



GUIDE

for Visiting Researchers,
International Faculty and Staff

2017



UNIVERSITY OF
GOTHENBURG

Welcome to the University of Gothenburg!



The University of Gothenburg is a city university in the heart of Scandinavia. 38 000 students and 6 000 employees make it a large and inspiring place to work and study, with a continuous flow of new knowledge and ideas. We also contribute to Gothenburg's vibrant city centre, which offers many opportunities for cultural experiences and nice café visits. For those in need of more than the city pulse, forests, lakes and the archipelago are only minutes away.

With 2 700 researchers throughout 8 faculties and one of the largest student populations in Scandinavia, the University of Gothenburg's research portfolio is broad and diverse, in many cases interdisciplinary. Although particularly well-known for its expertise throughout life sciences, our University is also strategically focusing on several other broad areas of societal importance: Health, Marine Sciences, Culture Heritage, Environment, Democracy & Social Development and Knowledge Formation & Learning.

The University of Gothenburg is environmentally certified and works actively for sustainable development. Together with Chalmers University of Technology, the University is hosting a regional network for the UN initiative Sustainable Development Solutions Network - SDSN Northern Europe.

Our university was not built in a day. It has expanded gradually ever since that day in May 1864 when a group of socially engaged citizens came up with the idea of a free academy. Ever since our research and education have been permeated by social engagement and openness to society.

A warm welcome to Gothenburg and to our University. I really hope that your stay here will meet your expectations or even exceed them. To make your start here a little bit easier, we have put together a booklet with advice and information. I hope you will find it useful.

Eva Wiberg,
Vice-Chancellor,
The University of Gothenburg

This Welcome guide has been put together in order to make your transition to Gothenburg, the university and Sweden go as smooth as possible. Thus, in the following chapters you will find much information and recommendations that will be useful to you when planning your stay here.

The first 3 chapters: 1. *About the University*, 2. *Gothenburg and* 3. *Sweden in Brief* introduces you to the university, the city and the country. Some historical background and future visions are added to the rich information about culture, climate and other facts.

You will learn more about who we are and what we can help you with in chapter 4. *Welcome Services at the University of Gothenburg*. We help you by gathering important information, find housing and arrange activities & events throughout your stay.

In chapter 5. *Pre-arrival* you will find out everything that needs to be prepared and completed before arriving here; permits, insurances, accommodation and how to travel here. There is also a special section with information for families and spouses.

We have filled chapter 6. *Living in Gothenburg* with information that will make your settling in go easy: civil registration, how to open a bank account, seek medical care, home insurance, travelling around, learning Swedish and much more.

Information about start working at the University has been collected in chapter 7. *Getting settled at the University*. Your host department is your first hand contact when it comes to these questions.

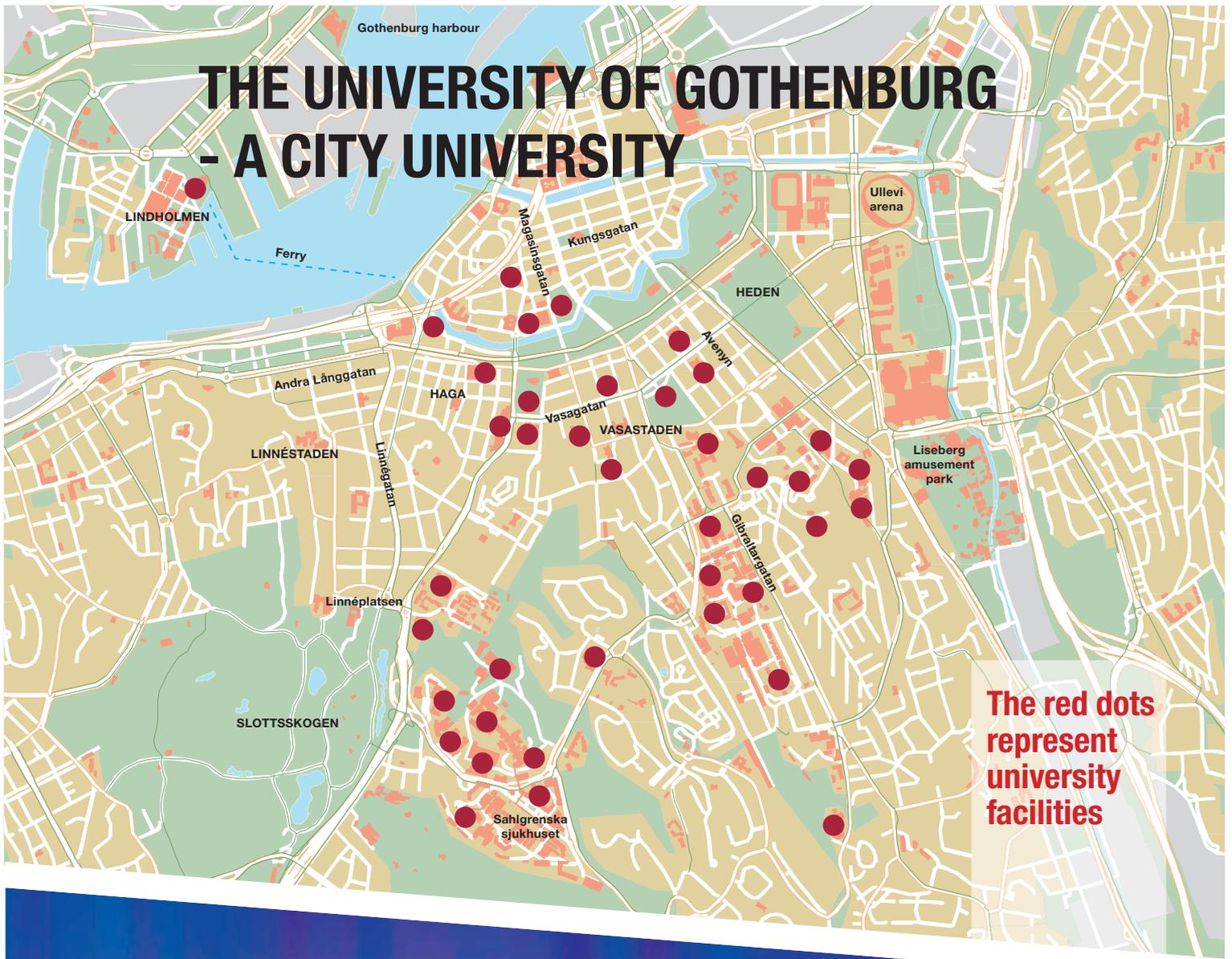
Lastly, we also provide information that will help you, 8. *Before your Departure*, as there are some important things to remember before leaving Sweden and Gothenburg.

If you are interested in the European researchers' network EURAXESS you will find information about that in chapter 9. *EURAXESS*

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THE UNIVERSITY OF GOTHENBURG - A CITY UNIVERSITY





ABOUT THE UNIVERSITY

The University of Gothenburg is an innovative and creative university that benefits greatly from its impressive breadth.

Its research and education span all the way from creative arts to the natural sciences and medicine, and include – for example – social sciences, business, economics and law, IT, educational sciences, arts and humanities and health care sciences.

Because of this unique range and diversity, the University of Gothenburg is able to offer opportunities for interdisciplinary knowledge building that few other universities can match. Professor Arvid Carlsson’s Nobel Prize is one example of what can be achieved when breadth and focus are combined under one roof.

The University’s strong research and attractive study programmes draw scientists and students from around the world, which makes it an inspiring place to work and study for anyone interested in acquiring a continuous flow of new knowledge and ideas.

With new knowledge and new perspectives, the University contributes to a better future.

