CHECK LIST: INCOMING EXCHANGE\(^1\) and STUDY ABROAD\(^2\) STUDENTS from Canada, Israel and the U.S.A.

**APPLYING**

- Apply on-line
  For details see: [http://www.ntnu.edu/studies/exchange_students/how_to_apply](http://www.ntnu.edu/studies/exchange_students/how_to_apply)
  Deadlines:
  - Autumn (August-December): May 1\(^{st}\)
  - Spring (January-June): October 1\(^{st}\)

- Send a signed copy of your application, your transcript and copy of your passport to the Office of International Relations, NTNU (by email, regular mail or fax):

  NTNU – Office of International Relations
  ATTN: Ms. Sigrid Hauge
  O.S. Bragstads plass 3
  NO-7491 Trondheim NORWAY
  sigrid.hauge@ntnu.no

  **NOTE! Please include a list of courses in progress if they are not listed on your transcript (course code + course title)**

**AFTER ACCEPTANCE:**
You will receive an acceptance letter and a welcome letter by email and in the regular mail. Please read this carefully since it contains important information regarding your stay at NTNU.

- If you decide NOT to attend NTNU, please notify us by sending an email to sigrid.hauge@ntnu.no. If you do not email Sigrid Hauge it will be assumed you are coming and we shall reserve housing for you.

- Apply for your residence permit as soon as possible. Students from Canada, Israel and the USA do not need a visa! Remember to bring a copy of your letter of acceptance with you. Please see [http://www.udi.no](http://www.udi.no) and [http://www.norway.org/](http://www.norway.org/) It will take 2-3 months to receive your residence permit. Bilateral exchange students (ie those who attend a university with which NTNU has an exchange agreement) may apply for the residence permit after arrival in Norway, but having it prior to arrival allows you to open a bank account and select a personal physician immediately.

- Make plane reservations

- If your arrival date has changed relative to the date given on your application, inform Sigrid Hauge, Office of International Relations. (sigrid.hauge@ntnu.no) REMEMBER: housing costs are based on the date you have indicated you will be arriving. You should inform Sigrid Hauge of all changes at least two weeks before your intended arrival.

- If you are interested in a language course, apply before the deadline, see: [http://www.ntnu.edu/studies/langcourses](http://www.ntnu.edu/studies/langcourses)

Please contact Ms. Sigrid Hauge if you have additional questions concerning application procedures:

Ms. Sigrid Hauge
NTNU (Norwegian University of Science and Technology)
Office of International Relations
N -7491 Trondheim, NORWAY
Phone. 47 73 59-5180; Switchboard: (47) 73 59 57 00 Fax +47 73 59 5210; email: sigrid.hauge@ntnu.no

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\(^1\) Exchange students are those students coming from universities/institutions with which NTNU has a formal exchange agreement. Exchange students should contact their International Office at their home university so that the exchange coordinator can confirm your nomination for the exchange.

\(^2\) Study abroad students are those students coming from universities/institutions with which NTNU does not have a formal exchange agreement. All study abroad students must submit a letter from their home university confirming that their studies at NTNU will apply towards their degree program.

Note: Free movers = study abroad
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