WELCOME TO SWEDEN AND LINKÖPING UNIVERSITY

SWEDEN

Swedish is the third largest country in the European Union, but it only has a population of about 10 million people, so it is not as populated as many other European countries. 2 million people are under the age of 18, 85% of the population live in the cities. Sweden is also a multi-cultural country – 15% of Swedes were born in another country. The capital, Stockholm, is the largest city in Sweden. Gothenburg and Malmö are two other major cities.

The country is long, 1574km from top to bottom, and is characterized by its long coastlines, large forests and numerous lakes. In southern Sweden, the winters are shorter than in most other areas of Sweden, but nevertheless quite cold. Summer temperatures are normally 20-25°C. Due to the high latitude, we have very long hours of daylight in the summer and few hours of daylight in the winter. Sweden is known for being a modern and safe country with a reputation for being competitive and innovative. It has one of the highest standards of living in the world and a respected system of democracy, individual rights and equal opportunities.

Even though Sweden is a small country when it comes to population, we are very proud of the Swedish entertainers, athletes and companies that have gained international fame such as Abba, Zara Larsson, Björn Borg, Zlatan Ibrahimovic, IKEA and Volvo.

Read more about Sweden and the Swedes at Sweden.se and at Visit Sweden.

LINKÖPING AND NORRKÖPING

Linköping and Norrköping are situated 200/160 km south-west of Stockholm, in the county of Östergötland. The two towns are in the process of developing into one integrated urban region – Sweden’s fourth metropolitan area or the Twin Cities region.
LINKÖPING UNIVERSITY

Linköping University will never rest on its laurels.

In close collaboration with the business world and society, Linköping University (LiU) conducts world-leading, boundary-crossing research in fields including materials science, IT and hearing. In the same spirit, the university offers many innovative educational programs, many of them with a clear vocational focus, leading to qualification as, for example, doctors, teachers, economists and engineers.

The university has 32,000 students and 4,000 employees on four campuses. Together we seek answers to the complex questions facing us today. Our students are among the most desirable in the labor market and international rankings consistently place LiU as a leading global university.

Linköping university has four campuses
- Campus Valla (Linköping)
- University Hospital Campus (Linköping)
- Campus Norrköping
- Campus Lidingö (Stockholm)

LiU achieved university status in 1975 and innovation is our only tradition.

Follow "International Staff at Linköping University" on Facebook for information and inspiration!
WORK AND RESIDENCE PERMITS

The Swedish Migration Agency, Migrationsverket, handles all questions regarding work and residence permits.

EU citizens
As an EU/EEA citizen, you have the right to work in Sweden without a work or residence permit. The same applies to your family members if they join you. You and your family members are entitled to begin working immediately. You do not have to register your right of residency in Sweden.

Non-EU citizens
As a non-EU citizen you will most likely need to obtain a work permit. You must have been offered a job before you can obtain one. However, you do not need to apply for a work permit if you:

- Have a permanent residence permit
- Have a residence permit to attend a college or university
- Have a special residence permit to work as a visiting researcher (see below)
- If you stay less than 3 months in a 12-month period (but might need an entry visa – see below).

Visiting researcher
Special rules apply if you plan to stay as a visiting researcher ("gästforskare"). You do not need a work permit if you stay less than 3 months, however, citizens of certain countries require an entry visa (see below). If you intend to stay longer than 3 months you need to apply for a residence permit as ‘Visiting researcher’ and for this you need to have a hosting agreement. Your host department will provide this for you.

PhD Student
As a PhD student ("doktorand") who has been admitted to full-time studies at a Swedish university you have to apply for a residence permit as a student.

Entry visa
An entry visa is required for researchers/employees from certain countries. It must be applied for before entering the Schengen area (including Sweden). The entry visa will be in the form of a permit card that contains your photograph and fingerprints, which will be obtained from the embassy or consulate where you applied for your visa. You cannot enter the Schengen area without this card. You may also need a transit visa for countries outside the Schengen area on the way to Sweden.

