. When you register an address with the municipality, you can also get a Danish CPR number.

Thus, you must first have an EU residence document before you can get a Danish CPR number.

On the next page we will explain how to complete the form. We also want to inform you that you need to have certain documents ready in digital form before continuing to complete the form.

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How to complete the form

Before you start completing the form, it is a good idea to make sure you have all documents ready. You must attach these documents to the application so you should have the documents ready in digital form.

You can prepare yourself by reading about which documents you must attach to the application at newtodenmark.dk/EU-residence.

You must complete all fields marked with *

The form takes approximately 25 minutes to complete.

On the next page we explain how to sign and submit the form once you have completed it and attached the relevant documentation.

If you are a worker

If you have a job in Denmark, your employer in Denmark must confirm this. You can do this by attaching your employment contract or a declaration by your employer. The declaration or employment contract must be attached to your application later in the form.

Please note, regardless whether you choose to attach an employment contract or a declaration by your employer, it must have been signed by your employer no longer than 30 days before the day you appear in person at one of SIRI's branch offices.

If you choose to attach a declaration completed and signed by your employer, you can already now download a declaration that your employer must complete and sign.

[Download the employer declaration](#)

If you are a family member

If you are a family member to a citizen of an EU/EEA country or Switzerland who resides in Denmark under EU regulations, you must sign and attach two declarations. You can already now download these declarations.

[Download the sworn declaration regarding genuine and effective residence](#)

[Download the sworn declaration regarding genuine \(not pro forma\) marriage or cohabitation](#)

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How to sign and submit the form

The form requires NemID or a signed sworn declaration

Once you have completed the entire application, you must sign it with NemID or with a signed sworn declaration (must be scanned and attached to the application).

[Read more about how to order, activate and use NemID](#)

[Link to sworn declaration \(must be signed, scanned and attached\)](#)

Appearing in person at SIRI

If you are applying for an EU residence document for the first time, you must, when you have completed, signed and submitted the form, appear in person at one of SIRI's branch offices. You must bring your photo ID (passport or national ID card). Only when you have identified yourself this way and have been linked to your application will we consider your application to be submitted.

In these instances you do not need to appear in person at SIRI

Do not appear in person if you are applying for:

- **changing the grounds for your residence** under EU rules, e.g. if you have had EU residence as a student and now wish to change the grounds for your residence to EU residence as a worker.
- an **extension**, if you have a temporary right of residence under EU regulations that you wish extend.
- **permanent** residence under EU regulations.

Please note, however, that in some instances we may ask you to appear in person at SIRI. If so, we will contact you.

Do you want to start a new application or download a previously saved application? *

- Log in with NemID to begin a new application or download a saved application
- Begin a new application without NemID
- Continue a previously saved application without NemID

https://blanket.nyi...

ny i danmark,dk

Brugernavn / Username:

Example: 555555

Adgangskode / Password:

Example: abab555B

Username and password for your application

The system has created a username and password that you must use to log in to the online form. Once logged in, you have the option to save the form and return at a later time.

Remember that your username and password can give you access to personal information about you. It must therefore be stored properly.

On the next page, you must enter the username and password listed below.

Note: When you click **Next**, you will not be able to go back to this step for technical reasons.

You should therefore note your username and password or click on the link below, which will open a pop-up window with your username and password.

Your username is

Example: 555555

Your password is

Example: abab555B

[Open popup window with username and password](#)

< Forrige

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Applicant log in

Reference number:

Password:

Can't access the application? [Click here](#)



https://blanket.nyi... - □ ×

ny i danmark,dk

Brugernavn / Username:

Adgangskode / Password:

You are logged in as:
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Steps in your application

Start

Begin or continue an application

Guidance

Application

Submit

Begin or continue an application


You are now logged in. You can save the information you have already entered by clicking **Save** to the left. You will then have 30 days to return to the form. Saved, incomplete applications which are more than **30 days** old will no longer be available. Completed and submitted applications will likewise no longer be available.

Please choose one of the options below: *

- Start new application
- Continue a previously saved application


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Steps in your application

Start

Begin or continue an application 

Guidance

Application

Submit

Guidance

You are now logged in and can proceed to complete and submit the application

A number of questions will be asked in the form. We only ask questions that are necessary to process the application. We will also inform you which documents you will need to attach to the application.

