

### Good to know about your permit:

- Please **read all pages** of your residence- and work permit.
- Make sure to **check the expiration date of your work permit**. It might be shortened because of the expiration of your passport.
- Make a **personal note** of the expiration date of your work permit. It is not always the same date as your residence permit.
- Please understand it is **your responsibility to extend** your residence- and work permit in time.
- You must inform the Danish Agency for International Recruitment and Integration (SIRI) and HR International Support of **any changes in your employment** e.g. leave of absence, change of working hours or moving to another country.
- **Work outside Copenhagen Business School** will most likely require a separate work permit for sideline employment.
- You can **extend your residence- and work permit** no earlier than 3 months before your current permit expires.
- If you have to **re-enter Denmark** after submitting your application for a residence- and work permit but before receiving your residence card, you have to apply for a re-entry permit at SIRI.
- **Accompanying family members** have a permit for the same duration as the main applicant and subsequently have to extend their permit together with the main applicant.
- If you have any questions, please contact [i-staff.hr@cbs.dk](mailto:i-staff.hr@cbs.dk).