

Useful information for New employees

Be aware that following information can be changed by concerning organization without previous notice, do not forget to visit all the webpages regarding your question!

ACCOMMODATION

Make sure to apply for accommodation well before your expected arrival in Sweden. In particular, register for housing services with waiting lists as soon as you know that you are coming to Stockholm.

Possibilities to find a room are following;

www.uac.se University Accommodation Center

www.swgc.org Wenner-Gren Center the Foundation can only accept applications from postdoctoral scientists with a PhD-degree. The Foundation cannot accept applications from students.

More websites that advertise properties to rent:

- www.bostad.stockholm.se/en
- www.svenskabostader.se
- www.huge.se/student/english/
- www.proventum.se
- www.tyresobostader.se

There is also a big rent market (second hand rent contracts) but please be careful about paying in advanced due to there is a risk of fraud!

- www.bostaddirekt.com
- www.blocket.se

If you are a research student and a member of the Student Union you should sign up for the queue at SSSB (Stiftelsen Stockholms Studentbostäder) as soon as you have received your letter of acceptance from Stockholm University.

SSSB is Stockholm's main provider of student accommodation. Rents are usually between SEK 2 600 – 6 000, and the size and outfit of the accommodations vary accordingly. SSSB's webpage is available in English, as well as in Swedish.

It is fairly easy to apply for accommodation at "Lappis". For example, you do not need an official Swedish personal identity number, although it is important you get an identity number as soon as possible after arriving in Sweden. More information at www.sssb.se/en

Note that you may need a certificate from our institution that you have been accepted to the Ph.D. programme, or a kind of letter which confirms your employment at the department.

RESIDENCE PERMIT

If you are a Nordic citizen (Denmark, Finland, Iceland, Norway, Sweden) you do not need a residence permit to be registered in Sweden.

Citizens of other EU/EEA member states and members of their families have right of residence instead of a residence permit. No later than three months after entering Sweden you must register your right of residence with the Swedish Migration Board.

All other nationals need to have a residence permit to be able to register in Sweden. You apply for this abroad from a Swedish embassy or Consulate. Visit the website of the Swedish Migration Board for more information. www.migrationsverket.se

A residence permit is granted for one year at a time. If you would like to continue living in Sweden after your permit has expired, you should submit an application for an extension of your residence permit. It is important that you submit your application **at the earliest 30 days** before your current permit expires, you can do it online.

You are entitled to stay in Sweden while the permit is being processed, although it can be difficult to visit other countries in Europe without a valid Swedish residence permit.

If members of your family are living with you in Sweden and also need to extend their permits, apply for them online at the same time.

Enclose the following documents with your application

- copies of the pages in your passport
- copies of you family members passport, if they are included in your application
- a statement from your university or collage university showing that you have made acceptable progress in your studies
- if you have not been able to achieve a satisfactory academic result, a certificate from for example your study supervisor is required.
- a new notice of admission, If you are going to study any other program or course than the one you were accepted into upon your first application for residence permit for study
- documents issued in your name to verify that you have been granted a scholarship or equivalent (e.g. student financial support) with details of the monthly amount payable and period of time during which you are entitled to such financial support, *or*
- a document showing that you have been awarded a study grant or a wage (applies to doctoral students) with details of the amount and the period during which you will receive the money
- a copy of the document that proves that you have comprehensive health insurance that is valid in Sweden if you plan to study in Sweden for less than one year.

SWEDISH TAX AGENCY

Your department at Stockholm University will provide the Tax Agency with information about your employment and will apply for a co-ordination number before your arrival. The co-ordination number is an identification number for people who are not or have not been registered in Sweden.

A co-ordination number consists of ten digits. The first six digits are based on the person's date of birth with the difference that the number 60 is added to the date of birth. For a person who is born on 23 August 1964, the first digits in the co-ordination number become 640883.

