

You must submit these documents when you apply for a residence permit

## Checklist for students at university college/university/vocational school and in upper secondary education

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The applicant is a citizen of : **United States**

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 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.

- ☐ 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
- ☐ a letter of full-time admission from an approved educational institution, stating your name, which studies you have admission to, at what level the studies are and how long the program lasts
- ☐ documentation that you have sufficient funds for your living expenses

You must show that you have funds equivalent of NOK 116 369 per year or that you will have a yearly income equivalent of this sum (or a combination of funds and income). You must document this in one or more of these ways:

- Statement of support from the State Education Loan Fund (Lånekassen) or documentation which shows that you receive other types of grants/financial support
- A work contract for part time work which shows how many hours you will work per week, your pay and the duration of the contract.
- A bank statement from your account in a Norwegian bank, or a statement from the educational institution that you have deposited the amount in an account that the

educational institution has opened for this purpose.

- ☐ documentation that you are able to pay the tuition fees (if you are required to pay tuition fees)

You must document this in one or more of these ways:

- Receipt of payment of the tuition fee from the school/university/university college
- Statement of support from the State Education Loan Fund (Lånekassen) or documentation which shows that you receive other types of grants/financial support
- A work contract for part time work which shows how many hours you will work per week, your pay and the duration of the contract.
- A bank statement from your account in a Norwegian bank, or a statement from the educational institution that you have deposited the amount in an account that the educational institution has opened for this purpose.

The money for the tuition fee comes **in addition to** the sum of NOK 116 369 per year which you must show that you have for your living expenses.

- ☐ 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.

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

- ☐ 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 want a representative 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 are between 15 and 18 years old

- ☐ birth certificate
- ☐ consent from your parents to you studying in Norway

You must hand in one of these two documents

- the [UDI's consent form for children/minors to study in Norway \(pdf, 540 kB\)](#), filled in and signed by both your parents (www.udi.no/forms)
- a statement where your parents write that they consent to you studying in Norway. The statement must be signed by both your parents, or by the persons who have the parental responsibility for you.

Your parents must go to the embassy/consulate/Visa Application Centre to hand in the form or statement and show their passport or another form of ID with photo and signature. Alternatively, your parents can have the form/statement stamped by a notary public.

- ☐ copy of both your parent's passports or ID with photo and signature
- ☐ if only one of your parents has parental responsibility: documentation from a public authority which shows who has parental responsibility
- ☐ if one of your parents is dead: death certificate

- ☐ if relevant, a written explanation as to why you cannot present one or more of the documents mentioned above

## Documents which you must hand in when you apply to renew your residence permit

- ☐ 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.

- ☐ 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))

- ☐ documentation that you have sufficient funds

You must show that you have funds equivalent of NOK 116 369 per year or that you will have a yearly income equivalent of this sum (or a combination of funds and income). You must document this in one or more of these ways:

- Statement of support from the State Education Loan Fund (Lånekassen) or documentation which shows that you receive other types of grants/financial support
- A work contract for part time work which shows how many hours you will work per week, your pay and the duration of the contract.
- A bank statement from your account/all your accounts in a Norwegian bank

- ☐ documentation that you are able to pay the tuition fees (if you are required to pay tuition fees)

You must document this in one or more of these ways:

- Receipt of payment of the tuition fee from the school/university/university college
- Statement of support from the State Education Loan Fund (Lånekassen) or documentation which shows that you receive other types of grants/financial support
- A work contract for part time work which shows how many hours you will work per week, your pay and the duration of the contract.
- A bank statement from your account in a Norwegian bank, or a statement from the educational institution that you have deposited the amount in an account that the educational institution has opened for this purpose.

The money for the tuition fee comes **in addition to** the sum of NOK 116 369 per year which you must show that you have for your living expenses.

- ☐ bank statements for the last six months

A bank statement which shows how much money you had in your account on the first day of every month for the last six months.

- ☐ form for statement on study progress and part time work permit, filled in by your educational institution

The educational institution must fill out this form: [Statement on study progress, pdf, 835 kB](#), [Norwegian language only \(pdf, 598 kB\)](#) ([www.udi.no/forms](http://www.udi.no/forms)) ▶

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

Date/place: \_\_\_\_\_ Signature: \_\_\_\_\_