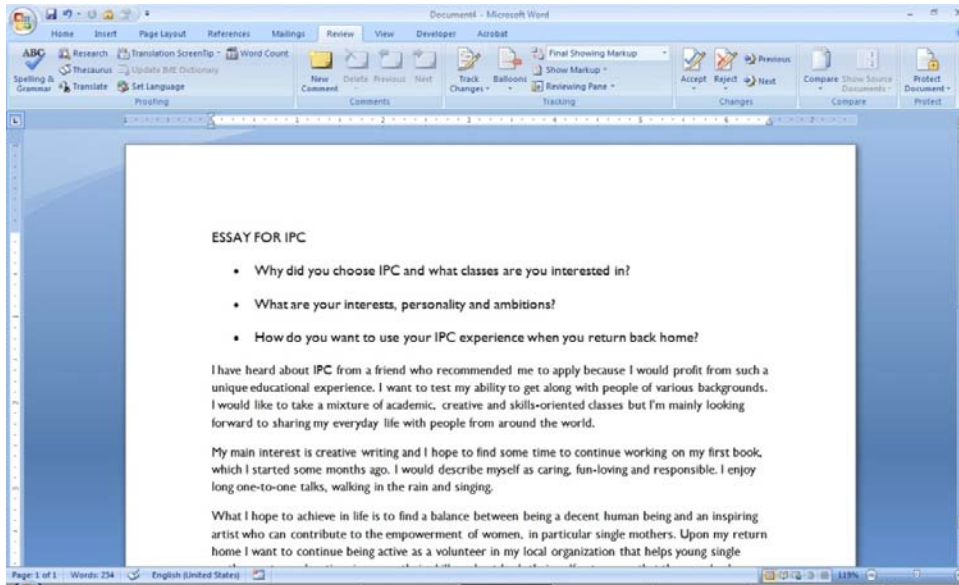


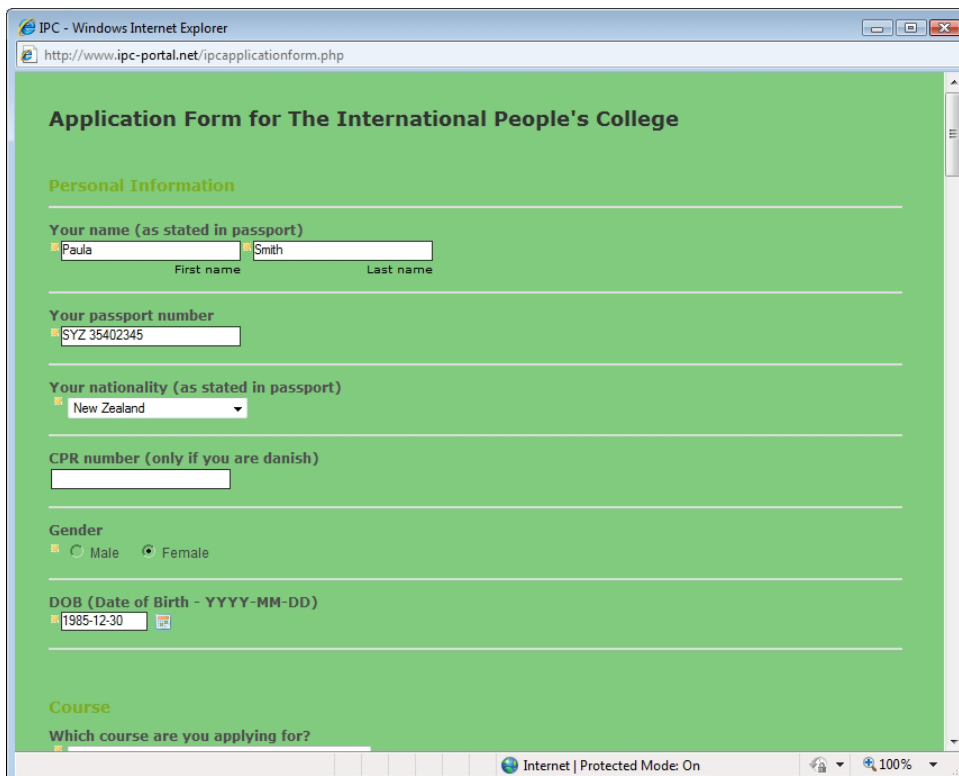
Application Procedure at the International People's College (For All Applicants)

Step 1: Write an essay in a word editor and answer the following questions:

- How and why did you choose IPC and what aspect of the IPC experience are you particularly looking forward to?
- What are your interests, personality, goals and dreams?
- How do you want to use your IPC experience in the future?



