



KTH Relocation

On behalf of KTH, we at KTH Relocation would like to congratulate you on you receiving your new position here at KTH. Starting a new position in KTH is an exciting and busy time. Your department will help you with all matters concerning your introduction to KTH as your new workplace and will help you find your way in your new position and school.

To ensure that your first months in Stockholm go as smoothly as possible, it is important that you are aware of some practical matters. We have therefore provided you with a package of important information, including:

- Map and general information about working at KTH
- Information about setting up a bank account
- How to prepare for a second year at KTH (KTH Relocation only assists newcomers with housing during the first year at KTH)
- Invitation to our events and introduction meetings, free to join
- Map of Stockholm's tunnelbana, or subway system
- Information about the "I have landed" sim card, which you can get for free from us
- Information about Health Care in Sweden
- Information about cleaning your apartment when you leave

You are always welcome to contact us about other matters about Sweden and KTH. We can help with other questions such as:

- Work/resident permit questions
- Health and dental care
- Insurance
- Bank accounts
- Family matters, such as day care, schools for children, child allowance, support for spouses, etc
- Practical matters, such as transportation, bank accounts, social activities, housing, etc.
- Tax relief for foreign key personnel, www.forskarskattenamnden.se

Please have a look through our website for more information:

<http://www.kth.se/relocation>

For information specifically for newly recruited talent to Stockholm, we recommend:

<https://www.investstockholm.com/move-to-stockholm/the-talent-guide/>

We highly recommend joining the Stockholm Dual Career Network, for all spouses to international researchers in Stockholm:

<https://www.sdcn.se/>

We hope that your stay at KTH will be both productive and enjoyable!
Welcome!

Best regards,
Lotta Rosenfeldt & Lynessa Hansson
KTH Relocation
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Are you planning on staying more than a year? Here is a list of ideas about some things to think about now, and some things that are good to keep in mind for the future.

Housing

Housing is a constant problem for many people in Stockholm. KTH Relocation can help you the first year you are in Stockholm. However, you should have a plan on what your next step will be after your first year in Stockholm ends.

Are you here as a post doc, or have you earned your PhD outside of Sweden? Be sure to sign up for housing at Wennergren Center. The queues can be quite long:

<http://www.swgc.org/>

If you are here as a PhD student, you will qualify for housing through student housing in Stockholm, with SSSB or Stockholm Bostadsförmedling. Be sure to sign up as soon as possible, and join the student union, every day counts:

<https://www.sssb.se/>

<https://bostad.stockholm.se/english/QA-student/>

Residence permits

What kind of permit do you have, and how long does it last? If you are not an EU/EES citizen, you will need to make sure your permit to be here is up-to-date. The immigration board in Sweden is very particular about when renewal applications are filed, and you can apply six months before the current one expires. Make sure your renewal application is submitted to the Immigration Board before your current permit expires.

<http://www.migrationsverket.se/English/Private-individuals.html>

Once your permit is renewed, you will need to also renew your permit card. To do this, make an appointment with the Immigration Board, the closest office to KTH is in Solna:

<https://www.migrationsverket.se/English/Contact-us/Book-an-appointment-before-you-visit-us.html>

Insurance

If you are planning on staying more than a year, it is a good idea to get a private home insurance policy, especially if you are bringing a spouse or family. The home insurance you buy will protect your valuables if they were to get stolen or damaged. A home insurance also assists you if you were to get sick while on vacation (but not to your home country). You have insurance through KTH, called GIF, however, the insurance policy will only protect you and your belongings to a certain amount, and will only cover your apartment if you have an apartment through KTH Relocation. Having household insurance will give you the same coverage as your neighbors and colleagues. For more information, see our website:

<http://www.kth.se/en/om/work-at-kth/relocation/planning-your-stay/insurance-1.388832>

Special offer for foreign private customers with temporary residency in Sweden

SEB is one of northern Europe's leading banks. We try to make life easier for all our customers in all phases of life. Read below about our offering to foreign private customers with temporary residency in Sweden due to studies or work.

