Useful **FACTS**

*for visiting ACADEMICS*
WELCOME!
A word from our Vice-Chancellor

Welcome to Karolinska Institutet (KI), one of the world’s leading medical universities and Sweden’s largest centre for medical training and research. Our education, research and innovation span the entire medical field, from cell to society, with the vision to significantly contribute to the improvement of human health. Every day, we change the world through the transfer of knowledge and science.

Excellence characterises every aspect of our university. Each year, the Nobel Assembly at Karolinska Institutet selects the Nobel laureates in Physiology or Medicine, which has enormous significance for our strong financial position and visibility, both internationally and nationally. It is my firm belief that our university will advance its position even further over the next few years.

You will soon discover that KI offers a fascinating study and work environment. The international and multicultural atmosphere at our university has an enormously beneficial effect on both the research we do and the social life we enjoy.

I am honoured that you are taking this opportunity to become one of us. You have made a wise choice and I hope that the information in this booklet will help make your stay in Stockholm and at Karolinska Institutet an enjoyable and successful one.

Ole Petter Ottersen,
Vice-Chancellor Karolinska Institutet
This booklet contains practical information that you may find useful prior to your journey and during your stay in Sweden. This information was updated from reliable sources in August 2017.

Visiting doctoral students and researchers can find more information at ki.se/en/staff/international-staff

For more information about services for exchange students and master’s students, please visit ki.se/welcome
Contents

Information channels at Karolinska Institutet .................. 6

Moving to Sweden - the essentials .......................... 7
Accommodation .............................................. 7
Visas and residence permits .................................. 7
Population registration and personal identity number .......... 8
Identity card .................................................. 8
Taxation and income tax ....................................... 9
Social Insurance System ....................................... 9
Family support .................................................. 10
Pension .......................................................... 10
Unemployment insurance ....................................... 10
Banking information ........................................... 11
Cost of living .................................................... 11

Insurance and health ........................................... 12
Emergency/police ............................................... 12
Health insurance and medical care .............................. 12
Healthcare ....................................................... 13
Dental care ....................................................... 14
Pharmacies ....................................................... 15
Pregnancy ........................................................ 15
Home insurance ................................................ 15

Academic life and resources at Karolinska Institutet .......... 16
The academic year .............................................. 16
Education in Sweden ........................................... 16
Doctoral students and researchers at KI ......................... 17
KI Alumni & Friends ......................................... 17
Bookstores ....................................................... 17
Career Service ................................................. 17
EURAXESS ..................................................... 17
Equal treatment ................................................ 18
Grants Office ................................................... 18
Innovation support at KI ...................................... 18
Internet .......................................................... 18
Junior Faculty ................................................... 19
KI Postdoc Association ....................................... 19
Library ........................................................... 19

The Nobel Prize in Physiology or Medicine ...................... 20
Ombudspersons ................................................ 20
Religious meeting places ....................................... 20
Restaurants ...................................................... 21
Shuttle service .................................................. 22
Sports and health promotion facilities .......................... 22
Student unions .................................................. 23
Union organisations .......................................... 23
International Staff Services ................................... 23
Work environment and health .................................. 24
Occupational health service ................................... 24

General information A–Z .................................. 26
Airports .......................................................... 26
Cars and driving ............................................... 26
Childcare ......................................................... 26
Climate .......................................................... 27
Currency ........................................................ 27
Cycling ........................................................... 27
Electricity ........................................................ 28
Embassies and consulates ...................................... 28
Groceries ......................................................... 28
IKEA ............................................................. 28
Language courses ............................................. 28
Leisure activities ............................................... 29
Lost and found .................................................. 30
Newspapers ...................................................... 30
Post offices ...................................................... 30
Public transport ................................................ 30
Religious meeting places ...................................... 31
Scholarships, research funding ................................ 32
Schools for accompanying children ........................... 32
Sweden .......................................................... 33
Telephone, Internet .......................................... 33
TV/radio ........................................................ 33

Social Guide ...................................................... 34

Mini Dictionary .................................................. 36
Maps .............................................................. 38
Rail network map ............................................... 42
Information channels at Karolinska Institutet

KI has several channels for spreading news and information. This brief overview will help you form an idea about how and where news, events and activities are announced. Informal coffee-break chats are also an excellent way of finding out about news and major decisions affecting the workplace.

On [ki.se/en](http://ki.se/en) you’ll find general and detailed information about the university and its departments. This comprehends information about the university, research and education. Each department has its own website with detailed information about these subjects too.

On [ki.se/news](http://ki.se/news) you’ll find all the latest news from KI as well as the KI Calendar full of events from every part of the university. Furthermore, the departments often produce news on their own websites.

The internal website [ki.se/en/staff/start](http://ki.se/en/staff/start) contains important information for employees, including daily news and a calendar. In addition, many departments have their own internal websites with specific information of relevance to their own students, researchers and employees. Different groups and units have mailing lists that you can join to receive information directly without having to search for it yourself. The newsletters: *Research News* and *Doctoral Education News* gives you information about decisions and debates of the Board of Research and the Board of Doctoral Education.

From 2017 *KI Bladet online* replaced our former staff magazine KI Bladet. The newsletter is sent to everyone with a ki.se mail address and contains links to news about the organisation published on KI News, the news site on ki.se. KI Bladet online is sent out approximately four times a semester.

You can also find other leaflets and booklets produced by KI, please see [ki.se/en](http://ki.se/en) for a comprehensive list. We are also on social media:

Facebook: [facebook.com/karolinskainstitutet](http://facebook.com/karolinskainstitutet)

Twitter: [@karolinskainst](http://twitter.com/karolinskainst)

Instagram: [@karolinskainstitutet](http://instagram.com/karolinskainstitutet)

Youtube: [youtube.com/karolinskainstitutet](http://youtube.com/karolinskainstitutet)
Moving to Sweden – the essentials

**Accommodation**
There is a shortage of rental accommodations in Stockholm and waiting lists for a room or a flat are generally long. If you need accommodation, we advise you to contact an agency to have your name placed on a waiting list, for example:
- Karolinska Institutet Housing AB – www.kihousing.se (students and researchers)
- Stockholm Student Housing – www.sssb.se (students only)
- Wenner-Gren Foundations – www.swgc.org (PhDs only)
For more information and to download application forms, visit the relevant website. Subletting is a common way to arrange accommodation. Akademisk kvart is a portal for locating sublets for students in Stockholm www.akademiskkvart.se
  
  More tips on housing can be found at ki.se/en/staff/accommodation

**Visas and residence permits**
A visa to enter Sweden for a period of up to three months is required for citizens of some countries; check with the nearest Swedish embassy or consulate in your country of residence.

If you plan to stay in Sweden longer than three months and are not a citizen of a Nordic/EU/EEA country, you must apply for a residence permit at the Swedish Migration Agency, Migrationsverket, prior to departure. Citizens who require a visa for entry Sweden must obtain the residence permit card before arriving in Sweden. Processing times can be long. If you do not need a visa to travel to Sweden you may obtain a residence permit card in Sweden, but you must be able to present a copy of the decision from Migrationsverket when you arrive.

Foreign students and their family members with valid residence permits are allowed to work while in Sweden, no additional work permit is required. Please be aware, however, that it can be difficult to find work in Stockholm if you don’t know Swedish.

If your studies/work last longer than the period granted in your first residence permit, you will need to apply for an extension approximately three months before your current permit expires. You may do this from within Sweden. A fee of 1,000 SEK must be submitted with each application, whether for an initial residence permit or for an extension.

If you have held a residence permit for studies at the PhD-level for a total of 48 months during the past seven years, you may be granted a permanent residence permit in Sweden.

