

Application guide for International exchange students

NIH has created a step by step guide to assist exchange students with their application.

For more information regarding an exchange to NIH, see our website:

<https://www.nih.no/en/studies-at-nih/>

Step 1 – Get nominated:

Your university nominates you for an exchange to NIH.

Step 2 – Check your inbox:

- You will receive email informing you about your login procedures
- If you are missing emails, check your spam filter in your email account
- Read the information carefully and find your password

Step 3 - Søknadsweb:

- Follow the link in the email to access the application process. You can also use the following link:
<https://fsweb.no/soknadsweb/>
You may need to manually choose "Norges idrettshøgskole" from the drop-down menu



Velg en institusjon

A screenshot of a web application interface. At the top, there is a dropdown menu with the text 'Velg fra lista' and an upward-pointing arrow. To its right is a button labeled 'Fortsett'. Below the dropdown menu, a list of institutions is displayed. The list includes: 'Landsberg videnskabelig høyskole', 'MF vitenskapelig høyskole', 'Forsvaret', 'Norges Handelshøyskole', 'Norges idrettshøgskole' (which is highlighted with a blue background), 'NLA Høgskolen', 'Norges miljø- og biovitenskapelige universitet', 'Norges musikkhøgskole', and 'Nord universitet'. A search icon is visible in the top right corner of the list area.

- Click "Fortsett"

Step 4 - Søknadsweb:

- Change language to "English" at the top, right hand corner
- Choose the correct login type (International Applicant)

Login Language

NIH NORGES IDRETTSHØGSKOLE **Søknadsweb** Norwegian School of Sport Sciences

Choose login method

 **Feide**
Feide is the chosen solution of the Department of Education for secure identification in the education sector
[Log in or register using Feide](#)

 **ID-porten**
ID-porten is an identification portal at the Norwegian Agency for Public Management and eGovernment (Difi) which provides secure logon with an electronic ID (e-ID) from MinID, BankID, Buypass and Commfides.
[Log in or register using ID-porten](#)

 **European electronic id**
Applicants with an electronic id from an eIDAS member state may
[Log in or register using eIDAS id](#)

 **Logon using your 11-digit ID and PIN**
Norwegian National Identification Number ("fødselsnummer")

PIN code

 [Send PIN code by email](#)

 **Login International Applicant**
Applicants without a Norwegian National Identification Number ("fødselsnummer") can log on here.
Email address

Password

 [Send me a new password](#)

Step 5 - Søknadsweb:

- Type in your email address and your password (you received this in an email)
- Click "Log on"



Søknadsweb

Norwegian School of Sport Sciences

<h3>Login International Applicant</h3> <p>Applicants without a Norwegian National Identification Number ("fødselsnummer") can log on here</p> <p>Email address</p> <input type="text"/> <p>Password</p> <input type="password"/> <p>Log on (Send me a new password)</p> <p>Register new international applicant</p>	<p> Users from Norwegian universities and colleges</p> <p> Log in using ID-porten with MinID, BankID, Buypass or Commfides</p> <p> Log in with electronic id from a member state of the European Union</p> <p>National Identifier and PIN</p> <p>International Applicant</p>
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[Declaration on data protection](#)

Step 6 – My profile:

- Address
 - o Add your full home address, including:
 - Street address (Address Line 1 and, if needed, Address Line 2)
 - Portal Code – City
 - Country
- Mobile number

It says it is optional, but you MUST add your mobile number. Failing to do so, you will not receive your username and password for the NIH systems when you arrive for your exchange

 - o Choose from the list your country
 - o Add your phone number



My Profile

Address (Use Norwegian format instead)

Thomas Halvorsen

Address Line 1:

Address Line 2: (Optional)

Postal Code - City:

Country:

Mobile number (Optional)

- Entrance requirements
 - o Leave it as "No"
- Consent
 - o You have the option to choose with "Yes" or "No" on both questions
- Click "Next"

Step 7 - New Application:

- Read information carefully to find available course packages, and important dates
- Choose course package in the drop-down menu under "Choose application alternative"
 - o **You must choose two alternatives in prioritized order** (only for exchange during the fall semester)
- Click "Next"



New Application

Nomination Term Autumn 2019

Information on course packages for applicants:

To complete your application you must select one of the course packages below.

The four course packages includes the following courses (course codes):

Outdoor studies:

EXFLL1, EXFLL2, EXFLL3

Sport Management and coaching:

SPM323, SPM325, SPM327, TI200

Differs semester to semester

Sport Biology and Health:

FAH325, THP200, THP201

Other Course Combinations:

This option would be for those who wish to take the UTV-Essay course, along with one or two other courses from the Sport Biology and Health course package.

If you have any questions, please contact the NIH International office BEFORE you complete your application. You can send an email to: exchange@nih.no

Please note: You CANNOT combine courses from the different packages, because of the course schedule and examination times.

<http://www.nih.no/en/studies-at-nih/>

Application deadline

01.05.2019

Result will be published

15.05.2019

Documentation submission deadline

01.05.2019

Differs semester to semester

Choose application alternative

1.

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Step 8 – Uploading documents:

- You must upload the following documents, if you nominator has not done so already:
 - o Transcript of records
 - Stamped and signed by your home university
 - Must be in English or in a Scandinavian language
 - o Motivation letter
 - Why do you want to take the course package you have chosen?
 - Why do you want to come to NIH and Norway?
 - o Copy of your passport information page, or a valid national ID card
- To upload a document, click on "Choose new document"



Uploading documents

Upload documents confirming your education, learning agreement and motivational letter.

Submission deadline

Application	Deadline
Nomination Autumn 2019	01.05.2019

[+ Choose new document](#)

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Step 9 – Choose new document:

- Type of document
 - o If you are uncertain, choose "Other – other"
- Institution
 - o Write the name of your home university
- Start and End
 - o You have to put in dates, but not important which dates you use
- Description
 - o Leave blank
- Click "Choose file" to find the file you wish to upload
 - o Documents must be either in .pdf or picture format
- Click "Upload"

The screenshot shows a web form titled "Upload Document". The form includes the following elements:

- Type of Document:** A dropdown menu with the text "Choose Document Type".
- Institution:** A text input field.
- Start:** A date input field with the placeholder "dd.mm.yyyy".
- End:** A date input field with the placeholder "dd.mm.yyyy".
- Description:** A large text area for entering details.
- Buttons:** A "Choose file" button and a "Close" link at the bottom right.

You can, at any time before the deadline to upload documents, go back to your application and upload additional documents. You do so by logging back into your application, and then choose "My Documents" from the menu.

IMPORTANT:

All documents under "Step 8 – Uploading documents" must be uploaded and filled out correctly before your application is considered complete.