

Exception: Students from the other Nordic countries are entitled to medical care under the National Health Insurance Scheme without any insurance documentation.

**PERSONAL DOCTOR**

Only students who stay for more than 6 months in Norway and who register at the National Population Register and receive a national ID number are entitled to a personal doctor (Please see section: "National Population Register").  
When you receive a national ID number, you will be asked to select your own personal doctor among the doctors available at the medical centres in Trondheim. Students who are not entitled to a personal doctor, still have the right to medical care.

If you need to see a doctor and are not registered at a particular medical centre, please contact Gløshaugen Medical Centre:  
**Address:** Richard Birkelands vei 5, Gløshaugen campus  
**Phone:** 73 59 32 80 or 73 59 32 82  
**Email:** Gløshaugen.Legesenter@sit.no

**In case of emergency,** contact the Emergency Clinic at St. Olavs Hospital:  
**Phone:** 73 52 25 00

**INSURANCE POLICY**

NTNU does not cover any insurance against theft etc. during your stay in Norway. You are therefore advised 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 (EHIC) on the same conditions as the citizens of the country you are visiting. You are

advised to take out a travel insurance policy to avoid the own-risk expenses.  
International students coming from non-EEA/EU countries: Note that you will not be covered by the Norwegian National Health Scheme if you travel outside Norway. In case of hospitalization or if you need medical treatment while outside Norway you will have to cover all the expenses involved. If you take a trip abroad, it is therefore essential to have a valid travel insurance policy.

**IT’S LEARNING:**

NTNU students have access to IT’S LEARNING. This is an on-line meeting place for you, your fellow students and your teachers. You can use IT’S LEARNING to participate in discussion groups about a particular course, download lecture notes and course assignments or find other materials related to your studies.  
In some courses you are required to use IT’S LEARNING. In order to gain access to IT’S LEARNING you must be registered for the exam in the course in question. It is therefore important that you make your final course selection as soon as possible and before the registration deadline:  
**Autumn 15 September**  
**Spring 15 February**

**HOW TO GET ACCESS TO IT’S LEARNING:**

1. Get a username and password at the "Orakel" service. Bring your student ID card.  
**Gløshaugen campus:** Central Building 2, 2nd floor, room 202.  
**Dragvoll campus:** Building 8, level 4.
2. Bring your exam registration form ( [www.ntnu.no/international/exam](http://www.ntnu.no/international/exam) ) to the Office of International Relations.

**EXAM REGISTRATION FOR EXCHANGE STUDENTS**  
Please note that all the courses you selected and listed on the "Application form for exchange students" prior to your arrival at NTNU constitute only preliminary enrolment for the courses that you would like to take. In order to actually register for these courses you must follow the procedure listed below. If you do not follow the procedure given below, you will not be allowed to take the examinations and thus will not receive credit for the courses in question. Before registering, check the course codes as well as the dates and times of the exams you want to take, and avoid overlapping. 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. You will find the exam dates at the Norwegian web page below (course code = emnekode): [www.ntnu.no/eksamen/plan](http://www.ntnu.no/eksamen/plan)  
Deadlines for course / examination registration:  
**Autumn 15 September**  
**Spring 15 February**

**HOW TO REGISTER FOR EXAMINATIONS:**

1. Go to the following web page:  
**[www.ntnu.no/international/exam](http://www.ntnu.no/international/exam)**
2. Log in according to the required information (Last name + date of birth)
3. Fill in the missing fields on the course/ exam registration form.
4. Push the button "Send registration" at the end of the page.
5. Print your registration.
6. Sign it and send/bring it to the Office of International Relations.

Please note that only electronic registrations with a signed hard copy sent to the Office of International Relations are valid.

**APPLICATION FOR USE OF DICTIONARY DURING EXAMINATIONS**  
In order to be allowed to use a dictionary during your examinations you must send an application to the Examination Office by the deadlines given below. If you do not do so, you will not be allowed to use your dictionary. The application form is available in the Office of International Relations. The application should be sent to:  
  
Examination Office, NTNU  
Studieavdelingen  
7491 TRONDHEIM

Deadline for submitting application:  
**Autumn 15 September**  
**Spring 15 February**

**THE OFFICE OF INTERNATIONAL RELATIONS**  
Address: O.S. Bragstads plass 3  
Phone: 73 59 57 00  
Opening hours: Mondays- Fridays: 10.00-15.00

# Arrival CHECKLIST for international students



Photo: Bjørn Kolstad

### 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.

Go to the Immigration Department at the Police Station within seven 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 Immigration Department at the Police Station within seven days of their arrival, to get their passport stamped.

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.
- Students from EU / EEA countries must also bring:
- The European Health Insurance Card (E-111 form) or the E-128 form.

