

WEBINAR SESSION - 25<sup>th</sup> June 2024

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# PRE-ARRIVAL INFORMATION FOR INTERNATIONAL MASTER'S STUDENTS TO THE UNIVERSITY OF STAVANGER 2024



University  
of Stavanger



University  
of Stavanger

WEBINAR SESSION

# PRE-ARRIVAL INFORMATION

AGENDA 13:00 – 14:00

## 1. START OF STUDIES

- Start of studies
- Facebook group

## 2. ACCOMMODATION

- SiS student accommodation
- Housing contract
- Key pick-up
- Private housing market in Stavanger

## 3. IT USER ACCOUNT

- IT account activation
- Student services (Canvas, Leganto and Student Web etc.)

## 4. STUDENT REGISTRATION

- Semester registration
- Semester fee payment
- Student card

## 5. MOVING TO NORWAY

- Police registration (non-EU/EEA students)
- SUA registration (EU/EEA students)

## 6. FINANCES

- BankAxept Card
- Opening a bank account in Norway
- Returning your deposit money (non-EU students)

## 7. DOCUMENT VERIFICATION

- Verifying your Bachelor's diploma and transcript of records

## 8. HEALTH

- Tuberculosis testing
- Health insurance

## 9. Q&A SESSION

- Answering your questions

# START OF STUDIES

01

START OF STUDIES

02

FACEBOOK GROUP



# START OF STUDIES



*Student advisors are responsible for issues relating to their respective study programmes. They can help you with issues concerning your studies*

- University of Stavanger



STUDENT LIFE AT UIS



STUDY PROGRAMME INFORMATION



START UP EVENTS FOR YOUR STUDY PROGRAMME

To find out information on your start of studies at UiS, please go to:  
<https://www.uis.no/en/start-of-studies>



You will receive a welcome email from your study advisor over the summer.

Contact your student advisor:

<https://www.uis.no/en/studies/contact-a-student-advisor/>

# JOIN OUR OFFICIAL FACEBOOK GROUP

## INTERNATIONAL STUDENTS 2024 – 2025 AT THE UNIVERSITY OF STAVANGER

Make sure to answer our membership questions to join the group.

1. Confirm you are an accepted international student at UiS
2. Provide your full name (if the name is different from your profile) and application number

We will verify your student status before accepting new members.

Please be patient if your membership has not been approved yet. It may take several days for us to approve your request.

If you are an admitted international student at UiS for 2024-2025, and your membership request has not been approved, please send your application number as a message to the group admin.

[International Students 2024-2025 at the University of Stavanger | Facebook](#)





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# ACCOMMODATION

01

STUDENT HOUSING

02

HOUSING CONTRACT

03

KEY PICK UP

04

PRIVATE HOUSING





# YOUR APPLICATION WITH SIS BOLIG



## APPLICATION STATUS

SiS Bolig has sent out the maximum number of housing contracts.

If your application is still “under consideration”, you should look for a housing in private market.



## WAITING LIST

There is no waiting list.

SiS Bolig will not answer inquiries regarding vacancies.



## SIS BOLIG

The Admissions Office is not responsible for student accommodation.

You need to contact SiS Bolig directly for cancellation of housing contract or information relating to student accommodation



## FAMILY ACCOMMODATION

There are no family apartments available for students with children.

You must arrange accommodation for your family members



# HOUSING CONTRACT



You will only receive one offer from SiS Bolig



If you **reject** the offer, you need to arrange your own accommodation



You need to sign your contract within **3 days** of receiving your offer



It is not possible to terminate your housing contract during the first 5 months of the contract

1st August 2024

HOUSING CONTRACT BEGINS

HOUSING CONTRACT EXPIRES

30th June 2025





STUDENT ACCOMMODATION EXPLAINED

# CANCELLING YOUR HOUSING CONTRACT

If you need to cancel your housing contract with SiS Bolig, contact [bolig@minsis.no](mailto:bolig@minsis.no) ASAP.