If you do not need an entry visa for travel to Sweden, you should, as soon as possible after your arrival in Sweden, visit Migrationsverket to have your picture and fingerprints taken for the permit card.

Apply online!
Make sure you apply early as the application process can take a long time. It is recommended to apply online to receive a decision sooner, provided you have submitted all the required documents and paid the applicable fees.

More information about permits, visas and application forms can be found at Migrationsverkets website.
Finding a house or apartment to rent in Linköping or Norrköping is challenging, especially at the start of term in August/September as well as in January. Well in advance of your arrival you should contact the different housing companies to begin the search for accommodation. Many of them have a queue system where you collect points for each day you are registered in the system. Often you can register from your home country. It is advisable to register early in order to receive points as early as possible. It's advisable that you find an accommodation for your first 2-4 weeks of stay if you can't find anything permanent right away.

There are numerous landlords in Linköping and Norrköping. You can find a list [here](#). 

The cost of living in Sweden can seem rather high, but we also have a high standard when it comes to accommodation. The rent for a one room apartment starts from SEK 6,000 per month. This usually includes electricity and internet.

**Insuring your belongings**

When it comes to your personal belongings, it is strongly recommended that you purchase a home and contents insurance (“hemförsäkring”). Contact an insurance company in Sweden once you arrive.
GETTING TO LINKÖPING/NORRKÖPING

Linköping and Norrköping are situated southwest of Stockholm, only one-two hours away by train. From Copenhagen you can reach the campus towns in about four hours by fast train.

Airports
LINKÖPING CITY AIRPORT is located in Linköping, only ten minutes away from the city centre by car.
NORRKÖPING AIRPORT provides good connections to both Norrköping city centre and Linköping.
ARLANDA AIRPORT, STOCKHOLM is Sweden’s biggest airport. The easiest way to travel from Arlanda to Linköping/Norrköping is by train.
BROMMA AIRPORT STOCKHOLM is a smaller airport outside of Stockholm.
STOCKHOLM SKAVSTA AIRPORT is located in Nyköping, between Stockholm and Norrköping.
KASTRUP AIRPORT, DENMARK. If you arrive at Kastrup Airport, Copenhagen, it is possible to take a direct train to Linköping/Norrköping.

Useful links regarding transportation from the airport
- Airport buses
- Sweden’s national railway company (SJ)
- Flixbus

Local transportation in Linköping and Norrköping
The local public transportation system is operated by Östgötatrafiken and consists of buses, trains and trams. The time schedule is very reliable and there are seldom delays. Remember that you cannot buy tickets from the driver. Instead, you need to buy your ticket from Östgötatrafiken offices or from newsagents such as Pressbyrån or from any other store or shop displaying the Östgötatrafiken sign. You can also buy tickets through their app.

Driving in Sweden
Sweden, like most other European countries, drive on the right-hand side. You must bring your driving license whenever you drive. Driver’s licenses from most non-EU/EES countries (except Japan and Switzerland) are valid in Sweden for one year. This may be extended for another year. After this time, you will be required to apply for a Swedish driver’s license. Read more at Transportstyrelsen.
WHEN YOU ARRIVE

There are a number of things you need to think of when you arrive in Sweden to work such as banking, social security and health care.

Civic registration
When registered with Migrationsverket, or when you have a residence permit valid for a year or longer, your next step is to register as a resident at the nearest office of the Swedish Tax Agency, Skatteverket.

Skatteverket Linköping
Kungsgatan 27
Linköping

Skatteverket Norrköping
Hospitalsgatan 23
Norrköping

Once you are registered you will receive a unique personal identification number (personnummer). This number is needed for a whole range of services in Swedish society, such as acquiring an identity card and to get social security benefits. You can find more information about what documents to bring at website.

ID card
It is recommended that you apply for an ID card issued by the Skatteverket. The ID card can be used to identify yourself and to receive medical care.

