Guide for international staff and guests

Welcome to Linköping and to our University.

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Guide for international staff and guests

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Before you arrive in Sweden

- Residence and work permits
- Accommodation
- Healthcare
- Insuring your belongings
- Family and schools
- Life in Sweden
- Travel to Linköping

Residence and work permits

EU citizens
As an EU/EEA citizen, you have the right to work in Sweden without a work or residence permit. The same applies to your family members if they join you. You and your family members are entitled to begin working immediately. As of 1st of May, 2014, there is no need to register your right of residency in Sweden. For more information go to Migrationsverket website.

Non-EU citizens
If you are a citizen of a non-EU country and want to work in Sweden, you will probably need to obtain a work permit. You must have been offered a job before you can obtain one. However, you do not need to apply for a work permit if you:

- have a permanent residence permit
- have a residence permit to attend a college or university
- have a special residence permit to work as a visiting researcher (see below)
- if you stay less than 3 months in a 12-month period (but you might need an entry visa (see below))

If you obtain a permit for more than three months, you will also receive a residence permit card. The card, which is proof that you have the right to be in Sweden, contains your photo and fingerprints.

- Visiting researcher
Special rules apply if you plan to stay as a visiting researcher (“gästforskare”). You do not need a work permit if you stay less than 3 months, however, citizens of certain countries require an entry visa (see below). If you intend to stay longer than 3 months you need to apply for a residence permit as ‘Visiting researcher’ and for this you need to have a hosting agreement. Please contact your host department who will provide this for you.

- PhD student
As a PhD student (“doktorand”) who has been admitted to full-time studies at a Swedish university you have to apply for a residence permit as a Student.

The following requirements apply:
- Valid passport
- Formal acceptance as a full-time PhD student
- Adequate means to support yourself

**Entry visa**

An entry visa is required for researchers/employees from certain countries. It must be applied for before entering the Schengen area (including Sweden). The entry visa will be in the form of a permit card that contains your photograph and fingerprints, which will be obtained from the embassy or consulate where you applied for your visa. You cannot enter the Schengen area without this card.

If you do not need an entry visa for travel to Sweden, you should, as soon as possible after your arrival in Sweden visit the Migration Board to have your picture and fingerprints taken for the permit card. You may also need a transit visa for countries outside the Schengen area on the way to Sweden.

**Apply online if possible**

Make sure you apply early as the application process can take a long time. It is recommended to apply online using the Migrationsverket website to receive a decision sooner, provided you have submitted all the required documents and paid the applicable fees.

More information about permits, visas and application forms can be found at the Migrationsverket website.

**Accommodation**

Finding a house or apartment to rent in Linköping or Norrköping is challenging especially at the start of term in August/September as well as in January. Well in advance of your arrival you should contact the different housing companies to begin the search for accommodation. Many of them have a queue system where you collect points for each day you are registered in the system. Often you can register from your home country. It is advisable to register early in order to receive points as early as possible. Below are some helpful addresses and websites.

**Linköping:**

The following links have some useful general information for anyone new to Linköping.

- List of landlords in Linköping (Hyresvärdar i Linköping):
- Studentbostäder (housing mainly for students, some apartments for PhD-students):
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Other helpful websites if you need short time accommodation in Linköping:

1. Linköping University Noticeboard
2. Linköpings Cityhostell & Vandrarhem
3. Apartments Sweden Homes
4. Skyhotel Apartments
5. TeoTess Vandrahem
6. Kombo (mainly for students, but can help others sometimes too)

Norrköping:

- List of landlords in Norrköping (Hyresvärdar i Norrköping)

Other helpful websites if you need short time accommodation in Norrköping:

1. Linköping University Noticeboard
2. TeoTess Vandrahem
3. Västra Station B&B and Borgs Hotel, tel. 0763-68 60 99
4. Hamnkällarens Galleri och Vandrarhem, tel. 011-12 64 37
5. Turistgården in Norrköping, tel. 011-10 11 60
6. Hotell Hörnan, tel. 011-16 82 71

Other helpful websites:

- New master’s student guide - accommodation: this information is in the first place geared towards students, but even if you are not a student you will find lots of useful information, for example contact information or websites of the different housing companies.
- Kvalster.se: search engine for available properties to rent
- Interested in buying a house or apartment? Go to: Hemnet. Here you will find all the types of housing for sale through a real estate agency in Sweden.

Good to know: When you rent an apartment in an apartment building your mailbox is often located near the entrance together with the mailboxes of the other tenants. It is important that you label the mailbox with your name in order for the postman to deliver the post to the correct mailbox/recipient.