The University of Gothenburg Facts (2016)

- Established in 1891, formally founded in 1954
- Student population: 37 814 (66% women)
- Full-time students: 25 996
- Research students: 1 746 (56 % women)
- Doctoral degrees awarded: 250
- Professors: 540
- Staff: 6211 (59% women)
- Every academic year approximately 900 exchange students and 1800 freemover students study in Gothenburg – a unique academic environment.
- The University offers 2500 courses and more than 150 degree programmes.
- The University of Gothenburg has over 900 exchange agreements with universities across the globe.
- The student body comprises approximately 70 nationalities, providing a truly international atmosphere.
- A normal 40-week academic year consists of 60 higher education credits (30 credits per term). One Swedish higher education credit in Sweden equals one ECTS credit.
- The official academic year at the University of Gothenburg is divided into two terms (autumn and spring), each lasting 20 weeks, autumn term: around 1 September–18 January, spring term: around 19 January–7 June.

#thisisgu



GOTHENBURG

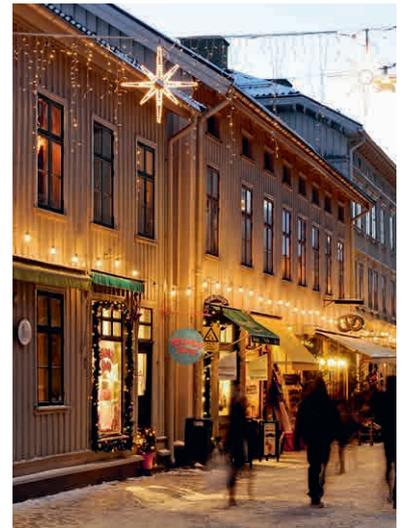
Gothenburg is the second biggest city in Sweden. Its nickname, little London, derives from its history of English and Scottish industrialization. Today the nickname represents the international atmosphere of Gothenburg.

The University is situated in the city centre, ensuring the addition of vibrant energy to the city. Gothenburg is a blend of wide avenues, canals and a busy harbour, with well-preserved historical buildings and many parks. The sea is ever-present and is on display in the largest port in Scandinavia. The beautiful archipelago and its numerous islands should not be missed by any visitor.

Gothenburg has blossomed into a lively and youthful city that has earned a reputation as a leading European city in terms of culture and events. The city features Scandinavia's largest international film festival, *Göteborg Film Festival*, which brings films from all over the world to Gothenburg, and *The Göteborg Book Fair*, which draws around 100 000 visitors every year. With internationally well-known musical events such as *Way out West* and *Metaltown*, Gothenburg also boasts a thriving music scene.

During the wintermonths visitors can experience *Christmas City Gothenburg* – when the city sparkles with lights during the cosy weeks before Christmas. The first lights are lit in mid-November, followed by colourful additions in early December.

The combination of an extensive range of cultural events and the lively student life offers opportunities for exciting leisure activities.





Trade and Industry

Gothenburg has been characterized by commerce, ocean trade and international contacts ever since the city was developed by the Dutch, which explains the trademark canals crossing through the city.

Modern day Gothenburg is a unique blend of an industrial port city and a haven for some of the most innovative companies in Europe. The city has become an important Scandinavian hub for logistics, innovation and research.

Architecture and design play leading roles in trade and industry, and the life sciences and communications cluster is also becoming an increasingly prominent feature.

Visiting, working in or moving to Gothenburg

The website www.movetogothenburg.com contains all useful information to know and consider before moving to Gothenburg and West Sweden.

The website goteborg.com/en is the official tourist website where all recommended things to see and do in Gothenburg are listed.

Gothenburg Facts (2015)

- Gothenburg is spelled Göteborg and pronounced [joeteborj] in Swedish
- Founded: 1621
- The city of Gothenburg has a population of roughly 500 000 people and approximately 900 000 people live in the entire metropolitan region, making it the second-largest city in Sweden
- Situated by the Kattegat strait, on the west coast of Sweden
- Green space per citizen: 175 m²
- Gothenburg's history is rooted in to major international companies such as Volvo, Astra Zeneca, Hasselblad and SKF
- Europe's largest, fully integrated hotel, exhibition and conference facility is located here
- Gothenburg is soon to celebrate its 400th birthday in 2020!

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SWEDEN IN BRIEF

Hej and Welcome to Sweden; the third largest country of western Europe. The country is characterized by its long coastlines, large forests and numerous lakes and famous for being an open, modern, safe, innovative and competitive country to live in.

Extreme contrasts

Sweden experiences extreme contrasts between its long summer days and equally long winter nights. In the summer, the sun never sets in the areas north of the Arctic Circle, but even as far south as Gothenburg the summer nights only have a few hours of semi-darkness. Sweden thus has a very varied climate. The winters may be cold and snowy but the summers are quite warm because of the Gulf stream, a warm ocean current that flows past the west coast.

Varied scenery with a rich wildlife

69% of Sweden's land consists of forest and along with its beautiful scenery it also offers a rich and varied wildlife. In 1910, Sweden became the first European country to establish national parks, mainly in the mountainous districts in the north. This helped save part of Europe's last wilderness from exploitation. Today there are 29 national parks and over 4000 nature reserves in Sweden.

Under the Right of Public Access (*Allemansrätten*), anyone is entitled to hike through forests and fields, set up a tent and camp, without asking the landowner for permission, but this right also carries with it an obligation to respect private property and the natural environment. To read more about the Right of Public Access, visit the webpage: www.swedishepa.se/Enjoying-nature/



The Swedish society

Freedom, openness, innovation, strive for sustainability and gender equality; these are some of the words and phrases with which the Swedish society could be described. It's a society where democracy is giving the people a lot of rights; freedom of expression, practice religion of choice, organize demonstrations, form political parties et.c. These rights describe the openness of Sweden and the path to creating an equal society. Read more about the Swedish society at <https://sweden.se/society/>

Culture & tradition, celebrating the Swedish way

Swedish traditions are firmly rooted in history, some so old the origins have been forgotten, some maintained for the sake of the festivities and to give the seasons and the year a familiar cycle with something to look forward to.

Light is celebrated in all ways possible; Halloween pumpkin lanterns, advent lights in the windows, Lucia's crown of candles in her hair and candlelit procession, Christmas tree lights, New Year's fireworks, Walpurgis eve's bonfire to greet spring and finally summer. Summer is celebrated with an intensity that might surprise you.

Swedish food is also influenced by the seasons change and has a connection with the storage needs of the old days. This can be traced in dishes such as pickled herring, freshly salted or smoked meat, crisp bread, dried vegetables and matured dairy products. In the summer and autumn a berry boom strikes Sweden and a common sight is people carrying around plastic buckets on their way to the forest to pick blueberries, lingonberries and mushrooms. The right of public access (*Allemansrätten*) means that people are free to roam the forests in search for food such as the precious berries. Lingonberries, as you may know, is an important side to the famous dish "Swedish meatballs".



Learn more about Sweden

- Visit the official Swedish website at <https://sweden.se>
- Learn more about working in Sweden at <http://workinginsweden.se>
- Learn more about studying in Sweden at <https://studyinsweden.se>
- Visit Sweden's official tourism website at www.visitsweden.com/sweden
- Swedish society, authorities and useful information www.informationsverige.se/Engelska

Sweden Facts (2015)

- Capital: Stockholm
- 9.7 million inhabitants
- Life expectancy: Women 84.1 years, men 80.5 years
- 1,574 kilometres from north to south
- Around 300 000–400 000 elks roam the Swedish forests
- Form of government: Constitutional monarchy, with parliamentary democracy
- National Day: 6 June
- Nine years of compulsory schooling, but most pupils also attend the three-year upper secondary school
- Around 1/3 go on to higher education at universities and colleges throughout Sweden
- The standard work week is 40 hours; the minimum paid vacation is five weeks
- Highest mountain: Kebnekaise
- Biggest lake: Vänern
- Currency: SEK (Swedish krona/kronor)
- Country calling code: +46

#enjoysweden



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.



WELCOME SERVICES

at the University of Gothenburg

Welcome Services offers information and assistance to visiting researchers, international faculty, staff and students in matters concerning the arrival to and the stay at the University of Gothenburg.

Information, Guest Housing, Activities and Events are some examples of our services.

Regarding employment issues and research, your host department is your first hand contact, and they will also assist you with many of the practical arrangements before and upon arrival in Gothenburg.

