

Checklist for New NMBU students - EU/EEA Nationals

**Student Computer Services**

Once you have collected your introduction packet from the Student Information Centre (SiT), you can begin the account registration. The [Student’s Computer Services](http://www.umb.no/computer-service/article/new-student-at-umb-look-here) provide assistance in creating your user accounts at NMBU including email and Canvas accounts, and laptop registration for use at SiÅs housing. The [Student’s Computer Services](http://www.umb.no/computer-service/article/new-student-at-umb-look-here) is located in the Sagabygget/Saghellinga building that you find behind Urbygningen (the Clock Building) across the parking lot. Begin here: <https://support.nmbu.no/welcome-to-nmbu/>.

Map over campus: <https://www.nmbu.no/download/file/fid/19102>

**Student Card**

You can get your student card at the Sagabygget/Saghellinga building. Remember to bring a legal form of identification with a photograph to get a student card. Your passport/travel ID card is sufficient.

Please note: during the introduction week and registration weekend the student card production will take place at SiT in Urbygningen (the Clock Building).

**How to find out when and where your courses are**

Please go to <https://www.nmbu.no/en/students/administration/teaching-and-exam-schedule>. This takes you to Online teaching schedule - TimeEdit. Here you can select your courses and have a calendar generated showing date, time and location of each course.

**Erasmus+/Nordplus/NOVA Exchange Students**

Confirmation of arrival forms are available at SiT. Please speak with Kristine Engøy.

**Changing courses – Erasmus+ and other exchange students**

Changes can be made on Fridayday, 31 August, from 13:00 to 14:00 at SiT. Any changes to the Erasmus Learning agreement **must** be reported to your home institution. Please contact [international@nmbu.no](mailto:international@nmbu.no) for assistance if you are unable to attend.

**Police Registration**

EU/EEA citizens: All EU/Schengen citizens must register on the Norwegian Directorate of Immigration’s (UDI’s) Application Portal at [www.udi.no/en](http://www.udi.no/en). In the Application Portal, instructions on how to create an account, register an application and book an appointment at the local police are provided. You should carefully follow the instructions about where to report when you register on the application portal. This can vary greatly depending on registration volume and capacity, and it might not be the same police station as your classmates. The options can be all police stations in Øst Politidistrikt, including Follo, Indre Østfold, Lillestrøm, Sarpsborg, and Grålum. Grålum is a good choice if you are going to apply for a Norwegian ID number on the same day (see instructions below), otherwise Ski is the best option if they have available appointment.

You will have to present the following documents to the police station at the appointment time: passport/national identity card, admission letter, EU health insurance card/private health insurance and a personal declaration of finances. You must write your own declaration of finances stating that you have sufficient funds to live in Norway. No bank statements or scholarship award letters are required.

**Norwegian ID number**

If you are applying for the Norwegian ID number, applications and instructions are available at SiT. There are additional documents, which must be submitted with a Norwegian ID application.