



# Study at Stockholm University

Handbook for International  
and Exchange Students



Stockholm  
University

## Welcome to Stockholm University!

Stockholm University is one of Sweden's largest institutions of higher education with more than 65,000 undergraduate, master's and doctoral students. The University is one of the world's top 100 higher education institutions, offering education and research within the humanities, law, science, social sciences and teacher training.

Education and research at Stockholm University make a difference. The University contributes to individual and social change through top quality education and outstanding research. Our researchers contribute to the development of public policy and political decision making, and participate in Nobel Prize Committees and international expert bodies.

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.

This handbook is intended for international and exchange students wishing to know more about studying at Stockholm University. Some sections are divided into "International Students" and "Exchange Students" with different information for each category. The information for international students is directed to all international students, regardless of country of origin, who either study one or more free-standing courses or a full study programme. The information for exchange students is only for students who have been nominated by their home university to study one or two semesters at Stockholm University as an exchange student.

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## What can I study?

### Courses and Programmes for International Students

Stockholm University offers courses at both undergraduate and advanced levels with English as language of instruction, as well as one bachelor's programme and 76 master's programmes in English. International students can choose between studying one or more free-standing courses that each last between five weeks and one semester or apply for a full study programme. A full list of all courses and programmes at Stockholm University is available via the online course catalogue at: [sisu.it.su.se/search/en](http://sisu.it.su.se/search/en). Choose "Show extended search" and select "Show only courses for international students" to see which courses and programmes do not require knowledge of Swedish.

### Courses for Exchange Students

Stockholm University has exchange agreements with around 500 universities throughout the world. Some agreements are university-wide and some are restricted to different departments and study areas. You will generally only be allowed to study in the area named in the exchange agreement. Browse our online course catalogue, [sisu.it.su.se/search/en](http://sisu.it.su.se/search/en), or the departments' websites to decide which courses you are interested in applying to. To find courses in the database choose "Show extended search" and select "Course" under "Type of study". Choose either "First level" (undergraduate/bachelor's studies) or "Second level" (advanced/master's studies) depending on the level you are studying at. Choose the semester you wish to study and your desired language of instruction.

### Swedish Language Courses for International and Exchange Students

Swedish language courses are offered at different levels for both international and exchange students. The courses are normally taken in addition to the main course selection and are free of charge. Academic credits are awarded upon successful completion of courses. Registration for courses is carried out at the beginning of each semester and during specific registration times which can be found at: [www.su.se/svefler/swe\\_international](http://www.su.se/svefler/swe_international). 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 ("Språkstudion" in Swedish). 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 (please see "Orientation Day").



## How to Apply as an International Student: Step-by-Step Guide

All international students, regardless of country of origin, can use this step-by-step guide when making an application for a course or programme at bachelor's or master's level. If you are interested in doing an exchange at Stockholm University, please follow the step-by-step guide for exchange students instead.

### *Step 1. Find a programme/course*

A full list of all courses and programmes at Stockholm University is available via the online course catalogue at: [sisu.it.su.se/search/en](http://sisu.it.su.se/search/en). Choose "Show extended search" and select "Show only courses for international students" to see courses and programmes that do not require knowledge of Swedish.

### *Step 2. Check that you meet the entry requirements*

Make sure that you fulfil both the general requirements for studying at bachelor's or master's level, and the specific requirements for the programme or course you are interested in. You can find information about entry requirements and information about accepted English tests and minimum results required at: [su.se/english/study/entry-requirements](http://su.se/english/study/entry-requirements).

### *Step 3. Online Application*

To apply as an international student, please visit the central Swedish application site [universityadmissions.se](http://universityadmissions.se), where you can:

- Search for and apply to courses and programmes at all higher education institutions in Sweden.
- Find information about applying to higher education in Sweden. There you will also find information about key dates, where and how your documents are to be sent.
- Find information on how to pay your application fee or how to document fee exemption.
- Track your application and receive your admissions decision.
- Make your final choice by replying to your admissions decision.

