

Information for EU-students on application for EU-residence document at SIRI (*the Danish Agency for International Recruitment and Integration*)

Application handed in at SIRI

When applying for an EU residence document at SIRI, please make sure you have these documents at hand:

- 1. A completed and signed application form: “OD1 – application for EU-residence document”**
 - Please fill in *all* relevant spaces - including *all* your first and last names.
 - Make sure all information corresponds with the passport/ID card you.
- 2. Your original passport or original national ID-card and a colour copy of this**
 - Bring either your original passport or national ID-card *and* a copy of same
 - If you bring your national ID-card the copy must include both sides of the card
 - If you bring your passport the copy only has to include the page with your photo and the particulars
- 3. A current photo of you in the size of a passport photo**
 - It must be a real photo and not a printout on regular paper
 - See further photo requirements on: <https://politi.dk/pas/krav-til-pas-og-koerekortfoto>
 - The photo should be enclosed or glued to the application form in the top of the front-page
 - It is not possible to have your photo taken at SIRI
- 4. Declaration regarding self-support**
 - The form *declaration on self-support* – completed and signed by you

*Please note that we need all the documents in paper. It is not sufficient to present us some of the documents on e.g. your phone or tablet, to e-mail them to us or to hand us the documents on a USB-stick etc. **All documents must be printed before you submit them to us.** We recommend that you have all documents ready before you show up at SIRI.*

What to do when you arrive (during the special opening hours for students):

1. Make sure you have the above mentioned documents at hand
2. Pick a number ticket. Then wait for your turn
3. At your turn an employee from SIRI will go through the information in your application form and the other documents. If everything is ok we will keep the papers and produce your residence certificate.

Please note that you cannot visit SIRI outside the special opening hours for students. If you visit a SIRI Citizen Centre during normal opening hours, please note that you will need to book an appointment.

How to apply for Danish CPR number

With your EU residence document in hand you can proceed to your local Municipality (or International House in Copenhagen) to get a CPR-number, yellow card for health insurance etc. Bring proof of housing (e.g. rental agreement).

**Keep your EU residence document while in Denmark.
Never give away the original certificate.**