

Last updated: **June 29, 2020**

Disclaimer: These notes are an accumulation of personal experiences with the UDI. Self-employed visas are subjective and rely on UDI's criteria for scrutiny, which we have little idea about. Every artist/cultural worker will find their own way, best suited to their business/organisation model and analysis of the market. We encourage you to use your own discretion while reading these "tips and tricks". If you have had a successful "Self-employment" visa application in the past and would like to share your notes, please let us know and we will give you editing access. Also, if you would like to make your past application shareable, it might be wise to redact personal information before doing so.

Your checklist may vary slightly from another applicant. This is based on if you are delivering your application from inside-outside Norway, are-aren't an asylum seeker, or what the circumstances of residency you have at the time of application.

✓ Self-employed persons with a company in Norway

Requirements of the employee

- You must [pay an application fee](#).

Requirements relating to your education/qualifications

You must have one of the following types of education/qualifications

- a completed vocational training programme of at least three years at upper secondary school level, for example as a carpenter or health worker. There must be a corresponding vocational training programme in Norway.
- completed education or degree from a university/ university college, for example a bachelor's degree as an engineer or nurse
- special qualifications that you have obtained through long work experience, if relevant in combination with courses etc. A permit is only granted in such cases in exceptional circumstances. Your qualifications must be equivalent to those of someone who has completed vocational training.

Requirements relating to the employment

- You must have plans to engage in long-term business activities in Norway.
- The business concerned must normally be your own sole proprietorship. The business cannot be a limited company. You can only work in this business. You cannot take other work.
- The work you will be doing in the business must require your qualifications as a skilled worker.
- It must be likely that the business will give you a profit (business income) of at least NOK 246 246 per year pre-tax. The UDI will ask the county authority to assess if this is likely.
- If the type of business you will be running requires permits from public authorities, you must hold such a permit or a confirmation from the authority that you will be granted such a permit.

Rights and obligations

- You can be granted a permit for one year at a time.
- After three years, you can apply for a permanent residence permit.
- Your family members can [apply for family immigration to come and live with you in Norway](#). If your family members apply at the same time as you, you will receive the answer to your applications at the same time.

How to apply ›

CHECKLIST

Documentation you must hand in when applying for the first time

☐ **passport and a copy of all used pages in passport** [Hide explanation](#) ▼

- If you hand in your application in Norway, you normally only need to show your passport and hand in the copies.
- If you hand in your application abroad, you must normally hand in both your passport and the copies. If you need your passport back before you receive an answer to your application, please contact the place where you hand in the application.

☐ **signed cover letter from the Application portal (or application form)** [Hide explanation](#) ▼

The cover letter is the attachment you received via email when you registered your application online. Please print it and bring it with you. If you are handing in your application at a Danish embassy, please bring a filled-out application form instead. (www.udi.no/forms)

☐ **two new/recent passport size photos with white background**

In Oslo: there is a photobooth in front of the Joker at the Jernbanetorget entrance.

In Bergen:

In Trondheim: there is a photobooth at the Central Station and at Cewe Japan Photo

☐ **documentation which shows that you have somewhere to live in Norway**

[Hide explanation](#) ▼

This can be a house, apartment, a room in a shared flat or similar. If you are renting, you must hand in a written rental contract which is approved by the house owner, manager or housing co-operative.

It is recommended (but not required) that the apartment number (dwelling number) is stated on the contract. This number consists of an H and four digits, for example H0101. When you are filling in the application form, we will ask you for this number.

Note:

If, for some reason, at the time of applying you do not have a registered address, give a friend's address. However, change this information on Skateetaten first.

☐ **documentation of your education** [Hide explanation](#) ▼

- If you have completed an education or a degree at a university or university college, you must hand in your diploma or other documentation which shows what education or degree you have completed.
- If you have completed a vocational training programme at upper secondary school level, you must hand in both a diploma and a transcript of your grades which shows how long the education lasted, the level and the content.
- If you have taken education which you have not completed, you must hand in documentation which shows how long the education lasted, the level and the content.

If you have previously handed in this documentation to the UDI, you do not have to hand it in again.

If a diploma is your documentation, bring the original to your appointment, and photocopies as well.

