



Welcome Guide for International Staff

LUND UNIVERSITY



The warmest of welcomes to Lund University!



Erik Renström. Photo: Charlotte Carlberg Bårg

Lund University was founded in 1666 in southern Sweden and has, through the centuries, developed into the international centre for learning, research, and innovation and collaboration it is today. The University's development has been made possible by all the people, past and present, who have contributed with their knowledge, ideas and unbending belief in science and innovation. The staff and students are the University's greatest assets.

I would like welcoming you, as a new employee, to Lund University. I hope that we together will aim to advance our organisation for current and future generations.

Everyone has unique experiences they bring with them to a new place. These are pure gold for a university that wishes

to understand, explain and improve our world and the human condition. We constantly aim to replenish our well of knowledge and ideas with new perspectives. As a new employee, you are therefore especially important.

Every individual has their own distinctive experiences, role and space in an organisation as extensive as Lund University, and we want your time here to be as enriching as possible. To help you get started, we've put together some advice and information to help you during your first few months. I hope that you have high expectations of Lund University and that they are not only met but exceeded.

My warmest welcome!

Erik Renström,
Vice-Chancellor Lund University



This Welcome Guide has been put together in order to make your transition to Lund, the University and Sweden as smooth as possible. In the following chapters you will find information and recommendations that will be useful when planning your stay here.

The first three chapters: *About the University, Lund, Skåne and Sweden in Brief* introduces you to the University, the city and the country. Some historical background and future visions are added to the information about culture, climate and other facts.

In *Living in Sweden*, you will find information about healthcare and medical care, as well as information about travelling in Sweden and Lund.

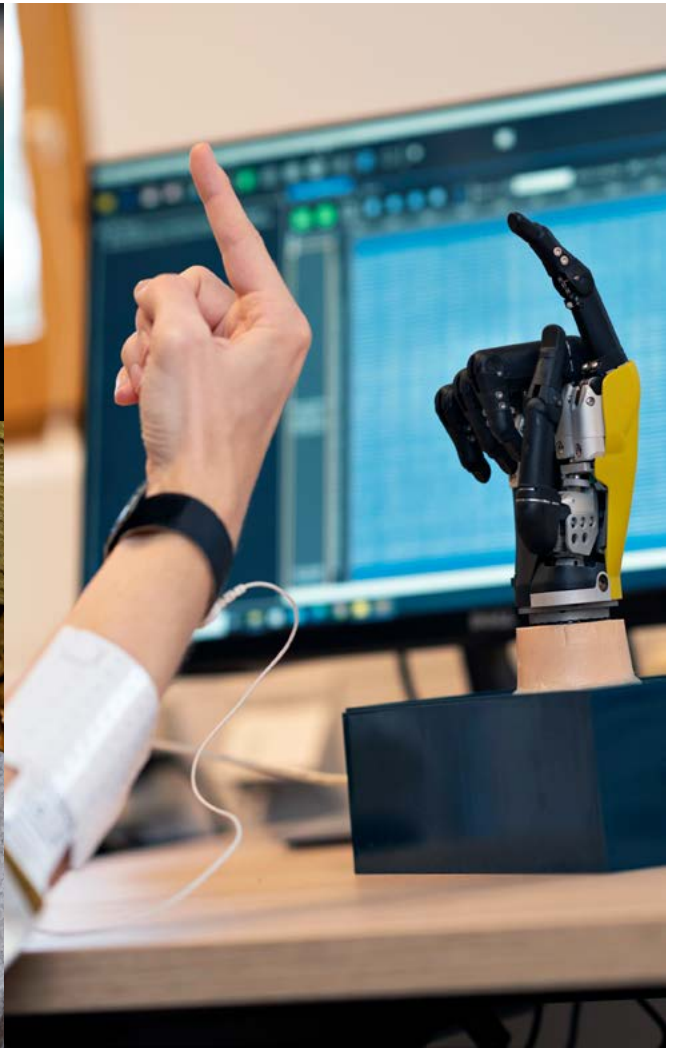
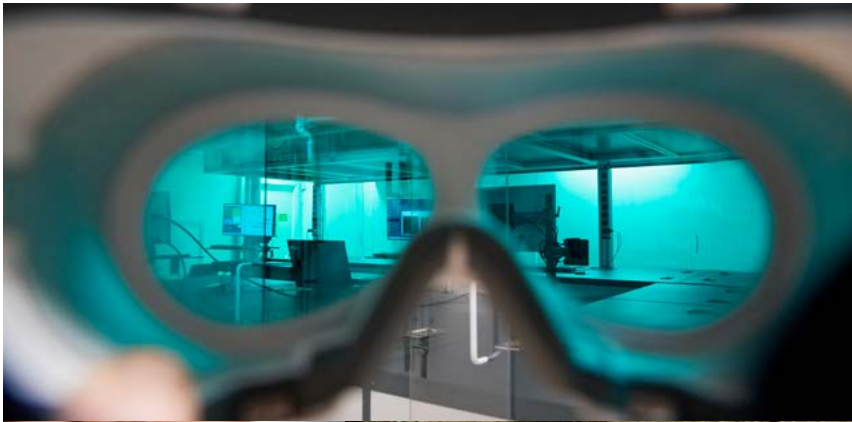
Information about working at the University has been collected in *Getting settled at the University*. Your host department is your primary contact when it comes to these questions.

In the final three chapters, we have collected the following information:

Pre-arrival information - things that need to be prepared and completed before arriving here; permits, insurance, accommodation and how to travel here. There is also a special section with information for families and spouses.

On arrival information - information that will make settling in easier: civil registration, how to open a bank account, seek medical care, home insurance, travelling around, learning Swedish and much more.

Pre-departure information - important things to remember before leaving Sweden and Lund.



