

**You must hand in these documents when you apply for a residence permit (Immigration Regulations § 6-1 (1))**

## Checklist for skilled worker (with an employer in Norway)

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The applicant is a citizen of : **Australia**

Name: .....

DUF number/date of birth: .....

### How to use the list

When you turn up to your appointment with the police or embassy/consulate you must hand in **this list** and **copies of the documents** on this list.

You must also **present the original documents**. If your employer in Norway is going to apply for a residence permit on your behalf, with a written authorisation from you, it is sufficient that your employer hands in copies of documentation of your education and/or work experience and your passport, instead of originals.

If any of your documents are in a different language than Norwegian or English, you must hand in a **translation of the documents into Norwegian or English**.

It is your responsibility to make sure that you have handed in all documents on the list which are required for your application. If all relevant documents are not handed in, this may lead to you having to wait longer for an answer or your application being rejected.

Please note: Some embassies may request additional documents based on local conditions if you are applying from abroad.

### Documentation you must hand in when applying for the first time

- ☐ passport and copy of all used pages in passport
  - If you hand in your application in Norway, you normally only need to show your passport and hand in the copies.
  - If you hand in your application abroad, you must normally hand in both your passport and the copies. If you need your passport back before you receive an answer to your application, please contact the place where you hand in the application.

- If your employer in Norway is going to apply for a residence permit on your behalf, with a written authorisation from you, it is sufficient that your employer hands in a copy of your passport.

- ☐ signed cover letter from the Application portal (or application form)

The cover letter is the attachment you received via email when you registered your application online. Please print it and bring it with you. If you are handing in your application at a Danish embassy, please bring a filled-out application form instead. ([www.udi.no/forms](http://www.udi.no/forms))

- ☐ two new/recent passport size photos with white background

- ☐ documentation which shows that you have somewhere to live in Norway

This can be a house, apartment, a room in a shared flat or similar. If you are renting, you must hand in a written rental contract which is approved by the house owner, manager or housing co-operative. If you do not yet know where you are going to rent, you can instead write an explanation on a separate sheet regarding where you are planning to live and how you will organise this.

It is recommended (but not required) that the apartment number (dwelling number) is stated on the contract if you are renting an apartment. This number consists of an H and four digits, for example H0101.

- ☐ the UDI's Offer of employment form, completed

[UDI Offer of employment form \(pdf, 1,0 MB\)](#) ([www.udi.no/forms](http://www.udi.no/forms))

- ☐ documentation which shows that the pay you have been offered meets the requirements

- If you are going to work in an industry in which a collective agreement applies, you must hand in a copy of the first page of the agreement and a copy of the page showing the pay rates, where the employer has marked the pay rate you have been offered.
- If you are going to work in an industry in which no collective agreement applies, you must hand in documentation which shows that the pay you have been offered is not poorer than is normal for someone in your occupation in the place you are going to work, for example wage statistics from a trade association.
  - If the position requires a master's degree and the pay you have been offered by your employer is at least NOK 428 200 per year pre-tax or the position requires a bachelor's degree and the pay you have been offered by your employer is at least NOK 397 100 per year pre-tax you do not have to hand in any documentation.

- ☐ documentation of your education

- If you have completed an education or a degree at a university or university college, you must hand in your diploma or other documentation which shows what education or degree you have completed.

- If you have completed a vocational training programme at upper secondary school level, you must hand in both a diploma and a transcript of your grades which shows how long the education lasted, the level and the content.
- If you have taken education which you have not completed, you must hand in documentation which shows how long the education lasted, the level and the content.

If you have previously handed in this documentation to the UDI, you do not have to hand it in again.

If your employer in Norway is going to apply for a residence permit on your behalf, with a written authorisation from you, it is sufficient that your employer hands in a copy of the documentation of your education. You may be asked to show the original documentation at a later point in time.

- ☐ and/or documentation of your work experience

You must hand in documents which contain detailed information from your previous employers regarding how long you worked there, what training you were given, your work tasks and your qualifications.

You only need to document work experience in addition to, or instead of, documentation of education if the work experience should be part of the assessment of whether or not you are a skilled worker.

If your employer in Norway is going to apply for a residence permit on your behalf, with a written authorisation from you, it is sufficient that your employer hands in a copy of the documentation of your work experience. You may be asked to show the original documentation at a later point in time.

- ☐ CV
- ☐ UDI's checklist, filled out and signed (this list)

## Additional documents for some applications

### **If you submit your application in a country other than your home country**

- ☐ documentation that you have held a residence permit for the last six months in this country

### **If you submit your application in Norway**

- ☐ documentation which shows that you are in Norway legally

For example: Visitor's visa, residence permit in another Schengen country and /or documentation which shows when you travelled into Norway/Schengen.

If you have a residence permit in Norway, you do not have to hand in anything.

### **If you are going to work in a position which is less than 80 percent**

- ☐ explanation/ documentation of this

### **If you are going to work for more than one employer**

- ☐ explanation/ documentation of this

### **If the offer of employment is not continuous**

- ☐ explanation/ documentation of this

### **If you are to work in a profession for which recognition or authorisation is required**

- ☐ documentation that you have been recognised or authorized by the relevant recognition authority for your profession

Check here if approval or authorization is necessary in your profession, and which recognition authority you must contact (<http://www.nokut.no/en/Foreign-education/Other-recognition-systems/Regulated-professions/List-of-regulated-professions/>)

### **If you are an athlete or coach**

- ☐ a statement from the National Sports Federation of your sport or Norsk Jockeyklub

### **If you are to carry out skilled work through a staffing agency**

- ☐ a list of the assignments that you are going to do, and a statement from each of the clients which confirms that you are going to do an assignment for them

In the confirmation, the contractor must write the period for which you will be assigned there and provide a detailed description of your work assignments.

- ☐ a printed page which shows that the staffing agency you are going to work for is registered in the The Labour Inspection Authority's register of recruitment agencies

You can find the register of the Labour Inspection Authority here:

[www.arbeidstilsynet.no/registre/registrerte-bemanningsforetak/](http://www.arbeidstilsynet.no/registre/registrerte-bemanningsforetak/) (external website)

**If you would like your employer to apply on your behalf, or for your employer or another person in Norway to follow up your application in UDI on your behalf**

- ☐ power of attorney form

You can use this form [Form for granting Power of Attorney \(pdf, 677 kB\)](#) (www.udi.no/forms) or the form you received by email when you registered your application in the Application Portal.

**If you want to work during application processing**

- ☐ for "Early employment scheme": ask for this when you hand in the application to the police

[Learn more at www.udi.no/en/earlyemployment](http://www.udi.no/en/earlyemployment)

- ☐ residence permit during application processing: a letter where you request this

Date/place: .....

Signature: .....