

VISITOR INVITATION LETTER

DAY/MONTH/YEAR

To whom it may concern

This is to certify that Mr./Ms./Dr. (NAME) holder of (PASSPORT NO. xxxxx with citizenship from (COUNTRY) is coming to Norway to take part in (NAME OF RESEARCH PROJECT OR CONFERENCE) in collaboration with Oslo Metropolitan University in Norway from DAY/MONTH/YEAR to DAY/MONTH/YEAR.   The purpose of the stay is to (DESCRIBTION OF TASK EX PRESENT, PARTICIPATE ETC) at Oslo Metropolitan University) with faculty xx, institute xx or Centre. The contact person is (NAME/TITLE/FACULTY OR CENTRE NAME)

Arrival planned by (DATE). Departure by (DATE). The applicant will be returning to (INSTITUTION NAME), (COUNTRY) and the end of the visit.

Mr./Ms./Dr. (NAME) is funded by (INSTITUTION NAME/SCHOLARSHIP/ SALARY OR OTHER SPECIFIED FUNDING - must have enough money to finance the stay here and for the return journey according to [UDI requirements for visitors](https://www.udi.no/en/want-to-apply/visit-and-holiday/visitors-visa-to-norway/?c=chn#link-7970).

(Checklist to those who invite guests **before** sending the invitation:

* Guest visiting from outside the EU/EEA will need to apply for a [visitor visa](https://www.udi.no/en/want-to-apply/visit-and-holiday/?c=chn) to enter Norway which will be valid for 3 months within Schengen area. They can’t travel before the visa is granted. This invitation letter must be sent to the candidate as part of the visa application.
* The visitor must have valid [travel insurance](https://www.udi.no/en/word-definitions/travel-insurance-for-you-who-apply-for-a-visitors-visa/) covering the entire stay.
* Access to OsloMet systems and buildings should follow the service needed for the stay and access application is subject to management approval.
* If the research area is affiliated with export control, an e-license may have to be required.
* The candidate level of English should be close to fluent when taking part in international conferences or research project.
* Contact [OsloMet International Staff Services](https://ansatt.oslomet.no/en/omiss) for assistance.

Sincerely,

(NAME HEAD OF DEPARTMENT)

Title

Oslo Metropolitan University

E-mail and Phone