

## **Information for foreign employees coming to ITS**

Here is some practical information to you as a new employee at the Department of Technology Systems (ITS). Please read this letter and familiarize yourself with the pros and routines.

### **Before you arrive**

After you have signed your working contract with the University of Oslo, you can start your process of preparing the move.

#### *VISA*

Visa – contact your local authorities to see if you will need a visa in order to travel and work in Norway.

#### *ISMO - The International Staff Mobility Office*

The International Staff Mobility Office (ISMO) at the University of Oslo supports international staff, PhD candidates, guest researchers and their families in all practical relocation issues. ISMO has very useful support web pages regarding almost all practical issues when starting to work in Norway: <https://www.uio.no/english/about/jobs/ismo/>.

If you need further assistance, you contact ISMO by clicking the red "Request assistance"-button on this page: <https://www.uio.no/english/about/jobs/ismo/services/>. When you fill in this form they will have a better understanding of your situation and can direct your question straight to the person responsible for e.g. visa.

#### *Book an appointment with the Service Center for Foreign Workers*

Please book an appointment with the Service Center for Foreign Workers at <http://www.sua.no/en/>.



You will need to visit the center after you arrive, and it is always wise to book an appointment early. To book an appointment first thing when you know your arrival date in Norway is my best advice.

### *Housing*

The University can offer new employees temporary housing if needed up to 12 months. Ask me to check the availability for an apartment through UiO's Researcher Housing. Read more here:

<https://www.uio.no/english/about/jobs/ismo/before-arrival/accommodation/uio/application/>

Please note that the demand by far exceeds the number of available housing units.

It could therefore be good to check the private marked as well - some sites listed below:

- [www.hybel.no](http://www.hybel.no) (in Norwegian)
- [www.finn.no](http://www.finn.no) (in Norwegian)
- [www.airbnb.no/](http://www.airbnb.no/)

Hotels, etc:

- [www.overnattingslo.no](http://www.overnattingslo.no)
- [www.cochspensjonat.no/](http://www.cochspensjonat.no/)
- [www.bestwestern.no](http://www.bestwestern.no)
- [www.osloapartments.no](http://www.osloapartments.no)
- [www.oslolleilighet.no](http://www.oslolleilighet.no)
- [anker-hotel.no/](http://anker-hotel.no/)

The Tenancy agreement an agreement that regulates the tenant's and the landlord's rights and obligations in the tenancy. An example of a standard Tenancy agreement in English can be found here: <http://www.forbrukerradet.no/kontrakter/hus/contract-for-rental-of-accommodation-tenancy-agreement/>.

Sometimes it might be difficult to sign a tenancy agreement and open a deposit account when you don't have a Norwegian ID number. If so, contact me and we can try to find a solution together.

When you know your arrival date, please let HR, your project leader and me know so we can prepare your office space and similar.

## When you arrive

### *Where to find us*

The Department is located at Gunnar Randers vei 19, 2007 Kjeller.

### *Service Center for Foreign Workers*

Your first stop should be the Service Center in order to get your Tax card and Norwegian ID-number. We need these documents in order to process your employment at the University. The sooner you can get ahold of this the better. You can therefore visit SUA before you have your first day at UiO.

The Office is located in the City center not far from the Oslo Central Station. You can walk from the Central Station, or take trams 18 or 19 in direction Ljabru. The nearest stop is the first stop after Oslo Central (Jernbanetorget) called Bussterminalen Grønndland. You can find a map here:

<http://www.sua.no/en/>

Please send a copy of the letter you get from UDI on your meeting with SUA to your HR contact person.

After 5 – 14 days after visiting SUA, you get your Tax Card and Norwegian ID-number. This information must be provided to your HR contact person (Therese Ringvold [therese.ringvold@mn.uio.no](mailto:therese.ringvold@mn.uio.no)). This will allow us to enter all your details into the SAP portal – the base for our employees. You will not be paid your salary until you are fully registered in the SAP portal.

### *Norwegian bank account*

Once you have obtained your Norwegian ID number you may open a Norwegian bank account. In order to get the account processed you will need to personally visit a bank and remember to bring:

- Your passport
- Your Norwegian ID-number
- Contract of employment and/or residence permit
- Work permit
- Tax card

Most Norwegian banks have branches in Oslo, and most are located in the city center. Some examples of Norwegian banks are: DNB ([www.dnb.no](http://www.dnb.no)), Danske Bank ([www.danskebank.no](http://www.danskebank.no)), Sparebank1 ([www.sparebank1.no](http://www.sparebank1.no)) and Nordea ([www.nordea.no](http://www.nordea.no)).

### *Health Insurance*

You are covered through Folketrygdens program HELFO (<https://www.nav.no/en/home>). It is recommended that you apply for your European Health Card (once you have received your Norwegian ID and Bank account) at [www.helsenorge.no](http://www.helsenorge.no). Here you can also change your doctor (fastlege) if you do not like to one you were assigned, etc.

## **During your time here**

### *Learning Norwegian*

Positions such as postdoc or PhD are recommended to attend Norwegian classes. However, knowledge of Norwegian is only mandatory for staff in teaching positions.

UiO offers different types and levels of Norwegian language courses; <https://www.uio.no/english/about/jobs/ismo/while-in-oslo/language-courses/index.html>. All courses are offered at a fee. Check with your project leader whether your research project can sponsorship your fee.

If you want to practice on your own UiO has listed some useful links here: <https://www.uio.no/english/about/collaboration/academic-dugnad/online-courses/norwegian>. LearnNoW is a good example of a free online course: <https://www.ntnu.edu/learnnow>.

*This version of the document was written by the PhD committee at ITS and adopted on 2024-03-07. The document is based on a similar more general document provided by the administration at ITS, adding additional details requested by PhD candidates.*

*Paal Engelstad, Head of PhD committee*