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◀ Top left: The research lab for an attosecond, the laboratory that gave Lund University its first Nobel Prize in 2023. Photo: Charlotte Carlberg Bårg. Bottom left: Stem cell research at Developmental and Regenerative Neurobiology, Faculty of Medicine. Photo: Kennet Ruona. In the middle: Time to weigh the three-week-old owlet in Torna-Hällestad. Photo: Kenneth Ruona. To the right: Research with hand prostheses in Biomedical Technology. Photo Johan Persson.



About the University

Lund University was founded in 1666 and is repeatedly ranked among the world's top 100 universities. The University has around 47 000 students and close to 9000 employees based in Lund, Helsingborg, Malmö and Ljungbyhed. We are united in our efforts to understand, explain and improve our world and the human condition.

EDUCATION AND RESEARCH

Lund is considered one of the most popular study locations in Sweden. The University offers one of the broadest ranges of programmes and courses in Scandinavia, based on cross-disciplinary and cutting-edge research.

The unique disciplinary range encourages boundary-crossing collaborations both within academia and with wider society, creating great conditions for scientific breakthroughs and innovations. The University has a distinct international profile, with partner universities in almost 70 countries.

Lund University has an annual turnover of more than 900 million euros. Two thirds of this is spent on research in our nine faculties and one third on education.

Lund University facts (2023)

- 2700 Research students
- 400 Doctoral degrees awarded
- 750 Professors
- 4300 Other academic staff
- 6080 Publications
- Lund University has educated 5 Nobel laureates and received 1 Nobel prize

We provide education and research within the following areas:

- Economics and management
- Engineering and technology
- Fine arts, music and theatre
- Humanities and theology
- Law
- Medicine
- Science
- Social sciences

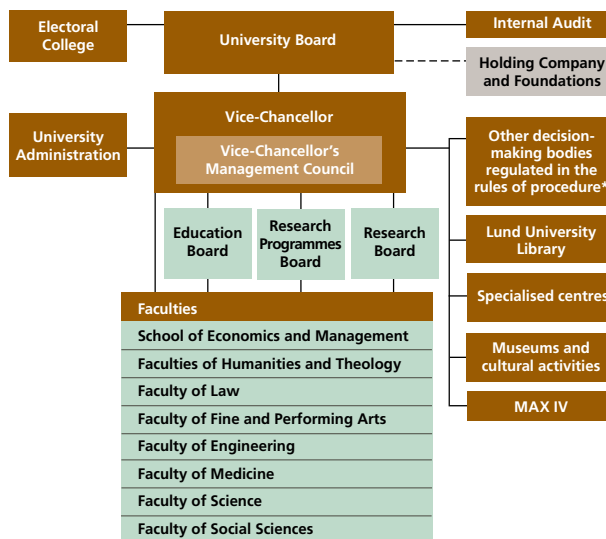
WORLD-LEADING RESEARCH FACILITIES

The establishment of the world-leading facilities MAX IV and the European Spallation Source (ESS) will have a major impact on scientific and industrial development in both materials science and life science. MAX IV is the leading synchrotron radiation facility in the world, while ESS will feature the world's most powerful neutron source.

These facilities together with the new University campus in Science Village will constitute a science complex and an international hub for research, education and innovation in which Lund University plays a central role.

GOVERNANCE AND ORGANISATION

The University Board has the overall responsibility for all operations at Lund University. It consists of representatives of the University's teaching staff and students, and representatives from the wider society. The management of Lund University consists of the Vice-Chancellor, the Deputy Vice-Chancellor, five Pro Vice-Chancellors and the University Director. The Vice-Chancellor is appointed by the Swedish government for a maximum of six years, after a proposal from the University Board.



*Disciplinary Board, Staff Disciplinary Board, Research Misconduct Review Board, Admissions Board.

The Vice-Chancellor is the University's chief executive and foremost representative. The Vice-Chancellor is responsible for ensuring that the goals decided by the University Board are achieved.

A faculty is a part of the University under which departments are organised. Each faculty is home to departments with related disciplines, for example the Faculty of Social Sciences.

Departments are the primary workplace of admin/technical staff, researchers, teaching staff and students at all levels. The departments conduct education and research in one or several closely related subjects, for example the Department of Sociology.

OUR VISION AND CORE VALUES

Lund University's vision is to be a world-class university that works to understand, explain and improve our world and the human condition.

Lund University is part of a worldwide academic community and stands behind the basic values that European universities have agreed on in the Magna Charta Universitatum. This document establishes the importance of autonomy and academic freedom. Universities must be free of pressure from the outside world and defend the freedom, integrity and quality of education and research.

The values are also anchored in the laws that a Swedish public authority must follow. The activities must safeguard democracy, legality, objectivity, free opinion formation, respect for everyone's equal value, efficiency and service, as well as democratic principles and human freedoms and rights. Gender equality and diversity are fundamental principles for all parts of our organisation.

Other values that characterise Lund University and have done so for a long time are critical and reflective perspectives, objectivity, impartiality, curiosity, commitment, compassion and humour.



Lund and Skåne

Lund is a city in the southern Swedish part of Skåne, across the Öresund straight from Copenhagen. The Öresund Region, which includes Lund, is home to more than 4.2 million people.

The City of Lund, a municipality more than 130.000 inhabitants, is a place where academia, business, culture and nature thrive – all within cycling distance! The University campus occupies large areas of the city. Students and researchers, coming from nearly 150 countries, create a truly international and vibrant atmosphere. Lund is a city of contrasts in which thousands of years of history meet the very latest in modern science. The city centre is small and picturesque, with many historical features such as the cathedral and the winding cobble-stoned streets.

VISITING, WORKING IN OR MOVING TO LUND

The website www.internationalcitizenhub.com/living contains useful information to know and consider before moving to Lund and South Sweden. The website www.visitlund.se is the official tourist website, which lists many recommended things to see and do in Lund.

