

## Application Accommodation Guide

### First you need to **create your account**

1. Fill in **Personal data** and **Emergency contact**. *It is crucial to insert a valid email address which you can easily check **daily!*** All information regarding your application will be sent to the email address you register in this section.

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"/> *

2. Under **Study details** fill in department and information about your studies.  
Exchange students: fill in [department coordinator](#) at Stockholm University. Choose the department and its coordinator where you plan to take the majority of your courses. **NOTE!** Housing Office cannot assist you with any study details. If you are unsure, contact your [department coordinator](#) or the person you have contact with for your study program at SU.

Study details	
Stockholm University	STOCKHO01 - Stockholm University ▼ *
Stockholm University Faculty	<-- Please select --> ▼ ⓘ *
Stockholm University Departments	<-- Please select --> ▼ *
Stockholm University Coordinator Name	<input type="text"/> *
	<i><a href="#">Departmental international coordinators at Stockholm University</a></i>
Stockholm University Coordinator E-Mail	<input type="text"/> *
Home University Country	<-- Please select --> ▼ *
Home University	<-- Please select --> ▼ *
Home University Coordinator Name	<input type="text"/> *
Home University Coordinator Email	<input type="text"/> *

- Under **Accommodation** and **Additional housing related information** you may describe special needs or requests. Please inform us if you plan to bring your partner or family. We will do our best to meet any requests, but cannot guarantee to fulfill them. Housing preferences are chosen in a later step in the application.

**Accommodation**

Additional housing related information

There are still **175** characters available

- Once you have filled in the form in all its parts and created your account by clicking on “**Create account**” you will receive an email from Housing Office. Check the spam folder!

**Confirmation by the student**

I accept that you store my personal data according to GDPR (General Data Protection Regulation)  \*

I confirm that the details I have provided are accurate and I wish to proceed with creating my account.  \*

Cancel application

Create account

- Follow the instructions in the email you have received from Housing Office in order to complete the registration of your account. State your date of birth YYYY-MM-DD. The registration number is **automatically generated**.



### Online registration for Mobility-Online (Exchange Student - Accommodation)

**Step 1 of 2 - Input Registration number**

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]**

Registration number

 \*

Date of birth (yyyy-mm-dd)

 \* Today

English

- Choose a username and password. **Make sure you save these credentials.** You will need them in next steps.

**Step 2 of 2 - Input User Name and Password**

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]**.

Login

Password

Repeat password

Continue to next page!

## Create a housing application

In order to complete your housing application, you need to make the following three steps:

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

**All three steps need to be completed before deadline in order to correctly submit your application to Housing Office.**

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

Personal data completed <input type="checkbox"/>	<a href="#">Complete personal data</a>
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**Personal details**

[Back to the application workflow](#) [Create](#)

reported title

Date of birth

E-mail address

Communication language English

**Permanent address details**

c/o

Street

Country <-- Please select -->

Post code

City

Telephone number

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2. Click on “**Choose accommodation preferences**”. It is **mandatory** to choose at least **four** preferences.”. Many choices increase the chance to receive an offer. Rank four preferences by clicking on “**Add as preference**”. See an example in the picture below. If you wish to see more pictures or read more about our housing areas, please visit our [website](#).

Accommodation preferences <input type="checkbox"/>	<a href="#">Choose accommodation preferences</a>
--	--

[Save and go back to the workflow](#)

Room-Units Category <-- Select all -->
Price from 
Price to 
Area from 
Area to 
[Search](#)

350 room unit(s) in 5 Accommodations found
[Show in OpenStreetMap](#)

**CORRIDOR ROOM AT LAPPIS**



[Add as preference](#)  
 Room units  
 Semester rent  
 Deposit as of  
 Living spaces as of 17 - 24 m<sup>2</sup>

**CORRIDOR ROOM AT KUNGSHAMRA**



[Add as preference](#)  
 Room units  
 Semester rent  
 Deposit as of  
 Living spaces as of 18 - 20 m<sup>2</sup>

**STUDIO APARTMENT AT NORA TORG**



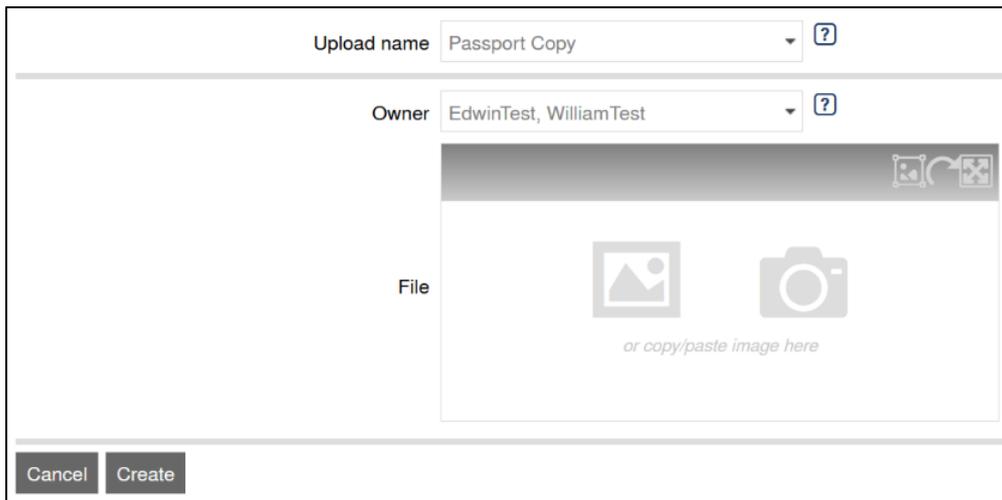
[Add as preference](#)  
 Room units  
 Semester rent

- 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”**.

Accommodation Preferences Confirmation	<input type="checkbox"/>	Confirmation: I am satisfied with the choice of preferences I have made
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- Upload a copy of your valid passport or ID by clicking on **“Upload copy of passport or ID”**. **NOTE!** If you do not have a valid passport at the moment of the application, please upload the current document anyway. You will be able to upload a valid passport or ID later, 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 web interface for uploading a file. At the top, there is a dropdown menu for 'Upload name' with the value 'Passport Copy' and a help icon. Below it is another dropdown menu for 'Owner' with the value 'EdwinTest, WilliamTest' and a help icon. The main area is labeled 'File' and contains a large grey box with a camera icon and a document icon, with the text 'or copy/paste image here' below them. At the bottom left, there are two buttons: 'Cancel' and 'Create'.

Housing application done!