



MALMÖ UNIVERSITY

Malmö University  
Admissions Office  
Jallow Momodou

12 October 2012

## Applying for a residence permit for studies (For students at Bachelors, Masters and Doctorate level)

**To get a decision in time for the start of the courses, it is important that you apply for a residence permit immediately once you have received your notification of acceptance.**

You must apply for a residence permit from your country of origin, or where you are residing legally. Your permit must be complete before you can enter Sweden. This applies even if you have a residence permit for studies in another EU country, and the permit gives you the right to visit here for three months. If your stay in Sweden will exceed three months, the permit must be complete prior to entry.

Those who receive a residence permit will be given a residence permit card. The card is proof of your residence permit. When you enter Sweden, you must therefore show your card along with a valid passport.

### How to apply

You can submit an application for a residence permit via an online application or you can submit your application at a Swedish mission abroad (Embassy or Consulate). When you submit an online application you receive instructions on how to fill in your application and which documents you must send. Make sure to apply in good time before your studies begin. Most people will receive a response to their application within 3 months.

If you are unable or unwilling to apply online, fill in the form *Application for residence permits for students and doctoral students*, no. 104031 and hand it in to a Swedish mission abroad in the country you live.

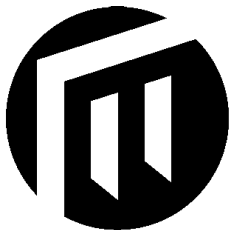
In order for the Swedish Migration Board to issue a residence permit card, you must be photographed and fingerprinted when you submit your application.

### What to send in with your application

It is important that you submit all documents required to the Swedish Migration Board. Failing to submit the necessary documents may lead to the processing of your application taking longer. As a result, you risk not receiving a decision before your chosen course of study begins.

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Postal address	Visiting address	Phone	Fax	Internet	E-mail
Malmö University SE-205 06 Malmö SWEDEN	Matroskatan 1	+46 40 665 7155	+46 40 665 70 26	www.mah.se	Jallow.momodou@mah.se



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Enclose the following documents:

- **a copy of the passport pages** that clearly show your personal details and passport validity. If you have been granted permission to stay in countries other than your native country, please enclose a copy of the passport pages verifying this
- **a letter of acceptance showing that you have been admitted** to full-time study
- **copy of the document that proves that you have comprehensive health insurance** that is valid in Sweden if you plan to study in Sweden for less than less than 13 months. If you have taken out an insurance through the university or college (academic institution), please enclose a copy of the insurance certificate
- **documents issued in your name** to verify that you have been granted a scholarship or equivalent (e.g. student financial support) with details of the monthly amount payable and period of time during which you are entitled to such financial support, *or*
- **a document showing that you have been awarded** a study grant or a wage (applies to doctoral students) with details of the amount and the period during which you will receive the money.

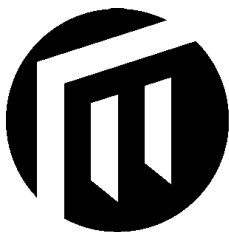
If permission is required from a central bank or equivalent to move money out of your country, you must enclose the relevant certificate with your application.

### **Check the requirements of Swedish missions abroad**

Note that the mission abroad where you submit your application may require additional documents. You will find more information and contact information on the website of the relevant mission abroad. Click on the link in the right column to find the appropriate mission abroad.

### **Application fee**

Students who are awarded an EU scholarship are exempted from paying the application fees.



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## Waiting time

The Swedish Migration Board makes decisions about residence permits for studies **within 3 months** from the date that a Swedish mission abroad (embassy or consulate general) has received your application. In some cases the waiting time can be longer because they need to supplement or investigate your application further.

## Decision

The decision will be sent to the Swedish mission abroad that you specified in your web application or where you applied. If you have not previously been photographed and had your fingerprints taken, you will need to visit the mission abroad to do so.

When the residence permit card is ready, the Swedish mission will hand out or send the card to you. Note that it may take up to four weeks after you receive your decision, to make the card and deliver it to the Swedish mission.

## The permit validity period

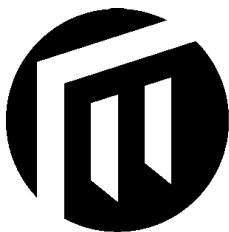
If the period of study is less than a year, you will be granted a residence permit which is valid for the length of the study period. You will be granted a residence permit for the intended study period but never for longer than your passport is valid. Residence permits are usually only granted for twelve months at a time. If you need to stay longer, e.g. because you need to resit an exam, you can apply for an extension to your residence permit.

## For Staff

For administrative and teaching staff staying for shorter periods than students (one month), it is advisable to apply for a VISA (different from a residence permit).

Applications for entry visas are processed by a Swedish mission abroad (embassy or consulate general).

A visa is a permit to enter into and stay in the Schengen area for a specified short period, at most three months per half year, and provides a form of a 'uniform visa' according to Article two of the Visa Code. In some exceptional cases, a visa may be limited to apply only to Sweden or for a number of limited Member States, a 'visa with limited territorial



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validity'.

It is possible to apply for a Schengen visa that applies for several entries . You are highly advised to apply for a Schengen visa in order to enable you to fly to Copenhagen which is 20 minutes away from Malmö. This visa applies to stays of a maximum of 90 days per half year.

## **Requirements**

Examination of visa applications comprises checking the purpose of the visit and that the applicant

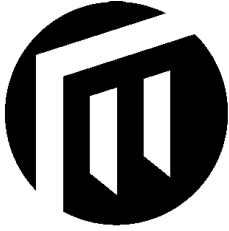
- has a valid passport which permits entry to the Schengen countries
- has sufficient money for the visit and the return journey, including medical and travel insurance (You may use the insurance and scholarship document from the eminence project)

## **Applying online is the easiest and quickest way to submit an application.**

After submitting your application you must visit the Swedish mission abroad for your application to be processed

**NOTE: It is very important to check information about local terms** for e-services at the website of the mission abroad/Swedish embassy in question.

However, not all countries have the possibility to apply online but you can also use the **Application for Schengen Visa** Form no. 119031 and submit it at the Swedish embassy with the rest of your documents.



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**Here is a list of Swedish missions/embassies you need to contact in your respective countries**

If you are from :

Moldova -----Bukarest

Armenia ----- Moscow

Georgia-----Kiev (Visa at the embassy of Latvia in Georgia)

Belarus-----Moscow

Azerbaijan-----Moscow (Visa at the Swedish consulate in Baku)

Ukraine-----Kiev