



Useful information when planning your PhD study stay in Denmark within the framework of the BSUEC Platform

Mail sent to BSUEC PhD students, PhD Supervisors and Co-Supervisors, 12 October 2012.

Three conditions must be satisfied BEFORE the study stay:

- The visiting period in Denmark should be determined and communicated to DFC as soon as possible. DFC should be notified at least 3 months before entering Denmark (contact person at DFC is Eva Taulow: et@dfcentre.dk),.
- The student must forward a copy of his/her passport (the page with name, picture, expiry date and pass number) to DFC, Cc the Danish PhD co-supervisor.
- The Danish co-supervisor must forward a correctly filled in and signed official invitation to the student, with a copy to DFC (templates have already been circulated yesterday to the Danish co-supervisors).

Note the following conditions to be met when applying for visa/residence permit:

- Stays <90 days: If the stay is 90 days or less, only visa is required. Processing time from the time when DFC has received the required information and expected arrival will be **six weeks**. *Please bear in mind that non-European citizens after use of the 90-day Schengen visa will have to **wait 6 months** before a new Schengen visa can be issued. This cannot be waived!*
- Stays >90 days: If the student's stay lasts longer than 90 days, a residence permit is required. The processing time from the time when DFC has received the above documentation and expected arrival will be **3 months!**

Thus, we cannot expect the DFC to process the applications faster than 6 weeks and 3 months for visa and residence permit, respectively, as they are dependent on the case processing at embassies and the Danish Immigration Service. However, if application deadlines are met and the plans remain unchanged, there is usually no delay.

DCF's responsibility: DFC will take care of flight tickets, insurances, welcome upon arrival, accommodation and all practical matters.

PhD student and Danish PhD co-supervisor responsibilities:

- Inform DFC in writing about the expected arrival time and duration of the student's stay in Denmark.
- Ensure that the student forwards a copy of his/her passport to DFC allowing DFC to initiate the application procedure.
- Ensure that the student receives an "official invitation" for use in his/her application for visa/residence permit (templates attached). Remember to fill in and sign.

The above procedure must be followed every time a student is to visit Denmark.