Healthcare

Healthcare in Sweden can be costly if you are not covered by a health insurance. Check with your home social security or insurance office about your own situation before you leave.
To read more about healthcare in Sweden, please download an informative text from the Swedish Social Insurance Administration (Försäkringskassan) or read more on the following website 1177 Vårdguiden.

**EU citizens**

In order to receive health care you need to obtain a European Health Insurance Card from your home country. You need to bring the card with you when seeking medical attention in Sweden to show that you are covered by a health insurance, otherwise you will have to cover the costs yourself.

Entitlement to benefits (e.g. sickness benefit, parental benefits) through the Swedish social security system, varies depending on whether or not you are employed and pay taxes in Sweden. In order to receive these benefits you need to have a [Swedish personal identity number](#) and be registered at the “Försäkringskassan”.

**Non-EU citizens**

- **Staying less than one year**

  If your residence permit is for less than one year, you will not obtain a Swedish personal identity number, but instead you can apply for a so called coordination number (“samordningsnummer”).

  Since you are not eligible for Swedish healthcare benefits, you have to make arrangements for health insurance coverage for your stay in Sweden before you arrive. The University has a GIF insurance (Swedish State Group Insurance and personal insurance) which may cover you for emergency care. Read more about GIF via Linköping University's homepage. Enquire with your Department at the University if GIF applies to you.

- **Staying one year or more**

  If you have a residence permit for a year or more, you are eligible for healthcare benefits. However, you need to register at the Tax Agency (“Skatteverket”) and Försäkringskassan. It is advisable that you get some form of travel/medical insurance in your home country for your first few days in Sweden.

  If you receive a scholarship you will not be required to pay taxes in Sweden. Therefore you are ineligible for Swedish social security benefits.

**Insuring your belongings**

When it comes to your personal belongings, it is strongly recommended that you purchase a home and contents insurance (“hemförsäkring”). Contact an insurance company in Sweden once you arrive.
Family and schools
If you plan to bring your family to Sweden, they may also need a visa or a residence permit, depending on their citizenship and length of stay. They also need to make sure that they have some form of healthcare coverage in Sweden. You can read more about the Swedish social security system at Försäkringskassan.

Children’s school and daycare
If you have children it is a good idea to familiarize yourself with the Swedish school system and look into available schools in Linköping and Norrköping. Some schools have a long queue so it is recommended to apply for a place, if possible, before you arrive in Sweden.
You can read more about the Swedish education system at sweden.se and at skolverket.se.

Information about education in Linköping:
- There is information available in Swedish and English at the Linköping municipality website.
- Contact information Linköping municipality:
  Administration: Education administration
  Visiting address: Apotekaregatan 13 C
  Postal address: 581 81 Linköping
  Telephone: 013-26 38 00
- International/English schools and daycares in Linköping
  o Tiny Tots Preschool
  o Internationella Skolan Atlas (in Swedish)
  o Internationella Engelska Skolan in Linköping
- There are also special international classes for children between the ages 7-16. Usually the child is in this class for one year during which it will learn Swedish and then transfers to a regular Swedish class.
- Open preschool (Öppna förskolan) is a place where parents and children between the ages of 0-5 years can meet each other, share experiences and make new contacts. There are lots of toys and other fun activities for the children. Visit this website to find the open preschool in your area.

Information about education in Norrköping:
- Currently there are no daycares or schools that offer programmes in English in Norrköping. Read more about education in Norrköping here.
- Contact information Norrköping municipality:
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Unit: Interkulturella språkenheten
Visiting address: Bråddgatan 11, 1 trappa
Postal address: 601 81 Norrköping
Telephone: 011-15 00 00

- Just like Linköping, Norrköping’s municipality also offers international classes for children who speak a language other than Swedish. Contact Norrköping municipality for more information.

Life in Sweden

Sweden is the third largest country in Western Europe with a population of about 9.3 million, of which a majority live in the southern parts. The country is characterized by its long coastlines, large forests and numerous lakes. In southern Sweden, the winters are shorter than in most other areas of Sweden, but nevertheless quite cold. Summer temperatures are normally 20-25° C. Due to the high latitude, we have very long hours of daylight in the summer and few hours of daylight in the winter.

Sweden is known for being a modern and safe country with a reputation for being competitive and innovative. It has one of the highest standards of living in the world and a respected system of democracy, individual rights and equal opportunities. Most Swedes are able to speak English.

