



Study at Stockholm University

Handbook for
International Students



Stockholm
University

Welcome to Stockholm University!

Stockholm University is one of Sweden's largest institutions of higher education, with more than 60,000 undergraduate and Master's students, doctoral students and members of staff – including several of the world's most renowned scientists – offering education and research at the highest level within the humanities, law, science, social sciences and teacher training. The University participates in regional, national and international collaboration, in debate and in social change.

Whilst only a few minutes journey from the city centre, Stockholm University is located in the middle of the world's first National City Park. Nature is always close when you are at the campus. Beautiful natural surroundings, historical environs, and access to the dynamism of the capital and Sweden's largest job market are some of the features that make the University unique. Several world-renowned researchers and scientists are active at the University, and thousands of students of all levels graduate every semester.

Nobel Laureates

Svante Arrhenius first presented his hypothesis on "greenhouse gases" more than a century ago and he became the University's first Nobel Prize winner in 1903. Paul Crutzen, a researcher in meteorology, became a Nobel Prize winner in 1995, for his research on the destruction of the ozone layer.

Two other Stockholm University researchers have been awarded the Nobel Prize in Chemistry: Hans von Euler-Chelpin (1929) was awarded the prize for his research on sugar breakdown in the yeast process, and George de Hevesy (1943) won the prize for the use of radioactive isotopes to trace chemical reactions.

2011 Tomas Tranströmer, alumnus and honorary doctor at Stockholm University, was awarded the Nobel Prize in Literature. During the 1950s Tomas Tranströmer read literature and poetics at Stockholm University College, which in 1960 became Stockholm University. Tomas Tranströmer studied literature history and poetics, the history of religion, and psychology at Stockholm University.

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Studying at Stockholm University

THE SWEDISH ACADEMIC SYSTEM

The academic year is divided into two semesters, each lasting 20 weeks. The autumn semester runs from late August/ beginning of September to mid-January and the spring semester runs from mid-January to early/mid-June. You can find the semester dates at: www.su.se/english/exchange/semester

Holidays

There are no official breaks/holidays and students on certain courses will be required to submit essays or sit exams throughout the whole semester. There is usually a two week teaching break at Christmas, but we would advise you to check your department's website for essay/exam timetables before making any travel arrangements, or to contact the department directly if this information is not yet available on their website.

OFFICIAL PUBLIC HOLIDAYS:

- All Saints' Day occurs on a Saturday between the 31 October and 6 November.
- Christmas Eve 24 December.
- Christmas Day 25 December.
- Boxing Day 26 December.
- New Year's Eve 31 December.
- New Year's Day 1 January.
- Epiphany 6 January.
- Good Friday occurs the Friday before Easter Sunday.
- Easter Sunday normally occurs on a Sunday in the beginning/middle of April.
- Easter Monday occurs the Monday after Easter Sunday.
- International Workers' Day 1 May.
- Ascension Day occurs 40 days after Easter Sunday.
- National Day of Sweden 6 June.
- Midsummer's Eve 24 June.
- Midsummer's Day 25 June.

HALF HOLIDAYS:

- All Saints' Eve occurs the day before All Saints' Day.
- Twelfth Night 5 January.
- Maundy Thursday occurs the Thursday before Easter Sunday.
- Holy Saturday occurs the day before Easter Sunday.
- Walpurgis Night 30 April.



CREDITS AND GRADES

As a result of the Bologna process, higher education in Sweden is now divided into three cycles: the undergraduate or first cycle (3 years), the master's, or second cycle (2 years), and the PhD, or third cycle (4 years).

Since 1 July 2007, Stockholm University has used the European Credit Transfer System (ECTS). The system employs a credits system (ECTS credits), as well as a credits transfer scale. A new university credit system of 'higher-education credits' (or 'HECs') has been introduced, whereby 1 HEC = 1 ECTS, "högskolepoäng" in Swedish. The full-time course load is 60 HECs per academic year (or 30 HECs per semester). One week of full-time studies equals 1.5 HECs and the workload is 40 hours per week, including lectures, readings, assignments, seminars, independent studies etc. Depending on departments, courses are studied one after another or in parallel. Subjects may also be integrated into themes or blocks.