Some innovations from Lund

- 1946 The artificial kidney (Gambro)
- 1953 Diagnostic ultrasound
- 1967 Nicorette – nicotine gum to quit smoking
- 1971 Modern ventilator (ServoVentilator)
- 1984 Axis – printer and camera servers
- 1990 Oatly – oat drink
- 1991 Proviva – probiotic fruit drink
- 1993 Qlik – software for data visualisation
- 1995 Bluetooth
- 1997 Precise Biometrics – fingerprint reader
- 2005 Hövding – “invisible” bicycle helmet with airbag function
- 2010 SenzaGen – allergy testing without experiments on animals
- 2012 Orbital Systems – the world’s most water-efficient shower
- 2012 Speximo – skin care using quinoa
- 2013 Endodrill – instrument for cancer diagnostics
- 2014 Joint Academy – online osteoarthritis treatment
- 2018 Aimovig – preventive treatment of migraine



Sweden in brief

Sweden is the third-largest country by area in western Europe. The country is characterised by its long coastline, large forests and numerous lakes and is famous for being an open, modern, safe, innovative and competitive country to live in.

EXTREME CONTRASTS

Sweden experiences extreme contrasts between its long summer days and equally long winter nights. In the summer, the sun never sets in the areas north of the Arctic Circle, but even as far south as Skåne the summer nights only have a few hours of semi-darkness. Sweden thus has a very varied climate. The winters may be cold and snowy but the summers are quite warm because of the Gulf Stream, a warm ocean current that flows past the west coast.

VARIED SCENERY WITH RICH WILDLIFE

69% of Sweden's land consists of forest and along with its beautiful scenery it also offers rich and varied wildlife. In 1910, Sweden became the first European country to establish national parks, mainly in the mountainous districts in the north. This helped save part of Europe's last wilderness from exploitation. Today there are 30 national parks and over 5,000 nature reserves in Sweden.

Sweden facts (2021)

- Capital: Stockholm
- 10.5 million inhabitants
- 1,572 kilometres from north to south
- Life expectancy: Women 85 years, men 81 years
- Form of government: Constitutional monarchy with parliamentary democracy
- National day: 6 June
- Nine years of compulsory school, but most pupils also attend the 3-year upper secondary school
- Around 1/3 go on to higher education at universities and colleges
- The standard work week is 40 hours, the minimum paid vacation is 5 weeks
- Highest mountain: Kebnekaise 2,096 m
- Biggest lake: Vänern
- Currency: SEK (Swedish krona/kronor)
- Country calling code: +46

Under the Right of Public Access (*Allemansrätten*) www.naturvardsverket.se/en, anyone is entitled to hike through forests and fields, set up a tent and camp, without asking the landowner for permission, but this right also carries with it an obligation to respect private property and the natural environment.

CULTURE & TRADITION, CELEBRATING THE SWEDISH WAY

Many of the Swedish traditions are firmly rooted in history, some so old the origins have been forgotten, some maintained for the sake of the festivities and to give the seasons and the year a familiar cycle with something to look forward to. Light is celebrated in all ways possible; Halloween pumpkin lanterns, advent lights in the windows, Lucia's crown of candles in her hair and candlelit procession, Christmas tree lights, New Year's fireworks, and Walpurgis Eve's bonfire to greet spring and finally summer.

Summer is celebrated with an intensity that might surprise you. Swedish food is also influenced by the changing seasons and has a connection with the storage needs of the old days. This can be traced in dishes such as pickled herring, freshly salted or smoked meat, crispbread, dried vegetables and matured dairy products. In the summer and autumn, a berry boom strikes Sweden and a common sight is people carrying around plastic buckets on their way to the forest to pick blueberries, lingonberries and mushrooms. *Allemansrätten* means that people are free to roam the forests in search of food such as the precious berries. Lingonberries, as you may know, are an important element in the famous dish "Swedish meatballs".

Learn more about Sweden

- Visit the official Swedish website at sweden.se
- Learn more about working in Sweden at workinginsweden.se
- Learn more about studying in Sweden at studyinsweden.se
- Visit Sweden's official tourism website at visitsweden.com/
- Swedish society, authorities and useful information www.informationsverige.se/en/omsverige/



There is beautiful nature and many places with old origins that you can experience in Skåne. Photos: Mikael Risedal.

Living in Sweden

SWEDISH SOCIETY

Freedom, openness, innovation, and a striving for sustainability and gender equality; these are some of the words and phrases that could be used to describe Swedish society. It's a society in which democracy gives the people a lot of rights; freedom of expression, freedom of religion, freedom to organise demonstrations, form political parties etc. These rights describe the openness of Sweden and the path to creating an equal society.

HEALTHCARE AND MEDICAL CARE

Sweden's healthcare system

Healthcare in Sweden is tax-funded, a system that ensures equal access to healthcare services. This means, for example, that a patient pays a nominal fee, that there is a price ceiling for medical consultations and that healthcare for children is free of charge.



Upon your arrival in Sweden, regardless of your citizenship or length of stay, you need to fill in form *5456 Information required to obtain social insurance cover* to determine whether you are still covered by your home country's social insurance or you are now covered by Swedish social insurance. This is an individual assessment depending on where you work and live and is not related to the time you plan to stay in Sweden or where you are from. The form can be found at www.forsakringskassan.se

For example, if you belong to the Swedish social insurance system, you shall have a Swedish European Health Insurance card (EHIC card) with you when you travel. Read more about the Swedish healthcare system at sweden.se/life/society/healthcare-in-sweden

Information and medical advice

If you're in need of medical advice or information, call the Medical Information Service (*Sjukvårdsrådgivningen*) on telephone number; 1177. If you call from outside Sweden the number is: +46 771 11 77 00. They are a 24-hour provider of free healthcare information and consulting. They can also help you find your nearest healthcare centre and book an appointment for you. The middle section of the Swedish website www.1177.se/en/Skane/other-languages/1177-in-other-languages/ provides

links to the local medical care centres and emergency wards in Lund and Malmö. In case of emergency call 112.

