

# FARMSTAY NORWAY HANDBOOK

## WELCOME AS A WORKING GUEST!

Welcome to an interesting stay in Norway. By reading and filling out these pages, you will find important information regarding your stay in Norway. Please make sure to read all the information carefully and to fill out the registration section (page 4, 5, 6) as thoroughly as possible.

### What is a Working Guest?

As a Working Guest and a member of a Norwegian host family, you get to know the Norwegian people, culture and customs in a unique way. You take part in the daily routines on a farm or in a tourist establishment and get to experience the country from « the inside ». Atlantis offers placements in agriculture for participants from all countries. EU/EEA-citizens (from countries that were members of the EU before 1st of May 2004) may also apply for placements in tourism. Due to transitional rules after the enlargement of the EU, participants from the new EU countries will have to follow the same rules as non-EU members.

To take part in this program you:

- Must be between 18 and 30 years of age
- Must speak English fluently
- Must be motivated to stay in a Norwegian family and willing to adapt yourself into their way of life
- Must be prepared to perform various tasks proposed by the hosts
- Should have agricultural experience (for placements on farms)
- Participants for placements in tourism must be EU/EEA-citizens (from countries that were members of the EU before 1st of May 2004) and should have some experience or interest for tourism as this would be an advantage

### Working hours and payment

Working Guests are to work maximum 35 hours per week and you are entitled to 1-½ days off weekly. You receive a weekly payment of NOK 890,-. Daily chores such as helping out preparing meals for yourself and the host family, tidying common areas, etc. is not considered part of your work hours. Lunch break is normally considered your time off, not work.

### Taxes

You must be prepared to pay taxes in Norway. The rate of tax will depend on how much you earn but you could expect at least 10 % (see Norwegian taxation services for updated details).

### Travel, board and lodging

All Working Guests must be prepared to pay their own travel expenses, from their home country to their host where they have been placed. The host family will offer lodging of reasonable good standard.

As a Working Guest in agriculture you live with the host family. You may be sharing the kitchen, living room and bathroom with your host family. You are responsible for keeping your room clean and tidy. You will have access to a washing machine for washing your clothes.

Working Guests in tourism may live with the people they work for but most likely you will be given a separate lodging alone or with several others who work at the same place as you do. Usually you will be having your meals with the employers and/or your co-workers. If you must pay for your own food you will get paid extra cover the cost of food.

### **Work permit**

Before coming to Norway, all Working Guests who are not EU/EEA-citizens (that means from countries that were members of the EU before 1st of May 2004) must apply for a work permit. You must NOT leave for Norway before you have been informed by the Embassy or Consulate that the work permit is granted.

The application for a work permit is to be handed in at the Norwegian Embassy or Consulate in your home country together with the original invitation (« Offer of Employment »). In case of a delay please contact your sending organization in your home country or Atlantis, and we will contact the Immigration Office for you.

### **Insurance**

When receiving your work permit, you become a member of the Norwegian Social Insurance Scheme. This means that if you get sick during your stay you will only have to pay a small fee for medical treatment at the hospital or at the doctor. In addition, when receiving your work permit, you will be covered by the Gouda Insurance policy. This insurance covers, among other things, extra travelling expenses, medical repatriation, medical escort, summoning of family member to Norway, reimbursement of registration fee paid to Atlantis, third party liability, some kinds of damage to goods of host family, damage to luggage and personal belongings.

You can get the policy conditions from your sending organization in your home country or by viewing them on our website: [www.atlantis.no](http://www.atlantis.no)

### **Your responsibilities**

Remember to contact your host to inform him/her of your exact time of arrival. Also, if you will be delayed you must contact the host as soon as possible to let him/her know that you will be delayed and inform him/her of your new time of arrival.

During your first 7 days of stay in Norway, you must contact the Social Benefits Office and the Tax Office in order to get a Norwegian personal number and a tax card. Your host will assist you. If you are not a citizen of the "old" EU/EEA or if you are an EU/EEA citizen that will stay in Norway for longer than 3 months, you must also contact the local police station. The police will stamp a full work permit into your passport. Note that the work permit is valid only for work for your host farmer, for a fixed period.

If you are going to a farm with domestic animals, you may have to go through a period of disinfection upon your arrival.

It is very important that you, as a participant in the Working Guest programme, follow your part of the agreement with the host and Atlantis. In case there are any problems during your stay, you should always try to solve them by communicating directly with the host. If you do not manage to solve your problems, please do not hesitate to contact Atlantis by phone or e-mail.