



# 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 70,000 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.

Since 1878, Stockholm University has been characterised by openness and innovation. 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.

Stockholm is a cultural hub and economic centre, with many green areas and surrounded by water, making it an ideal place to enjoy a relaxed and exciting student life. Only a few minutes away 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 on campus. Beautiful surroundings, historical environs and access to the dynamism of the capital and Sweden's largest job market are some of the features that make Stockholm 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.

### Contact information

Visiting address: Studenthuset

Phone: +46 8-16 20 00

Email for international students: [study@su.se](mailto:study@su.se)

Email for exchange students: [exchange@su.se](mailto:exchange@su.se)

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

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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 the language of instruction, as well as three bachelor's programmes and more than 75 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 complete list of courses and programmes at Stockholm University is available via the online course catalogue at, [sisu.it.su.se/search/en](https://sisu.it.su.se/search/en).

- Choose “Extended search” and select “Show only courses and programmes for international students” to see which courses and programmes do not require knowledge of Swedish.
- Choose either “First level” (undergraduate/bachelor's studies) or “Second level” (advanced/master's studies) depending on the level you intend to study.
- Choose the semester you intend to begin your studies.

### Courses for Exchange Students

Stockholm University has exchange agreements with over 500 universities around 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. A complete list of courses and programmes at Stockholm University is available via the online course catalogue at, [sisu.it.su.se/search/en](https://sisu.it.su.se/search/en).

- Choose “Extended search” and select “Course” under “Type of studies”.
- Choose either “First level” (undergraduate/bachelor's studies) or “Second level” (advanced/master's studies) depending on the level you intend to study.
- Choose the semester you intend to begin your studies 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 is carried out at the beginning of each semester during a specific registration period which can be found at, [su.se/svefler/swe\\_international](https://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 (“Språkstudium” in Swedish). Teaching is scheduled one or two afternoons/evenings per week. All courses start in the beginning of September or February. More information about the Swedish language courses will be given on 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 the bachelor's or master's level. If you are interested in doing an exchange at Stockholm University, 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](https://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 the 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](https://su.se/english/study/entry-requirements).

### Step 3. Online Application

To apply as an international student, visit the central Swedish application site [universityadmissions.se](https://universityadmissions.se), where you can find information on how to:

- Search for and apply to courses and programmes at all higher education institutions in Sweden.
- Apply to higher education in Sweden, key dates and where and how your documents are to be sent.
- Pay your application fee or how to document fee exemption.
- Track your application and receive 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 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, [universityadmissions.se/en/All-you-need-to-know1/Applying-for-studies/Documenting-your-eligibility](https://universityadmissions.se/en/All-you-need-to-know1/Applying-for-studies/Documenting-your-eligibility).

If you need to submit documents in addition to those stated on the University Admissions website it will be stated by the individual department. You can find contact information to all our departments at [su.se/english/departments](https://su.se/english/departments). All documents must be received by University Admissions in Sweden, FE 1, SE-838 73 Frösön, SWEDEN, by the deadline for your application to be considered 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. 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, 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/networks with a limited number of institutions throughout the world. If you are applying through a university-wide agreement/network, 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 1 April for the autumn semester and 1 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 department 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 often, 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.

### *Tisus – Test in Swedish for university studies*

One way to demonstrate proficiency in Swedish is the Tisus exam which is recognised by all the universities in Sweden. It is an examination at the advanced level and designed according to needs expressed by students and university teachers. For more information see, [su.se/svefler/english/tisus](http://su.se/svefler/english/tisus)

### *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: 6.5 overall with at least 5.5 in each of the four components.
- TOEFL: PBT 575, iBT 90.

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

## Insurance

All students studying in Sweden are covered by the personal injury insurance (a general student insurance) that has been obtained on behalf of universities and colleges within the Swedish state insurance system by “Kammarkollegiet”. The insurance applies during school hours and during travel to and from the location where school hours are spent. Stockholm University strongly recommends all students to have a complete insurance coverage to avoid extreme costs that might occur during off-campus activities. Carefully consider which level of insurance you need and pay particular attention to any restrictions and exclusions.