Glossary

Hospital = Sjukhus

Healthcare centre = Vårdcentral (VC)

Out-of-hours clinic = Jourcentral

Emergency ward = Akutmottagning

Children's clinic = Barnvårdscentral (BVC)

Dentist = Tandläkare

Maternity care centre = Mödravårdcentral (MVC)

Visiting a healthcare centre or a hospital

Non-EU citizens staying less than one year

Make sure you have health insurance coverage for the duration of your stay in Sweden. This can be arranged via an insurance company in your home country, and/or through the University by means of the *insurance for foreign visitors*. If you are using the latter insurance, you must pay all healthcare expenses and then send in a claim form to Kammarkollegiet to get reimbursement. The insurance covers emergency care only. For more information www.staff.lu.se/employment/terms-employment/insurance/insurance-international-staff.

EU citizens staying less than one year

If you bring an EHIC card, you will pay the standard Swedish patient fee to receive necessary medical care. Furthermore, if you come from another Nordic country, you only need to show an ID card and provide your home address. The EHIC card covers emergency care and chronic illness only.

Non-EU citizens and EU citizens staying for a year or longer

When you are registered in the Swedish population register, have received your Swedish personal identity number and filled in the form 5456 (see above) you are entitled to healthcare under the same conditions as other residents of Sweden. This means that you pay the regular Swedish patient fee for medical care in the public healthcare system. You may also be entitled to different types of compensation and allowances from the Swedish Social Insurance Agency (*Försäkringskassan*).

You can also purchase private accident insurance (*olycksfallsförsäkring*) and private travel insurance (*reseförsäkring*) from any Swedish insurance company. You will automatically be placed in and belong to a particular healthcare centre in your area, unless you make an active choice. You are free to visit any healthcare centre. If you want to change the healthcare

centre and/or doctor you can do this as many times as you like, for any reason. It is easily done via the online service, Mina Vårdkontakter (My healthcare contacts) www.1177.se or by submitting a form, which you will find at any healthcare centre.

Dental care

All healthcare districts have a dental clinic (*Folktandvården*), usually located in the same area as the healthcare centre (*vårdcentral*). All dentists and dental hygienists are permitted to set their own prices, but they have to show the reference prices and their own prices, so that you can compare them. The costs are partially subsidised if you are registered in the Swedish social insurance system, nevertheless dental care in Sweden is quite expensive compared with other countries. In addition, there is also a wide range of private dentists listed in the telephone directory. Read more at www.folktandvardenskane.se.

Health services and insurance at the University

Regarding work-related health concerns, employees at Lund University may turn to the Occupational Health Service, which provides work environment health services. More information can be found on the Lund University Staff Pages at [Occupational Health Service | Staff Pages](#).

As an employee at the University, you can go to the doctor during working hours and be compensated for medical treatment, physical therapy, hospital care and subsidised prescription drugs. Read more about benefits and insurance at [Benefits | Staff Pages](#). The Government has a group life insurance scheme that comes into effect on your first day of employment and the Occupational Injury Insurance Act insures you during working hours as well as for travel to or from work. When travelling on business you are covered by travel insurance. Contact your department for more information.

Pharmacies

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

TRAVELLING IN SWEDEN AND LUND

Bus, train, and trams

The local public transport system is operated by Skånetrafiken and consists of buses, trains, and trams. You can find a travel planner, timetables and much more information at www.skandetrafiken.se

Bus services

Besides Skånetrafiken, which covers the whole Skåne region, there are many companies offering package tours in Sweden and some express bus companies that have daily departures to cities around Sweden.

Flixbus is an express bus company with daily departures to destinations in Sweden. It also has a frequent bus service to different cities in Europe. View the timetable at www.flixbus.se

Bus4you is another express bus company with daily departures between Malmö/Lund and many other Swedish cities. View the timetable at www.bus4you.se

Bikes & electric scooters

Lund is a great city for cycling and there are many places where you can buy or rent a bike. Bicycle maps of the city are free and you can get your copy at the nearest tourist office or here visitlund.se/en/to-do-in-lund/activities-and-nature/biking-in-lund. Electric scooters are quite popular in Lund and you find them all over the city. For information about the rules that apply for scooters, visit lund.se/stadsutveckling-och-trafik/cykla/elsparkcykel-och-elscooter

At *Lundahoj's* 20 bicycle stations, you can borrow or rent a bicycle around the clock, all year round. The stations are located in areas with many workplaces – and serve as complement to public transport. Read more at www.lundahoj.se

Train

The national train service is run by SJ and on their website www.sj.se you can search for travel within and outside the Skåne region. Öresundståg, a joint regional train system with routes in Sweden and Denmark, operates regional routes in the six southern Swedish counties of Skåne, Halland, Västra Götaland, Blekinge, Kalmar and Kronoberg www.oresundstag.se

Taxi

There are a number of different taxi companies in Lund. We recommend the following: *FlygTaxi AB*.

Car

Driving licence

Sweden, like most other European countries, has right-hand traffic. You must take your driving licence with you whenever you drive. If you have a driving licence issued in an *EEA Member State* you can continue driving in Sweden as long as the driving licence is still valid. If you have a driver's licence that was issued in a *non-EEA country* (excluding Switzerland and

Japan) and you are registered in Sweden (folkbokförd) it is only valid for a year. Although, if you are planning to leave Sweden after your employment ends, you can apply for an extension based on your contract dates.

If the licence is not designed in accordance with the rules or written in English, German or French, it only applies together with a certified translation. If there is no photo on the licence, it is only valid together with an identification document. More information can be found on the Swedish Transport Agency website www.transportstyrelsen.se/en/road/Driving-licences/

Bringing a car to Sweden

If you bring a car to Sweden from another country you are allowed to drive it in Sweden for one year. After that, the car must be registered in Sweden. In Sweden, it is required to have winter tyres on your car from 1 December to 31 March when there are wintry road conditions (snow, ice, slush or frost on any part of the road). There are special winter and summer tyres, which can be bought at any tyre supplier. Winter tyres, which are labelled "MS", can be studded or non-studded – non-studded is preferable if you drive mostly in the central areas of Lund. Read more about the rules at www.transportstyrelsen.se/en/road/Vehicles/winter-tyres

THINGS THAT ARE GOOD TO KNOW

Mobile phone

If you have a phone from your home country, it's often possible to use it in Sweden with a Swedish SIM card. These are either pay as you go (*kontantkort*) or on a monthly subscription (*abonnemang*). Keep in mind that you will need a Swedish personal identity number in order to sign up for a subscription. If you need to purchase a new phone, there are many companies that offer a wide range of packages through which you can buy the phone outright or pay for it in monthly instalments. The international country code for Sweden is +46. The area code for Lund is (0)46. To call abroad from Sweden, dial 00 followed by the country code.

