

Denmark Checklist

A. For Offer Letter (Required Documents)

1. Academic Documents
2. IELTS/PTE
3. Motivation Letter (Like SOP)
4. Marriage Certificate (In case of applying with Spouse) (For Bachelors Dependent can apply too). Also for above 18 years Living together can also apply.

***Note:** Denmark Universities has Deadline for Application. So, the application need to be sent within the concerned deadline period. After Submission of Application to the collage within the deadline Period. Then, after Deadline ends or before 2 weeks of the Application deadline college will take interview with the applicant as an interaction and after that college will provide Offer Letter.

B. Offer Letter

C. Tuition Fee Payment

- Tuition fee of 1st installment (1 Year fee must be paid within the deadline period).

D. ST1 Form (Residence Permit)

- After payment of Tuition Fee ST1 Form is sent in student email by college

E. Case Order ID create and Payment of Case Order Id.

- Applicant are preferred to pay and create Case Order Id from Machhapuchchhre Bank.
- In Dependent Case Spouse Case Order Id and payment of Case Order Id is also required.

***Note:** In case of Applicant and Spouse different email should be used to create Case Order Id.

F. Documents required to fill up ST1 Form (Residence Permit)

1. Single Case

- Academic Documents
- IELTS
- Passport (All Pages of Passport including the Front Cover & Back Cover)
- Work Experience (If In case of Gap in study)
- Balance Certificate (16 lakhs Npr in Student Account) (1 Day Balance is enough)
- Offer Letter

2. Dependent Case

- Academic Documents (Applicant Only)
- IELTS (Applicant Only)
- Passport (All Pages of Passport including the Front & Back Cover) (Both Applicant & Spouse)
- Work Experience (If In case of Gap in Applicant study) (Applicant Only)
- Balance Certificate (32 Lakhs Npr in Student Account) (Should hold till Visa Decision of Applicant and Spouse)
- Offer Letter
- Marriage Certificate (In case of Court Marriage there must be stamp of Ministry of Foreign Affairs (Parrashtra Mantralaya)

G. Fill up of ST1 Form (ST1 Form is fill up to get Resident Permit)

- Applicant ST1 Form
- In case of Dependent Spouse ST1 Form is also required to fill of Spouse.

H. VFS for Biometric and Visa Lodge

Documents Required for VFS Chaya Center, Thamel:

1. Single Case:

- No need of Biometric Date. Direct go to VFS Chaya Center and Tell to do **Premium Biometric**. Need to take approx. Npr 10k.
- Original Passport.
- Colour Photo copy of Passport Bio Page (2 Sheet) and Black & White photo copy of Bio Page (1 Sheet).
- Colour Photocopy of Case order ID create and its Payment Receipt
- Colour Photocopy of Visa Fee Receipt.
- Colour Photocopy of Application for Residence Permit

2. Dependent Case:

- No need of Biometric Date. Direct go to VFS Chaya Center and Tell to do **Premium Biometric**. Need to take approx. Npr 20k (10k-10k Each).
- Original Passport. (Both Applicant and Spouse).
- Colour Photo copy of Passport Bio Page (2 Sheet) and Black & White photo copy of Bio Page (1 Sheet). This applies to the applicant spouse as well in case of applying with dependent. (Both Applicant and Spouse).
- Colour Photocopy of Case Order ID create and its Payment Receipt. (Both Applicant and Spouse)
- Colour Photocopy of Visa Fee Receipt. (Both Applicant and Spouse).
- Colour Photocopy of Application for Residence Permit(ST1) (Both Applicant and Spouse).