



LUND
UNIVERSITY

PRE-ARRIVAL GUIDE FOR INTERNATIONAL PHD STUDENTS

FACULTY OF MEDICINE
2021-22

QUICK GUIDE

Swedish Migration Board (Migrationsverket):

- Help with applications for VISAs, work permits, and residence permits.

Swedish Tax Agency (Skatteverket):

- Help with your Swedish identity card/ personal number and information for declaring income tax.

Swedish Transport Agency (Transportstyrelsen):

- Information about your driving licence etc.

Swedish Social Insurance Agency (Försäkringskassan):

- Find out which benefits you are entitled to through the Swedish social security system and how to apply for such benefits.

Swedish Public Employment Agency (Arbetsförmedlingen):

- Find out about unemployment benefits and job opportunities.

Swedish Pension Agency (Pensionsmyndigheten):

- Help saving for your pension and other information related to retirement.

Lund University Staff Pages:

- Your responsibilities and benefits as a member of staff.

International Citizen Hub in Lund:

- Assists skilled professionals and their families to deal with any questions or issues that may arise during their stay in Lund - <http://www.internationalcitizenhub.com/>

Find your way around Lund University Campus:

- Campus map <https://www.lunduniversity.lu.se/sites/www.lunduniversity.lu.se/files/department-map-lund-university-2014.pdf>

Swedish Tax Agency (Skatteverket)

Upon arrival in Sweden, you need to register with the Swedish Tax Agency (Skatteverket) for a population registration (Folkbokföring) and to apply for a personal identity number (person-nummer) if you intend to stay (actually staying, not only employed) in Sweden for more than 365 days.

It is really important that you do this as soon as possible once you arrive in Sweden!

Application for a Swedish personal identity number (Personnummer)

A Swedish personal identity number consists of 10 digits: your date of birth and four check digits. The number is important in Sweden as it is used for all official transactions, such as opening a bank account, the to receive healthcare, mobile phone contract, register a car, etc. The application (for each family member) is made in person at local tax office. At this meeting, you are required to provide your home address in Sweden, as well as your passport and residence permit, and if you are married, bring your marriage certificate. It takes the Tax Office about two weeks to process your application. You receive the personal identity number via post.

Swedish ID card

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.

You can find more information (application guide) online in English and other foreign languages:

- <https://www.skatteverket.se/privat/sjalvservice/blanketterbroschyrrer/broschyrrer/info/721.4.6f9866931215a607a4f80002305.html>

Submitting a tax registration certificate

When you start working at Lund University, you must submit a Tax registration certificate to the SSC salary services so that the correct amount of tax is deducted from your salary.

Log in to SSC service portal

Order an A Tax registration certificate on the Swedish Tax Agency website (in Swedish)

Population registration (Folkbokföring)

At the Tax Office you will be given a form called “Application to move to Sweden” (Anmälan om flyttning till Sverige). The staff at the Tax Office can help you. You are obliged to inform the Tax Office when you move to a new address or are leaving Sweden for a longer period of time or for good. If you are relocating within Sweden, inform the Swedish Tax Agency and they will communicate your new address to other agencies.

Helpful tips

- If you lose your identity card, you must call the following number without delay in order to block the card and prevent it from being used by anyone else: +46 (0) 20 32 32 62. If your card is stolen, you must also report this to the police.

WORK & RESIDENCE PERMITS

You must apply to the Swedish migration board (Migrationsverket) for a work permit or residence permit if you are a non-EU/EEA citizen. You must also apply for any family members you wish to bring with you.

You can apply online via the fast track page:

- <https://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden.html>

- <https://www.migrationsverket.se/English/Private-individuals/Working-in-Sweden.html>

- <https://www.migrationsverket.se/English/Private-individuals/Working-in-Sweden/Permits-for-family-members.html>

Citizens of some countries are required to have an entry visa for travel to Sweden. If you need an entry visa, you should contact the Swedish embassy in your country as soon as you have received a decision. You can then get a residence permit card with which you can travel to Sweden. If you do not need an entry visa, you can travel to Sweden without such a card, but need to obtain this after you have arrived in Sweden from the migration board.

