

Welcome to Linköping University!

This booklet is intended to answer questions that you might have when you arrive in Linköping or Norrköping as an exchange student. The different chapters cover practical matters with information useful throughout your whole stay. Much of this information can also be found on www.student.liu.se or www.student.liu.se/exchange. This booklet is continuously updated but some information might have changed after printing. For the latest news always check www.liu.se.

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1. Checklist upon arrival

1.1 Visit the International Office

Visit the International Office, located in Studenthuset, to get important information. Here you can also pick up your keys (if you have accommodation through LiU) If you are going to live in Norrköping, you'll find the International Office in Kåkenhus, entrance floor, room 2342. For opening hours see <https://www.student.liu.se/exchange/contact?l=en>

1.2 Activate your LiU-ID

Pick up the activation key for your LiU-ID at the Info Centre, located in Studenthuset on Campus Valla. There is also an Info Centre in the main building on Campus US or in Kåkenhuset on Campus Norrköping. Follow the instructions to activate your access. When you activate your LiU-ID, you will be able to use wireless internet on all campuses.

1.3 Pick up your LiU-card

Bring proof of identity (passport or laminated national ID-card/driver's license from EU, Norway, Switzerland). The LiU-cards can be picked up at any Info Centre.

1.4 Attend the Orientation Programme

arranged by your Faculty. Detailed information sent out separately.

1.5 Check your LiU e-mail

Make sure your LiU e-mail account is working. All study related information will be communicated to this e-mail. Sign in with your LiU-ID and your self-chosen password. You will be able

to access your e-mail via the platform LiSAM. See e-go.student.liu.se, lisam.liu.se

1.6 Register for courses and exams

You must register for each course you take and you must register for courses every semester you study. To be able to take exams you must sign up 14 days in advance.

The registration is done online via the Student Portal. Use your LiU-ID as login. <http://www.student.liu.se>

The registration is open from the day after the course starts and two weeks onward. If you have any problems registering, please contact any of LiU's Info Centres.

1.7 Fill in your address

Make sure to fill in your Swedish home address at Student Portal to be able to borrow books from the library.

1.8 Check course timetables

Students at Faculty of Science and Engineering, Faculty of Arts and Sciences and Faculty of Educational Sciences will not be given a schedule but must check it online.

Go to <http://www.student.liu.se/studenttjanster?l=en>

Timetable or use:

<https://se.timeedit.net/web/liu/db1/schema>

You can also build your schedule in the student portal.

Students of Faculty of Medicine and Health Sciences will get their schedule upon arrival.

1.9 Hand in or sign documents

The international coordinators at each faculty can help you with all questions about academic issues and if you have documents that need to be signed.

See the faculty reception hours page 24.

2. Finding your way around campus

The following pages will give you practical information that will help you get started on campus.

2.1 The LiU-card and LiU-ID Activating your LiU-ID and collecting your LiU-card from Info Centre is important for getting started. Your LiU-card can be used for:

- Accessing the campus library services
- Free travelling on the Campusbus (see section 2.5)
- Accessing campus premises after office hours (with a pin code)
- Copying and printing (read more below)

Some of the university's facilities are open 24 hours; you can access them with your LiU-card. Which facilities you can enter depends on the faculty you belong to; check with Info Centre. For access you are required to set your personal PIN code; follow the instructions provided with your LiU-card.

2.2 T- or P-number

It is a personal number created by the University for administrative purposes. The P or T-number is only valid at the university. To identify yourself outside of the university, you need to show another ID, such as your passport.

2.3 The Mecenat app

Mecenat gives student discounts nationwide on various products and service. For more information check out <https://help.mecenat.com/hc/en-gb> or contact Mecenat at kundtjanst@mecenat.se

2.4 Printing, copying and scanning

On campus Valla there is a printing service located in building A, entrance 19 C (around the corner of entrance 19), where students can print and copy for a fee. Students can also transfer money with DIBS to their LiU card and connect it with eduPrint. When printing, choose eduPrint-LiU printer queue to print and easily retrieve your print from a printer of your choice. Log on to the printer using your LiU ID card and release your print. In the eduPrint print portal PaperCut you find account balance and print statistics.



