

Guide to Housing Application 2024 and FAQ

Follow this guide to start your housing application for KTH Accommodation

Red markers on the pictures indicates which text-field the description is referring to.

In addition to this guide, the application form and the Mobility Online workflow will have plenty of guidance and instructions to follow. Please read them carefully.

On the last page you find frequently asked questions (FAQ), please check there before emailing your question.

Guide to making housing application

1. Make sure you meet the requirements, check the conditions for each student group at: <https://www.kth.se/en/student/studier/accommodation/eligibility-and-application-1.809659>

Only apply once and

Do NOT apply before you have fulfilled the requirements, as this slows down the booking.

2. Fill in the application form
 - a. Application data - Choose year **2024/2025**
 - b. Personal data - Choose an **e-mail address** that you use daily

Application data

Type of application	<input type="radio"/> Incoming <input type="radio"/> Outgoing *
Type of person	<input type="radio"/> Student <input type="radio"/> Employees *
Student group	Housing (Masters) *
Academic year	2024/2025 *
If you are starting your Master program autumn semester 2024, please choose Academic year 2024/2025	
Semester	<input type="text" value="<-- Please select -->"/> * <-- Please select --> Autumn 2024 Full academic year 2024/2025 Spring 2025

Personal data

First name	<input type="text"/> *
Last name	<input type="text"/> *
Please state your name as it is written in your passport.	
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other *
Date of birth (YYYY-MM-DD)	<input type="text"/> *
E-mail address	<input type="text"/> *
Same e-mail address for verification	<input type="text"/> *

3. Study details
 - a. (Study level at KTH) Select one option and check if your Program at KTH shows in the next field. If not, choose the other one.
 - i. If you still cannot find your program, click the box "Other study program".



Study details

Country of host	Sweden <input type="text" value="Sweden"/> *
KTH	STOCKH004 - KUNGL TEKNISKA HÖGSKOLAN <input type="text" value="STOCKH004 - KUNGL TEKNISKA HÖGSKOLAN"/> *
School at KTH	EECS - School of Electrical Engineering and Com... <input type="text" value="EECS - School of Electrical Engineering and Com..."/> *
Study level at KTH	<div style="border: 2px solid red; padding: 2px;"> <input type="text" value="k-- Please select -->"/> * </div>
Program at KTH	<div style="border: 2px solid red; padding: 2px;"> <-- Please select --> Master/Second Cycle Master programmes </div>
Other study program	<input type="checkbox"/>
<i>If you cannot find your study program in the list above (please check both study level options) please tick the box and fill in your program manually.</i>	
Last university you studied at	<input type="text" value=""/> *

Accommodation

Preferred room-mate	<input type="radio"/> Yes <input checked="" type="radio"/> No *
<i>Please note, the person you name as preferred room-mate needs to also mention you in their housing application. We cannot guarantee that you can stay together, but we will take into account this information.</i>	
Pre-existing medical condition	<input type="text" value=""/>
<i>Please state here if you have any pre-existing medical conditions that will affect your need for housing. Please note we cannot guarantee a specific type of housing.</i>	

4. Complete the form. Receive your **confirmation via email** and set up your Mobility Online account by following the instructions and correct link in that email.
5. Step 1 of 2 will show when you follow the link. Fill in your date of birth.

Online registration for Mobility-Online

Step 1 of 2 Input Registration number

Before creating your Mobility-Online account, we need to verify your birth date/student number. The birth date/student number provided below, needs to match the entry on your online application form. Please enter the required data and click on **[Continue]**.

Registration number *

Date of birth

Step 2 of 2 Input User Name and Password

Now, you can enter your desired login and password. Please use for your **login and password** at least 6 characters, at least one upper-case letter, at least one digit, no special characters.

Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.


Login

Password

Repeat password

Registration successful

Your registration was successful. Please press the button **[Login Mobility-Online]** and you will be forwarded to Mobility-Online account where you have the possibility to edit your application data, enter your personal data, download and print documents. Additionally you will receive a confirmation email. Please use the login link embedded in your confirmation mail in order to log in in future.

 **Action successful!**

After this, you can log in to Mobility-Online.

When you are logged in, you see your Workflow. You will be guided through several steps. Each step has a yellow box with a help-text, describing what you need to do to complete it.

You can see if a step is completed by looking at the check-boxes in your workflow.

6. When logged in, **complete personal data** to finalize account set-up.

Mobility Online view: Click on **Enter personal data**

Application workflow
Susannetest Btest

Applicant details

Last name	Btest	Program at KTH	Degree Progr. In Computer Science and Engineering - CDATE
First name	Susannetest	Country of host	Sweden
Date of birth (YYYY-MM-DD)	2002-04-01	KTH	STOCKH004 - KUNGL. TEKNISKA HÖGSKOLAN
Home University Country		Stay from	2024-08-26
Home University		Stay until	2025-06-04

Necessary steps: 1 / 4

- Cancellation requests: 0 / 1
- Registration: 1 / 1
- Before Arrival: 0 / 2
 - Complete personal data: [Enter personal data](#)
 - Accommodation preferences:

Click "Enter personal data", complete in the fields "First name (official)" and "Nationality". When we have approved your application you will receive an e-mail confirmation and the step "Choose accommodation preferences" will be visible below.

