GUIDE
for International Researchers, Faculty, Staff and PhD Students

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 three 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 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 & 6. 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 7 & 8 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 9. Getting settled at the University. Your host department is you first hand contact when it comes to these questions.

Lastly, we also provide information that will help you, 10. 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 10. EURAXES

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THE UNIVERSITY OF GOTHENBURG
- A CITY UNIVERSITY

The red dots represent university facilities.
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 (2018)

• Established in 1891, formally founded in 1954
• Student population: 47 538
• Full-time students: 26 037
• Research students: 1710
• Doctoral degrees awarded: 240
• Staff: 6415
• Every academic year approximately 900 exchange students and 1800 freemover students study in Gothenburg – a unique academic environment.
• The University offers approx. 2000 courses and more than 300 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.
• In 2004 it became the first university in the world to be environmentally certified under both ISO 14001 and EMAS.
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 winter months 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

- Gothenburg is spelled Göteborg and pronounced [joeteborj] in Swedish
- Founded: 1621
- The region of Gothenburg has a population of roughly 1 million, 564,000 of these live in the city, 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 2021!

#thisisgbg
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 30 national parks and over 5000 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/](http://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 etc. 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
• 10,2 million inhabitants
• Life expectancy: Women 84 years, men 81 years
• 1,572 kilometres from north to south
• Around 300,000–400,000 elk 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 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.

Housing
Welcome Services and offers temporary accommodation at central addresses to visiting researchers, international faculty and staff. Read more at: medarbetarportalen.gu.se/gast/guesthousing/
Please note that all reservations have to be made by the host department.

Activities and events
Welcome Services arranges lectures, seminars, workshops, activities and events throughout the year on the theme Living and Working in Sweden. Participating in the events is also an opportunity to meet other international staff and share your experiences.

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.

View our calendar at medarbetarportalen.gu.se/gast/Calendar/for this terms program and registration.
PRE-ARRIVAL CHECKLIST

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

☐ Check what permits you need

What permits for living and working in Sweden you need is determined by your home country. The Swedish Migration Agency is the authority that handles visa, work permits, residence permits etc. Visit their website to find out what is applicable for you: [www.migrationsverket.se](http://www.migrationsverket.se)

☐ Look into your insurances

Make sure you are protected by a health and home insurance before leaving your home country. The insurance for foreign visitors applies automatically to foreign visitors (EU and non-EU) who stay at the university for a maximum of 3 month. Read more about the insurance here: [https://bit.ly/2FpBbZ4](https://bit.ly/2FpBbZ4) NB: if/when you receive a Swedish personal identity number you are no longer eligible for the insurance.

If you are an EU citizen remember to order and bring your European health insurance card with you. The card is free of charge. When you become registered in Sweden you can still use the EHIC card when traveling to other european countries.
Pre-arrival

Find 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. Welcome Services offers temporary university accommodation at different places around Gothenburg. All reservations have to be made by the host department. There is also the option of housing hotels, and relocation companies. For more tips and recommendations information see Guest Housing at medarbetarportalen, gu.se/gast/guesthousing/

To find housing on your own we recommend visiting Move to Gothenburg’s website: movetogothenburg.com/moving/find-home

Bringing family members?

Accompanying partners or children may need a visa or a residence permit, this depends on citizenship and the length of stay in Sweden. It is also important to look over the medical insurance. Family members are included in the insurance for foreign visitors (read above) and must bring an EHIC card if they are EU-citizens (read above).

If you have children you should apply for kindergarten and school as soon as possible. Contact the municipality of Gothenburg; visit www.goteborg.se or contact via email at info@educ.goteborg.se. There is also a list of schools and preschools at Move to Gothenburg’s site: movetogothenburg.com/moving/preschools-and-schools

For partners searching for work, or social networks we encourage you to visit the following webpages at Move to Gothenburg’s websites:

- **Find a job:** www.movetogothenburg.com/moving/find-job-pre-arrival
- **Socialising and networking:** www.movetogothenburg.com/living/socialising-and-networking

Learn Swedish online

Most people in Sweden speak English, but it is without doubt important that you know some Swedish to integrate in the society and if / when you are applying for a job. Thus 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 to learn more: medarbetarportalen.gu.se/gast/living-in-gothenburg/swedish-courses/
TRAVEL TO GOTHENBURG

Find your way to Gothenburg by bus, train, ferry or flying. Please remember to bring all documents necessary when entering Sweden. Read more here: www.movetogothenburg.com/moving/prepare-your-documents

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 a pick up time.