If you have been granted a residence permit for studies at a university in Sweden and have completed those studies, you may obtain a residence permit valid for up to six months in order to seek employment or examine the possibilities of starting your own business here.
More information on how to apply and documentation requirements is available at the Migration Agency’s website [www.migrationsverket.se](http://www.migrationsverket.se)

**Population registration and personal identity number**
The population register is the basic register of Sweden's population, and contains information about who lives in the country and where they reside. Name, identity and family relationships are also recorded in the register, which is administered by the Tax Agency, *Skatteverket*. If you move to Sweden and intend to live here for a year or more, then in most cases you are required to be registered in Sweden.

All those registered in Sweden are given a personal identity number, *personnummer*, for purposes of identification. The personal identity number consists of ten digits and a hyphen: your birthday in YYMMDD form and four check digits. You will keep the same number for your entire life, so your personal identity number will not change if, for example, you move away from Sweden and later return. To obtain this number, you must personally visit the local tax office and complete a form concerning immigration to Sweden. Bring your passport and any documents proving your civil status, birth certificates for any children who are moving with you, and your residence permit card. A personal identity number is necessary if you would like to gain access to the subsidised health care system, make a telephone subscription, register for a driver's licence, and so on. Remember to notify the Tax Agency within one week when you move within Sweden and when you leave Sweden with the intention of being away for a year or more.

If you receive a salary from KI, but intend to stay for less than a year and cannot obtain a personal number, you will be given a coordination number, *samordningsnummer*. This is an identification number for persons who are not registered in the Swedish population register. The coordination number looks like a personal identity number but the day in the date of birth is advanced by 60. Please note that a coordination number does not entitle you to any healthcare benefits connected to the personal identity number, but could help you to open a bank account in Sweden. The application for a coordination number can be done only by the University and not by an individual person.

For more information, visit [www.skatteverket.se](http://www.skatteverket.se)

**Identity card**
You can order an ID card from the Tax Agency *Skatteverket*. You must have a Swedish personal identity number, *personnummer*, (see above) and show a receipt that you have paid 400 SEK to *Skatteverket* account Bankgiro 389-0100 or Plusgiro 50 40 62-1. You must personally visit the tax agency to prove your identity and to be photographed. Your ID card can be used to confirm your age and to prove your identity, for example when collecting prescription medication at a pharmacy, paying by card in a shop or banking. For more information, visit [www.skatteverket.se](http://www.skatteverket.se)
Taxation and income tax
The Tax Agency Skatteverket handles state and municipal taxes. In Sweden, taxes are almost always withheld at the time of payment. Your employer is obliged to deduct tax from your salary before you are paid. Income tax and wealth tax are direct taxes paid both to the state and to the local municipality. Value-added taxes are included in the price of food, goods and services.

If you live in Sweden for at least six months, you are subject to unlimited tax liability. The Tax Agency sends you a self-assessment (tax return) form, självdeklaration, in April if you are obliged to submit a tax return declaring the previous year’s income. You must submit your tax return to the Tax Agency at the beginning of May each year.

If you stay in Sweden less than six months, you are required to pay tax in accordance with SINK (special income tax for non-residents). This means that your employer deducts this tax from your salary and you do not have to declare your income from work in Sweden.

We strongly advise you to contact a tax consultant or the national tax authority in your home country before travelling to Sweden. To avoid double taxation, Sweden has negotiated agreements with many countries.

If you have a scholarship you do not pay income taxes in Sweden. For more information, visit www.skatteverket.se or ki.se/en/staff/working-at-ki-in-sweden

Tax relief for foreign key personnel
Tax relief applies to foreign experts, executives, scientists, researchers and others whose skills are difficult to find in Sweden. Income taxes are based on only 75 per cent of income. Tax relief is granted for only three years. Application for tax relief must be submitted by the employer or foreign person within three months of the start of employment. Applications are submitted to the Taxation of Research Workers Board, Forskarskattenämnden. For more information and to download the application form visit www.forskarskattenamnden.se

Social Insurance System
The Social Insurance Agency Försäkringskassan is the authority responsible for social assistance in the form of parental benefits, child allowances, sickness benefits, and so on. To be covered by a social insurance benefit, you must either be resident in Sweden or be working here. For more information in many languages, visit www.forsakringskassan.se or ki.se/en/staff/moving-to-sweden

Health and parental insurance for doctoral students with stipends
If you are a doctoral student who has neither a doctoral studentship nor a doctoral grant, you are not covered by social insurance benefits. KI provides insurance coverage for doctoral students admitted to KI and whose studies are funded through a stipend.
The insurance applies if your stipend is reduced because of an absence from studies owing to illness or parental leave. Report the illness, parental benefit or withdrawal of temporary parental benefit to Kammarkollegiet at forsakring@kammarkollegiet.se no later than the day after the first day of absence. More information is available at the Kammarkollegiet website www.kammarkollegiet.se/en

The right to health care in Sweden is based on residence in Sweden, see Health insurance and medical care.

Family support
Financial support to families with children provided by the Social Insurance Agency is divided into three areas: insurance (parental benefits paid for a total of 480 days per child), general allowance (1,050 SEK per month and child) and means-and needs-tested allowance. More information is available at www.forsakringskassan.se

Children from ages one to five can attend preschool/day care services at a subsidised cost. The Swedish school system offers comprehensive education for children from age six up to university, free of charge. For more information, see ki.se/en/staff/family

Pension
A Swedish pension comes from different sources. If you have worked and lived in Sweden, you will receive a national retirement pension based on the income you have paid tax on. The national retirement pension consists of an income pension and a premium pension. The majority of those who work in Sweden also receive an occupational pension from their employer. In addition, some save privately to supplement their pensions.

For more information the national retirement pension visit the Swedish Pensions Agency www.pensionsmyndigheten.se

For information about the government employee pension visit the National Government Employee Pensions Board SPV at www.spv.se/en/about-your-pensions or contact your department when your employment begins.

You can search for pension schemes and providers in Europe on the Find Your Pension website www.findyourpension.eu

Unemployment insurance
Unemployment insurance is not a part of the social insurance system in Sweden. Unemployment insurance funds often cooperate closely with the trade unions but are legally independent. When you start your employment in Sweden, investigate which unemployment insurance fund (widely known as A-Kassa), is available.

For more information, see www.aea.se
Useful Facts for Visiting Academics

Banking information
If you are staying for a shorter time (e.g. less than three to six months), it is normally easier to use your bank account in your home country for financial matters. We strongly recommend that you bring a Visa or MasterCard to Sweden, as cards are widely used all over the country.

If you are staying for a longer period and open a bank account in Sweden, you may receive an ATM card and link Internet- and telephone-banking services to your account. Under anti-money laundering legislation, banks are required to carry out a stringent check of customer identity. Bring your passport, a certificate of acceptance, registration and/or employment from your department and a Swedish ID card. Banks are generally open between 10 a.m. and 3 p.m., some until 6 p.m.

ATM machines are referred to as Bankomat or Kontanten. The cheapest way to pay bills is through the bank’s payment services, which are also available online. Make sure you stop all automatic withdrawals and close your account before you move from Sweden.

For more information, please visit ki.se/en/staff/moving-to-sweden

Cost of living
Please note that tuition and application fees were introduced in the academic year 2011–2012 for citizens from non-EU/EEA countries. Applicants from within the EU, exchange students and doctoral students are exempt from this fee.

Guest students must have at least 7,974 SEK a month at their disposal for ten months of the year in order to obtain a residence permit for studies. Read more on www.migrationsverket.se

Doctoral students, read more about study funding on ki.se/doctoral and ki.se/en/staff/doctoral-education

There are no special funds at KI to support visiting students or researchers. Their stay in Sweden must be covered by a salary, scholarship, funding from their home university or private funds. The cost of living, a feasible monthly budget for a single person, can be broken down as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditure (SEK)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>2,200</td>
</tr>
<tr>
<td>Accommodation</td>
<td>3,500–7,000</td>
</tr>
<tr>
<td>Telephone, Internet, TV</td>
<td>750</td>
</tr>
<tr>
<td>Local travel</td>
<td>800</td>
</tr>
<tr>
<td>Other (insurance, medical care, hygiene, clothing, leisure, etc.)</td>
<td>1,500</td>
</tr>
<tr>
<td>Total per month</td>
<td>8,750–12,500</td>
</tr>
</tbody>
</table>

More information is available at ki.se/en/staff/living-in-stockholm
Emergency/police
Dial 112 to call an ambulance and the fire department. This public services emergency telephone number in Sweden, and across the whole EU, is available free of charge from mobile, landline and public telephones.