Step 2: Fill out the online application.



IPC - Windows Internet Explorer

http://www.ipc-portal.net/ipcapplicationform.php

Application Form for The International People's College

Personal Information

Your name (as stated in passport)

Paula Smith

First name Last name

Your passport number

SYZ 35402345

Your nationality (as stated in passport)

New Zealand

CPR number (only if you are danish)

Gender

Male Female

DOB (Date of Birth - YYYY-MM-DD)

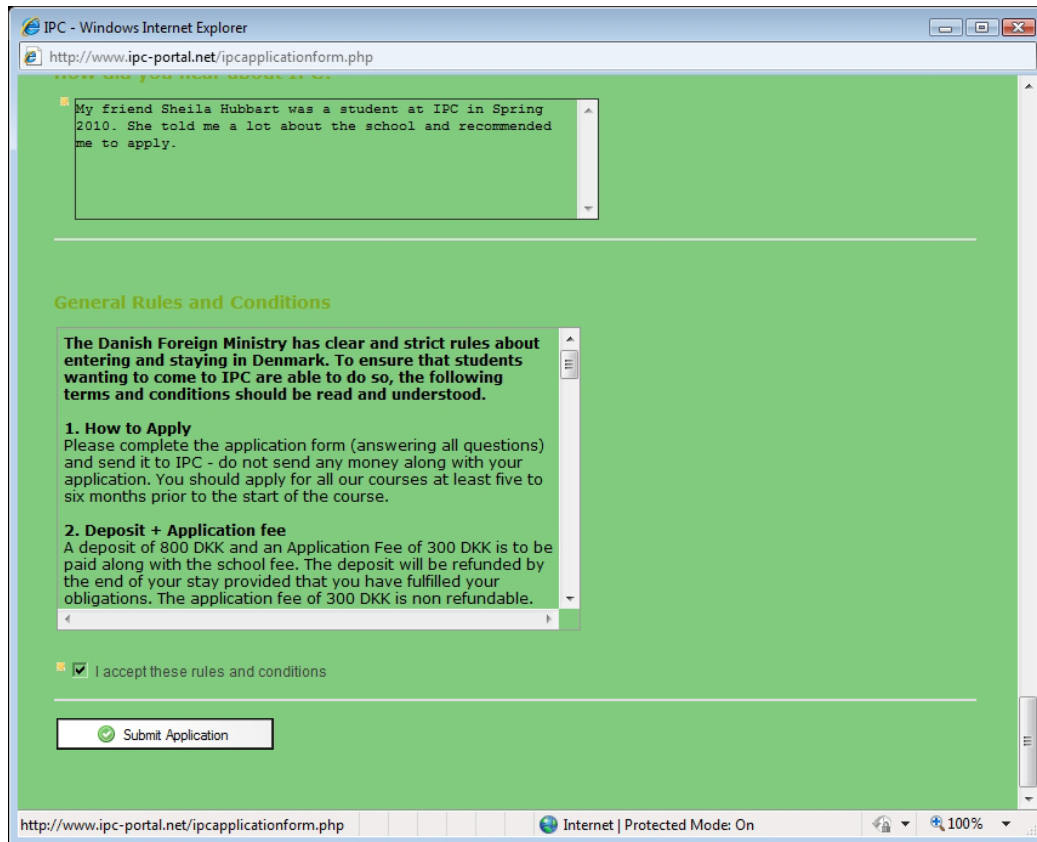
1985-12-30

Course

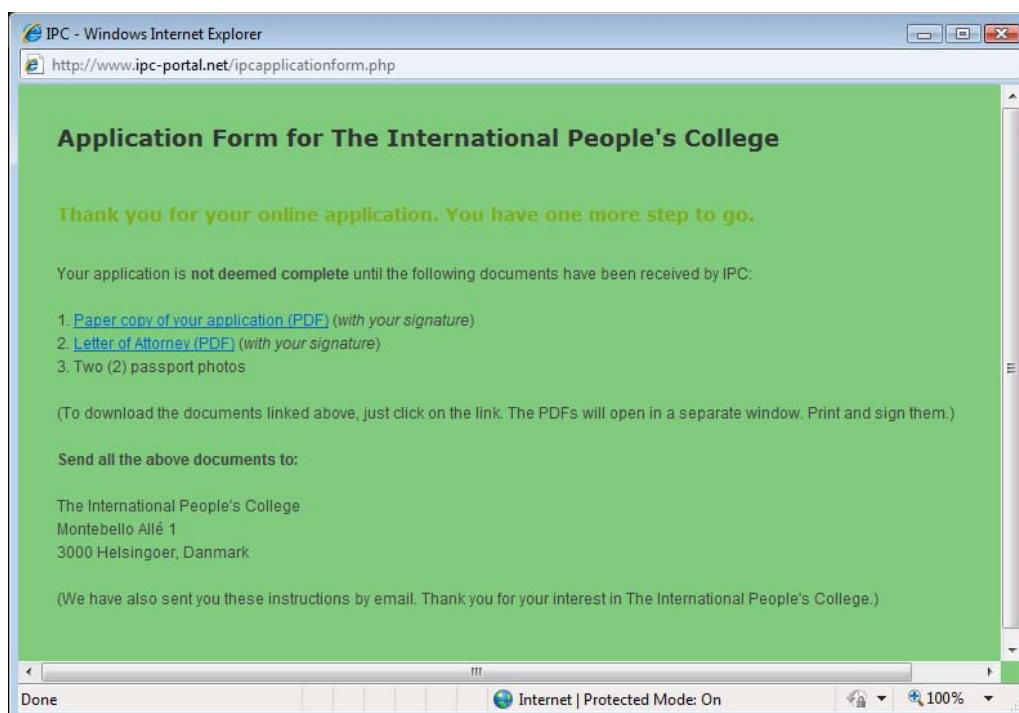
Which course are you applying for?

Internet | Protected Mode: On 100%

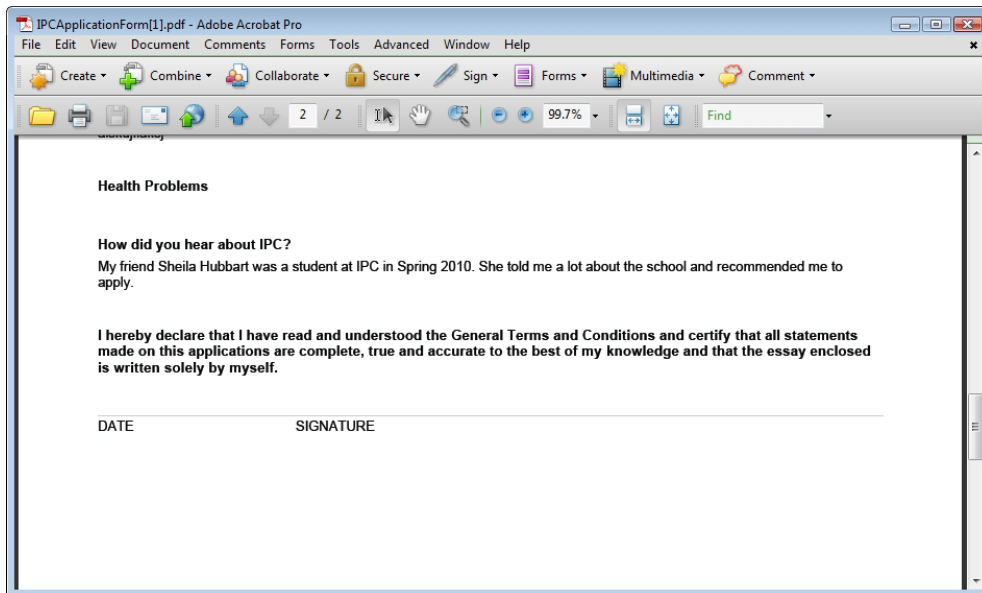
Step 3: Read carefully and accept the General Rules and Conditions and submit the online application.