☐ **and/or documentation of your work experience** [Hide explanation](#) ▼

You must hand in documents which contain detailed information from your previous employers regarding how long you worked there, what training you were given, your work tasks and your qualifications.

You only need to document work experience in addition to, or instead of, documentation of education if the work experience should be part of the assessment of whether or not you are a skilled worker.

☐ **CV**

☐ **a detailed description of the business, including an assessment of the market and the sales potential for your product or service and your role in the business**

Note:

1. Number the pages of your application

2. **Make your company (right) before applying for the visa, here: <https://www.brreg.no/>**

- just be sure to not operate your company without the permit to do so (no invoicing).

- Type of company: sole proprietorship/ enkeltpersonforetak

3. Business Description:

- While describing your business, try to be consistent with the “company description” in the Brønnøysund registration

- Explain how the company offers services based on your skills acquired through education, practice and work experience.

- Explain a past project or upcoming project. Explain how training is relevant for this job. Give documentation of your involvement in a related project (show pictures, emails, your name printed in things...)

- List and explain the products and services offered by the company, link them to your past work experience and education: Example: “artistic services” or “creative services”, expanded as: Creative consultancy, research & project management, Education, Media Communication & creating artworks for exhibitions and festivals

- Share documentation (pictures, text mentions in norwegian publications, anything that will make your goods or services more tangible... consider including pictures of yourself “in action”)

- Substantiate your business description with market assessment and sales potential for products/services.

4. Market Assessment:

- Since your application will be seen alongside non-cultural businesses, it might be wise to introduce how artists and cultural workers are entrepreneurs, how they earn money: find reports by Kulturrådet, UKS, do minimal searches on papers written in Scandinavia (preferably Norway) about this topic and reference them, quote from them.

- Why is [insert the city you live in] an ideal place for your organisation/business?

- Who is your customer base going to be? Example: Public/private cultural institutions, independent artists/curators, academic institutions

- List potential clients/Network: List all the institutions and people you have professional connections with, even if you’ve worked for them in the tiniest capacity or there is potential to work with them in the future. If you have pictures from working with institutions or people, include that. In the future, document your work.

- Describe the contracts or letters of intent [upcoming point]

- Document all offers of employment or small jobs, even if you ultimately did not take them, just to prove that your skills are in demand by colleagues-employers in your field.

- If you sell artwork, make a list of artworks sold and that are on the market with photo,

description and price. (Check for example <https://atelier.as...> consider putting your work on this platform and taking screenshots).

☐ **specification of the location of the business premises and the name of the business**

Note:

1. Attach rental contract if you work from a studio
2. Attach photos of the place you work from

☐ **any necessary permit from a public body, if applicable, or a prior commitment of such a permit**

☐ **if the business is newly established: budget for the business**

Note:

1. You can include an income analysis: what will compose your income? grants + income from services (refer back to the contracts and letters of Intent) + sale of artworks
<https://www.norskebilledkunstnere.no/aktuelt/dagpengeordning-for-billedkunstnere/>
Layout the information clearly, for example in a spreadsheet that would make all the numbers (incomes) obvious.

2. Budget: capital (starting amount) + business setting up expenses (if you have non, explain how you have all equipment required to start your business) + potential income (Set your hourly rate as per Norwegian salary standards) + how will you meet required income (246246 NOK) and exceed it

3. Always good to indicate how your business contributes to society and can possibly create jobs for others (hire other cultural workers)

4. Budget description:

Describe the contracts you have.

Example:

Contract for work with _____

Explain briefly the work you will do

It is confirmed that I will earn _____ NOK per month, or _____ NOK in 2020.

Example, if you are selling art:

As a professional artist, I exhibit, make and sell artworks. As I'm still in the establishing phase of my career, these sums are on the modest side, though momentum is building with

each year.

I will earn a confirmed _____ NOK artist fee from exhibitions, and I estimate to sell an additional _____ NOK in artwork in 2020.

- ☐ **if the business is established: accounts (income/expenses) and bank statement for the business' bank account for the past 12 months**

This is a printout of all activity from the bank account you've designated for your company.