If life is in danger or a crime is in progress, dial 112. For non-emergency matters call the police at 114 14 or visit the nearest police station.

Download an In Case of Emergency app or add your nearest relatives or friends to your mobile phone’s address book under the heading ICE (In Case of Emergency). Then they can quickly be contacted if you are found injured or sick and are unable to speak for yourself.

Health insurance and medical care
Make sure you are fully insured throughout your entire stay in Sweden. All students who are admitted to university in Sweden are covered by personal injury insurance (the general student insurance). This insurance applies during study hours and during travel to and from the location where study hours are spent. Similar insurance coverage is available for people involved in research activities that applies during travel to and from KI premises and while on the KI campuses.

In case of illness or accidents during leisure time, you are personally responsible for the full cost of medical treatment if you do not have a Swedish personal identity number, personnummer, or an EU Health Insurance Card.

Persons staying more than one year: Swedish personal ID number personnummer
International students and researchers who have a personal identity number are entitled to healthcare on the same conditions as Swedish citizens. You pay the same fee Swedish citizens do for emergency illness/injury treatment, laboratory tests and medical check-ups for chronic illnesses, as well as for family planning, childbirth and childcare. See population registration and personal identity number.

Persons from EU/EEA countries who stay less than one year: EU Health Insurance Card
EU/EEA citizens are entitled to use public medical services on the same basis as Swedish citizens, provided they are covered by health insurance in their home country and can produce an EU Health Insurance card. You pay the same fee for emergency illness/injury, testing and medical check-ups for chronic illnesses, family planning, childbirth and child care as Swedish citizens.

Swiss citizens are covered by the same benefits as EU citizens if they have a health insurance card. Read more at ec.europa.eu/social
Persons from non-EU countries who stay less than one year: Private insurance policies

Visiting students and researchers who have a residence permit for a period of less than one year will not be issued a personal identity number and will not be entitled to reduced costs. If this applies to you, we strongly advise you to obtain health insurance in your home country that is valid for your entire stay in Sweden or to contact your host department at KI.

Please note that Sweden has reciprocal agreements on public medical benefits with Algeria, Australia and the province of Quebec for emergency care, as well as with Israel for delivery care. Doctoral students and researchers: Read more on ki.se/en/staff/living-in-stockholm or contact your host department.

**Healthcare**

Healthcare advisory service

You can call the Healthcare Guide 1177 Vårdguiden, Hotline, ☎ 1177 for the addresses and telephone numbers of all public healthcare providers in the County of Stockholm. 1177 Vårdguiden also provides information and advice on illnesses and health, examinations, treatments and medication online. Visit the website www.1177.se/Stockholm. For healthcare advice in Arabic, call ☎ 0771-117790, for Somali ☎ 0771-117791.

**Medical centres**

If you fall ill or need medical advice, you should contact your local primary care medical centre, Vårdbcentral, or clinic, Husläkarmottagning. Primary care medical centres treat adults and children for illnesses and problems that are not urgent or life threatening. Each residential area has one or more medical centre. Doctors there can also refer you to a specialist if necessary. Antenatal clinics, Barnmorskemottagning or Mödravårdscentral MVC, receive women for check-ups on foetal development, as well as for information on pregnancy and childbirth.

Child welfare clinics, Barnavårdscentral BVC, examine and vaccinate children.
Local emergency units
Local emergency units, *Närakut*, treat the same kind of illnesses and problems as local medical centres. These are open daily, but you should call before visiting. For more information call 1177 Vårdguiden, 1177. *CityAkuten* provides non-life-threatening emergency medical treatment on weekdays. 020-150 150, Apelbergsgatan 48, metro station: Hötorget. For more information: www.cityakuten.se

Emergency care
If you suddenly become seriously ill or injured you should go to the accident and emergency clinic *akutmottagning* at a hospital *sjukhus*. Call the emergency number 112.
- Karolinska University Hospital, Solna, 08-517 700 00
- Astrid Lindgrens Children's Hospital, 08-517 700 00 / 08-585 800 00
- Karolinska University Hospital, Huddinge, 08-585 800 00
- Danderyd Hospital, 08-123 550 00
- Stockholm South Hospital, 08-616 10 00
- St. Eriks Eye Hospital, Polhemsgatan 50, 08-672 30 00
- St. Görans Hospital, S:t Göransplan 1, 08-587 010 00

Subsidised healthcare costs
A visit to a primary care physician costs 200 SEK*, while a visit to a specialist will cost 350 SEK* and hospital emergency clinics 400 SEK*. These costs are subsidised by the Swedish state, the actual cost of a normal visit being 1,850–2,300 SEK*. If you do not have a Swedish personal identity number, *personnummer*, or an EU Health Insurance Card, you must pay the full cost yourself. See the Health insurance and medical care section.

Dental care
If you have a Swedish personal identity number, *personnummer*, and are registered at the Swedish Social Insurance Office, you are eligible for benefits on some dental care procedures. EU/EEA citizens are entitled to use the emergency dental care services on the same basis as Swedish citizens, provided they are covered by health insurance in their home country and can present an EU Health Insurance Card. Remember that the cost of dental care is not fixed, so you should always ask your dentist how much the treatment will cost before it starts. For an ordinary check-up, you can contact the Dental Public Service *Folktandvården*.

* Costs in 2017.
For information about your nearest clinic, ☏ 020-687 55 00, or visit www.ftv.sll.se and click on ‘Våra kliniker’.

The dental school at KI provides student treatment, ☏ 08-524 882 00.

Emergency dental care is available at Folk tandvården Akuten, Fleminggatan 48, ☏ 08-123 156 80.

**Pharmacies**

A doctor’s prescription is generally needed to obtain drugs at Swedish pharmacies, except for common over-the-counter medicines, like aspirin. At pharmacies you can obtain advice on treatment of minor illnesses such as headache, cold and cough, allergic reactions, fever and stomach problems. Pharmacies are generally open Monday through Friday, 10 a.m. to 6 p.m., and Saturdays, 10 a.m. to 4 p.m. The C.W. Scheele pharmacy at Klarabergsgatan 64 (metro T-Centralen) is open around the clock.

You can buy certain non-prescription drugs at grocery stores and other retail outlets.

**Pregnancy**

Check the terms and conditions of your insurance policy and airline guidelines regarding pregnancy. Find out more about pregnancy and parental leave at ki.se/en/staff/family

**Home insurance**

In addition to health insurance we also recommend that you purchase home insurance, hemförsäkring, for the duration of your stay in Stockholm. If anything is stolen from your residence, or if any property is damaged or lost during your stay, you are responsible for repair or replacement costs. In addition to personal property, home insurance should also cover liability, legal expenses and travel insurance.

Contact an insurance company for a quote (ask about special offers for students!).

- Folksam customer service in English ☏ 0771-58 59 02
- Länsförsäkringar in Stockholm ☏ 08-562 830 00
- Trygg-Hansa ☏ 0771-11 11 10
- If ☏ 0771-65 56 55
Academic life and resources at Karolinska Institutet

The academic year
The academic year is divided into two semesters, each lasting 20 weeks. The autumn semester starts in early September and ends in mid-January. The spring semester starts in mid-January and ends in early June. However, the semesters for PhD students follow the calendar; autumn semester between 1 July to 31 December and the spring semester between 1 January and 30 June.

