

Mobility Seminar International Centre

- Make sure to have your full name displayed in zoom
- It is nice if you have your camera on 😊
- You will receive the presentation afterwards
- There will be short breaks during the seminar



Agenda

Department at UiB	Topic	Contact person
Occupational Health services	Vaccination and services at BHT 30 min	Mari Follo
IT department	IT security abroad 30 min	Jimmy Tvedt Thomsen
Research and Innovation	Financial support 30 min	Are Straume
International Centre	Practicalities and formalities 60 min	Jill A. Opsahl

10 step list

- [Link to webpages](#)

Planning your research stay abroad


Planning to go on a research stay abroad? There are several things to prepare for. We have compiled a 10-point checklist of essential tips to assist you in getting ready for your journey.

1. Agreement for international mobility stay	▼
2. Contact with host institution	▼
3. Work permit, visa and passport	▼
4. Membership in National Insurance Scheme	▼
5. Health rights and Insurance	▼
6. Reporting a temporary address change	▼
7. Change your tax card	▼
8. Important documents	▼
9. Subletting apartment in Norway	▼
10. Booking flight	▼

CONTACT US

We arrange mobility seminars once per semester. Check [our calender](#) to see the next event.

Do you need additional assistance? Contact euraxess@uib.no or [book a meeting with us](#).



1) Agreement for international mobility

- Must be a written agreement between UiB and you about your mobility stay
- **When:** if you stay longer than 28 days outside Norway for work
- **How:** use the link in [step 1](#)
- Fill out the application and give to the head of administration for signature
- This is also a notification to the Payroll Section to inform them of your stay outside of Norway.

1) Agreement for international mobility



Addendum to work contract mobility period according to Working Environment Act. §14-7

To be used for posted works who are on mobility stay abroad for a period of more than one month.
Not necessary for travels to conference or seminar abroad.

Name:

Place and country of work for international assignment

Description of position and task

Period (s) abroad

Will you applied for holiday or leave of absence when you are abroad?

[Please write the period]

Salary

Your salary will be paid to you in NOK. There will be no change in salary payment.

if otherwise, describe payment here

Remuneration

[add text if applicable]

Changes during the mobility period

Contact the Head of Department in case of any significant changes in the planned stay abroad, including changes in the date of return.

Terms for repatriation

For stays outside Norway, the University of Bergen will cover expenses for medical treatment and/or injury, in addition, documented expenses to cover an eventual transport home which is not covered by the national insurance scheme or other arrangements, included traveler's insurance in credit card.

Confirmed by the employee

I <u>am</u> member of the NIS during the period abroad.	<input type="checkbox"/>
I have valid traveler's insurance for the entire period abroad.	<input type="checkbox"/>
I have read the travelers recommendation from my home country <u>government</u> Norway: https://www.regjeringen.no/no/tema/utenrikssaker/reiseinformasjon/id2413163/	<input type="checkbox"/>
I have/I will register my travel at Norwegian UD https://www.reiseregistrering.no/	<input type="checkbox"/>
I will not work for any other employer than UiB during this mobility period. (<u>except</u> II-positions)	<input type="checkbox"/>
The mobility period is <u>in agreement</u> and approved by my institute/department.	<input type="checkbox"/>

Contact International Centre if you cannot confirm all the point above.

Signature employee



Statement

The University of Bergen is a government funded university. Government funded universities in Norway are self-insured.

Employees at the University of Bergen with a valid membership in the National insurance scheme are covered by occupational insurance in the Norwegian Public Service Pension Fund (spk.no) also during the agreed mobility period.

NB – cannot be used for working from home while you are abroad

2) Contact the host institution abroad

- Receive a Letter of invitation
 - Must contain purpose of stay and dates for stay
 - Can be used for application of tax reductions (see later) and application for funding
- **How:** Contact key personnel at the host institution and ask for a letter of invitation
- **When:** Early in the process, before you apply for funding

3) Work permit, visa, and passport



- If you have a work or residence permit in **Norway**, consider:
 - If there are any consequences of staying outside of Norway for a longer period.
 - There are limitations on how long you are allowed to stay abroad.
 - Note that permanent residence permit only allows a total of 2 years abroad in a 4-year period.
- Visa application in **host country**
 - You might need a residence permit in your host country.
 - EU/EEA citizens are visa-free in the EU/EEA
 - Remember that non-EU/EEA citizens holding a Norwegian resident permit must follow the instructions according to their nationality. Also, they don't have the right to stay more than 90 days in another EU/EEA country
 - Which visa should you choose?
 - Ask the global office or mobility office at the host institution.
 - Keywords: student visa, visiting researcher, visiting scholar, Government Authorized exchange visa.
 - Accompanying family - often a «dependent visa»