Go to <http://www.student.liu.se/studentstod/itsupport?l=en>
Printing and copying for more information. Follow the instructions to open a DIBS account. The password will be sent to your e-mail address. **You can only use** the account for printing and copying on LiU campuses. Therefore, do not put more money on the account than you will use for printing and copying.

Scanning is free of charge on all copy machines around campus.

2.5 Campus bus

During the semester the campus bus runs Monday – Friday between Campus Valla-Campus US-Campus Norrköping. Use your LiU-card as ticket. You must show your card upon entering the bus.

For more details and timetable, see www.liu.se/campusbussen

2.6 Premises on Campus Classrooms

There are various premises around campus, such as classrooms, exhibitions, group rooms, student lunch rooms etc. These can be booked by persons associated with the university.

All students who have signed the Agreement of rules for use of computer, network and system facilities at Linköping University are allowed to book a room on campus for group work or self-studies. You need to have a LiU login and password to book, and your LiU card is required for access in the evenings and on weekends.

Read more on the LiU Student website <http://www.student.liu.se/studenttjanster?l=en>

If you have problems finding a classroom, you can search on the LiU website: <https://old.liu.se/karta/list?l=en&sc=true>

Computer rooms

There are many different computer rooms available to you as a student at Linköping University. Some of them are general ones, such as Knutpunkterna (the Junctions) in the Key-building, and open to everyone regardless of which courses you are taking. Other computer rooms are restricted to certain degree courses.

Library

If you would like to find course literature, you should make your way to our various libraries.

- Campus Valla library: In Studenthuset
- Campus Norrköping library: Kåkenhus, main entrance
- Campus US library: Cellbiologen 436, entrance 65

You can also go to the library website (applicable to all campus libraries) to see if a particular book is available, order books, arrange to borrow the book from another library and so forth.

The Swedish library system can be quite complicated if you are new to it, but do not worry – it's possible to book a librarian, who can help you find the suitable literature for certain subjects. This is free of charge and applies to all

four campus libraries. They can also introduce you to online resources such as Wordfinder. Contacts can be found on the website: www.bibl.liu.se

The city libraries in Linköping and Norrköping are very good, but require another library card, your LiU-card is not valid there. Go to the city library and ask for one.

Other premises

In addition to computer rooms, classrooms, group rooms and lunch rooms, there are Andrum (Rooms for reflection) on each campus. Andrum is for the use of those seeking tranquility, silence, reflection, prayer or meditation.

You can find Andrum on Campus Valla in House B, room Odén, entrance 29. On Campus Norrköping in Koppparhammaren 2.

On Campus US, you reach the Meditrina Room by South entrance, number 1.

2.7 Bookshops

If you would like to purchase your course books, there are several bookshops on the campuses. You can choose between Bokakademin in Kårallen and Zenit on Campus Valla. There is currently no bookshop on Campus US. Norrköping students can find book shops downtown, for instance Akademibokhandeln in Domino. Bokakademin Tappan is open during August and September.

It is also popular to buy books online at www.adlibris.se, www.bokus.se or second hand shops like www.kurslitteratur.se.

Since it might be very costly to buy all books, it is possible to borrow some of them at the library's reception desk and to read them during their opening hours. Those books have the note "KursRef" in the libraries' internet catalogue.

2.8 Eating on Campus

On Campus Valla you have several options for eating lunch or grabbing a coffee:

- Café Ellen in Key
- Café Java in Building B, entrance 27
- Caffè Dallucci, Agora, Building A
- Zodiaken at Zenit
- Café Moccado in building C
- Pressbyrån on the corner of the Building Key
- Restaurant Kårallen, Section café Baljan and Amigo in Kårallen
- Fresch market by Östgötakök and Section café Byttan in Studenthuset.
- Vallfarten
- Falaffel house

However, the most economical option is probably to bring your own lunch. Microwave ovens for heating up your own food are available in Buildings A, B, C, G, Key, Team and in Studenthuset.

On Campus US you will find: Deli Marché, Linds konditori, Pressbyrån, Restaurang & Café Blåklinten, Student café Örat and 7-Eleven. There are several microwaves for heating up your own lunch on campus US.

On campus Norrköping you can eat at Student Union House Trappan or at the student café in Tappan.