Instead of using the relative seven-point grading scale of the Bologna process Stockholm University has decided to introduce a goal-related seven-point grading scale. Grades assigned are A, B, C, D, E, Fx and F. Passing grades are from A (the highest grade) to E. Grades Fx and F are failing grades, with the distinction being that of how close the student is to achieving a passing grade. Until the European Credit Transfer System has been fully implemented, other grading scales are used at some departments.

INSTRUCTION

Generally, the language of instruction at Stockholm University is Swedish but the University also offers a number of undergraduate and graduate courses as well as over 70 master's programmes in English. Education at Stockholm University is based on the principle that students take responsibility for their studies with support from the teaching faculty. As a student, you are expected to raise questions and to take part in discussions during lectures. Teaching takes different forms: lectures, seminars, group work, laboratory work, independent study, etc. The Swedish academic environment may strike international students as being very informal: professors and staff members mostly dress informally and speak in a familiar style with the students.

EXAMINATION

Different examination forms are used. Examinations seldom require that students merely reproduce the material presented during lectures. A common method is a "take-home" examination. This is an open book, open note examination in the form of a paper or an essay. There will usually be a number of questions and the examiners will specify in advance whether the essay requires full footnoting and bibliographic sections. Also written "sit-down" examinations are common, and these mostly take place at the very end of each course. Continuous assessment is used in some courses and may be based on compulsory attendance as well as participation in seminars arranged throughout the course.

Sometimes you must sign up for each examination in advance on the University's student web pages. Always check the regulations for each examination.

PLAGIARISM AND REGULATIONS FOR DISCIPLINARY MATTERS

As a student you have to be conscientious about clearly accounting for the material used in the texts that are submitted for examination. To use other people's expressions or ideas without stating where they are from is plagiarism. To translate and/or change some words in someone else's text and present it as one's own, is obviously also a form of plagiarism. There must be no doubt about what your own expressions and ideas are and what has been gathered from other sources.

Plagiarism is considered to be cheating and if discovered in an exam or paper, the exam or paper will immediately be failed and disciplinary measures may be taken. Any student who is caught cheating or disrupting academic activities can be suspended from lectures and exams for a period of up to six months. The Vice-Chancellor or the Disciplinary Council decides whether the student is to be subject to any disciplinary measures.

INTERIM PERSONAL IDENTITY NUMBER (T-NUMBER)

All foreign students at Stockholm University are provided with a special registration number. It is called T-number and is a fictive number for use within Stockholm University's database where your courses and credits are documented. The number

consists of six digits corresponding to your date of birth, YYMMDD, the letter T followed by three digits. You get the T-number when registered in the University database. You register yourself at the department where you have been accepted. Other organisations like banks, etc. may give you other fictive numbers in order to be able to register you. Swedish citizens all have personal identity numbers, "personnummer", used in these situations. Personnummer cannot be provided for students staying less than 12 months, whilst students who study in Sweden for more than one year must have a personal identity number. The Swedish Tax Office, "Skatteverket" is the authority that will issue the personal identity numbers.

COURSE REGISTRATION

Stockholm University has a much decentralised organisation and everything concerning course registration is handled by the individual departments, "institutioner" in Swedish. You need to register for the course or programme you have been accepted to at your department. You either register at your department in person or, if you have a Swedish identity number, at www.su.se/activate and "My studies".

The University Card

You will need to activate your University card to be able to borrow books from the University library and to use the copying, printing and scanning services. When you activate your account it will be automatically credited with 10 SEK. You can then add more money by going to mitt.su.se or visiting Helpdesk (payment by card only). Instructions to help you are available at: support.it.su.se

THE UNIVERSITY ACCOUNT

For access to the network and computers you need a University account. To open your account you need to visit the Helpdesk situated in the Computer hall called Lantis. When you have a University account you can use:

MY UNIVERSITY

Visit the University's IT portal at mitt.su.se. Click on the In English-link for access to email or to register for exams, edit your contact information, view your grades and store course certificates and course registration documents.

MONDO

The lecturer and student platform at: mondo.su.se. You can use this to communicate with lecturers and friends in your course, download and upload assignments and view information about timetable changes.

