

Welcome to Norway!

You have chosen to come to Norway and work through [Romtec Jobs](#). It is a big step to move to a new country. It involves many new impressions and experiences. In Norway you will meet many new challenges, systems and people. You will be familiar with new values, traditions and a new culture. It is important that you become familiar with the way of living in Norway, so you can make your stay here the best it can be.

With this booklet Romtec Jobs wishes to give you a guide to some of your rights, possibilities and obligations in Norway. On the following pages we will try to give you a quick guide to the most important aspects regarding your stay in Norway.

Romtec Jobs welcomes you to Norway, and to our company!

- **General information about Norway**

- Form of government: Constitutional monarchy
- Population Ca 4,6 million
- Capital city: Oslo
- Language: Norwegian (Bokmål and Nynorsk)
(In some districts, Sámi is also an official language)
- State Church: Church of Norway (Evangelical Lutheran)
- Currency: Norwegian kroner (NOK) 1 krone = 100 øre
- Constitution Day: 17 May

- **Arrival and stay:**

The work permit:

Most people that is going to work in Norway MUST have a work permit. Only very few groups are exempted from this requirement.

Work permits for persons from EEA/EU/EFTA

According to the EU/EEA rules, citizens of EU/EEA/EFTA member countries do not have to pay any fees when applying for a work permit in Norway. It does not give you the right to permanent residence in Norway.

Work permits for skilled workers/specialists

All workers with a specialist training within a specific field of education can apply for a work permit on this basis. For this kind of work permit the requirements on documentation of the training/education is very strict. One also has to pay a fee when applying for this kind of work permit. A work permit as a skilled worker/specialist gives right to apply for a residence permit (settlement permit) .

Renewal of the work permit

In general, work permits are valid for one year, or follows the length of the work contract. If your work permit can be renewed, you have to apply for the renewal at least *one month* before the permit expires. A fee has to be paid when submitting your application for renewal. You can contact the police in your local area if you want to apply for a renewal of your work permit or if you want more information regarding renewals.

Permanent permit

Some work permits give you the right to permanent residence in Norway. You can find information if your work permit is eligible for permanent residence (settlement permit) in the written decision from the police /UDI. If this is the case you can qualify for permanent residence after living in Norway for three years.

To settle in Norway and later become a Norwegian citizen there are also obligations regarding criminal record and lessons in Norwegian.

If you want more information about permanent residence (settlement permit) and Norwegian citizenship, you can contact the police /UDI to get more information about which rules are applying for you.

Loss of permits and expulsion

You will lose your work permit if you have given the immigration authorities in Norway wrong information. This means that you have to leave Norway immediately. You can also be expelled from Norway if you become convicted of a criminal offense. You are not allowed to travel to Norway during an expulsion period. Normally these travel restrictions will also apply for rest of the Schengen-area.

Family Immigration

A permit for family immigration is usually given to your spouse and your children. For a member of your family to be given permission for family immigration, you as the person living in Norway must be able to look after them financially. It is the person who wants to move to Norway who must apply for family immigration at the nearest Norwegian foreign service mission in your home country. You will also be called in to interviews regarding the application.

You can find more information about the topics at:

www.politiet.no
phone: 02800

(The police)

www.udi.no

(The directorate of immigration/UDI)

phone: 23351600

email: ots@udi.no

- **Registration after arrival:**

Your contact person in Romtec Jobs will guide you through the necessary visits at the governmental offices, but it is also important that you know where to go and register after your arrival in Norway.

The Police:

Within 7 days of arriving in Norway, everyone who receives a residence permit need to register with the police. At the police station, you must show your passport or other identification papers and provide all the necessary information. You must register at the police to be able to get out the decision on the work permit from the authorities.

Norwegian national population register (folkeregisteret) and the tax office:

Within 8 days of arriving in Norway, everyone who receives a work or residence permit must register with the Norwegian National Population Register (“Folkeregisteret”). You will need to show your passport or other identification papers to the National Population Register. The National Population Register can also ask for additional original documents. You can register at the Norwegian national population register at the same time as you apply for a tax card.

You need to obtain your tax deduction card as soon as possible after your arrival in Norway.

Bring along the following to the tax office:

- **A valid passport.** For nationals of EEA countries or Switzerland, other identity cards are also accepted that are approved as travel documents within the EU.
- **Residence or work permit.**
- **Your employment contract**
- **Your Norwegian D-number or national identity number, if you have one.**

You can get more information about the Norwegian national population register and tax deduction cards on:

www.skatteetaten.no

Phone: 800 80 000

From abroad: +47 22 07 70 00

Tuberculosis examination

Tuberculosis (TBC) examination is mandatory for some groups. Many candidates from specified countries both within and outside the EU, must agree to be checked for TBC after arrival in Norway. (This includes citizens from all countries *besides* The US, Canada, Australia, Japan, New Zealand, Western Europe, Poland, Hungary, Slovakia, Slovenia, the Czech Republic). It is the responsibility of the Police to inform candidates about the test and also to notice the health service in the local area about arrivals of persons who should be tested for TBC. The health service is responsible to carry out the tests. The tests are free of charge. The examination consists of a skin test, possibly a blood sample and a chest x-ray for persons over 15 years of age.