Read more about Sweden and the Swedes at Sweden.se and at Visit Sweden.

Transport

Linköping and Norrköping are situated 200/160 km south-west of Stockholm, in the county of Östergötland. The two towns are in the process of developing into one integrated urban region – Sweden’s fourth metropolitan area or the Twin Cities region.

Airports

Linköping Airport
Is located close to town, only ten minutes away from the city centre by car. There are usually taxis waiting outside the terminal building to take you either to the Central Station (Resecentrum) where you can catch a local bus or all the way to your final destination.

Norrköping Airport
Is easy to reach and provides good connections to both Norrköping city centre and Linköping. There is a bus service that runs from the airport to the train station where you can catch other connections. It is also possible to take a taxi all the way to Linköping if needed, which costs around SEK 700–800 from the airport.
**Arlanda Airport, Stockholm**
The easiest way to travel from Arlanda to Linköping/Norrköping is by train. It takes about two-three hours and there are several direct trains every day. You can also travel to Stockholm Central Station and change there for trains to Linköping and Norrköping. For tickets and timetables, please check the national railway company, SJ.

**Skavsta Airport, Nyköping**
Skavsta Airport is located in Nyköping, between Stockholm and Norrköping. If you arrive at Skavsta you can catch an airport bus (Flygbuss) that will take you to Norrköping or Linköping in about an hour, respectively one and a half hours. You can buy your ticket at the airport or online in advance.

**Kastrup Airport, Copenhagen, Denmark**
If you arrive at Kastrup Airport, Copenhagen, it is possible to take a direct train from there to Linköping/Norrköping. It is also possible to take the frequent commuter train from Kastrup airport to Malmö train station and catch a train or express bus from there. For tickets and timetables check the national railway company, SJ.

**Bromma Airport, Stockholm**
Bromma Airport is a smaller airport outside of Stockholm. If you arrive there you can take the airport bus (Flygbuss) to the Stockholm City Terminal from where it is easy to catch a bus or a train onwards.

**Useful links regarding transportation**

**Trains**
- Sweden’s national railway company (SJ)

**Airport buses**
- Flygbuss

**Express buses**
- Swebus
- Bus4You

**Local buses**
- Östgötatrafiken
When you arrive in Sweden

- Civic registration
- ID card
- Income taxes
- Banks
- At the university
- Other useful information
- Other useful website

Civic registration
When registered with the Migration Board, or when you have a residence permit valid for a year or longer, your next step is to register as a resident at the nearest office of the Swedish Tax Agency (“Skatteverket”).

Skatteverket Linköping
Kungsgatan 27
Linköping

Skatteverket Norrköping
Hospitalsgatan 23
Norrköping

Once you are registered you will receive a unique 10-digit personal identification number (“personnummer”). This number is needed for a whole range of services in Swedish society, such as acquiring an identity card, opening a bank account and receive subsidised medical care. You can find more information in both Swedish and English at Swedish Tax Agency website.

You need to bring the following documents:

- a valid passport (if you are a citizen of a country in the European Economic Area (EEA) or Switzerland, a valid passport or a valid national identity card)
- a residence permit and residence permit card if you are a citizen of a country outside the EEA or if you are stateless
- a registration certificate from the Migration Board if you have received one and documentation that shows you have right of residence if you are an EEA country citizen. (See Tax Agency website for more information on Documentation for right of residence)
• a marriage certificate or other document that confirms your relation to a family member who is an EEA citizen and has right of residence in Sweden, and also a residence permit card if you have one
• documentation proving your marital status
• birth certificates if you have children

ID card
It is recommended that you apply for an ID card. The ID card can be used to identify yourself, to apply for a bank account and to receive medical care. They are issued by the Swedish Tax Agency. Information about how to apply can be found on their website. You can also apply for an ID card at the police station.

Income taxes
In Sweden, income taxes are almost always automatically submitted to the tax authority, since employers are obliged to deduct taxes from your salary directly. It is strongly advised that you find out about any tax treaties between your home country and Sweden. Remember, if you are on a fellowship you do not pay income taxes and therefore you are not entitled to subsidised healthcare and other benefits in Sweden. If you are on a fellowship you will need to arrange your own health insurance.

Virtually everyone who lives and works in Sweden have to declare their taxes each year. The tax return form is sent out to all eligible individuals in April each year. It is everyone’s responsibility to return the tax form to the Tax Agency by the 5th of May. There are some exceptions to the regular tax system, e.g. tax relief for key foreign employees.