Helpful tips

- These applications can take a long time (up to 1 year), check the website of the migration board for current waiting times.
- If your application (one for each family member) is incomplete, the waiting time doubles or triples. So, make sure it's not.
- Your permit cannot last longer than the expiry date on your passport.

OPEN A BANK ACCOUNT

To open a bank account you need the following:

- Swedish Identity Card
- Residence permit (*if applicable*)
- Copy of your contract of employment at Lund University
- Your current address in Sweden

Some banks can issue an interim account (before you receive the ID card) but this is getting harder every year (contact the banks to confirm).



Banks in Lund

Handelsbanken
Stora Södergatan 15, Lund 222 23
Scheelevägen 19, 223 70 Lund

Nordea
Stora Södergatan 2, Lund 222 23

SEB Lund
Kyrkogatan 1, Lund 222 22

Sparbanken Skåne
Kyrkogatan 9, Lund 222 22
Scheelevägen 27, Lund 223 63

- Helpful tips

- To use online banking requires an electronic “BankID”, ask your bank for more information on how to get started.
- Most bills are paid through two Swedish transaction systems known as plusgiro and bankgiro, where you receive a pre-payment form.
- **Swish** is a mobile payment system widely used in Sweden and a must for everyday transactions. You can register for Swish through the BankID.
- Employees at Lund University receive their salary on the 25th of each month. If you have a bank other than Nordea, you need to provide Nordea with your bank details for future automatic transfers of your salary.

**All banks are closed on weekends and public holidays.*



TRANSPORTATION

Swedish Transport Agency (Transportstyrelsen)

If you have a driving licence issued in a country within the EU/EEA you may continue driving as long as the licence is still valid. If you are a non-EU/EAA citizen, your driving licence is not valid in Sweden if you have been registered here for more than 1 year. After which you must apply for a Swedish driving licence.

Driving Licence Permit

A driving licence permit is needed in order to take driving lessons and driving tests in Sweden. When you hold a driving licence permit and take driving lessons, you must always be accompanied in the car by an authorised instructor. The driving licence permit is not the same as a driving license. You must take risk training (riskutbildning), pass a theory test, and pass a practical driving test to obtain your Swedish driving licence.

For more information about how to apply visit <https://transportstyrelsen.se/sv/vagtrafik/Korkort/ta-korkort/>

Skånetrafiken

This is the public transportation agency for Skåne region in Sweden. You can download their mobile application to get real-time public traffic information and schedules.

For those interested in biking and/or walking, Skåne has well planned lanes throughout. Checkout google maps before you plan your trip.

HEALTHCARE

Vaccinations

You will not need any special vaccinations before travelling to Sweden. However, if you are planning to do any clinical work you should make sure that you are vaccinated for hepatitis B, tuberculosis, and have been MRSA tested.

EU/EEA Countries - European Health Insurance Card (EHIC)

It will be helpful if you bring your EHIC from your home country as proof of insurance. European citizens travelling within the European Economic Area (European Union, Norway, Iceland, Liechtenstein and Switzerland) can obtain a EHIC free of charge. EHIC facilitates access to medical treatment the card holder may need while staying temporarily in another member state and guarantees reimbursement of medical costs.

For more information see <https://ec.europa.eu/social/main.jsp?catId=559>

REGISTER FOR HEALTHCARE

Once you have received your Swedish identity card you need to register at a local healthcare center (Vårdcentral). There are a number to choose from in Lund but they are very similar in terms of fees and booking procedures. Appointments with a nurse are free and appointments with a doctor between 100-300 SEK. This is where you will go for all routine healthcare. **Note: for small children there are separate clinics – Barnvårdcentral, BVC.*

FOR EMERGENCIES DIAL 112

Medical information hotline

The Swedish medical information hotline (dial 1177) is available 24/7, you can call if you are not sure where, or if, you need access to healthcare. Experienced medical staff will give you advice. Available in English and other languages if needed.