Income taxes
In Sweden, income taxes are almost always automatically submitted to the tax authority, since employers are obliged to deduct taxes from your salary directly. It is strongly advised that you find out about any tax treaties between your home country and Sweden. Remember, if you are on a fellowship you do not pay income taxes and therefore you are not entitled to subsidized healthcare and other benefits in Sweden. If you are on a fellowship you will need to arrange your own health insurance.

Virtually everyone who lives and works in Sweden has to declare their taxes each year. The tax return form is sent out to all eligible individuals in April each year. It is everyone’s responsibility to return the tax form to the Tax Agency by the 5th of May. There are some exceptions to the regular tax system, e.g. tax relief for key foreign employees.

Key foreign employees - executives, experts, researchers and persons with special skills that are not available in Sweden - may qualify for a special 25 percent tax break when working in Sweden. More Information is available at Forskarskattenämnden. Remember, you have to apply within three months after the start of your employment.

Bank
If you are in Sweden for a shorter period of time, it might be easier for you to use your bank account and bank card from your own country. You can withdraw cash in all ATMs in case you need to use cash. Paying bills with a credit card can be done at Forex Bank.

If you are residing for a longer period of time you might want to open a Swedish bank account.

Anyone who resides in Sweden on a legal ground are eligible to open a Swedish bank account. To do so you must provide an approved form of photo-identification (eg passport) as well as answer questions regarding money laundering. If you refuse to do that the bank can refuse to provide you with a bank account.

Banks are generally open Monday through Friday 10 am - 3 pm. However, most banks expect you to do all your banking errands online.
Social security
The role of the Social Insurance Agency, Försäkringskassan, is to administer the areas of the social insurance that provide financial security in the event of illness, disability and for families with children. To read more about social security and healthcare in Sweden we advise you to read more at Försäkringskassans website.

Health care in Sweden can be costly if you are not covered by a health insurance. Check with your home social security or insurance office about what applies to you before you leave.

EU citizens
In order to receive health care you need to obtain a European Health Insurance Card from your home country. You need to bring the card with you when seeking medical attention in Sweden to show that you are covered by a health insurance, otherwise you will have to cover the costs yourself.

Entitlement to benefits (e.g. sickness benefit, parental benefits) through the Swedish social security system, varies depending on whether or not you are employed and pay taxes in Sweden. In order to receive these benefits, you need to have a Swedish personal identity number and be registered at Försäkringskassan.

Non-EU citizens

Staying less than one year: If your residence permit is for less than one year, you will not obtain a Swedish personal identity number, but instead you can apply for a so-called coordination number (samordningsnummer). You are not eligible for Swedish healthcare benefits, therefore you have to make arrangements for health insurance coverage for your stay in Sweden before you arrive. The University has a Swedish State Group Insurance and personal insurance which may cover you for emergency care. Enquire with your Department at the University if this group insurance applies to you.

Staying one year or more: If you have a residence permit for a year or more, you are eligible for healthcare benefits. However, you need to register at the Skatteverket and Försäkringskassan. It is advisable that you get some form of travel/medical insurance in your home country for your first few days in Sweden.

If you receive a scholarship you will not be required to pay taxes in Sweden. Therefore, you are not eligible for Swedish social security benefits.

Health care
Each county council in Sweden is responsible for providing residents with good-quality health and medical care.

In case of emergency: dial 112.
112 is the emergency number for ambulance, police and rescue and fire brigade. You will be asked to explain what has happened and to state your location.
We recommend you to download the SOS Alarm app. By calling through the app your exact position will be shared to the operator.
The app is free and can be downloaded for iPhone and Android through App Store and Google Play.
Healthcare centres
There are local healthcare centres (Vårdcentral) all over Linköping/Norrköping.

Medical Information Services: dial 1177
The Medical Information Service (Sjukvårdsrådgivningen), telephone: 1177, is a 24-hour provider of free healthcare information and consultation with a registered nurse.

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).

