

Arrival CHECKLIST

for International Students



Photo: Bjørn Kolstad

International House, Gløshaugen Campus



NTNU – Trondheim
Norwegian University of
Science and Technology

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Please read this brochure thoroughly. It contains information essential to your stay at NTNU. Use the checklist on the last page of this brochure to ensure that you have not forgotten anything.

STUDENT ID CARD

The student ID card serves as a key/access card and a library card. It is only valid with a current semester card. To get your Student ID card, follow the instructions below.

Exchange Students:

1. In order to get registered at NTNU you will need to log on to the student web <https://studentweb.ntnu.no> using the 11 digit ID number and 4 digit code that has been sent to you and register your address in Trondheim as your semester address. You can do this before you arrive.
2. You will be given your Semester Card on the registration-day (see Orientation Programme for more info).
3. Go to one of the Student ID offices listed below to get your ID. You'll need to show your semester card and an official ID-document, such as passport.

International Master's Students and IFUS students:

1. In order to get registered at NTNU you will need to log on to the student web and do a semester registration. Log on to <https://studentweb.ntnu.no> using the 11 digit ID number and 4 digit code that has been sent to you and register your address in Trondheim as your semester address. Please do not register on the student web before you have arrived at your room in Trondheim (If you register before you have settled in the semester card can easily be lost in the mail). Please see: Registration of address to the postal service. After your registration is complete and you have paid the semester fee, a semester card will be sent to the address you have provided. This semester card is essential for identifying your student status this semester.

Note: In order for your semester card to be sent, you must make a semester registration.

2. Go to <http://studentweb.ntnu.no> to find the invoice for the semester fee and print it or go to one of the Student services (<http://www.ntnu.no/adm/sa/sss>). All international master's and IFUS students must pay the semester fee, even those not taking any courses.
3. **Pay the semester fee** at a post office or bank. Make sure that you keep your receipt. Within approximately one week, your semester card will be sent to your address in Trondheim (make sure that you have the correct address listed in studentweb, see below).
4. Go to one of the **Student ID offices** listed below to get your ID. You'll need to show your semester card and an official ID document, such as passport.

STUDENT ID OFFICE:

Gløshaugen

Go to the office vis-à-vis **Tapir Storkiosk** on *Stripa*. Stripa is the long corridor running through both central buildings from the **Gamle Kjem**i building to the **Hangaren** cafeteria.

Dragvoll

Go to the office called **Vaktmesterkontor** (janitor-office) in Building no. 6. You will have your picture taken and get your student ID-card. The student ID-card is only valid with a current semester card.

EMAIL ADDRESS/INTERNET ACCESS

Upon arrival you will automatically receive pin-codes and an ID-number from Orakel-service (computer help desk) to your email with information on how to log on to Student-web to register for courses and exams (see more information below concerning registering for courses and exams). For activating your email account and for receiving username and password, you should use your ID-number received from Orakel service at <https://bas.ntnu.no>

Note: Before you can activate your account, your study plan must be confirmed. International master's students and IFUS students must pay your semester fee before activating your user account.

If problems, contact the Orakel Service Offices:

- Gløshaugen campus: Sentral Building 2, 2nd floor, room 202.
- Dragvoll campus: Orakel service, Library, Building 8, level 5.

COURSE AND EXAMINATION REGISTRATION FOR EXCHANGE STUDENTS

Please note that the approval you received for the courses you selected and listed on the "Application form for exchange students" prior to your arrival at NTNU constitutes only preliminary enrolment for these courses. In order to actually register for these courses you must follow the procedure listed below. This applies to all courses, projects, etc. with a course code. Without a course code, the result will not be registered in your official transcript from NTNU. Before registering, check the course codes as well as the dates and times of the exams you want to take. Avoid overlap. In some cases you can take two exams on the same day, but you have to check that they are not at the same time. If the times for the exams collide, you cannot study both courses. You will find the exam dates at the Norwegian web page below (course code = emnekode): www.ntnu.no/eksamen/plan

Deadlines for course registration:

Autumn: 15 September

Spring: 15 February

This information will also be given during the Orientation programme .