If you need to go to the emergency room you can expect to pay between 200-400 SEK and if you need to be hospitalised you will pay a maximum of 100 SEK a day.

DENTAL CARE

Dental care is not part of the Swedish general healthcare system. You will therefore need to register with a dentist as well. The Swedish dental service (Folktandvården) is one option, or there are also a large number of private clinics in Lund. Dental care costs are partially subsidised by the Swedish government. **Note: Children are treated for free.*

Links to important Skåne healthcare information in English:

- **Collective information about COVID-19**
- Self-care, children
- Pregnancy
- Mental health
- Rules and rights
- Seek healthcare
- Symptoms/disease
- Teeth
- Examinations/tests



HOUSING

Before arrival in Lund or Malmö, you are recommended to secure housing. Your host department might be able to assist you so please contact them first. In Sweden it is very common that you will have to make an application and then you will be placed on a waiting list or "housing queue". It may be a good idea to make these applications when you arrive, even if you have found a temporary solution, in case you decide to move again at a later point.

Use your common sense when applying to advertisements, there have been occurrences of scams. If something sounds too good to be true, it probably is. Do not sign any contracts before visiting an apartment, do not send money abroad using Western Union etc.

Accommodation for everyone

- BoPoolen <https://bopoolen.nu/>
- Heimstaden <https://heimstaden.com/>
- Blocket <https://www.blocket.se/>

Accommodation for PhD students

While you are studying you can apply for accommodation to:

- AF Bostaden (Lund) <https://www.afbostader.se/en/>
- Boplatssyd (Malmö) <https://www.boplatssyd.se/>

Municipal housing queues

Once you have a Swedish identity card, you can register yourself in the housing queues run by the municipalities.

- Lund kommun (LKF) <http://www.lkf.se/>
- Malmö kommun (MKB) <https://www.mkbfastighet.se/>

If you plan to buy an apartment or house in Sweden - www.hemnet.se could be a good place to start.

Loan(s) or mortgage(s) can be discussed with your bank.



Helpful tips

If you are renting accommodation you will also need to take out home insurance (Hemförsäkring) to cover your personal items. This is in case of burglary, fire or water damage etc. Most rental contracts require you to show proof of this insurance.

You can sign up for home insurance online or by visiting the office. Here we list some of the more common ones:

- IF <https://www.if.se/privat>
- Trygg Hansa <https://www.trygghansa.se/>
- Länsförsäkringar <https://www.lansforsakringar.se/skane/privat/>

FAMILY LIFE

Preschools (Förskola, 1 – 5 years)

Sweden has a very high percentage of children attending preschool. Preschool is subsidised but still incorporates a maximum fee policy. Childcare facilities frequently operate between 06:30 and 18:30 during the week.

Preschools in Lund

- <https://www.lund.se/utbildning--forskola/forskola-och-barnomsorg/forskolor/>

Preschools in Malmö

- <https://malmo.se/Forskola--utbildning/Forskola/Forskola-och-pedagogisk-omsorg/Forskolor-A-O.html>

Preschool Class (Förskoleklass, 6 years)

All children are given a place in a preschool class the year they turn 6. It is also sometimes called the school introduction programme. In the preschool class, the children prepare for compulsory school before starting year one.

Compulsory School (7 – 16 years)

All children in Sweden must go to compulsory school for nine years. This is stipulated in the Swedish Education Act and is called compulsory school attendance. Children are subject to compulsory school attendance beginning in the autumn semester of the year they become 7 years old.

