GUIDE FOR VISITING STAFF

WELCOME TO KARLSTAD UNIVERSITY

On the next page you will find some advice and information that may make your daily life a bit easier during your stay at the University. We hope you will find the guide useful.

KAU.SE
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. If you stay longer than three months, you have to register with the Swedish Migration Agency, [www.migrationsverket.se](http://www.migrationsverket.se)

Non-EU citizens
A visa is required for citizens from certain countries and regions. It is issued for short-term visits and must be applied for before entering the Schengen area (including Sweden). Visiting researchers do not need a work permit. Note that if you are a visiting researcher, you still need a residence permit if your stay is expected to be longer than three months. To receive a residence permit, you need to have a hosting agreement with the host university. If granted, you will be given a residence permit card, which is verification of the permission granted. More information about permits, visas and application forms are available at [www.migrationsverket.se](http://www.migrationsverket.se)

If you would like the University to help you on these matters, please contact Human Resources Office, e-mail [newstaff@kau.se](mailto:newstaff@kau.se)

ACCOMMODATION

Karlstad University does not offer guest rooms or apartments. For information about landlords and apartments in Karlstad, please contact Human Resources Office, [newstaff@kau.se](mailto:newstaff@kau.se)

INSURANCE

Healthcare in Sweden is very expensive unless you are covered by some kind of insurance. If your spouse/cohabitant and/or children accompany you to Sweden, they too need to make sure that they have some form of healthcare coverage in Sweden. For more information about healthcare in Sweden you can download further information (from the Swedish Social Insurance Administration) at [www.forsakringskassan.se](http://www.forsakringskassan.se)

EU citizens
Regarding social security and health-related matters, you are automatically covered as soon as you register as a resident with Swedish Migration Agency. If you are resident in Sweden for less than a year, you need to register yourself via försäkringskassan. Your entitlement to some benefits (e.g. sickness benefit) depends on whether or not you are employed and pay taxes in Sweden. You will have access to public medical services if you register beforehand at a social insurance in your home country and obtain a European Health Insurance Card. You need to bring the card with you when seeking medical attention in Sweden.

Non-EU citizens
Staying less than one year
If your residence permit is for less than a year, you cannot be listed in the Swedish Population Register which would make you eligible for Swedish healthcare benefits. Instead, you have to make arrangements for health insurance coverage for the duration of your stay in Sweden before you arrive, either with an insurance company in your home country or through the University’s group insurance policy, the Swedish State Group Insurance and Personal Insurance (GIF).
**Staying one year or more**
If you have a residence permit for a year or more, you are eligible for the same healthcare benefits as the Swedes. However, you are not covered until you register at a local tax Agency (see under Getting Settled). It is therefore 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 or stipend, other than from a Marie Curie fellowship, you will not be required to pay taxes in Sweden. In this case, there might be some limitations in the social security, for example, with respect to sick leave allowance and parental leave allowance. This applies even if you are expected to stay in Sweden for a year or longer.

**Insuring your belongings**
Concerning your personal belongings, it is strongly recommended that you take out a home insurance policy, for example.

**TRAVEL**
There is one airport in Karlstad, Karlstad Airport, [www.ksdarprt.se](http://www.ksdarprt.se)
You can also reach Karlstad by train [www.sj.se](http://www.sj.se), or by bus [www.swebus.se](http://www.swebus.se) or [www.nettbuss.se](http://www.nettbuss.se)

**FAMILY**
If you plan to bring your family to Karlstad, 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. If your spouse wants to work while you are in Sweden, you can find basic and general information in English about living and working conditions in Sweden at [www.eures.se](http://www.eures.se)

**Pre-schools and schools**
If you have children, you should locate a pre-school or school as early as possible. You can find more information at [www.karlstad.se/andra-sprak/english1/utbildning-och-barnomsorg](http://www.karlstad.se/andra-sprak/english1/utbildning-och-barnomsorg).

