

Create your Account

- Fill in the required information under *Application data* as shown in the picture below.
 - Choose **Freemover – Accommodation** next to *Housing*
 - Choose **2023/2024** next to *Academic year*
 - Choose **Spring Semester 2023** next to *Semesters*
 - Duration of stay* must be **1 semester** (if you will study also during the spring semester you will have to make an extension request during the autumn semester)

Application for university accommodation

All fields marked with (*) must be completed.

Application data	
Type of application	<input checked="" type="radio"/> incoming <input type="radio"/> outgoing *
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher *
Housing	Freemover - Accommodation *
Type of person	<input type="radio"/> Exchange Student <input checked="" type="radio"/> Freemover <input type="radio"/> PhD-student <input type="radio"/> Guest Researcher
Academic year	2023/24 *
Semesters	<-- Please select --> *

- Continue to fill in the required information under *Personal data* and *Emergency contact*. **Make sure you insert a valid and well-functioning email address which you can easily check daily!** All the information about the next steps and your application will be sent to this email address!

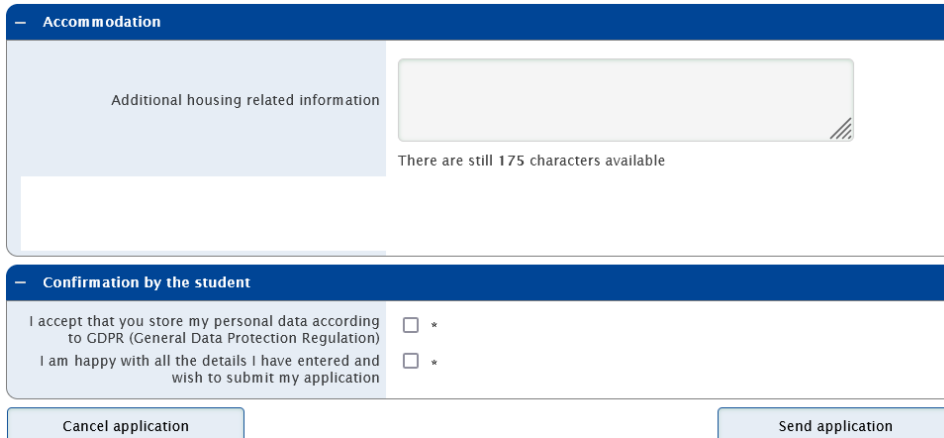
Personal data	
First name	<input type="text"/> *
Last name	<input type="text"/> *
Gender	<input type="radio"/> Male <input type="radio"/> Female *
Date of birth (YYYY-MM-DD)	<input type="text"/> *
E-mail address	<input type="text"/> *
Same e-mail address for verification	<input type="text"/> *

Contact person in case of emergency	
First name	<input type="text"/> *
Last name	<input type="text"/> *
E-mail address	<input type="text"/> *
Telephone number	<input type="text"/> *

- Study details* - Here you have to fill in information about your study department and coordinator at Stockholm University.
OBS! The Housing Office cannot help with this information! You must **contact your study department** if you are unsure about the required information in this section.

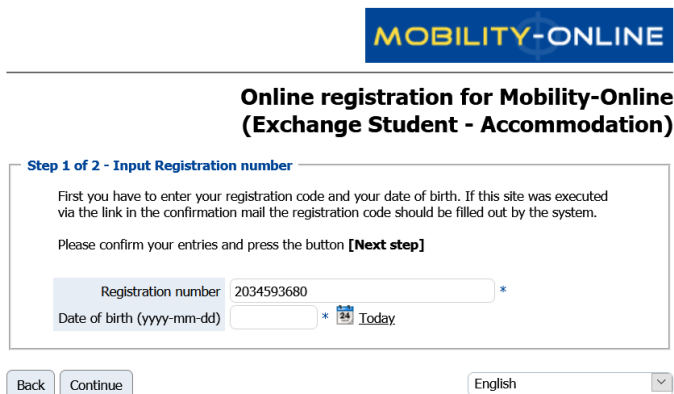
Study details	
Stockholm University	STOCKHO01 - Stockholm University *
Stockholm University Faculty	<-- Please select --> *
Stockholm University Department	<-- Please select --> *
Stockholm University Programme Name	<input type="text"/> *
Stockholm University Contact Person	<input type="text"/> *
Stockholm University Contact Person Email Address	<input type="text"/> *

4. Under *Accommodation* you may write if you have any special needs or requests, but we cannot guarantee that these requests will be accommodated. **You will be able to choose your preferred housing areas at a later step** during the application.