LATEST DAY TO CANCEL JULY 22 –  
cancellation at no cost



AFTER JULY 22 –  
payment of 2 months' rent

SiS  
**Bolig**

Opening hours:  
Monday to Friday  
09:00 – 15:00  
[bolig@minsis.no](mailto:bolig@minsis.no)

STUDENT ACCOMODATION EXPLAINED

# PICKING UP YOUR KEYS

ONLY YOU CAN PICK UP THE KEY AT THE RECEPTION

From August 1st, students will be able to collect their keys to their student accommodation at the hotel reception of Scandic Stavanger Airport Hotel. This applies to all students who are allocated a room from SiS.

More information to follow in July on our website:

[www.uis.no/newstudents](http://www.uis.no/newstudents)

## when

**Form August 1<sup>st</sup>**

Students can pick up their keys from the hotel reception from August 1<sup>st</sup>.

## where

**Scandic Stavanger Airport Hotel**

Flyplassvegen 226  
4055 Sola

## how

**Passport & Contract**

Simply bring your passport and housing contract from SiS to present to the receptionist



# PRIVATE HOUSING IN STAVANGER

## PRIVATE HOUSING MARKET

Due to the difficult housing situation in Stavanger UiS cannot guarantee accommodation for all international students.

We also do not offer family apartments for international students with children. In these cases, we recommend you look in the private housing market.

It can be useful to make a post on the Facebook group for international students about renting a room in Stavanger. Otherwise, we recommend these websites:

 [www.hybel.no](http://www.hybel.no)

 [www.finn.no](http://www.finn.no)





# IT USER ACCOUNT



IT ACCOUNT ACTIVATION



STUDENT SERVICES



YOUR STUDENT ACCOUNT

# IT USER ACCOUNT ACTIVATION

Activation e-mails will be sent from the IT department in the **last week of July**.

If you have issues with activating your IT user account, contact the IT department from August 1



opening hours: 09:00 – 14:30



it-hjelp@uis.no



+47 51 83 30 00

Line open: 08:00 – 15:30, closed between  
11:30 – 12:00



YOUR STUDENT ACCOUNT

# IT USER ACCOUNT AND SERVICES



On [Canvas](#), students can access:

- Required reading List
- Study programme announcements
- Calendar – assignment deadlines
- Curriculum and class materials

Students can also communicate with their class and professor(s) on Canvas



Students can find their course schedules and personal semester schedules.

[Time edit](#) also lets students book and reserve group study rooms.



Students can search for their reading lists via the [reading list system Leganto](#).



On [Student Web/FS](#), students can:

- Pay the semester fee (NOK 900)
- Register their education plan for the semester
- Submit exams and assignments
- Check grades



[MazeMap](#) is a digital wayfinding platform. Students can access the campus map and find directions to locations on campus.