STUDENT COMPUTERS, PRINTERS AND THE WIRELESS NETWORK

There are four different central computer halls on the Frescati campus. You can also access the internet by using your own computer and the wireless network available at several sites throughout the Frescati campus. Both alternatives allow you to use our printing services. There are also some departmental computer halls. To gain access to these you might need special codes or passwords, which will be given to you by the departments concerned.

Computer halls on campus Frescati

- Computer Hall Lantis: Located in Allhuset on the ground floor beneath the Lantis restaurant; contains Windows-based computers and workspaces with wireless net and an electrical outlet.
- Computer Hall A2: Contains Windows-based computers.
- Computer hall A5 (A5164): Contains Windows-based computers. This is a silent hall for individual work: cell phone use is not allowed.
- Computer hall A5 (A5155): Contains Windows computers.
- Computer hall A6: Located on the 6th floor in room 601 and 607 of Arrhenius-laboratoriet contains Windows computers.

IT SUPPORT

For help with IT issues information is available at www.su.se/english/it or contact Helpdesk by sending an E-mail to helpdesk@it.su.se or call number +46 8-16 19 99. You can also visit Helpdesk in Computer hall Lantis.

THE LIBRARY SERVICES

With your University account and card you can access all the library's resources: seeking information, borrowing literature, renewing your loans, using e-resources from home, requesting books that are out on loan or ordering books from the closed stacks, booking group rooms, etc. Access all library services at www.sub.su.se

Stockholm University Library

Stockholm University Library is one of the largest research libraries in Sweden and one of the most visited cultural institutions in Stockholm, with about 1.6 million visitors every year. The library is a natural meeting point on campus and a key agent of information supply at Stockholm University. At the library you will have access to all scientific literature that you need within the subject areas offered at the University. You will also have access to electronic information resources such as scientific databases and e-journals – on and off campus. The main library is located on the 4th floor and is connected to the D Building of Södra huset. There are also many departmental libraries.



Student Services

STUDENT INFORMATION DESK

On the 4th floor of the A building of Södra huset you find the Student Information Desk where you get further help in whom to contact for your matter. Here you can also obtain information and ask questions concerning your studies.

Opening hours are Monday, Wednesday and Thursday 10 a.m.–3 p.m., Tuesday 10 a.m.–6 p.m. and Friday 10 a.m.–1 p.m.

STUDY & CAREER COUNSELLING

At the University's Careers and Study Skills Unit there are study and career counsellors that can help you regarding:

- Programmes and courses available at Stockholm University
- Information about studying and working in Sweden
- Advisory services about eligibility
- Planning your studies
- Career opportunities

The Careers and Study Skills Unit is located on the 4th floor of the A building.

Visiting hours during the semesters: Monday, Wednesday and Thursday: 10 a.m.–12:30 p.m. Tuesday: 10 a.m.–6 p.m. Phone: +46 8 16 28 45, Monday–Thursday 9 a.m.–11 a.m. and Wednesday 2 p.m.–3 p.m. E-mail: study@su.se

You are also welcome to contact the study counsellors at the department responsible for your specific field of study. Each department has at least one study counsellor who can answer questions related to specific courses or programmes of study given by their department: www.su.se/english/departments

Stockholm University Student Unions

The purpose of a student union is to represent the common interests of students. The most important assignment of a student union is to guarantee that students are able to influence their education, but student unions also have a major role in the social aspects of university life. Stockholm University has four student unions, one large and three departmental.

THE STOCKHOLM UNIVERSITY STUDENT UNION (SUS)

At SUS you will find Student Rights Officers, an Environmental Health Officer, a PhD Student Ombudsman and Student Ombudsmen, who can help you with anything from influencing your education to support and assist students who feel they have been treated wrongly or unjustly. SUS organizes student associations and clubs and publishes a student magazine called Gaudeamus.

A Student Union Membership entitles you to student discounts on everything from course textbooks to coffee, public transportation and gym facilities. The membership also entitles you to apply for accommodation through SSSB, which administers more than 8,000 student apartments in Stockholm.

