

# Online payment of fee for the Danish mission's handling of a residence/work (R/W) permit application

It is mandatory to pay the fee online from July 1<sup>st</sup>, 2019.

The online payment is part of the Ministry of Foreign Affairs's web shop.

1.

Go to this link:

<https://dys.um.dk/permit/>

Front page:

Ministry of Foreign Affairs of Denmark → Permit

## Residence/Work Permit

When you apply for residence or work permit for Denmark (R/W permit), you will need to supply documentation and biometrics for your application. If you live outside Denmark, you must pay a fee to the Danish embassy or consulate that should handle your application.

The services performed by the Danish embassy/consulate in regards to R/W permit application covers:

- Transfer of biometric features and possible application documents to the Danish authority that will process your application
- If further information from you is requested by the Danish authorities, the embassy/consulate will contact you
- If an interview with you is required by the Danish authorities, the embassy/consulate will conduct an interview
- In case a permit is granted, the embassy/consulate will issue a visa sticker for your passport

Please note that:

- A fee paid on the [Newtodenmark.dk](http://Newtodenmark.dk) website to either the Danish Immigration Service or the Danish Agency for International Recruitment and Integration for their processing of your application does not include the services provided by the Danish embassy/consulate abroad.
- The Visa Application Centers charge a fee for their service regarding scanning of passport and other documents and recording of biometrics.

**Terms and conditions**

I consent to the Ministry of Foreign Affairs of Denmark registering my name, date of birth, passport number, address, telephone number, email address and IP address in order for me to pay fee for residence/work permit handling at a Danish embassy/consulate.

**The length of your consent**

Your consent will last until your data is automatically deleted, or until you withdraw your consent and request to have your data deleted. Please send an email to [bvp@um.dk](mailto:bvp@um.dk) if you wish to withdraw your consent and delete your data.

Please note that we will keep the following data about the buyer of the fee for 5 years in order to handle payment support: Name, address and email address.

Read more about how we process your data, how and where to lodge a complaint and find contact information for the Data Controller and Data Protection Officer in the **Terms and Conditions document**.

I consent to the above in order to purchase the fee for handling of R/W permit application

**PURCHASE EMBASSY SERVICE FOR R/W PERMIT APPLICATION**

2.

You need to consent to the Terms and Conditions before you can proceed:

Please note that:

- A fee paid on the Newtodenmark.dk website to either the Danish Immigration Service or the Danish Agency for International Recruitment and Integration for their processing of your application does not include the services provided by the Danish embassy/consulate abroad.
- The Visa Application Centers charge a fee for their service regarding scanning of passport and other documents and recording of biometrics.

**Terms and conditions**  
I consent to the Ministry of Foreign Affairs of Denmark registering my name, date of birth, passport number, address, telephone number, email address and IP address in order for me to pay fee for residence/work permit handling at a Danish embassy/consulate.

**The length of your consent**  
Your consent will last until your data is automatically deleted, or until you withdraw your consent and request to have your data deleted. Please send an email to [bvp@um.dk](mailto:bvp@um.dk) if you wish to withdraw your consent and delete your data.

Please note that we will keep the following data about the buyer of the fee for 5 years in order to handle payment support: Name, address and email address.

Read more about how we process your data, how and where to lodge a complaint and find contact information for the Data Controller and Data Protection Officer in the [Terms and Conditions document](#).

I consent to the above in order to purchase the fee for handling of R/W permit application

**PURCHASE EMBASSY SERVICE FOR R/W PERMIT APPLICATION**

3.

Click the button to proceed:

Read more about how we process your data, how and where to lodge a complaint and find contact information for the Data Controller and Data Protection Officer in the [Terms and Conditions document](#).

I consent to the above in order to purchase the fee for handling of R/W permit application

**PURCHASE EMBASSY SERVICE FOR R/W PERMIT APPLICATION**

4.

Fill in information about the applicant.

Fields marked with an \* are required fields:

## Applicant information

1  
Applicant information 2  
Buyer information 3  
Summary 4  
Purchase overview 5  
Payment 6  
Receipt

Please enter information about the person who is **applying** for a R/W permit.