### *Step 4. Arrange for your documentation to be sent to Sweden*

In order to document your eligibility, you must provide University Admissions in Sweden with certified copies of your previous study information and documentation of your English proficiency. It is very important that you follow the instructions on what you need to submit, and how your documents should be submitted at: [www.universityadmissions.se/en/All-you-need-to-know/1/Applying-for-studies/Documenting-your-eligibility](http://www.universityadmissions.se/en/All-you-need-to-know/1/Applying-for-studies/Documenting-your-eligibility).

We have a decentralised organisation at Stockholm University and whether or not you need to submit documents in addition to those stated at University Admissions' website is decided by the individual department. You can find contact information for all our departments at [su.se/english/departments](http://su.se/english/departments).

Please note that all documents must have arrived at University Admissions in Sweden, FE 1, SE-833 83 Stroemsund, SWEDEN by the deadline for your application to be on time.

## How to Apply as an Exchange Student: Step-by-Step Guide

*Step 1. Find out if there is an exchange agreement between the university you are currently attending and Stockholm University.* If there is no agreement or if you did not get a nomination, you are welcome to apply as an international student. Please follow the step-by-step guide for international students instead.

*Step 2. Contact the International Coordinator at your home university* for further information about deadlines, application procedures, admission requirements and nomination.

*Step 3. After you have been nominated* by your home university the procedures differ depending on whether you will be studying under a university-wide agreement, network or a departmental agreement.

### Departmental Agreements

The vast majority of Stockholm University's exchange agreements are signed and administered by the departments. Each department is responsible for the assessment of eligibility and for admission to courses offered. If you are applying through a departmental agreement please contact the coordinator at your home university and the department at Stockholm University for all queries about application, deadline, admission, course selection, schedules, etc.

### University-Wide Agreements/Networks

Stockholm University has signed university-wide exchange agreements with a limited number of institutions throughout the world. If you are applying through a university-wide agreement/network, please contact the coordinator at your home university and the International Office at Stockholm University for queries about application, admissions and course selection. University-wide/network students should apply by 15 April for the autumn semester and 15 October for the spring semester. Once you have been admitted you should contact the department at Stockholm University if you have questions regarding academic matters.



*Step 4. Browse our online course catalogue:* [sisu.it.su.se/search/en](https://sisu.it.su.se/search/en), or the departments' websites to decide which courses you are interested in applying to. You will generally only be allowed to study in the area named in the exchange agreement, except for students coming under a university-wide agreement/network who are not registered with a specific department, who can, most of the time, take courses from all departments. Choose your courses together with your coordinator at your home university and your department/the International Office at Stockholm University.

*Step 5. Once you have submitted your application you should not assume you have been accepted* until you receive an official letter of acceptance from Stockholm University.

Please note that the choice of courses cannot always be guaranteed although every effort will be made to give students the courses they have chosen. If courses are cancelled in advance or if you do not meet the requirements, you will be contacted by the relevant department at Stockholm University. The University cannot be held responsible for cancelled courses or students not being accepted to courses due to classes being full or students not meeting the academic requirements.

## Language Requirements for Exchange Students

### *Swedish*

If you want to take courses given in Swedish you must be able to demonstrate proficiency in Swedish.

### *English*

University-wide/network students whose first language is not English must provide evidence that their English language ability meets the minimum requirements for admission. Students from the Nordic countries do not need to take a test.

- IELTS: 6.0 overall with at least 5.5 in each of the four components
- TOEFL: PBT 550, iBT 79.

Students applying through a departmental agreement should contact the department for more information about English language proficiency.

## Insurance

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.

All students studying in Sweden are covered by the personal injury insurance (a 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.

### EU/EEA Citizens and the European Health Insurance Card

International and exchange students from EU/EEA Member States should bring their European Health Insurance Card, issued by the social insurance office in the 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 Province of Quebec (Canada)

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

### Exchange Students

In addition, all exchange students from universities with which Stockholm University has a formal exchange agreement are covered by the Swedish State Insurance for Foreign Students in Sweden (Student-IN). This coverage is restricted to your study period at Stockholm University and extends only to claims arising while you are physically present in the country of Sweden. The insurance applies 24-hours a day and includes:

- Disability and death coverage.
- Home transport coverage.
- Liability coverage.
- Legal expenses coverage.