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

International and exchange students who are passport holders and current residents of an EU/EEA country or Switzerland should bring their European Health Insurance Card which is issued by the social insurance office in their home country. The card states that you are entitled to health care with the same conditions and at the same rate as permanent residents in Sweden. Be sure to bring the card whenever you seek medical care. If you do not obtain a European Health Insurance Card in your home country or are an EU/EEA/Swiss passport holder, but not a current resident of that country, you will need to arrange your own insurance coverage to cover costs, as medical care without insurance can be very expensive. However, you always have access to emergency care.

If you will be staying in Sweden for more than a year, you can register with the Swedish Tax Agency for a personal identity number. You will need to show your European Health Insurance Card when you apply for your personal identity number. Once you have received your number, you will be entitled to all healthcare services and pay Swedish patient fees.

### Non-EU/EEA citizens: stays of one year or more

If your degree programme is more than one year, and you are a fee-paying student at Stockholm University, you will be covered by an insurance policy provided by “Kammarkollegiet”, FAS The Swedish State’s Insurance for Fee-Paying Students. The insurance covers emergency medical and dental care during your study period and is valid two weeks prior to the start of studies and two weeks after the end of studies.

If you have a residence permit valid for a period of more than one year, you can register with the Swedish Tax Agency for a personal identity number. Once you have received your number, you will be entitled to all healthcare services and pay Swedish patient fees. The application procedure can be lengthy, but you will even be fully covered if you need medical assistance during the time it takes to process your application. While you are waiting for your personal identity number, you will need to prove that you have made an application to the Swedish Tax Agency when seeking medical attention.

## Non-EU/EEA citizens: stays of less than one year

If you have a residence permit valid for a period of less than one year and are a fee-paying student at Stockholm University, you will be covered by an insurance policy provided by “Kammarkollegiet”, FAS The Swedish State’s Insurance for Fee-Paying Students. The insurance covers emergency medical and dental care during your study period and is valid two weeks prior to the start of studies and two weeks after the end of studies. It is also applicable during direct travel between your home country and Sweden. If you hold a Schengen Visa issued by a Swedish mission abroad the insurance applies 24 hours a day in the Schengen region. If you do not have a Schengen Visa, the insurance is only applicable in Sweden. The insurance is not applicable in your home country for reasons other than studies or work placement as part of your studies/internship experience at Stockholm University.

## Exchange Students

All exchange students from universities with which Stockholm University has a formal exchange agreement are covered by an insurance policy provided by “Kammarkollegiet”, Student-IN, The Swedish State’s Insurance for Foreign Students in Sweden. This coverage is restricted to your study period at Stockholm University and extends only to claims arising while you are physically present in Sweden. The insurance applies 24-hours a day in the Schengen region and includes:

- Disability and death benefits
- Property cover
- Home transport cover
- Liability cover
- Legal expenses cover

In some cases, the Student-IN insurance can cover necessary and reasonable costs for emergency medical care or dental care if the individual 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 residents in Sweden. This insurance does not apply to the extent the insured may receive compensation from another insurance.

If you need to see a doctor and this insurance applies to you:

- Visit for example “CityAkuten” and pay the fees
- 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

For detailed information about the various insurances provided by Kammarkollegiet visit, [kammarkollegiet.se/english/insurance](http://kammarkollegiet.se/english/insurance)



## 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: [government.se](http://government.se). Application for a residence permit can under no circumstances be submitted after entering Sweden. The responsible authority is the Swedish Migration Board (“Migrationsverket” in Swedish). For details regarding the application process, [migrationsverket.se](http://migrationsverket.se).

#### *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 (see Insurance).
- 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 must be done before the existing residence permit expires, and the waiting time when applying for extension of a residence permit may be lengthy. You are entitled to stay in Sweden while the permit is being processed. More information can be found on the Migration Board’s website, [migrationsverket.se](http://migrationsverket.se).

### Students from EU/EAA

EU/EEA citizens who are registered as studying at a Swedish university and have comprehensive health insurance automatically have right of residence in Sweden, and therefore do not need to register with or apply for a residence permit at the Swedish Migration Board. For more information visit, [migrationsverket.se](http://migrationsverket.se).