If you know that you belong to one of the mandatory groups and would like more information about tuberculosis or wish to be examined, please contact the nearest health centre in your area.

For more information please also view: www.fhi.no (Folkehelseinstituttet)

Identity cards in the building and construction industry

Identity cards is a measure aimed to achieve more effective controls of employees health, safety and working environment as well as greater accountability in the *construction industry*. New regulations on the identity cards (ID cards) entered into force on 1 January 2008. It is the employer who is responsible for ensuring that employees who perform work on building and construction sites hold ID cards. If employees are hired through a recruitment agency, it is the recruitment agency that must ensure that the hired employees have been issued with ID cards.

You can get more information about the identity card from the Norwegian Labour Inspection Authority (Arbeidstilsynet):

www.arbeidstilsynet.no

Telephone: +47 815 48 222

- **Health and social security:**

The national insurance scheme

People working in Norway are automatically insured in the national insurance scheme from the first day of work. As a member of the Norwegian National Insurance Scheme you will be entitled to benefits according to the Norwegian national legislation in the same manners as residents of Norway. You pay a national insurance contribution through your tax deduction.

Membership in the National Insurance scheme gives for example right to free hospitalization, rights to apply for social security benefits like different child benefits, health and sickness benefits, unemployment benefits, etc.

When applying for the different benefits you need to contact your local Labour and Welfare office (NAV)

Romtec Jobs recommends that you read about the membership in the Norwegian National Scheme before you arrive in Norway. If you have additional questions regarding health and social benefits, please contact the Norwegian Labour and Welfare Administration to get more information about your specific rights and possibilities.

www.nav.no

NAV International – office information

(Answers questions about rights and benefits for people living abroad)

-Postal address: Postboks 8138 Dep., 0033 Oslo

-Visiting adresse: Langkaia 1 0150 Oslo

-Telephone: 23 31 13 00

-Fax: 23 31 13 01

-Email: nav.utland@nav.no

-Opening hours: 09.00-14.30

-Telephone service: 09.00-1400

Dentistry

Dentistry is not covered by the national insurance act. The costs of treating teeth are mainly paid by the adult patients themselves. When visiting a private dentist, you pay the price that is set by the dentist for any particular treatment.

- **Taxes in Norway**

All employees in Norway must have a tax deduction card. You must pay tax in Norway on all your earnings in Norway. In order to be able to calculate the correct tax deduction, the local tax office must have information about your estimated salary while you are working in Norway and how long you intend to stay. The tax deduction card shows how much tax your employer must deduct before paying your salary.

It is also important that you notify your local tax assessment office about your postal address while in Norway. Please also make sure to notify the local tax assessment office if you change your address during your stay.

If you return to your home country before you have received your tax return and/or tax settlement, it is important that you give your local tax office your residential address in your home country.

D-number:

When you apply for a tax card the first time, the tax deduction card will contain your D-number (non-resident personal identification number).

The number is stated on your tax deduction card and is used to identify you with the authorities. You must use the D-number or national identity number every time you come to Norway to work. You must also state the number when applying for a new tax deduction card.

Bank account:

When you open a bank account in Norway, you must give the D- number to the bank. You also need to bring a valid identification (passport) to the bank.

Pay slips:

Your pay slip will show your gross pay and how much tax has been deducted. Keep these receipts. They document how much tax you have paid.

Tax return:

Everyone who works in Norway must submit a tax return. It must be submitted by 30 April in the year following the income year to the local tax office stipulated on the tax return.

You will receive your tax return at the end of March/ beginning of April. If you do not receive a tax return, you must contact the local tax office in the place where you lived in Norway. It is important that the tax office knows where to send your tax return.

If the tax return is pre-completed and contains information from, among others, your employer, you must check that the information is the same as that contained in the Certificate of Pay and Tax Deducted (lønns og trekkoppgave) which you receive from your employer in January. If it is incorrect, you must correct the information in the tax return.

Please note that you may be entitled to deductions in your tax return, e.g. the standard deduction for foreign employees or a deduction for expenses relating to living away from your home country (commuter deduction). You must claim these deductions yourself by entering them in your tax return. Please contact the tax office if you have additional questions.

Tax settlement notice

Once the tax assessment office has processed your tax return, you will receive a tax settlement notice. It contains information about the income on which tax has been

calculated, how much tax your employer has deducted and whether you have paid too much or too little tax. The tax settlement notice arrives in either June or October. If you have paid too little tax, you will be sent a giro for the payment of tax. You must pay the residual amount within the deadline stated on the giro. You must pay within the deadline even if you appeal against the tax settlement. If your payment is overdue, interest will be charged. The authorities abroad also assist the Norwegian authorities in connection with the collection of unpaid tax.

