



Checklist

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.

Please make sure you read through our webpages about:

Permits and civic registration

Insurance

Accommodation

Financial Matters

KTH Relocation Calendar

Family, if applicable

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.
- If you are bringing children, start looking into and contacting schools.
- 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, and in some cases, even longer.
- 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>
- 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, and also only in Sweden. The insurance will not cover treatment for previously diagnosed illnesses.
- 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/> or <https://bostad.stockholm.se/english/QA-student/>. If you are a postdoc: <http://www.swgc.org/>.
- Make sure your housing has been arranged and you understand how you will receive your keys.
- 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>

After your arrival

- Once you have settled in, KTH Relocation will contact you in order to sign your contract. You can even receive a free sim card with a Swedish phone number from KTH Relocation.
- 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
- Come to “Being New in Sweden might be a challenge” event to learn more about insurance, housing, and KTH. Events are listed on the KTH Relocation calendar.
- Make the most of your stay here, be sure to get out and enjoy what Stockholm has to offer! Be sure to look for our weekly e-mails about what is going on in Stockholm.

After your arrival, if you won't be getting a personnummer

- Open a bank account. You can open a limited account through SEB without a personnummer.

After your arrival, if you will be getting a personnummer

- 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.
- After you get your personnummer, you will need to get a Swedish ID card
https://www.skatteverket.se/download/18.133ff59513d6f9ee2eb2c65/1489140567263/72105_engelska.pdf
- Open a bank account. You will need to wait for your Swedish ID card.
- Contact Swedish insurance companies to set up household insurance.
- Sign up for social insurance benefits by sending in form 5456 to Försäkringskassan. If you are employed here in Sweden, you can apply at the same time for a EU Health Card.
<https://www.forsakringskassan.se/privatpers>
- Register yourself and your family members at the health care centre of your choice.
www.1177.se