### Students from Switzerland

Swiss citizens who are admitted for studies in Sweden lasting longer than three months must apply for a residence permit. You do not need to wait for your application to be processed, you may begin studying as soon as you arrive to Sweden. Visit the Migration Board’s website for details regarding the application process and application forms: [migrationsverket.se](http://migrationsverket.se).

### Students from the Nordic Countries

Nordic citizens are permitted to study and live in Sweden without registering or obtaining a residence permit.







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## Finding a Place to Live

### Accommodation – International Students

In the beginning of the semester it can be quite difficult to find accommodation in Stockholm and it is strongly recommended that you start looking well in advance. A good place to start is the website “Akademisk kvart”: [akademiskkvart.se](http://akademiskkvart.se), where you will find offers regarding subleases in Stockholm. The following sites may also be useful:

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

Be sure 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 can be expensive) while trying to find long term accommodation.

- Visit Stockholm, [visitstockholm.com/en/moving-to-stockholm/housing](http://visitstockholm.com/en/moving-to-stockholm/housing)
- Svenska turistföreningen, [svenskaturistforeningen.se/en](http://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, blankets 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, [su.se/english/exchange/housing](http://su.se/english/exchange/housing).

#### *How to Apply*

All nominated exchange students will receive information on how to apply for housing from the Housing Office in the end of May/end of October. 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 through the Housing Office you will need to find your own housing. For more information 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:

- First (undergraduate/bachelor's studies)
- Second (advanced/master's studies)
- Third cycle (PhD/research studies)

For more information about the Bologna Process you can visit the European Commission website, [ec.europa.eu/education/higher-education/bologna\\_en.htm](http://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 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 seem informal to international and exchange students as professors and staff members mostly dress casually and speak in a familiar style with 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, My University (“Mitt universitet” in Swedish) the University’s IT portal. Contact your department for more information and always be sure to check the regulations for each examination.

## Plagiarism and Regulations for Disciplinary Matters

As a student you must be conscientious about clearly accounting for the material used in the texts that are submitted for examination. To use another person’s expressions or ideas without stating the source is plagiarism. To translate and/or change some words in someone else’s text and present it as your own is also a form of plagiarism.

Plagiarism is considered cheating and if discovered in an exam or paper, the exam or paper will be failed immediately and disciplinary measures may be taken. Any student who is caught cheating or disrupting academic activities may be suspended from lectures and exams for a period of up to six months. The Vice-Chancellor or the Disciplinary Council decide whether the student is to be subject to any disciplinary measures.

## How to get here

### Arriving at Arlanda Airport:

To get from the airport to Stockholm city you can catch the express train (“Arlanda Express”, 20 minutes), an airport bus (40 minutes), or take the commuter train (40 minutes) and get off at the main train and bus station “T-Centralen”.

#### *Stockholm University Shuttle bus service*

In connection with Orientation Week, Stockholm University provides a shuttle bus service from Stockholm Arlanda Airport to Stockholm University, Campus Frescati (main campus). For more information about the shuttle bus service and international student guides present at Stockholm Arlanda Airport visit, [su.se/english/study/admitted-students](http://su.se/english/study/admitted-students)

#### *Train*

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

#### *Airport Coaches*

Flybussarna: [flybussarna.se/en](http://flybussarna.se/en).

Swebus: [swebus.se/SwebusExpress\\_com](http://swebus.se/SwebusExpress_com)

#### *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*

Flybussarna: [flybussarna.se/en](http://flybussarna.se/en)

#### *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. International Student Guides will be present at Skavsta Airport in connection with Orientation Week. For more information about International Student Guides visit, [su.se/english/study/admitted-students](http://su.se/english/study/admitted-students)

## Getting to Frescati (Main Campus)

From T-Centralen (the central 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, for “tunnelbana”. Please note that there are a few smaller campuses apart from Frescati. To find out where your department is situated see, [su.se/english/departments.see](http://su.se/english/departments.see), [su.se/english/departments](http://su.se/english/departments).