If you plan to stay in Sweden for one year or more the co-ordination number is replaced by a personal identity number. For faster processing you should visit the Tax Office in person and apply for it. www.skatteverket.se. Bring your passport and any documents proving your civil status, birth certificates for any children who are moving with you, and your residence permit.

It is important that you are correctly registered in the population register, so that you can exercise your rights and enjoy social benefits and allowances.

The personal identity number states the date of birth of the person, a birth number, and a check digit. The date of birth is given in six digits. The digits are arranged as follows: Year, month, and day of birth. So, a person who has the date of birth 640823 was born on 23 August 1964.

The personal identity number is used when dealing with public agencies, health care, schools and universities, banks and insurance companies. Other companies are not supposed to use the personal identity number, but it is not unusual that it is asked for in return for a service paid after its usage, like a telephone subscription or a rented car. This is because credit checks need to be run in instances like this.

Taxation and income tax

If you receive your wage or stipend from a Swedish source, preliminary tax (preliminärskatt) will automatically be deducted at source.

An income tax notice specifying your earned taxable income for the year will be sent to you. This is the information you need for completing the income tax return (självdeklaration), which you must submit (on paper or electronically) to the Swedish Tax Agency at the beginning of May each year, declaring the previous year's income. If you are staying for less than six months, get in touch with the Tax Agency to adjust the tax deduction from your salary accordingly. Foreign nationals who reside in Sweden and who are paid here usually pay Swedish income tax instead of paying taxes in their own country.

Swedish identity card

You can also apply for an ID card from the National Tax Agency. Visit the Tax Agency's website for more information. www.skatteverket.se

SWEDISH SOCIAL INSURANCE AGENCY



Swedish social insurance covers everyone who lives or works in Sweden – including international research students. This insurance provides financial protection for families and children, for people with a disability caused by illness, as a result of a work, injury or old age. www.forsakringskassa.se

Once you are registered in the population register of Sweden, then you do not need to register with “Försäkringskassan”. But you can always send the form “5456 Information for insurance eligibility verification” just to make sure that you are registered and you are covered by the Swedish social insurance.

EU/EEA citizens should bring the European Health Insurance Card, issued by the social insurance office in your home country. The card states that you are entitled to health care on the same conditions and at the same price as permanent residents in Sweden. Otherwise you can order the European Health Insurance Card to a trip abroad at “Försäkringskassan”.

To be covered by a social insurance benefit, as a rule you must either be resident in Sweden or work here. If you work in Sweden, you are insured for employment-based benefits.

- If you become ill and cannot work as usual
- If you are ill for a long time or have a disability
- Housing supplement
- If you are unable to work because you are a disease carrier
- If you are looking after a relative
- If you need assistance returning to work – rehabilitation
- If you become ill abroad
- If you are injured at work
- If you need dental care
- If you are pregnant
- Parental benefit
- Gender equality bonus
- Leave from work at the time of your child’s birth
- Adoption
- Child allowance and large family supplement
- If you stay home to look after a sick child
- If your child has a disability
- If you separate
- If you have a disability

General medical care

If you need to see a doctor for illness that is not work-related, call: 08 320 100 (this is NOT the emergency number), then press 3. You will be able to talk to a nurse who will help you find a doctor. More information: www.vardguiden.se./Om-Vardguiden/Andra-sprak

Emergency (Call 112) to get an ambulance.

KAMMARKOLLEGIET

Health insurance via the University

The University offers visiting researchers and other guest free insurance through the national Legal, Financial and Administrative Services Agency. Visiting researchers are covered by an insurance policy provided by Stockholm University through a national agency, the Legal, Financial and Administrative Services Agency www.kammarkollegiet.se/english

For EU citizens planning to visit Sweden it is necessary to carry the European Health Insurance Card, which replaces previously used forms, in particular the well-known E111 and E128.

The policy provides emergency medical and dental coverage free of charge for any visiting researchers, lecturers, conference and seminar participants, opponents of doctoral thesis and other foreign visitors and their families.

