**RELOCATION QUESTIONNAIRE**

Important information to help you prepare for your move to Oslo can be found at: <http://www.hioa.no/eng/About-HiOA/International-Careers>

To ensure that your relocation goes as smoothly as possible, the OsloMet Department of HR will be happy to offer our assistance. This form is intended to map your relocation needs. Please send the completed form as soon as possible to [internationalstaff@hioa.no](mailto:internationalstaff@hioa.no) As soon as we receive the form you will be contacted by a HR representative.

|  |  |
| --- | --- |
| **EMPLOYEE INFORMATION** | |
| First name: |  |
| Last name: |  |
| Gender: |  |
| Date of birth: |  |
| Nationality: |  |
| E-mail: |  |
| Mobile: |  |
|  | |
| Home institution (if applicable): |  |
| Position/title at OsloMet: |  |
| Is this a permanent or temporary position? |  |
| Department/Faculty: |  |
| Funding (will receive salary from OsloMet, funding from home institution or other): |  |
| Start date and end date (if applicable): |  |
| Arrival date in Oslo: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FAMILY INFORMATION Please list any family members who will accompany you to Oslo** | | | | | | |
|  | First name | | Last name | Nationality | | Will be working or looking for work? |
| Spouse/partner: |  | |  |  | |  |
|  | | | | | | |
|  | First name | | Last name | Age | | Will go to school/kindergarden? |
| Child 1: |  | |  |  | |  |
| Child 2: |  | |  |  | |  |
| Child 3: |  | |  |  | |  |
| **HOUSING PREFERENCE** | | | | | | |
| I would like assistance in finding short-term (< 4 weeks) housing (pls. select): | | Yes, estimated period: | | | No | |
|  | | | | | | |
| I would like assistance in finding long-term (>4 weeks) housing, applies to rentals only (pls. select): | | Yes, estimated period: | | | No | |
| Budget (monthly rent): | |  | | | | |
| Type (studio/apartment/house): | |  | | | | |
| Min. number of bedrooms: | |  | | | | |
| Furnished/unfurnished: | |  | | | | |
| Equipped/not equipped (dishwasher, washing machine, linen, kitchenware ): | |  | | | | |
| Pets: | |  | | | | |
| Parking: | |  | | | | |
| Preferred location/area/distance from OsloMet: | |  | | | | |
| Other relevant information regarding housing needs: | |  | | | | |

|  |  |
| --- | --- |
| **VISA AND RESIDENCE/WORK PERMITS – pls. select:**  Depending on your nationality, you might need a visa and permits. Pls. see:  <http://www.hioa.no/eng/About-HiOA/International-Careers/Planning-your-move> | |
| I have started the process of obtaining the necessary visa/permits and I do not require any assistance from the Department of HR |  |
| I have started the process of obtaining the necessary visa/permits, but I need some clarifications from the Department of HR |  |
| I have not yet started the process of obtaining the necessary visa/permits and I would like more info from the Department of HR |  |
| I will not need a visa or permit |  |

|  |
| --- |
| **Other information/comments:** |
|  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place/date, signature