Search: Universitetet i Stavanger on <https://use.mazemap.com/>





# STUDENT REGISTRATION



SEMESTER REGISTRATION

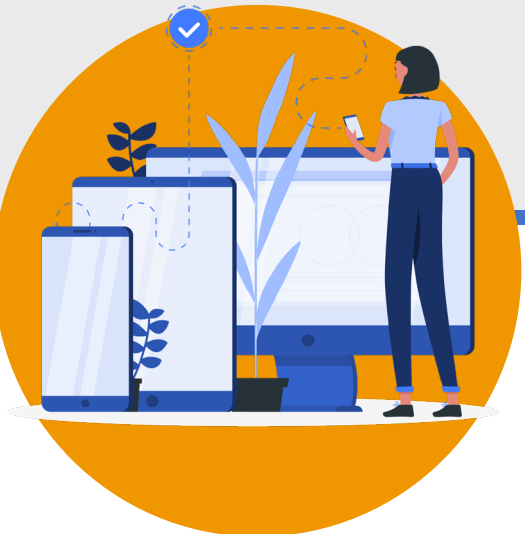


SEMESTER FEE PAYMENT



STUDENT CARD

# SEMESTER REGISTRATION



**Semester Registration**  
Students must register and verify their education plan every semester



**StudentWeb**  
Confirm your education plan for the semester on StudentWeb



**Address Registration**  
Register your address

- semester address in Norway
- home address in home country



**Deadline:**  
**September 1<sup>st</sup>**  
Failure to register will result in losing your study rights at UiS



# SEMESTER FEE PAYMENT

For queries regarding the semester fee payment, contact [studentservice@uis.no](mailto:studentservice@uis.no)

SEMESTER FEE: NOK 900  
DEADLINE TO PAY: SEPTEMBER 1<sup>ST</sup>



If you do not pay the semester fee by September 1<sup>st</sup> you will lose your study right at the university



## Create an Invoice on Student Web

Log into your account on Student Web.

Go to 'PAYMENTS' to create an invoice for the semester fee



## Payment method option 1

Pay via online banking

Remember to include your name and application number in reference

*Cash and credit card payments are not accepted on campus*



## Payment method option 2

If you are not able to pay via online banking, you need to find somebody who can help you to pay this online.

# DIGITAL SEMESTER FEE RECEIPT

## STUDENTBEVIS STUDENT ID



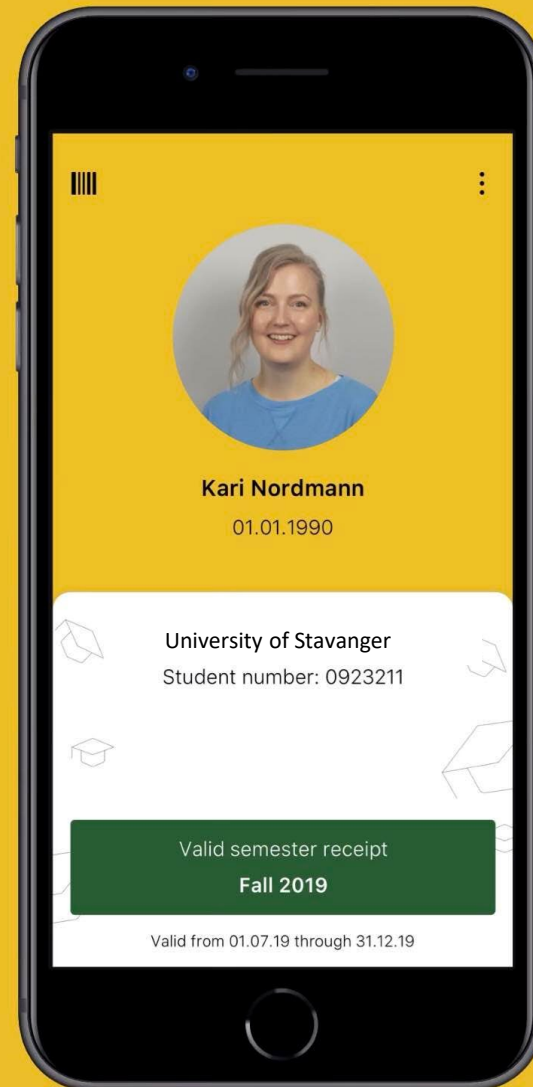
The studentbevis application is available to students at colleges and universities in Norway

Students can replace the paper copy of their semester fee receipt with this app. It can also be used as your student ID in Norway.