In some cases, the Student-IN insurance can cover necessary and reasonable costs for emergency medical care or dental care when the insured, during the policy term, suffers illness or in case of an accident. This insurance applies to exchange students who are not citizens of a Nordic country, an EU/EEA Member State, Switzerland or another Convention country regarding medical benefits, or are registered in Sweden and therefore have a Swedish personal identification number or for other reasons

pay the same health care fees as people resident in Sweden. This insurance does not apply to the extent the insured may receive compensation from another insurance. For detailed information about the Student-IN insurance, please visit: [www.kammarkollegiet.se/insurance](http://www.kammarkollegiet.se/insurance).

If you need to see a doctor and this insurance applies to you, do the following:

- Visit for example "City Akuten" and pay the fees. For more information please see "Health Services"
- Contact your coordinator at Stockholm University and complete a claim form. Return the form to the coordinator together with all original receipts and a refund will be made.

## Residence Permit and Visa Information

### Students from Outside the EU/EEA

International and exchange students 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 is required for citizens from countries on the list on the webpage: [www.studyinsweden.se/Living-in-Sweden/Do-I-need-a-visa](http://www.studyinsweden.se/Living-in-Sweden/Do-I-need-a-visa).

The responsible authority is the Swedish Migration Board ("Migrationsverket" in Swedish). Please visit their website for details regarding the application process and application forms: [www.migrationsverket.se](http://www.migrationsverket.se).

Application 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 you must prove to the Swedish Migration Board that you will have a guaranteed sum of at least SEK 7,300 per month at your disposal throughout the entire period of your studies when you apply for a residence permit.

### *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 do 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 approximately up to two months and must be done before the existing residence permit expires. A list of exceptions can be found on the Migration Board's website: [www.migrationsverket.se](http://www.migrationsverket.se).

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 holidays can contact the Swedish Embassy in their home country to renew their residence permits.

### **Students from EU/EAA**

Students from the EU/EEA do not need to apply for a residence permit. EU/EEA citizens staying in Sweden for more than three months 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 and to see required documents please visit: [www.migrationsverket.se](http://www.migrationsverket.se).

### **Students from the Nordic Countries**

Nordic citizens can spend time in and live in Sweden without having to register or have a work permit.



## **Finding a Place to Live**

### **Accommodation - International Students**

In the beginning of the semesters it can be quite difficult to find accommodation in Stockholm. To increase your chances of finding a place, it is recommended that you start well in advance. A good starting point is the website "Akademisk kvart": [www.akademiskkvart.se](http://www.akademiskkvart.se), where you will find offers regarding subleases in Stockholm. Moreover, you can take a look at the following sites:

- Stockholms universitets studentkår: [www.sus.su.se/en/housing-tips](http://www.sus.su.se/en/housing-tips)
- Studentlya.nu: [www.studentlya.nu/international](http://www.studentlya.nu/international)
- Stiftelsen Stockholms studentbostäder: [www.sssb.se/index.php?page=home\\_eng](http://www.sssb.se/index.php?page=home_eng)
- Stockholm stads bostadsförmedling: [www.bostad.stockholm.se](http://www.bostad.stockholm.se)

Don't forget to check notice boards at the University and newspapers for sublet offers. You can also 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. Apart from this you can have a look at places offering short-term accommodations in Stockholm. Staying at a hostel/hotel should only be considered a short-term solution (since it is a pricey one) while trying to find long term accommodation.

- Visit Stockholm: [www2.visitstockholm.com/en/accommodation/start](http://www2.visitstockholm.com/en/accommodation/start).
- Svenska turistföreningen: [www.svenskaturistforeningen.se/en](http://www.svenskaturistforeningen.se/en).

### **Accommodation - Exchange Students**

Stockholm University does not own any student dormitories and does not normally organise accommodation. A special exception is made for students from universities which Stockholm University has signed an exchange agreement with. However, due to high demand and shortage of accommodation in Stockholm, we cannot guarantee accommodation for all exchange students.

In all the housing units you should find a bed with a mattress, a desk and chair. You will also have access to kitchen facilities and a WC with shower. Depending on the location, you might also find additional furniture and utensils. Sheets, blanket and pillows are not provided. Inspections are carried out after every tenant to maintain technical standards and to make sure that cleaning has been carried out properly. Read more about the housing areas at: [www.su.se/english/exchange/housing](http://www.su.se/english/exchange/housing).