Information about class and exam registration is available on:

<http://www.ntnu.edu/studies/international/registration>

How to register for courses:

1. Go to the following web page and read the instructions:
www.ntnu.edu/studies/international/registration
2. Log on to the Studentweb: <https://studentweb.ntnu.no> with your username and password or ID-number and pin code sent by email from Orakel-service.
3. Register **both** for classes **and** for exams.
4. It is **not** possible to register for courses with **restricted admission** on the Studentweb. For procedures for courses with restricted admission, see instructions under point 1.
Make sure to return the form to the Office of International Relations.
5. If you have questions related to the registration procedures please contact the Office of International Relations.

NOTE:

In order to be allowed to take the exams you must be registered both for classes and exams before the deadline.

You should also make sure to cancel your exam registration if you decide not to take one of the exams. Deadlines for cancellation of exams are Autumn: 15 November and Spring: 30 April.

COURSE AND EXAMINATION REGISTRATION FOR INTERNATIONAL MASTER'S PROGRAMME STUDENTS

Please register for courses and exams on student web at <https://studentweb.ntnu.no>
Log on with id-number and pin code received by email from Orakel-service and pay the semester fee.

COURSE AND EXAMINATION REGISTRATION FOR IFUS STUDENTS

Your IFUS coordinator will assist you with registering for courses and exams.

CHANGE OF ADDRESS – STUDENTWEB

The first time you log on to studentweb at <https://studentweb.ntnu.no> please make sure that you change your semester address under "registrations" in the left hand side menu. As a default your address is Office of International Relations, if you do not change this all your mail coming from NTNU will end up here and not in your mail box. Please make sure to remove information from the field C/O.

IT'S LEARNING

NTNU students have access to IT'S LEARNING – **a net-based e-learning platform** (VLE – Virtual Learning Environment). You can use IT'S LEARNING to download lecture notes and course assignments, receive messages from your professor, find other materials related to your studies and participate in discussion groups about a particular course. More and more professors and lecturers are using It's Learning in their classes.

In order **to gain access** to IT'S LEARNING for a particular course, you must register for that course. It is therefore extremely important that you make your final course selection as soon as possible and before the registration deadline:

Autumn 15 September

Spring 15 February

THE CAMPUS GUIDE

The world's first application for indoor campus positioning. The first version is a guide over Gløshaugen campus, but in 2012 the campus guide service will be launched for the other campuses.

By using the CampusGuide on smartphone, tablet, or computer you can search for rooms and points of interests on campus. For more information see: www.campusguiden.no

www.ntnu.edu/international/

RESIDENCE PERMIT AND REGISTRATION CERTIFICATE

Separate group appointments for registration of the residence permit for students who are EU/EEA citizens and for students who are non- EU/EEA citizens (already holding a residence permit but need your passport stamped) will be arranged for during the semester start in the Autumn and Spring semester (See: Orientation programme for more information).

Information about time and place will be given during the Orientation programme.

Application for the residence permit

The following does not apply to students from the Nordic countries or students staying in Norway for less than 3 months:

All international students who are going to stay in Norway for more than three months must have a valid residence permit.

Almost all students, with a few exceptions, can now register an application for a student residence permit online at the application portal Application portal Norway at <https://selfservice.udi.no/> You should however note that the application is firstly formally registered on the date you submit your passport with relevant supporting documentation to the Embassy/Consulate or the appropriate police station. Applicants who cannot yet register their applications online must submit an application form to the police or the nearest Norwegian Embassy or consulate.

Students from EU/EEA countries (EEA Nationals) must apply through the registration requirement scheme on line at the application portal found on <https://selfservice.udi.no/> You can do this before you arrive.