Public holidays:
1 January – New Year’s Day
6 January – Epiphany
March or April – Good Friday, Easter Sunday and Easter Monday
1 May – May Day
May or June – Ascension Day
May or June – Whit Sunday
6 June – National Day
June – Midsummer Day
October or November – All Saints Day
25 December – Christmas Day
26 December – Boxing Day
Saturdays, Sundays, public holidays, Midsummer Eve, Christmas Eve, New Year’s Eve and the day before All Saints’ Day are also nonworking days.

Daylight savings time
Daylight savings time begins the last Sunday in March when the clocks are set forward one hour, and ends the last Sunday in October when the clocks are set back.

Education in Sweden
A new structure was introduced to higher education in Sweden in 2007, following the Bologna system. The new structure consists of three levels of higher education:
Bachelor/First cycle, Master/Second cycle, Doctoral/Third cycle. Read more at ki.se/education or ki.se/doctoral (for PhD students)

**Doctoral students and researchers at KI**
Karolinska Institutet has about 4,700 employees, 2,000 active doctoral students and 5,800 students on first- and second cycles courses and study programmes. The university also houses a large number of guest researchers and international scholars.

All current job vacancies at KI are published on ki.se/job. Read more about available PhD-positions on ki.se/doctoralpositions. The postdoc portal on ki.se/en/staff/postdoc-at-ki gathers all information about postdoctoral training at KI. Read more about terms of employment in ‘Personnel handbook’ on ki.se/en/staff/your-employment. You can find information about scholarship regulations and insurance coverage for scholarship holders on ki.se/en/staff/affiliates-and-scholars

**KI Alumni & Friends**
KI Alumni & Friends is a professional and social network for everyone who is or has been engaged in Karolinska Institutet – students and employees. Through KI Alumni & Friends, you can catch up with old friends, attend seminars, reunions and other activities. Sign up at at ki.se/en/alumni

**Bookstores**
The Medical Students’ Union owns two bookstores. Medicinska bokhandeln is located at Berzelius väg 3 (KI Campus Solna) and Harrys böcker/Medicinska Bokhandeln at Alfred Nobels allé 15 (Södertörn University Campus Flemingsberg). Apart from medical books, these bookstores also sell many other types of literature, including paperback fiction in English and French. For more information: www.medicinskabokhandeln.se

**Career Service**
The KI Career Service is a career development service for all students, PhD students and researchers and promotes a career within or outside academia. We provide career counselling, career days, internships in the industry, PhD courses, seminars and workshops. For more information and to register for the newsletter, visit ki.se/careerservice or send an e-mail to career-service@ki.se. You can find a Facebook page at facebook.com/kicareerservice

**EURAXESS**
EURAXESS is a unique pan-European initiative providing access to a complete range of information and support services to researchers wishing to pursue their research careers in Europe or stay connected to it. Read more about jobs, services, rights and links on the website ec.europa.eu/euraxess

International Staff Services is the local EURAXESS Service Centre, see ki.se/en/staff/international-staff
Equal treatment
KI strives to be an attractive study and working environment that is free from discrimination and provides equal opportunities for all. More information can be found at ki.se/en/staff/equal-treatment

Grants Office
The Grants Office, a unit within the Research Support Office, helps researchers at KI to identify, apply for and manage external and internal funding. Funding opportunities come from, in most cases, private and public foundations and government agencies within Sweden, EU and US. The website ki.se/en/staff/research-funding, offers a wealth of useful information about financing research.

Innovation support at Karolinska Institutet
Karolinska Institutet offers innovation support to facilitate the transformation of research findings into products and services to the benefit of patients, health and society. In Sweden academic researchers own the rights to their patentable inventions (the Professor’s privilege or Lärarundantaget). This gives scientists a responsibility but also a great opportunity to exploit their findings in any way they see fit.

The innovation system at KI supports KI researchers in all aspects of utilization of their research results. The services provided by the different actors of the system cover education and research in entrepreneurship, inspirational activities, patent advice as well as financial support for verification of commercial potential. The system also serves as the interface for KI’s corporate collaborations and provides facilities for startup companies.

An important aspect when commercializing academic research is to secure intellectual property protection before any publication. Free of charge advice regarding this is given by the Innovation Support (ki.se/en/staff/innovation-support). KI Innovations AB (kiinnovations.se) offers a broad panel of resources for verifying the commercial potential of research results and also gives advice on business development. Education and research about entrepreneurship is organised by the Unit for Bioentrepreneurship (ki.se/en/lime/unit-for-bioentrepreneurship). KI Science Park AB offers facilities for companies (sciencepark.ki.se).

We encourage you to contact any of the units in order to learn more about these questions or to get help with your project.

Internet
You can connect to the Internet wirelessly via ki.se or Eduroam from several locations on KI’s campuses. Wi-Fi is available in Aula Medica for visitors to conferences and seminars.
Junior Faculty
Junior Faculty (JF) at Karolinska Institutet is an interest organization of and for researchers with a PhD but not yet a permanent academic position as lecturer or professor. JF’s aim is to promote development of a career system at all levels and to advocate for conditions that allow present and future Junior Faculty at KI to perform at their best and to conduct excellent and innovative independent research. This through presence in KI boards and dialogue with KI leadership, funding agencies and government. In addition we provide support to junior faculty through our website, by organizing seminars, workshops and hearings. For more information and to join the steering group of Junior Faculty, please visit ki.se/en/staff/junior-faculty-at-karolinska-institutet

KI Postdoc Association
The KI Postdoc Association was founded in 2012 to give a voice to postdocs and create a postdoctoral community at KI. The aim is to work closely with KI leadership in order to achieve the best possible working conditions for postdocs, thereby making KI a more attractive place for postdoctoral research in the future. Furthermore, the Postdoc Association promotes networking and career development within the KI postdoctoral community through monthly pub nights, workshops and other postdoc-specific events (kipostdocassociation.org).

Library
The Karolinska Institutet University Library is the largest medical library in the Nordic region. It houses international medical and scientific information in journals and books, in both print and electronic format, and supplies access to a number of biomedical and other relevant databases. A limited number of course literature books are also available.

The library consists of two service units, one on each campus, and virtual access to the above mentioned scientific information from any computer on the KI network. Both service units of the library provide study rooms and areas for individual and group study. The library offers educational activities for students, PhD students and staff. The University Library also offers consultancy services, such as the visualisation of research results including poster production, photo, film and 3D-animations. In the library you will find experts on information searching ready to help you out with the more complicated information searches, or with setting up alerts for continuous updates from selected databases for recently published articles within your subject area. If you need a book or journal that is not held or provided online by the library you’re most welcome to suggest a purchase, and the library will most likely buy it.

The library is the home of the KI service point for students and is available both at KI Campus Solna (Berzelius väg 3) and at KI Campus Flemingsberg (Alfred Nobels allé 8). Both service points can issue KI cards (library cards that also give you access to com-
puter rooms and the gym), extracts and certificates from the register of student records (Ladok). The service points also provide students with computer support, copy cards and printing accounts for the computer rooms.

More information is available at kib.ki.se/en

The Nobel Prize in Physiology or Medicine
Since 1901, the Nobel Assembly at KI has selected the Nobel laureates in Physiology or Medicine each year. The announcement is made in the Nobel Forum the first Monday of October at 11.30 a.m. The Nobel Lectures are held in Aula Medica on 7 December.

You can follow these events on www.nobelprizemedicine.org or come early and try to get a seat. An event called Meet the Nobel Laureates takes place in Nobel Forum normally on 12 December (ticket required to attend).

The Nobel Museum is situated at Stortorget in Gamla Stan, visit www.nobelmuseum.se for more information.