3) Work permit, visa, and passport

- Check the expiration date on your passport. Some countries require that your passport is valid for a period after the return
- If you receive a stipend: Costs for visa application and passport renewal can be deducted as an expense for the mobility stay

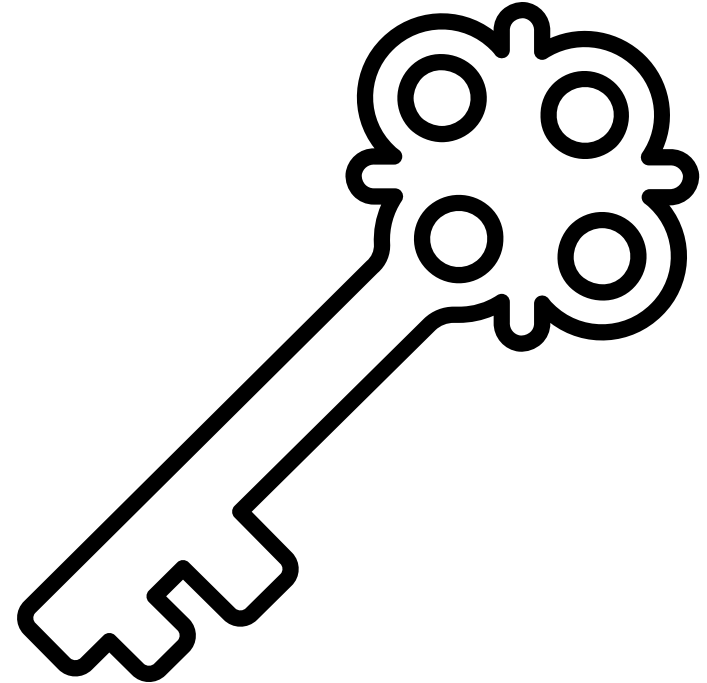


4) Membership in the National Insurance Scheme

All Norwegian and EU/EEA citizens employed by the state are considered as state employees and will have mandatory membership in the Norwegian Insurance scheme during work outside Norway.

National Insurance Scheme (NIS)

- Administered by NAV and is the key to be eligible for benefits and health rights
- Necessary to receive sick pay, parental benefit, and pension saving
- Necessary to be covered by traveler's insurance and occupational injury insurance
- Two types of membership: Mandatory or voluntary



Do I still need to apply for a certificate of coverage?

If your research stay is shorter than one month, you do not need to apply for a certificate of coverage.

If your research stay is longer

If you are EU/EEA citizens:

- Yes, if you are staying longer than 12 months abroad
- Yes, if you are receiving any benefits from NAV (sick pay, parental pay, child benefits)
- Yes, if your host requires that you have a certificate
- Yes, if you are receiving salary from employer outside Norway



If you are non EU/EEA citizens:

- Yes

Which form should you use

- Staying in EU/EEA: use [A1 form](#)
- Staying outside EU/EEA: use form [02-08.05](#)
**Time aspect for application: up to six
months processing time at NAV**
- Spouse and children over 18 must apply using
their own form

About the application



**Either in paper version or digitally
(altinn.no)**



Signature and approval:

A1: Your employer (head of administration) fills in a confirmation form

02-08.05: Your employer (head of administration) fills in a confirmation form ([NAV 02-08.06](#)) and signs the documents before sending this to you



A complete application

A1: Cover sheet (signed by you), A1 application form, confirmation from employer, for newly employed from outside EU/EEA - send a copy of your work contract.

02-08.05: Cover sheet (signed by you), 02-08.05 form, for newly employed from outside EU/EEA - send a copy of your work contract.

Application to NAV for
stays in EU/EEA

Cover sheet



Mottaker:
NAV skanning
Postboks 1400
0109 Oslo
Norge / Norway

Gjelder:
FNR: [REDACTED]

REF: 20200115057269

Front page for the application

Application for membership in the National Insurance Scheme during stay outside Norway NAV 02-08.05

This front page should be put at the top when you submit the application. The front page contains information on where the application is to be processed and should be used only on this one occasion.