**SWEDEN**
Read more about Sweden and Swedes at [www.sweden.se](http://www.sweden.se) and at [www.visitsweden.com](http://www.visitsweden.com)
Read more about Karlstad at [www.visitkarlstad.se](http://www.visitkarlstad.se)
Read about working in Sweden at [work.sweden.se](http://work.sweden.se)
GETTING SETTLED

SWEDISH POPULATION REGISTER

When registered with the Swedish Migration Agency, or when you have a residence permit valid for a year or longer, your next step should be to register at the nearest Swedish Tax Agency Office (Skatteverket).

If you have moved to Sweden from abroad and are planning to live here for one year or more you should normally be registered in the Swedish Population Register. To be registered in the Swedish Population Register means getting a personal identity number and being listed as residing at a certain address. The personal identity number will simplify a whole range of transactions in the Swedish society, such as acquiring an identity card, opening a bank account and visiting a doctor. In addition, your marital status, spouse (if applicable), children and parents will also be registered. To be registered you must apply in person to the Swedish Tax Agency.

You can find more information both in Swedish and English at www.skatteverket.se

ID CARD

ID cards are issued by the Swedish Tax Agency. Once you have received a personal identity number, you can apply for a Swedish identity (ID) card. Your Swedish ID card is your primary form of identification and is often necessary for everyday activities; in many situations you will be required to produce identification showing your Swedish personal identity number.

Visit one of the offices issuing ID cards.

➤ Skatteverket

Take the following items with you to the Agency:

- A receipt for payment of the application fee.
  If you have paid via the Internet, show a printout of the confirmation of payment. If you cannot prove that you have paid in advance, they cannot accept your application.

- An approved ID document.
  If you do not have an approved ID document you can present a foreign passport and your proof of residence permit. You can also show your identity by bringing an approved legal representative or other documents that you believe could be used in a balanced assessment.

- Your parent/guardian if you are aged 18 years or less.

- Do not take a photograph with you.
  You will be photographed at the Agency.
BANKS
Different banks have different conditions for opening an account. The bank will require the following documentation when opening an account for you: A valid passport, ID card and a Swedish ID number (personnummer).
In order to send and receive payments, including your salary, you will need a Swedish bank account. The four largest banks in Sweden are Nordea, Swedbank, SEB and Handelsbanken.

To open a bank account in Sweden, the following is required:
- **Swedish personal identity number [personnummer] or co-ordination number [samordningsnummer] and valid passport or Swedish ID-card.**
- **Sometimes the bank can require that your bank in your home country certifies your identity.** Some banks also have a requirement concerning how long your residence in Sweden must be for you to open a bank account.

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. Remember, if you are on a scholarship and do not pay income taxes, you will not be eligible for healthcare and other benefits. There are some exceptions to the regular tax system, e.g. tax relief for foreign key personnel, see www.forskarskattenamnden.se, and a special income tax for non-residents (SINK), see information at [www.skatteverket.se](http://www.skatteverket.se)

AT THE UNIVERSITY
Your host department will see to it that you have a workspace, and an IT account that enables you to access the Internet, e-mail and the University server. If you are employed by the University, you will receive information from the Human Resources Office concerning e.g. payment of salaries, hours of work, insurance and pensions, work environment and equality matters. Your contact person at the department will help you to make an appointment with a pay-roll officer for information.

POSTAL SERVICES
To receive letters and packages, your address must include your name, street, house number and postcode. Larger packages must be collected at designated locations, e.g. selected food stores and petrol stations. More information at [www.postnord.se/en](http://www.postnord.se/en)

**Post Offices**
Post Offices are integrated into various shops, grocery stores, petrol stations etc. You can use them to send 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. Look for the blue postal sign with the yellow bugle.

PHONE
Mobile telephones are widely used in Sweden. The mobile phone can be used not only for telephone calls but also to buy tickets in the local public transportation systems.