Ombudspersons
The Students’ Ombudsperson (SO), Studentombud, and the Doctoral Students’ Ombudsperson (DO), Doktorandombud, are independent experts employed by the Medical Students’ Union to assist undergraduate and doctoral students. Their main tasks are to provide objective and independent information, to assist and support students and to investigate issues related to studies. Ombudspersons are subject to complete confidentiality, unless they are explicitly informed otherwise by the student seeking advice. Their services are free of charge and are open even to nonmembers of the Medical Student Union (MF). More information at www.medicinskaforeningen.se

E-mail the Doctoral Students’ Ombudsperson (DO): do@medicinskaforeningen.se,
☎ 08-524 830 72
E-mail the Students’ Ombudsperson (SO): so@medicinskaforeningen.se,
☎ 08-524 830 73

Religious meeting places
There are on-campus prayer rooms at KI, in both Solna and Flemingsberg. Oasis Oasen on KI Campus Solna is a peaceful place for worship, prayer, meditation or just silent reflection. It is a multi-faith centre for all people and religions and is open to all students and staff at KI. It is located at Berzelius väg 3 (popularly known as BZ). The Andrum prayer room on KI Campus Flemingsberg is located at Alfred Nobels allé 8, 5th floor.

University chaplains in Stockholm arrange church services, meditation sessions, retreats and other communal activities. Anders Mattsson, the University Chaplain at
KI, can be contacted at ☎️ 08-546 646 91. More information is available at website www.universitetskyrkanstockholm.squarespace.com

More religious meeting places are listed under General information A-Z.

Restaurants
There are several restaurants on both KI Campus Solna and KI Campus Flemingsberg.

KI Campus Solna
Restaurang Jöns Jacob, Berzelius väg 9; Restaurang Hjulet, Tomtebodavägen 3A; Restaurang Königs, Nobels väg 18 and Mollan Asian kök, Nobels väg 10. Restaurang Nanna Svartz, Café Eric Jorpes and faculty club Svarta Räfven in Aula Medica, Nobels väg 6. More information can be found at ki.se/en/staff/start

KI Campus Flemingsberg
Alfreds restaurang & café, Alfred Nobels allé 8; Matmakarna, Alfred Nobels allé 11; Restaurang Tango, Blickagången 6; Flemingsberg Stories, Alfred Nobels allé 23; and Restaurang 61:an, C 161 Karolinska University Hospital Huddinge.

Self-catering
There are plenty of microwaves available in the dining areas on both campuses if you prefer to bring your own food. More information about groceries can be found in General information A-Z.
Shuttle service
A free bus service connecting the two campuses operates on weekdays. The bus stop in Solna is near the Karolinska University Hospital and KI. In Flemingsberg, the bus stop is located in Hälsovägen in front of the main entrance to Huddinge Hospital. The current bus schedule is posted at ki.se/en/staff/commuter-bus. See also the section on public transport in General information A-Z.

Sports and health promotion facilities
KI Health Promotion Unit
The KI Health Promotion Unit Friskvården provides health promotion facilities and activities for all employees, researchers and students. Employees at KI are entitled to devote one working hour per week to a physical activity.

KI Campus Solna: both students and staff have free access to the health promotion facilities at Berzelius väg 3.

KI Campus Flemingsberg: BASE is the new gym for students and employees at Alfred Nobels allé 23. Free access to the gym with your KI-card.

KI Health Promotion provides group training both on KI Campus Solna and KI Campus Flemingsberg. It also offers individual instruction, courses, workshops, sports events and advice for KI staff members.

A health promotion reimbursement friskvårdsbidrag is offered to employees at KI.
For more information and to book classes ‘Boka tid’ visit ki.se/en/staff/health-promotion or send an e-mail to healthpromotion@ki.se

Activities arranged by the Medical Students’ Union
The Medical Students’ Union at KI organises basketball, floorball and football for students. Send an e-mail to idru@medicinskaforeningen.se or visit www.medicinskaforeningen.se

The Stockholm Student Sports Association (SSIF)
SSIF arranges a wide range of athletic activities, such as basketball, dancing and sailing. The SSIF catalogue is available at www.stockholmsstudentsersif.se.
Friskis & Svettis
Friskis & Svettis is one of the non-profit sports associations with several facilities in the Stockholm area. It has a gym at Gävlegatan 22 near KI Campus Solna where it also offers a variety of group training and spinning classes. As a KI student or employee you are entitled to purchase a membership card at a discount. For more information, visit www.sthlm.friskissvettis.se and click on ‘Hagastan’ under ‘Boka pass’.

Student unions
In Sweden, student unions have traditionally played an important role in university life, and are often very influential forces at universities. Students at KI have always been actively engaged in academic issues, student welfare and social activities and entertainment. Today, students are very well represented in the decision-making bodies of KI through the student unions. The student unions arrange social activities such as parties, theatre, a choir and an orchestra, but they also represent the students at KI in the work with educational development, international collaboration development and social matters. Membership in the student union is voluntary and costs approximately 200 SEK per semester. Membership gives access to a number of student discounts and student accommodation through SSSB.

At KI there are two student unions – The Medical Student Union (MF) and the Dental Student Union (OF). Websites: www.medicinskaforeningen.se and www.ofsthlm.se.

The Doctoral Students’ Association (DSA) is a subsection of the Medical Students’ Union. Website: www.medicinskaforeningen.se/phd/

Union organisations
At KI the three local union organisations OFR, Saco, and SEKO represent all union members in negotiations with the employer about issues regarding salary and benefits, working conditions and work environment. More information is available at ki.se/en/staff/union-organisations

International Staff Services
International Staff Services is a support service for visiting researchers and doctoral students and their host departments. The service provides practical information prior to and after your arrival and offers introductory days each semester. ‘General introduction
to Karolinska Institutet and life in Sweden’ is offered twice a semester, in February and April and in September and November. The aim of the programme is to provide useful information in English about KI and to give important insights into various aspects of life in Sweden. Visit the website at ki.se/en/staff/international-staff

Work environment and health
Collaboration, respect and pro-active activities are joint responsibilities that build on a reciprocal relationship between leaders and employees to achieve good health at work. KI has a Central Safety Committee *Arbetsmiljö nämnden* working with overall work environment issues. The committee consists of employer delegates, employee delegates (including main safety representatives and student safety representatives) and specialists, for example laboratory safety coordinator, occupational health service and KI Health Promotion Unit. Each department also has a Work Environment Group with an active agenda to address local work environment and health issues. In this group you will find representatives for employers, employees (incl. local safety representatives), laboratory safety, equal treatment and health promoters. At KI you can also get in contact with a Doctoral Students’ Ombudsperson and Student safety representatives. The departments issues and take action to improve the work environment through safety inspections, questionnaires about organizational and psychosocial topics and individual development discussions. Further information is available at ki.se/en/staff/work-environment-and-health

Occupational health service
Previa: employees, doctoral students and postdocs on stipends
KI has an agreement with Previa AB to provide occupational health services. All employees, doctoral students and postdocs on stipends can turn to them for work-related issues. All visits must be booked in advance. There are limited on-call activities for the treatment of puncture wounds with a risk of blood infection and emergency situations involving, for example, violence and threats. Employees who will routinely work with laboratory animals or who have developed allergy issues or hypersensitivity in connection with this type of work are offered medical examination. Hepatitis B vaccination is available if there is a risk of blood contamination.

- Previa Vasastan, Sankt Eriksgatan 113, 6th floor
  Appointments and consultation by phone ☎️ 0771-23 00 00
- Staff support – around the clock telephone counselling
  Telephone counselling is offered to all employees, scholarship-funded doctoral and post-doctoral students, for quick access to professional support ☎️ 0200-21 63 00.
More information at ki.se/en/staff/staff-support-around-the-clock-telephone-counselling
Student Health Centre: students
As a student at KI, you are welcome to visit the Student Health Centre, Studenhälsan. It operates primarily as a preventive service that provides consultation, group activities and other measures concerning study related health problems. It is a complement to a regular healthcare clinic, where conventional medical care can be obtained. The Student Health Centre offers medical as well as psychological consultations. More information about opening hours, how to make an appointment etc. can be found at ki.se/studenthealthcentre
General information A-Z

Airports
Stockholm’s international airport, Arlanda, is situated 42 km north of central Stockholm. There are airport buses connecting the airport to the Stockholm Central Railway Station (Cityterminalen). These buses depart from both Arlanda and Cityterminalen every 15 minutes and the trip takes about 40 minutes.