Step 4: Print out the Application and the Letter of Attorney as instructed in the pop-up window that is going to appear at the end of the online application procedure (the same links are going to be sent to your email address as well).



Step 5: Sign the printed application and letter of attorney and send them **by post** together with **two passport photographs**.



Allow several weeks for the processing of your application.

Once we receive your letter, the **application will be assessed** by a committee that will make a decision about your acceptance. If you are **NOT** accepted, you will receive an email from us. If you **ARE** accepted, please continue reading below about the final steps necessary for your enrollment at IPC.

Thank you for your application to the International People's College!

Enrollment Procedure at the International People's College Applicants from outside the European Union (except for EEA, Swiss and Nordic citizens)

Step 6: If you get accepted for a stay at IPC, you can expect an **Acceptance Letter** to be sent to you. In this letter, you will be asked to **pay the full amount covering your tuition fee, accommodation and meals at IPC.**

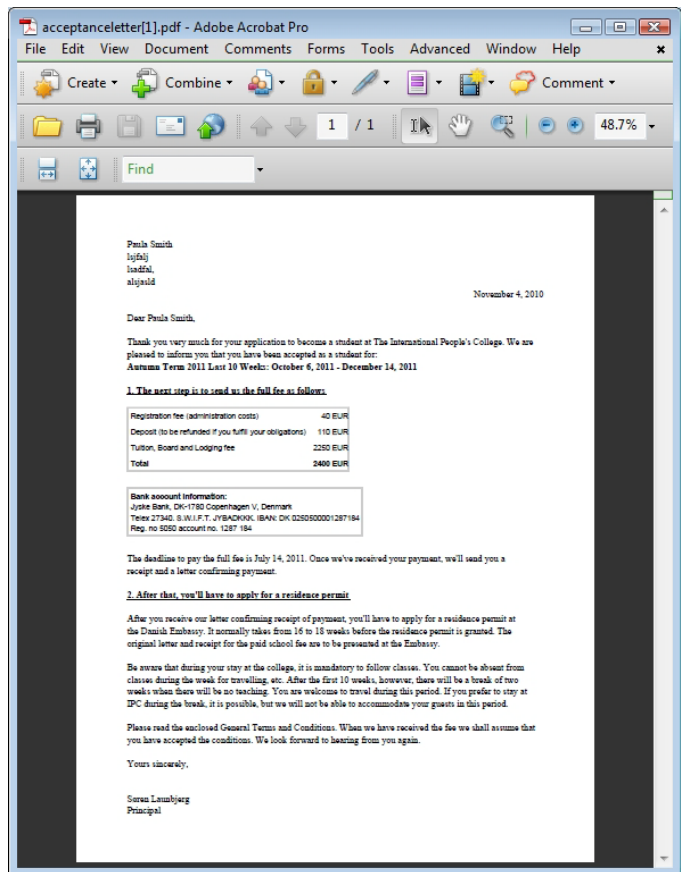
The payment can be made only by a **money transfer** from your bank. Please make sure that the bank doesn't deduct any processing fee from the full amount that's stated in the Acceptance Letter.

NB: The student residence permit processing fee amounts to **1600 DKK** (cca 216 EUR or 306 USD) and we will pay this amount directly to the Immigration Services on your behalf. This is to avoid multiple transfer fees for you as well as complications due to differences in exchange rates. It is the cheapest and fastest way **how to establish a "case order ID" for you**, which you'll need to apply for your student residence permit at a Danish Embassy or Consulate. (You can read more about the fees at http://www.nyidanmark.dk/en-us/coming_to_dk/fee/about_fees/about_fees.htm)

Step 7: Allow for several days for the processing of the money transfer to our bank.

