

**ROYAL DANISH EMBASSY OTTAWA  
TRAVELLING TO DENMARK**

**Student 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 in English or Danish. No double-sided or stapled copies.**

**Personal appearance is mandatory.**

Name: _____ Phone: _____ Email : _____	
Please indicate submitted documents with <input type="checkbox"/> . Submit the checklist along with your application and supporting documents.	
1. <b>ST1 application form</b> , which you will receive from your institution in Denmark. Please make sure to fully complete part 1 of the application form. Part 2 is completed by the institution in Denmark, please ensure that it has been signed and stamped as required. A scanned and printed copy of Part 2 is acceptable.	<input type="checkbox"/>
2. <b>Passport</b> . 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. <b>Copy of your passport</b> (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. <b>Receipt of payment to Immigration Service</b> (Case Order ID). Read more about paying the fee <a href="#">here</a> .	<input type="checkbox"/>
5. <b>Proof of payment</b> to the Danish Ministry of Foreign Affairs. Payment is made through the <a href="#">web shop</a> . The fee must be paid in accordance with our <a href="#">fee schedule</a> .	<input type="checkbox"/>
6. <b>Copy of Letter of acceptance</b> from the Danish university.	<input type="checkbox"/>
7. <b>Proof of enrolment</b> in an educational institution in the <b>home country</b> (if you are a guest or exchange student).	<input type="checkbox"/>
8. <b>Bank statements, proof of scholarship and/or student loan</b> (if you are a university exchange student) stating that you have access to the minimum amount of funds as specified in the application form for each month you will stay in Denmark. The statement must be current at the time of application. Joint accounts or letters from parents/guardians guaranteeing financial support are <b>not</b> accepted. Financial means <b>must</b> be readily available, such as in a chequing or savings account. Stock portfolios and investment statements are <b>NOT</b> acceptable. Not applicable to students paying their own tuition directly to a Danish school, students staying at a boarding school or students going for a Rotary exchange.	<input type="checkbox"/>
9. <b>Notarized letter of consent</b> from parents/guardians and a copy of the birth certificate if applicant is a minor.	<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.

Canadian citizens are visa exempt for travel to Denmark and can enter the country without an entry visa. **If you wish to travel to Denmark prior to receiving the approval letter from the Danish Immigration Service, you are doing so at your own risk.** Many airlines will not fly with you if you have a one way ticket or if you have a return ticket that is valid for more than the 90 days you can stay in Denmark as a tourist. For this reason, you are advised to wait for the approval letter and that you carry the letter with you when entering the Schengen area. If you do enter prior to receiving your approval letter and overstay the allotted 90 days, you risk being fined and/or deported from Denmark. If you do decide to enter Denmark prior to receiving approval, the Embassy strongly recommends that you purchase travel medical insurance since you will not be covered by the Danish health care system until your residence permit is approved.