Information

At our website www.gu.se/welcome we have put together both necessary and useful information to make your moving to and living in Gothenburg go as smooth as possible.

Guest Housing

Guest Housing is part of Welcome Services and offers temporary accommodation at central addresses to visiting researchers, international faculty and staff. Read more at:

www.gu.se/english/welcomeservices/guesthousing

Please note that all reservations have to be made by the host department.

Activities and events

Welcome Services arranges activities and events throughout the year. We invite family members to join most activities and events in order to make the whole family feel welcome in Gothenburg. Participating in the events also means meeting other researchers and their families and perhaps making new friends.

Some events are organized in cooperation with the City of Gothenburg and Chalmers University of Technology and we all wish you very welcome and hope that you will enjoy your stay here.

See the Calendar at www.gu.se/welcome for this terms program and registration.

Contact Information

Welcome Services

University of Gothenburg
PO Box 100,

SE-405 30 Gothenburg, Sweden

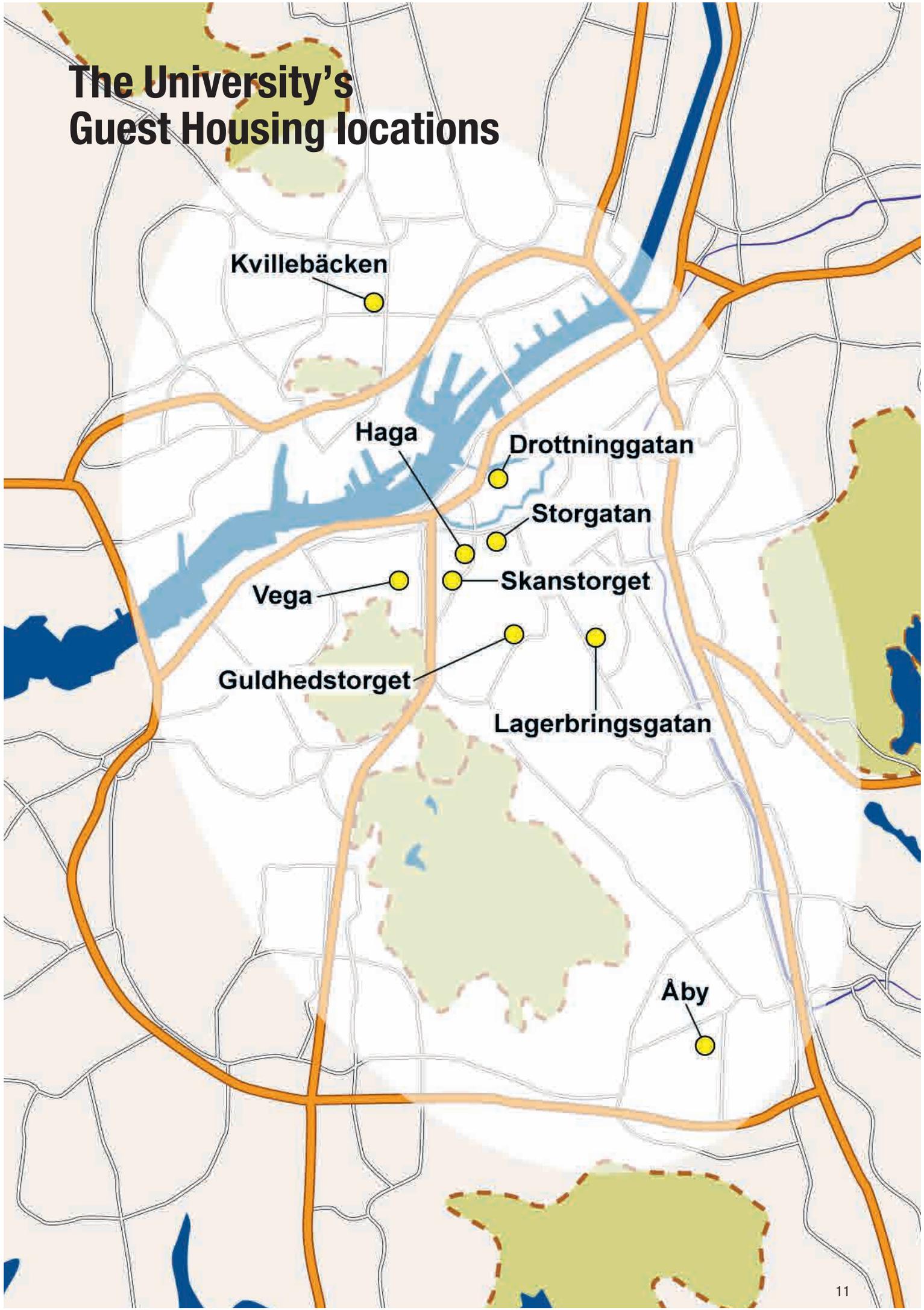
Visiting Address: Medicinaregatan 20 A

Phone: +46 (0)31 786 4642,

+46 (0)31 786 4650

E-post: welcomeservices@gu.se

The University's Guest Housing locations





PRE-ARRIVAL

This section contains useful and necessary information that will help you plan your stay in Gothenburg; permits, insurance, travelling and much more.

Permits

The permits for living and working in Sweden is determined by your home country. Read through this chapter carefully and make sure you apply for the right permit before arriving.

Migrationsverket

The Migration Agency is the authority that considers applications from people who want to visit, work, live in, seek asylum or want to become a citizen in Sweden. For more information about permits please visit their website www.migrationsverket.se



Staying for a year or longer

If your stay in Sweden will be one year or more, you must generally be entered into the Swedish population register. Read more about this at www.skatteverket.se
Note: you cannot register until you have arrived in Sweden.

Citizens of Nordic countries

Citizens of Denmark, Finland, Norway and Iceland may live and work in Sweden without registering or obtaining a residence permit.

EU citizens

EU citizens have the right to work, study or live in Sweden without a residence permit, this is called *right of residence*. You have right of residence if you are employed, self-employed, a student or have sufficient means to support yourself. If you have right of residence in Sweden you do not need to contact the Swedish Migration Agency.

When entering Sweden, you need a valid passport or ID card showing your citizenship.

If you have family who are citizens of a country outside of the EU, they need to apply for a residence card. In order for your family to be granted residence cards you must be able to demonstrate that you meet the requirements for right of residence in Sweden through work, studies or with sufficient means.

To register yourself in the Swedish population register, you need to contact the Swedish Tax Agency, once you have arrived. www.skatteverket.se

Citizens of Switzerland

If you are a Swiss citizen, you may move to Sweden to work, study, start your own business or, for example, live on a pension from your country of origin. If you wish to stay for longer than three months, you will need a residence permit.

www.migrationsverket.se

People who have lived in an EU country

If you have lived in an EU country but are not an EU citizen you may under some circumstances be granted status as a long-term resident of that country.

You will then have rights similar to those of EU citizens. More information at

www.migrationsverket.se

Non-EU citizens

You do not need a permit to work for less than three months. However, citizens of certain countries need a visa.

If you are a visiting researcher and you plan to stay and work for more than three months you apply for a **residence permit**. (A work permit are for those working but not doing research.) You must apply for the permit from your native country or the country outside Sweden where you are living. Those who receive a residence permit will be given a residence permit card. The card is proof of your residence permit. When you enter Sweden, you must therefore show your card along with a valid passport.

If you apply online, using the Migration Board website, you will get a decision sooner, providing that the Migration Board does not need to request further information.

For more information about permits, visas and application forms at

www.migrationsverket.se

Insurance

Make sure you are protected by a health and home insurance before leaving your home country. In this section you will find useful information and what applies if you are an EU or non-EU citizen. Your host department will help you in finding your necessary insurances.

Non EU-citizens staying for less than a year

If you are a *non EU-citizen* staying for less than a year, speak to your host at the University about the GIF insurance (*GIF-försäkring*) from Kammarkollegiet. This insurance provides the following coverage: personal injury protection, medical and dental coverage, home transport, personal property coverage, third party liability and legal expenses. The GIF-insurance provides 24-hour coverage in Sweden and also throughout the Schengen area if you have a Schengen visa. This group insurance does cover your spouse, children, etc.