You can find more information about the Norwegian Tax Authorities on:

www.skatteetaten.no

Telephone: 800 80 000

From abroad: +47 22 07 70 00

- **Vacation and vacation pay**

Vacation pay is earned in the previous year the vacation is used. This means for example that by the end of 2007 you have earned the money to finance the vacation in 2008. It is paid in stead of salary during the vacation.

Employees who have not been working in Norway in the previous year also have the rights to take out vacation days, but they do not necessary have the right to vacation pay.

Vacation pay is calculated from your gross income in the previous year. The vacation pay represents 10,2% of the gross salary.

Most employers pay out the vacation pay on the last salary before the vacation is taken out.

If you have any additional questions regarding rights to vacation and vacation pay, please contact the local tax office or the Labour and Welfare office (NAV)

- **Legislation in case of injury and/or illness**

As an employee in Norway you are protected through the Norwegian legislation in case of injury or illness resulting from your work. Norwegian legislation applies to foreign employees in Norway the same way as for Norwegian employees. The Working Environment Act is the most important of these laws. It is there to safeguard your health and safety in the workplace, and to regulate labour rights and duties.

It is always the employer's duty to make sure that the rules and regulations are followed. Whether you are temporarily employed or permanently employed, your employer, contractor or hirer (user) is obliged by law to ensure that you receive certain rights. However, as an employee you also have responsibilities under the law. Employees must cooperate and contribute to the work of achieving high

standards of health, environment and safety in the workplace.

It is the *Norwegian Labour Inspection Authority* (Arbeidstilsynet) that governs the regulations in the Working Environment act. If you have concerns about your workplace you should always raise these with your supervisor and employer first. If you experience that this does not produce results, you can contact the safety delegate (verneombud). All workplaces should have safety delegates. If no solution is found you can contact the Norwegian Labour Inspection for advice and guidance.

www.arbeidstilsynet.no

- **Learning Norwegian**

If you have a long perspective on your stay in Norway it is very important to learn Norwegian. This is simply because it will be easier for you to understand, be understood and to participate in the Norwegian society.

There are different rules regarding both rights and obligations for immigrants in Norway. Work immigrants have no rights to take classes in the Norwegian language for free. Work immigrants from outside the EU /EEA still have an obligation to participate 300 hours of Norwegian, but they have to finance the costs by themselves. Work immigrants with work permits after the EU/ EEA rules has no obligations to participate in Norwegian language classes. Everybody who wishes to apply for Norwegian citizenship must have attended a minimum of 300 hours of Norwegian, or be able to show documentation on their knowledge in Norwegian.

Most of the communities in Norway offer classes in Norwegian. You can contact the municipality in your community to find out more about language classes and prices in your region.

- **Education:**

If you wish to take education in Norway you can contact the municipality in your community for more information.

To be able to attend higher education at a university or college, you must have completed high school or similar education. To get more information about higher education in Norway you can read more on:

www.study-norway.net

If you already have a higher education/degree there are possibilities to get your education/degree recognized in Norway. This is something you have to apply for.

Information about recognition of higher education from abroad is available from the Norwegian Agency for Quality Assurance in Education (NOKUT) www.nokut.no

- **Use of foreign registered motor vehicle in Norway**

There is a formal legislation regarding use of foreign registered vehicles in Norway. If you have decided to bring a car to Norway is it your responsibility to find which legislation that applies to you.

In general, you may be able to import a foreign –registered car to Norway duty-free and tax-free and use it *temporarily*. BUT it is a requirement that you are only *temporarily residence* here. The temporary stay is calculated from your entry date in Norway, not from the point when the vehicle is imported. It is your responsibility to check with the necessary official authorities which kind of residence you have.

You must be able to document that you satisfy the conditions for importing and using a foreign registered vehicle in Norway. Romtec Jobs therefore strongly recommend you to keep copies of all information regarding your residence and employment contract in your vehicle. You will have to pay huge fines if you drive foreign- registered vehicles in Norway without permission. Your car can also be confiscated by the Norwegian Customs and Exercise.

You can contact the Norwegian Customs and Exercise if you have additional questions:

Telephone Information centre: 030 12

Email: tad@toll.no

Other useful websites with information about Norway:

- **The Norwegian catholic church:**
<http://www.katolsk.no/>
- **Visit Norway (The official tourist information)**
<http://www.visitnorway.com>
- **Portal for all Norwegian newspapers**
<http://www.norske-aviser.com>
- **Portal for public sector information and services**
<http://www.norway.no>
- **The directorate of Immigration and diversity**
<http://www.imdi.no>
- **Polish Connection (Information center for polish workers in Norway)**
<http://www.polishconnection.no/>

We hope that you have found this booklet informative about some of the aspects of the way of living in Norway. Please feel free to contact Romtec Jobs if you have further questions or comments.

Enjoy your stay in Norway!