How to apply:

1. Enter information about you as the applicant
2. Enter your passport or national ID card information
3. State on which grounds you are applying for an EU residence document.
4. Attach the necessary documentation
5. Write your comments to the application, if any
6. Confirm sworn declaration
7. Submit the application using NemID or a signed sworn declaration.

Once you have signed the application online, you will be shown a receipt on the last page.

You must print and bring this receipt with you, if you are to appear in person at one of SIRI'S branch offices.

For more information

Read more about the rules for residence under EU regulations at newtodenmark.dk/EU-residence



If you have any questions, you can always contact the Agency for International Recruitment and Integration (SIRI) for guidance on the rules and on how to complete the form.

You can find contact information for SIRI at newtodenmark.dk/contact-siri

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Application

Applicant

Passport or ID card

Passport

Reason for application

Sponsor in Denmark

Relation

Submit

Information about you the applicant

Given name(s) *	Surname *
<input type="text"/>	<input type="text"/>
Former surname(s) (if applicable)	CPR-number (if applicable)
<input type="text"/>	<input type="text"/>
Nationality *	Second nationality (if applicable, only to be stated if you have dual-citizenship)
<input type="text" value="Germany"/>	<input type="text"/>
Former nationality (if applicable)	
<input type="text"/>	
Date of birth (dd-mm-yyyy) *	Country of birth *
<input type="text"/>	<input type="text"/>
Place of birth (city) *	Language skills
<input type="text"/>	<input type="text"/>
Gender *	Do you have children? *
<input type="radio"/> Male <input type="radio"/> Female	<input type="radio"/> Yes <input type="radio"/> No
Marital status *	
<input type="text"/>	
When did you enter and begin your current stay in Denmark? (dd-mm-yyyy) *	
<input type="text"/>	
Telephone number *	Email address
<input type="text"/>	<input type="text"/>
Address in Denmark (street, number, floor and side) *	
<input type="text"/>	
Postal code *	City *
<input type="text"/>	<input type="text"/>
C/O (name on door or post box, if applicable)	
<input type="text"/>	
Last address abroad before entering Denmark (street, number, floor and side) *	
<input type="text"/>	
Postal code *	City *
<input type="text"/>	<input type="text"/>
Country *	
<input type="text"/>	

When you are applying from your home country, you can also add your expected arrival date.

If you do not have an address in DK yet, fill out the address of your temporary stay, hotel, hostel, Airbnb when arriving in DK.

Fill out your current home address in "last address..."

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Passport

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Information about your passport or national ID card

Which type of ID are you using? *

Passport National ID card

Passport number/ID card number *

Date of issue (dd-mm-yyyy) *

In which country was the passport or ID card issued? *

Date of expiry (dd-mm-yyyy) *

You must bring the above-mentioned passport or ID card if you appear in person at one of SIRI's branch offices. Please note that the passport or ID card must be valid.

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Fill out the same dates if your passport does not show either an issue or an expiry date.

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Applicant ✓

Passport or ID card ✓

Passport X

Reason for application

Sponsor in Denmark

Relation

Submit

Why are you applying for an EU residence document?

On which grounds are you applying for an EU residence document? *

- I am employed in Denmark
- I am studying in Denmark
- I am self-employed and run my own business in Denmark
- I have sufficient funds to support myself, or will be provided for by another person
- I am a posted employee of a company in the EU that is providing a service in Denmark
- I am applying as an accompanying family member
- I want to apply for an extension of my right to residence
- I want to apply for permanent residence

Do you need to change your grounds for residence?

Below you must answer whether you already have an EU residence document, but now wish to apply for changing your grounds for residence. This could be, for example, because you have until now had EU residence as a student, but are now employed in Denmark and need to change the grounds for residence to EU residence as a worker.

Do you already have an EU residence document and are you applying to change your grounds for residence? *

- Yes No



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Application

Submit

What to attach?

Attach files

File check

Comments

Declaration and information

Confirm information

Sworn declaration

File check

Submit

Which documents should I attach to the application?

On the next page you must attach the relevant documentation. Below you can see which documents you should attach.

You have chosen to apply for an EU residence document based on study.