Sweden has agreements on health care, so called conventions, with some countries. This means that temporary visitors from Australia, Algeria, Chile, Israel, Turkey and the Province of Quebec in Canada, can receive care in Sweden, under certain circumstances, such as maternity care. Contact the Patients' Advisory Committee of the Västra Götalandsregionen at post@vgregion.se for more information.



EU-citizen staying for less than a year

If you are a *EU-citizen* from an EU/ EEA country or from Switzerland staying shorter than one year you must bring an EHIC (European Health Insurance Card) in order to obtain subsidized health care. Remember to order your EHIC in your home country before you travel to Sweden.

The card is free of charge. If it is not possible for you to obtain an EHIC card you must speak to your host about the GIF- insurance (section above) You can read more about the EHIC card in the section: *Living in Gothenburg - Health and Medical Care*.

Home insurance

Both *non EU-citizens* and *EU citizens* staying for less than a year may want to purchase an additional home insurance once you have moved to Sweden, there are a few companies in Sweden that do not demand a Swedish personal ID number. Read more about this in section *Living in Gothenburg - Insurance*.

Non EU-citizens and EU citizens staying for a year or longer

If you are staying in Sweden for a year or longer, you should be entered in the population register and receive a Swedish ID number. Healthcare in Sweden

is tax-funded so you as a patient then pay a nominal fee for health care, there is also a high-cost ceiling for medical consultations and healthcare for children is free of charge. You might consider buying extra health care insurance such as accident insurance (*olycksfallsförsäkring*) which gives you financial aid if you suffer from an accident which causes a permanent damage.

With your Swedish ID number you can buy a comprehensive household insurance (*hemförsäkring*) and you can choose from any insurance company in Sweden. Compare them to find the one that suits your needs best. It is important to have a home insurance, not only for your personal belongings and travel, but you are responsible for repair and replacement costs if anything is stolen from your residence, or if any property is damaged or lost during your stay.

You can read more about the health care system and insurance during your work and stay in Gothenburg in the next chapter: *Living in Gothenburg*.

To read more about healthcare in Sweden, please download an informative text from the Swedish Social Insurance Administration at www.forsakringskassan.se

Accommodation

Gothenburg is a very attractive place to live in, which means that there is a large demand for accommodation, especially at the beginning of each term. Therefore we recommend that you begin to look for accommodation as soon as possible.

University Housing

Guest Housing Services at Welcome Services offers temporary accommodation at central addresses for internationally recruited faculty and staff, as well as persons visiting the university for a certain task, contributing with expertise or taking part in other exchange; e.g. visiting researchers, professors, teachers, lecturers or administrative staff from other universities or organizations. The services are not aimed for conference delegates.

Please note that all reservations have to be made by the host department. For more information see Guest Housing at www.gu.se/welcome

Housing in Gothenburg

Boplats is a marketplace where people looking for a place to stay and landlords can find each other. Boplats is partly owned by the City of Gothenburg. On their site nya.boplats.se you can search for available accommodation.

At the following links there is information about the different forms of housing, tenancy rights, portals about sublets, and other information about housing

- www.movetogothenburg.com/find-a-home
- www.informationsverige.se/Engelska/Leva-och-bo/Pages/Bostad.aspx

Travel to Gothenburg

Find your way to Gothenburg by bus, train, ferry or flying. Travelling to Gothenburg is easy and in this section we have collected useful information for your selected means of travel.

Flying

The Gothenburg airport is *Göteborg Landvetter Airport*.

www.swedavia.com/landvetter. Airport buses operate between the airport and different stops across town, such as the Gothenburg Central Station. You can either buy your ticket online at www.flygbussarna.se, pay by SMS, pay with a major credit card on the bus or by using the ticket machines at the airport.

Welcome Services offers a free pick up service on arrival for tenants staying in the university accommodations. When a booking is confirmed, you will be contacted by Guest Housing Services to set up the pick up time.

Ferry

Aferry is the world's largest online ferry ticket distributor. On the website www.aferry.se you can search for ferries to travel to Gothenburg.

Train

The national train service is run by SJ. On their website www.sj.se you can search for train trips from destinations in Europe to Gothenburg.

Bus

Nettbuss has regular bus routes in Sweden and between Gothenburg, Norway and Denmark. Check the timetable at www.nettbuss.se

Swebus is an express bus company with regular traffic in Sweden and between Gothenburg and several European countries. View the timetable at www.swebus.se

Families

In this section you will find information about the Swedish schoolsystem, parental and children benefits and spouse support. Read more about the school-system on the website of the National Agency for Education www.skolverket.se

If you have children, you should locate a pre-school or school as early as possible. Contact the municipality of Gothenburg to enroll the child, either to a Swedish speaking preschool/school or an international preschool/school.

Visit www.goteborg.se or contact via email at info@educ.goteborg.se

There is also a list of schools and preschools at Welcome Services's site for Families: www.gu.se/english/welcomeservices/pre-arrival/families



Preschool (*förskola*) is a daycare center providing a safe and stimulating environment for your child, age 1-6, and allows you as a parent to work during the day. The preschools are open between 6.30 and 18:30 every weekday except on certain public holidays. Every child is guaranteed a place in a preschool after turning 1, subject to certain regulations. No Swedish personal ID number (*personnummer*) or co-ordination number (*samordningsnummer*) is needed. The parents are however, required to work or study to have the right to place their child in preschool. The fee for the preschool is based on your household income as well as the number of children you currently have enrolled.

Note: The queue for pre-school can be up to 4 months. There are some private alternatives to preschool that have engaged pedagogues, who also speak English; www.akademiskomtanke.se is one example.

Preschool class (*förskoleklass*) is a voluntary form of school for children from the age of 5 or 6. All children must be offered a place in a preschool class from the autumn term when they turn 6 years and until they start compulsory school. From pre-school and up to university studies are all free of charge in Sweden.

Compulsory school education (*grundskola*) In Sweden all children between ages 7 - 16 have to attend school. The school start is flexible; between 6-8 years old.

School-age childcare (*fritidhem or fritids*). Municipalities are obliged to offer out-of-school centers and other educational care to schoolchildren up to and including the spring semester the year they turn 13, if their parents are working or studying.

Upper secondary education (*gymnasieskola*) All young people in Sweden who have completed compulsory school are entitled to a three-year upper secondary school education. Upper secondary education provides basic knowledge for further studies and for a future working life.

Parental and Children Benefits

Parents who have a personal ID number and are registered with the Swedish Social Insurance Agency (*försäkringskassan*) are generally entitled to parental benefits. Read more at www.forsakringskassan.se

The parental leave (*föräldraledighet*) comprises of a total of 480 days of payment per child. You can receive parental benefit to take a leave of absence from your job to look after your child. The University pays parental benefit supplement in conjunction with parental leave, see http://medarbetarportalen.gu.se/working_at/leave/ You may also be entitled to temporary parental benefit if you stay home to look after a sick child.

Child allowance (*barnbidrag*) is something children who live in Sweden start receiving the month after their birth and until they turn 16.

Spouse support

One of the challenges when moving to a new country as an accompanying spouse, is finding an occupation for yourself. The links below provide you with useful information and contact information.

