

Dear students,

## ARRIVAL INFORMATION FOR INTERNATIONAL STUDENTS, spring 2020

Please read this information thoroughly and contact us in case of questions.

### 1) WHAT TO DO ON ARRIVAL

#### A) Custom clearance of luggage

- **Transfer flight from other Norwegian airports**

Please note that you might have to clear your luggage through customs at the first Norwegian airport you arrive at, even though your luggage has been checked in to Ålesund. If so, you need to pick up your luggage, bring it through the customs and hand it in at a drop-off counter before going through the security control to get to your inland flight. This depends on the airline and type of ticket. Check your luggage tag or ask for help at the airport or ask the flight attendants.

- **Flights from abroad to Ålesund**

If you come directly to Ålesund from abroad, you clear your luggage through customs at Ålesund airport (Vigra airport).

#### B) Getting from the airport to our campus

Students arriving by plane need to take the airport bus from the airport to our campus as follows:

On arrival Vigra airport, pick up your luggage and bring this to the front of the terminal building where you will find a bus marked MOA (or Sentrum/Moa). Make sure to place your luggage inside the bus, and let the driver know that you will go to NTNU's campus. The ticket costs approx. NOK 120. There are buses from the airport corresponding with all incoming flights. The airport is quite small, so you will not have problems finding the exit where the buses are located.

The bus stops in front of the main building on campus, where the accommodation office is located.

#### C) Key deliveries

Students are instructed to arrive weekdays on daytime and come to the accommodation office on campus to pick up their keys. The accommodation office is open on weekdays until 15:00h, closed Saturdays and Sundays. Our student mentors or staff members may assist in key deliveries on campus after opening hours if agreed well in advance.

If you arrive during opening hours, look up the accommodation office in the main building on campus. This is located in the first floor, look for signs to STUDENTSAMSKIPNADEN (Sit).

**If you arrive after regular opening hours, please make arrangements with the accommodation office directly on [alesund@sit.no](mailto:alesund@sit.no)**

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**Postal address**  
NTNU in Ålesund  
P.O. Box 1517  
6025 Ålesund, Norway

**Org. no.**  
**Location:**  
**Email:**  
**Phone:**

**974 767 880**  
Larsgårdsvegen 2  
postmottak@alesund.ntnu.no  
+ 47 73 59 50 00

Please check your emails also in the days prior to your arrival, especially important if you have made other arrangements for key deliveries with the accommodation office or student mentors.

## 2) WHAT TO ARRANGE BEFORE AND AFTER ARRIVAL

### A) Registration with the immigration authorities

Citizens of EU/EEA countries staying over 3 months in Norway must register for student residence permit and submit specific documents to the local authorities on arrival. You will find instructions and registration procedure on <https://www.udi.no/en/>

Please note that you must have preregistered on the immigration authorities' self-service portal before arrival Norway (not necessary if you stay less than 3 months):  
<http://www.udi.no/en/want-to-apply/the-registration-scheme-for-eueea-nationals/student/how-to-register-as-an-eueea-national/>

By entering your nationality, you will get a list of required documents to bring and information as to how to apply. Your host municipality is **Ålesund** municipality. You must then book an appointment online.

Your appointment will be at the foreign section at Sunnmøre Police District (Sunnmøre politkammer) is the local immigration office in Ålesund. You will find this in town close to the church. Street address is Nedre Strandgate 50.

On your appointment, make sure that you:

- Have pre-registered in the self-service portal
- Bring print-out of the registration with you
- Bring the necessary copies with you
- Bring the original documents with you for verification.
- NOTE: All documents must be in order when you meet for registration!

## 3) WHAT TO DO WHEN THE SEMESTER STARTS

### A) Introduction programme for new students

Introduction programme for international students will start Monday January 6<sup>th</sup>, see separate info.

### B) Time schedules

You will get access to the time schedules by selecting "Course schedules" from the menu on the right side of this webpage: <https://innsida.ntnu.no/timeplan>

- Make sure to select the link to **Ålesund** campus.
- Please note that there are often last minute changes and adjustments in the schedules during the last days before the semester starts.

We wish you all a great summer and we look forward to seeing you in January

Kind regards,

International Office  
NTNU in Aalesund