Ways of travelling:
• Flying.
  The Gothenburg airport is Göteborg Landvetter Airport.
  www.swedavia.com/landvetter. Airport buses operate between the airport and different stops across town: www.flygbussarna.se
• Ferry
  Gothenburg is a seaside town and thus it is possible to travel here by ferry from Denmark and Germany. On the website www.aferry.se you can search for ferries to travel to Gothenburg.
• Train
  The central station in Gothenburg is called Göteborgs Centralstation or Göteborg C. The national train service is run by SJ. On their website www.sj.se you can search for train trips from destinations in Europe & Sweden to Gothenburg. MTR express between Stockholm and Gothenburg: www.mtr.se There is also Vy offering trains between Oslo - Gothenburg: www.vy.no/
• Bus
  Nettbuss has regular bus routes in Sweden and between Gothenburg, Norway and Denmark. Check the timetable at www.nettbuss.se
  Flixbus is an express bus company with routes all over Europe. View the timetable at www.flixbus.se
WHEN YOUR ARRIVE - CHECKLIST

☐ Become registered in Sweden

- If you stay in Sweden for less than one year your host department will request a co-ordination number (samordningsnummer) for you from the Swedish Tax Agency (Skatteverket). This is a form of a temporary Swedish identity number. Contact your host department for more information.

- If you stay in Sweden for a year or more; visit your nearest Swedish Tax Agency office to register yourself as a resident. You will receive a unique 10-digit Swedish personal identity number (personnummer). If you want to apply for a national ID card, visit the tax office in Rosenlund, Gothenburg. [www.skatteverket.se](http://www.skatteverket.se)

- Register with the Swedish Social Insurance Agency (Försäkringskassan). The Försäkringskassan will investigate whether you should be insured in Sweden or not. If you are insured here, you may be entitled to compensation from Försäkringskassan, for example parental leave, child allowance, sickness compensation, apply for a Swedish European Health Insurance Card etc. Read more and register: [https://bit.ly/38ib7M](https://bit.ly/38ib7M)

☐ Open a bank account

There are many banks in Gothenburg to choose from, and once you have a Swedish identity number you can choose from any bank. If you are staying for less than a year it can take more energy and time to open a bank account. In that case it is generally easier to use your bank account and bank card from your
home country. We strongly recommend that you bring a Visa or MasterCard as these are the most widely accepted cards in Sweden, and "Card is King" in Sweden which means many businesses will not accept cash anymore. Swish is something that you can see as a payment method almost everywhere in Sweden. With Swish, payments are made with your phone number which is connected to your bank account. You need a mobile BankID to use it.

- NB: 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 Kungsportsavenyn 22, Kungsportsplatsen or at the Central Station in Gothenburg (fee: 50 SEK).

☐ Look into your insurances

- Once the insurance for foreign visitors runs out we strongly recommend that you look into your insurance cover. Even though you are eligible for Swedish healthcare benefits it is important to have a home insurance, not only for your personal belongings and travel protection, but also because you are responsible for repair and replacement costs if any property is damaged or lost during your stay. You can read more about insurances at Move to Gothenburg’s site: [www.movetogothenburg.com/setting/get-insured](http://www.movetogothenburg.com/setting/get-insured)

- Unemployment insurance. If you are staying in Sweden for a longer time we recommend you sign up for an unemployment insurance fund (A-kassa). If you do not purchase one you can still be eligible for compensation but at a much lower rate: [www.norden.org/en/info-norden/swedish-regulations-unemployment-insurance-and-unemployment-benefits](http://www.norden.org/en/info-norden/swedish-regulations-unemployment-insurance-and-unemployment-benefits)
Declare your 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. 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:

- Tax relief for foreign key personnel: 75 per cent of the income for the first three years of employment. Read more about this at the Taxation of Research Worker Board (Forskningskattenämnden) and their website: www.forskningskattenamnden.se
- Special income tax for non-residents (SINK). This applies if you do not have a substantial connection to Sweden and you are not staying here for more than six months. 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. Apply and read more at the Tax Agency’s site: https://bit.ly/31PUPbr

Learn Swedish in Gothenburg

If you haven’t started already now is the time to do so. There are many opportunities to do so, for example take a course at the university. The Swedish language and culture is tailored for international staff. Read more at the Staff Portal link http://kompetensutveckling.adm.gu.se/seminar/detail/1048

The city of Gothenburg offers free language courses; SFI (Swedish for Immigrants). For more information on SFI contact the City of Gothenburg at goteborg@goteborg.se or visit their website www.goteborg.se.