## Campus Maps

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



## Once You Arrive

### *Orientation Week*

The whole week will be filled with student activities such as a welcome party, guided bus tours in Stockholm, guided tours on campus and much more. The International Office conducts this Orientation Programme for exchange students and master's students at the beginning of each term/semester together with the Stockholm University Student Union. The Orientation Day (part of the Orientation Week) is a full-day seminar to welcome all international and exchange students. It is held in the beginning of every semester. More information can be found at, [su.se/english/about/news-and-events/events/orientation-week](http://su.se/english/about/news-and-events/events/orientation-week).

### *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. The organisation of Stockholm University is decentralised, which means that there are different ways of registering depending on which department you will be studying at. You will be given information from your department on how to register. If you did not receive information regarding registration you can contact the department directly. A list of all departments can be found at, [su.se/departments](http://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 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 and you must 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 address in Sweden, including apartment number.
- Information regarding your residence permit: a UT card and decision (Non EU/EEA citizens, including Swiss citizens).

*In order to receive a personal identity number, a residence permit is also required for EU/EEA citizens who cannot fulfil the following requirements:*

- Assurance signed by yourself that you have sufficient funds to support yourself during your stay.
- A valid European Health Insurance card.
- 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, [adressandring.se](http://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, [skatteverket.se](http://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 services 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: [mitt.su.se](http://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: [mondo.su.se](http://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 permitted.
- 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, [sub.su.se](http://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, [su.se/english/it](http://su.se/english/it)

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

Phone: +46 8-16 19 99



## Student Services

Student Services (“Studentavdelningen” in Swedish), is a focal point for student services and is located in Studenthuset. Here you will be able to find information about admissions, degree examinations, study counselling, housing, student support, etc.

### The Student Information Desk – “Infocenter”

On the main floor of Studenthuset you will find the Student Information Desk, “Infocenter”, the first point of contact for inquiries concerning your studies. At the Infocenter you can ask questions regarding admissions, student exchanges, scholarships, degrees, student support and more.

### Students are also welcome to visit Infocenter to:

- Get certificates of course registration.
- Get study certificates showing completed courses, credits and grades.
- Hand in their degree application.
- Buy Stockholm University profile products.

Visiting address: Studenthuset, Universitetsvägen 2B, Campus Frescati

Visiting hours during the autumn and spring semester: Monday – Thursday 8 a.m.– 6 p.m., Friday 8 a.m. – 4 p.m.

Visiting hours during the summer from mid-June (week 25) – mid-August (week 33): Monday – Friday 8 a.m. – 4 p.m.

Email: [info@su.se](mailto:info@su.se)

The Infocenter is closed during weekends and all Swedish public holidays. During the weeks around Christmas and New Year’s Eve the opening hours are 8 a.m. – 4 p.m., and on the weekday before a public holiday 8 a.m. – 12.30 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.

Visiting address: Studenthuset, Universitetsvägen 2B, Campus Frescati.

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

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

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

## 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, [su.se/english/departments](https://su.se/english/departments).

## The International Office

The International Office is a central unit working primarily with mobility within university-wide agreements and networks, Erasmus+ grants for outgoing mobility and coordinating certain activities such as Orientation week for all international students.

## 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.

Stockholm University makes an annual plan for equal rights and opportunities of students and prospective students. The plan includes actions for equal treatment, widening participation and accessibility. The plan can be found at [su.se/english/study/student-services/equal-treatment](https://su.se/english/study/student-services/equal-treatment)

### *Coordinator for Equal Treatment of Students*

Visiting address: Studenthuset

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

Phone: +46 8 16 25 59





## Study with a Disability

Stockholm University strives to develop inclusive study conditions and to identify the most appropriate support for each individual student with a disability. Examples of support provided are:

- Adaptation to ensure accessibility in the physical environment
- Course literature as talking books, e-books or in Braille
- Note-taking assistance
- Sign-language interpreters
- Alternative forms of examination
- Use of computers with spell-check programmes and speech synthesis

### Planning your studies – Exchange Students

In order to ensure that you get the support you are entitled to, your coordinator at your home university must contact us in advance of your arrival. If you come from a university within the EU or EEA, you may also contact your coordinator about applying for an extra Erasmus grant to cover possible costs for support during your exchange.

### Planning your studies – International Students

Contact the coordinators at the Service for Students with Disabilities to discuss your study support.