#### *How to Apply*

Depending on whether you will be studying under a departmental or university-wide agreement/network, the application process differs:

- Departmental agreement: Nominated exchange students will receive application information from the Housing Office in the end of May/end of October.
- University-wide agreement/network: Application for housing is included in the general online application for exchange studies, which should be submitted no later than April 15/October 15.

At the end of June/November you will receive information from the Housing Office as to whether or not you received an offer of accommodation. If you were unable to obtain accommodation via the Housing Office you will need to find your own housing. For more information please see “Accommodation - International Students”.

## Studying at Stockholm University

### The Structure of Higher Education

The Swedish academic system is adapted to the Bologna Process and higher education is divided into three cycles. All courses and programmes are placed within one of three cycles: the first (undergraduate/bachelor’s studies), second (advanced/master’s studies) or third cycle (PhD/research studies). For more information about the Bologna Process please see: [www.ec.europa.eu/education/higher-education/bologna\\_en.htm](http://www.ec.europa.eu/education/higher-education/bologna_en.htm)

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.

### Credits and Grades

Academic credits are called higher education credits, or HEC (“Högskolepoäng or HP” in Swedish). One semester of full-time studies consists of 30 HEC. One week of full-time studies equals 1.5 HEC and the workload is 40 hours per week, including lectures, readings, assignments, seminars and independent study. Depending on the department, courses are studied one after another or in parallel. Subjects may also be integrated into themes or blocks. The higher education credit system used at Stockholm University is compatible with the European Credit Transfer and Accumulation System (ECTS), where one Swedish higher education credit corresponds to one ECTS credit.

Stockholm University has introduced 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. Other grading scales are also used at some departments.

### Methods of Instruction

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 and exchange students as being very informal; professors and staff members mostly dress informally and speak in a familiar style with the students.

### Examination

Examinations seldom require students to merely reproduce the material presented during lectures. A common method is a “take-home” examination, which is an open-book, open-note examination in the form of 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. Written “sit-down” examinations are also common, which mostly take place at the 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. At some departments you must sign up for an examination on the University’s student web page. Contact your department for more information. Don’t forget to 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. 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.

## How to get there

### *Arriving at Arlanda Airport:*

To get from the airport to Stockholm city you can either catch the fast train ("Arlanda Express", 20 minutes), an airport bus (40 minutes) or take the commuter's train (40 minutes) and get off at the main train and bus station "T-Centralen".



### *Train*

Arlanda Express: [www.arlandaexpress.com](http://www.arlandaexpress.com)

### *Airport Coaches*

- Flygbussarna: [www.flygbussarna.se](http://www.flygbussarna.se)
- Swebus: [www.swebus.se](http://www.swebus.se)

### *Arriving at Bromma Airport:*

The airport coach takes you to Stockholm city (main train station, metro stop "T-Centralen"). The travelling time is approximately 25 minutes.

### *Airport Coach*

Flygbussarna: [www.flygbussarna.se](http://www.flygbussarna.se)

### *Arriving at Skavsta Airport:*

The airport coach takes you to Stockholm city (main train station, metro stop "T-Centralen"). The travelling time is approximately 1 hour and 20 minutes.

### *Airport Coach*

Flygbussarna: [www.flygbussarna.se](http://www.flygbussarna.se)

### *Getting to Frescati (Main Campus)*

From T-Centralen (the main station) you take the red metro line towards Mörby Centrum (line 14) and get off at the stop called "Universitetet". All metro stops are marked with a blue capital T, "tunnelbana". Please note that there are a few smaller campuses apart from Frescati. To find out where your department is situated please see: [www.su.se/english/departments](http://www.su.se/english/departments)

### *Campus Maps*

Here you can find maps of all campus areas: [www.su.se/maps](http://www.su.se/maps)

## Orientation Day

The Orientation Day is a seminar to welcome all international and exchange students and is held in the beginning of every semester. More information about the Orientation Day can be found on:

[www.su.se/english/study/exchange-students/orientation-days](http://www.su.se/english/study/exchange-students/orientation-days)

## Course Registration

After you have been admitted to a course you will need to confirm your enrollment through registration. This is normally done in the beginning of each semester. Stockholm University has a decentralised organisation, which means that there are

different ways of registering depending on which department you will be studying at. You will be given information from the respective department on how to register. If you did not receive information regarding registration and if there is no information about registration dates on the departmental website, you can contact the department directly. You can find a list of all departments at: [www.su.se/departments](http://www.su.se/departments).

