

ROYAL DANISH EMBASSY OTTAWA
TRAVELLING TO DENMARK

Residence and Work permit – Document Checklist

In order to ensure quick and efficient processing you must prepare all necessary documentation **before** you submit the application package in person to a VFS Global office. Failing to submit all relevant documentation will result in unnecessary delays or rejection.

All submitted copies must be on A4 or letter size paper and be in English or Danish.
Please do not submit double-sided copies and refrain from using staples.

Personal appearance is mandatory.

Applications **cannot** be submitted more than 3 months prior to your entry date.

Name: _____ Phone: _____ Email: _____	
Please indicate submitted documents with <input type="checkbox"/> . Submit the checklist along with your application and supporting documents.	
1. Application Form. Please make sure to fully complete the application form.	<input type="checkbox"/>
2. Passport. Must be valid for at least 3 months after your departure date from Denmark. The passport will not be kept for the duration of the processing, but will be returned as soon as its authenticity has been ascertained.	<input type="checkbox"/>
3. Copy of your passport (data page, front & back cover and all pages with information or stamps) Must be on A4 or letter size paper. You will need to show your original passport for verification purposes.	<input type="checkbox"/>
4. Receipt of payment to Immigration Service (Case Order ID). Please read more about how to pay the application fee here .	<input type="checkbox"/>
5. Proof of payment to the Danish Ministry of Foreign Affairs. Payment is made through the web shop . The fee must be paid in accordance with our fee schedule .	<input type="checkbox"/>
6. Supporting documentation. The required documentation varies depending on which kind of residence or work permit you are applying for, please follow the instructions on the front page of the application form to find which requirements are applicable in your case.	<input type="checkbox"/>

What happens after you submit your application?

1. Your application is forwarded to the Danish Embassy in Ottawa.
2. The Embassy forwards the complete application to the Danish Immigration Service or Danish Agency for Labour Retention and International Recruitment.
3. After processing the application, the Danish Immigration Service or Danish Agency for Labour Retention and International Recruitment forwards the decision to the Embassy.
4. If a permit has been granted, the Embassy will notify you directly. You can then travel to Denmark to have the permit issued. Please note that if you are not visa exempt for Denmark, an entry visa will need to be issued for you.
If your application has been refused, the Embassy will send you a refusal letter.