### Arriving at Stockholm University – All Students

Contact the coordinators at the Service for Students with Disabilities. Together with the coordinator, discuss your individual needs for study support. Bring a medical certificate of your disability to the meeting with the coordinator. The coordinator will then write a certificate of recommended support. After meeting with the coordinator, bring the certificate of recommended support to the study counsellor at your department. It is the examining professor who decides what support is possible.

### Contact the Service for Students with Disabilities

Arrange a meeting with a coordinator if you would like information, advice and guidance regarding your study support requirements.

#### *Dyslexia*

Email: [dyslexia@su.se](mailto:dyslexia@su.se)

Phone: +46 8 16 21 11

#### *Any other disability*

Email: [disability@su.se](mailto:disability@su.se)

Phone: +46 8 16 21 23, +46 8 16 28 78, +46 8 16 22 98

Visiting address: Studenthuset, room 234-239

Website: [su.se/disability](http://su.se/disability)

## Academic Writing in English and Swedish

The Academic Writing Service offers language support to students who write their course work in English. Students are welcome to book an appointment for individual tuition and support to improve their texts. Students who write their course work in Swedish are equally welcome to book an appointment, and may also attend lectures and seminars on Academic Writing.

Email: [writingservice@su.se](mailto:writingservice@su.se) and [sprakverkstaden@su.se](mailto:sprakverkstaden@su.se)

## 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 university life. Stockholm University has three student unions: one university-wide union (SUS – Stockholm University student union) and four departmental ones (HumF – humanities, NF – natural sciences, SF – social sciences and JF – law faculty clubs). Membership in a student union is optional. You can also be a member of more than one student union at the same time.

### 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 supporting and assisting students who feel they have been mistreated. SUS organizes student associations and clubs and publishes a student magazine called *Gaudeamus*.

#### *Student discounts*

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 see, [sus.su.se/en](http://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 information that will be beneficial for you. The International Student Coordinators also manage Buddy and Ambassador Programs. Through the Buddy program you can apply for a Swedish mentor. This is worthwhile since you will get to meet Swedish students who can help you with your questions and concerns about life in Sweden. It is also a great way to learn basic language skills.





The Ambassador program is designed for those who would like to be more involved in the student life and themselves organize the events for new international students. Find out more about the activities arranged by the International Student Coordinators at, [sus.su.se/en/international-coordinators](http://sus.su.se/en/international-coordinators).

Visiting address: Level 1, Studenthuset.

## Campuskortet – Your Student Card

As a Student Union member you get “Campuskortet”, a student identification card. The card will be sent to you approximately two weeks after you have paid the Student Union fee and have been registered for your courses at your department.

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 where you can pick it up. Receiving the card and the membership in the Student Union is optional.

## Departmental Student Unions

- The student union for students at the Department of Social Work, Stockholm University. For more information visit, [ssas.nu](http://ssas.nu)
- The Student Union at the Department of Computer and Systems Sciences (DISK). For more information visit, [disk.su.se](http://disk.su.se)

## 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 visit, [studenthalsanistockholm.se/english](http://studenthalsanistockholm.se/english)

#### *Visiting addresses:*

Studentpalatset, Norrtullsgatan 2, metro station Odenplan (Green Line):

Walk-in reception: Tuesday – Thursday 1 p.m.– 4 p.m.

Studenthuset, Universitetsvägen 2B, room 228-230:

Walk-in reception: Monday – Thursday 12 a.m. – 4 p.m.

Phone health counselling: +46 8 674 77 00 Tuesday – Thursday 1 p.m. – 4 p.m.

Phone psychological counselling: +46 8 674 76 99 Monday – Thursday 3 p.m. – 4 p.m.

### Public Health Vårdcentral or Husläkarmottagning

*For students with a Swedish personal identity number and/or a European health insurance card:*

The fee for medical care is SEK 200-250 (the same cost as for Swedish citizens).

*For students without a personal identity number or a European health insurance card:*

The cost is SEK 1,825. You are free to visit any public health 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 in order to make an insurance claim.

*CityAkuten Stockholm*

Visiting address: Apellbergsgatan 48, metro station: Hötorget (Green Line).