### Interim Personal Identity Number for International Students (T-number)

All international students at Stockholm University are provided with a T-number, which 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 and three digits. Your T-number will be created when registered in the University database and will be given to you by your department/coordinator at Stockholm University. Other organisations like banks, etc. may give you other fictive numbers after registration.

#### *Swedish Personal Identity Number*

International students who study in Sweden for 12 months or longer must apply for a Swedish personal identity number ("personnummer" in Swedish). The Swedish Tax Agency ("Skatteverket" in Swedish) is the authority responsible for issuing personal identity numbers. Registration must be done in person at one of the tax agency offices. Please remember to bring the following documents:

- A valid passport proving your citizenship (or national ID for EU/EEA citizens).
- A Letter of Acceptance/Notification of Selection Results as proof of admission to the university (showing length of studies).
- A registration certificate (proof of enrollment).
- Information regarding your (temporary) address in Sweden, including apartment number.
- Information regarding your residence permit: a UT card and decision (Non EU/EEA citizens, including Swiss citizens).
- Assurance signed by yourself that you have sufficient funds to support yourself during your stay (EU/EEA citizens).
- A valid European Health Insurance card (EU/EEA citizens).
- An original or certified copy of a document showing your marital status (if applicable).
- An original or certified copy of birth certificate(s) for children (if applicable).

Students with a Swedish personal identity number have the legal duty to:

- Report changes of address within Sweden to the Tax Agency at: [www.adressandring.se](http://www.adressandring.se) or by visiting one of the offices in person.
- Report to the Tax Agency when moving from Sweden by submitting the form "Notification, Moving Abroad". This is if you will leave Sweden in order to live abroad for at least one year. The report must be made at least one week before departure. You will find the form "Notification, Moving Abroad" at: [www.skatteverket.se](http://www.skatteverket.se).

### Interim Personal Identity Number for Exchange Students (P-number)

All exchange students at Stockholm University are provided with a P-number, which 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 P and three digits. Your P-number will be created when registered in the University database and will be given to you by your department/coordinator at Stockholm University. Other organizations like banks, etc. may give you other fictive numbers after registration.



## IT and Library Services

### *The University Account*

For access to computers and the network you need a university account. Information on how to open the account will be given to you during the Orientation Day in the beginning of the semester. When you have a university account you can use:

### *My University*

My University (“Mitt universitet” in Swedish) is the University’s IT portal. Go to: [www.mitt.su.se](http://www.mitt.su.se) and choose “In English” for access to email and to register for exams, edit your contact information, view your grades and store course certificates and course registration documents.

### *Mondo*

Mondo is the lecturer and student platform. Go to: [www.mondo.su.se](http://www.mondo.su.se) to communicate with lecturers and other students in your courses, download and upload assignments and view information about timetable changes.

### *Student Computers, Printers and the Wireless Network*

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

### *Computer Labs at Frescati:*

- Computer Lab Lantis contains Windows-based computers and workspaces with wireless network.
- Computer Lab A2 contains Windows-based computers.
- Computer Lab A5 (A5164) contains Windows-based computers. This is a silent hall for individual work; cell phone use is not allowed.
- Computer Lab A5 (A5155) contains Windows-based computers.

### *The University Card*

To be able to borrow books from the university library or to use the copying, printing and scanning services you will need to activate your university card. You will receive the card after you have activated your account.

### **Library Services**

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. With your university account and card you can access all the library’s resources and, for example, seek information, borrow literature, renew your loans, use e-resources from home, request books that are out on loan or order books from the closed stacks and book group rooms. You can access the library services at: [www.sub.su.se](http://www.sub.su.se). 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.

### **IT Support**

Help with IT issues is available at: [www.su.se/english/it](http://www.su.se/english/it)

E-mail: [helpdesk@su.se](mailto:helpdesk@su.se)

Phone: +46 8-16 19 99

## **Student Services**

The Student Services (“Studentavdelningen” in Swedish), is a focal point for student services and is located in Studenthuset. Here you can get help concerning your studies regarding admissions, degree examinations, counselling, housing, student support, etc.

