



NTNU

Norwegian University of
Science and Technology

NTNU is ready to receive your nominations for the 2025-2026 academic year.

- You can now nominate students for *autumn semester*, *full year exchange*, and *spring semester only (spring 2026)*.
- If you cannot find the right agreement when logging into the portal, get an error message, or something is otherwise amiss, please send us an email.
- We are only able to process nominations made through the online system. Any nominations sent by email only, will not be considered.

Deadlines

Nomination deadlines:

- Autumn semester/Full year: 15 March (non-EU/EEA citizens) or 15 April (EU/EEA citizens)
- Spring semester: 15 September
 - **Nominating TIME, UNIS, EEA Grant, Music Performance, Architecture or Medicine**
 - Please send an additional e-mail to nominations@aud.ntnu.no by the deadline, specifying which students are nominated for these particular programmes.
 - **TIME Double Degree students:**
 - Both EU/EEA and non-EU/EEA citizens nominated within the TIME double degree are exempt from paying any fees during their first year. In their second year, EU/EEA citizens will have to pay the semester fee, while non-EU/EEA citizens will have to pay both tuition and semester fees in their second year.

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](#). Choose "Norwegian University of Science and Technology" as the institution.

- **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.

STEP 2 - Choose relevant agreement:

After logging in, you will see the agreements your institution has with NTNU. Select the relevant agreement from the list and click “Add nomination” to nominate a student within the agreement.

STEP 3 - Register nominated students:

1. Choose the relevant starting semester for you nominated students.
2. Please make sure the student’s information is entered correctly:
 - Email address
 - Name (As in passport. Include ALL names, and write all given names in the "first name" field)
 - Gender
 - Date of birth (YYYY.MM.DD)
 - Citizenship (Must match passport/national ID, not residence card)
 - 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 email to the nominated student's email address, and a copy to you. Should you wish to cancel the nomination, please do so by clicking on the delete button (red circle with the white cross). No email will be sent to the student if the nomination is cancelled within the first 30 minutes of the nomination being submitted.

Changing the student's data: Please note that the data you have entered about the student cannot be edited once it has been entered and saved by clicking the "Add nomination" button. If you have included any incorrect information, please delete the nomination using the delete button (red circle with the white cross) and then “Add nomination” to start the process again.

Special considerations when nominating students for the TIME Double Degree, UNIS, EEA Grant or within the music performance/architecture/medical doctor programmes

- In addition to submitting these nominations in nomination web, please send a list of these students to **nominations@aud.ntnu.no** to ensure that we are aware that they are nominated for these particular programmes. It is very important that we get an email 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 spot. The students should also include information about this in the “Extra information” field of their application.

STEP 4 - Upload documents:

We encourage partners to upload the students' relevant documents, but the student can also do this 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's degree studies)
 - French students should also submit grade transcripts from Les classes préparatoires aux grandes écoles (CPGE)
2. Official translation of grade transcripts if originally not in English or a Scandinavian language
3. A list of the courses the student is currently taking (may be written by the student)
4. A scan of the ID page of the student's passport (can also be national ID card for EU/EEA citizens)
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 Step 2 and 3 for each student you would like to nominate.

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

After nomination

Email to students: When you have finished the nomination, the nominated students will receive two emails from NTNU: one confirming their nomination, and another with a password to [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. They should make their selection based on the courses available at each campus. Students coming to Trondheim can also select if they are interested in applying to the Intensive Norwegian Summer Course, which will be held at the start of August.

Students should access the application portal and choose "Login International Applicant" to upload the necessary documents missing from their application. They will also need to list six NTNU courses (per semester) in order of priority, including both course code and name. The expected study load per semester is 30 credits, which usually corresponds to 4 courses/semester. We ask the students to list 6 in case some are not available to them. More information on course selection and overview can be found here: <https://www.ntnu.edu/studies/exchange/courses>

This information is shared with the students directly in the confirmation email.

Student application status: You can keep track of each student's status by accessing 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 mid-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-May, 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@aud.ntnu.no

Gjøvik: international@gjovik.ntnu.no

Ålesund: international@alesund.ntnu.no

Kind regards,

Inbound Mobility Team

Unit for International Relations

Office of Admissions and International Relations

Norwegian University of Science and Technology (NTNU)