



## Immigration Issues when planning an internship/study abroad

### Internship/Study Abroad for NON-EU students

The Master Program Regulations allow you to go in to an internship and/or study one semester abroad.

If you decide to go on an internship in Denmark. You need to get a special permission to do so – this permission is obtained by filling in the ST4 Form available on [www.newindenmark.dk](http://www.newindenmark.dk). You will need us to complete a section of the form, which we of course will be happy to do!

PLEASE NOTE! You should allow up to two months of processing time, and if you change internship company after you handed in the form, you will have to complete a new one.

If you decide to go on an internship outside Denmark or on a period of study abroad (exchange) you need to observe these requirements: You may only be outside Denmark for a period of up to 6 months. If you are away more than 6 months, you will have to reapply for a new visa (which is not primarily an administrative problem, but rather a financial one as you have to pay the fee again). Most internships and study abroad period are under 6 months. You should inform the Immigration Authorities about this in writing, enclosing information that documents your activity – internship agreement form, and/or mail from me confirming your nomination for the exchange – this should be done BEFORE you leave for the activity. Please note, that if you leave Denmark, giving up your Danish address and/or reporting the move to the CPR register (as you must), this will also revoke the visa – by informing the Immigration Authorities beforehand, you will be able to maintain your Danish Visa status.

#### C. Tuition while performing the above mentioned activities.

As you are acutely aware of, your participation in the Master program requires you to pay tuition. We are bound by Danish law to charge tuition when you are doing the below mentioned activities:

1. Internship as part of your Program (that is, your internship is counted as part of your Master program)
2. Study Abroad (that is when your program abroad is counted as part of your Master Program).  
If you are on an exchange, you will of course NOT have to pay tuition with the host institution. There may be some fees that is not covered by the exchange agreement (fx. service fees for use of library-, workshop- or laboratory facilities)
3. You DO NOT pay tuition for a semester where you are on leave.

The message from the Immigration Authorities is: please make sure that you apply for change of visa status, or permission to maintain your visa status well BEFORE you leave Denmark.

Ps. The above information is obtained from the Immigration Authorities. It is to the best of my knowledge up-to date, I do however need to state that procedures/regulations may have been changed, or I may have received inaccurate information, without prior notice to this office.

Jhel/2014-09-11