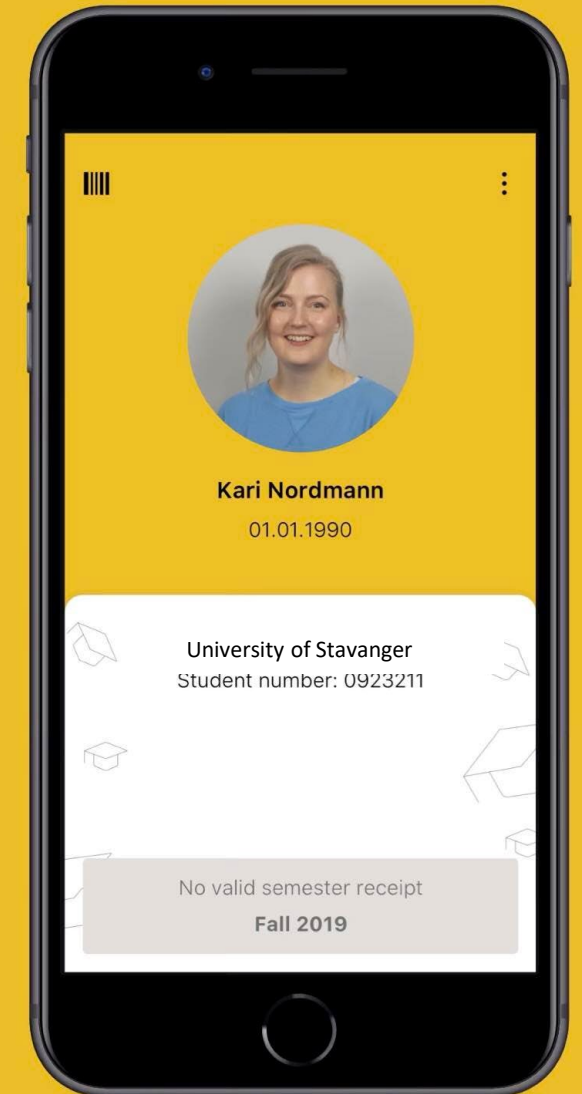
Read more about the app and find the FAQ here:

<https://www.fellesstudentsystem.no/FS-produkt/studentbevis/english.html>

Shows if you have a  
**valid semester receipt**



No valid  
semester receipt



AUTUMN 2024

# STUDENT CARD

*Newly admitted international students can get their student cards once they have registered and paid the semester fee*

1

## SEMESTER RECEIPT

Download the Studentbevis app to obtain a digital copy of your semester fee receipt.

You can also order a paper copy of your semester fee receipt through StudentWeb from 'Orders.'

2

## STUDENT CARD

You can order your student card online via StudentWeb. It will be ready after 3-4 days. Bring your ID and semesterfee receipt to the library to pick up your student card.

3

## STUDENT CARD ACCESS

You can use your student card to gain access to campus buildings and the library after the opening hours.

Find out more about student resources at the library at the University of Stavanger:  
<https://www.uis.no/en/library>



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# MOVING TO NORWAY

01

POLICE REGISTRATION

02

SUA REGISTRATION



YOUR MOVE TO NORWAY EXPLAINED

# POLICE REGISTRATION

## For non-EU/EEA students

You are required to register in person at the local immigration office (Stavanger police station) within 7 days of your arrival in Norway.

To book an appointment, go to the Norwegian Directorate of Immigration (UDI) website and log into the [Application portal](#).

After the police registration, you will receive a *residence card* and *Norwegian ID number* (also called *national identity number*) in the post. It can take up to **6-8 weeks** after registration to receive them.

**Remember to register your correct postal address and name to your mailbox so the letter is delivered to you correctly.**

