**Mal e-post etter mottatt Relocation questionaire:**

Dear xxxx,

The Department of HR has received your Relocation questionnaire. Thank you! We will do our best to assist you in the process of relocating to Norway.

*Individuell del: Dersom det er spesielle forhold/spørsmål som kommer frem i Relocation questionnaire som ikke dekkes av den generelle informasjonen under/nettsidene, kan dette tas opp her. Dette kan f.eks. være behov for råd om ulike bo-områder. Avtal ev. Skype-møte dersom behovet for oppfølging er stort/sammensatt.*

If you have questions or concerns, please feel free to contact us at internationalstaff@hioa.no and let us know how we can assist you. It is also possible to schedule a Skype meeting. Please note that specific inquiries regarding your position must be directed to your manager or HR contact in your department.

**Before arrival:**

We strongly encourage you to study [**the HiOA International Careers website**](http://www.hioa.no/eng/About-HiOA/International-Careers) carefully. This site offers information for planning your move, arriving at HiOA and living and working in Oslo. We also provide a link to[**the Euraxess website**](https://www.euraxess.no/)**.** Euraxess - Researchers in Motion, provides information and support services to professional researchers on issues such as immigration, taxation, housing, childcare, health and pension rights, Norwegian culture and more.

Please pay special attention to the following:

* **Visa and permits**: Depending on your country of citizenship, length of stay and what type of work you will be doing in Norway, you might need an entry visa and/or residence permit. Consult [the Norwegian Directorate of Immigration (UDI) webpages](https://www.udi.no/en/) for details. We recommend that you apply well in advance of your scheduled arrival (preferably 3 months), as [processing times](https://www.udi.no/en/word-definitions/case-processing-times/) may be quite long. Your preparations should include booking an appointment to register with the local authorities once you have arrived in Oslo. To schedule an appointment, go to the [UDI Online Application Portal](https://selfservice.udi.no/Templates/Public/Pages/Portal/Login.aspx?ReturnUrl=%2fen-gb%2fapplicant-start%2fActions%2fWant-to-book-an-appointment%2f) and follow the instructions carefully. The date of your appointment should be no later than 7 days after your arrival. Please also see below.
* **Banking:** Opening a bank account might take some time as most banks will require that your registration with the local authorities have been finalized. We recommend that you keep your bank account from your home country until all practicalities have been settled.
* **Housing:** It is not recommended to sign a long-term housing contract before you arrive, as you should always inspect the property before you commit. We recommend booking a hotel or other short-term housing for your first few weeks in Oslo. To help you in your preparations, see our [list of suggested short-term housing options](http://www.hioa.no/eng/About-HiOA/International-Careers/Planning-your-move). The attached *Confirmation of employment for tenants* can be useful once you start looking for something more permanent.

**Upon arrival:**

* **Registration with Norwegian authorities:** Within 7 days after your arrival to Norway you are required to register with several local authorities. It is highly recommended that you pre-book your appointment to register – please see details under *Visa and permits* above. Your registration will in turn be handled by the [Service Centre for Foreign Workers (SUA)](http://www.sua.no/en/) (does not apply to self-financed guest researchers). SUA offers a one-stop shop for handling your residence permit/registration, National Identity number (alternatively, the so-called D-number for stays up to 6 months), tax-issues and more. It is very important that you keep your appointment to avoid delays. SUA address: Schweigaards gate 17, Oslo. Case processing times are usually 3 weeks. You will receive a notification from the Norwegian Tax Administration as soon as your National Identification Number/D-number and tax-deduction details are available.

Please note: Make sure to inform the department of HR at your faculty about your National Identification Number/D-number as soon as you receive the notification. This number will be entered into our system and grant HiOA electronic access to your tax-deduction details needed to pay your salary.

* **At your department:**

Your manager will greet you on your first day of work, introduce you to co-workers and provide you with practical information to get you started. The HiOA Start program ensures a smooth start-up and includes information on employee rights and benefits, HSE and more. We encourage you to spend some time familiarizing yourself with the [HiOA intranet](https://tilsatt.hioa.no/en/hjem). In particular, please study the [Employee Handbook](https://cp.compendia.no/hogskolen-i-oslo-og-akershus/employee-handbook/) carefully.

* **Courses for international staff and their partners**

HiOA offers [Norwegian language courses](http://www.hioa.no/LSB/Mipp/Norwegian-language-courses-at-HiOA) for all international staff and their partners. As a new international employee you are strongly encouraged to take advantage of this opportunity.

[The HiOA Academy](https://tilsatt.hioa.no/en/hioa-academy) offers free courses and seminars on a variety of issues, such as cultural understanding, taxation and pension rights, HSE, project management etc..

* **Life in Oslo and Social events:**

Although Oslo is a rather small capital, there are sights and activities for everyone’s liking, be it museums, shops and fine dining, architecture, nightlife or outdoor activities. HiOAs main campus Pilestredet is located close to Oslo’s compact and walkable city center. Surrounding the city are large forested areas with lakes, rivers and several thousand kilometers of paths and trails, for skiing in the winter and hiking and cycling the rest of the year. [VisitOSLO](https://www.visitoslo.com/en/) is the official visitor’s guide for Oslo. Check their calendar for an overview of events and attractions.

Also, please make sure to join our group [HiOA International Network](https://www.facebook.com/groups/1417546798480165/?ref=bookmarks) on Facebook to connect with other internationals as well as locals.

* **Personal appointment with the department of HR:**

We understand that the practicalities of relocating to Norway can be a challenge. Once you arrive, you might have questions regarding your registration, housing and more. To assist you in this process, we can offer a personal appointment with the department of HR. You can schedule an appointment by sending an e-mail with your preferred date/time and a short description of the topics you would like to discuss to internationalstaff@hioa.no. We will strive to offer you an appointment within one week. Please note that specific inquiries regarding your position must be directed to your manager or HR contact in your department.

We are looking forward to welcoming you to HiOA!

Best regards,

Xxxxxxxx

Department of HR
Oslo and Akershus University College of Applied Sciences