You can attach the following documentation:

- A copy of your passport and/or your national ID card
- Letter of admission or a declaration of study activity from the Danish educational institution
- Declaration of sufficient funds

[You can download the declaration of sufficient funds here](#)



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Download the declaration of sufficient funds and just attach the downloaded document. You are not required to print, sign and re-upload it. When you meet up in person at SIRI you will need to confirm that you have sufficient funds.

To proceed you need to have attached it to your application (but no need to sign it).

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What to attach? ✓

Attach files

File check

Comments

Declaration and information

Confirm information

Sworn declaration

File check

Submit

Attach documentation

You must now attach documentation to your application.

Below is a list of the documentation that you need to attach to the application.

If it is not possible for you to attach the documentation in digital form, you can send the documentation by post or bring it with you if you need to appear in person at one of SIRI's branch offices.

[You can find SIRI's mailing address here](#)

Attached documentation will automatically be submitted to SIRI along with the form once you have completed and signed the application.

How to attach

Attach a file by clicking Browse. Find the appropriate file and double-click the file or select Open

Technical requirements for attachments

For technical reasons, we only accept the following file types: .doc, .docx, .odt, .pdf, .tiff, .gif, .png, .jpeg and .jpg

You can attach files up to 10 MB in total. If you need to attach more than 10 MB, you can send the rest of the documentation by post or bring it with you if you appear to meet in person at one of SIRI's branch offices.

The system will automatically check file type and total file size as well as scan attachments for viruses. On the next page, you can see the result of the file check.

NB! If you have previously saved the form, you may find that the attachment button is gone. Click the link with the text Delete and the attachment button will reload.

Copy of your passport and/or your national ID card

 [Gennemse...](#)

Letter of admission or a declaration of study activity from the Danish educational institution

 [Gennemse...](#)

Declaration of sufficient funds

 [Gennemse...](#)



Any other documentation, if applicable.
Attach multiple files by clicking Add.

 [Gennemse...](#)

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What to attach? ✓

Attach files ✓

File check X

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Submit



Comments

Comments you may have for the application (max. 500 characters)

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Submit

What to attach?	✓
Attach files	✓
File check	x
Comments	✓
Declaration and information	
Confirm information	
Sworn declaration	
File check	
Submit	

Sworn declaration and information

A. Sworn declaration that I have given correct information

I solemnly swear that the information I have given in this application is correct. If the information is found to be false, I am subject to the following penalties:

- My EU residence document can be revoked.
- Fine or imprisonment of up to two years.
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false information.

B. Information about the duty to provide necessary information

It is your duty to provide the information necessary to determine whether you can obtain an EU residence document. If you do not provide this information, it may mean that you will not be issued a EU residence document.

C. Information on how we process your personal data

SIRI is obliged to inform you how we process your data and to inform you of your rights in regard to how we process your data.

Data controller

SIRI is the data controller and responsible for processing the personal data given in this application form and the data provided about you during the processing of the case. You can contact the agency by writing to the following address: The Danish Agency for International Recruitment and Integration (SIRI), Carl Jacobsens Vej 39, PO box 304, 2500 Valby or through our contact form on newtodenmark.dk/SIRI-contactform.

Data protection officer

You can contact our data protection officer by writing to the aforementioned address (Att. Data protection officer) or by using our contact form at newtodenmark.dk/SIRI-contactform. You can read more about SIRI as data controller and about SIRI's data protection officer on newtodenmark.dk/personaldata.

Purpose and legal basis

The personal data you provide to SIRI is collected and used:

- to process your application for an EU residence document in Denmark
- in any later application for an extension of your right to reside, permanent residence or a new EU residence document in Denmark
- for verification and spot checks of the conditions for your EU residence document in Denmark

The legal basis for processing your personal data is:

You may be asked to supply additional information as part of the verification and spot-check process.

Consent for SIRI to exchange information in the case with my sponsor (family member)

SIRI can share information about you with your sponsor (e.g. in order to enable SIRI to verify the accuracy of the information you have provided in the application, or in order to check whether you continue to meet the conditions of your permit) without your consent when necessary in order to process your application or as part of later spot-checks. See section C "Information on how we process your data" above

However, it will sometimes ease the processing of your case if SIRI to a greater extent can share information about your personal circumstances with your sponsor (e.g. if we cannot get in touch with you). If you would like SIRI to be able to share information with your sponsor, you must give your consent below.