Registration of residence permit and registration certificate

Register at the police station: All incoming international students **who cannot take part in the separate group appointments** must as per general regulation go to the **Immigration Department at the Police Station ("Utlendingsseksjonen")** within **seven days after your arrival** in Norway. **Please note**, however, that in August/January it may be difficult to get an appointment at the Immigration Department. The police understand this, so you need not worry if you cannot get your residence permit stamped in your passport within 7 days after your arrival in Norway.

Please note that your passport must be valid for the period you intend to stay in Norway. Incoming students already holding a residence permit must go to the police station to have your passport stamped.

Non-EU/EEA citizens who are not holding a residence permit prior to arrival are advised to fill in their application online at <https://selfservice.udi.no/> before going to the police. You can then use your credit card to pay the application fee.

EEA nationals (citizens from EU/EEA) must register with the police to get your registration certificate.

NOTE: EU/EEA students must make sure to apply on line before registering for the police. If not, the police cannot accept your application.

In order to get your residence permit, you need to bring along:

- Letter of confirmation / Letter of admission from the Office of International Relations, NTNU
- Passport
- Confirmation of financial support (for those outside EU/EEA)
- If you have applied online, bring the receipt of payment of application fee (for those outside EU/EEA)
- 1 passport-sized photo (this applies to non- EU/EEA citizens who have applied for their student permit at a Danish, Swedish or Finnish Embassy and non- EU/EEA citizens who are exempted from the visa requirement (from for example South-Korea, Australia, US)). For further information see Orientation programme.

Students from EU/EEA-countries must also bring:

- The European Health Insurance Card (E-111 form) or the E-128 form

Address: Politi, Gryta 4, close to the railway station. Opening hours: Mondays, Tuesdays, Wednesdays and Thursdays, from 08.45 to 14.00. Note: In order to avoid a long wait you are advised to meet at 08.00 and draw a queue number.

Deposit account (for students from non-EU/EEA countries)

Part of the application process for the residence permit entails depositing funds in a Norwegian bank account to show that you have sufficient financial support to study in Norway. Unfortunately, without a residence permit you cannot open a bank account in Norway. To solve this dilemma the educational institutions in Norway have opened a bank account into which students can deposit funds thus proving that they have sufficient financial support. The Directorate of Immigration (UDI) dictates how much money needs to be deposited in this account to fulfill residency requirements. The amount is a standard amount corresponding to the funding provided by the Norwegian State Educational Loan Fund. In 2011–12 this amount is NOK 50 000/semester.

After arrival in Trondheim you will be issued a check for NOK 20 000,-. When you receive your residence permit you can open your own bank account and your remaining funds are transferred to your account. Note: This transfer does not happen automatically. You have to provide documentation of your bank account to the Office of International Relations before the transfer can be done.

If you wish to make additional withdrawals from the University "deposit account" before you have received your residence permit you must contact the Office of International Relations. It takes approximately one week to receive the funds.

www.ntnu.edu/international/

NATIONAL POPULATION REGISTER (NPR)

The following does not apply to students from the Nordic countries or students staying in Norway for less than 6 months: If you plan to stay in Norway for more than six months, you must apply for a national ID-number at the National Population Register (NPR) (Folkeregister). Fill in the form "Notification to the National Registry (NR) of move to Norway from abroad". Case processing time for the application: approximately 2 to 4 weeks. **Bring along:** Passport and residence permit. Address: Skatt Midt-Norge, Kongens gate 87. **Opening hours:** Mondays–Fridays, from 9.00 to 15.00

REGISTRATION OF ADDRESS TO THE POSTAL SERVICE

Applies to all students; you need to confirm your address in Trondheim to the mail/postal service to ensure that you will receive your mail. You do this by going to your nearest post office, bring with you some ID, and tell them that you want to register your address. Do this as soon as possible after arrival. In your information package you will find the form "Permanent change of address for private individuals". This is the form that you need to fill in and submit to the postal service (Note: Do not fill in the section about redirection of mail as this does not apply for change of address from abroad).