In order to be able to process the application quickly and efficiently, we ask you to submit the documents listed below:

- NAV 02-08.05 Søknad om medlemskap i folketrygden under opphold utenfor Norge
- NAV 42-01.20 Certification for detached workers from Norway to U.S.A

This is what to do:

1. Make sure you have all the documents listed above. Small attachments must be taped to a plain sheet. Use tape on the top and on each side (of the small attachments). Please do not use staples or paperclips
2. If there are information pages in the form, you keep these. Do not submit them.
3. Remember to sign the documents with your name. Use black or dark blue pen.
4. Put the front page on top of the documents and send it all to the address at the top of this sheet.

15 januar 2020 Date Signature
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A1 form: English and Norwegian

English 

Your personal information

First name

Last name

Do you have a Norwegian National Identity Number or a D number?

Yes

No

[← Previous step](#)

[Next step →](#)

[Cancel and discard](#)

- 1 Guidance
- 2 **Your personal information**
- 3 About the application
- 4 Additional information
- 5 Attachments
- 6 Summary

Employers form: [02-08.08](#)

Completed by your institute administration. Send together with application.

Norsk bokmål



Veiledning

Dette er et vedlegg til skjemaet [NAV 02-08.07 Søknad om avklaring av trygdetilhørighet under opphold i EØS eller Sveits \(åpnes i ny fane\)](#).

Du som arbeidsgiver skal fylle ut skjemaet når du sender en arbeidstaker på midlertidig oppdrag til et annet EØS-land eller Sveits.

Hvis arbeidstakeren regelmessig veksler mellom å arbeide i Norge og ett eller flere andre EØS-land eller Sveits, behøver du ikke å fylle ut dette skjemaet.

Neste steg →

[Avbryt og forkast](#)

- 1 Veiledning
- 2 Arbeidstakeren
- 3 Arbeidsgiveren
- 4 Arbeidsgiverens virksomhet i Norge
- 5 Utenlandsoppdraget
- 6 Arbeidstakerens lønn
- 7 Du som fyller ut skjemaet
- 8 Oppsummering

Application to NAV for
stay outside EU/EEA

Application form

English



Guidance

Use this form if you are working or staying outside of the European Economic Area.

If you have been posted abroad for work by your employer, they must confirm this by completing [NAV 02-08.06 Application form for employers - confirmation of posted workers \(opens in new tab\)](#). You do not need to attach the form if you work for the Norwegian state and are a citizen of Norway, another EEA country or Switzerland.

This form is to be used in some circumstances if you are going to work or reside within the European Economic Area. This applies only if you are

- a citizen of a country outside the European Economic Area
- a pensioner or in receipt of disability benefit and you want to apply for voluntary membership in the National Social Security Scheme

Are you filling in the application on behalf of someone other than yourself?

- Yes
- No

Next step →

- 1 Guidance
- 2 Your personal information
- 3 Information about the application
- 4 Information about the period you will stay abroad
- 5 Family members
- 6 Additional information
- 7 Attachments
- 8 Declaration from the applicant
- 9 Summary

5) Health rights, HELFO and insurance

- 3 months stay in EU/EEA country - use [European Health insurance card](#) for EU/EEA citizens
- Non-EU citizens can apply for a paper version of the European health insurance card for stays in EU
- Longer stays in EU/EEA: use [s1 form](#)
- Working outside of EU/EEA: [read about your health rights here.](#)



5) Health rights, HELFO and insurance

- **Travel Insurance**

- Travel insurance covers expenses other than HELFO's health rights coverage abroad. Standard travel insurance terms generally do not cover stays outside your home country for over 90 days for work-related travel. If you already have a private travel insurance, check the terms and conditions (or contact your insurance provider).
- [ANSA](#) has good and affordable insurance for students and researchers on mobility stay

- **Required Local Health Insurance**

- If your visa or host institution require you to purchase a local health insurance, contact your faculty/unit for cost reimbursement arrangements.

Need confirmation of health rights?

- In some cases, the visa application requires a confirmation of your health rights.
- If this is the case, contact euraxess@uib.no and we will assist you with this.

6) Reporting a temporary change of address

- **When:** If you plan to stay longer than 6 months abroad
- **How:** [Norwegian Tax Administration \(Skatteetaten\)](#)
- **What happens:** Normally not registered as moved out of Norway, only a temporary change of address. **NB:** An approved change of address will result, among other things, in losing your general practitioner in Norway. You will be assigned a new general practitioner when you report your move back to Norway, but you will not have the right to your previous one.