To book an appointment call: +46 20 150 150

*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 your condition is serious, 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 Fleminggatan 48, metro station Fridhemsplan (Green Line). Opening hours: Monday – Friday 7 a.m. – 8.30 p.m., Saturday – Sunday 7.45 a.m. – 8.30 p.m.

Phone: +46 8 123 156 80

*Contemplation Rooms*

The contemplation rooms are open to everyone, both students and staff, regardless of religious background or other beliefs. At Frescati you will find the room in E 407 in the E Building of Södra huset. The room can be visited alone or in groups without making an appointment. The room is open during Monday – Thursdays from 8 a.m. – 10 p.m, Friday from 8 a.m. – 8 p.m and weekends from 8 a.m. – 6 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: 3,750
- Food: 2,000
- Local travel: 560
- Telephone/Internet: 300
- Insurance, medical care and hygiene: 300
- Leisure/miscellaneous: 1,100
- Total approx. 8,010

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. Although Stockholm is an expensive city to live there are ways to make your money go further. For more information about student discounts see “The Stockholm University Student Union (SUS)”.

## 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 the winter months is about -3°C. Snowfall usually occurs from January to March.

## Holidays

There are no official breaks/holidays for students and in certain courses students may be required to submit essays or write exams throughout the whole semester. There is usually a two-week teaching break around Christmas, but you should 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, 19 June
- Midsummer's Day, 20 June

## Local Transportation

Public transport is simple and convenient 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 discount 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 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 trip planner (which you can use to help find the quickest route between two addresses or stations) can be found at [sl.se/english](http://sl.se/english).

## Telephone Information

If you plan to use a mobile phone while in Sweden, there are plenty of options and good deals to be found by shopping around. 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 underage 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 with 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– Odengatan 71 (Odenplan)
- Stockholm city– Odengatan 28
- Stockholm city– Sergels torg 2
- Stockholm north– Nybrogatan 39 (Östermalmstorg)
- Stockholm south– Hornsgatan 56 (Mariatorget)
- Stockholm south– Medborgarplatsen 3 (Söderhallarna)

The offices are open Monday-Friday from 10 a.m.–3 p.m. Try to avoid visiting during the lunch hour (12 p.m.–1 p.m.) or in large groups in order to avoid a long queue at the office. Remember to bring the following documents:

### *Students with a Swedish Personal Identity Number*

- Swedish ID card or a birth certificate (“Personbevis”)
- Passport





### *Students without a Swedish Personal Identity Number*

Students from a Nordic Country:

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

Students from an EU/EEA Member Country:

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

Remember that you must contact the bank to close your Swedish bank account when you leave Sweden in order to avoid accumulating unnecessary fees.

## 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, 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. Stockholm University has a job portal called MyCareer which gives you the opportunity to join Europe's largest career network for students and recent graduates. Using your university account you can register, create a personal profile and build your profile according to your skills, competencies and job interests. With a personal profile, you can promote yourself to prospective employers and follow their activity through your personal pages. Staying up to date on relevant jobs is made easy by subscribing to wanted ads from hundreds of international employers. You can also find information on career events at the University and register through the portal. Visit the portal at, [su.graduateland.com](http://su.graduateland.com)

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 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 see, [arbetsformedlingen.se](http://arbetsformedlingen.se). There are also a few websites specifically for English speaking jobseekers such as [worksweden.se](http://worksweden.se) and [jobsinstockholm.com](http://jobsinstockholm.com).

## 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 the number of the week 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!)

## Getting to know Stockholm and Sweden

- [sweden.se](http://sweden.se) – The official site of Sweden and a good starting point - visit it to discover the facts and stories of our country!
- [visitsweden.com](http://visitsweden.com) – At Sweden’s official travel and tourist information web site you can find images of Sweden and its culture.
- [studyinsweden.se](http://studyinsweden.se) – Learn about student life in Sweden.
- [visitstockholm.com](http://visitstockholm.com) – An official guide to Stockholm that you can use to get to know “The capital of Scandinavia”.

### You can follow Stockholm University on:

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

**We hope you have a pleasant stay!**



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Stockholm  
University