As the campus is located in the centre of Norrköping, there are a number of other cafes and restaurants available within walking distance.

Microwave ovens to heat your own food are available on the ground floor in Kopparhammaren 2, in Kåkenhuset on floor one and three and in Tappan on floor five. For more information and latest updates regarding restaurants at Campus and student kitchens check out: <https://www.student.liu.se/vid-sidan-av-studierna/ata-och-fika?l=en>

2.9 Lost and found

If you forget or lose something on campus, ask at Info Centre in Studenthuset, Kåkenhuset or Campus US

For more information check out: <https://www.student.liu.se/vid-sidan-av-studierna/hittegods?l=en>

3. Accommodation through LiU

If you have accommodation through LiU you should pick up your keys from Info Centre upon arrival. The students dormitories, where you'll live together with other students, are the most common accommodation. There are eight students in a corridor and it is common for the tenants to make up their own rules for the shared areas. Ask your neighbours about the rules in your corridor to avoid problems. It is the responsibility of students sharing a corridor to keep it clean. If you are unsatisfied with how

things are in your corridor, talk to the other people living there! If the accommodation is dirty upon arrival or if there is anything broken, please contact studentbostäder directly; info@studentbostader.se or +46 13 20 86 60, Heimstaden linkoping@heimstaden.com, +46770111050. Changing broken light bulbs is your own responsibility.

If you brought your car to Sweden, contact Studentbostäder for renting a parking place. The price is about 150 SEK/month for a parking place in Ryd.

3.1 Home Insurance

A home insurance is included in the rent. The insurance covers most common causes of claims, such as fire and water damage, burglary and vandalism, etc. See more information about the home insurance on www.studentbostader.se under general information. If you have any questions regarding insurance, contact customer service at Länsförsäkringar by phone 013-29 00 00.

You can also send an email to: privatskador@lfostgota.se
Refer to Home insurance for international students and guest researchers.

3.2 Rent

Rent is always paid one month in advance. This means you should receive your bills around the 18th every month and you pay them before the last date of every month. If your landlord is Studentbostäder you'll get your bill in your post box. Your name will not be on the bill, it will state "Tenant International office". If your landlord

is Heimstaden they'll send your bill by email. There are a number of ways of paying your rent; please read the section on "Banking and paying your bills".

When paying your rent through an international transfer you can pay for the whole period of your stay at once. Just multiply the amount of your rent with the number of months you want to pay for and transfer the entire sum at one time. (For more information about international transfer, see section 6.)

3.3 Furniture

Your accommodation is furnished. However, you need your own bed linen, thin top mattress, blanket and pillow. Kitchen utensils are not provided in the corridors, (only in studios), but ask your neighbours about sharing things for the kitchen. Inexpensive kitchen utensils can be bought for example at IKEA or second hand stores (a list of second hand shops can be found in chapter 9).

3.4 Moving out

When you move out you will have to clean your room. If there are complaints you have to pay the cleaning company (up to 2000 SEK for corridor rooms.). One month before your contract expires, you will get an e-mail from the Housing Coordinator with information on how to do your final cleaning.

3.5 Internet at home

In Linköping Studentbostäder and Heimstaden have an agreement with Utsikt Bredband AB. You can reach them via phone 0771-504050 or e-mail student@utsikt.se. When you move

into your corridor room, plug in your computer, and the Utsikt website will automatically come up on your screen. Follow the instructions and after about 15 minutes the service is fully operable. Internet is included in the rent and will not be invoiced separately, unless you choose to sign up for another service, such as a faster connection.

How to connect:

- Plug in the network cable to the computer socket in the wall
- Turn on the computer
- Make sure your computer is set to receive automatic IP-addresses (DHCP)
- Access the internet - write any address, for example www.utsikt.se
- You should now reach a starting site. Choose your option of connection and follow the instructions
- When registering you are asked to give a twelve digit number, use your T-/P-number (to be found at the Student portal). Add 19 in the beginning and change the T to any number. For example, if your T-number is 980115T694, it can look like this: 199801151694.

Make sure to inform Utsikt when you move out, so no one else can use your account. Phone 0771-504050 or send them an e-mail at student@utsikt.se.