For more information about the Stockholm University Student Union please visit: www.sus.su.se/en

International Student Coordinators

The Student Union also employs International Student Coordinators, who are an extra support service for international students. During the semester the International Student Coordinators publish weekly newsletters containing information about activities on and off-campus as well as a lot of other interesting things that will be beneficial for you. The International Student Coordinators also manages a mentor programme through which you can apply for a Swedish mentor. Applying for a mentor is a good idea since you get a Swedish friend, someone to help you with questions and concerns, and someone to contact if you want to know more about something. It is also a great way to improve your language skills. Find out more about the activities arranged by the International Student Coordinators at: www.sus.su.se/en/international-coordinators

DEPARTMENTAL STUDENT UNIONS

- The Student Union for Social Work in Stockholm (SSAS) www.sveaplanet.se
- The Student Union at the Department of Media Studies www.jmkstudent.se
- The Student Union at the Department of Computer and Systems Sciences (DISK) www.disk.su.se

STUDENTKORTET – YOUR STUDENT CARD

As a Student Union member you get the student card “Studentkortet”, a student identification card. The card will be sent to you approximately two weeks after you have paid the Student Union fee. If you do not yet have an address in Sweden when paying the membership fee to the Student Union, the card will be sent to the Student Union’s office instead, where you can pick it up. Receiving the card and the membership in the Student Union is optional. The card is your key to all student discounts and offers on and off campus. For example, you get discounts when travelling with bus, train or airplane all over Sweden and in many stores and restaurants.

Equal Treatment of Students

The Discrimination Act prohibits discriminatory practices in a broad range of social and economic activities. There are sections of the Act that are directly applicable to education and the situation of students and applicants. The Discrimination Act promotes equal rights and combats discrimination in higher education on grounds of gender, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

The Discrimination Act applies to harassment of students by University employees and harassment of students by other students. Harassment may involve anything from unwelcome remarks and verbal abuse to serious assault. Sexual harassment is totally unacceptable and is not tolerated at Stockholm University. Should you feel that your rights have been violated, contact someone at your department that you have confidence in or the Coordinator for Equal Treatment of Students at Stockholm University who can offer advice and/or carry out an investigation of the circumstances. The Coordinator’s office is located in room A459 on the 4th floor of the A Building of Södra huset. You can also contact the Student Union for support and assistance.

Contemplation Rooms

The contemplation rooms are open for everyone, both students and staff, and welcome you regardless of religion or other belief. At Campus Frescati you will find the room in the E building at Södra huset, room E 407 and at Campus Kista in Forum, floor 5, room 5340.

The rooms can be visited alone or in groups without making an appointment. The rooms are open during week days 8 a.m.–8 p.m.

Students with Disabilities

Stockholm University strives to develop inclusive study conditions and endeavours to identify the most appropriate support for each individual student with disability.

Examples of forms of support:

- Note-taking assistance.
- Course literature as talking books or Braille.
- Sign language interpreter for students with hearing difficulties.
- Alternative form of examination (e.g. oral).
- Extended time during tests and examination.
- Use of computer with spelling check programmes.

THE STUDENT SUPPORT UNIT'S STAFF FOR STUDENTS WITH DISABILITIES:

Åsa Ferm, Phone: +46 8-16 21 23

Visiting address: Room A 377 on the 3rd floor of the A Building of Södra huset.

E-mail: studentstod@su.se

Dyslexia Educationalist: Elisabeth Åman, Phone: +46 8-16 21 11

Visiting address: Room A 373 on the 3rd floor of the A Building of Södra huset

Opening hours: Monday: 8 a.m.–3:30 p.m., Tuesday: 8 a.m.–12 p.m., Wednesday: 1 p.m.–3:30 p.m., Thursday: 8 a.m.–4 p.m. and Friday: 1 p.m.–3:30 p.m.

Phone hours: Monday–Thursday 10 a.m.–12 a.m.

E-mail: elisabeth.aman@su.se

Independent Living's web page "Study and Work Abroad" contains information about university studies for people with disabilities: www.independentliving.org/studyworkabroad. "Study abroad without limits" is a website where you can make contact with local students who have experience with disabilities and study abroad: www.studyabroadwithoutlimits.eu

Health

Like everyone else, as a student you may be unwell from time to time. Here you can find guidance about what to do if you fall ill or have an accident. Please note that all fees may be subject to change.

