

BASIC INFORMATION FOR NEW PHD STUDENTS

Accommodation

On the university's webpage you can find a section on accommodation:
<http://www.lu.se/o.o.i.s/586>

University guest house Sparta: <http://www.se.lu.se/bostaeder/conditions>

- They have 7 fully furnished corridor rooms at the Sparta guest house (next to the office). They also rent on daily basis.
- There is a contact e-mail address (linn.hambert@se.lu.se) where you can obtain further information and make reservations.

LUFF (Lund University Foreign Friends): <http://www.lu.se/o.o.i.s/581>

- It is part of the International Office within the University and they provide help to PhD students, post-docs and visiting scholars
- You can ask to be included in their mailing list. They send regular emails with information on activities organized by them and also all the ads placed by people on items for sale, available and wanted housing.

AF Bostäder: <http://www.afb.se/en/>

- Lund University housing office. They have different types of accommodation available, both corridor rooms and apartments.
- On their link for new students they have all the information regarding the application process.
- To increase your chances of finding housing it is important to register between July 10 and 13.
- When you register make sure you state that you are a new student (novisch) which will entitle you to apply for the reserved housing and to also register without having previously paid the fees to one of the Nations.
- On July 14 you will receive a number drawn by the lottery, which is your queue number (more info on how this works on <http://www.afb.se/en/Services/Free-accomodation/Bookinginformation/>).
- If you look in the section of available housing you will see some reserved for new students.

BoPoolen (The Housing Pool): <http://bopoolen.nu/?lang=en>

You can register, find housing and place an ad

Blocket (all in Swedish, but you will find many ads) http://www.blocket.se/li?ca=23_10_s

- In the second box under BOSTAD choose Lägenheter and then under click on Uthyres (you can also limit the search by price, number of rooms and/or sqm) or try the following link:
http://www.blocket.se/li?ca=23_10_s&q=&cq=3020&w=0&st=u&mre=&ros=&roe=&ss=&se=
- You can contact the person in English. Promptness in answering is key.

Legal Documentation (FOR FOREIGNERS)

Residence permit – you can apply for that online.

Instructions: http://www.migrationsverket.se/info/5056_en.html

Electronic application form: http://www.migrationsverket.se/info/start_en.html (right hand side of the page)

On the instructions you will find a list of the supporting documents that you need to send. One of them is a **letter of acceptance** from the department. It also states that you need to prove that you have medical insurance. The European Union medical card is enough.

You will need to state your address here in Sweden and the date of arrival.

Personal number – you will need it when opening a bank account, signing your contract, going to the doctor, etc., and you have to go there in person to get it. You do not need to wait to have your residence permit before you can apply for it, even if the instructions say the contrary. It is important to get it as soon as possible.

The personal number is issued by the Swedish Tax Agency (Skattemyndigheten i Lund Folkbokföring). Its office in Lund is Järnåkravägen 3 and opens daily from 9 to 16. You can get a map with its location under “Karta och vägbeskrivning”

In some instances (such as for getting an ID card), you may be required to provide a civil registration certificate. You can get it online:

<http://www.skatteverket.se/servicetjanster/bestallningstjanst/personbevis.4.5098f9104ec1b57328000231.html>

More info: <http://www.lu.se/visiting-staff---luff/visiting-staff---luff/authorities/national-registry-permits-personal-identity-number>

Other

All PhD students can join the **PhD Union** <http://www.ldk.lu.se/> (some information is also provided in English). You have to register and pay the fee. As a full time doctorate you are entitled to discounts, among others on SAS domestic flights, train (SJ) and recently also Skanetraffiken.

You can get general information about **studying in Sweden**: <http://www.studyinsweden.se>

If you want to **learn Swedish** you can do it for free at KOMVUX. They have a special programme called Swedish for Immigrants (SFI). More info:

<http://www.lund.se/Komvux/Utbildningar/Sv/>

There is also a private option to learn the language:

<http://www.folkuniversitetet.se/Har-finns-vi/Lund/>

In the fall of 2008, the university has started with a pilot project called SFU, which is exclusively for university employees.

<http://www5.lu.se/pa-online/lika-villkor/etnisk-maangfald/sfu---svenska-foer-universitetsanstaellda-med-utl-au>

IMPORTANT: bank, library card, study plan...

Administration

Please note that there are differences depending on your working conditions (fully employed, on utbildningsbidrag, with external funding).

Start page: www.lu.se

Link: Anställd (employed)

Link: Administrera via webben (administration via web)

<http://www5.lu.se/anstaellad/internt/administrera-via-webben>

Here you will find the links to:

- Lupin (for managing purchases and invoices) <http://www.proceedo.net/applet.htm>
For instance, you can order books from Adlibris (LU and Adlibris have a deal so we get a discount) and have them charged directly to the Ograduerade account (see below)
- Primula web (to get information about payment “lönebesked”/ slip)
<https://primweb.adm.lu.se/>
- Administrativa portalen (administrative portal), logon with your **Lucat id (ekh-xxx)** and password <http://portal.adm.lu.se/>
Here you find:
 - LUPP (financial follow-up for those of you who have your own money, for example travel grants)
 - LUCAT (for changing your address and password)
- Tur & retur (for travel bills and claiming other expenses both from your research group/centre or from grants administrated by the Department) <https://hr.adm.lu.se/>
 - Your username is your personal number. You are given an initial password, which can be changed.
 - Here you can claim the Ograduerade money (an amount that is allocated to each PhD student –albeit some conditions- per semester for purchasing books and other office material). After you are notified by the Head of Department you can claim it as follows:
 - Select the “Only expenses/car compensation” category.
 - The account numbers that you need to use is as follows:
 - K-ställe: 263041
 - V-Gren: 21
 - Aktivitet: 26304124100
 - Fritt fält : we each have a different number. The system allows you to look for it using your name