INTERNET AND E-MAIL
Most airports, train stations, public libraries and hotels provide computers with Internet access.
Karlstad is located on the northern coast of the lake Vänern, between Stockholm and Oslo. There are about 87,000 inhabitants in Karlstad.

Karlstad is the seat of the county government and offers services for the whole Karlstad region, which includes four neighbouring communities, Forshaga, Grums, Hammarö and Kil. There are about 133,000 inhabitants in the region.

**LIVING IN KARLSTAD**

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**FACULTIES AT KARLSTAD UNIVERSITY**

- Faculty of Arts and Social Science
- Faculty of Health, Science and Technology
- Faculty of Teacher Education

KAU.SE
HEALTH AND MEDICAL CARE

Information and counselling
The Medical Information Service (Sjukvårdsrådgivningen), telephone +46 1177, [www.1177.se](http://www.1177.se), is a 24-hour provider of free healthcare information and consulting. There are local health care centres (vårdcentral) all around Karlstad and they are listed at [www.liv.se](http://www.liv.se). You can find more information in English and other languages at [www.1177.se/varmland](http://www.1177.se/varmland).

In case of emergency dial 112.

This is the emergency number for the ambulance, police and the rescue and fire brigade. You will be asked to explain what has happened and to state your location.

There is an emergency unit (akutmottagning) at the central hospital in Karlstad (Centralsjukhuset).

Health services at the University
Regarding work-related health problems, employees at Karlstad University may turn to our occupational health Clarahälsan. All visits require an appointment.

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. Such medicines can only be obtained from a pharmacy (apotek).

Dentists
All medical districts have a dental clinic (Folktandvården), usually located in the same areas as the health care centre (vårdcentral). There is also a wide range of private dentists. Dental care costs are partially subsidized if you are registered in the Swedish social insurance system.

LOCAL TRANSPORTATION

The local public transportation system is operated by Karlstadsbuss, (buses)
The region public transportation system is operated by Värmlandstrafik AB (buses and trains).

Find more information about tickets and a journey planner at [www.karlstad.se/buss](http://www.karlstad.se/buss) and [www.varmlandstrafik.se](http://www.varmlandstrafik.se). You can buy your ticket from news agents such as Pressbyrån and from some other shops displaying the Karlstadsbuss and Värmlandstrafik sign.

SOME USEFUL INFORMATION

Bank hours
Banks are generally open Monday to Friday 10 am – 3 pm. Some banks have additional opening hours in the late afternoon at least once a week.

Driving in Sweden
Sweden, like most other European countries, has right-hand traffic. You must carry a valid driving licence whenever you drive.

A driving licence from most countries outside the EU is valid in Sweden for a year, if they meet international requirements. After the first year, you have to apply for a Swedish driving licence. If you have a EU licence you are entitled to drive in Sweden. [www.transportstyrelsen.se/en](http://www.transportstyrelsen.se/en)

Electricity
Sweden uses 230V AC, 50Hz.

News
SR International is the international and multicultural service of state-owned national radio broadcaster Sveriges Radio. [www.sverigesradio.se/international](http://www.sverigesradio.se/international).

See [www.thelocal.se](http://www.thelocal.se) for news about Sweden in English.
Public Holidays
A list of important Swedish holidays can be found at [www.sweden.se](http://www.sweden.se).

Researchers
Euraxess Sweden offers practical information concerning research and daily life in Sweden. It also offers guidance to researchers searching for work and research funding opportunities in Sweden and Europe. You will find more information at [www.euraxess.se](http://www.euraxess.se) and [www.euraxess.org](http://www.euraxess.org).

Telephone
The international country code for Sweden is 46. The area code for Karlstad is (0)54. To call abroad from Sweden, dial 00 followed by the country code.

Time
GMT1. Time is written according to the Europeans 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. 16 February 2015 is written 2015-02-16 (or just 150216) or 16/2 2015. American visitors in particular should take note that 16/2 means the 16th of February.