STOCKHOLM STUDENT HEALTH UNIT "STUDENTHÄLSAN"

The Stockholm Student Health Unit works with health and psychiatric counselling. All visits are free of charge for students at Stockholm University.

Visiting address: Studentpalatset, Norrtullsgatan 2

Underground station: Odenplan (Green Line)

Walk-in Medical reception: Monday and Thursday 3 p.m.–4p.m.

Walk-in psychological reception: Thursday 3 p.m.–4p.m.

Phone health counselling: +46 8-674 77 03, +46 8-674 77 04 or +46 8-674 77 05.

Phone psychological counselling: +46 8-674 76 99, Monday 1 p.m.–2 p.m.

Tuesday–Wednesday 9 a.m.–10 a.m., Thursday 4 p.m.–5 p.m.

The Stockholm Student Health Unit also has a walk-in reception in room 4117–4120 on the 4th floor of the connecting link between the B and C Building of Södra huset. Walk-in medical and psychological reception: Monday and Wednesday 1 p.m.–3 p.m.

For more information please visit: www.studenthalsanistockholm.se/english

Medical Centre

PUBLIC HEALTH "VÅRD CENTRAL OR HUSLÄKARMOTTAGNING"

A visit for medical care costs 170-350 SEK for students with a Swedish personal identity number or students with an EU health insurance card. For students without a personal identity number or an EU health insurance card, the cost is 1,600-2,000 SEK.

You can visit any medical centre, but if you are an exchange student without a Swedish personal identity number, we recommend that you visit CityAkuten Stockholm. The cost at CityAkuten is 1,600 SEK without the EU health insurance card. Remember to keep all original receipts if you want to claim the money from an insurance company.

CITYAKUTEN STOCKHOLM

Visiting address: Apelbergsgatan 48

Underground station: Hötorget (Green Line)

Walk-in reception: Monday–Friday 8 a.m.–6 p.m.

EMERGENCY WARD AT THE HOSPITAL – "AKUTMOTTAGNING"

Opening hours: 24-hours daily

The emergency ward only takes serious cases such as urgent heart problems, breathing problems and acute stomach pain. If you are in a very bad condition, have someone dial the emergency number 112 for an ambulance.

DENTAL PUBLIC SERVICE – "FOLKTANDVÅRDEN"

Dentists on emergency duty are found at St. Erik's Hospital.

Visiting address: Polhemsgatan 48

Telephone: +46 8-545 512 20

Opening Hours: 8 a.m.–9 p.m.

Insurance

All students in Sweden are currently covered by the personal injury insurance (the general student insurance) that is obtained on behalf of universities and colleges within the State insurance system by “Kammarkollegiet”. The insurance applies in Sweden during school hours and during travel to and from the location where school hours are spent. Stockholm University strongly recommends students to have a complete insurance cover to avoid extreme costs that might occur. Carefully consider which level of insurance you need and pay particular attention to the coverage’s restrictions and exclusions.

EU/EEA CITIZENS AND THE EUROPEAN HEALTH INSURANCE CARD

Students from EU/EEA member countries should bring the European Health Insurance Card, issued by the social insurance office in your home country. The card states that you are entitled to health care on the same conditions and at the same price as permanent residents in Sweden. Bring the card whenever you seek medical care.

CITIZENS OF ALGERIA, AUSTRALIA AND THE QUEBEC-REGION (CANADA)

Sweden has special agreements with Algeria, Australia and the Quebec-region (Canada) regarding emergency medical care. If you are from any of these countries, please contact the Social Insurance office in your home country for more information.