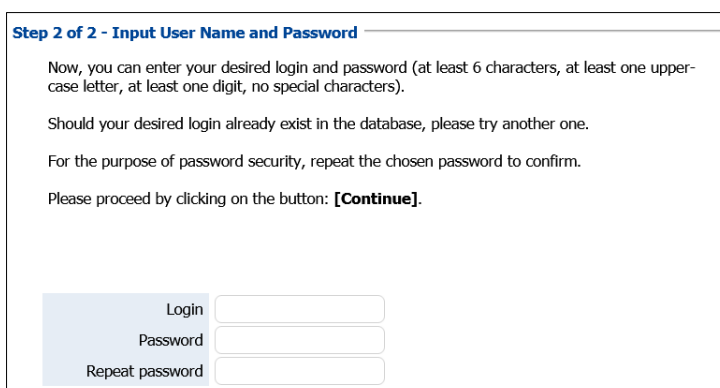
The screenshot shows two sections of a web form. The top section, titled "Accommodation", has a header bar and a large text area for "Additional housing related information". Below the text area, it says "There are still 175 characters available". The bottom section, titled "Confirmation by the student", contains two checkboxes with asterisks: "I accept that you store my personal data according to GDPR (General Data Protection Regulation)" and "I am happy with all the details I have entered and wish to submit my application". At the bottom of this section are two buttons: "Cancel application" and "Send application".

5. After you have filled in the form in all its parts and sent the application by clicking on "Send application" you will receive an email from the Housing Office (**check also the spam folder!**)
6. **Follow the instructions in the email** you have received from the Housing Office **in order to complete the registration of your account.**
7. State your date of birth (the registration number is automatically generated).



The screenshot shows the "MOBILITY-ONLINE" logo at the top. Below it is the heading "Online registration for Mobility-Online (Exchange Student - Accommodation)". The main content area is titled "Step 1 of 2 - Input Registration number". It contains instructions: "First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system. Please confirm your entries and press the button [Next step]". There are two input fields: "Registration number" with the value "2034593680" and "Date of birth (yyyy-mm-dd)" with a calendar icon and the text "Today". At the bottom are "Back" and "Continue" buttons, and a language dropdown menu set to "English".

8. Choose a username and password and **MAKE SURE YOU CAN REMEMBER THEM!**
Make sure you save these credentials – You will need them for the next steps!
 If you had already applied before you may need to change your entire account and use another email address – **make sure the email address you choose works properly!**



The screenshot shows the "Step 2 of 2 - Input User Name and Password" section. It contains instructions: "Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters). Should your desired login already exist in the database, please try another one. For the purpose of password security, repeat the chosen password to confirm. Please proceed by clicking on the button: [Continue].". At the bottom are three input fields labeled "Login", "Password", and "Repeat password".

9. You can now log into your account by clicking on “Login to Mobility Online” or by visiting the website <https://service4mobility.su.se/mobility/login>
Your account registration is completed, but **you still have to complete the housing application!**

Registration successful

Your registration was successful.
By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online.
There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.



Action successful!

Close window

Login to Mobility-Online

Complete your application

In order to complete your housing application, you have to follow three further steps:

1. Complete persona data
2. Choose housing preferences
3. Upload copy of valid ID




All these three steps must be completed to correctly submit your application to the Housing Office.

