June 14th, 2026

Prepare for "residence permit application" to Denmark.

If you are going to Greenland or Faroe Islands, you will receive separate information as you must follow a different process and will be informed about this directly.

This is the guideline for Rotary exchange students going to Denmark and who **later on** will be applying for residence permit for an exchange year in Denmark.

No matter what type of passport you have, which country you come from, you must make these preparations – and the sooner the better, so you are ready for the final process (even if there are months till the next step).

It is important that you for now ONLY make the preparations. The actual application will be started by Rotary Denmark approx. 1 month before your arrival in Denmark.

DO NOT start it by yourself, as you will not have the right information, and you risk having to pay the fee more than once!

If the exchange program in your home country (or Rotary district) supports the residency permit application for you (possibly via a travel agency), please be sure to share this information with them.

If you have questions along the way, please reach out to your contact in your Host Club, Host District (ADC-IN…) or Multi district of Denmark (ACM…).

IMPORTANT:

- *If any of the required documents are not in English, German, Norwegian, Swedish, or Danish, you **must also submit certified translation** into English.*
  This has become a stricter requirement, so if i.e., birth certificate is not in these languages you must get a certified translation. It is not enough that you, a family member or Rotarian makes this translation.
  Exception: It is possible that documents in Spanish or Portuguese will be accepted, but if you upload only original documents, please be prepared get an official translation made later on.
- *Files must be scanned to **pdf** format – no image file formats (i.e., jpeg, tiff etc.)*

Documents you must prepare

a. **Page with sponsor guarantee form**
   Section E in the Rotary Long term Application Form - with your parents/ legal guardians and sponsor club signatures
   Note: If only one legal guardian has signed the form, then you must also have documentation of sole custody for the signing legal guardian. Example: your birth certificate shows names of two parents, but only one of these have signed the forms – then you must provide documentation that this one parent/legal guardian has full custody of you.

This is to certify that all persons legally responsible for you have agreed to the exchange.

b. **Page with guarantee form from your host club in Denmark - signed**
Rotary Long term Application Form Section F - Signed Host Guarantee Form supplied by host district and available for download in the YoLEM system.
This is to certify that you have been accepted at school and that your housing and "living expenses" are covered (and therefor this document covers the requirement of "declaration of proper residence and study conditions")

c. **All pages of your passport scanned into one file** – including front and back cover sides
Note: This must be a compressed pdf as it otherwise is not possible to upload.
NOTE: Your passport MUST be valid for minimum 3 months after the exchanges ends; otherwise please get a new passport before applying

d. **Your birth certificate with the names of both parents – and possible sole custody documentation**
This is to certify that the legally responsible guardians also are the ones who have signed your application.
If the legal guardians/parents who have signed the application are not the same as on the birth certificate, you must provide documentation therefore – death certificate of parent, sole custody documentation, custody documentation of share custody or whichever provides the needed documentation for your situation.
This documentation **must** be officially & certified translated if not in one of the required languages!
This is to certify your origin and parental custody.

e. **Identification page from passport of both parents**
If no passport is available, then a National picture ID with full name will be accepted (can also be drivers-license as long as date of birth also is stated)
The Danish government will match this to the birth certificate and the guarantee form, so it is important that they match. If they do not, it is important to provide documentation (as requested under item **a.** above).
This is to provide documentation of the parents/legal guardians compared to birth certificate, other documentation and signatures on application form.

f. **Power-of-attorney** – filled in and signed.
Find this on the following webpage: https://rotary.dk/page/yep-application-for-residence (no direct link to file as they break)
Find the link to the document: "SIRI Power-Of-Attorney (April 2024), Rotary YEP Denmark"
This to allow Rotary in Denmark to do follow-up on your application for residency permit.

g. **Declaration of parental/legal guardian consent** – filled in and signed by legal guardians as listed in birth certificate (or as per documentation of legal guardianship)
Find the link to the document on the following webpage: https://rotary.dk/page/yep-application-

for-residence (no direct link to file as they break)
This is documentation needed by the Danish authority – besides the Host Guarantee Form.

h. **Fill in, print and sign the sworn declaration,** which can be found on the following webpage: https://rotary.dk/page/yep-application-for-residence (no direct link to file as they break)
Find the link to the document: "Sworn declaration ST1"
Note: the whole document must be scanned and uploaded with the final application (not just the signature page)
This it to attest that all information you provide to the Danish Authority is correct

YOU NOW HAVE TO WAIT FOR THE LOGIN FOR YOUR RESIDENCE PERMIT APPLICATION FROM ROTARY DENMARK – you will receive more information when you are to start

DO NOT START IT BY YOURSELF – PLEASE!