AT YOUR APPOINTMENT



PASSPORT



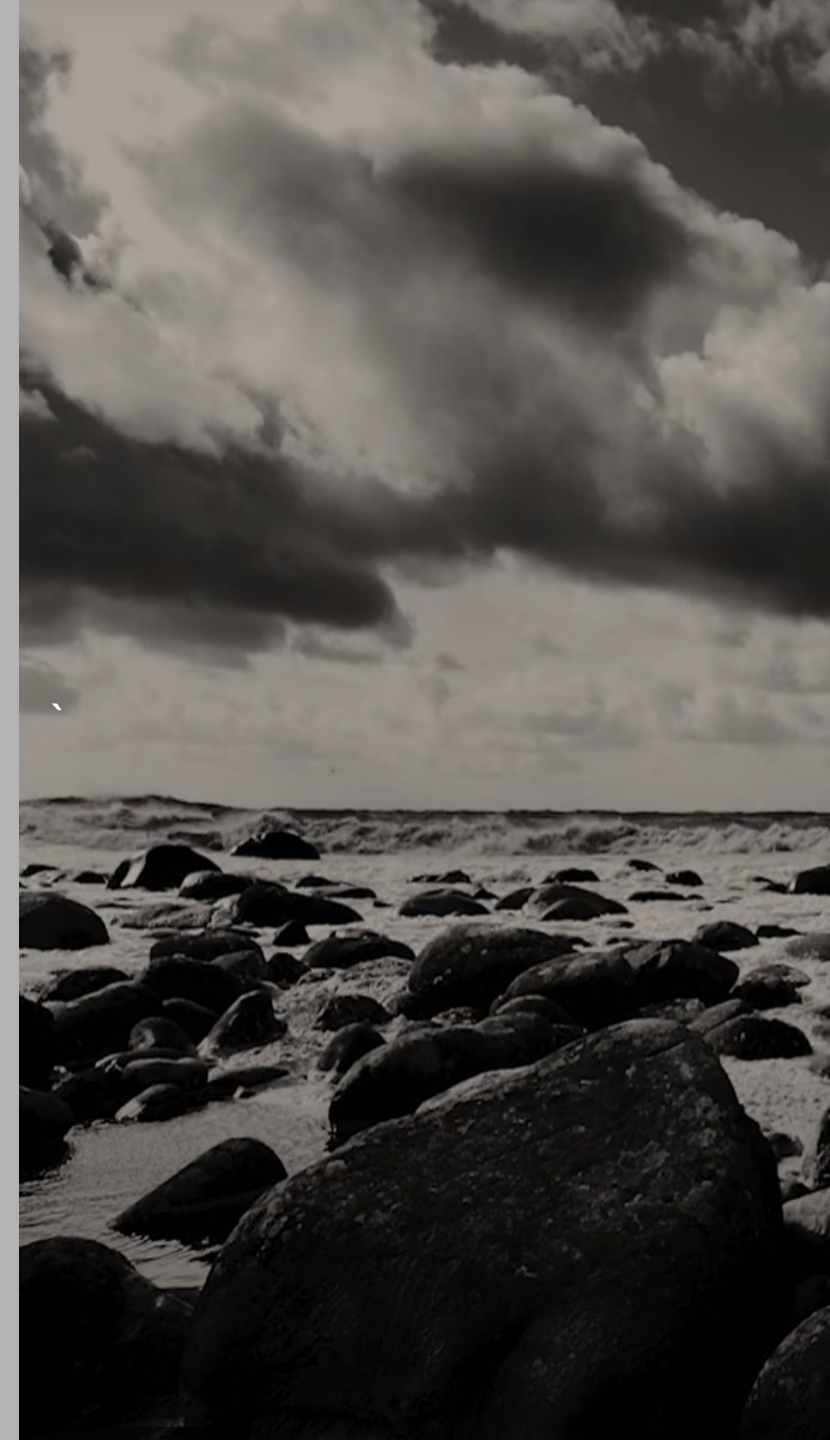
ADDRESS IN  
NORWAY



ADMISSION  
LETTER



APPOINTMENT  
LETTER/EMAIL FROM  
UDI



YOUR MOVE TO NORWAY EXPLAINED

# SUA REGISTRATION

## For EU/EEA students

Citizens from EU/EEA countries are required to register their stay at the Service Centre for Foreign Workers (SUA) or online within 3 months of their arrival.