Documentation outlining the cover international students are entitled to is available from Kammarkollegiet: www.kammarkollegiet.se/english/insurance

Documentation for the University's insurance policies for visiting researchers is available in PDF format online: www.su.se/english/staff-info/new-employee/insurance

Please note: Research students are entitled to varying levels of health insurance in Sweden. The specific amount varies on how your studies are financed. If in doubt, contact Kammarkollegiet: www.kammarkollegiet.se/english/insurance

Before travelling, be sure that you carry the business travel insurance card with you.



Working Environment & Health

Medical care for employees

Feelgood is the University's occupational health service provider. As an employee of the University you can contact the Feelgood helpline for work-related illness.

Stockholm University has signed an agreement with Feelgood företagshälsovård AB as the new provider of occupational health care services for University employees. More information about the services provided and other information is available on Feelgood's website: www.feelgood.se/enheter/stockholm-city/feelgood-stockholm-city/.

Employees are primarily referred to Feelgood's city clinic at Grev Turegatan 34 (Metro station: Stadion or Östermalmstorg). Appointments in August can be booked from 1 July by telephone 08-676 82 00, Monday to Friday between 08:00 and 17:00.

Computer glasses

In accordance with the Swedish National Board of Occupational Safety and Health's Statute 1998:5 "Working at computers", all members of staff are entitled to a free eye test and, if the test shows that you need glasses, special glasses that have been tested for work at computers.

Computer glasses (previously called terminal glasses) which are paid for by an employer are considered to be a working tool. Only computer glasses that have been purchased from this supplier Synoptik Sweden AB, qualify for reimbursement. According to the University's guidelines, the University will pay for frames up to a value of SEK 500 including VAT. If you want to buy a more expensive pair of frames, you must pay the difference directly to the optician yourself. Orders must be verified by a request from your supervisor.

Sports and recreational facilities

A variety of resources are available for visiting researchers and PhD students wishing to engage in sports and recreational facilities. Medley/Frescatihallen independently runs sporting facilities on campus for both students and employees at the University. Further information can be found at the following web address: www.medley.se/frescatihallen.

Employees are also entitled to reimbursement for basic health and fitness activities to the sum of SEK 1.500 per year on presentation of receipts. The reimbursement will only be paid for training fees or for the purchase of entry passes for leisure centers such as gyms, swimming pools and other physical activity centers. However, the activity must be a basic keep-fit sport, i.e. not golf, horse-riding, etc. Research students who are not employees are entitled to the same health and fitness benefits as employees.

TRADE UNION

For students

The Student Union organizes many activities on campus, as well as various clubs and councils. This includes the PhD Student Council at your department.

The Student Union provides a service desk (Kårexpeditionen) in Allhuset. The staff can help you with questions about membership, discounts and the Student Card. Sometimes you are required to send them a certificate that you are a student and your institution will provide it.

Opening Hours

Monday to Thursday, 9am – 4pm (closed during lunch 12-13)

Tuesdays until April/November also 3pm – 6pm

Phone: +46(0)8-15 41 00

Fax: +46(0)8-612 13 20

E-mail: kx@sus.su.se

Student Union Headquarters

Phone: 08-674 62 00

Stockholm University Student Union

Box 5006

104 05 Stockholm

For employees in general

ST - The Union of Civil Servants is a trade union for employees in the government sector and the largest white-collar union in this sector. More information www.st.org/st-in-english

Membership in STs a-kassa (unemployment insurance) you apply for separately! Contact STs a-kassan at e-mail medlemskap@stsakassa.se or at phone number 08-517 590 00.

You can also find it at www.stsakassa.se.

Unemployment insurance

Unemployment benefits are divided into a basic insurance that provides you with a lower level of basic support and a complementary income related insurance (A-kassa), which is voluntary and typically constitutes a significant proportion of the total unemployment benefits. Voluntary income related funds are distributed by trade unions and in order to be entitled to these benefits you must have been a member of or affiliated to an unemployment insurance fund during a continuous period of at least 12 months.

