

Application procedure for a residence permit in Denmark (For non-EU citizens)

1. When the tuition fee for the first semester of the Marketing Management Programme has been paid, Tietgen Business College sends the final letter of acceptance to the applicant. Together with this letter the applicant will receive the original of the application form for the residence permit.
2. Tietgen Business College fills in part 2 (11 -16), signs and stamps it and sends it by post to the applicant.
3. The applicant fills in part 1 (1 – 10) of the original of the application form and signs. **It is extremely important that the applicant fills in the form correctly, as the application process otherwise will be delayed.**
4. The applicant brings the filled in the original of the application form to the Danish embassy together with a copy of his/her passport and a picture of himself/herself. If the applicant already lives in Denmark, he/she takes the form to the Immigration Service or to the local police station.
5. The role of the embassy is to “screen and evaluate” the applicant, to check the level of English, to find out about the motives for studying abroad, and if necessary check the authenticity of educational documents, etc. Afterwards, the embassy will hand over a report to the Danish Immigration Service in Copenhagen.
6. The Danish Immigration Service checks the application form, evaluates the report from the embassy and makes a decision about the residence permit. Tietgen Business College has only had one case where the application was rejected. The reason was a false educational document.
7. The applicant receives his/her residence permit. Often he or she will not receive it until 2 – 4 weeks prior to the start of the study programme.
8. Please notice:
 - Tietgen Business College does not accept payment of tuition fee later than 1 May if the applicant does not already live in Denmark.
 - If the application for residence permit is rejected, Tietgen Business College refunds the tuition fee after having received documentation.
 - The applicant cannot normally hand in an application for a residence permit earlier than 4 months prior to the start of the study programme.
 - In some countries it is very difficult to get an interview at the embassy. Applicants from these countries must apply for the study programme as early as possible, and pay the tuition fee as early as possible. As our payment deadline is 1 May the applicant should not have problems getting an interview in due time.
 - The residence permit will be given for 2½ years, meaning that after graduation the applicant can stay in Denmark for 6 months and try to find a job.

- With the residence permit the applicant will receive a work permit. The applicant has permission to work up to 15 hours per week during each semester and full time in the summer break.
- If the applicant, after graduation, prefers to attend the 1½ year top-up programme for the bachelor degree, he/she must make a new application.
- The applicant must be sure that the passport is valid until the end date of the residence permit. Otherwise the passport must be renewed/prolonged first.

More information on http://www.nyidanmark.dk/en-us/coming_to_dk/coming_to_dk.htm