**I e-posten: We look forward to hosting you at the Department of Biological Sciences (BIO) in connection with your research stay. Your host is xx. In this e-mail we would like to provide some information to help you plan your stay. Please read this information carefully.**

**Admission card/keys**Please pick up admission card/keys for the department buildings and the office space at BIO’s reception at Thormøhlens gate 53A, 2. et. during opening hours 08AM-15PM.

Your host is responsible for obtaining information from you to the administration needed to set up an IT account for you.

**Bench fee**
From the second month of your stay the Department of Biological Sciences will charge NOK 3000 per month in bench fee. This will be deducted from your grant if any or billed your home institution. Please provide us with billing information from your home institution for the last alternative.

**Reimbursements**UiB use a self-service solution for reimbursements of travelling expenses/other expenses, Payme. Contact your host and he/she will help submit necessary information for you to get access. You will find more information about Payme following [this link](https://www.uib.no/en/foremployees/141418/payme).

**Other practical information**For useful practical information for guest researchers at UiB in general, such as tax information, registration with the police, residence permit etc for EU/EEA / non-EU/EEA guests, social security and insurances, please follow [this link](https://www.uib.no/en/international/128593/guest-researcher-uib). Please contact Nina Hølland and your host if you need an official invitation letter.

**Applying for a Norwegian tax deduction card**If your stay involves a grant and your stay exceeds fourteen days you must register in person at the tax office. For the registration meeting, you will need to bring a letter provided by the administration at BIO with information about the amount of the grant from UiB. Please note that additional costs as tax and employer’s tax will be deducted from the grant.

We also like to point out that you can book an [appointment with the Tax Administration in advance of your stay here](https://www.skatteetaten.no/en/contact/offices/book/) to avoid an unnecessary delay The address is [Nonnesetergaten 4](https://www.google.no/maps/place/Nonnesetergaten%2B4%2C%2B5015%2BBergen/%4060.3889878%2C5.3325637%2C17z/data%3D%213m1%214b1%214m5%213m4%211s0x463cfeae85c40d65%3A0x2ec5426794a80e2f%218m2%213d60.3889852%214d5.3347524?hl=en), 5015 BERGEN.

Please be aware that issuing a tax deduction card may take several weeks. *Any payment before the tax deduction card is issued will be deducted 50 %.*

**Housing**UiB has a small number of rooms, studios and flats available to rent for guest researchers, please follow [this link](https://www.uib.no/en/foremployees/115109/uib-guesthouses), also for information about other housing options in Bergen.

In [this link](https://www.uib.no/en/international/128584/living-bergen) you will find some information about living and working in Bergen and Norway in general.