7) Change your tax card

- Stays shorter than 6 months:
 - You don't need to clarify your tax situation with the Tax administration.
- Stays longer than 6 months:
 - Contact the tax administration to ask where you should pay income tax. Use RF-1306 (contact form for private individuals) at altinn.no
- Going to USA as a tax residence of Norway?
 - Norway has a tax treaty with USA. If you are taxable to Norway, you can apply for tax reduction (article 15) for your income during your research stay.
 - Regardless of the length of your stay, you can apply following this steps:
 - There is not a specific form for this. You can use contact form in altinn.no:
Log into altinn.no and click "new form", type contact form in the top search bar.
You must apply for a tax reduction according to the tax treaty between USA and Norway article 15. You must state the reason for applying and attach your letter of invitation.
 - Normally you will be given a tax deduction rate of 10%
 - This is a pre-approval. The real tax reduction is claimed when you fill in your tax return.
 - Remember to change your tax deduction card when you leave the US or do not have the right to reduced income tax any longer.




Ønskjer du å oppgi andre opplysningar?

Sjå alle opplysningane du kan leggje til



Other circumstances

Necessary information when you claim a reduction of tax or national insurance contributions 

If you find this option,
go straight to slide 3

Add



Would you like to provide any other information?

See all the information you can add



- Lån til selskap
- Lønn og tilsvarende ytingar
- Meirkostnader ved arbeidsopphald med overnatting
- Nødvendig informasjon og dokumentasjon for krav om redusert skatt eller trygdeavgift
- Obligasjonar



- Loss carried forward from previous years
- Lump-sum compensation for children and young people
- Maintenance payments and child support
- Management costs
- Necessary information when you claim a reduction of tax or national insurance contributions
- Non-life insurance



- Krav om bustad etter skatteavtale i eit anna land
- Krav om opphøyr av / fritak frå medlemskap i norsk folketrygg
- Dokumentasjon om nedsetting etter alternativ fordelingsmeto bakgrunn i eittårsregelen
- Krav om skattenedsetting etter skatteavtale
- Dokumentasjon av endring i kjeldeskatt på pensjon



- Claim for cessation of/exemption from membership in the Norwegian National Insurance Scheme
- Claim for tax reduction under the one-year rule
- Claim for tax reduction pursuant to a tax treaty
- Documentation regarding changes to withholding tax on pension



Krav om skattenedsetting etter skatteavtale



Felt som er merkt med *, må fyllast ut

Dersom du er skattemessig busett i Noreg, kan du krevje nedsetting i norsk skatt på lønn opptent i utlandet og som er omfatta av fordelingsmetoden med progresjonsatterhald, eller den alternative fordelingsmetoden etter skatteavtale som Noreg har inngått med ein annan stat. Her kan du gi opplysningar om kravet.

For at det skal bli berekna skattenedsetting, må du også registrere metode ved dobbel skattlegging og angi skattenedsetting etter skatteavtale på aktuelt beløp.

Startdato for opphald i utlandet *

Sluttdato for opphald i utlandet *

Legg ved dokumentasjon

Avbryt

Ok



Claim for tax reduction pursuant to a tax treaty



Fields marked with * are required

If you are a tax resident in Norway, you can claim a reduction of Norwegian tax on salary earned abroad. This applies to salary earned under a tax treaty between Norway and another country and for which the exemption method with progression reservations or the alternative distribution method is applied. Here you can provide information about the claim.

The tax reduction is only calculated if you add "Tax reduction pursuant to a tax treaty" under "Method in the event of double taxation" for the relevant amount.

Start date of stay abroad *

End date of stay abroad *

Attach documentation

Cancel

OK

Your Norwegian tax return must contain:

- A line with salary from UIB earned in the US
- If not, contact the salary office at hjelp.uib.no and ask to have the salary reported as earned in the US.
You might want to ask for an extension of the deadline to hand in your tax return
- <https://www.skatteetaten.no/skjema/utsatt-frist-levering-av-skattemeldingen-naringsdrivende/>

8) Important documents

- Work agreement (with description of pay level).
- Marriage certificate
- Vaccination card
- Birth certificate for children ([Order certificate in English](#))
- European Health insurance card
- S1 certificate from HELFO
- Are you travelling with children in kindergarten or school age, please remember to bring
 - Statement regarding level from school/kindergarten
 - Vaccination card

9. Subletting your apartment in Norway

- Make sure to check if your house insurance allows for subletting your house/apartment..
- UiB has an [internal market for subletting of apartments](#) for employees. Please contact housing@uib.no if you do not have access to advertise on the internal market.
- Inform the tax administration about the rental income.
- [More about taxation when subletting your own apartment.](#)

10) Booking your flight

Employees at UiB are strongly advised to use Berg-Hansen for business travels and credit card for paying tickets. Visit [booking travels](#) and [credit card](#) for more information.