Residence Permit and Visa Information

Citizens from outside the EU/EEA who are admitted for studies lasting longer than three months must apply for a residence permit (“uppehållstillstånd” in Swedish). For studies shorter than three months, an entry visa application is required for citizens from countries on the list you find on this webpage:

<http://www.studyinsweden.se/Living-in-Sweden/Do-I-need-a-visa/>

The responsible authority in Sweden is “Migrationsverket” – the Swedish Migration Board. Please visit their website for details regarding the application process and application forms: www.migrationsverket.se

STUDENTS FROM OUTSIDE EU/EEA

Students from outside the EU/EEA must apply for a residence permit at the Swedish Embassy/Consulate in their country of residence, directly after receiving the headed admissions letter from Stockholm University. Applications for a residence permit can under no circumstances be submitted after entering Sweden. The residence permit card is to be presented alongside a valid passport document when crossing the border, and should be with you when travelling to Sweden.

Please note that if you are a non-Nordic non-EU/EEA citizen you must prove to the Swedish Migration Board that you will have a guaranteed sum of 7,300 SEK per month at your disposal throughout the entire period of your studies when you



apply for a residence permit. If you wish to bring your family you must show that you have at your disposal an additional 3,500 SEK per month for your spouse and 2,100 SEK per child and month.

REQUIREMENTS TO BE GRANTED A RESIDENCE PERMIT

To be granted a residence permit you must intend to study and:

- be admitted to full-time studies that require full-time attendance (distance courses does not fulfill the requirements).
- have comprehensive health insurance that covers the whole period you are in Sweden if you plan to study for less than one year.
- be able to support yourself for the planned study period.
- have a valid passport.

EXTENSION OF RESIDENCE PERMIT

A residence permit is normally granted for one year at a time. Extension of a residence permit takes six to eight weeks and must be done before the existing residence permit expires. (A list of exceptions can be found on the Migration Board website).

You are entitled to stay in Sweden while the permit is being processed, although it can be difficult to visit other countries in Europe without a valid Swedish residence permit. Students who return to their home country during summer or Christmas can contact the Swedish Embassy in their home country to renew their residence permits.

EU/EEA/SWISS CITIZENS

Students from the EU/EEA no longer need residence permits for staying in Sweden for more than three months. EU/EEA citizens must however register the right of residence at the Migration Board within three months after entering the country. Registration is free of charge. To register, please visit www.migrationsverket.se If you are a citizen of Switzerland you must apply for a residence permit. Nordic citizens can spend time in and live in Sweden without having to register or having a work permit.

Stockholm and Sweden

COST OF LIVING IN STOCKHOLM AND SWEDEN

Stockholm is an expensive city to live in. You should budget for approximately 8,000 – 9,000 SEK per month for the duration of your studies. A typical student budget for one month in Stockholm could be (all costs in SEK):

- Accommodation: 3,500
- Food: 2,000
- Local travel: 490
- Other (course literature, phone, insurance, hygiene, etc): 1,700
- Clothing, hobby/leisure: 450
- Total: 8,140

Lunch at a bar or self-service restaurant cost approximately 60-90 SEK. The student restaurants at Stockholm University offer meals at reasonable prices, approximately 60 SEK. Many students bring their own food that they can heat in microwave ovens provided by the Student Union.

Accommodation

When finding accommodation on your own, it is important to start well in advance. It has proved quite difficult to find student housing in Stockholm, especially in the beginning of the semester when the Swedish students are also looking for accommodation.

A good starting point is the website “Akademisk kvart”, www.akademiskkvart.se, and www.studyinstockholm.se/living where you will find information about accommodation in Stockholm.

You can also visit the web site SwedenInTouch.se. It is the official web site for international students in Sweden and you can search for information and post advertisements in different forums. You will find advertisements regarding housing at www.swedenintouch.se/Forum/ under the headline Accommodation. On the web site you can also get a short review of different student accommodation agencies in Stockholm and learn a bit about their supply.

Moreover you can take a look at the following sites:

- www.sus.su.se/en/accommodation
- www.studentlya.nu/international
- www.svenskabostader.se
- www.ssko.se/
- www.sssb.se

The following web address gives you a list of short term accommodation in Stockholm: www.stockholmtown.com. Also see the Swedish Youth Hostel Association, “Svenska turistföreningen” www.svenskaturistforeningen.se. Alternatively, you can contact one of the hotel and hostel agencies in Stockholm before or on arrival in Stockholm.

You can find one of these agencies in the main hall of the Central Station (Centralstationen/T-centralen). Staying at a hostel/hotel should only be considered a short term solution (since it is a pricy one), while trying to find long term accommodation.