Applicant

<b>All first- and middle names *</b>	Test
<b>Last name *</b>	Test
<b>Birth date *</b>	01-01-2000
<b>Passport number</b>	XX00000
<b>Case Order ID</b>	AB-1234-CD

When you pay a fee on Newtdenmark.dk to cover the processing of your residence or work permit application, your payment has a unique payment ID. It is printed on your receipt, e.g.: XX-1111-XX

**NEXT**

5.

Fill in information about the person who is paying the fee. This could be the applicant or another person.

Please note: The email address registered, will receive the receipt after the payment (see below):

## Buyer information

1  
Applicant information **2  
Buyer information** 3  
Summary 4  
Purchase overview 5  
Payment 6  
Receipt

Please enter information about the person who is **paying** the R/W permit fee.

**All first- and middle names \***

**Last name \***

**E-mail address \***

**Street name \***

**Street number \***

**Floor**

**Room**

**Postal code \***

**City \***

**Country \***

6.

Check data at the Summary – go back if you need to make corrections:

## Summary

1  
Applicant information 2  
Buyer information 3  
Summary 4  
Purchase overview 5  
Payment 6  
Receipt

---

Please check if the information below is correct. Click 'Back' if you need to make corrections.

### Buyer information

<b>All first- and middle names</b>	Test
<b>Last name</b>	Test
<b>E-mail address</b>	Test@test.test
<b>Street name</b>	Steet
<b>Street number</b>	1
<b>Floor</b>	4
<b>Room</b>	
<b>Postal code</b>	1000
<b>City</b>	City
<b>Country</b>	Denmark

---

### Applicant information

<b>Test Test</b>	
<b>Birth date</b>	01-01-2000
<b>Passport number</b>	XX00000
<b>Case Order ID</b>	AB-1234-CD

---

BACK NEXT

7.

At the purchase overview you need to agree to the trade conditions – these are part of the Terms and Conditions:

## Purchase overview

1  
Applicant information

2  
Buyer information

3  
Summary

4  
Purchase overview

5  
Payment

6  
Receipt

Please check if the information below is correct. Click 'Back' if you need to make corrections.

### Buyer

<b>Test Test</b> Steet 1 4 1000 City Denmark	<b>Test@test.test</b>
---	-----------------------

### Purchase overview


Service	Quantity	Price	Amount
Residence/Work Permit	1	1,455.00 DKK	1,455.00 DKK
<b>Amount</b>			1,455.00 DKK
<b>VAT (0%)</b>			0,00 DKK
<b>Total</b>			1,455.00 DKK


I hereby confirm that the above information is correct and that I have read and agree to [the terms and conditions.](#)


8.


To proceed to payment, select payment method:


I hereby confirm that the above information is correct and that I have read and agree to [the terms and conditions.](#)


  
DIBS  
by nets


  
DK


  
VISA

  
VISA  
Electron

  
MasterCard

  
aestro

  
JCB

  
MobilePay

Payment method

BACK

- Choose -

Dankort

JCB

Maestro


MasterCard

MobilePay

Visa

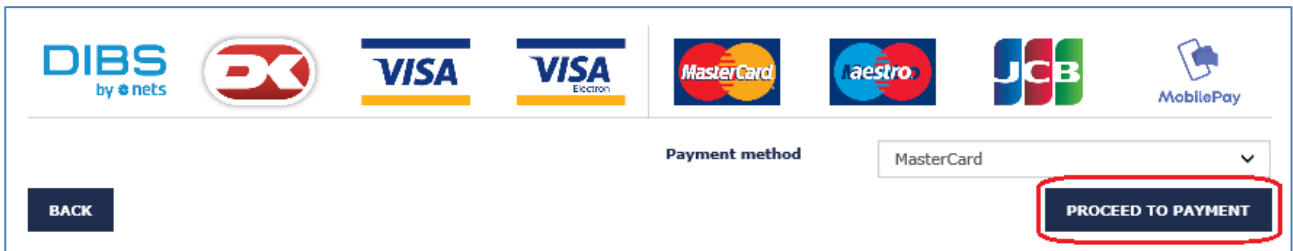
Visa Electron

Terms and Conditions

 **Ministry of Foreign Affairs of Denmark**  
Asiatisk Plads 2  
1448 København K  
CVR: 43271911  
webshop@um.dk

9.