The Swedish employment agency/ Arbetsförmedlingen

The job searching portal *Plastbanken* at Arbetsförmedlingen is the main job listing page in Sweden:

<http://www.arbetsformedlingen.se/For-arbetssokande/Lediga-jobb.html>

Besides from that one, there is a specific list for English speakers, called Eures www.arbetsformedlingen.se/eures

Information for academics

(from SACO, the Swedish Confederation of Professional Associations)

www.saco.se/en/omstart

A guide to the Swedish labour market (by sweden.se)

<https://sweden.se/society/finding-a-job-in-sweden/>

Clubs and associations in Gothenburg

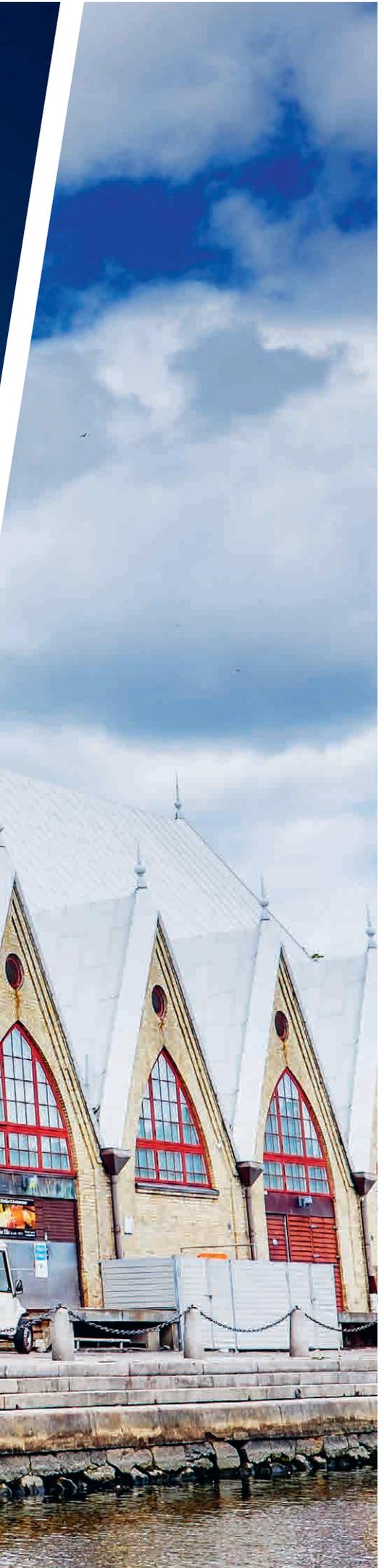
Welcome Serices has compiled a list of international networks in Gothenburg.

www.gu.se/english/welcomeservices/pre-arrival/families

Learning Swedish online

In Sweden most people speak English, but it is without doubt important that you know some Swedish to be able to socialize and if you are applying for a job.

We encourage all internationals, who will stay in Sweden for a longer period of time to join a Swedish language class. There are many alternatives if you want to start learning Swedish before arriving to Gothenburg. Visit our website at www.gu.se/welcome and see *pre-arrival, learning Swedish online* for links to many online courses, newspapers, dictionaries and other recommended sites.





LIVING IN GOTHENBURG

In this section you will find information about what is important to know once you have arrived to Gothenburg: civil registration, banks, insurance, health care and more essential information about living in Sweden and Gothenburg.

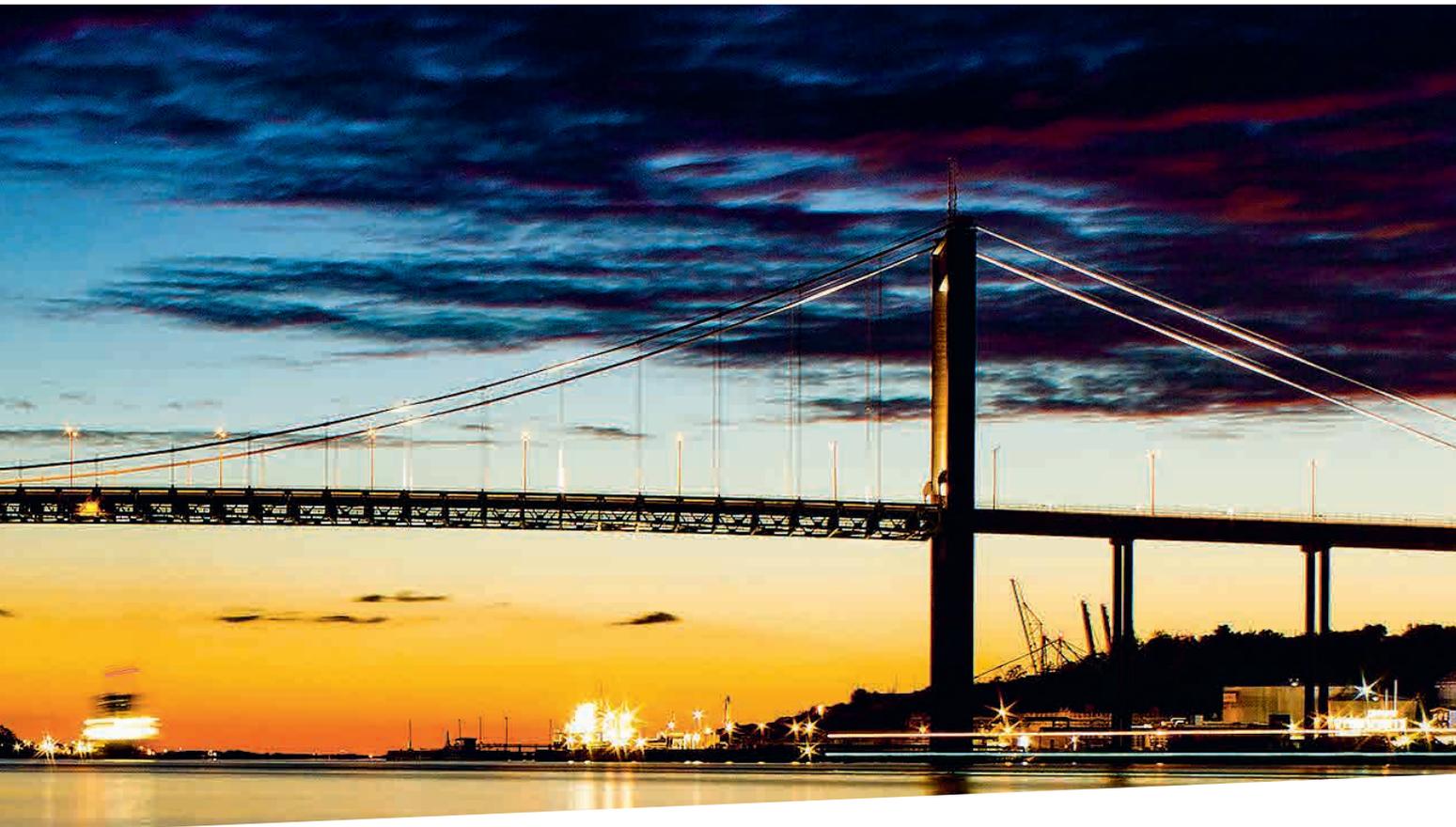
Civil registration

Co-ordination number (samordningsnummer)

If you intend to stay and work for a short time in Sweden, less than one year, you will not be registered in the Swedish Population Register. Instead your employer will have requested a co-ordination number for you from the Swedish Tax Agency. (As an individual you do not have the right to apply for this number yourself.) Your co-ordination number is an identity number, that you will use for contacts with agencies, banks, doctors etc. However, most often an agency or office will request a personal ID number to be able to offer you full services. Contact your host department for more information.

Personal identity number (personnummer)

If you intend to stay and work for a year or more; visit your nearest Swedish Tax Agency (*Skatteverket*) office to register yourself as a resident. Once you do so, you will receive a unique 10-digit personal ID number (*personnummer*) that is valid for the rest of your life, even if you move away from Sweden. This number will simplify a range of services in the Swedish society, such as opening a bank account, insurance, visiting a doctor etc. If you want to apply for a national ID card, visit the tax office in Rosenlund, Gothenburg www.skatteverket.se



Banks

There are many bank offices in Gothenburg. The main ones are Danske Bank, Handelsbanken, Nordea, SEB and Swedbank. The banks are generally open Monday–Friday, 10am – 15 pm.

How to open a bank account

Staying for less than a year

If you will reside in Sweden only for a short time, it is generally easier to use your bank account and bank card from your home country, even if this means that your transactions will result in currency exchanges and withdrawal fees. We strongly recommend that you bring a Visa or MasterCard to Sweden, as cards are widely used all over the country. Via the Internet, you can continue to use your Internet bank which you are familiar with and uses your own language.