A few more tips when looking for housing: contact your embassy in Stockholm to see if they have any contacts or information to offer, or if you can place an advertisement with them. Check the notice boards at the University for notes on subletting of apartments and rooms. You can also check the newspapers for available accommodation. There are a number of second hand letting agencies in Stockholm. Most of them have in common that they charge quite a steep fee for access to their registers of available flats and most of these flats have high rents and are for short term rental only.

Remember that finding private accommodation in Stockholm may be tedious and hard work but most students find somewhere to live after a while. It may also cost you some extra money for staying at a hostel/hotel until you find accommodation.



Swedish Bank Account

If you are interested in having a Swedish bank account during your stay as an international student please contact one of SEB's bank offices. SEB's offices are located at:

- Hornsgatan 56 (Mariatorget)
- Medborgarplatsen 3 (Söderhallarna)
- Mörby centrum, 4th floor
- Nybrogatan 39 (Östermalmstorg)
- Odengatan 28
- Odengatan 71 (Odenplan)
- Sergels torg 2
- Stureplan 2
- Tegnergatan 18

The offices are open Monday-Friday from 10 a.m.–3 p.m. Please do not visit during lunch hour (12 a.m.–1 p.m.) or in large groups in order to avoid a long queue at the office.

You need to bring certain documents to the bank office, please read more below:

STUDENTS *WITH* A SWEDISH IDENTITY NUMBER

Students who have obtained a Swedish Identity Number (“personnummer”) from the Swedish Tax Authority need to bring their Swedish ID card or a birth certificate (“personbevis”) and passport.

STUDENTS *WITHOUT* A SWEDISH IDENTITY NUMBER

Students from the Nordic countries

- Certificate from the school you are attending including the duration of your studies.
- Valid ID, please bring your passport.

Members of EU/EEA

- Certificate from the school you are attending including the duration of your studies.
- Registration notice from the Swedish Migration Board (“Registrering av uppehållsrätt”).
- Valid ID, please bring your passport.

Students from a non-EU/EEA country and Swiss citizens

- Certificate from the school you are attending including the duration of your studies.
- Residence permit.
- Valid ID, please bring your passport.



Work

Foreign students are allowed to work in Sweden during their period of study. No additional work permit is needed. However, please be aware that it is difficult to find a part-time job in Stockholm. Stockholm University is unfortunately not able to help students find jobs.

With few exceptions, it is difficult to find a job without at least basic knowledge of Swedish and many jobs require fluency. If you are thinking about staying in Sweden and work after having finished your studies it is therefore recommendable to start learning Swedish as soon as possible.

“Arbetsförmedlingen”, the Swedish Public Employment Service, is Sweden’s largest employment agency. Their most important task is to match employers with job seekers. The agency also arranges job hunts, recruitment meetings and job fairs: www.arbetsformedlingen.se. Apart from ads for vacancies, the website also has a variety of useful advice and tools to help you find work. For example, you can register your CV, find out how to write a covering letter, and find links to other job websites in Sweden.

A job website which is specifically for English-speaking jobseekers in Sweden is www.jobsinstockholm.com. Despite the name, it advertises English-speaking, professional jobs in locations throughout Sweden. It also features other useful tips and information for English speakers looking for work in Sweden.

If you have university studies from abroad it might be a good idea to have them formally recognized by the Swedish higher education authorities in order to simplify your job search. You can find all necessary information about recognition of foreign degrees at: www.hsv.se

Swedish Language Courses

Swedish language courses for international students are offered at different levels and academic credits are awarded upon successful completion of courses. Swedish language courses are normally taken in addition to the main course selection. You can register in the beginning of each semester. Bring an ID-card to the Student Office at the Department of Scandinavian Languages in room D 624 on the 6th floor of the D Building of Södra huset. Students with some knowledge of Swedish are requested to sign up for a placement test.

Language training combines self-study with a number of tutorials in study groups, homework and individual practice in the Language Learning Resource Centre (Lärostudion). Teaching is scheduled one or two afternoons/evenings per week.