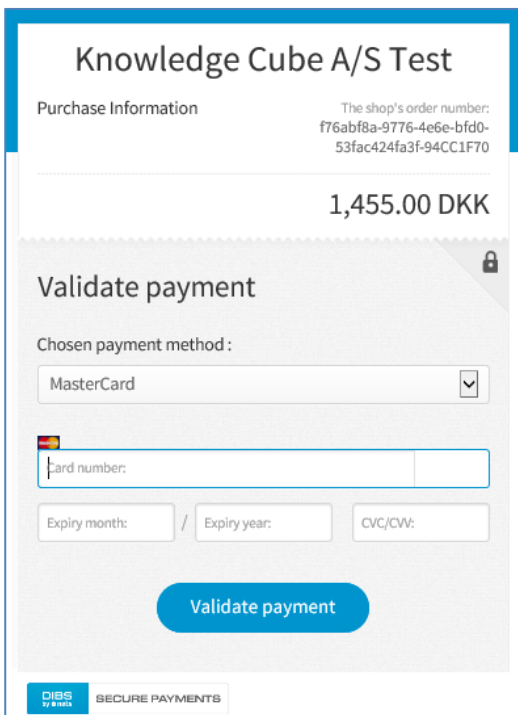
Click proceed to payment:



The image shows a payment method selection interface. At the top, there are logos for DIBS by nets, DKB, VISA, VISA Electron, MasterCard, Maestro, JCB, and MobilePay. Below the logos, there is a "Payment method" dropdown menu currently set to "MasterCard". To the left of the dropdown is a "BACK" button, and to the right is a "PROCEED TO PAYMENT" button, which is highlighted with a red rectangular border.

10.

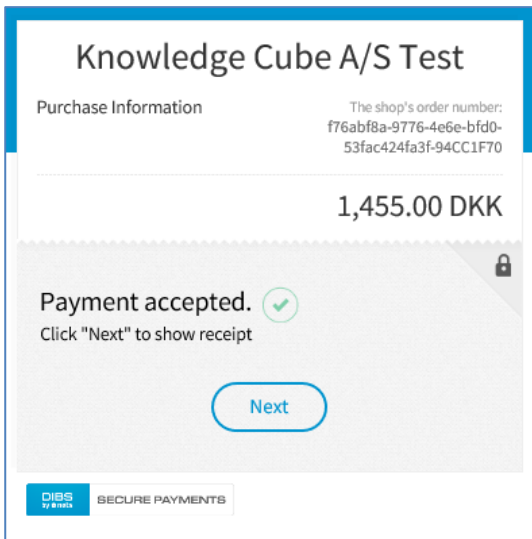
Enter card information, and click Validate payment:



The image shows a card validation form titled "Knowledge Cube A/S Test". Under "Purchase Information", it displays "The shop's order number: f76abf8a-9776-4e6e-bfd0-53fac424fa3f-94CC1F70" and the amount "1,455.00 DKK". The "Validate payment" section includes a "Chosen payment method:" dropdown set to "MasterCard". Below this are input fields for "Card number:" (with a Spanish flag icon), "Expiry month:", "Expiry year:", and "CVC/CW:". A blue "Validate payment" button is positioned below the input fields. At the bottom left, there is a "DIBS by nets SECURE PAYMENTS" logo.