Accommodation preferences

More information for each housing area here: [Find your accommodation | KTH](#)

Please choose your preferences by clicking the link above, please note:

- you need to select 4 preferences to complete the step
- if you are not coming with a spouse/partner, please do not select a "Couples apartment"
- if you are coming with a spouse/partner, please select "Couples apartment" or "Two bed-room" as first preferences. You have to choose two additional preferences to complete the step

- Remember to confirm your selected preferences below in order for us to proceed with the booking.

Susannetest Btest

Personal details

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Personal details

Last name	Btest
First name	Susannetest
First name (official)	
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other
Date of birth	2002-04-01
E-mail address	susbar@kth.se
Nationality	<-- Please select -->
Second nationality	<-- Please select -->
Communication language	English

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Fill in **First name** (not mandatory) and **Nationality**. Click **Create** to save your changes, then **Back to** to return to Workflow.

Susannetest Btest

Personal details

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Personal details

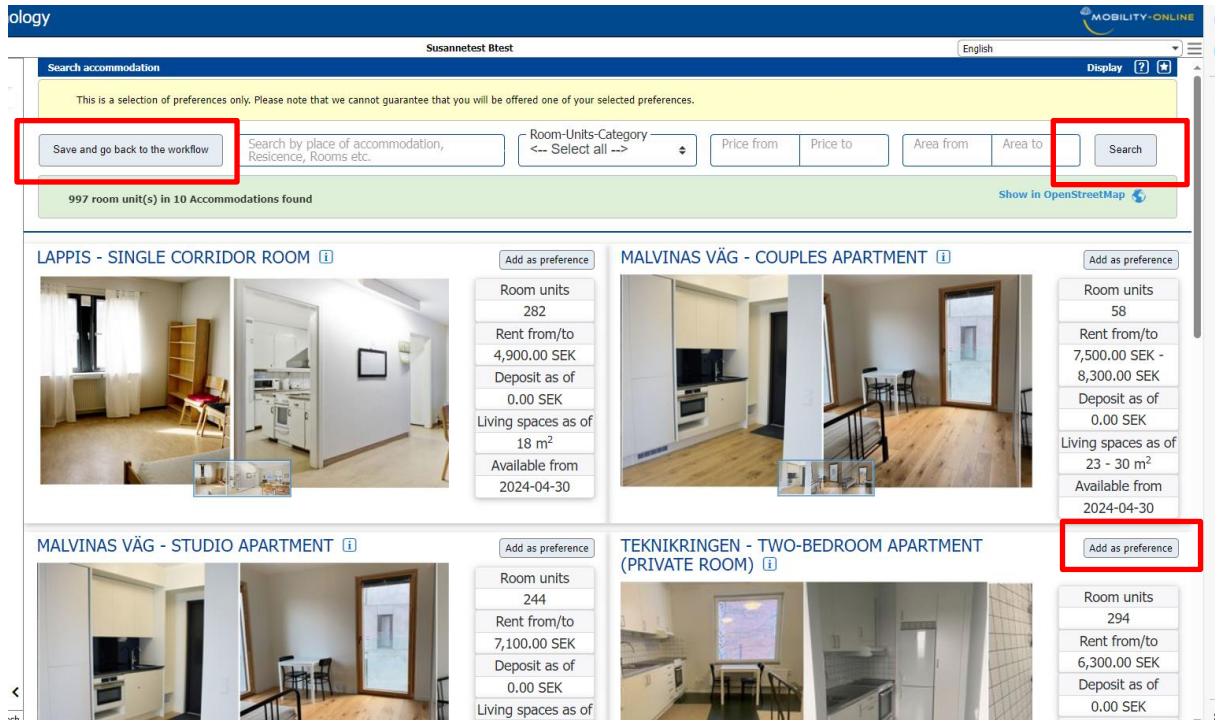
Last name	Test
First name	Susanne
First name (official)	
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other
Date of birth	1991-03-13
E-mail address	susbar@kth.se
Nationality	<-- Please select -->
Second nationality	<-- Please select -->
Communication language	English

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7. Choose preferences.

Mobility Online view: Choose your preferences by clicking: **Add as preference**. You then need to click **Save and go back to the workflow**, to save. **Choose 4 preferences**.

If you want to add to, or change your selected preferences before you confirm your choices, go into Choose preferences again and click on the **Search** button to view all options. Otherwise, only the ones that you have already selected will show.