All courses start in the beginning of September or February respectively. More information about the Swedish language courses will be given during the Orientation day.

Climate and Clothing

Stockholm has a moderate climate. The longest night of the year is 21 December, when it is dark for about 18 hours. The coldest months of the year are usually January and February. Average temperature during winter months is about -3°C. Snowfall usually occurs from January to March. The longest day is 21 June, when the sun is up for about 19 hours. July and August are usually the warmest months with the average temperature being 16°C. Dress in Sweden, especially at the University, is mostly informal.

LOCAL TRANSPORTATION

Public transport is easy to use in Stockholm and in Sweden in general. Stockholm Public Transport, SL, provides travel by commuter trains, underground, buses, and boats throughout the greater Stockholm area. Underground stations are marked with a blue (T) and commuter train stations with a blue (J).

Students who are studying at least 75 percent of full-time studies can buy a Student Travel card that gives a reduction on the cost of travel. The Student Travel card is available for 30 or 90 days and can be bought at all major SL ticket agents, such as Pressbyrån, SL Access ticket machines at Underground and commuter rail stations, SL Center at T-Centralen, Fridhemsplan, Gullmarsplan, Slussen and Tekniska högskolan.

When travelling with a Student Travel card, you must always be able to prove that you have the right to do so. If you do not yet have a student identity card the Student Union Office can issue an “SL certificate”.

If you are not a frequent user of the transport system you can buy a single ticket that is valid for one hour. It is possible to buy single tickets immediately before travelling, but it should be noted that this is the most expensive option. Tickets are available from machines or newsagents. Note that tickets cannot be bought onboard the vehicles.

Further information, prices and a journey planner, which you can use to help find the quickest route between two addresses or stations, can be found at www.sl.se/english

TELEPHONE INFORMATION

Should you wish to use a mobile phone whilst in Sweden, there are plenty of options and good deals to be found by shopping around in Stockholm. The best option might be to bring your mobile phone from your home country and purchase a pre-paid SIM card in Sweden, but check with your mobile phone company prior to leaving to decide the best option for you once you are in Sweden.

ELECTRICITY

Swedish electricity uses 230 volts/50 cycles, and sockets generally only take plugs with two round pins. If you are bringing your own electrical equipment with you, find out if it can be used safely on this voltage or whether you will need an adaptor.

ALCOHOL AND DRUGS

Sweden has a government alcohol monopoly called “Systembolaget” that sells of all beverages stronger than 3.5% by volume. This means that you can only buy alcohol at Systembolaget. You must be at least 20 years old to make purchases at Systembolaget. Restaurants and bars with proper permission can serve alcohol to anyone who is at least 18 years old, though many nightclubs voluntarily require a minimum age of 20 or 23. Take a photo id with you when you are out at night. The use of, possession of, and trafficking in restricted drugs (marijuana, heroin, cocaine, etc.) is illegal and subject to a fine, imprisonment or deportation.



Good to Know

- “Hej”, is the most common greeting phrase in Swedish. If you want to know how to use it, the rule is simple – always to everybody!
- Make sure to take your shoes off if you are invited to somebody’s home. Even if it is dry outside and your shoes are dry. Most Swedes walk around in their socks when at home.
- Punctuality is important - eight o’clock means eight o’clock.
- If you are a smoker you have to go outside no matter how cold it is. In Sweden smoking is prohibited in all public buildings. Smoking is not allowed within 15 meters of all public buildings. There are some designated areas where you can smoke. You can be fined if you smoke in non-smoking areas.
- Most people have lunch between 12 a.m.–1 p.m. Teaching is often scheduled so that you can eat around this time. There is a range of different lunch restaurants on campus to choose from.
- In Swedish calendars there are week numbers and Swedes often refer to a week’s number when making plans and scheduling appointments.
- At banks and many other places there are organised queuing systems. In the absence of such systems, Swedes are generally good at forming their own queues. If you see a crowd standing in a row, it is probably a queue.
- If you are invited to dinner to a Swedish family, do not forget to say (thank you). Swedes say it all the time. – “Kan du skicka saltet, tack? – Varsågod! – Tack!”

We hope you will have a pleasant stay!

www.su.se/english

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