You can also take a course at Folkuniversitetet, they have group and individual courses at different levels, pace and time of day. www.folkuniversitetet.se

Once you have learnt some Swedish you may want to visit one of the many language cafés where you can meet people and speak Swedish together. Visit the website www.goteborg.se and search the calender for Språkcafé to find your closest library and language café. The Språkcafét (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
LIVING IN SWEDEN

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://bit.ly/2EaOnSc 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 the insurance for foreign visitors. If you are using the latter insurance you must pay all healthcare expenses and then send in a claim form to Kammarkollegiet to get reimbursement. N.B. The insurance covers emergency care only.

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.
N.B that the EHIC card covers emergency care and chronic illness only.

Non EU–citizens and EU citizens staying for a year or longer
When you are registered in the Swedish population register, have received your Swedish personal identity number and 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 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/](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 Feelgood or Previa, providers work environment health services. More information in the Staff Portal at [http://medarbetarportalen.gu.se/](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/](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*).
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.

Flixbus 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 run specific ski busses to Swedish ski destinations. View the timetable at www.flixbus.se

Nettbuss is another express bus company with daily departures between Gothenburg and many other Swedish cities. Nettbus4you 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 trafiken.nu/goteborg/cvkelreseplanerare/

Styr & Ställ are rental bikes run by Gothenburg city. These blue bikes are available for rent at 70 stations around town for bike rides up to 30 min at a time. 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/

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 transportstyrelsen.se/en/road.

**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. More information at the Staff Portal medarbetarportalen.gu.se/campusservice/bilpool

**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 (kontaktkort) or on a monthly plan (abonnemang). Keep in mind that you will need a Swedish 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](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](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](http://www.gu.se/gukort).
BEFORE YOUR DEPARTURE - CHECKLIST

☐ Leaving your 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. In Sweden it is a custom that you do a full cleaning of your apartment before departure. A checklist for cleaning is usually handed out by with the landlord, but you can also download a cleaning checklist at our website: [https://bit.ly/2GptDbF](https://bit.ly/2GptDbF)

☐ Close your bank accounts
   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.

☐ Change your address
   Remember to change your address before your departure. To change it to one abroad you need to contact Adressändring at: [info@adressandring.se](mailto:info@adressandring.se)

☐ 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 download the form SKV 7667 here: [bit.ly/2fmZtVK](https://bit.ly/2fmZtVK)
   Skatteverket has also created a special site called Moving from Sweden with important information that we recommend you have a read through: [bit.ly/2CRJ5Hq](https://bit.ly/2CRJ5Hq)

☐ Return loanded material
   Don’t forget to return any loan material, keys and GU-card etc. shall all be returned.
Read up on 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: medarbetarportalen.gu.se/working_at/employment/pensions/ and at the Swedish Pension Agency (SPV) website: www.spv.se/en/About-your-pensions/

Persons moving abroad
1. When you submit the form Moving abroad (mentioned above) SPV will automatically receive your new address

2. SPV pay out your pension to the bank account you have selected. Since they collaborate with Swedbank for pension disbursement, you must notify them your account. If you have a Swedish account, you can register with Swedbank’s account records on their website. Alternately you can register by filling out a form and returning it to Swedbank. Read more about the procedure: bit.ly/2GqjNqc

Persons living abroad, life certificate
You need to submit a life certificate if you receive the national retirement pension or survivor’s pension from the Pensions Authority, or sickness compensation, activity compensation or occupational disability annuity from the Swedish Social Insurance Agency.

Each autumn the Swedish Pensions Agency sends a Life Certificate to those living in countries from which the Swedish Pensions Agency and the Social Insurance Agency do not automatically receive information. Life Certificate must thereupon be approved by a Swedish embassy/ church/cosulate or a foreign police department/ social security institution/ Notary Public for signature before you can send it in. Read more about this at Swedish Pension Agency website: bit.ly/2BAAsDg
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.