When we receive the payment, we'll send you an **Enrollment Letter** together with a **receipt for payment of the student residence permit processing fee**, as well as the **endorsed ST1 form** including your **"case order ID"**. All these documents are needed when you go to the Danish Embassy or Consulate **to apply for your student residence permit.**

Please check with your **local Danish diplomatic mission** (<http://um.dk/en/about-us/organisation/missions-abroad/>) for their opening hours, special requirements as well as their fee structure and the amount you'll have to pay for their services.



ST1
DANISH IMMIGRATION SERVICE

Application form

Application for a residence and work permit for students

Uses
This form is to be used when applying for a Danish residence and work permit as a student.

Residence and work permits can be issued to persons accepted at the following types of studies:

- Higher educational programmes
- Preparatory higher educational programme
- Basic and youth study programmes
- Folk high schools

When applying for a residence and work permit as a student, the Danish educational institution (the university/school) and the applicant (the student) are each required to fill out separate parts of the form. The applicant must also provide certain documentation.

How to apply

- The educational institution completes part 2 (sections 11-15) and signs in section 16 (following the instructions given).
- After completing part 2, the educational institution sends the form to the applicant (the student).
- The applicant completes part 3 (sections 0-8) and signs in section 10 (following the instructions given).
- The applicant includes the required documentation. (see below).
- The applicant submits the application at a Danish diplomatic mission in his/her country of residence. If the applicant is a legal resident of Denmark, the application may normally be submitted in Denmark. If the application can be submitted in Denmark, this can be done at the Service Centre of the Immigration Service. If the applicant lives outside the Greater Copenhagen area, he/she can also submit the application at the local police station.

On newtoedenmark.dk you can find more information about who can submit an application in Denmark.

Which documents are required?
If the applicant is to study at a higher educational programme and is to pay tuition fees, or has been granted a Danish state scholarship (free tuition and covering of living expenses), the applicant must include:

- Documentation of paid fee
- Copy of passport (all pages including front page)
- Two passport photos. Please affix one photo to the personal data card in Appendix 1.

If the applicant is to study at a higher educational programme and is not to pay tuition fees, and has not been granted a Danish state scholarship, the applicant must include:

- Documentation of paid fee
- Copy of passport (all pages including front page)
- Two passport photos. Please affix one photo to the personal data card in Appendix 1.

If the applicant is to study at a preparatory higher educational programme or attend a basic or youth study programme, the applicant must include:

- Documentation of paid fee
- Copy of passport (all pages including front page)
- Two passport photos. Please affix one photo to the personal data card in Appendix 1.
- Proof (original documents) that the applicant can support him-/herself financially while in Denmark.

Please note that students at folk high schools do not need to include proof that they can support themselves during their stay, as food and lodging is normally included in the course fees.

Other documents required when submitting the application
The applicant must present his/her passport to the authorities for identification.

Does it cost anything to submit an application?
Yes, you will normally need to pay a fee in order to get the application processed by the Immigration Service. You can read more about the fees in section 0 of this form, or on www.nyidanmark.dk/en-us where you can also see the current fees.

If the applicant submits his/her application to a Danish diplomatic mission (embassy or consulate) he/she will normally have to pay a fee. The fee can vary in price. The individual diplomatic mission can also make further demands such as extra passport photos or duplicate copies of the application. We recommend that the applicant checks with the requirements on the website of the diplomatic mission in his/her country before the application is submitted.

For more information
More information about the regulations for Danish residence and work permits and how to fill out the application is available at www.newtoedenmark.dk. You can also contact the Immigration Service in writing, in person at the Service Centre or by calling the Study hotline on +45 35 30 87 50. [See contact information at the bottom of this page.]

Step 8: You will be **called in for an interview at the Embassy** where your motivation for coming to IPC/Denmark as well as your language skills will be assessed.

Allow several months for the processing of your student residence permit – while the service goal of the Immigration Service is set to 2 months, this period can be extended if/when the Immigration Service requires further documentation from you.

Step 9: After your arrival at IPC, we will guide you through the process of registration with the local authorities and health insurance provider. Remember that you can only be insured **six weeks** after your arrival in Denmark and should therefore have a **private health insurance** for that period of time.

We are looking forward to welcoming you at IPC!