- ☐ **UDI's checklist, filled out and signed (this list)**

Additional documents for some applications

If you submit your application in a country other than your home country

- ☐ **documentation that you have held a residence permit for the last six months in this country**

We assume this would be the original as well as a photocopy of any permit for a country you were residing in at the time, or stamps in your passport.

If you submit your application in Norway

- ☐ **documentation which shows that you are in Norway legally** [Hide explanation ▾](#)

For example: Visitor's visa, residence permit in another Schengen country and /or documentation which shows when you travelled into Norway/Schengen.

If you have a residence permit in Norway, you do not have to hand in anything.

If you have already entered into contracts with clients

- ☐ **contracts or letters of intent**

Note:

1. Try and get contracts that add up to 70-80% of the required income i.e. 246246 NOK
OR

have a couple of contracts but Letters of Intent from large institutions like NTNU/KhiO, Kommunes, Museums, Kunsthalls, or other established organisations.

2. Watch out if downloading standard contracts from the internet. They have words like "Feriepenger" and "ansettelse" and "lønn" which are specific to employment, which will confuse your case handler if you are applying for a permit for self-employment.

3. Letter of Intent (LOI) (intensjonsavtale):

- is a letter written by a company or person that wants to hire you/work with you. This letter states that the company/person will hire you for a specific project at a specific hourly rate (determine one based on Norwegian salary standards). The companies who sign them are not forced to hire you; they just intend to.

- LOI is a good way to convince UDI that these people/orgs see potential in you and your capabilities and will hire you in the future. Convince institution leaders to write LOIs for you, get friends with companies to write LOI's for you too, especially if they have received funding for a project.

If you are to work in a profession for which recognition or authorisation is required

☐ **documentation that you have been recognised or authorized by the relevant recognition authority for your profession** [Hide explanation ▼](#)

[Check here if approval or authorization is necessary in your profession, and which recognition authority you must contact](http://www.nokut.no/en/Foreign-education/Other-recognition-systems/Regulated-professions/List-of-regulated-professions/) (<http://www.nokut.no/en/Foreign-education/Other-recognition-systems/Regulated-professions/List-of-regulated-professions/>)

If you are also going to work as an employee

- ☐ **a letter where you explain why you are going to work as an employee and how long you will be employed by this employer** [Hide explanation](#) ▼

You can only be granted permission to also work as an employee if there are special reasons for this. It is therefore important that you explain why you wish to work as an employee.

- ☐ **UDI's Offer of employment form, completely filled out** [Hide explanation](#) ▼

[Offer of employment form \(pdf, 1,0 MB\)](#)

Note:

UDI does not allow a mixed economy. However, please do try and write a letter in support of being both employed and self-employed as those are the working conditions of artists and cultural workers. This is a risk. It has been the experience for at least one of us, that the rejection of the request for exception, also meant the rejection of the complete application, in which case you would have to go into an appeal process.

Consider getting a letter of support from UKS or NBK, explaining an artist's need for a mixed economy. They have provided such letters of support before.

Look at point 2.7 in the regulations for this permit. Write an explanation about how the grounds for an exception applies to you.

https://www.udiregelverk.no/en/documents/udi-guidelines/udi-2014-009/?fbclid=IwAR0tq381oYIWjFkjqomViwKH01Poj7AhPygFI93ITXLGDywx4qC2UMXxzVE#2.7.2.7._Exemption_from_the_requir

If you want a representative to follow up your application in UDI on your behalf

- ☐ **power of attorney form** [Hide explanation](#) ▼

You can use this form [Form for granting Power of Attorney \(pdf, 677 kB\)](#) (www.udi.no/forms) or the form you received by email when you registered your application in the Application Portal.

If you want to work during application processing

- ☐ **residence permit during application processing: a letter where you request this**

Note:

1. Under regular circumstances you cannot start your own business prior to receiving a "Self-Employed Visa with Company in Norway". So, this is an important letter to write. Convince them you have a line-up of work contracts/clients for the period of the visa processing, so that they can give you permission to work during the processing time.
2. If they decline this request and you have work on hand, try and accept the payment without invoice (if your client agrees) and invoice them later once your visa comes through, if not, find a way to be paid in cash or via a friend's account.