4. Accommodation in Norrköping

Student accommodation in Norrköping is handled by the local housing company <https://hyresbostader.se/artikel/international-students>. The application form, brochures about the student accommodations and information about the deposit are available on-line. Pay the deposit and



send in the application together with a copy of the letter of admission to: Studentbo/Hyresbostäder, Box 2330, 608 01 Norrköping.

The deposit will be returned to you after you have moved out. There are some rules and restrictions about what is expected of you as a tenant. If not followed the housing company will keep parts or in some cases all of your deposit.

In order to be sure your accommodation is booked you must have paid the deposit and received a confirmation from the housing company.

For questions on student accommodation in Norrköping, please contact Studentbo at:

E-mail: info@studentbo.se

Telephone: +46 11-21 16 70

Fax: +46 11-21 16 71

4.1 Keys to the student accommodation

You have to pick up your keys at the Student Housing office. Their office is located on Campus Norrköping and the address is Täppan, Bredgatan 46. (Just opposite the street from the main entrance to Kåkenhus, Campus Norrköping). Please see their website for opening hours.

4.2 Internet via Studentbo

Internet is almost always included in the rent, just let the landlord know you would like an account. Temporary login details are sent to your Swedish mobile, or via email if your Swedish mobile number is not active. Your permanent account and login details arrive via regular post. You need a network cable to connect the internet. Buy one at Clas Ohlson (Repslagaregatan 12, in the shopping mall Domino). If internet is not included, share the costs with your flatmates, usually less than 100 SEK/month.

5. Accommodation on your own

If you did not get accommodation through LiU and still need assistance finding a place to stay, you must contact KOMBO, the student accommodation services. KOMBO is the only office at LiU that can assist students to find a place to stay. Please note that KOMBO can only advise you on how to look for accommodation, they will not do the job for you.

Be aware! Unfortunately, it is not uncommon to find dishonest people putting out fraudulent ads. Never pay deposit or rent for something you have not seen in person. Do not pay a large sum of money to an account outside of Sweden. If it seems suspicious, you can always contact KOMBO to get advice.

KOMBO

Kårallen building, Campus Valla
www.bostad.karservice.se
bostad@karservice.se
+46 13-28 28 05

5.1 Home insurance

We strongly recommend all international students who do not have accommodation through LiU to arrange for a private home insurance. A home insurance is not expensive, depending on the size of the room or apartment. There are many Swedish insurance companies, for example Länsförsäkringar, Trygghansa, Folksam and If.

As an international student it is always best to call them rather than signing up for insurance via their webpage. You

normally need a Swedish civic number to sign up on the internet. You do not have this problem if you call directly. Always make sure you understand what is included in your home insurance.

Some international students already have a home insurance from their home country covering their accommodation in Sweden. Always double check with your insurance company at home!

If you are renting part of an apartment together with others, ask them about home insurance and make sure you are also taking part of the insurance.

5.2 Internet if you rent on your own

If you rent a place on your own you have to contact the landlord to see if there is already an agreement with an internet provider. Sometimes there is an agreement, but sometimes you have to contact each internet company yourself to see if it is possible to get internet via them. Depending on what area you live in there are different providers.

Here are some internet companies: Telia, Tele2, Comviq, ComHem and Bredbandsbolaget.

International students who do not have a Swedish civic number must be prepared to pay internet for their whole stay at once.

Do not forget to cancel your internet account before leaving.

6. Banking and paying your bills

You can find the following banks in Linköping; Handelsbanken (Farbror Mellins Torg) and SEB bank (Stora torget), Nordea (Nygatan 30), Danske bank (Storgatan 23) and Swedbank (Repslagaregatan 23).

In Norrköping most banks are located along or near Drottninggatan in the city centre; Nordea, SEB, Swedbank and Handelsbanken.

All banks are open working days from at least 10.00-15.00, often longer.

Opening a bank account

Most Swedish banks require a Swedish personnummer (Swedish civic number). To receive a personnummer you have to show you are going to stay in Sweden for 12 months or longer. The so called P or T-number you are given from the university is not valid. You have to visit the banks and ask if there is a possibility for you to open a bank account. If possible, make sure you are able to pay your bills via the internet. Do not forget to close the bank account before leaving Sweden.

