



FAQ:

Extension of your residence and work permit at UCPH

It is always your responsibility to have a valid residence AND work permit to the University of Copenhagen. Therefore, we recommend that you make a note of when your permit expires, so you can make sure to extend it in time. ISM will initiate the process of extending your residence and work permit, so please contact ISM, if you have not heard from us and your current permit expires soon.

Q1: When can I extend my current residence and work permit?

At the earliest three months before your current work permit expires.

Q2: My employment has not been extended and I am still on my original employment contract: why do I need to apply for an extension of my residence and work permit?

If your residence and work permit is about to expire, but you still have an employment contract, it is probably due to the fact that your passport is about to expire. The first thing you need to do, if you have not already done so, is to apply for a new passport as quickly as possible.

When you have obtained your new passport, ISM can initiate the process of applying for an extension of your permit.

Q3: My permit does not expire for another six months: why do I have to extend it now?

Please read your residence and work permit carefully – NOT just your residence card. Your work permit is about to expire, but not your residence permit. This is because you have been given a six-month job-seeking period, which is a residence permit only and is meant to be used for seeking another job in Denmark at the end of your employment at the University of Copenhagen.

Example: your original employment was until June 30th. This means that your work permit expires on June 30th. Your residence permit is instead valid until December 31st. Since, you are not allowed to continue working in the job-seeking period and you are still employed at the University of Copenhagen, ISM is now asking you to apply for an extension of your residence and work permit.

Q4: What are my rights while I wait for the decision on my application for extension?

You are allowed to stay in Denmark and work with the same rights as granted by your original permit.

Q5: Can I travel abroad while my application for an extension is pending with SIRI?

Yes, if your residence card is still valid by the time you travel back to Denmark.

If your residence card is expired or expires while being outside of Denmark, you will have to visit SIRI's Citizen Center to obtain a [re-entry permit](#) before departure. The re-entry permit is free of charge and can be issued on the spot.

Q6: When will I receive my extended residence and work permit?

The processing time is approximately three months from the day you have recorded your biometric data. SIRI will send the decision to your digital port (e-boks). A copy will also be sent to ISM and will be shared with you.

Q7: Can I extend my family's residence permits?

Yes. An extension of your residence and work permit allows any accompanying family members to extend their residence permits as well.

Please be aware that the expiry date of the permit for your family members' permit can be different from your permit's expiry date.

Example: your work permit expires on June 30th, but your residence permit expires on December 31st. This means that you can start the application for the extension of your permit at the end of March (three months before it expires). Your family members' permits do not expire until December 31st, because their permits follow your residence permit. This means that your family members can only start their applications for extension at the end of September.