Postal services



Postal services can be found in most grocery stores and at gas stations.

Look for the Swedish postal service logo. To receive letters and packages at your address in Sweden you must include your name, street, apartment number, postcode and city. Your name must also be on the post-box/mail slot at your address. Larger packages are collected and handed out at designated locations.

Time and date

GMT+1. Time is written according to the European system. For example, 2 pm is written 14:00. Daylight saving time is used, i.e. the clocks are moved forward 1 hour at 2 am on the last Sunday of March and are moved back to normal time at 2 am on the last Sunday of October. Dates are often written in the following order: year, month, day, e.g. 12 October 2017 is written 2017-10-12 (or just 171012).

Electricity

Sweden uses 230V AC, 50 Hz

Emergency

- 112** In case of an ongoing crime or other emergency, call 112. This is the emergency number for ambulance, police, rescue services and fire brigade.
- 114 14** For non-emergency contact with the police, call 114 14 or visit the nearest police station.
- 113 13** To receive information during accidents and crisis, call 113 13.

It is safe to drink the water

Drinking tap water is the norm in Sweden. The water is clean and fresh, so you can save both money and the environment by not buying bottled water.

Swedes love their coffee

Few people drink more coffee than the Swedes. In Sweden, coffee drinking is fostered through a tradition called *fika* – in which friends, family or colleagues meet for coffee or tea, often with something sweet on the side. Most Swedes will enjoy at least one fika a day, as an opportunity to socialise.

Swedes are informal with names

Your doctor, your university professor, your economic advisor – they will all address you by your first name and expect you to do the same in conversation. That's pretty much standard in Sweden, regardless of job titles – which are also dropped. There are of course a few important exceptions to the rule. However, titles apply in situation such as the courtroom, or when meeting a government minister or someone from the Swedish royal family.

Lagom

There is a social code of conduct in Sweden which really has no direct translation. Loosely translated, the word *lagom* means 'just enough', 'in moderation', 'appropriate' and other synonyms you can pull out of the dictionary. When used in reference to social behaviour, it means blending in appropriately without extreme displays of emotion.

We won't go into the details of this social phenomenon here, but you are bound to come across it at some point. Some will argue that *lagom* is a norm, some will say it's something of a cliché. You can draw your own conclusion!

Most people speak English

You may have already noticed that most people in Sweden speak English and will often automatically switch from Swedish to English. If you prefer to practice your Swedish, just say so and we'll switch back.

Be on time

It is common knowledge here that 'time' should be respected at all times, regardless of whether you're going for an interview or a friendly fika. Meetings will start on time, with or without you. The train leaves on time, with or without you. Swedes value punctuality.

Useful link

More useful tips on what to expect in Sweden (and from Swedes) have been listed by the Swedish Institute. [sweden.se/work-business/moving-to-sweden/20-things-to-know-before-moving](https://www.sweden.se/work-business/moving-to-sweden/20-things-to-know-before-moving)



Getting settled at the University

Your host department will see to it that you have a workspace, along with an IT account that enables you to access the internet, email and the University server. You can find more information about your employment at the University e.g. payment of salaries, working hours, insurance and pensions etc. on the Staff Pages www.staff.lu.se/employment. You will also find information about benefits such as health promotion, health promotion hour, reimbursement for healthcare and medication costs and annual leave there.

INTERNET AND EMAIL

Lund University offers students and employees a wireless internet connection to facilitate work and study. Eduroam is a global partnership of academic institutions that facilitates the sharing of wireless networks. A student or employee of a participating university can log in using their home username to the wireless network at all other participating eduroam institutions. The motto is "Open your laptop and be online". Read more about eduroam on Lund University's Staff Pages www.staff.lu.se/support-and-tools/it-mail-and-telephony/remote-work

◀ A glimpse of Lund from above, in the lower right corner you see Lund University's main building. Photo: Gunnar Menander.

LU-CARD

The LU-card is a campus card for employees and students with multiple functions such as:

- Local ID card to show that you are entitled to stay on the premises outside normal working hours
- Library card
- Printing and copying
- Attendance registration for certain compulsory course elements
- Access card to enter University buildings

More information at www.lukortet.lu.se/

WORKING FOR A PUBLIC AUTHORITY

Working for a public authority means conducting activities which apply the laws and regulations decided by the Swedish government and its parliament, the Riksdag. Each public authority works on the basis of a public service agreement.

In the annual public service agreement, the government defines Lund University's remit and the funding allocated to activities for the coming year.

As an employee of a public authority, you have both rights and obligations as well as certain benefits. Read more about what it entails to work for a public authority in Sweden: [Working at Lund University | Staff Pages](#)



Pre-arrival information

This section contains useful and necessary information that will help you plan your stay in Lund regarding permits, insurance, travelling and much more.

CHECK WHAT PERMITS YOU NEED

Both you and your host department are key players when preparing all the necessary documents. Please contact your host department in order to discuss what kind of permit you need. Keep in mind that you only get a residence permit in Sweden for as long as your passport is valid, so it might be a good idea to renew your passport. The Swedish Migration Agency is the authority that handles residence permits for longer stays (including work, research and study permits). While the embassies handle visa applications for shorter stays (up to 90 days). Accompanying partners or children may need a visa or a residence permit – this will depend on citizenship and the length of stay in Sweden. Visit their website to find out what is applicable for you at www.migrationsverket.se

CHECK YOUR INSURANCE COVER

Depending on whether you're going to be an employee at Lund University or you're here as a guest or on a scholarship, you'll be covered by different kinds of insurance – most of

them work-related and some of them connected to the Swedish healthcare system. Check what insurance cover, if any, you bring with you from your home country before coming to Sweden.

