HOW TO REGISTER FOR THE SEMESTER IN STUDENTWEB

NOTE: There have been some changes in studentweb and the menu that used to be on the left hand side is now on the top of the page. There may be some minor differences with the guide included here.

Step 1  Activate your IT user account and create your password:
http://www.hioa.no/eng/Studies/Student-Registration-at-HiOA

Step 2  Go to Studentweb: https://student.hioa.no/studentweb, press “Login Studentweb” and choose English from the top toolbar

Step 3  Choose ‘Feide’ and log in with your username (student number) and password

Step 4  Choose ‘Start Registration’

Step 5  Read through and accept your ‘Rights and Obligations’ as a HiOA student

Step 6  Confirm your Study Plan*

Step 7  Complete your Profile. For semester address use the HiOA Section for internationalisation address** if you don’t have a Norwegian address

Step 8  Complete the optional questionnaire about your family background

Step 9  Submit. You will receive an email confirming your registration

Step 10  Pay semester fee. NB: include your KID (Customer Identification) number. Not applicable for exchange students from partner institutions

*Study Plan
For most students, confirmation of your Study Plan (enrolled courses) is part of the semester registration. Check your Admission letter for which courses you should confirm. If you are unsure, you can still complete your registration and speak to your international coordinator on arrival at HiOA.

**Profile: Semester address:
HiOA Section for Internationalisation
Pilestredet 46
0167 Oslo

Questions about your semester registration?
- Detailed instructions: Below you will find detailed instructions and screen shots to guide you through the semester registration process.
- Before arrival at HiOA: Contact international@hioa.no
- After Arrival at HiOA: Contact your Student Service Centre - http://www.hioa.no/eng/Contact-us/Service-and-Information-Centres-at-HiOA
Step 1: Activate your IT user account and create your password: [http://www.hioa.no/eng/Studies/Student-Registration-at-HIOA](http://www.hioa.no/eng/Studies/Student-Registration-at-HIOA)

Step 2: Go to Studentweb: [http://www.hioa.no/eng/StudentWeb](http://www.hioa.no/eng/StudentWeb) and choose ‘English’ in top right toolbar.

Step 3: Log on using Feide with your username (student number) and password
Step 4: Choose ‘Start Registration’
Step 5: Read through and accept your ‘Rights and Obligations’ as a HiOA student.

Act relating to Universities and Colleges Note: Translation April 2005. This document is a translation of a legally binding document originally written in Norwegian. If a dispute arises as to the interpretation of this document, the Norwegian version takes precedence.

Read the text

I have read and accepted

Regulations relating to Studies and Examinations at Oslo and Akershus University College of Applied Sciences

Read the text

I have read and accepted

I hereby accept the Oslo and Akershus University College uses an internal E-mail address (username@stud.hioa.no) and the learning platform Frontier as the primary information channel for me as a student, and that I am required to stay up to date on the information delivered through these channels.

I have read and accepted

Rules regarding exam that apply to me as a student, to exam support materials and the use of sources and citation. Ignorance of the rules does not exempt from liability. HiOA uses the electronic text detection and plagiarism control tool Ephorus to detect copying in handed-in assignments.

Read the text

I have read and accepted
**Step 6:** Confirm your study plan: Check your Admission letter for which courses you should confirm. If you are not sure you can still complete your registration and speak to your international coordinator on arrival at HiOA.
Step 7: Complete your Profile. If you don’t have a Norwegian address yet, use the HiOA Section for internationalisation address as your ‘semester address’.

HiOA Section for Internationalisation
Pilestredet 46
0167 Oslo

Student International  (student number: 899078)

Semester address  (Use foreign format)

Student International

Address line 1:
HiOA Section for Internationalisation

Street address:
Pilestredet 46

Post code:
0167 OSLO

Telephone
Mobile number:  (Use foreign format)

Home telephone number:  (Use foreign format)

Email
Private email address:

Email address assigned by the institution:

Language
English
Step 7 continued..

Make sure to choose ‘yes’ for the semester card. You will then be able to pick up receive this semester card after the Orientation meeting.

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**Kjeller Campus students:**
- Choose Kjeller

**Pilestredet Campus students:**
- EPS students choose P35
- Health Sciences and Art and Design Students choose P32
- All other students choose P48

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**Change the PIN code**
- New PIN code: [ ]
- New PIN code (repeat): [ ]

**Library**
- Choose from list

**Acceptance**

**Picture reservation on external network**
(Show details)
- Yes [ ]  No [ ]

**Joint Library Card**
(Show details)
- Yes [ ]  No [ ]

**Exchange of exam results with other institutions**
(Show details)
- Yes [ ]  No [ ]

**Semester card**
(Show details)
- Yes [ ]  No [ ]
Step 8: Complete the questionnaire about your background.

Form: Foreign background

Please answer the following question:

Are you and your parents born in Norway/ Nordic countries?
☐ I do not want to answer/ no alternative is appropriate
☐ Yes
☐ I am born in Norway but my parents are born outside the Nordic countries
☐ I came to Norway before finishing Comprehensive School
☐ I came to Norway after Comprehensive School and I did High School here
☐ I came to Norway as an adult
Step 9: You will receive an email confirming your registration.
**Payment of semester fee**

Full time degree students (including Quota and Erasmus Mundus students) must pay a mandatory fee each semester. Students on an exchange programme (e.g. Erasmus+) are exempt from paying the fee.
Choose ‘Payment’ from the menu to see your invoice details.

<table>
<thead>
<tr>
<th>Invoice number</th>
<th>Invoice type</th>
<th>Term</th>
<th>Payment deadline</th>
<th>Invoice total</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>460344</td>
<td>Semesteravgift</td>
<td>HØST 2015</td>
<td>01.09.2015</td>
<td>NOK 730.00</td>
<td>Not paid</td>
</tr>
</tbody>
</table>
Click on the invoice number to get further invoice details. Use the payment details to pay online using internet banking.
If you need to pay using cash, print out the invoice and take it to the post office where they will help you to complete the payment.

### Studentweb
Oslo and Akershus University College of Applied Sciences

#### My invoices

<table>
<thead>
<tr>
<th>Invoice number</th>
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<td>Not paid</td>
</tr>
</tbody>
</table>

**Invoice details:**
- **Term:** HØST 2015
- **Payment deadline:** 01.09.2015

**Recipient:** Høgskolen i Oslo og Akershus
Avdeling for økonomi
Postboks 4, St. Olavs plass
0130 OSLO

**Swift:** DNBANOKK
**Iban:** NO5676940514947
**Organization:** 997058925

**Bank payment details:**
- **Bank account:** 76940514947
- **KID:** xxxxxxxxxxxxxxx
- **Invoice total:** NOK 730.00

It is very important that you use this when making your payment.

The invoice amount includes 40 NOK to SAIH, the solidarity organisation of students and academics in Norway. If you do not wish to support SAIH you may subtract 40 NOK from the invoice amount.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAIH Study option: Master Programme in Applied Social Sciences (optional)</td>
<td>40.00</td>
</tr>
<tr>
<td>Kopieringsavgift SAM Study option: Master Programme in Applied Social Sciences</td>
<td>140.00</td>
</tr>
<tr>
<td>Semester fee SIO Study option: Master Programme in Applied Social Sciences</td>
<td>550.00</td>
</tr>
<tr>
<td>Invoice total (NOK)</td>
<td>730.00</td>
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