**Address:** Gryta 4, close to the railway station.  
**Opening hours:** Mondays, Wednesdays and Thursdays, from 10.00 to 14.00.

### NATIONAL POPULATION REGISTER

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 have to register at the National Population Register (Folkeregister) in order to apply for a national ID number. 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
- Residence permit

**Address:** Kongens gate 87.

**Opening hours:** Mondays-Fridays, from 9.00 to 15.00.

### STUDENT ID CARD

The student ID card serves as a key/access card and a library card.

#### How to get your student ID card:

Pick up your semester card at the Office of International Relations, International House at Gløshaugen campus.

**Gløshaugen campus:** Go to the office called "Foto ID" on Stripa, vis-à-vis "Tapir Storkiosk". Stripa is the long corridor running through both central buildings from the "Gamle Kjemis" building to the "Hangaren" cafeteria. Bring along your semester card and an official ID document, such as passport or driving licence.

**Dragvoll campus:** Go to the office called "Vaktmesterkontor" in Building no. 6. Bring along your semester card and an official ID document, such as passport or driving licence.

### EMAIL ADDRESS/INTERNET ACCESS

Get a username and password at the "Orakel" service. Bring your student ID card. Gløshaugen campus: Central Building 2, 2nd floor, room 202. Dragvoll campus: Building 8, level 4.

### BANK ACCOUNT/TAX CARD

In order to get 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 for obtaining the ID number.

**Students staying in Norway for more than 6 months:** After receiving your residence permit, you can apply for a national ID number at the National Population Register.

**Students staying in Norway for less than 6 months and who will not have any earned income:** You will not be 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. Case processing time for the application: approximately 2 to 4 weeks.

Please note: The NAV-office (= The Norwegian Labour and Welfare Organization) will issue a "D number" for students who are entitled to apply for voluntary enrolment in the National Insurance Scheme. The D number can be used for opening a bank account in Norway (Please see the "Health Insurance" section for instructions for obtaining membership in the National Insurance Scheme).

**Students staying in Norway for less than 6 months and who will have an employment income:** If you are working and getting an income while you are in Norway (for example LEONARDO students), you need a Norwegian tax card to report your earnings. You will get a tax card at the tax assessment office, located in the same building as the Population Register in Kongens gate 87. Bring along your employment contract with an estimate of your expected income. The tax assessment office will then issue both a tax card and a D number for you.

### COMPULSORY HEALTH CHECK

According to the Immigration Regulations, citizens from certain countries are required to present themselves for a tuberculosis

examination if they will be staying in Norway for more than 3 months.

### Europe region:

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

### Other continents:

This regulation applies to citizens from all countries except The USA, Canada, Australia, New Zealand and Japan.

The examination must be done within three weeks after your arrival in Norway. You will get more information about the health check as you receive your residence permit at the Immigration Department at the Police Station.

**Address:** Erling Skakkes gt. 40, Leutenhaven entrance A / C.  
**Phone:** 72 54 08 50  
**Opening hours:** Monday and Tuesday, 8.30-10.30.

### HEALTH INSURANCE/ THE NATIONAL INSURANCE SCHEME (FOLKETRYGDEN)

**International students who are resident and have a valid residence permit in Norway for more than 12 months (one year)** are compulsorily insured under the National Insurance Scheme. You will become a member from the date you arrived in Norway. You will have the same rights within the National Insurance Scheme as Norwegian citizens.

**International students who are from non-EEA/EU countries and who are staying in Norway between 3-12 months** can apply for a

voluntary enrolment in the National Insurance Scheme. You will not become a full member of the Scheme but will get the same health insurance and the right to medical care on the same conditions as Norwegian citizens. You will find the application form for health insurance during your stay in Norway at your local NAV-office (= The Norwegian Labour and Welfare Organization). For most of you the local office will be NAV Lerkendal. You must enclose "Letter of confirmation / Letter of admission" from the Office of International Relations documenting your period of study in Norway. Students do not have to pay any insurance fee at the time of applying.

**Address:** NAV Lerkendal, Anton Grevskottsv. 2, 7032 Trondheim  
**Telephone:** 73 82 20 00  
**Opening hours:** Mondays-Fridays, from 9.00 to 15.00

Please note that international students from non- EEA/EU countries who have received a national ID number and the right to have a personal doctor but are staying in Norway for less than 12 months (one year) still will have to apply for enrolment in the National Insurance Scheme in order to become a voluntary member.

International students from non- EEA/EU-countries staying in Norway for less than 3 months do not have the right to apply for membership with the National Insurance Scheme. 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, which will entitle you to medical care on the same conditions as the citizens of the EEA/ EU- country you are visiting. You cannot apply for voluntary membership in the National Insurance Scheme.