Dentists
All medical districts have a dental clinic (Folktandvården). There is also a wide range of private dentists. Dental care costs are partially subsidised if you are registered with the Swedish social insurance system.

At the university
Your host Department is responsible for arranging your work space, along with an IT account that gives you access to the Internet, e-mail and the University server. If you are employed by the university, you can find more information about the employment, e.g. payment of salaries, hours of work, insurance and pensions, work environment and equal opportunity issues at the university's HR website.

Internet and e-mail
Linköping University offers students and employees a wireless internet connection at its campuses.

Eduroam
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 his or her home username to the wireless network at all other participating Eduroam institutions.

LiU card
The LiU card is a campus card for students and employees with multiple functions such as access card and library card. Employees may use the Campus bus for work related travels between campuses. Read more about the card here.

SULF – The Swedish Association of University Teachers and Researchers
SULF is a non-political organization and the only professional and union association that is completely dedicated to the professional and work-related issues of doctoral candidates, research staff and university teachers. They negotiate, inform, debate and influence the development of higher education and research.
Swedish workplace culture

Swedish workplaces are characterized by flat organizations. Each employee is expected to make their own decisions during their daily work instead of expecting several layers of management to lead him or her. As many decisions don’t go through these layers of management the employee is a big part of the decision making. Consensus is also central to decision making in a group. Analyzing something from every angle and coming to a group decision where the group has reached consensus is very common.

Typical for Swedish workplaces is that you address each other on a first name basis, no matter if it’s a team member or part of the management. There is a friendly but professional atmosphere at work and one thing you will realize when you start working in Sweden is that Swedes love their FIKA. Fika at work is a short coffee break and an important part of the working day. This short fika is an opportunity for employees and management to meet on common ground where you have informal conversations about work and also private life.

Gender equality is one of the corner stones in Swedish society and therefor also at Swedish workplaces. The principle is that everyone, regardless of gender has the right to work and support themselves. Gender equality isn’t only about equal distribution between genders, but also about ensuring that knowledge and experience of all genders are used to promote progress. Sweden has come a long way in treating men and women equally in the workplace. However, there are still differences in for example pay and number of women in top positions remains weak.

Learning the language

If you plan to stay in Sweden for a longer period, it is recommended that you learn Swedish. Your ability to speak the language will improve your career prospects and help you to get more out of life in Sweden. There are a number of online-courses you can take to start learning the language. The Swedish Institute for example offers a free web course in Swedish.

Swedish language courses for university employees
The university offers Swedish language courses at different levels. These courses are for university employees only.

Swedish language courses for those not employed by Linköping University, e.g. fellowships
- **SFI** - **Svenska för invandrare** - **Swedish for immigrants**: SFI is a basic, tax-funded Swedish course provided free of charge for those who immigrate to Sweden.
- **Folkuniversitetet**: Offers Swedish language courses at different levels. They will charge a course fee. Read more on this website.

**Tip!** Practice the language every chance you get – you will learn it faster! For example, read the news in an easy to understand Swedish on Klartext or 8sidor.se
LIFE IN SWEDEN

Sweden has a reputation for being a modern and safe country with a high living standard. Swedish society is family-friendly, offering many benefits to families with children.

Family life
If you plan to bring your family to Sweden, they may also need a visa or a residence permit, depending on their citizenship and length of stay. They also need to make sure that they have some form of healthcare coverage in Sweden.

Children’s school and daycare
If you have children it is a good idea to familiarize yourself with the Swedish school system and look into available schools in Linköping and Norrköping. Some schools have a long queue so it is recommended to apply for a place, if possible, before you arrive in Sweden.
You can read more about the Swedish education system at sweden.se and at skolverket.se.

Information about education in Linköping:
Information in Swedish and English at Linköping municipality website.