Please note that we don't have any private health insurance in Sweden and that you will need to take out private insurance for your home here and any private travel. If you are an EU citizen, be sure to take your *European Health Insurance Card (EHIC)* with you; the same goes for all your family members, who are included in the *insurance for foreign visitors* and must bring an EHIC card. Read more about insurance policies at Lund University. www.staff.lu.se/employment/terms-employment/insurance/insurance-international-staff

FIND ACCOMMODATION

Lund is a very attractive place to live, which means that there is high demand for accommodation, especially at the beginning of each semester. Therefore, we recommend that you begin to

look for accommodation as soon as possible. Prepare yourself mentally that you may need to change your address more than once. And that dream apartments in the centre of Lund with a reasonable rent don't exist.

Subletting is the most common form of renting in Lund: a person who has the lease on an apartment (i.e. not the apartment's landlord) rents the apartment to you. It is also possible to sublet from someone who is the tenant-owner of an apartment or who owns a house. Living somewhere else and commuting to Lund is easy, so perhaps consider living in Malmö, Helsingborg, Eslöv, Landskrona or Höör as an option?

But first: contact your host department and ask them if you're eligible to rent accommodation via Lund University. However, an employee at Lund University is not eligible to rent accommodation through LU Accommodation. Check current advertisements for available accommodation (and put in a "Wanted" advert on the Blocket website yourself a.s.a.p.):

- Blocket www.blocket.se
- Bopoolen www.bopoolen.nu
- LKF www.lkf.se
- Bostadsfinder www.bostadsfinder.se
- Bostadsportal www.bostadsportal.se

- Bostad Direkt www.bostaddirekt.com
- Boplats Syd www.boplats Syd.se

If you are thinking of buying a house or an apartment www.hemnet.se or www.booli.se are the websites to keep an eye on.

ARRANGE FOR (PRE)SCHOOL

In Sweden, education is free from the age of 6 to 19 and pre-school is subsidised by the Government and quite affordable. Finding the right school can be rather tricky and, as often in Sweden, queuing is the key. The sooner you begin the enrolment procedures for your child or children at the local municipality, the better. This also applies to preschool.

If you live in one municipality and want your child or children to go to school in another, you might experience longer waiting times to get a place. If you want your child or children to go to an international school, you couldn't have chosen a better part of Sweden – there are options for all ages.

Read more about general information about the Swedish school system www.sweden.se/life/society/the-swedish-school-system. At www.internationalcitizenhub.com/education you'll find information about international schools in Southern Sweden.

TAXES, COST OF LIVING, ETC.

Many Swedes are accepting of the level of income taxes in Sweden because taxes pay for a largely fair and well-functioning society, with decent public services and a universal safety net. Before you move here, you should take some time to investigate exactly what your (including your family's) individual tax situation will be once you're here, to avoid any surprises later on. Should you sell your house in your home country before leaving? What happens if you do it while living in Sweden? Will the Swedish Tax Agency want you to pay taxes on what's in your savings account in your home country? To get an overview of what things actually cost in Sweden compared to the country you're leaving, see www.numbeo.com/cost-of-living/country_result.jsp?country=Sweden

SOCIAL SECURITY

One of the perks of income tax is that Sweden has a good social security system. Försäkringskassan (*the Swedish National Social Insurance Agency*) is responsible for determining which benefits you're eligible for: www.forsakringskassan.se

WORK OPPORTUNITIES FOR SPOUSES

Lund University works closely with the International Citizen Hub in Lund www.internationalcitizenhub.com, an initiative of the City of Lund. The International Citizen Hub organises Kick Start Programmes for spouses – programmes to help

individuals get into the Swedish labour market. It cooperates with the Swedish Public Employment Agency. This agency can be helpful to all jobseekers. It has a special unit, EURES, which is responsible for informing job-seekers about work, working conditions and living conditions in Sweden and in other EU/EEA countries https://eures.europa.eu/index_en. Lund University is also always on the lookout for highly qualified people and all positions are advertised on [Vacancies | Lund University](#).

LEARN SWEDISH

You and your family will have no trouble being understood in Sweden if you speak English. Having said that, most things (especially if your spouse wants a job in Sweden or you want to take up sports or other leisure activities) will undoubtedly be easier if you can speak at least a little Swedish. Lund University offers Swedish courses for employees, but if you and your family would like to start practising Swedish before you get here, check out the possibilities for learning and studying Swedish on the internet.

- www.staff.lu.se/index.php/employment/new-employees/swedish-university-staff-sfu
- www.studyinsweden.se/moving-to-sweden/learn-swedish
- www.digitasparet.se/eng/index.htm

You can also learn Swedish at Komvux or Folkuniversitetet:

- lund.se/forskola-och-skola/kommunal-vuxenutbildning
- www.folkuniversitetet.se

TRAVEL TO LUND

When you travel to Lund, bring the following documents with you:

- Passports (for every family member)
- Residence permit/s incl. official letter from the Swedish Migration Board showing that you have received a permit to enter Sweden (non-EU citizens only)
- National Identity Card from your country of origin
- Driving licence
- Marriage or domestic partnership certificate for a spouse joining you in Sweden
- Birth certificates for children joining you in Sweden

Copenhagen Airport in Denmark is the closest international airport for travel to Lund. The distance between Copenhagen airport and Lund is about 58 km. How to get from Copenhagen Airport to Lund www.youtube.com/watch?v=NhjCcxmP2qI

BRINGING YOUR BELONGINGS

There are specific rules for bringing items such as vehicles, food, medicines, etc. into Sweden. And, obviously, also for pets. Swedish Customs has extensive information about rules and regulations www.tullverket.se/en/startpage/private/moving/movingtoandfromsweden.4.311bf4f016e69d6ea0d72d.html



Around Kulturen there are many beautiful old houses to look at. Photo: Louise Larsson.

