Thank you for contacting us. Here is a checklist of things that are necessary to keep in mind while you are planning your move, and your arrival to Sweden and KTH.

**Before your arrival**

- Register with KTH Relocation and make sure you are in contact with us about your housing arrangements. The sooner we know about your arrival, the better we can help you find something suitable for you and your situation. [https://www.kth.se/relocation](https://www.kth.se/relocation)
- If you are bringing children, start looking into schools. [https://www.kth.se/en/om/work-at-kth/relocation/planning-your-stay/accompanying-family-members-1.388833](https://www.kth.se/en/om/work-at-kth/relocation/planning-your-stay/accompanying-family-members-1.388833)
- Make sure you understand and give yourself enough time when it comes to residence and work permits. If you are an EU citizen, you do not need to apply beforehand. If you are a citizen of a country outside of the EU, regardless if you have a residence permit for another EU country, you will need to apply for a residence permit for Sweden specifically, and in most cases, have your residence permit card before your arrival. Please be aware this process can take up to two months. [https://www.kth.se/en/om/work-at-kth/relocation/planning-your-stay/permits-and-civic-registation-1.388757](https://www.kth.se/en/om/work-at-kth/relocation/planning-your-stay/permits-and-civic-registation-1.388757)
- If you are bringing a family and the Swedish “personnummer” (access to the health care system) is essential for you, you all need to come at the same time so you all are physically in Sweden for more than one year, with valid residence permits for more than one year. If your family arrives after you, there is a great risk that they will not get the personnummer and not get access to the health system.
- If you are a citizen of an EU country, you should make sure you bring your EU Health card. [http://ec.europa.eu/social/main.jsp?catId=559](http://ec.europa.eu/social/main.jsp?catId=559)
- Make sure your insurance is in order. KTH has insurance for you, through Kammarkollegiet, but this does not substitute travel insurance and will only cover you in emergencies. The insurance will not cover treatment for previously diagnosed illnesses. [https://www.kth.se/en/om/work-at-kth/relocation/planning-your-stay/insurance-1.388832](https://www.kth.se/en/om/work-at-kth/relocation/planning-your-stay/insurance-1.388832)
- Sign up for housing in the future if you are planning to stay more than one year. If you are a PhD student: [https://www.sssb.se/](https://www.sssb.se/) If you are a postdoc: [http://www.swgc.org/](http://www.swgc.org/)
- If you are a post doc or senior scientist and employed by KTH we recommend you to apply for a tax relief for foreign key personnel. This has to be done no later than three months after the start of your contract. [http://www.forskarskattenamnden.se](http://www.forskarskattenamnden.se)
After your arrival

- If you are staying more than one year, register at the tax office in order to get a personnummer. This should be done asap. The tax office is very strict on you having a work contract and a residence permit that last for more than a year from the date you visit the tax office. This also applies to your family; they will need to have a residence permit for more than one year from the date they visit the tax office, in order to receive a personnummer (access to the health care system). If your work contract runs for one year from March 1, it will be too late to apply for a Swedish Personal number on March 3. The personnummer will be sent to you in the post, they cannot issue it on the spot. https://www.kth.se/en/om/work-at-kth/relocation/planning-your-stay/permits-and-civic-registration-1.388757

- Once you have settled in, make an appointment with KTH Relocation in order to sign your contract. You can even receive a free sim card with a Swedish phone number from KTH Relocation. relocation@kth.se

- You may register with KTH Relocation even if you do not need housing assistance. Through KTH Relocation you will get access to a great network for newcomers, social events and information targeted to those who are new at KTH

- Open a bank account. If you are getting a personnummer, you should wait until it has been issued. https://www.kth.se/en/om/work-at-kth/relocation/planning-your-stay/useful-finacial-information-1.388812

- If you have a personnummer, contact Swedish insurance companies to set up household insurance. https://www.kth.se/en/om/work-at-kth/relocation/planning-your-stay/insurance-1.388832

- Make the most of your stay here, be sure to get out and enjoy what Stockholm has to offer! https://www.kth.se/en/om/work-at-kth/relocation/life-in-stockholm/there-is-lots-to-do-in-your-leisure-time-1.389285