BANK ACCOUNT/TAX CARD

Students staying in Norway for more than 6 months: In order to open a bank account in Norway you need a national ID number. This number is issued by the National Population Register. See the **National Population Register** section for instructions on obtaining the ID-number. After receiving your ID number, you can open a bank account.

Students staying in Norway for less than 6 months and who will not have any income:

You are not eligible for an ID number. If you need a bank account while you are here, ask the bank to apply for a **D number**, a simplified version of the national **ID number**. It usually takes about four (4) weeks to get the D number. When you apply, you will need to show your passport. You can also apply for D-Number at the national population register.

Students staying in Norway for less than 6 months and who will have income:

If you have an income while you are in Norway (for example LEONARDO students), you need a Norwegian tax card to report your earnings. The tax assessment office (Skatt Midt-Norge), located in the same building as the NPR (Kongens gate 87), will issue you a tax card and a D number. You must present your employment contract with an estimate of your expected income.

Please use the **CHECKLIST** provided in the last page of this brochure 

COMPULSORY HEALTH CHECK

Immigration regulations require that if a citizen of one of the countries listed below is planning on staying more than three (3) months in Norway, then he/she must be tested for tuberculosis.

Europe:

Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Estonia, Georgia, Belarus, Kazakhstan, Kyrgyzstan, Croatia, Latvia, Lithuania, Macedonia, Moldova, Romania, Russia, Serbia, Montenegro, Tajikistan, Turkmenistan, Turkey, Ukraine and Uzbekistan

Other continents:

Citizens from all countries except the USA, Canada, Australia, New Zealand and Japan must be tested. The test must be done within three weeks after your arrival in Norway. You will receive additional information when you receive your residence permit. *The test is free.* The Office of International Relations will arrange for this for all new international students at semester start. Students who cannot take part in this appointment, must arrange for it themselves.

Address: Vaksinasjonskontor, Erling Skakkes gt. 40, Leutenhaven entrance A/C.

Phone: 72 54 08 50. **Opening hours:** Monday and Tuesday, from 8.30 to 10.30.

Separate group appointments for **compulsory health check** for students who must be tested for tuberculosis will be arranged for during semester start. You will receive more information about time and place during the Orientation programme and in email after arrival.

HEALTH INSURANCE/THE NATIONAL INSURANCE SCHEME (NAV)

International students who are from non- EEA/EU countries who will be studying and staying in Norway for more than 12 months (one year) and who have a valid residence permit are automatically insured under the National Insurance Scheme from the date they arrive in Norway. Students who are going to study a shorter period of time than 12 months, for example from August to June the following year, will NOT be automatically insured under this scheme although they may have a valid residence permit for over 1 year (for membership in insurance scheme please see next section).

International students who are from non- EEA/EU countries and who will studying and living in Norway between 3–12 months can apply for enrolment in the National Insurance Scheme. Though there are some limitations on the coverage, students will have the same right to medical care as Norwegian citizens. See more information at <http://www.nav.no/English/Membership+in+The+National+Insurance+Scheme>

- The application form for health insurance can be picked up at the local NAV-office (= The Norwegian Labour and Welfare Administration) or downloaded from <http://www.nav.no/Internasjonalt/Medlemskap+i+folketrygden/Frivillig+medlemskap+-+Opphold+i+Norge>

For most of you, the local office will be NAV Lerkendal. As part of the application you must submit a "Letter of confirmation/Letter of admission".

www.ntnu.edu/international/

Address: NAV Lerkendal, Anton Grevskottsv. 2, 7032 Trondheim. **Telephone:** 73 43 93 00

Opening hours: Mondays-Fridays, from 9.00 to 15.00

Please note: International students from non-EEA/EU countries staying in Norway for less than 3 months are not eligible for membership with the National Insurance Scheme. If you do not already have insurance, you will have to take out a private insurance policy.

Students from EEA/EU countries must bring a valid European Health Insurance Card (EHIC), from their home countries. This entitles you to medical care on the same conditions as the citizens of the EEA/EU- country you are visiting. The general rule is that you do not become a member of the Norwegian National Insurance Scheme.