On arrival information

GET REGISTERED IN SWEDEN

If you stay in Sweden for less than 366 days your host department will request a coordination number (*samordningsnummer*) for you from the Swedish Tax Agency (*Skatteverket*). This is a form of a temporary Swedish personal identity number. Contact your host department for more information.

If you stay in Sweden for 366 days or more; visit the nearest Swedish Tax Agency office as soon as possible to register yourself as a resident. You will receive a unique 10-digit Swedish

personal identity number (*personnummer*). The number is important in Sweden, as it is used for all official transactions, such as opening a bank account, to receive healthcare, register a car, etc. Once you have received your personal identity number, you should apply for a Swedish national ID card. The ID card is helpful to have in all future contacts with Swedish agencies, healthcare, etc. and necessary when opening a bank account. Visit the tax office in Malmö to apply for the ID card www.skatteverket.se.

Register with the Swedish Social Insurance Agency (*Försäkringskassan*). Försäkringskassan will evaluate whether you should be insured in Sweden or not. If you are insured here, you may be entitled to compensation from Försäkringskassan, such as parental leave, child allowance, sickness compensation, apply for a Swedish European Health Insurance Card etc. Read more at www.forsakringskassan.se

Försäkringskassan (customer service)
Stora Södergatan 45 Box 104, 221 00 Lund
Switchboard: 0771 52 45 24
Email: fk.lund@fk12.sfa.se
www.forsakringskassan.se

OPEN A BANK ACCOUNT

With a valid residence permit in Sweden, you have the right to a bank account according to the Payment Services Directive. The bank shall supply this for you immediately, in other words, you can open a bank account on your first visit to the bank, and do not have to wait for a later appointment.

Please note that most of the responsibility for initiating this lies with you. The rules are the same for all the banks in Sweden and the procedures at the banks are similar. It is completely up to you, as the customer, to choose your bank. In order to

ensure that you get a bank account as quickly as possible, we ask you to carefully read the following and the information sheet from the Swedish Bankers' Association: Becoming a bank customer www.swedishbankers.se/en-us/bank-customers/becoming-a-bank-customer/becoming-a-bank-customer/

Your first visit to the bank

European banks have strict rules when it comes to identifying money laundering, bribes or similar and they might ask you personal questions. Answer the questions seriously, even if they seem unnecessary and an invasion of your privacy. If you cannot answer the questions or if you disregard them, it will make it hard for you to open an account. Below are some examples of questions that you might be asked:

- What type of transactions will you be making from the account?
- Will you be making transactions to different countries, and if so, which countries?
- Will you be receiving money from other sources?
- What is the purpose of the account?
- Where will the money come from?
- Are you a politically exposed person, do you have family members who are, or colleagues?
- What is your monthly income, before taxes?

- What is your main source of income?
- State all of your tax residence domiciles.

It is important that you understand the questions bank staff are asking. If you are unsure of your English, ask a friend or colleague to go with you to the bank.

Can the bank deny me an account?

The bank is not allowed to open an account if it:

- cannot identify you in an adequate and safe way
- has decided that the information you have given about why you want to open an account is unsatisfactory
- by opening an account for you, is breaking a rule, law or directive.

The bank can also deny you an account if you have previously been dishonest with the bank. Read more here: www.swed-bank.se/en/private/become-a-customer.html

Can I get an account with a coordination number?

You can apply for an account with your Swedish coordination number. The account that you can open, in that case, will not have access to internet banking or to an electronic Bank ID, and you will not be able to take out a loan with the bank.

If you do not want to wait for your Swedish personal identity number/Swedish ID Card

If you need an account right away, you will need to go through two visits to the bank, and two processes, and in both cases you need to take the following with you:

- Your residence permit (if you are not an EU citizen), your visa (if applicable)
- Documentation from the population register (that you have registered at the Tax Agency office)
- The decision about your personal identity number/coordination number (from the Tax Agency office)
- Passport and Swedish ID card (if you have a Swedish personal identity number)
- Employment contract or similar, that proves you have an income or equivalent, and the length of your employment/project (from the University)
- If you have “permanent” residence, your rental agreement, which includes your address

In conjunction with receiving a Swedish personal identity number and Swedish ID card, you should visit the bank and upgrade your account to include more services.

(Please note that if you need to cancel the previous account tied to your coordination number, you will need to inform your employer and other parties about the new account number).

Can you wait until you have a personal identity number and ID card?

If you do not want to go through two processes at the bank, you can wait until you have both your personal identity number and your Swedish ID card, in order to open an account. This is the least complicated way to open an account in Sweden.

What if the bank says no?

If the bank, despite the above, denies you or makes it difficult to open an account, you should receive written information about where you can file a complaint and how you can get it legally evaluated, by the National Board of Consumer Disputes. This is a new option in order to strengthen your rights as a bank customer.

It is your responsibility that your salary ends up in the right place

When an employee receives a new personal identity number, the following procedure applies:

1. The employee contacts their bank and makes sure that the account they want their salary deposited in is linked to the new personal identity number.
2. The employee re-reports the account to Swedbank
3. Inform your local HR about the new personal identity number. Then, you need to send the population registration certificate from Skatteverket to the National Government Service Centre (SSC) to change the personal identity number in the payroll system Primula.

Registering a foreign bank account, if your account has not been registered, if you do not have a Swedish address, if you do not have e-identification with a Swedish personal identity number or if you have a coordination number

Contact your local HR support regarding guidance.

Salary payment

Your salary from Lund University is usually paid on the 25th of each month. You need to provide Swedbank with your bank details for future automatic transfer of your salary, even if you already have your account in Swedbank. We recommend that you visit Swedbank in person.

Credit cards and paying bills

We strongly recommend that you bring a Visa or MasterCard, as these are the most widely accepted cards in Sweden, and "Card is King" in Sweden, which means many businesses will not accept cash anymore. Swish is a payment method used almost everywhere in Sweden. With Swish, payments are made with your phone number, which is connected to your bank account. You need a mobile BankID to use it. BankID on mobile is a service for secure digital identification and signing using the mobile phone. You don't need a bank code chip, only a mobile phone and a custom PIN.

