**Checklist for non-Norwegian nationals employed by NTNU internationally**

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| **Questions to examine membership in Norwegian Social Security Scheme:** |  |
| **WITHIN EU/EØS** |  |
| Are you a citizen of a country within EU/EEA? | Yes: No: |
| Will you be performing your work for NTNU in a country within EU/EEA?  Will you additionally be performing work from Norway? | Yes: No:  Yes: No: |
| Will you be performing your work from multiple countries within EU/EEA? | Yes: No:  If yes, please specify countries: |
| Do you have other employers within EU/EEA than NTNU? | Yes: No:  If yes, please fil in:  Employer:  Percentage of fulltime position: %  Is the employer a public university/employer:  Yes: No: |
| **OUTSIDE OF EU/EEA** |  |
| Are you a citizen outside of EU/EEA? | Yes: No:  If yes:  Please contact the social security authorities in your home country to obtain a Certificate of Coverage, which will document your membership in the national social security scheme.  I want HR at NTNU to contact me for assistance |
| Will you be performing your work for NTNU in a country outside of EU/EEA?  Will you additionally be performing work from Norway? | Yes: No:  Yes: No: |
| Will you be performing your work from multiple countries outside of EU/EEA? | Yes: No:  If yes, please specify countries: |
| Do you have other employers than NTNU outside EU/EEA? | Yes: No:  If yes:  Employer:  Percentage of fulltime position: % |
| **Information for the employee:** |  |
| Work permit:  If you are a citizen outside EU/EEA and will be working for NTNU in another country than your home country, you might have to apply for a work permit or a visa. | Not relevant (I am a citizen within EU/EEA/I will be executing work for NTNU in my home country)  Relevant, and I have applied for a work permit for working in *(fill in country)*:  Yes: No: |
| Taxes:  In Norway, taxes are considered an individual responsibility, and employees are thus expected to check with local and Norwegian tax authorities regarding to which country ones tax liability lies.  If you occasionally will be executing your work from Norway, you are normally limited taxable to Norway for days of work executed in Norway (salary earned in Norway).  If your work and stay in Norway lasts for a total of 183 during a 12month period, you might become fully taxable to Norway. | Deliver documentation on tax liability to local HR for registration.  If you will be performing your work both in Norway and abroad, fill in the [travel planner](https://i.ntnu.no/documents/portlet_file_entry/1305837853/Reiseplanlegger+2023.xlsx/d63e38f6-c031-9252-708a-2fc1eb9c49cc) together with local HR in order for NTNU to ensure correct tax deduction. |
| Insurance:  Employees who are not to become members in the Norwegian social security scheme (employees from/working for NTNU outside EU/EEA) are *not* covered by the group life insurance in the Norwegian Public Service Pension Fund (Statens pensjonskasse), nor the Norwegian occupational injury insurance. | I have submitted documentation of equivalent\*/private insurance coverage from my home country.  Not relevant (I am an EU/EEA citizen and work for NTNU in an EU/EEA country)  \*equivalent= health, risk/injury and group life insurance |