Due to recent policy changes aimed at combating money laundry only few banks allow you to open a bank account without co-ordination-, or personal ID number. However it is not impossible to acquire a Swedish bank account. If you have a passport or national ID card and a certificate from the employer at the University, Danske Bank, Handelsbanken, ICA banken and SEB are banks that do not require a coordination-, or personal ID number for you to open a bank account. We recommend that you contact your bank of choice to find out what exact documentation they require. Most banks have a faster customer service via Facebook.

Note that Guest professors or scholarship holders should fill out the document “Certificate for guest professor or scholarship holder” on HR-pages at <http://medarbetarportalen.gu.se/forms>

Staying for a year or longer

When you have received your personal identity number (personnummer) or co-ordination number (samordningsnummer) you can apply for a bank account. Contact your bank of choice to make sure you bring the right documents in order for you to open a bank account.

Generally you need to bring the following documentations to the bank:

- Valid passport
- Letter of acceptance including the duration of your studies or employment contract. Guest professors or scholarship holders bring the document “Certificate for guest professor or scholarship holder” (to be found on HR-pages at <http://medarbetarportalen.gu.se/forms>)
- Details of address in Sweden
- Document proving that you have a personal number or coordination number.
- Residence permit/Right of residence

Paying bills

Because most people pay their bills with online banking, paying bills with a credit card or cash in a bank office can sometimes be a bit difficult and expensive (fee: 125-150 SEK). If you don't have online banking with payment services on Internet, the cheapest way to pay bills is at Forex Bank located at Kungssportsavenyn 22, Kungssportsplatsen or at the Central Station in Gothenburg (fee: 50 SEK).

Health and medical care

Emergency



- 112 In case of an ongoing crime or other emergency call 112. This is the emergency number for ambulance, police, rescue and fire brigade.
- 114 14 For non-emergency phone 114 14 or visit the nearest police station.
- 113 13 To receive information during accidents and crisis call 113 13

Information and medical advice

Call the Medical Information Service (*Sjukvårdsrådgivningen*) at telephone: 1177. They are a 24-hour provider of free healthcare information and consulting, they can also help you find your nearest health care center and book a time for you. If you call from outside Sweden the number is: +46 771 11 77 00. In the mid section of the swedish website www.1177.se there are links to the local medical care centres and emergency wards in Gothenburg.



Dictionary

Hospital = Sjukhus

Health care centre = Vårdcentral

Out-of-hours clinic = Jourcentral

Emergency ward = Akutmottagning

Children's clinic = Barnvårdscentral

Dentist = Tandläkare

Health care system in Sweden

Health care in Sweden is tax-funded, a system that ensures equal access to health care services. This means, for example, that you as a patient pay a nominal fee, that there is a high-cost ceiling for medical consultations and that healthcare for children is free of charge.

Upon your arrival in Sweden, no matter your citizenship or length of stay, you need to fill in form 5456 *Information required to obtain social insurance cover* <https://goo.gl/dxAJm4> to determine whether you are still covered by your home country's social insurance or you are now covered by Swedish social insurance. This is an individual assessment depending on where you work and live and has not to do with the time you plan to stay in Sweden or where you are from. For example if you belong to the Swedish social insurance, you shall have a Swedish European Health Insurance card (EHIC-card) with you when you travel.

Read more about the Swedish health care system at: <https://sweden.se/society/health-care-in-sweden/>

Visiting a Health Care Center or a Hospital

Non EU- citizens staying less than one year

Make sure you have a health insurance coverage for the duration of your stay in Sweden, via an insurance company in your home country, and/or through the University by means of a GIF-insurance (*GIF-försäkring*). Foreign citizens may be eligible for medical benefits under certain conditions. Check with your home social security or insurance company. You may also be entitled to an EHIC-card.

EU citizens staying less than one year

To receive medical care you present a EHIC- card. You then pay the standard Swedish patient fee to receive necessary care. If you come from another Nordic country, you only need to show an ID card and provide your home address.

Non EU- citizens and EU citizens staying for a year or longer

When you are registered in the Swedish population register, have received your personal ID number and have filled in the form 5456 (information above) you are entitled to healthcare under the same conditions as other residents of Sweden. This means that you pay the regular Swedish patient fee for medical care in the public healthcare system. You may also be entitled to different types of compensation and allowances from *Försäkringskassan* (Swedish social insurance agency). You can also purchase private accident insurance (*olycksfallsförsäkring*) and private travel insurance (*reseförsäkring*) from any Swedish insurance company.

You will automatically be placed in and belong to a particular health care center in your area. You are free to visit any health care center, but it will be faster and cheaper to go to your designated one. If you want to change the health center and/or family doctor you can do this as many times as you like, for any reason. It is easily done via the online service, *Mina Vårdkontakter* (My health care contacts) minavardkontakter.se or by submitting a form, which you will find at any health center.

Dental Care

All medical districts have a dental clinic (*Folktandvården*), usually located in the same area as the medical care centre (*Vårdcentral*). There is also a wide range of private dentists listed in the telephone directory.

All dentists and dental hygienists are permitted to set their own prices, but they have to show the reference prices and their own prices, so that you can compare them. The costs are partially subsidized if you are registered in the Swedish social insurance system, nevertheless dental care in Sweden is quite expensive compared with other countries. Read more: <https://folktandvarden.vgregion.se/en/>

Health Services and Insurance at the University

Regarding work-related health concerns, employees at the University of Gothenburg may turn to Previa, the occupational health care. More information can be found in the Staff Portal <http://medarbetarportalen.gu.se/>

As an employee at the University, you can go to the doctor or dentist during working hours and get compensated for medical treatment, physical therapy, hospital care, and prescription drugs. Read more about Benefits and Insurance at the Staff Portal, http://medarbetarportalen.gu.se/working_at/

The Government has a group life insurance scheme that comes into effect on your first day of employment and the Occupational Injury Insurance Act insures you during working hours as well as for travel to or from work. When travelling on business you are covered by a travel insurance. Contact your department for more information.

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*).

Insurance

Home Insurance

Staying for less than a year

The GIF-insurance covers non-EU citizens that are not staying long enough to become registered in the Swedish population register. Besides from medical care (chapter *Pre- arrival*) the GIF-insurance provides personal property coverage, third party liability and legal expenses. It has a 24-hour coverage in Sweden and throughout the Schengen area if you have a Schengen visa. Note that the GIF-insurance does not cover spouse, children, etc. If you want them to be insured by the GIF-insurance, please contact your department. Both non-EU citizens and EU citizens can purchase a Swedish home insurance (*hemförsäkring*). There are companies that do not demand Swedish personal ID number, contact Welcome Services for more information welcomeservices@gu.se

Note: Non-EU citizens are no longer eligible for the GIF-insurance after getting the Swedish ID number.

Staying for a year or longer

When you are entered in the population register and receive a Swedish personal ID number you can buy a home insurance (*hemförsäkring*), a private travel insurance (*reseförsäkring*) from any Swedish company. It is important to have a home insurance, not only for your personal belongings and travel, because you are responsible for repair and replacement costs if any property is damaged or lost during your stay.

Swedish Social Insurance Agency

Swedish social insurance covers essentially everyone who lives, studies or works in Sweden. This insurance provides financial protection for families and children and for people with a disability caused by an illness or as a result of work, injury or old age. The Social Insurance Agency (*Försäkringskassan*) administers the social insurance and ensures that you receive the benefits and allowances you are entitled to. Examples of residence-based benefits are child allowance (*barnbidrag*), housing allowance (*bostadsbidrag*), sickness benefit (*sjukpenning*) and rehabilitation allowance (*rehabiliteringsersättning*). To be covered by a social insurance benefit, you must, as a rule, either work or be a resident in Sweden. If you work in Sweden, you are also insured for employment-based benefits. Read more at www.forsakringskassan.se



Unemployment Insurance

There are multiple unemployment insurance funds in Sweden, so called *arbetslöshetskassa* or *a-kassa* for short. To be eligible for a-kassa one has to fulfill requirements, such as 2 months' membership. You can read more about the insurance at IAF, The Swedish Unemployment Insurance Board <http://www.iaf.se/English/>

Income taxes



In Sweden, income taxes are almost always automatically submitted to the tax authority, since employers are obliged to deduct taxes from salaries paid to the employees. We strongly advise you to contact a tax consultant or the national tax authority in your home country before travelling to Sweden. Every year an income tax notice will be sent to you specifying your earned taxable income. This information is needed when you fill in your tax return (*självdeklarering*). The *självdeklarering*, declaring your previous year's income, must be submitted by paper or electronically to the Swedish Tax Agency in May every year. There are help services at the Tax Agency to contact specially for this.