If you don't have a mobile bank ID, you can apply for a Freja ID-card. It is a free, state-approved mobile e-identification. Freja can be used as a physical ID in the mobile to log in to more than 300+ services online, including the Swedish Tax Agency, the Swedish Pensions Agency and 1177.

Because most people pay their bills via online banking, paying bills with a credit card or cash at a bank branch can sometimes be a bit difficult and expensive (fee: SEK 125-150). If you don't have online banking with payment services on Internet, the cheapest way to pay bills is at Forex.

CHECK YOUR INSURANCE COVER

Once the insurance for foreign visitors runs out, we strongly recommend that you check your insurance cover. Even though you are eligible for Swedish healthcare benefits, it is important to have home insurance, not only for your personal belongings and travel, but also because you are responsible for any repair and replacement costs if property is damaged or lost during your stay. If you are an EU citizen, be sure to take your European Health Insurance Card (EHIC) with you; the same goes for all your family members. Read more about insurance policies at Lund University www.staff.lu.se/employment

Unemployment insurance. If you are staying in Sweden for more than 365 days, we recommend you sign up for an unemployment insurance fund (*A-kassa*). If you do not purchase one, you may still be eligible for compensation, but at a much lower rate. www.aea.se. If you become unemployed, it is important to register with the Swedish Public Employment Service (*Arbetsförmedlingen*) on the very first day of unemployment to be able to apply for *A-kassa*.

HEALTHCARE CENTRE

You and your family should register at a local healthcare centre (*vårdcentral*). There are a number of centres to choose from, but they are largely similar in terms of fees and booking procedures. You'll need to fill in a form and thereby officially choose your healthcare provider. For small children there are separate clinics (*barnvårdcentral, BVC*), often located within the healthcare centre. To choose a clinic see www.1177.se/en/skane/other-languages/other-languages/soka-varld/sa-funger-ar-varden-i-sverige/

If you move to a different address, you can remain with your healthcare centre or change to another – it's up to you. If you need medical care, call to schedule an appointment at your healthcare centre. All healthcare centres in Lund have English-speaking staff. If you do not speak Swedish, you should inform them of this when scheduling your appointment, especially if you need to have an interpreter present for languages other than English. Bring your ID (Swedish ID card is ideal) and insurance documents/cards (if you have any).

TAXATION

In Sweden, income taxes are almost always automatically submitted to the Tax Agency, since employers are obliged to deduct taxes from salaries paid to the employees. Every

year an income tax notice will be sent to you specifying your earned taxable income. This information is needed when you fill in your tax return (*självdeklarering*). The *självdeklarering*, declaring your previous year's income, must be submitted on paper or electronically to the Swedish Tax Agency in May every year. You can contact help services at the Tax Agency for assistance on this matter. There are some exceptions to the regular tax system:

- Tax relief for *foreign key personnel*: 75 per cent of the income for the first five years of employment. To qualify for tax relief, you should either be an "expert", "researcher" or "other key person", in the eyes of the law. Read more about this on the Taxation of Research Workers Board (*Forskarskattenämnden*) website www.forskarskattenamnden.se
- *Special income tax for non-residents (SINK)*. This applies if you do not have a substantial connection to Sweden and you are not staying here for more than six months. This also applies if you live in Denmark and commute to work in Sweden. You will then pay 20 per cent in taxes on the remuneration and any benefits. You do not have to declare in Sweden and you can't make any deductions. Apply and read more on the Tax Agency website www.skatteverket.se



One of Lund University School of Aviation's planes. Photo: Kennet Ruona.

Pre-departure information

LEAVING YOUR ACCOMMODATION

Remember to contact your host in good time to give notice of termination of the contract. Leave all keys and don't forget any personal belongings. In Sweden, it is a custom that you carry out thorough cleaning of your apartment before departure. Check with your landlord to find out what the rules are for your accommodation before departure.

CLOSE YOUR BANK ACCOUNT

When you leave Sweden, remember to close your bank account. Find out from your bank how to do this, preferably when you first open your account. *Note: Wait until you have received your last salary before you close your account and ensure the bank has the correct address and contact details.* The bank will want to avoid having small amounts of money

left in your account, because the bank will have difficulty in closing your account at that point. You may be able to come to an agreement with the bank at an early stage when you have opened the account. An example of a such agreement could be that the account closes after a certain amount of time when no transactions have been made, or that it can be closed if the balance is under a certain amount, for example SEK 50.

CHANGE YOUR ADDRESS

Remember to change your address before your departure. To change it to one abroad you need to contact Adressändring at www.adressandring.se

CONTACT THE SWEDISH TAX AGENCY

If you move abroad and plan to stay away for a year or more, you will no longer be registered in Sweden. In such cases, you should notify the Swedish Tax Agency (*Skatteverket*) that you are moving abroad, no later than a week prior to your departure. You can download the form SKV 7665 www.skatteverket.se. Skatteverket has also created a special site called Moving from Sweden, which provides important information and we recommend that you read it through. www.skatteverket.se

RETURN BORROWED MATERIAL

Don't forget to return any loaned material, keys and LU-card etc.

READ UP ON PENSIONS

The Swedish pension consists of three parts: retirement pension (*state pension system*), occupational pension (*employment*) and private pension. Read more about pensions at www.staff.lu.se/employment/terms-employment/pensions and at the National Government Employee Pensions Board (SPV) website: www.spv.se

Persons moving abroad

1. When you submit the form Moving abroad (mentioned above), SPV will automatically receive your new address
2. SPV pay out your pension to the bank account you have selected. Since they collaborate with Swedbank for pension disbursement, you must notify them of your account. If you have a Swedish account, you can register with Swedbank's account records on their website. Alternatively, you can register by filling out a form and returning it to Swedbank. Read more about the procedure: www.spv.se