Key foreign employees - executives, experts, researchers and persons with special skills that are not available in Sweden - may qualify for a special 25 percent tax break when working in Sweden. The individual is only taxed on 75 percent of his or her income for the first three years of employment. More Information is available at “Forskarskattenämnden”. You have to apply within three months after the start of employment.

Banks
Staying in Sweden for a shorter period of time
It might be easier for you to use your bank account and bank card (Master or Visa) from your home country, even if this means that your transactions may result in currency exchange charges. You can withdraw cash in all ATMs and make your purchases with the bank card. If you want to pay your bill with a credit card, you can do this at Forex Bank. Using internet banking via your own bank, if available, is of course an option.

Residing for a longer period of time
In order to open a Swedish bank account you need to have a Swedish personal identity number and Swedish ID card.
If you have a Swedish personal identity number the banks can offer you, among other things:

- Bank account
- Online banking with payment service
- Bank card

In order to open an account you need to bring the following:

- Swedish ID card
- A copy of your residence permit from the Swedish Migration Board
- A copy of your employment contract or the decision to award you a scholarship

There are some banks where you may be able to open a Swedish bank account without a Swedish personal identity number and Swedish ID card. The same documents are required, as mentioned above.

**At the university**

Your host Department is responsible for arranging your work space, along with an IT account that gives you access to the Internet, e-mail and the University server. If you are employed by the university, you can find more information about the employment, e.g. payment of salaries, hours of work, insurance and pensions, work environment and equal opportunity issues at the [HR website](#).

**Internet and e-mail**

Linköping University offers students and employees a wireless internet connection at its campuses.

**Eduroam**

Eduroam is a global partnership of academic institutions that facilitates the sharing of wireless networks. A student or employee of a participating university can log in using his or her home username to the wireless network at all other participating eduroam institutions. Read more on this [website](#).

**LiU card**

The LiU card is a campus card for students and employees with multiple functions such as access card, library card and sports card (if you have a membership with Campushallen) all on the same card. More information can be found [here](#). Students and employees can travel for free with the LiU card on the [Campus bus](#), which runs between Linköping and Norrköping.

**Our campuses**

Linköping University has [four campuses](#): Campus Norrköping, Campus Valla, University Hospital Campus and Campus Lidingö.
Learning Swedish
If you plan to stay in Sweden for a longer period it is recommended that you learn Swedish. Your ability to speak the language will improve your career prospects and help you to get more out of life in Sweden.

Swedish language courses for university employees
The university offers Swedish language courses at different levels. These courses are for university employees only. Read more on this website.

Swedish language courses for those not employed, e.g. fellowships, by Linköping University
1. SFI - Svenska för invandrare- Swedish for immigrants

SFI is a basic, tax-funded Swedish course provided free of charge for those who immigrate to Sweden. You apply for SFI courses in Linköping by filling in the following form.

2. Folkuniversitet

Folkuniversitet also offers Swedish language courses at different levels. They will charge a course fee. Read more on this website.

Other websites relating to courses in Swedish:
- sweden.se: Learning Swedish
- learningswedish.se: a free online course for beginners
- Klartext: news in easy to understand Swedish (listening and reading)
- 8sidor.se: news in easy to understand Swedish (reading)
- Website with many useful links

Other useful information

Bank hours
Banks are generally open Monday through Friday 10 am - 3 pm. Many branch offices have additional opening hours in the late afternoon at least once a week.

Clothing
The weather in the southern part of Sweden is cold from November to March. You will need winter clothing (coat, gloves, warm shoes, etc.) for this part of the year. At the University the general dress code for most events is smart casual. The conferment of doctoral degrees is an exception to this.

Driving in Sweden
Sweden, like most other European countries, drive on the right hand side. You must bring your driving license whenever you drive.
Driver's license (“körkort”)  
Driver’s licenses from most non-EU/EES countries (except Japan and Switzerland) are valid in Sweden for one year. This may be extended for another year. After this time, you will be required to apply for a Swedish driver’s license. Read more at Transportstyrelsen.

Sunfleet:  Sunfleet is Sweden’s largest carpool with more than 660 cars in the fleet. As a member of Sunfleet you can rent a car by the hour in all locations where they operate.

Health and medical care
Healthcare centres
There are local healthcare centres (“Vårdcentral”) all over Linköping/Norrköping. More information on how to find the right health care centre can be found here. (In Swedish)

Medical Information Services: dial 1177
The Medical Information Service ("Sjukvårdsrådgivningen"), telephone: 1177, is a 24-hour provider of free healthcare information and consultation with a registered nurse.

