



FAQ:

Your Residence and Work Permit at UCPH

Depending on your employment as either a **researcher** (research assistant, post doc, associate professor, professor), a **PhD student** or **other staff** (academic employee or alike), we have color-coded this guide to help you navigate which rules apply to you.

International Staff Mobility (ISM) will help you obtain a residence and work permit. ISM will initiate the application process for your residence and work permit on behalf of the University of Copenhagen with the [Danish Agency for International Recruitment and Integration](#) (SIRI).

Detailed instructions will be sent to you on which subsequent steps you will need to complete. For instance, you will have to record your biometric data (picture and fingerprints).

ISM will contact you in due time to start the application process and ensure that the permit is issued in time for you to start your employment.

Q1: When will ISM initiate the application process?

ISM can only start the process once the HR-center has confirmed that all the administrative steps regarding your recruitment are completed.

Furthermore, the earliest an application can be sent to SIRI is three months before your employment commences.

Q2: What documentation do I need to provide?

ISM will list for you which documents are needed from your side.

If your passport is expiring soon or before your expected employment period ends, we recommend that you renew it.

To read more: **researchers** ([the researcher track](#)), **PhDs**, **other staff** ([the pay limit track](#))

Q3: All I need to do is to record my biometric data?

For **researchers** and **other staff**: Yes. The application will be submitted entirely by ISM, so you will only have to record your biometric data.

For **PhDs**: No, ISM will initiate the application process by completing part 1 of the application form. You will then need to log in, complete part 2 and submit the entire application (both part 1 and 2). Only then, you can proceed with recording your biometric data.

Q4: Will ISM book an appointment for me to record my biometric data?

No. You need to book an appointment yourself. You have to contact the Danish mission, outsourcing office or foreign mission that Denmark has an agreement with, directly. You can find a list of locations [here](#). If you are in Denmark, you have to [book an appointment](#) with SIRI's Citizen Center.

Q5: I paid the fee for the case order ID: do I also need to pay a fee when recording my biometric data at the mission/outsourcing office?

There are up [three different fees](#) you have to pay. You will need to pay all the fees in order to get your application processed and receive the residence and work permit.

Case processing fee: The fee you pay for the case order ID goes directly to SIRI to process your application

Embassy fee: When you go to the embassy/outsourcing company, they will charge you a [fee](#) for the biometric data recording. You have to pay this online before the appointment.

Service fee: The fee the outsourcing companies charge to look through your documents and check that everything is there for the embassy to process your application

Q6: What if I cannot record my biometric data within the deadline (14 days from the application being submitted)?

Researchers and **other staff**: Let ISM know as soon as possible. We will contact SIRI and make sure that you can still commence employment in time. If you do not notify ISM, your application might be annulled.

PhDs: If you know that you will not be able to record your biometric data soon, we recommend that you wait with the submission of your application until you are 14 days or less away from your biometrics appointment. That way, you can make sure that the online application does not get annulled.

Q7: When will I receive my residence and work permit?

The standard processing time of 30 days will begin from the moment you have recorded your biometric data.

Q8: Why is my residence permit valid for longer than my employment?

In addition to a residence and work permit that will cover you during your employment at the University of Copenhagen, you will also be given a six-month job-seeking period. Please note that this is a residence permit only, meant to be used for seeking another job in Denmark at the end of your employment at the University of Copenhagen.

You are not allowed to continue working at the University of Copenhagen in your job-seeking period. If you wish to do so, you will have to extend your residence and work permit.

PhDs: You can still work up to 20 hours per week and full time in June, July and August also in your job-seeking period, but you are not allowed to continue working on your PhD in this period.

Q9: Will ISM also apply for my accompanying family members?

No. ISM can only guide you on how you can complete the application, but cannot fill out any form and submit any application on behalf of your accompanying family.

You can read more about accompanying family members to [researchers](#) and [other staff here](#) and to [PhDs here](#).

Q10: Will my accompanying family obtain a permit at the same time as me?

Yes. If each accompanying family member submits the application and records their biometric data along with you, SIRI will normally process all cases at the same time.

Q11: Can my spouse work or study legally on the accompanying family permit?

Yes. The accompanying family permit allows the family member to work and/or study during the entire period the permit is valid.