The ‘Arlanda Express’ is a high-speed train between Arlanda and Stockholm Central Station with departures every 15 minutes. The trip takes about 20 minutes. If you have a valid student ID, you are entitled to a discount on the Arlanda Express.

A number of taxi companies have fixed prices to and from Arlanda, normally between 450 and 500 SEK. Always confirm the price with the driver before you take a taxi, and beware of scams!

Bromma Airport is situated 10 km west of central Stockholm. It is connected to the Central Railway Station by airport coaches. The trip takes 20 minutes.

Skavsta Airport is located in Nyköping, 100 km southwest of central Stockholm. The airport is connected to the Central Railway Station by airport coaches. The trip from Skavsta to central Stockholm takes about 80 minutes. Airport coaches website: www.flygbussarna.se

Cars and driving

Congestion tax
A congestion tax, trängselskatt, is charged for Swedish-registered vehicles that are driven into and out of central Stockholm, Mondays to Fridays between 6.30 a.m. and 6.29 p.m.
Read more about the congestion tax, registration of cars and related issues at website www.transportstyrelsen.se/en

Driver’s licence
EU and EEA driver’s licences are valid in Sweden. Non-EU/EEA driver’s licences are valid for only 12 months in Sweden. Non-EU/ EEA citizens may apply for exemption from the 12-month rule if their stay in Sweden is temporary (i.e. one to two years).
Contact the Swedish Transport Agency Transportstyrelsen. It is important to contact the agency well before the end of your first 12 months. Read more on ki.se/en/staff/living-in-stockholm

Childcare
Childcare services are available for all children one year old and up. Parents pay a fee linked to the family income and the child’s attendance, but never more than 1,362 SEK/
month (2017) for one child. Contact your local municipality for more information:

- City of Stockholm [www.stockholm.se](http://www.stockholm.se)
- City of Solna [www.solna.se](http://www.solna.se)
- Municipality of Huddinge [www.huddinge.se](http://www.huddinge.se)

In addition, there are English-speaking preschools. More information about the availability of these preschools is available at [ki.se/en/staff/family](http://ki.se/en/staff/family)

**Climate**

Stockholm has only a few hours of sunshine per day during the winter. On the shortest day, the sun rises around 9 a.m. and sets at about 3 p.m. On the other hand, in late June the sun doesn’t set until around midnight. Average temperatures in the winter are between –5° and +2°C and in summer range from +14° to +22°C. You can check the weather forecast at [www.smhi.se](http://www.smhi.se)

**Currency**

The Swedish currency is the krona (SEK). 1 krona = 100 öre. Sweden does not use the euro.

**Cycling**

Cycling is a popular and very convenient means of transportation in favourable weather.

Cycling is a popular and very convenient means of transportation in favourable weather. Cycle paths are well-marked through much of the city. Look on message boards at the university and online private resale sites (such as [www.blocket.se](http://www.blocket.se), in Swedish only) for used bicycles (cykel or cyklar). At the beginning of each semester, police stations often sell bicycles that have been found abandoned. Remember to wear a helmet and be sure to buy a small flashing light at any bike shop if you plan to cycle during the darker hours of the day (white front light and red back light required by law).

Stockholm City Bikes is a service that allows card holders to hire a bicycle for a three-hour period at any of several automated stands located throughout the city. Bicycles may be returned to a different station from the one at which they were hired. The bicycle stations are open from 1 April until 31 October, with a season ticket costing 300 SEK and a three-day ticket costing 165 SEK. For more information, see [www.citybikes.se](http://www.citybikes.se)
Electricity
The voltage in Sweden is 230 V (50 Hz). As many international sockets differ from Swedish ones, you may need a converter or an adapter for your electrical appliances. Examples of electronic stores are Kjell & Company and Clas Ohlson.

Embassies and consulates
For a list of foreign embassies in Stockholm, visit www.embassiesabroad.com
For Swedish Diplomatic Missions abroad, see www.swedenabroad.se

Groceries
The major food store chains are ICA, Coop, Vi, Willy’s, Hemköp and PrisXtra. There are also a number of international grocery stores in Stockholm.

Beer with an alcohol content of 3.5 per cent or less is available at grocery stores. If you would like to purchase anything stronger, including wine and spirits, you will need to go to the Swedish Alcohol Retail Monopoly, Systembolaget. The normal opening hours of most Systembolaget shops is Monday to Friday, 10 a.m. to 6 p.m., and Saturdays 10 a.m. to 1 p.m. www.systembolaget.se

IKEA
To visit IKEA in Kungens Kurva in Skärholmen, south of Stockholm, take the free shuttle bus that departs from Vasagatan 16 (just outside the Central Station) every hour, on the hour from 10 a.m. to 7 p.m. on weekdays. Return from IKEA Kungens Kurva is 30 minutes later. Check www.sl.se to learn how to travel to IKEA Huddinge or to the other store IKEA Barkarby, north of Stockholm, using public transport.

Language courses
Swedish language courses
You can start to learn Swedish before you come to Sweden. For more information, visit www.si.se. Sites such as www.byki.com and www.duolingo.com offer free language lessons online. International master’s students, exchange students and doctoral students will be offered one Swedish language course upon arrival at KI. International researchers should contact their host department for more information.

You can attend free Swedish lessons if you have a residence permit and a personal identity number, at Swedish for Immigrants (SFI) schools.

More information at ki.se/en/staff/learn-swedish
English language courses
You can take the IELTS (International English Language Testing System) exam at Folkuniversitet.

Leisure activities
There are many things to see and do in Stockholm, with over 100 museums in the city and the archipelago. You will find these listed by category or by geographical area on the Stockholm Visitors’ Board website. You can also find information about opera, musical and theatre performances, current events, activities for children, dining out and nightlife, Stockholm environs and much more. Visit www.visitstockholm.com

More tips:
The International Library offers books for loan in more than 100 languages. It is located at Odengatan 59; metro station: Odenplan.
Läsesalongen is a library in Kulturhuset, located at Sergels Torg, where you can read books, newspapers and periodicals from all over the world. You can also listen to and borrow CDs and and DVDs, all free of charge.
L’Institut Français de Stockholm organise des évènements culturelles en Suède ayant un lien avec la France. Le Centre de Ressources, le Médiathèque, met à votre disposition plus de 9 000 livres, périodiques, videos et cassettes en Français. [www.franskainstitutet.se](http://www.franskainstitutet.se)

Goethe-Institut Stockholm organisiert und unterstützt ein breites Spektrum von kulturellen Programmen und Projekten zur Präsentation deutscher Kultur. Das Infozentrum des Goethe-Instituts Stockholm vermittelt Informationen zu aktuellen Aspekten des kulturellen, gesellschaftlichen und politischen Lebens in Deutschland. [www.goethe.de/stockholm](http://www.goethe.de/stockholm)

El Instituto Cervantes es una entidad sin ánimo de lucro creada por el gobierno de España en 1991. Su misión es promover la enseñanza del español y de las lenguas cooficiales de España, así como contribuir a la difusión de la cultura de los países de habla española. [estocolmo.cervantes.es](http://estocolmo.cervantes.es)

Stockholm Dual Career Network (SDCN) is a network for partners and spouses of international employees working at the network’s affiliated organisations. Read more and register at [www.sdcn.se](http://www.sdcn.se)

The English Speaking Community Club, based in Stockholm, is a non-profit organisation oriented toward the cultural and social needs of Sweden’s English speaking community. For more information, visit [www.escc.se](http://www.escc.se)

InterNations organises expatriate communities worldwide: [www.internations.org](http://www.internations.org)

**Lost and found**

Stockholm Local Traffic SL – lost and found, Klara Östra Kyrkogata 6 (close to T-centralen), ☎ 08-600 10 00

Stockholm City Police, Klarabergsviadukten 49, ☎ 010-563 36 10

**Newspapers**

The major daily newspapers in Sweden are *Dagens Nyheter, Svenska Dagbladet, Aftonbladet* and *Expressen*. In addition, metro stations distribute free papers, such as *Metro*.