Our services and products

Our offering to foreign customers with Swedish ID Card:

- Bank account
- Visa card
- Internet banking and mobile application with payment services
- Personal telephone banking services in English
- Savings account

You pay SEK 25 monthly for all these services – the package is called "Enkla vardagen". If you are between 18 and 23 years old these services are free of charge.

Our offering to foreign customers without Swedish ID Card:

- Personal bank account (SEK 0)
- Maestro card (SEK 15 monthly fee)
- Payment service with envelopes (SEK 15 monthly fee)
- Telephone banking self service – "Bank på telefon" (SEK 0)
- Savings account (SEK 0)

How to get started

Please visit your nearest SEB branch office and we will help you get started. If you lack a Swedish ID Card you need to bring certain documents to the branch office, please read more below.

Members from EU/ESS countries:

- Certificate from school or employment agreement including duration of your stay
- Valid ID (passport or national ID)
- Rental contract/address information

Members from a non-EU/EES country and Swiss citizens:

- Certificate from school or employment agreement including duration of your stay
- Residence permit
- Passport
- Rental contract/address information



Need any help?

Please call 0771-365 365 (from abroad: +46 771 365 365). Telephone banking has personal service every day, 24 hours a day. We are happy to help you in more than 20 different languages.

You can also find us here:

seb.se

facebook.com/sebsverige

twitter.com/sebsverige



KTH Education and Communication
in Engineering Science

Moving out – cleaning instructions

Thank you for staying with KTH Relocation. Please go through the following check-list and make sure the apartment is clean when you move out. If the apartment is not clean, you will be charged a fee of 4000 SEK for cleaning.

Bathroom:

Clean the hand-basin – in, above and under	
Clean the shower, including floor drain	
Toilet – inside and under. Take off the plastic seat and clean the attachment	
Bathroom cabinet and mirror – clean the inside and polish the mirror.	
Clean the floors and walls	

Kitchen:

Refrigerator and freezer – empty, defrost and clean. Turn off and leave with the door open.	
Fan – wash up the filter in warm water and washing up liquid. Dry in the oven, at maximum 100°C for about 10 min	
Cooker/oven– clean inside and above. Pull it carefully out and clean behind and under.	
Cupboards, clean out the drawers and clean the cupboard doors	
Leave all dishes and cookware washed, cleaned and put away	

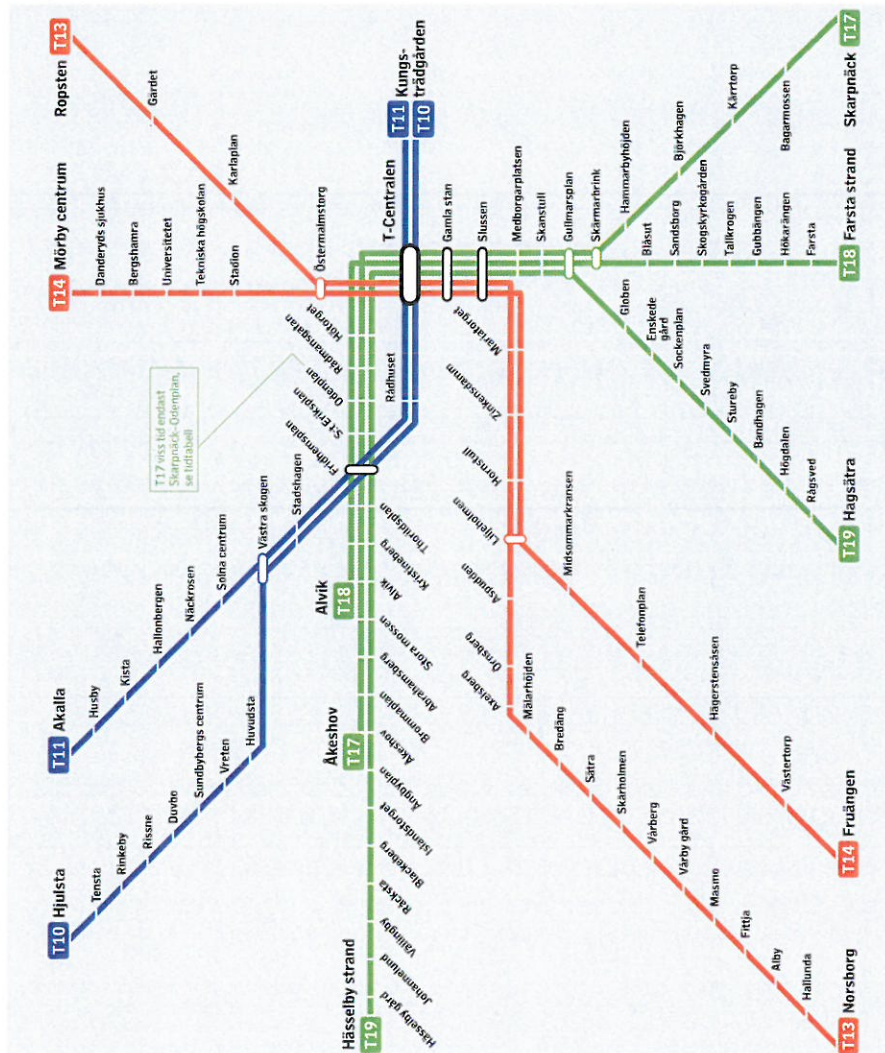
Furniture:

Clean off desk, table, and nightstand and remove all belongings	
Clean off table surfaces and lamps	
Mattress – wash lower mattress cover and top mattress cover & replace on bed	
Take with you or throw away all other bedding	
Mirrors – polish	

Remaining:

Wardrobes, inside and above	
Window ledge	
Floor –sweep and wipe clean	
Walls – wipe clean	
Ventilation socket – wipe clean	
Wash mop attachment after cleaning the floors and leave in apartment	

Please contact KTH Relocation well in advance to make an arrangement about where to drop the keys.





I Have Landed free sim cards

KTH Relocation can offer you an "I Have Landed" sim card, so you can make calls from a Swedish account while you are in Sweden. This will help you be able to communicate with others when you arrive in Sweden, and you will not have to use your foreign account. The sim cards are free. You may pick one up in the reception at Brinellvägen 8, 8:00-16:30 Monday through Friday.

The sim card comes with 0,5 GB of internet usage per month for one year. There is no obligation to sign up for an account, and you can get rid of the sim card after your year is up or when you leave Sweden. Make sure the phone you are bringing to Sweden is "unlocked", in other words, that it can be used with any phone provider.

For top-ups and more offers from I Have Landed, see their website:

<http://www.ihavelanded.com/>

How to activate

- Insert the SIM-card into your phone.
- Buy a voucher for at least 50 SEK. The voucher is called "Telia Refill" and can be bought in any supermarket (ICA, Coop, etc) , 7-eleven, Pressbyrå etc.
- Enter the following: *125* < digit code on Telia voucher># CALL
(your credit will be added within minutes)

If things do not work

- Iphone 5 & 6 and some other new devices require a nano sim. Nano sim is included in the package, but cutting is needed. We recommend visiting a Telia store for help with that.
- Sometimes internet doesn't work immediately, even though it's rare. It can take a few hours, but visit or contact a Telia store if it doesn't work within 24 hours.
- Visit or contact a Telia store if any other technical issue might arise.