Public Schools in Lund

- <https://www.lund.se/utbildning--forskola/grundskola/grundskolor/>
- <https://www.lund.se/utbildning--forskola/gymnasieskola/gymnasieskolor/>

Public Schools in Malmö

- <https://malmo.se/Hitta-och-jamfor/Grundskolor/Hitta-och-jamfor-grundskolor.html>
- <https://malmo.se/Forskola--utbildning/Gymnasieskola/Sa-valjer-du/Gymnasieskolor-A-O.html>

International Schools

- <http://bmsl.se/en/om-oss/>
- <http://lundinternationalschool.com/>
- <https://lund.engelska.se/>
- <http://mis.skola.malmo.se/>
- <https://www.bladins.se/bism/>
- <http://ib.malmoborgarskola.se/>



After-school Care (Fritids)

Children aged 6 to 12 have the right to go to an after-school recreation center before and after school. Their parents must work or study in order for the children to be eligible. This is often in the same building as the school.

Work opportunities for spouses

Lund University works together with the International Citizen Hub in Lund to organise "Kick Start Programmes" for spouses – helping individuals integrate into the Swedish labour market. They work together with the Swedish Public Employment Agency. They have a special unit called EURES, helping with information for job-seekers in Sweden and in other EU/EEA.

INFORMATION FOR EMPLOYEES

Income Declaration (Skatteverket)

You must send an income declaration to the tax office every year by the beginning of May. The easiest way to do this is online. For more information see <https://www.skatteverket.se/servicelankar/otherlanguages/inenglish/individualsandemployees/declaringtaxesforindividuals.4.7be5268414bea064694c5df.html>

Swedish Social Insurance Agency (Försäkringskassan)

If you stay in Sweden for more than 1 year you are generally entitled to residence-based benefits like child and housing allowances. Child allowance also includes pregnancy benefits, parental benefits, and study allowance. For more information see <https://www.forsakringskassan.se/>

Swedish Public Employment Agency (Arbetsförmedlingen)

If you are going to continue working in Sweden we recommend that you register for unemployment insurance, this will give you extra support in case you become unemployed for a period of time or go on sick leave. Most academics choose to register with Akademikernas Arbetslöshetskassa (AEA). For more information see <https://arbetsformedlingen.se/>.

If your circumstances change and you do become unemployed as a former government employee you are entitled to help from trygghetsstiftelsen. They can offer you an individual contact person, support with your job-seeking activities, and financial support for travelling to and from interviews etc. <https://www.tsn.se/>

Swedish Pension Agency (Pensionsmyndigheten)

As a government employee in Sweden you will receive a pension from several sources. You will receive a basic pension from the Swedish National Government Employees Pensions Board (SPV), as well as a special government employee pension. It's important to inform the agency if you are leaving Sweden, otherwise they won't be able to transfer your Swedish pension when the time comes.

PhD students on scholarships/stipends

Any PhD students that are accepted on stipend/scholarship must have a minimum salary of 20 770 kr/month. If the external scholarship does not add up to this amount, an internal top-up scholarship has to be established as a complement.

Scholarship/stipend students are covered by a special insurance to provide similar social security benefits to other members of staff.



STAFF PAGES

LU staff pages is the place to go to find out all about your responsibilities and benefits as a member of staff at Lund University - <https://www.staff.lu.se/employment>. These include, but are not limited to, some of the benefits below.

LU Health Promotions

You can visit your doctor during working hours. In the event of medical treatment, you can receive reimbursement of certain costs including prescription medication from the university. You can also be reimbursed for health-promoting activities, for example gym and sports activities.

Fitness Centres

Gerdahallen <https://www.gerdahallen.lu.se/in-english.aspx>
Fitness 24/7 <https://se.fitness24seven.com/en>

Occupational Health Services

All employees have access to the Occupational Health Services (Företagshälsovården, FHV). You can arrange to have an inspection of your office to see if you need new office furniture or a new arrangement to reduce workplace injuries. You can also contact FHV for physical or psychosocial issues in your working environment which affect your health and well-being or impact your ability to work.

Swedish for University Staff (SFU)

Swedish language courses are offered to our international employees, course fees are covered by your supervisor. There are courses for beginners as well as for intermediate and advanced learners - <https://www.staff.lu.se/employment/for-international-staff/swedish-for-university-staff-sfu>.

