



NTNU

Norwegian University of
Science and Technology

NTNU is ready to receive your nominations for the 2026-2027 academic year.

- You can now nominate students for *autumn semester* and *full year exchange*.
- If you cannot find the right agreement when logging into the portal, get an error message, or something is otherwise amiss, please get in touch.
- We are only able to process nominations made through the online system. Nominations sent only by email will not be considered.
- Arrival and departure confirmations will be sent to the email address used to nominate the students.
 - If the documents should be sent to a different email address, please inform us via email.

Deadlines

Nomination deadlines:

- Autumn semester/Full year: 15 March (non-EU/EEA citizens) or 15 April (EU/EEA citizens)
 - **Nominating 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**
 - Please see separate email sent to TIME Double Degree partners for more information.

Application deadlines:

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

Guidelines for nominating your student(s)

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 mobility period for your 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.

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 contact us and we will make sure to correct the error.

Special considerations when nominating students for 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.

Cancel a nomination: 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.

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 from bachelor’s degree studies)
 - French students should also submit grade transcripts from Les classes préparatoires aux grandes écoles (CPGE)
2. Translation of grade transcripts if the original documents are not in English. For Germanic and Romance languages, self-translation is accepted. For other languages, an official English version issued by the home university OR a self-translated copy signed and stamped by the home university is accepted.
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 (or national ID card for EU/EEA citizens)
5. A short CV
7. [Additional form for exchange students](#)

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

After being nominated, the students receive two emails from NTNU: one confirming their nomination, and another with a password to [NTNU's application portal \(Søknadsweb\)](#). Here, the students must choose one of our three campus cities to submit their application to: Trondheim, Gjøvik or Ålesund. They should make their selection based on the courses available at each campus.

Students should access the application portal and choose “Login International Applicant” to upload the necessary documents missing from their application.

Ordinary course students

Applicants must list 6 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 request 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>

Thesis/project work students

Applicants who have an agreement with an NTNU supervisor for thesis/project work during their mobility must include this in the “Additional Form” document. Applicants intending to carry out work but have not yet started the process, will have to secure a supervisor before the application deadline. Students are responsible for finding their own supervisor.

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 can find all relevant agreements and the application status of your nominated students; nominated, applied, admission granted, and withdrawn. If necessary, you may also upload additional documents for the students.

Acceptance letters will be sent out mid-June.

Non-EU/EEA citizens requiring a residence permit to study in Norway will receive their acceptance and invitation letters mid-May, 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

Norwegian University of Science and Technology (NTNU)