If you do not wish to give your consent to let SIRI share information in these situations, we will instead get the information from you (the applicant) and abstain from sharing information with your sponsor. This may result in a longer processing time for your application.

You can at any point in time withdraw your consent. If you wish to withdraw your consent you must inform us. Please find our contact information at newtodenmark.dk/contact-siri.

I hereby consent to let the Danish Agency for International Recruitment and Integration (SIRI) share information about me with my sponsor (family member) to this greater extent in order to ease the processing of this application.

I confirm by my signature that I have provided correct information in the application form and that I have read and accepted the contents of section A of the sworn declaration.



I also confirm that I have made a decision regarding whether or not to consent to share information to a greater extent.

I also understand that the information I have provided or will provide will be recorded in SIRI's registers. *

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Confirm information

Before submitting your application, below you will have the opportunity to check the information you have entered.

Information about you the applicant

Given name(s)

Surname

Comments

Comments you may have for the application (max. 500 characters)

Sworn declaration and information

I hereby consent to let the Danish Agency for International Recruitment and Integration (SIRI) share information about me with my sponsor (family member) to this greater extent in order to ease the processing of this application.

I confirm by my signature that I have provided correct information in the application form and that I have read and accepted the contents of section A of the sworn declaration.



I also confirm that I have made a decision regarding whether or not to consent to share information to a greater extent.

I also understand that the information I have provided or will provide will be recorded in SIRI's registers.

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What to attach? 

Attach files 

File check X

Comments 

Declaration and information 

Confirm information 

Sworn declaration

File check

Submit

Sworn declaration

You must sign and submit the online application with a scanned signature.

Click here to open 'Sworn declaration', which you must sign by hand, scan and attach the online application.

How to:

1. Click the link above and print the application's 'Sworn declaration'.
2. Enter the date as well as place and sign in the 'Signature - Applicant' box on the last page.
3. Scan the signed declaration.
4. Attach the scanned declaration file at the bottom of this page.

Please note that with your signature, you declare that the information you have entered in the online application is true and complete.

Technical requirements for attachment with scanned signature

For technical reasons, we only accept the following file types: .doc, .docx, .odt, .pdf, .tiff, .gif, .png, .jpeg and .jpg

The system will automatically check the file type, file size and scan the attachment for viruses. On the next page, you can see the result of the file check.

Signature *

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You may also just download the sworn declaration, save to your desktop and upload it. You are not required to print, sign and upload it.

Press "gennemse..." and find the declaration that you saved on your desktop, upload it (without signature). When you meet up in person at SIRI you will need to confirm the sworn declaration (in person).

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What to attach?	✓
Attach files	✓
File check	X
Comments	✓
Declaration and information	✓
Confirm information	✓
Sworn declaration	✓
File check	
Submit	

File check

Below you can view the results of the file check.

File name	Result	Comments
Underskrift.docx	✓	Accepted

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Submit

What to attach?	✓
Attach files	✓
File check	X
Comments	✓
Declaration and information	✓
Confirm information	✓
Sworn declaration	✓
File check	✓
Submit	

Submit application

Once you have submitted the application, you will be presented with a receipt page confirming that the application has been submitted to the Agency for International Recruitment and Integration (SIRI).

We recommend that you print a copy of the receipt.

You will also receive an e-mail with the reference number that you need to bring if you are to appear personally at SIRI. In order to protect your personal data, this e-mail will only contain very little information about your application.

Enter your e-mail address below

Email address

To help us process your application, please answer the question below:

Has all required documentation been attached digitally to this application? *

Yes No

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IMPORTANT!

After you have submitted your application, you will be forwarded to SIRI's general booking system, but please take care to book a time at the special opening days for students – as you will unfortunately not be automatically linked to this.

Use instead the link that will be published on our website to get to the booking system for the special opening days for EU students: <https://www.newstudents.aau.dk/masters-cph/information/residence-cpr/#304142>

Remember to fill out the **reference number of your online OD1 application** in the comments section in the time booking system.

At the special opening days for EU students, you will be able to get your EU certificate on the same day!