NTNU

Dear partner,

NTNU is again ready to receive your nominations for the coming year (autumn 24 and full year 24/25).

We are aware that some exchange agreements are in the process of being renewed. Though these processes might not be completed at this point, we are working under the assumption that they will be renewed/extended and ask that you nominate your students accordingly.

If you are no longer responsible for nominations in your organization, please let us know so we can update our records.

Please note that nominations sent via y e-mail will not be considered! We apologise for any inconvenience.

Nomination and application deadlines

Nomination deadlines:

- Autumn semester/Full year: 15 March (non-EU/EEA citizens) or 15 April (EU/EEA citizens)
- Spring semester: 15 September (Portal will open in August)
    - *NB: To nominate students within the **TIME Double degree, UNIS or architecture/medical doctor programmes,** please send an additional e-mail to nominations@st.ntnu.no by the nomination deadline. In this e-mail, please specify which students are nominated for these particular programmes.*

Application deadlines:

- Autumn semester/Full year: 1 April (non-EU/EEA citizens) or 1 May (EU/EEA citizens)
- Spring semester: 1 October

STEP 1 - Log in:

Nominators from NTNU's partner universities log in to the [NTNU online nomination service](). Note: Choose "Norwegian University of Science and Technology"

- **Username**: The e-mail address to which this e-mail was sent.
- **Password**: First time users must order a new password.

If you have forgotten your password, you can order a new one.

The Nomination service supports Internet Explorer 8 or newer versions, along with most other browsers (e.g. Safari, Opera, Firefox, Chrome).

STEP 2 - Choose relevant agreement:

After logging in, you will see the agreements your institution has with NTNU (the agreements that are registered on your username). Select the relevant agreement from the list and click the "Add new nomination" to nominate a student within the agreement.

STEP 3 - Register nominated students:

Please take care to enter the student's information correctly:

- E-mail address
- Name (Full name as in passport. Please include ALL names!)
- Gender
- Date of birth (YYYY.MM.DD)
- Number of semesters (one or two, if applicable)

Add the nomination: After completing the student's information, click on "Add Nomination" to save the data. After ca. 30 minutes the system will send a confirmation e-mail to the nominated student's e-mail address, and a copy to you. Should you wish to cancel the nomination of the student, no e-mail will be sent if you cancel within these 30 minutes by clicking on the delete button (red circle with the white cross).

Nominations for students for TIME Double Degree, UNIS, or within the architecture/medical doctor programmes: In addition to submitting these nominations in nomination web, please send a list of these students to nominations@st.ntnu.no to ensure that we are aware that they are nominated for these particular programmes. It is very important that we get an e-mail specifying which students will be coming within these programmes as they will require some additional administration. If we do not receive information about these students, they may risk losing their place. The students should also include information about this in the "Extra information" field of their application.

Change the student's data: Please note that the data you have entered about the student cannot be edited once it has been entered by clicking on the "Add Nomination" button. If you typed incorrect data, please delete the nomination using the delete button (red circle with the white cross) and then "Add New Nomination" to start the process again.

STEP 4 - Upload documents:

We encourage partners to upload the students' relevant documents in the nomination process, but the student can also upload documents when applying. You can add documents by clicking "Documents and details" by the student's nomination.

Required documents for exchange students:

1. Official grade transcripts for all university studies (including grade transcript and diploma from bachelor degree studies)
   o The official transcript needs to have a signature and stamp from the student's home institution
   o French students should also submit grade transcripts from Les classes préparatoires aux grandes écoles (CPGE)
   o The transcript must be signed/stamped by your university or be digitally verifiable.
2. Official translation of grade transcripts if originally in another language than English or a Scandinavian language
3. A list of the courses the student is currently taking (may be written by the student)
4. The personal identification page of the student's passport (or the official National ID card if the student is an EU/EEA citizen)
5. A short CV
6. Additional form for exchange students
7. Only for non-Erasmus+ students: Documentation of English proficiency

STEP 5 - Add more students:

Complete Steps 2 and 3 for each student you wish to nominate.

You may log in again later to upload more documents and to check the application status of your nominated students.

After nomination

E-mail to students: When you have finished the nomination, the nominated students will receive an email from NTNU confirming that their nomination, and an e-mail with a password to the NTNU's online application portal (Søknadsweb). Please note that the students will need to choose between our 3 campus cities: Trondheim, Gjøvik or Ålesund to submit their application. If you or your students are unsure which campus they should belong to, please do not hesitate to contact us.

Students should choose the "log in International Applicant" option and upload the necessary documents missing from their application.

They will also need to state the following in the "Extra information" field in their application:

- Name of home university
- 6 courses which you would like to apply to at NTNU in order of priority. Fill in both the course code and the name of the course. The expected normal study load for one semester is 30 credits, which usually corresponds to 4 courses. NTNU course overview

This information will be sent to the students directly in the confirmation email.

Student application status: You can keep track of each student's status by logging in on the online nomination portal at any time. On the "Available agreements and admission" webpage you may see all relevant agreements and the application status of your nominated students; nominated, applied, admission granted, withdrawn etc. You may also upload additional documents for each student if necessary.

Acceptance letters will be sent out in early December for the Spring semester and in early June for the Autumn semester.

Non-EU/EEA citizens requiring a residence permit to study in Norway will receive their acceptance and invitation letters in mid-November/mid-June, respectively, as well as information on how to move forward.

Questions? If you have any questions or concerns, please do not hesitate to contact us at

Trondheim: nominations@st.ntnu.no

Gjøvik: international@gjovik.ntnu.no

Ålesund: international@alesund.ntnu.no

Kind regards,
Unit of International Relations
Office of Admissions and International Relations
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