International/English day cares and schools in Linköping
Tiny Tots Preschool (in Swedish)
Internationella Skolan Atlas (in Swedish)
Internationella Engelska Skolan in Linköping

International school In Norrköping
Nordic International School

There are also special international classes for children between the ages of 7 -16, where the child is in this class for one year to learn Swedish and then transfers to a regular Swedish class. Contact Linköping or Norrköping municipality for more information.

If you have children up to 5 years of age, you can meet other parents and children at a Family Center. These centers are located on various areas in both Linköping and Norrköping. Contact your municipality to find the closest one to you.
MORE USEFUL INFORMATION

ATM
ATM machines are available on many places throughout the cities and also on the university campuses.

Clothing
The weather in the southern part of Sweden is cold from November to March. You will need winter clothing (coat, gloves, warm shoes, etc.) for this part of the year. At the University the general dress code for most events is smart casual. The conferment of doctoral degrees is an exception to this.

Electricity
Sweden uses 230V AC, 50 Hz.

Phone
Mobile telephones are widely used in Sweden. You should be able to use your own mobile from your home country if it’s not locked to a certain network. You can buy a prepaid SIM card for your mobile phone easily in most shops. Common operators are Telia, Tele2, Comviq, 3, Telenor and Hallon.

Post offices and postal services
Post offices are integrated into various shops, grocery stores, petrol stations etc. You can use them to send and receive packages and buy stamps. The opening hours differ according to the specific stores they are in. Generally, they are open during normal shopping hours, but local variations may occur.

Public holidays
A list of important Swedish holidays can be found at Sweden.se. During public holidays hours for shops, public transport, banks etc may vary.

Recycling
Recycling is very common in Sweden and the country is aiming for a zero-waste society. Almost every building has special containers where you can separate paper, newspapers, plastics, metal and glass into different containers. It will be collected and recycled, and waste which cannot be recycled is burned to produce central heating for households. When you buy drinks in cans and plastic bottles, usually a deposit for the container (one or two kronor) is included in the price. You will find a recycling machine at almost every supermarket. When you return your container, you receive a receipt for which you can buy food or receive a cash refund.

Smoking
Smoking is forbidden in all public places in Sweden, i.e the university, restaurants, shopping centres etc.

Time/dates
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 2014 is written 2014-10-12 (or just 141012), or 12/10 2014. American visitors in particular should take note that 12/10 does not mean the 10th of December.
Water
Tap water in Sweden is safe to drink and of very good quality. You can always ask for a free glass of water in any restaurant or pub/club.

Weather
Sweden has four distinct seasons and temperatures vary greatly between north and south. Bear in mind that the winters can reach very low temperatures!

Wine, beer, spirits
Alcohol and liquor are only sold in the state-owned Swedish Alcohol Retailing Monopoly, Systembolaget. The minimum age for buying alcohol at Systembolaget is 20 years old. A valid photo ID may be asked for. In bars and restaurants, the legal drinking age is 18.

OTHER HELPFUL WEBSITES

The [Euraxess Sweden website](#) contains a lot of relevant information for researchers visiting Sweden, such as entry into Sweden, work and taxation, social security, bringing your family, language and leisure. There is also a printable handbook and a useful FAQ section.

[visitlinköping.se](#): Information about Linköping

[Upplev Norrköping](#) Information about Norrköping

[Association for International Visitors](#) is a voluntary organization made up of Swedish families who welcome international guests.

[Information om Sverige](#) is a website with useful information you need to know when you are new in Sweden.

Campus Lidingö
Swedish
Hej
Hej då
Tack
Hur mår du?
Jag mår bra, tack.
Vi ses!
Ursäkta
Förlåt
Fika
Kanelbulle
Timme
Dag
Vecka
Hjälp
Universitet
Kurs
Bankomat
Kontant
Affär
Legitimation, Leg
Posten

English
Hello
Goodbye
Thank you
How are you?
I’m fine, thank you.
See you!
Excuse me
I’m sorry
Coffee or tea break
Cinnamon bun
Hour
Day
Week
Help
University
Course
ATM machine
Cash
Shop
ID
The post office