Automatic Teller Machines (ATMs)

You find cash deposits all around the city, as well as on Campus Valla (Kårallen) and in Ryd. The closest ATM to Campus Norrköping is on Kungsgatan, across the street from ICA Strömmen. All major credit cards are accepted, but you might have to pay a withdrawal fee. Check with your home bank.

Paying your bills

There are many ways to pay your bills:

- Students in Linköping, bring your passport, bill and cash and go to Direkten next to Hemköp in Ryd's Centrum. They will charge 75 SEK / bill. If you pay with credit card an extra fee (a percentage of the bill) is charged. If you pay for multiple months on the same bill, Direkten will charge you a higher fee. If you live in Skäggetorp you can go to Godis-huset in Skäggetorp Centrum
- Forex downtown (Storgatan 32) is another alternative where you also pay 75 SEK/bill
- Students in Norrköping, take your bill to the News agent Direkten on Drottninggatan 66, they charge around 75 SEK/bill, just like Forex on Drottninggatan 46
- See this website for more places to pay your bills in Norrköping and Linköping: www.kassagirot.se
- You can also pay by international transfer. Notice! If you chose to pay your rent this way make sure to state:
 - Your name
 - Your customer number named on the bill as Kundnummer, Fakturanummer or Avinummer
 - The address you are paying for
 - The month you are paying for
 - Use SWIFT and IBAN codes found on the bill

Pay preferably in SEK. If you pay in Euro, make sure you do not pay too little. Also take in to consideration your bank may charge a fee for international transfers.

7. Telephone

Upon arrival you will receive a top-up SIM-card from the International Office. The SIM-card can easily be charged in most press shops, such as Pressbyrå and supermarkets. To keep the lowest prices check the terms and conditions from the phone company.

Calling in Sweden

When making local calls from a mobile phone, you must dial the area code followed by the phone number. When making an international call, you dial + [your country's national code]. If people want to call you from abroad, the country code for Sweden is +46.

www.eniro.se is a useful website. You can find phone numbers, people, addresses and stores all over Sweden. www.hitta.se is a similar website.

8. Bicycles and transportation

Linköping is not a big city and everything is within biking distance. The tower of the Cathedral downtown and McDonald's in Ryd are good points for orientation.

Norrköping is slightly smaller than Linköping but the campus is practically in the city centre. Most student accommodation is located close to campus or the city centre. You can walk everywhere you need to go, but with a bicycle it is of course faster.

Bicycles

The easiest means of transportation in Linköping and Norrköping is by bike. In winter time the roads are normally cleared from snow, but it is important to be careful when riding your bike. Consider wearing a helmet to protect yourself.

According to Swedish law you must have functioning front and rear lights on your bike when it is dark. You also need front, back and wheel reflectors as well as a bell. If stopped by the police, you will have to pay a fine of around 700 SEK if your bike is not fully equipped.

There are many stores selling second hand bikes (see the list below). A normal price is around 700-900 SEK. In some second hand shops it is possible to sell the bike back, if that is the case remember to keep the receipt.

Stores with second hand bikes in Linköping:

- Cykelmästaren, Götgatan 17, tel. 013- 14 22 60
- Amir Cykelaffär, Hertig Karlsgatan 14B, tel. 013- 12 81 12
- Andreas Nyckel- och cykelservice, St. Larsgatan 15, tel.: 0707678144
- Ryds Sko- och Nyckelservice, Ryds Centrum, tel. 013 - 17 66 90
- Nellborgs Cykel, Stationsgatan 18, tel. 013 - 14 10 03
- Valla Cykelservice, Ulvåsvägen 10, 013-130640
- Biltema, Tornby close to IKEA (not second hand but reasonably priced)
- And more...



Bicycle shops in Norrköping:

Kungs sko & cykel, Kungsgatan 32, tel. 011 - 13 45 75

• Skarphagens Cykel, Skarhagsgatan 29, tel. 011 - 17 43 22

For a more complete list, have a look online:

- www.gulasidorna.se
- www.blocket.se (buy and sell site)
- ESN Linköping Flee market on Facebook

Many students also buy and sell items such as bikes on different Facebook-sites, for example ESN Linköping or ISA Linköping.