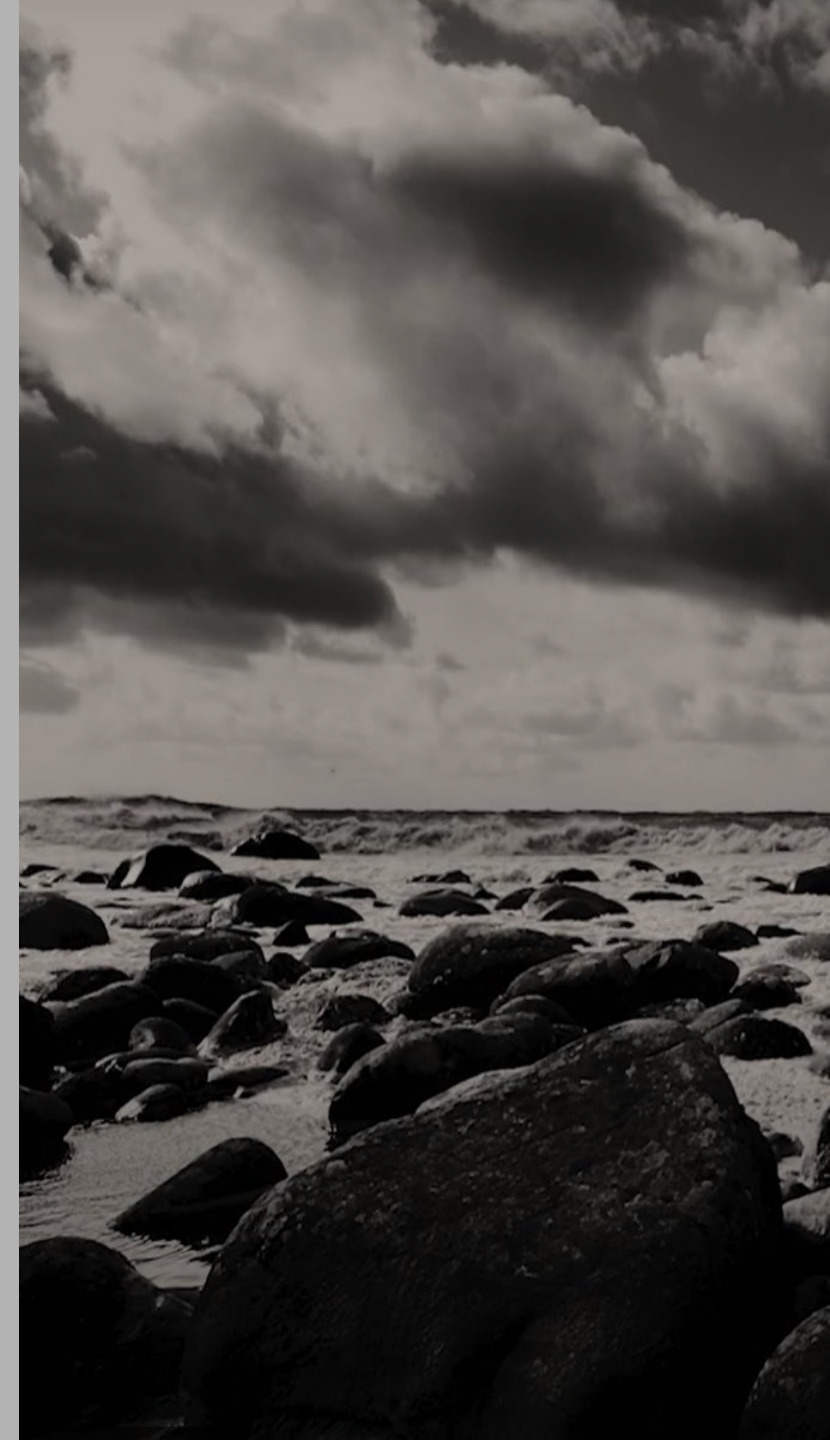
First please check if you can upload required documents online at

<https://www.skatteetaten.no/en/person/national-registry/moving/to-Norway/>

If you do not have an electronic ID, you need to report a move on paper. SUA is located at Skatteetaten (the Norwegian Tax Agency), Lagårdsveien 46, 4010 Stavanger.

