

Kopiera gärna in nedan direkt i ett mejl och skriv följande i ämnes-raden:

Housing application - autumn semester 2024

Dear student,

We and Housing Office look forward to welcoming you to Stockholm University next semester!

Following instructions will guide you through your application for housing.

NOTE! Please contact Housing Office via e-mail housingoffice@su.se if you experience problems filling out the application.

Read following instructions thoroughly. It is crucial to complete your application correctly and failing to do so will affect your possibility to receive an accommodation offer!

The accommodation application is open **between the 16th and 30st of May, 2024**. Once the application period is closed you won't be able to apply for housing and the Housing Office.

During the application you have to choose housing preferences. Pick at least three housing areas. Please note that you cannot change your housing preferences at a later date. Have a look at Stockholm University housing areas [here](#).

Since there is a limited amount of accommodation, Housing Office will do their best to offer an accommodation according to your preferences, however this cannot be guaranteed. Hence, you may be offered an accommodation for an area you have not chosen.

Please observe that accommodations are only rented out per semester. You will be able to make a request to extend your rent contract for one more semester at a later time, if you continue your exchange studies at Stockholm University.

The housing contracts for the autumn semester 2024 start on **Saturday, 24th of August 2024** and end on **Friday, 17th of January 2025**.

Important note: Due to a limited amount of student accommodations, **Stockholm University does not have a housing guarantee**. Students who are not offered an accommodation by Housing Office, will need to turn to the private housing market in Stockholm in order to find an accommodation.

In order to apply for accommodation, you need to complete two different processes:

- 1. Create an account**
- 2. Complete all steps in the housing application**

It is important to follow and complete all steps listed below in order for your application to be valid and submitted. Enclosed to this email you can find a **"step-by-step guide"** for the application process.

NOTE! Check your e-mails and follow the instructions in the e-mails you receive from Housing Office throughout the whole application process!

1. To start an application, go to this webpage: [Start your application](#)

2. Fill in required information to create your account. To your help follow the provided “Step-by-step guide”. See enclosed pdf-file. **NOTE!** Under the section **Study details** in the application form, you need to fill in information about your study department and [department coordinator](#) at Stockholm University. Choose the department and its coordinator where you read the most courses. **NOTE!** Housing Office cannot assist you with information about who your coordinator is. If you are unsure about the required information in this section, you need to contact your [department coordinator](#) or the person you have been in contact with for your exchange program at SU. See step 3 in the “Step-by-step guide”.
3. Once you have sent the application by clicking on “**Send application**” you will receive an email from Housing Office. Remember to check the spam folder!
4. Follow instructions in the email you have received from Housing Office in order to complete the registration of your account. **NOTE! When choosing a username and password, it is crucial to use a valid email address and password and also to remember them!** See step 8 in the “Step-by-step guide”. Housing Office won’t be able to help in case you lose your credentials. You will need the credentials in the next steps in your application and you will need them also to accept a possible housing offer, making payments and managing requests during your stay.
5. Once your account has been created you can log into [Mobility Online](#) to continue your application. See step 9 in the “Step-by-step guide”.
6. Submit remaining information about your personal data by clicking on “[Complete personal data](#)”
7. Choose your accommodation preferences by clicking “[Choose accommodation preferences](#)”
When you have chosen your accommodation preferences, confirm chosen preferences by clicking on “**Confirmation: I am satisfied with the choice of preferences I have made**”
8. You need now to [upload a copy of valid passport or valid ID card](#) by clicking on “**Upload copy of passport or ID card**” **NOTE!** If you at the moment of the application do not have a valid passport or ID because, please upload the current document anyway. You will be able to upload a valid passport or ID later, once it has been renewed.

NOTE! If you have problems filling out the application when you follow the instructions, please e-mail Housing Office at housingoffice@su.se before the **29th of May** and include a screenshot to describe the problem.