Bicycle repair in Linköping

For students living in Ryd, the student council FR Ryd can help if you need to repair your bike and borrow tools.

There is also a possibility to borrow a bike, sewing machine, games etc.

More information can be found on www.fryd.se/?lang=en

Contact cykel@fryd.se

In Flamman there is also a student council, FR Flamman.

What if your bicycle is stolen?

First of all, always ask for and keep the receipt of your purchase. Secondly, if your bike is stolen, file a police report. Contact the Police on phone number 114 14 or go to the station on Brigadgatan 13 in Linköping or Stockholmsvägen 4-6 in Norrköping. Information on www.polisen.se

If you have accommodation through LiU you are covered by a home insurance with Länsförsäkringar.

Contact them via e-mail:

privatskador@lfostgota.se or call them on 013-29 00 00 for information on how to file a claim. You need to include copies of the police report and your receipt. If you are renting from another landlord and/or have purchased home insurance on your own, check what applies.

If you need more information or help, contact the International Office in Studenthuset.

Cars

In Linköping, you can rent a car or a van at most larger petrol stations. Make sure you understand the rental agreement; ask the staff to clarify it for you. The price for a car ranges from about 300 SEK/day for a small car to 700 SEK/day for a larger car. Mini trucks and vans can usually be rented for up to four hours at the time and can cost 400 - 800 SEK depending on the size.

Speeding is a serious matter in Sweden and fines are high, sometimes up to 3000 SEK or a revoked driver's license. Drinking and driving is illegal and is not acceptable. The limit for drunk driving is very low, 0,2 milligram per milliliter of blood.

Taxi

Linköping

Taxikurir: 013-15 00 00

Taxibil i Östergötland: 013-14 60 00

Taxi Linköping: 013-10 10 10

Norrköping

Taxikrona: 011-10 31 03

Taxikurir: 011-30 00 00

For a complete list of taxi companies check out: www.gulasidorna.se

Buses

The local transportation company Östgötatrafiken is in charge of city buses, trams, county buses and trains, both in Norrköping and Linköping.

There are several ways to buy a ticket for your trip with Östgötatrafiken. For single and 1-day tickets you can use Östgötatrafiken app. You can also buy a travel card at their travel center or at any of their sales agents, for example Pressbyrån. If you intend to travel often the travel card is the cheapest option.

You can also find vending machines in many location. No cash are excepted on either buses or trains.

There are also regional buses and trains leaving from Resecentrum (the train station). You can use the same value card as for the city buses, but you pay more per ride depending on the distance you are travelling. You may also bring a bicycle on the regional buses (not express buses) or trains if there is room.

Useful bus lines in Linköping

- 12, 20 Campus Valla – Train station (Resecentrum)
- 2 Resecentrum – city – Campus US – Police – Lambohov
- 4 Resecentrum – city – Campus US – Police – Campus Valla (get off/on at Nobeltorget) – Lambohov
- 3 Ryd – City centre – Resecentrum
- 10 Resecentrum – Tornby/IKEA
- 26 Ryd – IKEA

Useful bus and tram lines in Norrköping

- Bus 115 Herstaberg – Ingelsta – Resecentrum – Norr Tull – Söder Tull – Vrinnevisjukhuset. Get off at Skvallertorget if you're going to Campus Norrköping
- Tram 3 from bus/train station, travel towards Klockaretorget. Get off at Väster Tull (7 min) and walk down Kungsgatan (5 min)

For information about travelling with local buses and trains in Östergötland and Linköping check out this [link](#).

Travelling around Sweden

A great way of travelling around Sweden is by train. The largest train company is SJ (www.sj.se).

If you are aged under 26 you will get cheaper tickets. Buses are another, sometimes cheaper option. (see p 25).

9. Swedish supermarkets and other useful stores

We know it is not easy to go shopping in a foreign country. Here is a list of the most common supermarkets and other useful stores.

Hemköp - a common supermarket. In Linköping there are two stores in the city centre and one in Ryd. The one in Ryd does not accept credit cards without a pin code.

There is also one store on Kungsgatan, Norrköping.