What is included

- A full year of free mobile surf. Surf limit: 0, 5 gb per month. Speed? Up till 20Mbit/s. Internet still works if you hit the surf limit, but at a slower speed. Want to buy more internet? 1 GB for 69 SEK, text 4466. 2GB for 100 SEK, text 4466. You can also buy 5GB and 10GB.
- 100 SEK credit that kicks in on your first top ups.
- No matter what your credit is, you will always have access to a full year of free mobile surf

Rates

- Calling within Sweden: 0,69 kr/min. Opening fee: 0,99 kr. Text/SMS within Sweden: 0,69 kr/st
- Calling the rest of the Nordic countries: 4,31 kr/min.
- Calling the rest of Europe: 5,50 kr/min
- Calling North America: 9 kr/min
- Calling eastern Asia, the Middle East, Australia and Africa: 17 kr/min
- Text/SMS abroad: 1,25 kr/st

Avoiding housing frauds



Stockholm has one of Europe's most difficult housing situations, a problem which especially affects students and newcomers. Many young people in Stockholm therefore rely on second-hand renting for accommodation. Renting second-hand can be a great way to get in to the city, but it can also be a challenge to find something affordable, safe and lasting. Unfortunately there are people who try to make a profit from the situation by creating false housing ads. Here is a guide on how to spot a false housing ad:

1. Where is the apartment or room located?

For someone who is new in Stockholm it can be hard to know where it is likely that someone would lease their apartment. The general rule is that very few apartments are leased below 9000 SEK/month in the inner city. The inner city of Stockholm is where it's the most expensive to live. You can check who is actually staying at the address you've been given by typing the name of the person who's leasing, or the address at <https://www.eniro.se/>.

2. Who is leasing the apartment?

Be cautious with people who claim to be abroad and therefore want to lease their apartment. Some of the scammers send a photocopy of their passport or ID to prove that they exist, but these copies are usually stolen IDs. That's why it's important to never send a photocopy of your own ID, since that too could be used to scam other people in the future.

3. What are they asking for?

If someone asks you to send them a big deposit to keep the apartment for you, then it is most likely a fraud. Never send money to anyone before you have seen the actual apartment and been inside. If you plan on becoming a lodger and stay in an apartment with someone, make sure they are honest and won't expect you to interact with them in any way you're not comfortable with. Always meet the person you're going to stay with before moving in with them. Also ask for an ID to make sure he or she is the one they say they are...

4. How are you supposed to pay?

If the landlord asks you to pay via an anonymous transfer such as Western Union, Paypal, MoneyGram, or in cash you should be cautious. If someone has a first-hand contract on an apartment in Sweden, they should also most likely have a Swedish bank account connected to their identity.

5. How can you reach them?

It is generally a bad sign if the person uses a free email service such as Hotmail or Gmail, but many young and honest people use those services as well. If the person claims to be a student, ask for their student-email instead. Also ask for the person's phone number, and see that it's a real Swedish phone number at <https://www.eniro.se/>.

6. What else to think about...

If you are in Stockholm or have a friend here, ask them to check on the actual apartment in person. They should check by ID that the owner of the apartment is the one showing the apartment. Also check that the key fits in the door...

To offer to sublet an apartment, the holder /owner of the apartments needs a permit from the landlord or their housing association, that they have been granted permission. Ask to see this before signing anything.

Getting a proper household insurance is your responsibility and it is of highest importance that you get one before moving in. The KTH GIF insurance will not cover for any damages on a place you rent on the open market. Household insurance will also cover for you and your belongings when travelling or if any of your guests cause damage to the place where you are living. Contact any of the major insurance company for further details, or see our website, www.kth.se/relocation

Finally; if an offer is too good to be true... Don't take it!



How to survive the winter....

About your apartment;

As long as the air indoors is no less than 18°C no adjustments of the temperature in your apartment will be done.

The floor might feel cooler than 18 degrees or it might feel like a draft from your window. This is totally ok and nothing that will be fixed. (You should be aware of the draft though, if it's a lot, call for the caretaker.)

Swedes use slippers (preferable in fur or with a thick sole, not just flip-flops) indoors and a cardigan might come in handy.

You cannot expect to wear just a t-shirt indoors during winter.

Turn off the radiator if you keep the window open for more than just a couple of minutes.

Never leave home with an open window, not even a small gap.

If you are going away/leaving; lower the temperature (to +15°C), *but don't turn it off!*