After this registration, you will receive a *Norwegian ID number* (also called *national identity number*) in the post. It can take up to **4-6 weeks** after registration to receive your Norwegian ID number in the post.

**Remember to register your correct postal address and name to your mailbox so the letter is delivered to you correctly.**





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# FINANCES

01

BANKAXEPT CARD

02

OPENING A BANK  
ACCOUNT IN NORWAY

03

RETURNING YOUR  
DEPOSIT VIA BANK  
TRANSFER



YOUR BANKAXEPT CARD EXPLAINED

# DEPOSIT AND BANKAXEPT CARD

## For non-EU/EEA students

The international students from non-EU/EEA countries who have transferred a deposit to the University of Stavanger in the process of getting a study permit can access NOK 50 000 shortly after arriving in Stavanger through a bank card called a BankAxept card.

Pick up your BankAxept card **at the library reception.**

- Please bring sufficient cash until you receive the money on your BankAxept card (1 – 2 weeks)
- This is a temporary solution until you have opened your own bank account in Norway. As soon as you have opened your bank account, we can transfer the rest of the money from the deposit account to your own account.
- Therefore, students who transferred a deposit must open their own bank accounts in Norway.
- The card has a cost of 600 NOK and is voluntary.



*Please note that nobody can pick up your BankAxept card except you. It will also take time for you to access the money on your BankAxept card. We advise you to bring enough money for the first two weeks of arrival in Stavanger.*



# HOW TO OPEN YOUR BANK ACCOUNT IN NORWAY

Once you have registered at the police station or SUA, you will be assigned a national identity number. Your national identity number is required when opening up a bank account in Norway. Opening your bank account can take up to **6-10 weeks**.

After you have received your Norwegian ID number, go to any bank and bring the following documents to open your own account:

# 1

## PASSPORT

Bring your passport as identification for opening your account

# 2

## SKATTEETATEN (TAX OFFICE) LETTER

This letter documents your national identity number given after you registered at the police station or SUA

# 3

## RESIDENCE CARD

Your residence permit if you are from a non-EU/EEA country

YOUR DEPOSIT EXPLAINED

# RETURNING YOUR DEPOSIT TO YOUR NORWEGIAN BANK ACCOUNT

## For non-EU/EEA students

Once you have a Norwegian bank account, the remaining balance of your deposit can be transferred to your account.

Go to the library reception with your passport and fill out a form called:

**“Deposit Transfer to Norwegian Bank Account”**

This must be done in person by the student for identification purposes. You will need the following information to fill out the form:



- Bank Account  
Number  
- Bank Name



Passport



Application Number



# DOCUMENT VERIFICATION

01

BACHELOR'S DIPLOMA &  
TRANSCRIPTS VERIFICATION

# DOCUMENT VERIFICATION

All international students need to bring their original documents to be verified upon arrival in Stavanger

You will receive an e-mail in September with instructions to present your documents for verification



Remember to bring the following original documents with you to Stavanger:

If your documents are not in English, Norwegian, Danish or Swedish – you need to bring the official translations accompanying your documents.



BACHELOR'S DIPLOMA / CERTIFICATE



BACHELOR'S TRANSCRIPT



Do not show up without an appointment



If you fail to present your original documentation, your study rights at UiS may be revoked





US



# HEALTH



TUBERCULOSIS TESTING



HEALTH INSURANCE

YOUR HEALTH

# TUBERCULOSIS TESTING

“ People from countries with a high occurrence of tuberculosis are obliged to undergo tuberculosis testing if they intend to stay more than three months in Norway. ”

## For students from a high endemic country

See the list of countries with high and very high occurrences of TB from the [Norwegian Institute of Public Health](#)

### who

People from high endemic countries and/or have stayed in one of those countries for more than 3 months

### when

Within 4 weeks after arrival in Norway

### how

You will be invited to a meeting with the Office of Infection Control (Smittevernkontoret) on campus in the first week of September where you will receive more information about when you can be tested.