There are some exceptions to the regular tax system, e.g. tax relief for foreign key personnel and a special income tax for non-residents (SINK).

Tax relief for foreign key personnel

Experts, researchers and other foreign key personnel are exceptions to the regular tax system and may be entitled to a special tax relief. The individual income tax will then be based on 75 per cent of the income for the first three years of employment. Read more about this at the Taxation of Research Worker Board (*Forskarskattenämnden*) and their website: www.forskarsskattenamnden.se

Special income tax for non-residents (SINK)

If you do not have a substantial connection to Sweden and you are not staying here for more than six months, you have the option to be taxed under SINK (special income tax for non-residents). You will then pay 20 percent in taxes on the remuneration and any benefits. You do not have to declare in Sweden and you can't make any deductions.

You can apply for SINK by filling out the form *Special income tax for non-residents SKV 4350* at www.skatteverket.se. If the Tax Agency approves your application, you will receive a SINK decision of what your tax rate is (usually 20 percent). Leave this decision to your employer/host department.

If you stay in Sweden for at least six months (habitual) you pay tax under the normal tax rules. The same applies if you previously lived in Sweden and still have a substantial connection here, for example that your family still lives here.

Learning Swedish in Gothenburg

University of Gothenburg, Swedish language and culture

The aim of the course is to give international staff, guest researchers and doctoral students a deeper insight into Swedish culture and also an opportunity to meet and learn Swedish together. The course consists of 10 two hours sessions (once a week). The course is offered at four different levels and held at the Department of Swedish Language. Read more at the Staff Portal link <http://kompetensutveckling.adm.gu.se/seminar/detail/1048>



City of Gothenburg, SFI courses

The city of Gothenburg offers free language courses, so called Swedish for Immigrants or SFI. To be eligible for studying SFI as an EU- citizen you must be registered as living in Gothenburg and bring your passport with you upon registering.

To be eligible for studying SFI as a **Non EU- citizen** you must have a Swedish personal identity number, be registered as living in Gothenburg and bring your passport or other identification document when you register.

For more information om SFI contact the City of Gothenburg at goteborg@goteborg.se or visit their website www.goteborg.se

Folkuniversitetet

At Folkuniversitetet, there are group and individual courses offered in Swedish at levels from beginner to advanced.

Course participants can study intensively every day or at a slower pace if they would like to combine study with work. There are both daytime and evening courses. The folkuniversitetes courses has a price range depending on course level and length. www.folkuniversitetet.se



Language Cafés

At the different libraries around town there are language cafés where you can meet people and speak Swedish together. Visit the website www.goteborg.se and search the calendar for *Språkcafé* to find you closest library and language café.

The Språkcafé (language café) at Esparantotorget is a café with different language themed evenings. At those evenings you can drop-in and practice your conversational skills in various languages. Their website: www.sprakcafeet.com

The city library (*Stadsbiblioteket*) also offers many language activities: SFI homework help, reading groups, swedish movie nights and more. Check their calendar at <http://www.stadsbiblioteket.nu>



Travelling in Sweden and Gothenburg

Bus, Train, Ferries and Trams

The local public transportation system is operated by Västtrafik and consists of buses, trains, trams and ferries. Travel planner, timetables and much more information can be found at www.vasttrafik.se

Busservices

Except from Västtrafik, covering the whole region of Västra Götaland, there are many companies offering package tours around Sweden and some express bus companies that have daily departures to cities around Sweden.

Swebus is an express bus company with daily departures to destinations around Sweden. It also has frequent bus service to Finland, Norway, Denmark and Germany. At wintertime they, together with Fjällexpressen, run specific ski busses to Swedish ski destinations. View the timetable at www.swebus.se

Nettbuss is another express bus company with daily departures between Gothenburg and many other Swedish cities. Nettbuss4you is their first class option with leather chairs and a possibility of choosing your seat. View the timetable at www.nettbuss.se

Bikes

Gothenburg is a great city for biking and there are many places where you can buy or rent a bike. The bicycle maps of town are free and you can get your copy at the nearest tourist office. There is also a bicycle trip planner available at <https://trafiken.nu/goteborg/cykelreseplanare/>

Styr & Ställ are rental bikes run by Gothenburg city. These blue bikes are available for rent at 60 stations around town for bike rides up to 30 min at a time. You can rent the bike as often as you like during the season from March 1st to December 31st. Read more at <http://en.goteborgbikes.se/>



Train

The national train service is run by SJ and at their site www.sj.se you can search for travel within and outside the Gothenburg region.

Taxi

There are a number of Taxi companies in Gothenburg. We recommend the following: Taxi Göteborg, +46 (0)31 650 000 and Taxi Kurir, +46 (0)31 27 27 27

Car

Driving License

Sweden, like most other European countries, has right-hand traffic. You must bring your driving license with you whenever you drive.

If you have a driver licence issued in an *EEA Member State* you can continue driving in Sweden as long as the driving licence is still valid.

If you have a driver's license that was issued in a *non-EEA country* (excluding Switzerland and Japan) and you are registered in Sweden (*folkbokförd*) it is only valid for a year. Although, if you are planning to leave Sweden after your employment ends, you can apply for an extension based on your contract dates. If the license is not designed in accordance with the rules or written in English, German or French, it only applies together with a certified translation. If there is no photo on the license it is only valid together with an identification document.

More information can be found at the web site of the Swedish Transport Agency <http://www.transportstyrelsen.se/en/road/Driving-licences/>

Bringing a car to Sweden

If you bring a car to Sweden from another country you are allowed to drive it in Sweden for one year, after that the car must be registered in Sweden.

In Sweden it is required to have winter tires on your car from December 1st to March 31st when it is wintry road conditions (snow, ice, slush or frost on any part of the road). There are special winter and summer tires to be bought in all tire stores, the winter tires are labelled MS. Winter tires can be studded or non-studded, non-studded is preferred if you drive mostly in the central areas of Gothenburg. Read more about the rules at <http://transportstyrelsen.se/en/road/>



Drinking water

The water in Sweden is safe to drink from the tap.

Postal services

There are postal services to be found in most grocery stores and at gas stations. Look for the postal logo to find post service.

To receive letters and packages at your address in Sweden you must include your name, street, apt no and postcode. Your name must also be on the postbox/mail slot at your address. Larger packages will be collected at designated locations.



Time

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 2017 is written 2017-10-12 (or just 171012), or 12/10 2017. American visitors in particular should take note that 12/10 does not mean the 10th of December.

Congestion Tax in Gothenburg

In Gothenburg all vehicles, including foreign registered vehicles, are required to pay congestion tax when passing a toll station. This invoice will be sent to the address where your car is registered (most often in your homeland). You can pay the invoice at www.epass24.com. Read more about the congestion tax, the hourly rate, maps of toll station etc at <http://transportstyrelsen.se/en/road/Congestion-taxes-in-Stockholm-and-Goteborg/>

University Carpool

The University carpool (*Bilpoolen*) consists of environmentally friendly vehicles that are available for anyone who holds a position at the University of Gothenburg to borrow for a fee, for private usage. Your department must be affiliated to the carpool before you can register. There is more information at the Staff Portal (Swedish only)

Phone

Mobile phones are widely used in Sweden. If you have a phone from your home country, it's often possible to use it in Sweden with a Swedish SIM card. These are either pay as you go (*kontantkort*) or on a monthly plan (*abonnemang*). Keep in mind that you will need a personal identity number in order to sign up for a plan.