Exception: Nordic citizens are entitled to medical care under the National Health Insurance Scheme without any insurance documentation.

PERSONAL PHYSICIAN (“FASTLEGE”)

The following only applies to students staying in Norway for more than 6 months

Only students with a national ID number are entitled to a personal physician. Students staying in Norway more than 6 months will receive a national ID number. When you receive a national ID number, you will be asked to register with a physician at one of the medical centres in Trondheim. Note: In order to register for a personal physician you have to use MIN-ID pin-codes (see last section) and register for a doctor online at the webpages of HELFO at <https://tjenester.nav.no/minfastlege/innbygger/visloginside.do> Students who are not entitled to a personal physician, or who have not yet been assigned one, still have the right to medical care.

In this case, if you need medical or psychosocial services, please contact Gløshaugen Medical Centre: **Address:** Gløshaugen Legesenter, Richard Birkelands vei 5, Gløshaugen campus **Phone:** 73 59 32 80 or 73 59 32 82 **Online:** <http://helserespons.no/web/sitlege/>

Please note: There is a nominal charge for medical expenses in Norway. (NOK 200–300 per visit).

In case of a medical emergency, contact the Emergency Clinic (“Legevakten”) at St. Olavs Hospital: **Phone:** 07352, **Address:** Olav Kyrresgt.17 **Acute medical emergency:** 113

For psychosocial services you can also contact:

SiT psykososial helsetjeneste (counselling and psychological health care) offering a chance to talk to qualified people if you are struggling with personal problems.

Phone: 73551660. For more information see website www.sit.no

The campus nurses, SiT Råd, The campus nurse consults with students concerning health needs such as depression, stress, anxiety and self-esteem. Available on Dragvoll campus Tuesdays and Thursdays ,10.00–15.00, renate.johansen@sit.no, Phone: 95460230

The social counsellors at the Office of International Relations, If you have some psychosocial or practical problems or if you just need to talk to somebody the social counsellors offer a low-threshold counselling service, gro.johnsen@ntnu.no and turid.brak@ntnu.no, Phone: 73593252.

PRIVATE INSURANCE POLICY

NTNU does not provide insurance during your stay in Norway. We advise you to take out such an insurance policy yourself.

International students coming from EEA/EU countries: If you take a trip to another European country and need medical treatment while you are there, you are covered by the European Health Insurance Card on the same conditions as the citizens of the country you are visiting. You are advised to take out general travel insurance.

International students coming from non-EEA/EU countries: You will not be covered by the Norwegian National Health Scheme if you travel outside Norway. If you are hospitalized you will have to pay all medical expenses. It is therefore essential to have valid travel insurance.

GET PIN-CODES (MIN-ID) FOR ONLINE PUBLIC SERVICES IN NORWAY

NOTE: This **only** applies to students staying in Norway **more than 6** months and who have **applied** for a national ID number/personal number. **MinID**

When you receive your Norwegian personal identification number, you may order codes for MinID, which are codes you need to log on to online public services in Norway, at <https://skort.skatteetaten.no/skd/pinkode/pinkode>

Fill in your Norwegian personal identification number and select **“Send meg PIN-kode-brev”** (send me the PIN-code letter). The codes will be sent to the address registered with the Norwegian National Registry in a few days. Do not order the Pin-codes more than once from the webpage above as ordering new codes several times makes the process and the wait longer for you. When you receive the pin code letter, you should register yourself as a new user of MinID, using the pin codes that you have received in the post, at the website of the public service that you would like to access or alternatively **www.minside.no**



YOUR NOTES...



YOUR NOTES...



YOUR NOTES...

ARRIVAL CHECKLIST FOR INTERNATIONAL STUDENTS

- Student ID Card
- Email Address and Internet Access
- Course/Exam Reg. for Exchange Students
- Course/Exam Reg. for International Master Students
- Course/Exam Reg. for IFUS Students
- Change of address - Studentweb
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