Business Travel Insurance (Kammarkollegiet)

This policy covers all employees for all domestic and international trips made representing the University. When you go on a business trip, you must take the Swedish State Business Travel Insurance Certificate. This certificate is proof that you are covered by the insurance policy. This also includes information about whom to contact if something goes wrong during the trip. Your supervisor is responsible for handling this. Read more at - <https://www.staff.lu.se/employment/terms-of-employment/insurance/business-travel-insurance>.

New employees at LU

Discover some of the most common things you might need to know about your new workplace here <https://www.staff.lu.se/employment/new-employees>

PHD EDUCATION

General structure of the doctoral program at the medical faculty

The doctoral program contains various steps on the way to a dissertation. The general structure and various useful handbooks and resources are available at the following address https://www.med.lu.se//intramed/forska_utbilda/doktorand_handledare/foer_doktorander/att_utbilda_sig_paa_forskarniva

INTRAMED

This is the Faculty of Medicine's internal website where you can find lots of information about the PhD program, how to update your individual study plan, how to sign up to courses, and more https://www.med.lu.se/english/intramed/teaching_research/phd_students_supervisors.

LADOK

The student portal is an IT service where you can log in and perform several study administration routines yourself. You can see your completed courses or programs, register for certificate for your studies, and much more <https://www.student.ladok.se>.

Medical Doctoral Student Council (MDR)

MDR is the student union for all PhD students at the Faculty of Medicine at Lund University, representing over 1 000 PhD students from all 6 departments. They have representatives across 35 different boards and committees including the faculty boards, departmental boards, research education committee, and the strategic research areas. MDR supports PhD students if problems arise and can be contacted by any PhD student of the Faculty to provide advice and support.

If you have any questions regarding your PhD studies, do not hesitate to contact.

Contact by email mdr@ldk.lu.se

Facebook <https://www.facebook.com/groups/508174902699267/>

Instagram https://www.instagram.com/mdr_lu/?hl=en

Newsletters <https://drive.google.com/drive/folders/1Y6BVTzdd6NDoikZxXFcdXnOPzNocmQwi?usp=sharing>

Lund University Doctoral Student Union (LDK)

LDK guards the interests of all doctoral students at Lund University. They organise social events, help fellow postgraduates and represent all doctoral students' interests both locally and centrally within Lund University.

Contact by email ldk@ldk.lu.se

Website <https://www.ldk.lu.se/>



GETTING USED TO THE SWEDISH WAY OF LIFE

- *Fika*, a coffee break custom unique to Sweden is a great time to socialize and catch a breath during a busy work day.
- Expect to get week numbers instead of dates when planning schedules, Swedish *weekly calender system* could be slightly confusing at the beginning but you'll be a pro in no time.
- *Swedish summer* is fun but also slow, avoid delays by planning and ordering material in advance. Don't forget to get the Skånetrafiken's summer pass to explore the beautiful southern coast of Sweden, house to Lund University!
- It might be disappointing to find that H&M (and most shops) closes as early as 6:00 pm on a weekday and even earlier on weekends. So, shop online or early, because in Sweden everyone enjoys a *balanced work-time*.
- *First thing to do* on reaching Sweden is to apply for Personal number and Swedish tax ID, you'll need these for almost everything (most importantly for banking). This can't be stressed enough!
- *English? No problem!* Swedes are pretty fluent at English but for those interested in learning Swedish, good news, SFI (Swedish for Immigrants) courses are free.
- *Reduce, Reuse, Recycle* - While in Sweden, be ready to separate your waste and recycle used bottles/cans for money. Also, check out the second hand stores and student accomodation's exchanging rooms before you decide to splurge!
- The Skåneleden Trail is a 1,300 km-long marked hiking trail through the countryside of Skåne, including smaller trails. So, if you enjoy the outdoors, *keep your hiking gear ready!*



Welcome to Lund University, Sweden