Nice to know



YOU WILL RECEIVE YOUR SALARY FROM UIB
IN NOK. IT IS NOT REGULATED DUE TO
CHANGES IN CURRENCY.



STIPEND IS CONSIDERED AS SALARY UNLESS
YOU CAN PROVE THAT YOU USED IT TO
COVER MORE-EXPENSES.



UIB CREDIT CARD HOLDS A TRAVEL
INSURANCE FOR A TRAVEL OF MAXIMUM 90
DAYS FOR THE TRAVELS YOU BOOK USING
THIS CARD.

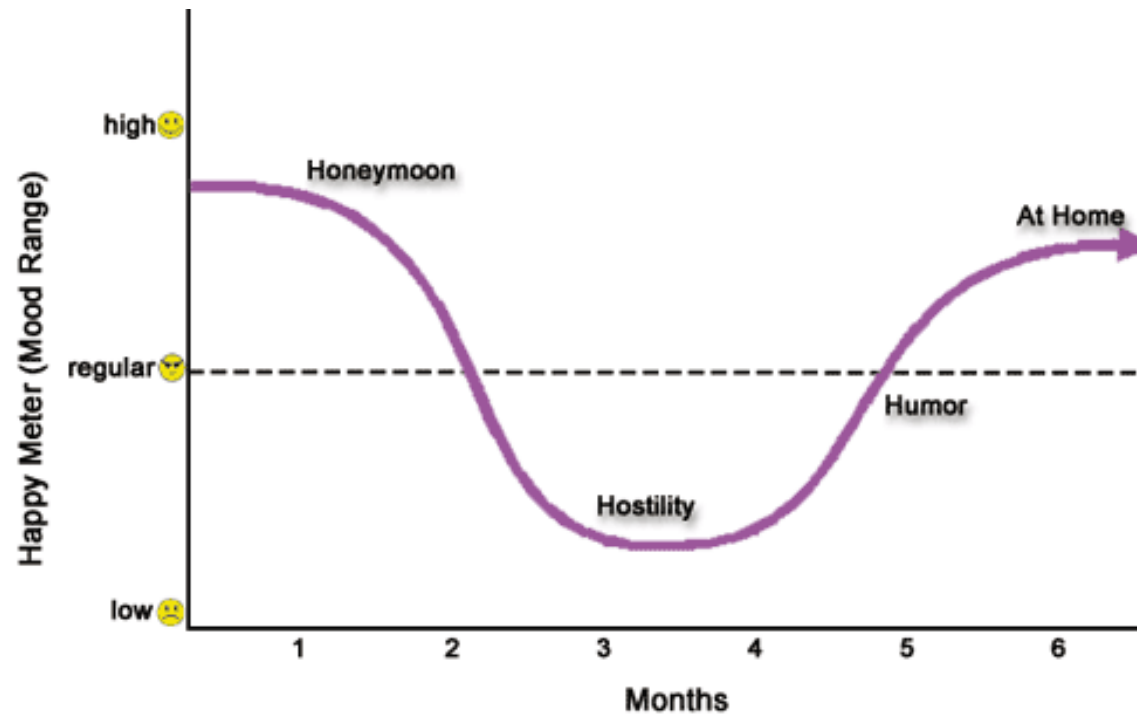
Traveling with family



- Cultural adaptation
- Traveling with children
- Traveling with partner
- Returning to Norway

New in a country. What to expect?

Cultural adaptation curve



Source: <https://sendutraining.blogspot.com/2013/01/questioning-validity-of-4-stages-of.html>

Traveling with children

- In school age
 - Resign from SFO, enroll in school when returning
- In kindergarten/daycare
 - Application: deadline 1. March (may change each year)...
 - [Tax deductions](#) if the cost is higher than in Norway- keep documentation from abroad.
- Benefits
 - [Child benefit](#): can bring with you for the whole period. Must notify NAV.
 - [Kontantstønad](#): Requires living in Norway. Can apply to continue benefits up to three months in EEA country.

Traveling with partner

- Work, study, benefits:
 - Home office abroad? –check NAV.no
 - Also posted worker? – check NAV.no
 - Unemployment benefit- Required that you stay in Norway. Can apply to continue being [work seeking in EEA](#) for up to three months.
- Activities:
 - Voluntary work
 - Library
 - Language course

Return to Norway: children in school

- When your child is away from school for more than two weeks, your child is no longer registered as a student in that school.
- Returning to school is uncomplicated. All children must attend a school, but not necessarily the same school.
- Norwegian education abroad is not obligatory.
- Tips: ask the teacher to keep in contact with your child.