Working at Stockholm University

Terms of employment

An overview of the terms of employment for all staff (working hours, leave, vacation, illness and medical treatment, insurance) is to be found in the document 'You & Your Workplace':

www.su.se/english/staff-info/you-and-your-workplace

The University Card

Your University Account has to be opened and activated before you can collect your University Card. The University Card is used to log-on. The University Card also allows you to borrow books and other materials from the library.

Webmail

A new internet based University email service is available at <https://mail.su.se>. The new webmail allows the user to choose either English or Swedish as the default language. The webmail service allows staff and students to use the University email account without installing a desktop client.

Stockholm University Library

The library is a natural meeting place on campus and a key information resource at Stockholm University. 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. Further information can be found at the following web address:

www.su.se/english/library

Swedish language courses

International students, as well as researchers, doctoral candidates or holders of scholarships, admitted directly by a department, may apply for Swedish language training at the Department of Scandinavian Languages.

Courses start in September and February. Please contact student adviser Eva Bogren:

eva.bogren@nordiska.su.se for details. For further information please see:

www.nordiska.su.se/pub/jsp/polopoly.jsp?d=9441

PRIMULA

Primula – HR System

The personnel administration system at Stockholm University is called Primula. The Human Resources Office is responsible for the system.

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| Where can I find Primula? | http://hr.su.se |
| Is the system available in English? | Yes, you can choose between Swedish and English. |
| How do I log in? | Log in using your university account. |
| Where can I find my wage statement? | Log in, open the left-hand menu under My page, click on Wage statement. |
| Do I need training as an employee? | The system is self-instructive and we do not see any need for the Human Resources Office to provide training. However, you can receive support from your head of administration or equivalent. |
| Apply for vacation? | You will register this directly in Primula. |
| Travel bills? | You will register these directly in Primula. |

More information, you find it under the following link;

<https://public.it.secure.su.se/hrinfo/mypage.pdf>

Bank Information

If you are staying for a shorter time (e.g. less than three to six months), it is normally easier to use your bank account in your home country for financial matters. We strongly recommend you to bring a Visa/MasterCard to Sweden, as cards are widely used all over the country. Remember to activate your card first if it is blocked for purchases and withdrawals outside your home country/continent.

Generally you need the following to open an account at any Swedish bank:

- Valid passport
- Letter of acceptance including the duration of your studies or employment contract
- Details of address in Sweden
- Extract from the population register (personbevis) if you have a Swedish personal number
- Residence permit/Right of residence or co-ordination number if you don't have a Swedish personal number.

If you are planning to stay for longer than 12 months in Sweden you should apply for a Swedish personal number as soon as possible. If you are temporarily employed, your employer has requested a co-ordination number for you.

Below you will find information from different banks in Sweden (listed in alphabetical order).

- [Danske Bank](#)
- [Handelsbanken](#)
- [Nordea](#)
- [SEB](#)
- [Swedbank](#)

More information: www.su.se/english/staff-info/relocation/planning-your-stay

PRACTICAL ISSUES AT THE ASTRONOMY DEPARTMENT

For all issues about your employment send an email to: personneladm@astro.su.se

During your first day

- You will get an entrance card and the key to your room
- Your SU card (library)
- Your user id/password, etc.
- Short guide of your mentor around the department (showing all facilities)
- Welcome fika (your mentor will introduce you with the rest of the department)
Usually at 3 o'clock at VLR

Furniture and Office supplies

Our department has a small storage where you can get office supplies: notebooks, pencils, etc. It is located on the west side of the corridor, in front of the room C6:3031. You need a code to get into the small room, which we will let you know when you need it. Feel free to order something you really need, there is a catalogue.

Telephone list

You will find a contact list for all personal at the Astronomy Department under our homepage: www.astro.su.se or <http://www.astro.su.se/om-oss/kontakt/personal>