FAQ:
Residence and Work Permit on the Fast-track Researcher Scheme

- **When will the University of Copenhagen initiate the process for my residence and work permit?**
  ISM cannot initiate the process before the HR-center has completed all the administrative steps regarding your employment. The HR-center will notify ISM accordingly and ISM will then contact you directly to initiate the application process. ISM cannot initiate the process earlier than three months before your employment commences.

- **What documentation do I need to provide for my residence and work permit application?**
  ISM will provide you with all the necessary information and instructions on which documents we need from you to initiate the application process, you can read more: [here](#). If your passport expires soon we recommend that you renew it.

- **When will I receive my residence and work permit?**
  The case processing time will begin the moment you have recorded your biometric data, i.e. facial photo and fingerprints. The Danish Agency for International Recruitment and Integration (SIRI) has an official processing time of 30 days.

- **Will my spouse get a residence and work permit at the same time as me?**
  Yes. If each accompanying family member fill in an online application, record their biometric data and apply along with you, SIRI will normally process all cases at the same time.

- **Do I only need to record my biometric data?**
  Yes. The application for your residence and work permit will be submitted entirely by ISM. Once your application has been completed, you only need to record your biometric data.

- **Do ISM book appointments for me to record my biometric data?**
  No. You need to book an appointment by yourself. You have to contact the Danish mission, outsourcing office or foreign mission that Denmark has an agreement with, directly. This list refers to the [Danish missions or outsourcing offices in the region](#).
  If you are in Denmark, you have to book an appointment with the Agency citizen center: [https://www.nyidanmark.dk/en-GB/Words-and-concepts/F%C3%A6lles/Biometric](https://www.nyidanmark.dk/en-GB/Words-and-concepts/F%C3%A6lles/Biometric).

- **Do I also have to pay a fee when recording my biometric data at an outsourcing office?**
  Yes. There is an initial fee for the residence and work permit application itself. If you record your biometric data at an outsourcing office, they will also charge a service fee for the biometric data recording. Your data will be sent to SIRI for the further processing of your residence and work permit application.
• **What if it is not possible to record my biometric data within 14 days. Will I still get my residence and work permit in time?**
  Yes, ISM will make sure that you can commence employment in time, even though you postpone the recording of your biometric data - just remember to notify us about any postponements. If you do not notify ISM, your application might be annulled.

• **Does ISM also complete applications for accompanying family members?**
  No. ISM provides all the necessary instructions for you to complete an application, but we cannot fill out the form and submit an application on behalf of your accompanying family members.

• **Can my spouse work or study legally on the accompanying family permit?**
  Yes. The accompanying family permit allows unlimited work/study during the entire period it is valid.

**Extension of your residence and work permit**

• **When can I extend my current residence and work permit?**
  It is not possible to apply earlier than 3 months before your work permit expires.

• **Can I extend my permit?**
  Yes. If you apply for an extension before your current work permit expires.

• **What are my rights while I wait for the decision on my application for an extension?**
  While waiting for the decision on your application for an extension you are allowed to stay in Denmark with the same rights that your original permit granted.

• **Can I extend my family’s residence permits?**
  Yes. An extension of your residence and work permit based on a job in Denmark allows any accompanying family members to extend their residence permits as well.

• **Can I travel abroad while my application for an extension is pending with SIRI?**
  Yes. If your residence card is still valid in the period you are away then the answer is yes. If it will expire during the time you will travel, it will be necessary to visit the Agency’s Citizen Center to obtain a re-entry permit. The re-entry permit is free of charge. You can read more: [here](#).

• **When will I receive my extended residence and work permit?**
  The processing time is approximately three months from the day that you have recorded your biometric data.

• **Will I be granted a job seeking period in my residence and work permit?**
  Yes. All applications for a residence and work permit completed by the University of Copenhagen include a 6-month job seeking period.
  Please note that there is a difference between the work permit period and residence permit period. You will be granted a 6-month residence permit on top of your work permit. For example, if your work permit expires on the 16th of May, 2019, then your residence permit for job seeking purposes will last until the 17th of November, 2019.