### **The Student Information Desk - “Infocenter”**

On the entrance floor of Studenthuset you find the Student Information Desk, “Infocenter”, where you can get further help on whom to contact for your matter.

Visiting address: Studenthuset

Visiting hours during semester time: Monday – Thursday 8 a.m. – 6 p.m. and Friday. 8 a.m. – 4 p.m.

### **Study and Career Counsellors**

The University has study and career counsellors that can help you regarding:

Programmes and courses available at Stockholm University.

- Information about studying and working in Sweden.
- Planning your studies.
- Career opportunities.

Visiting address: Studenthuset.

Visiting hours during semester time: Monday, Wednesday, Thursday: 10 a.m.–12:30 p.m. Tuesday 10 a.m.– 6 p.m.

E-mail for international students: [study@su.se](mailto:study@su.se)

Phone: +46 8 16 28 45, Monday–Thursday 9 a.m.–11 a.m., Wednesday 2 p.m.–3 p.m.



## Study and Career Counsellors at the Departments

Students are also welcome to contact the study counsellors at the departments, who can answer questions related to specific courses and programmes given by their department: [www.su.se/english/departments](http://www.su.se/english/departments).

## The International Office

The International Office is a small unit working primarily with university-wide/network student exchange. All international and exchange students should primarily contact their host department with questions.

## 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 and 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 assaults. 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.

### *Coordinator for Equal Treatment of Students: Christian Edling*

Visiting address: Studenthuset

E-mail: [jamlikhet@su.se](mailto:jamlikhet@su.se)

Phone: +46 8 16 25 59

## 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 are:

- Note-taking assistance.
- Course literature such as talking books or Braille.
- Sign-language interpreters.
- Alternative forms of examination.
- Extended time during tests and examination.
- Use of computers with spell-check programmes.

For more information please see: [www.su.se/disability](http://www.su.se/disability).

## Staff for Students with Disabilities

*Dyslexia Educationalist: Elisabeth Åman*

Visiting address: Studenthuset room 236

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

E-mail: [elisabeth.aman@su.se](mailto:elisabeth.aman@su.se)

Phone: +46 8 16 21 11, Monday–Thursday 10 a.m.–12 a.m. +46 8-16 21 11

*Coordinators for Students with Disabilities: Åsa Ferm and Anna Göthner*

Visiting address: Studenthuset room 234 (Åsa), room 235 (Anna)

E-mail: [disability@su.se](mailto:disability@su.se), [studentstod@su.se](mailto:studentstod@su.se)

Phone: +46 8-16 21 23, +46 8-16 28 78

## Networks for Students with Disabilities

*The Independent Living Institute*

The Independent Living Institute (ILI) is a policy development center specialized in consumer-driven policies for disabled peoples' self-determination, self-respect and dignity. Their webpage contains information about university studies for people with disabilities. You will find it at: [www.independentliving.org/indexen.html](http://www.independentliving.org/indexen.html)

*The Link Network*

LINK is a network of organisations, educational institutions, disability professionals, academics, students and interested individuals who all share the same goal, the full inclusion of students with disabilities in higher education. The objective of the network is to share knowledge, best practice and experience with the aim of raising the quality of service for third level students with disabilities across Europe. Read more at: [www.thelinknetwork.eu](http://www.thelinknetwork.eu)

## 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 own education, but student unions also have a major role in the social aspects of the University life. Stockholm University has three student unions, one university-wide union and two departmental ones. Membership in a student union is optional.

### The Stockholm University Student Union - "Stockholms universitets studentkår" (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. For more information about SUS please see: [www.sus.su.se/en](http://www.sus.su.se/en).

### International Student Coordinators

SUS also employs International Student Coordinators, who are an extra support service to international and exchange students. A newsletter is published weekly during the semester and contains information from the International Student Coordinators 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 manage 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. It is also a great way to learn basic language skills. Find out more about the activities arranged by the International Student Coordinators at: [www.sus.su.se/en/international-coordinators](http://www.sus.su.se/en/international-coordinators).

Visiting address: Studenthuset.

### Departmental Student Unions

- The Student Union for Social Work in Stockholm (SSAS): [www.sveaplanet.se](http://www.sveaplanet.se)
- The Student Union at the Department of Computer and Systems Sciences (DISK): [www.disk.su.se](http://www.disk.su.se)

### Studentkortet - Your Student Card

As a Student Union member you get “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, 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.

## Health Services

### 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. For more information please visit: [www.studenthalsanistockholm.se/english](http://www.studenthalsanistockholm.se/english)

Visiting addresses:

- Studenthuset, room 228-230. Walk-in Medical reception: Monday - Thursday 11 a.m. – 3 p.m.
- Studentpalatset, Norrtullsgatan 2, Underground station: Odenplan (Green Line), Walk-in Medical reception: Monday and Thursday 3 p.m.– 4p.m.

Phone health counselling: +46 8-674 77 03 and +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.

### Public Health “Vårdcentral or Husläkarmottagning”

A visit for medical care costs SEK 200-350 for students with a Swedish personal identity number or students with an European Health Insurance Card. For students without a personal identity number or an European Health Insurance Card, the cost is SEK 1,775. You can visit any medical centre, but if you do not have a Swedish personal identity number we recommend that you visit CityAkuten Stockholm. 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.

Phone: +46 20 150 150. Monday – Friday 8 a.m. – 4.30 p.m.

### *Emergency Ward at a Hospital – “Akutmottagning”*

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. Hours: 24 hours daily.

### *Dental Public Service – “Folktandvården”*

Dentists on emergency duty are found at St Erik’s Hospital (“St Eriks sjukhus” in Swedish).

Visiting address: Polhemsgatan 48

Opening hours: Monday-Sunday 8.45 a.m. - 8.30 p.m.

Phone: +46 8 123 156 80.

### *Contemplation Rooms*

The contemplation rooms are open for everyone, both students and staff, and welcome you regardless of religious background or other beliefs. At Frescati you will find the room in E 407 in the E Building of Södra huset and at Kista you will find it in room 5340 in the Forum. The rooms can be visited alone or in groups without making an appointment. The rooms are open during week days from 8 a.m.–8 p.m.

## Stockholm and Sweden

### Cost of Living

Stockholm is an expensive city to live in and you should budget for approximately SEK 8,000 – 9,000 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: 560.
- Other (course literature, phone, insurance, hygiene, etc.): 1,700.
- Clothing, hobby/leisure: 750.
- Total approx. 8,510.

Lunch at a bar or self-service restaurant costs approximately SEK 60-90. The student restaurants at Stockholm University offer meals at reasonable prices, approximately SEK 60. Many students bring their own food which can be heated in microwave ovens provided by the Student Union. Though Stockholm is an expensive city to live in

there are ways to make your money go further. For more information about student discounts please see “The Stockholm University Student Union SUS”).

### Holidays

There are no official breaks/holidays for students and students in certain courses will be required to submit essays or write exams throughout the whole semester. There is usually a two-week teaching break around 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 every year 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

### Climate

Stockholm has a moderate climate. 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. 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.

### Local Transportation

Public transport is easy to use in Stockholm and in Sweden in general. Stockholm’s public transportation, “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 22.5 credits per semester 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 Pressbyrå and at SL Access ticket machines at underground and commuter rail stations.

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, but it should be noted that this is the most expensive option. Also be aware that tickets cannot be bought on board the vehicles, but must be purchased from an SL Access ticket machine or ticket agent. 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](http://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 own mobile phone and purchase a pre-paid SIM card in Sweden, but check with your mobile phone company prior to leaving your home country to decide the best option for you.

### 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, find out if it can be used safely on this voltage or whether you will need an adaptor.

### Alcohol and Drugs

Restaurants and bars with a permit to serve alcohol can serve anyone who is at least 18 years old, although many clubs voluntarily require a minimum age of 20 or 23. If you wish to buy alcohol for personal consumption you need to visit “Systembolaget”, which are the state-run stores that have a monopoly on selling alcoholic beverages stronger than 3.5 % by volume. You need to be at least 20 years old to buy alcohol at “Systembolaget”. Purchasing alcoholic beverages for underaged persons is strictly forbidden and subject to penalty. Remember to always bring a photo ID if you plan to make a purchase at “Systembolaget”, or when visiting clubs and bars, since ID’s are frequently checked. Possession, use and trafficking of restricted drugs (marijuana, heroin, cocaine, etc.) is illegal and subject to a fine, imprisonment or deportation.



## Swedish Bank Account

Having access to a Swedish bank account during your stay in Sweden can be a convenient way to pay bills and receive income. However, if you are staying in Sweden for less than six months and have access to internet banking or a credit card via your home bank, the fees from that account might in total be less than the costs of an account in Sweden. You are welcome to open an account anywhere, but some banks, like SEB, have been more willing to accept international and exchange students as customers. Therefore, we suggest that you contact one of their offices:

- Stockholm city Stockholm – Odengatan 71 (Odenplan).
- Stockholm city Stockholm – Sergels torg 2.
- Stockholm north Danderyd – Mörby centrum, 4th floor.
- Stockholm north Stockholm – Nybrogatan 39 (Östermalmstorg).
- Stockholm south Stockholm – Hornsgatan 56 (Mariatorget).
- Stockholm south Stockholm – Medborgarplatsen 3 (Söderhallarna).

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

### Students with a Swedish Personal Identity Number

Students who have obtained a Swedish personal identity number from the Tax Agency need to bring their Swedish ID card or a birth certificate and passport.

### Students without a Swedish Personal Identity Number

#### *Students from a Nordic Country*

- Letter of acceptance that shows duration of studies.
- Valid ID, please bring your passport.
- Address information (e.g. rental contract).

#### *Students from an EU/EEA Member Country*

- Letter of acceptance that shows duration of studies.
- Registration notice (“Registrering av uppehållsrätt”) in Swedish, from the Swedish Migration Board.
- Valid ID, please bring your passport.
- Address information (e.g. rental contract).
- Students from a non-EU/EEA country and Swiss citizens.
- Letter of acceptance that shows duration of studies.
- Residence permit.
- Valid ID, please bring your passport.
- Address information (e.g. rental contract).

## Work During Studies

International and exchange students are allowed to work in Sweden during their period of study. No additional work permit is needed. However, please be aware that it can be difficult to find a part-time job in Stockholm, if you do not speak Swedish. Stockholm University is not able to help students to find jobs.

The Swedish Public Employment Service (“Arbetsförmedlingen” in Swedish) is Sweden’s largest employment agency. Their most important task is to match employers and employees. The agency also arranges job hunts, recruitment meetings and job fairs. Apart from advertisements for vacancies, their website 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 cover letter and find links to other job websites. For more information please see: [www.arbetsformedlingen.se](http://www.arbetsformedlingen.se).

A website for English speaking jobseekers is: [www.jobsinstockholm.com](http://www.jobsinstockholm.com). Despite the name, it advertises professional jobs throughout Sweden. It also features other useful tips and information for English speaking people looking for work in Sweden.





## Good to Know

- “Hej” is the most common greeting in Swedish. If you want to know how to use it, the rule is simple – always to everybody!
- Be 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 and within 15 meters from all public buildings.
- Most people have lunch between 12 p.m.–1 p.m. Teaching is often scheduled so 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 system, Swedes are generally good at forming their own queue. If you see a crowd standing in a row, it is probably a queue.
- A useful word to know in Swedish is “tack” (thank you). Swedes say it all the time. – Kan du skicka saltet, tack? – Varsågod! – Tack! (Can you send me the salt, please? Here you are! Thank you!)

## We hope you have a pleasant stay!

You can follow Stockholm University on:

- [www.twitter.com/stockholm\\_Uni](https://www.twitter.com/stockholm_Uni)
- [www.youtube.com/StockholmUniversity](https://www.youtube.com/StockholmUniversity)
- [www.facebook.com/stockholmuniversity](https://www.facebook.com/stockholmuniversity)

## Student Services/Studentavdelningen

Stockholm University, SE-114 18 Stockholm, Sweden

Visitingadress: Studenthuset

Phone: +46 8-16 20 00

E-mail for international students: [study@su.se](mailto:study@su.se)

E-mail for exchange students: [exchange@su.se](mailto:exchange@su.se)

[www.su.se/english](http://www.su.se/english)



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