

Welcome to DBB!

This is a short checklist containing the most essential things to do in order to get everything working here at Stockholm University.

You can find the updated version of this document here:

[http://www.dbb.su.se/PhD_program/PhD_Council/Practical_information_for_\(new\)_PhD_students](http://www.dbb.su.se/PhD_program/PhD_Council/Practical_information_for_(new)_PhD_students)

In the same page you will find the PhD Student Handbook and an extended and much more detailed and documented version of this checklist.

- **Passport:** needed for obtaining the Swedish ID card and sometimes to do other stuff; a national ID card could be not sufficient.
- **Personnummer:** apply for it the very first day you are in Sweden. State that you will be a *student* and not a worker and that you're planning to stay longer than one year.
- Get the **keys to your office** and the **electronic card** for your corridor/department. These can be obtained at the secretary.
- **Letter of acceptance** from the University. This is needed in particular for opening a bank account and for getting the Student Card.
- **Bank account:** this is easier if you already have a personnummer. In our experience one of the easiest is SwedBank: they require only the Swedish personnummer, an ID document (preferably passport) and some certificate from the University.
- **Student Union Card:** it is necessary to have 22.5 credit points recognized (75% of full-time studies). Make sure to have the "SL" logo on the card (full membership) which allows you to buy the Student Travelcard.
- **Swedish ID card:** in some cases a foreign ID won't be accepted. You will need to transfer 400 kr to Skatteverket's bank account, and then go to the Medborgerplatsen office with a passport, the receipt of your bank transfer and your personnummer.
- **Dental insurance:** it is handled separately from the rest of the health care system (which is kind of automatic once you have a personnummer). You must register yourself with Försäkringskassan using your personnummer and the university letter of acceptance. Do so as soon as possible since it may take 6-9 months to process. This will also get you a European Health card, which you can use when you travel to show you have Swedish health insurance.
- Subscribe to **PhD Students mailing list**
(go to: <https://mail.sbc.su.se/mailman/listinfo/phdstudents>)

Good luck!
The PhD Council