

RELOCATION SERVICES

NTNU has partnered with Onboard Norway AS to further strengthen the university's capability to attract and relocate the highest quality researchers from around the world.

At Onboard Norway, we offer tailored relocation services to help you relocate and retain the brightest international researchers and specialists. We work closely with newly hired employees, giving them the easiest transition into Norwegian work and social life. This takes pressure off you and your department and ensures new employees can begin work without any delays.

For you to give your new employees the best start to their careers with NTNU we have crafted a complete Relocation Package.

The Relocation Package* includes:

- Welcoming Service
- Immigration and Registration Service
- Home Finding Service
- Settling-in Services
- Onboard Norway Membership

How to order these services:

1. Visit: www.onboardnorway.com/ntnu
2. Fill in details about your new employee
3. Choose the Relocation Package* or the services you need.
4. Fill in your contact details
5. Submit your request
6. We will contact you to confirm all details in your request

**For full service descriptions and prices see page 2-4 in this document.*

Relocation Package

Our specially designed relocation package takes care of every step of the relocation process, covering everything you need to ensure your new employee arrives focused and ready to work. Services include:

Onboard Welcome

- Welcome at the airport, accompany to (temporary) accommodation
- Make sure the (first night) accommodation is organised and practical issues (picking up keys, etc.) are taken care of
- Relocation tour of local area and the city of Trondheim

Onboard Immigration

- Set a strategy for immigration process
- Delivery of the application(s)
- Assistance throughout immigration process
- Family Reunion immigration process
- Residence permit(s) at Immigration Office after arrival

Onboard Home Finding

- Information on local rental market
- Arranging temporary housing (if needed)
- Searches and (un)accompanied viewings before and/or after arrival (up to 8 properties)
- Contract & move-in assistance - incl. move-in inspection
- Assistance with practical issues e.g. insurance, electricity, Internet, phone etc.

Onboard Settling-in

- Pre-arrival guidance and assistance
- Applying for National ID number and Tax Card at Tax Office after arrival
- Registration with the National Registry after arrival
- Practical & informative welcome meeting, that includes an introduction to Norway and assistance with:
 - Selecting and registering with a local GP
 - Identifying a suitable bank and opening a bank account
 - Exchanging driver's license
 - Registering with the local authorities for child-related matters
 - Applying for other necessary permits – (if applicable)

Onboard Membership

- **Advice**
 - Individual, additional counselling - tailor-made
- **Network, News & Meetings**
 - Monthly informative seminars - *Tax in Norway, Pensions, How to buy a house?* etc.
 - Onboard Norway intranet - includes weekly updates about events, what's happening in the city, general Norwegian news and more.
 - Member of Onboard Norway Facebook Group
- **Social and cultural events**
 - Year-round social, outdoor and cultural events
- **Language & Culture**
 - Norwegian Conversation Groups*
 - Norwegian cultural gatherings
- **Spouses and Partners**
 - Regular social meetings
 - Job search kick-off: two-hour advice session
 - Career days for partners

Pricing Chart Relocation Package

| Welcome/Immigration/Settling-In/Home Finding/Membership | Single | Couple | Family |
|---|--------|--------|--------|
| EU | 45 700 | 52 900 | 59 900 |
| NON-EU | 52 500 | 59 500 | 69 800 |
| All prices in NOK excl. VAT — Onboard Norway AS, 2019 | | | |

To begin your order please visit:
onboardnorway.com/ntnu

* Day can change depending on number of participants and available resources at any time / all events follow the Norwegian school calendar and Norwegian national holiday scheme.

Additional & Single Services

Along with our relocation package we offer special additional services to both guide potential candidates before a job offer has been made; and to assist with the long-term success of their move to Norway. In addition, we offer select services for single purchase (see pricing chart below).

Onboard Pre-Decision

Service available until a job offer has been accepted. Available via Skype / Face-to-face in Norway / Combination of both.

- Step-by-step explanation of the relocation process
- Paint a realistic picture: financially, culturally & socially
- Detailed answers to all the common questions
- Tailor-made counselling
- Relocation / Familiarisation tour
- Benefits of relocation assistance

Onboard Spouse and Partner Career Assistance

- One-to-one meeting
 - Analysis of experience, skills and qualifications
 - Discuss realistic expectations
 - Guidance on the local job market, CV, cover letter, etc.
 - Interview training and guidance on 2 specific job applications
 - First contact with potential employers
- Workshops and Presentations
 - Writing CV, Cover letter
 - Norwegian employers/Norwegian work culture
 - Registration with NAV
 - NOKUT authorisation and application process

Pricing Chart Additional & Single Services

| Additional services: | Single | Couple | Family |
|---|---------------|---------------|---------------|
| Pre Decision / Pre Visit | 7 700 | 7 700 | 7 700 |
| Spouse / Partner Career Assistance | 25 000 | 25 000 | 25 000 |
| Services available for single purchase: | | | |
| EU citizen: Immigration | 6 950 | 12 200 | 14 900 |
| Non-EU citizen: Immigration | 14 300 | 23 100 | 28 050 |
| Home finding | 19 750 | 19 750 | 19 750 |
| <i>Services requested outside service packages offered are tendered at only NOK 1 100 pr. hour.</i> | | | |
| All prices in NOK excl. VAT – Onboard Norway AS, 2019 | | | |