[smittevernkontoret@stavanger.kommune.no](mailto:smittevernkontoret@stavanger.kommune.no)



For booking a personal appointment  
5191 3339

### THE TUBERCULOSIS TEST IS FREE OF CHARGE

More information is available on the following link:  
<https://www.uis.no/en/health-matters#/#tb>

YOUR HEALTH

# HEALTH INSURANCE

Look into insurance options and bring the relevant documents with you to Stavanger

Students staying in Norway for more than one year automatically become insured under the [Norwegian National Insurance Scheme](#) once they receive a Norwegian ID number (fødselsnummer). Please note that it can take up to 2-3 months before you receive a Norwegian ID number.

**The Norwegian National Insurance Scheme is not a travel insurance.**

It does not cover any loss or damage to persons or property that might occur during your stay. Therefore, we urge all students to insure their household contents during their stay in Norway. Theft and burglary in student dormitories may occur.



# Q&A Session





YOUR ARRIVAL IN STAVANGER

# KEY DATES FOR AUTUMN 2024

**ONE WEEK BEFORE  
AUGUST 12<sup>TH</sup>**

Recommended arrival dates to  
Stavanger

Fadder festival

**AUGUST 12<sup>TH</sup> - 16<sup>TH</sup>**

**AUGUST 1<sup>ST</sup>**

Key pickup at the airport

**AUGUST 12<sup>TH</sup>**

Autumn semester officially starts

**SEPTEMBER 1<sup>ST</sup>**

Deadline for students to arrive in  
Stavanger

- ..... CHECKLIST FOR INCOMING MASTER STUDENTS AT UIS  
[www.uis.no/newstudents](http://www.uis.no/newstudents)
- ..... START OF STUDIES 2024 AT UIS  
<https://www.uis.no/en/start-of-studies>
- ..... CONTACT A STUDENT ADVISOR AT UIS  
<https://www.uis.no/en/studies/contact-a-student-advisor#/>
- ..... PRIVATE HOUSING LINK #1  
[www.hybel.no](http://www.hybel.no)
- ..... PRIVATE HOUSING LINK #2  
[www.finn.no](http://www.finn.no)
- ..... IT SUPPORT AT UIS  
<https://www.uis.no/en/student/it-support>
- ..... STAVANGER UNIVERSITY LIBRARY  
<https://www.uis.no/en/library>
- ..... UDI APPLICATION PORTAL  
<https://selfservice.udi.no/en-gb/>
- ..... FS AND STUDENTBEVIS APP  
<https://www.fellesstudentsystem.no/FS-produkt/studentbevis/english.html>
- ..... HEALTH MATTERS AT UIS  
<https://www.uis.no/en/health-matters#/#tb>
- ..... NORWEGIAN INSTITUTE OF PUBLIC HEALTH: TUBERCULOSIS  
<https://www.fhi.no/en/id/infectious-diseases/TB/countries-tuberculosis>

# DIRECTORY

LINKS AND CONTACT INFORMATION  
FROM THE WEBINAR

- ..... INTERNATIONAL ADMISSIONS OFFICE  
[admissions@uis.no](mailto:admissions@uis.no)
- ..... SIS BOLIG  
[bolig@minsis.no](mailto:bolig@minsis.no)
- ..... SMITTEVERNKONTORET (TB TESTING APPOINTMENT)  
[smittevernkontoret@stavanger.kommune.no](mailto:smittevernkontoret@stavanger.kommune.no)
- ..... IT SUPPORT  
[it-hjelp@uis.no](mailto:it-hjelp@uis.no)
- ..... STUDENT RECEPTION  
[studentservice@uis.no](mailto:studentservice@uis.no)