1. Complete *Personal Data* - Click on “Complete Personal Data” and fill in the remaining info.

Personal data completed

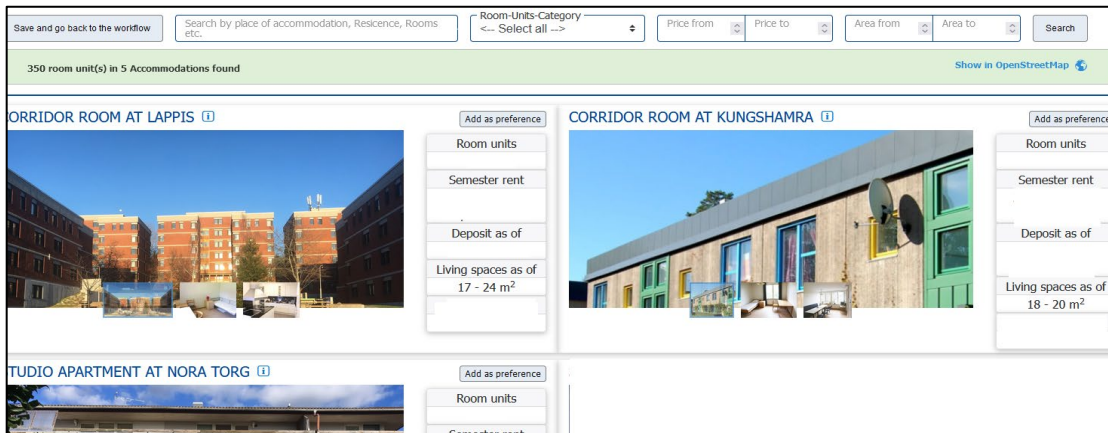


Complete personal
data

Personal details	
Back to the application workflow	Create
Reported title	<input type="text"/>
Date of birth	<input type="text"/> 
E-mail address	<input type="text"/>
Communication language	English 
Permanent address details	
c/o	<input type="text"/>
Street	<input type="text"/>
Country	<-- Please select --> 
Post code	<input type="text"/>
City	<input type="text"/>
Telephone number	<input type="text"/>
Back to the application workflow	Create

2. Choose your accommodation preferences by clicking on “Choose accommodation preferences”. Thereafter rank your preferences by clicking on “Add as preference” - See an example in the picture below. (If you need to see more pictures or read more about our accommodation areas, please visit our [website](#))

Accommodation preferences <input type="checkbox"/>	Choose accommodation preferences
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The screenshot shows a search interface with filters for Room-Units-Category, Price, and Area. It displays 350 room units found. Three options are shown with photos and details:

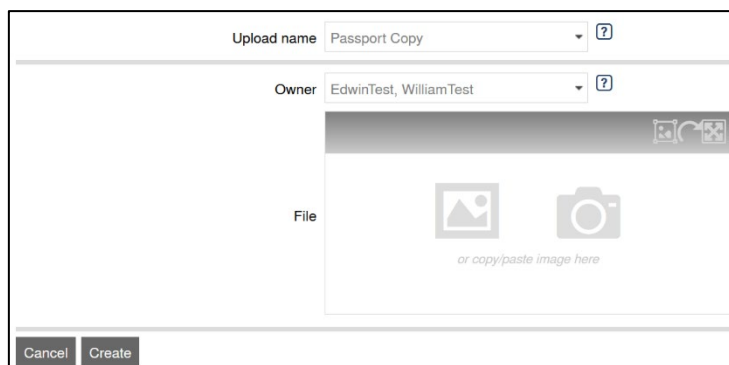
- CORRIDOR ROOM AT LAPPIS**: 17 - 24 m², Add as preference, Room units, Semester rent, Deposit as of, Living spaces as of.
- CORRIDOR ROOM AT KUNGSHAMRA**: 18 - 20 m², Add as preference, Room units, Semester rent, Deposit as of, Living spaces as of.
- STUDIO APARTMENT AT NORA TORG**: Add as preference, Room units, Semester rent.

When you have chosen your preferences, **you will have to confirm the chosen preferences by clicking on “Confirmation: I am satisfied with the choice of preferences I have made”**. Remember to choose many options to increase the chances to receive an offer!

Accommodation Preferences <input type="checkbox"/>	Confirmation: I am satisfied with the choice of preferences I have made
Confirmation	

3. Upload a copy of your valid passport or valid ID card by clicking on “Upload copy of passport or ID card”. OBS! If at the moment of the application you do not have a valid passport or ID because expired, please upload the current document anyway. You will be able to update it with a valid one later on, once it has been renewed.

Passport or ID card uploaded <input type="checkbox"/>	Upload copy of passport or ID card
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The screenshot shows a file upload form with the following fields:

- Upload name: Passport Copy
- Owner: EdwinTest, WilliamTest
- File: A large area with a camera icon and the text “or copy/paste image here”.
- Buttons: Cancel, Create