*The Local* is a web-based magazine specialising in Swedish news in English. It also hosts a lively discussion forum. Visit [www.thelocal.se](http://www.thelocal.se)

**Post offices**

The Swedish Post Office *Posten* has branches at local food stores (e.g. ICA) and handles parcels and mail. Operating hours are usually the same as those of the stores. [www.posten.se](http://www.posten.se)

**Public transport**

Stockholm’s public transport system, SL, consists of a metro system *tunnelbana*, commuter trains *pendeltåg* and buses. Nearly all tickets are loaded on an SL Access card; an electronic smart card. You need to pay a fee of 20 SEK for the card itself, but you can
re-use your card on future visits to Stockholm. A 30-day travelcard, a pass for unlimited travel on all SL public transport, can be purchased at many newspaper kiosks, from vending machines, and at station entrances. Single tickets can be purchased at the entrance to metro stations. You cannot buy tickets on buses. Student travel passes are available at a reduced price.

SL provides a journey planner in English that shows the quickest and most convenient route between two stations or bus stops. For further information visit www.sl.se

To reach KI Campus Solna, take the metro to St. Eriksplan and change to bus 3, 70, 73, 77 or 507 towards Karolinska University Hospital Karolinska sjukhuset. Get off at 'Karolinska sjukhuset Eugenia-vägen', 'Karolinska Institutet Biomedicum', 'Karolinska Institutet norra', or 'Karolinska Institutet västra'. The KI departments at Karolinska University Hospital are a few bus stops after the campus bus stop. If you are travelling by commuter train to KI Campus Solna, change to bus 73 or 67 at Odenplan station. KI Campus Flemingsberg can be reached by commuter train from Stockholm Central Station (towards Södertälje). You should get off at Flemingsberg station.

**Religious meeting places**

Apart from the numerous Protestant churches, there are religious meeting places for other Christian denominations and many other religions in Stockholm. The phone numbers and addresses of some of these churches, the Stockholm Synagogue and the Stockholm Mosque, are listed at ki.se/en/education/religious-meeting-places

The Swedish Church is Lutheran and there are many beautiful churches to visit in the centre of Stockholm. For more information, see www.svenskakyrkan.se

All other major religions have places of worship in Stockholm:

- The Buddhist Community – Karme Tenpe Gyaltsen, Hökarvägen 2, Stockholm
- The English Church - the Anglican Episcopal Church of St Peter and St Sigfrid, Dag Hammarskjöldsvägen 14, Stockholm
- Sta. Eugenia Catholic Community in Stockholm, Kungsträdgårdsgatan 12, Stockholm
- Deutsche St. Gertruds Gemeinde, Svartmangatan 16A, Stockholm
- St Georgios Greek Orthodox Church, Birger Jarlsgatan 92, Stockholm
- Hindu Mandir Society, Åkervägen 1, Sollentuna
• The Sweden Ganesha Temple, Brunskogsbacken 17, Stockholm
• Immanuel International Church, Kungstensgatan 17, Stockholm
• The International Church of Stockholm (ICS), S:t Jacob’s church, Västra Trädgårdsstaden 2, Stockholm
• New Life, Missionsvägen 75, Stockholm
• Russian Orthodox Church, Birger Jarlsgatan 98, Stockholm
• Stockholm Life Church, Rörstrandsgatan 5, Stockholm
• Stockholm Mosque, Kapellgränd 10, Stockholm
• Stockholm Synagogue, Wahrendorffsgatan 3, Stockholm

Scholarships, research funding
The Swedish Institute Svenska Institutet provides information about scholarships available to international students and researchers on its website. Many Swedish, European and international foundations award scholarships. Some that are relevant to KI students and researchers are the following:
• The Swedish Institute www.si.se
• The Swedish Research Council www.vr.se
• Vinnova www.vinnova.se
• The Wenner-Gren Foundations www.swgc.org
• EU Scholarship Portal www.scholarshipportal.eu
• EURAXESS The European Researcher’s Mobility Portal ec.europa.eu/euraxess
• The World Bank scholarship and fellowship programme www.worldbank.org

Schools for accompanying children
Compulsory education in Sweden begins at the age of seven, although most six-year-olds attend voluntary preschool classes. The compulsory education period is nine years. All education provided by the state is free. Contact your local municipality, kommun, or district, stadsdelsförvaltning, in Stockholm for more information about schools with other language profiles, such as Arabic, Estonian, Finnish and Russian. Should you wish to select a primary or secondary school that is outside your home municipality, check first with your home municipality regarding possible restrictions on the school subsidy skolpeng.

More information, including contacts for schools with English, French, German and Spanish profiles can be found at ki.se/en/staff/family
**Sweden**

*StudyinSweden.se* is a comprehensive resource for information about higher education in Sweden.

*Workinginsweden.se* is aimed mainly at non-EU/EEA citizens interested in working in Sweden for at least one year.

*Sharingsweden.se* offers a comprehensive collection of resources about Sweden, produced by the Swedish Institute.

**Telephone, Internet**

If you bring your own mobile phone, check to make sure that your mobile operator and mobile phone will work with a GSM network with the frequency 900 and 1 800 MHz. You can buy a calling card separately.

An alternative is to buy a new or used mobile phone and a SIM card in Sweden. Mobil Vasa, (metro station: Odengatan) at Dalagatan 20, sells used mobile phones. You can buy a pay-as-you-go SIM card at phone stores or at *Pressbyrån*. Any kiosk in the *Pressbyrån* chain sells top-up cards for the major brands, e.g. *Comviq*, *Telenor*, *Tre (3)* and *Telia*.

International prepaid phone cards can be purchased at a tobacconist or online. Rates for international calls can vary dramatically, depending on the country that you call and the way you make the call.

Another option is to sign up for a Skype account; Skype software is free to download to a phone or computer and there is no charge for calls to other people who have a Skype account: [www.skype.com](http://www.skype.com)

An alternative for a visitor is to buy a pre-paid USB 4G modem. Packages from *Telia*, *Tre (3)* and *Comviq* are available at many stores and *Pressbyrån*.

**Television and radio**

There are two major public service television channels, *SVT1* and *SVT2*, and a number of private operators offering many foreign channels. Every household that owns, rents or borrows a television receiver in Sweden must pay a radio and television fee. The fee during 2017 was 2,340 SEK per year. You can choose to pay every month or two to four times a year. For further information, contact *Radiotjänst* at [www.radiotjanst.se](http://www.radiotjanst.se).

Radio Sweden transmits daily in several languages. For more information visit [www.sr.se/international](http://www.sr.se/international)
Social Guide

**Punctuality**
Punctuality is expected at work and socially; a dinner invitation at 6 p.m. means that the hosts really expect you to be there at 6 p.m.

**Queues**
Whenever you are waiting for something (to buy a cinema ticket, to pay in a shop, etc.), you are expected to join an orderly queue. Almost no excuse is good enough to get in front of the people who arrived before you. Many institutions use a system of ‘queueing tickets’; you collect your numbered ticket from the dispenser and when your number is called, it is your turn.

**Keep talking...**
Some foreigners find it difficult to develop social contacts with Swedes, who often want to know you better before inviting you home. So if you are interested in making Swedish friends you might consider taking the initiative.

**...but listen too**
In conversation, Swedes usually do not interrupt. When you speak, people are normally interested in what you have to say and listen, so do not forget to listen to them!

