



Checklist

International employees who are relocating to Norway

A guide to help you get started as new employee at the University of Bergen. Find more information on the webpages of the International Centre, www.uib.no/en/international.

Preparations before arrival in Norway

Read your offer of employment carefully.

Fill in «Acceptance and information» form and return to HR together with a copy of your passport, and "Placement in the basic collective agreement" form.

Non-EU/EEA: [Apply for a visa](#) for yourself, and your family.

Find accommodation through [UiB guest housing](#) or in the private market.

Permanent staff may be eligible for a moving allowance, read more about the [terms and conditions](#).

Preparations before the first day at work

Sign and return the contract of employment.

[Register with Norwegian authorities](#) at the Service Centre for Foreign Workers (SUA).

Non-EU/EEA: Once you receive your Norwegian ID number you must:

1. [Become an online user](#)
2. [Apply for a tax deduction card online](#)

Follow-up during the first 6 months

Once you have your Norwegian ID number:

- Send your ID number to the payroll office at post@lonnskotoret.uib.no
- Open a [Norwegian bank account](#) and inform payroll office about your new bank account number

Update "My information" in the [self-service portal](#).

Sign up for [Norwegian courses at UiB](#).

Sign up for the [introductory courses for new international employees](#) at the International Centre.