



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)

The applicant is a citizen of :
Ukraine

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 your documents are not in Norwegian or English, they **must be translated into Norwegian or English by an authorised translator**. The translation must include the name of the translator and the date of the translation.

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 signature form from the Application portal (or application form)

You will find the signature form as a PDF on the receipt page when you register your application online. Please print this form, sign it, and bring it with you to your appointment. If you are submitting your application at a Danish embassy, please bring a filled-out application form instead.
(www.udi.no/forms).

- ☐ one recent passport-sized photo against a white background (if you apply from abroad)
- ☐ 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. You will be asked to provide this number when filling out your application.

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

UDI Offer of employment form (pdf, 1,0 MB), (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 do not need to submit any documentation if the position requires a master's degree and the salary you have been offered by your employer is at least NOK 599 200 per year pre-tax or the position requires a bachelor's degree and the salary you have been offered by your employer is at least NOK 522 600 per year pre-tax.
 - In other cases, you must provide documentation that you have been offered a salary that is not lower than what is considered normal for your occupation where you will be working. An example of such documentation could be wage statistics from an industry organisation/association. However, it takes substantial evidence to provide documentation for a normal salary that is lower than the amounts mentioned above.

These amounts are required following a significant adjustment to the normal salary levels to reflect wage growth in Norway.

- ☐ documentation of your education

- If you have completed an education or a degree at an university college or university, or have completed a vocational training programme at upper secondary school level, you must submit a diploma **and** transcripts showing 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

- Work certificates: You must provide work certificates from previous employers that contain **detailed** information about:
 - how long you worked there,
 - what training you received,
 - what work tasks you had and
 - what qualifications you have.
- Courses: If you have completed courses in the profession, you can attach the relevant documentation as a supplement to the work certificates. The documentation must contain information about the duration/number of hours and the content of the courses.

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 basis for assessing 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 which shows that you have held a residence permit for the last six months in the country you are applying from

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 to work offshore

- ☐ information about the installation's name and documentation that it is a fixed installation

If you are going to work for more than one employer

- ☐ explanation/ documentation of this

From each employer you must also attach UDI's job offer form (pdf, 1,0 MB), completed.

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 authorised by the relevant recognition authority for your profession

Check here if approval or authorisation is necessary in your profession, and which recognition authority you must contact. (external website).

(<https://hkdir.no/en/foreign-education/lists-and-databases/regulated-professions>)

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

- ☐ a list from your employer of the assignments you are going to do, and a confirmation from each of the clients (customers) on the specific assignment you are going to do for them

In the confirmation, the client (customer) must write

- what period you will carry out the assignment with them,
- enter the number of hours per week you will work with them, and
- provide a detailed description of your work tasks.

The client (customer) must sign the confirmation of assignment

- ☐ 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/ (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

- ☐ Some people may be allowed to work during the application process according to the scheme "early employment start"

[Read more about who and how to get this here.](#) If you want an early employment start, you must request this when you hand in your application to the police.

- ☐ residence permit during application processing: a letter where you request this. In reality, the police rarely give such permission, and UDI does not give such permission.

Date/place: Signature: