Create your Account

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

Application for university accommodation

All fields marked with (*) must be completed.

Application data	Open all sub groups	Close all sub groups

Type of application	◉ incoming ○ outgoing *
Type of person	◉ Student ○ Teacher *
Housing	Freemover - Accommodation ▼ *
Type of person	○ Exchange Student ◉ Freemover ○ PhD-student ○ Guest Researche
Academic year	2023/24 ▼ *
Semesters	<-- Please select --> ▼ *

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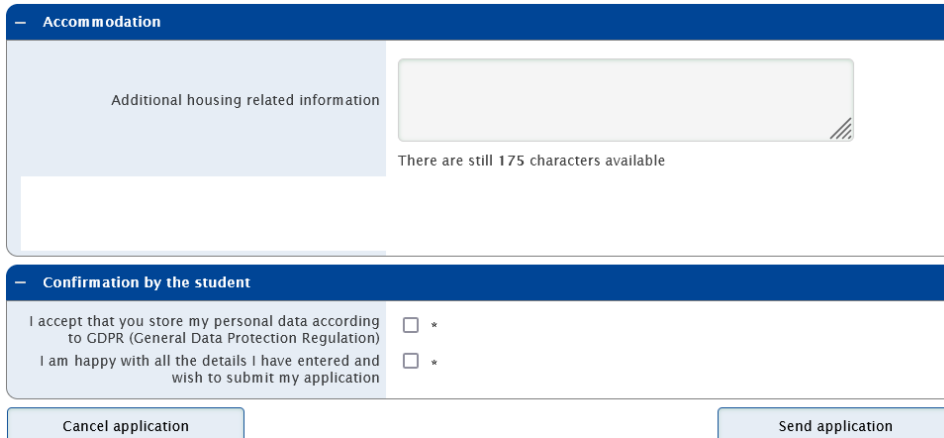
Personal data

First name	*
Last name	*
Gender	○ Male ○ Female *
Date of birth (YYYY-MM-DD)	*
E-mail address	*
Same e-mail address for verification	*

Contact person in case of emergency

First name	*
Last name	*
E-mail address	*
Telephone number	*

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

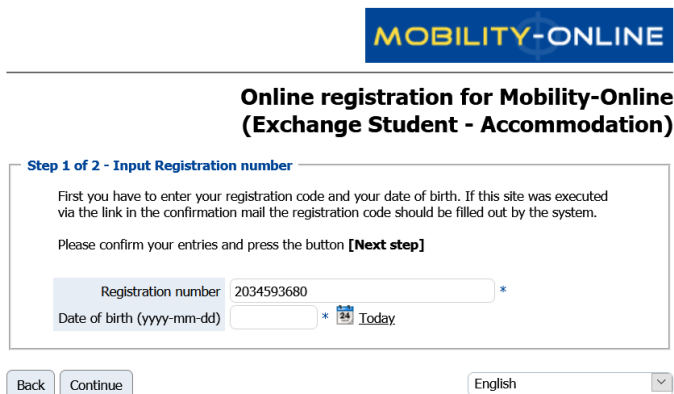**Study details**

Stockholm University	STOCKHO01 - Stockholm University ▼ *
Stockholm University Faculty	<-- Please select --> ▼ *
Stockholm University Department	<-- Please select --> ▼ *
Stockholm University Programme Name	
Stockholm University Contact Person	*
Stockholm University Contact Person Email Address	*

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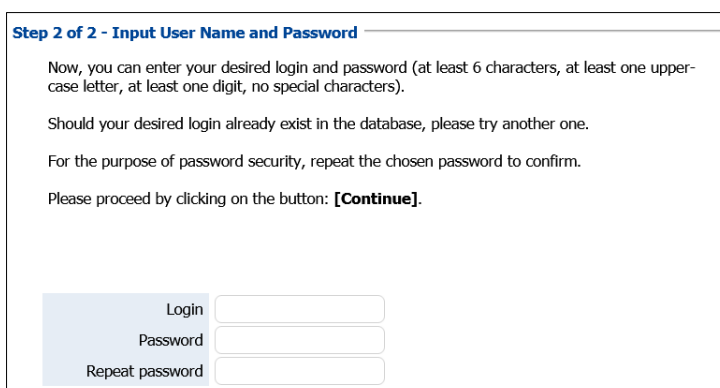

5. After you have filled in the form in all its parts and sent the application by clicking on "Send application" you will receive an email from the Housing Office (**check also the spam folder**!)

6. **Follow the instructions in the email** you have received from the Housing Office **in order to complete the registration of your account.**

7. State your date of birth (the registration number is automatically generated).

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

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

> **Registration successful**
>
> Your registration was successful.
> By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.
>
> Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.
>
> ✅ **Action successful!**

[Close window] [Login to Mobility-Online]

Complete your application

In order to complete your housing application, you have to follow three further steps:
1.   Complete persona data
2.   Choose housing preferences
3.   Upload copy of valid ID

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

1. Complete *Personal Data* - Click on "Complete Personal Data" and fill in the remaining info.
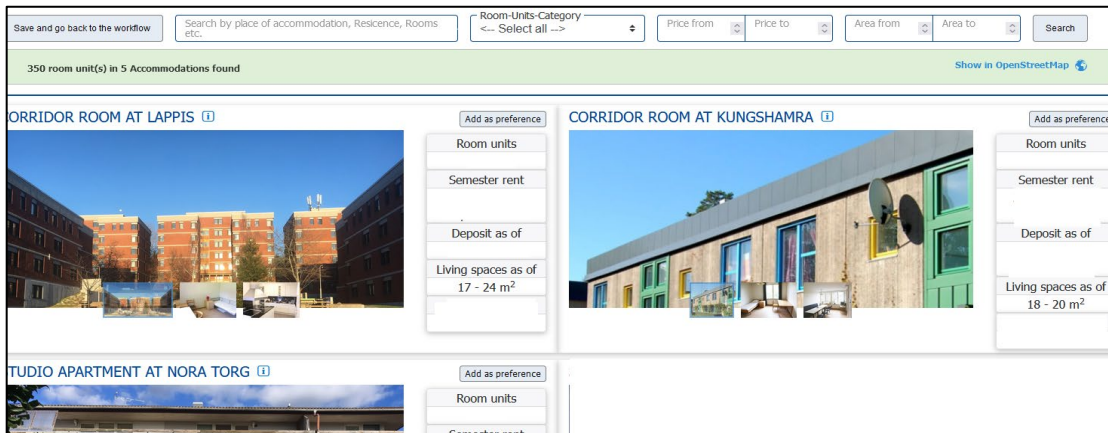
Personal data completed	☐	Complete personal data

Personal details

[Back to the application workflow] [Create]

Reported title	
Date of birth	
E-mail address	
Communication language	English

Permanent address details

c/o	
Street	
Country	<-- Please select -->
Post code	
City	
Telephone number	

[Back to the application workflow] [Create]

2. *Choose your accommodation preferences* by clicking on "Choose accommodation preferences". Thereafter rank your preferences by clicking on "*Add as preference*" - See an example in the picture below. (**If you need to see more pictures or read more about our accommodation areas**, please visit our [website](#))
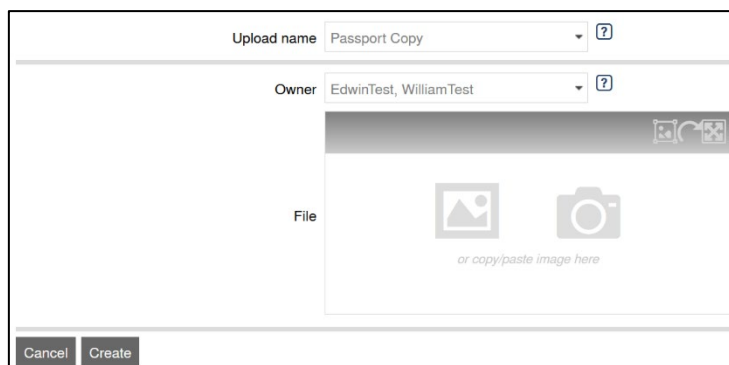
When you have chosen your preferences, **you will have to confirm the chosen preferences by clicking on "*Confirmation: I am satisfied with the choice of preferences I have made*"**. Remember to choose many options to increase the chances to receive an offer!

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