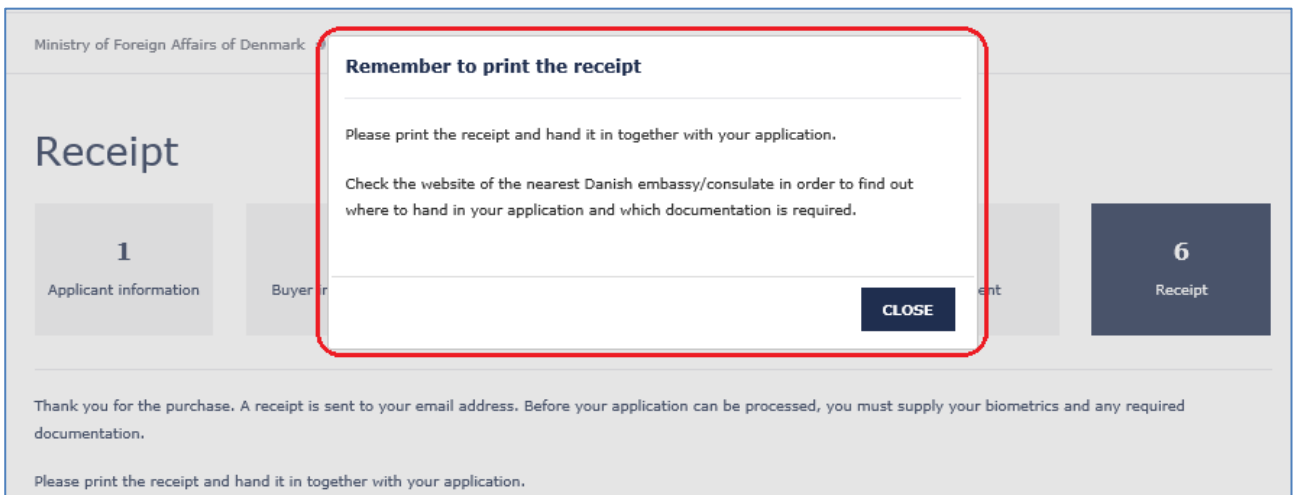
11.

Click Next:



12.

Read the message – remember to print the receipt in order to bring it with the rest of your documentation. A receipt is sent to the email address that was registered under Buyer information.



Click Close.



13.

You have finished the flow. The receipt is sent to the email registered under Buyer information (see above), but the receipt can also be downloaded on this page:

## Receipt

1  
Applicant information

2  
Buyer information

3  
Summary

4  
Purchase overview

5  
Payment

6  
Receipt

Thank you for the purchase. A receipt is sent to your email address. Before your application can be processed, you must supply your biometrics and any required documentation.

Please print the receipt and hand it in together with your application.

Check the website of the nearest Danish embassy/consulate in order to find out where to hand in your application and which documentation is required.

### Payment

<b>Card number</b>	XXXXXXXXXXXX0000
<b>Card type</b>	MC
<b>Transaction</b>	2485846857
<b>Purchase no.</b>	10110

### Buyer

**Test Test**  
Street 1 4  
1000 City  
Denmark


**Test@test.test**

### Purchase overview

Service	Quantity	Price	Amount
Residence/Work Permit	1	1,455.00 DKK	1,455.00 DKK
<b>Amount</b>			1,455.00 DKK
<b>VAT (0%)</b>			0,00 DKK
<b>Total</b>			1,455.00 DKK

**DOWNLOAD RECEIPT**

14. The email with the receipt is sent from [dys-noreply@um.dk](mailto:dys-noreply@um.dk). It looks like this:




on 10-07-2019 12:28

**dys-noreply@um.dk**

**Fee for residence/work permit application at Danish embassy/consulate: Payment Confirmation**

---



Receipt.pdf  
67 KB

---

Dear Applicant,

We have now received your fee for the service of the Danish embassy/consulate when applying for a residence or work permit. Attached is your receipt.  
If you are not the applicant, please forward this mail to the applicant.

You now need to hand in your documents and have your biometrics obtained before the processing of your application can begin. Please check the website of the nearest Danish embassy/consulate in order to find out where to hand in your application. For detailed information about residence and work permits to Denmark and which documents to hand in together with your application, please visit [Danish Immigration Service](http://Newtodenmark.dk) website: [Newtodenmark.dk](http://Newtodenmark.dk).

Kind regards,  
Ministry of Foreign Affairs of Denmark  
Asiatisk Plads 2  
1448 Copenhagen K