**Answering the phone**
What do you say when you pick up the receiver? Just ‘Hello’? In Sweden this is considered impolite, and Swedes answer by giving their name. And when someone phones you, they will say ‘Hello’ and give their name, often quite quickly, straight away. This is sometimes very hard for foreigners to pick up – so do not be shy about asking them to repeat it!
**No smoking**
Smoking is not allowed in public buildings and regulations against smoking are getting stricter. So always remember to check if there’s a sign saying *Rökning Förbjuden* (No smoking) before you light up a cigarette. It is also considered an act of courtesy not to smoke in the house of someone who does not smoke. You may ask for permission, but most people will go outside into the garden or onto the balcony – yes, even in winter! – to have a cigarette.

**Shoes off at home**
Swedes take their outdoor shoes off when they go indoors. In winter, it is neither common nor comfortable to wear heavy outdoor shoes inside.

When you visit a Swedish home you might find it convenient to follow the Swedish habit and bring a pair of light shoes with you to wear indoors or just walk around in your socks.

**The right of public access**
In Sweden everyone has a right of access to the countryside. This is called *Allemsräätten* and it means that you are permitted to walk across other people’s land (except gardens and cultivated land) or sail on their waters, provided you do not come too close to their houses. Everybody is entitled to pick wild berries, flowers and mushrooms as long as they are not protected species. This right also entails certain responsibilities, such as showing consideration for wildlife, animals and plants.
Mini dictionary

Necessities
Hello        Hej!
Good morning God morgon
Good evening God kväll
Good night   God natt
Cheers!      Skål!
Have a nice day Ha en trevlig dag
Have a good one Ha det bra
I love you   Jag älskar dig
Yes          Ja
No           Nej
Ok           Okej
Thank you   Tack
You’re welcome Varsågod
Sorry        Ursäkta/Förlåt
Right        Höger
Left         Vänster
Straight ahead Rakt fram
Back         Tillbaka/Bakåt

Conversationals
How are you? Hur mår du?
Pleased to meet you Trevligt att träffas
I only speak English Jag talar endast engelska
I don’t speak Swedish Jag talar inte svenska
What time is it? Vad är klockan?

Days of the week
Monday       måndag
Tuesday      tisdag
Wednesday   onsdag
Thursday     torsdag
Friday       fredag
Saturday    lördag
Sunday      söndag

Numbers
1           en, ett
2           två
3           tre
4           fyra
5           fem
6           sex
7           sju
8           åtta
9           nio
10          tio
11          elva
12          tolv
13          tretton
14          fjorton
15          femton
16          sexton
17          sjutton
18          arton
19          nitton
20          tjugo
30          trettio
40          fyrtio
50          femtio
60          sextio
70          sjutton
80          åtto
90          nittio
100        ett hundra
1 000   ett tusen
1 000 000  en miljon

Streets, names and abbreviations
Road        Väg, (v.)
Street      Gata (g.)
Alley       Gränd
Square      Torg
Island      Ö
Park        Park
Measurements
The standard Swedish cooking measurement is the deciliter (dl), which is 1/10 of a liter.
1 dl = 100 ml = 62/3 Tbs = 3.5 fl. oz.
1 US cup = 2.27 dl.
1 pint = 5.7 dl.
1 Tsp = 5 ml.
1 Tbs = 15 ml.

<table>
<thead>
<tr>
<th>Ounces/Pounds</th>
<th>Grams (g)/Kilos (kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 oz</td>
<td>28 g</td>
</tr>
<tr>
<td>4 oz</td>
<td>114 g</td>
</tr>
<tr>
<td>16 oz = 1 pound</td>
<td>454 g</td>
</tr>
<tr>
<td>2.2 pounds</td>
<td>1000 g = 10 hg (hekto) = 1 kg</td>
</tr>
</tbody>
</table>

To convert ounces to grams, multiply by 28.35.
To convert grams to ounces, multiply by 0.0035.
To convert pounds to kilograms (kg), multiply by 0.45.
To convert kilograms to pounds, multiply by 2.21.

100 g flour (vetemjöl) = 1.65 dl.
100 g sugar (strösocker) = 1.20 dl.
100 g icing sugar (florsocker) = 1.45 dl.
100 g brown sugar (farinsocker) = 1.55 dl.
100 g raisins (ruassin) = 1.45 dl.
100 g rolled oats (havregryn) = app. 2.85 dl.

Degrees
Sweden use Celsius degree system.
To convert Fahrenheit into Celsius centigrade: subtract 28 and divide by 2.
To convert Celsius centigrade into Fahrenheit: multiply by 2, add 28.

Length, distances & area
Sweden uses the metric system.
1 kilometer (km) = 1000 meters (m). 1 m = 100 centimeters.
To convert inches to centimeters, multiply by 2.54. 1 inch = 2.54 centimeters (cm).
To convert centimeters to inches, multiply by 0.39.
To convert feet to meters, multiply by 0.30. 1 foot = 30 cm = 0.30 m.
To convert meters to feet, multiply by 3.30.
To convert yards to meters, multiply by 0.91.
To convert meters to yards, multiply by 1.61. 1 m = 1.09 yards.
To convert miles to kilometers, multiply by 1.61. 1 mile = 1.6 km.
To convert kilometers to miles, multiply by 0.62.
KI Campus Flemingsberg and KI Campus Solna

The university campus in Flemingsberg is located close to the commuter train station Flemingsberg. Follow the signs to campus.

KI Campus Solna is located close to Solnavägen, next to Solnabron Bridge. Take bus 3, 73 or 77 to ‘Karolinska Sjukhuset’, bus 67 to Frösundavik or bus 507 to Västra Skogen and get off at the bus stop for ‘Karolinska Institutet’. Bus 69 to Karolinska Institutet has its end station by KI’s entrance on Tomtebodavägen.
Useful Facts for Visiting Academics

**1. Alfred Nobels allé 8**
- Hall 4U (Solen), 4V, 4X, 4Z, 5Y, 7B, 7O, 9Q (Månen), University library

**2. Alfred Nobels allé 10**
- Hall 264, 255, 221

**3. Alfred Nobels allé 12**
- Hall 215, 221, 263

**4. Alfred Nobels allé 23**
- Hall H1 Red, H2 Green, H3 Blue, Study advisors, BASE (gym for students and employees)

**5. Blickagången 7**
- Student Health Centre
KI Campus Solna

1  Retzius väg 8  
   Lecture hall Hillarp

2  Nobels väg 15 a  
   Lecture hall Lennart Nilsson

3  Tomtebodavägen 6  
   Lecture halls Samuelsson, Scheesalen

4  Tomtebodavägen 18 a, The Widerström Building  
   Lecture halls Inghesalen, Wretlindsalen

5  Berzelius väg 1/3/7/9  
   Lecture halls Berzelius, Vesalius, Retzius  
   Writing hall, University library, Study advisors, Career Service,  
   Student Health Centre, KI Health Promotion Unit,  
   KI Housing AB, Education Support Office

6  Nobels väg 11  
   Lecture hall Rockefeller

7  Nobels väg 12 b  
   Lecture halls Atrium, Petrén

8  Nanna Svartz väg 2  
   Lecture hall Farmakologi

9  Nobels väg 10  
   Medical Students’ Union (Medicinska föreningen)

10 von Eulers väg 4 b  
   Lecture hall Strix

11 Berzelius väg 21  
   Lecture hall CMB

12 Nobels väg 1, Nobel Forum  
   Hall Wallenberg

13 Nobels väg 6, Aula Medica  
   Erling Persson hall, Research Support Office,  
   Reception Karolinska Institutet
Cover photo: iStock

Photos:
Andreas Beronius (page 23)
Erik Cronberg (pages 4, 21, 25, 34)
iStock (pages 14, 15, 16, 22, 27, 28, 29, 32, 35)
Linda Morgan (page 31)
Ylva Sundgren (page 3)
TT Nyhetsbyrå (pages 11, 13)

Text: Ulla Tunkara, Human Resources Office

Design: Sofia Lindberg, Communications and Public Relations Office