In case of emergency: dial 112.
This is the emergency number for ambulance, police and rescue and fire brigade. You will be asked to explain what has happened and to state your location.

Pharmacies
Non-prescription medicines, such as aspirin and cough syrup, are sold at pharmacies and at some supermarkets, grocery stores and petrol stations. A doctor’s prescription is required for stronger medications such as antibiotics. These medicines can only be obtained from a pharmacy (apotek).

Dentists
All medical districts have a dental clinic (Folktandvården), usually located in the same area as the health care centre (Vårdcentral). There is also a wide range of private dentists listed at a website such as Eniro. Dental care costs are partially subsidised if you are registered with the Swedish social insurance system. Read more about dental care on this website.

Electricity
Sweden uses 230V AC, 50 Hz.

Emergency
In the event of an emergency, dial 112 and ask for ambulance services, the fire department or the police.
Local transportation

The local public transportation system is operated by Östgötatrafiken and consists of buses, trains and trams. Find more information about tickets and a journey planner at Östgötatrafiken. You cannot buy tickets from the driver. Instead, you need to buy your ticket from Östgötatrafiken offices or from newsagents such as Pressbyrån or from any other store or shop displaying the Östgötatrafiken sign. You can also buy tickets by text message (if you have a Swedish mobile phone operator). The time schedule is very reliable and there are seldom delays. Some regional and airport buses will allow you to pay by credit card, or you can buy tickets in advance on the Internet.

News

SR International is the international and multicultural service of state-owned national radio broadcaster Sveriges Radio. See The Local for news about Sweden in English.

Phone

Mobile telephones are widely used in Sweden. If you would like to arrange for a landline, you must have a Swedish personal identification number. You could also buy a prepaid SIM card for your mobile phone.

Post offices and postal services

Nowadays, post offices are integrated into various shops, grocery stores, petrol stations etc. You can use them to send packages and buy stamps. The opening hours differ according to the specific stores they are in. Generally, they are open during normal shopping hours, but local variations may occur. Look for the blue postal sign with the yellow bugle.

To receive letters and packages, your address must include your name, street, apt no and postcode. Larger packages must be collected at designated locations, e.g. selected food stores and petrol stations. For more information go to Posten.

Public holidays

A list of important Swedish holidays can be found at Sweden.se. Most Swedes have the holidays off, including many civil servants, bank employees, public transport workers, hospital staff, shop assistants and media workers.

Religion

More than 80% of the Swedish population of Sweden belong to the Evangelical Lutheran Church.
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Telephone
The international country code for Sweden is 46. The area code for Linköping is (0)13 and for Norrköping (0)11. To call abroad from Sweden, dial 00 followed by the country code.

Time
GMT 1. Time is written according to the European system. For example, 2 pm is written 14.00. Daylight saving time is used, i.e. the clocks are moved forward 1 hour at 2 am on the last Sunday of March and are moved back to normal time at 2 am on the last Sunday of October. Dates are often written in the following order: year, month, day, e.g. 12 October 2014 is written 2014-10-12 (or just 141012), or 12/10 2014. American visitors in particular should take note that 12/10 does not mean the 10th of December.

Other helpful websites

- Euraxess Sweden website contains a lot of relevant information for researchers visiting Sweden, such as entry into Sweden, work and taxation, social security, bringing your family, language and leisure. There is also a printable handbook and a useful FAQ section.
- Information from the municipality of Linköping (in English)
- visitlinköping.se: information about Linköping
- Information from the municipality of Norrköping (in Swedish only)
- upplev.norrköping.se: information about Norrköping
- If you are interested in doctoral studies in Sweden, here is a website which belongs to the Swedish Council for Higher Education. It is aimed at people who are doctoral students or who are considering starting to study for a doctoral degree.
- Notice board is where students and employees at Linköping University can sell/buy/exchange, but is also good to check if you are looking for housing.
- Blocket.se is Sweden's number one second-hand online market for everything from cars to textiles.
- www.liu.se is the Linköping University homepage
- Association for International Visitors is a voluntary organization made up of Swedish families who welcome international guests such as exchange students, guest students or postgraduate students into their homes as an occasional guest. Its office is at Linköping University.
• [www.informationsverige.se](http://www.informationsverige.se) is a website with useful information you need to know when you are new in Sweden.

• [studera.nu](http://studera.nu) is a website with information from the Swedish Council for Higher Education. It is aimed at people who are considering starting to study for a doctoral degree or who are already a doctoral student.