If you need to purchase a new phone, there are many companies that offer a wide range of packages where you can buy the phone outright or pay it off monthly.

The international country code for Sweden is +46. The area code for Gothenburg is (0)31. To call abroad from Sweden, dial 00 followed by the country code.

Electricity

Sweden uses 230V AC, 50 Hz







GETTING SETTLED AT THE UNIVERSITY

Your host Department will see to it that you have a work space, along with an IT account that enables you to access the Internet, e-mail and the University server. You can find more information about your employment at the university e.g. payment of salaries, hours of work, insurance and pensions etc. at the Staff portal http://medarbetarportalen.gu.se/working_at

Security

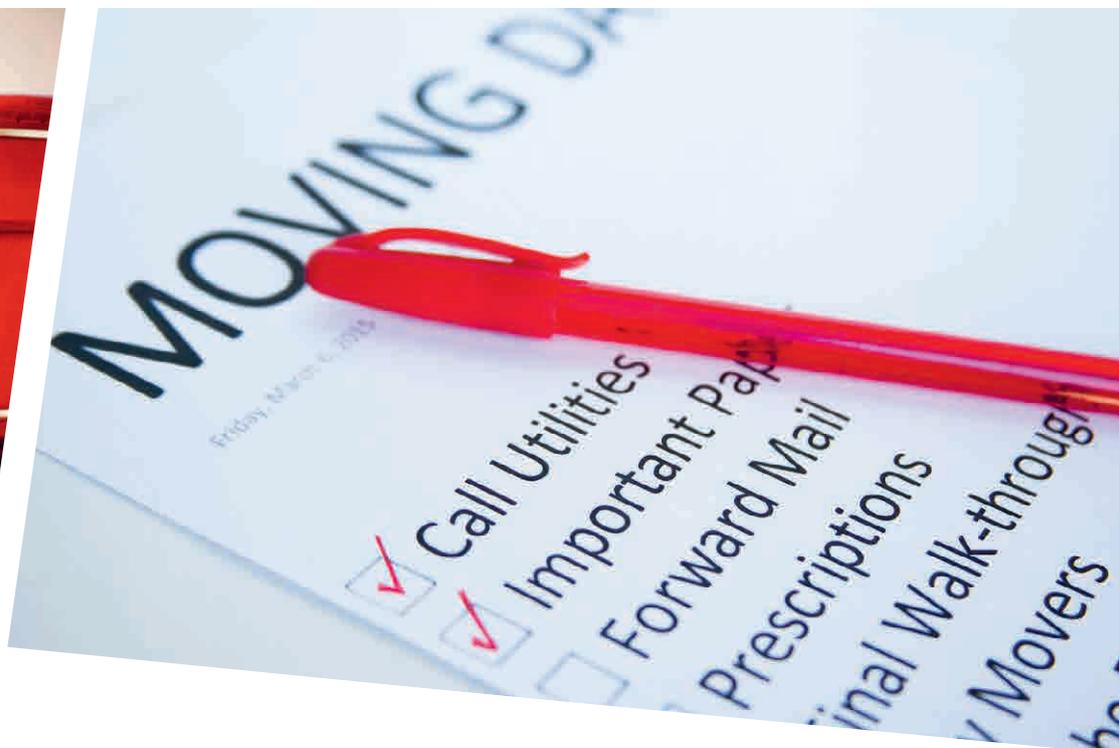
The University of Gothenburg conducts active security work and risk management. The security work must prevent risks and damage through cost-effective security solutions within IT security, physical security, personal security, administrative security and preparedness for emergency and crisis. Read more about this at <http://medarbetarportalen.gu.se/sakerhet>

Internet and e-mail

University of Gothenburg offers students and employees a wireless internet connection to facilitate work and study in today's increasingly mobile world. 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. The motto is "Open your laptop and be online". Read more about eduroam at the University of Gothenburg's staff portal.

GU card

The GU card is campus card for students and employees with multiple functions such as access card, library card, print solution, all in the same multi-function card. More information at www.gu.se/gukort



BEFORE YOUR DEPARTURE

We hope that you have enjoyed your time in Gothenburg and at the University of Gothenburg. Before you depart, there are a few important things to remember. In this chapter we list the niceties to tick off before leaving Gothenburg.

Accommodation

Remember to contact your host in good time to give notice of termination of the contract. Leave all keys and don't forget any personal belongings.

Return the loan material

The loan material, keys and GU-card etc. shall all be returned.

Bank

It is very important to contact your Swedish bank to cancel your accounts, even if you do not use the account anymore. The account will not shut down automatically, and the bank will automatically contact you until you give them notice.

Note: Wait until you have received your last salary before you close your account

Contact the Swedish Tax Agency

If you move abroad and plan to stay away for a year or longer, you shall no longer be registered in Sweden. In such cases, you should notify the Swedish Tax Agency that you are moving abroad, no later than a week prior to your departure. You can order the form *SKV 7665 Notification, moving abroad* at www.skatteverket.se or call the Swedish Tax Agency's Customer Service: 020-567 000, (direct extension 1305). The form is available in both Swedish and English.

Pension



The Swedish pension consists of three parts: retirement pension (*state pension system*), occupational pension (*employment*) and private pension. Read more about the pension at the University Staff Portal http://medarbetarportalen.gu.se/working_at/pensions/ and at the Swedish Pension Agency (SPV) website: www.spv.se/en/About-your-pensions/

Persons moving abroad

1. Submit your new address to the Swedish Tax Agency using the form: *Notification, Moving Abroad, SKV 7665b* For information about how to do this, visit the website www.skatteverket.se. SPV will automatically receive your new address from the Swedish Tax Agency. <http://www.spv.se/en/About-your-pensions/>

2. Nordea Bank handles all payments from the University. For this reason, you must specify which bank you have and submit your account number to Nordea. You can submit your new account number using the form at the SPV's website: <https://www.spv.se/globalassets/blanketter/nordea-notification-of-account-number-for-pensions-outside-sweden.pdf>

Persons living abroad

If you have worked at the University, and you are receiving pension and living abroad, you need to submit an annual Life Certificate (*levnadsintyg*). At www.pensionsmyndigheten.se you can read more about this and download the document. This must be brought to a Swedish embassy/ church/cosulate or a foreign police department for signature before you can send it in.

EURAXESS

Welcome Services at the University of Gothenburg is a EURAXESS Service Centre. EURAXESS Sweden is part of a European network with more than 500 EURAXESS centers in 40 countries.

EURAXESS is an European network and web portal that gives on-line information to researchers who are interested in doing research in another European country. It is also a tool for research institutes and scientific organizations in finding the right international research competence.

On the website <http://ec.europa.eu/euraxess> you can learn more about the services EURAXESS can provide for you.



Photos: Coverphoto: front, Daniel Högberg, back, Johan Wingborg.
p.2: Johan Wingborg, p.5: left, Stefan Ideberg, right, Göran Olofsson, p.6: upper left, Rodrigo Rivas Ruiz, right, Per Petersson, small christmas photo, Göran Assner, small winterphoto, Johan Wingborg, p.7: Rodrigo Rivas Ruiz, p.8: left, Ola Ericson, p.9: right, Lena Granefelt/imagebank.sweden.se, p.10: Göran Olofsson, p.12: Johan Wingborg, small photo, Tomislav Stjepic, p.17: Lena Granefelt/imagebank.sweden.se, p.19: (poseidon) count.di.luna@gmail.com, (Fish church) Simon Paulin, StendahlsGöteborg & Co, p.20, p.23, Elisabeth Edén/imagebank.sweden.se, p.27, Emelie Asplund/imagebank.sweden.se, p.28: Melker Dahlstrand/imagebnk.sweden.se, Hannes Söderlund/imagebank.sweden.se, p.29: Johan Wingborg, p.31: Sofia Sabel, (Sign) Stefan Ideberg, p.32: left, Johan Wingborg,

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