8. **Confirm your choices** in the next step, by clicking the box and save.

9. After confirming you choices, you will need to **wait until June** to get your housing offer. It may take until June 30th.

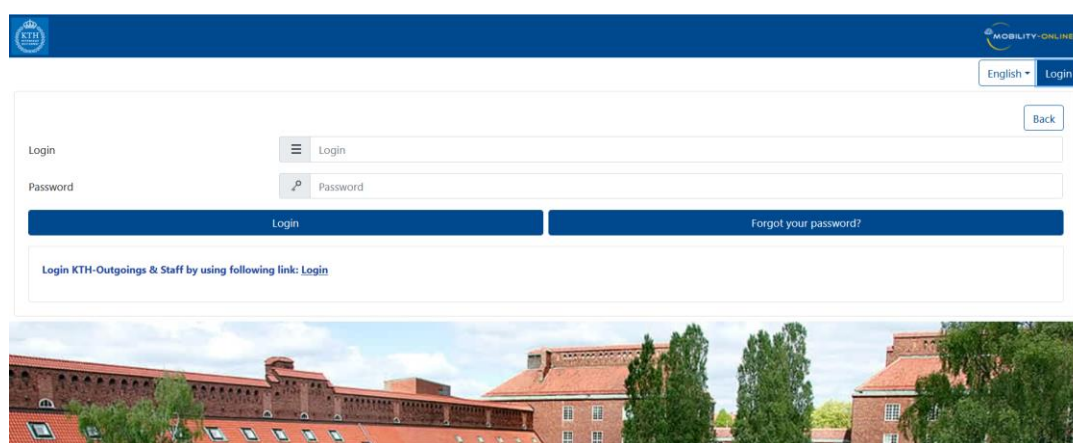
Emailing and asking for your offer slows the booking process down, so please be patient – You will get your accommodation offer before July 1st.

10. In your Mobility Online workflow, there will be several steps to complete after receiving your offer including **accepting the offer, downloading, signing, and uploading your contract**. Please check your email daily and go through with the workflow steps without delay.

What is Mobility-Online?

Mobility-Online is a user portal where you as an applicant, and later on tenant, can overview and make choices regarding your housing. You will receive and accept your housing offer here, sign and upload your contract, as well as receive your rent invoices and make rental payments through-out your whole stay.

Photo of the log-in website for registered users:



FAQ

General

- When does the bookings start?
 - KTH Accommodation will start booking in June and do so continuously. You have the same chance to get your preference no matter when in May you apply.
- When will I receive my offer?
 - During the month of June, before July 1st, if you apply in May.
- For how long is the application open?
 - Accommodation for the application period 1 – 31 May 2024.
- Who can apply?
 - Those with studies that begin in August 2024 and belong to group 1 or 2 can apply.

Application form

- I cannot find my study program, what should I do?
 - Click Study Program. Select first one of the options and check if your Program at KTH shows in the next field. If not, choose the other option and check again.

- If you still cannot find your program, click the box “Other study program”, and type in manually.
- I need to change the details in my Application Data (for example: I choose wrong option under “Semester”)
 - You cannot edit this part yourself. Please email to Accommodation@kth.se and explain what needs to be changed, and we can fix it.
 - Do NOT make a new application.

Mobility Online set-up

- My choice of username or password is not approved.
 - Try again, and make sure to follow the instructions in the email.
 - Please note that you need to have:
 - at least 1 upper case letter and
 - at least 1 number in your username and your password
- Why does it say Stay from 2023-08-26 and Stay until 2024-06-04 in my workflow?
 - These are default dates for the start and end of the academic year, they will be updated to reflect your contract period when your booking is done.

Choose preferences

- Can I change my preferences after I have saved them (but before confirming my choices)?
 - Yes, click your way into “choose preferences” in the workflow and click Search in the top right corner. All alternatives will then show.
- What preference can I choose if I come with a family?
 - Teknikringen 2 bedroom apartment if you have children over the age of 1
 - Byggvesta 2 bedroom apartment at Drottning Kristinas väg 34B, 36A if you have 1 or more children over the age of 1.
 - If you only have one child who is not more than 1 year you can apply for couples apartment in Teknikringen
- I’m coming with a partner and/or family and there is not 4 suitable apartments for me to pick, what should I do?
 - Please pick 4 and make sure you show us your preference of 1st – 3rd choice, we will disregard the option that is not suitable.
- What preference can I choose if I come with a partner?
 - A couple’s apartment in Teknikringen (large studio)
 - A 2 bedroom apartment in Teknikringen. This means you pay for 2 persons.
- If I come without a partner but want a bigger room can I pick the couple’s apartment?
 - No these are only for couples, you need to make another choice.

Rent invoice

- When will I receive my first invoice?
 - You will receive the first invoice within 2 weeks after accepting your housing offer