Willys - a grocery store with fairly low prices, normally located a little bit outside the city centre. In Linköping they can be found in Tornby and Skäggetorp shopping centres. In Norrköping they are located in Mirum shopping centre and Ingelsta.

ICA - one of the more common Swedish supermarkets. ICA Maxi offers a greater range of products and is often located outside the city centre. In Linköping one is located in Tornby. In Norrköping it's in Hageby Centrum.

Coop - a common grocery store and supermarket found in many places. Coop offers a wide selection of organic products /organic groceries.

City Gross - a big supermarket located in Lambohov.

Netto - a store with low prices, but not the widest selection. Located in the centre of Linköping as well as between Skäggetorp and Tornby. In Norrköping you can find Netto on Stockholmsvägen, Bråddgatan and in Galleria Domino.

IKEA - a famous Swedish store that has almost anything you may need for your home. You can find IKEA in Tornby shopping centre in Linköping.

Hemtex - bed linen, curtains, towels. Stores in the city centre and Tornby shopping centre. In Norrköping you can find Hemtex in Galleria Domino.

Food from other countries:

Salam livs - Skäggetorp, Linköping

Siam shop - Storgatan 6, Linköping

sya store - Vasavägen 24, Linköping

Orientlivs - Ellen Keys gata 2,

Linköping Thai Isan - Skeppareg. 38,

Norrköping

Second hand shops

In Sweden it is very popular to shop second hand both for your home and your wardrobe. It is cheap and you can get real bargains on dishware and furniture.

Linköping

- Myrorna - furniture, utensils, clothes, Platensgatan 6
- Hjärta till Hjärta - furniture, utensils, clothes, Attorpsgatan 10
- Röda Korset Linköpingskretsen - Nygatan 11
- Stadsmissionen - Roxtorpsgatan 14

Norrköping

- Myrorna - Gamla Rådstugugatan 18
- Ge för livet - Finspångsvägen 27

- Erikshjälpen - Jörngatan 23
- Hela Människan - Kabelvägen 2
- Kupan, Röda Korset - Albrektsvägen 79-81

10. Sports and leisure

Cinemas "Filmstaden" - mainstream cinema that can be found in both Linköping and Norrköping. On the website www.sf.se you can find more information about prices, discounts and current showings. In Norrköping there is also the cinema CNMA, opposite Visualization Center on campus.

Swimming pool, www.medley.se can be found in Linköping (Linköpings sim- och sporthall, Hamngatan 30) and Norrköping (Centralbadet, Albrektsvägen 19) On campus there are several **sports associations and organisations**. You can find more information on www.student.liu.se

Linköping

Campushallen is the Academic sports club located in the sports centre Campushallen on Campus Valla. They offer gym, group training sessions, ball games, massage and more. For more information on prices, equipment or schedules check out www.campushallen.se or visit the reception at Campushallen.

More sport centres and gyms can also be found in Mjärdevi and downtown Linköping. If you search for specific sports on the Internet you will find that most sport clubs have websites in Swedish. You can always call them and

ask for more information and if it is possible for you to join.

Musicum is a rehearsal hall in the C-building equipped with a piano where you can practice on your own. To get access to Musicum you need to fill out a form and hand it to Director Musices. For more information, see www.liu.se/music/musicum/

Östergötlands museum - collections of old European art and contemporary exhibitions. Raoul Wallenbergs plats, Linköping. www.ostergotlandsmuseum.se

Gamla Linköping and Valla Farm - The Open Air Museum

The Open Air Museum in Old Linköping takes you centuries back in time in just a few moments! Museums, gardens, backyards and alleys showing life in the city as it was a long time ago. Valla farm and rural museums show the way people lived and worked and offers close encounters with animals and nature. Valla farm is just behind campus Valla. www.gamlalinkoping.info/en

Swedish Air Force Museum

This is a modern technical and cultural history museum tracing the development of Swedish military aviation. It´s located outside Linköping city center at Carl Cederströms gata 2. www.flygvapenmuseum.se/languages/engelska

Norrköping

The biggest sports association on Campus Norrköping is **NAFFI**. They offer football, volleyball, basketball and the typical Swedish game floorball

among other things. See naffi.studorg.liu.se for more information.

Museum of Work - situated in an old cotton mill this museum offers several exhibitions on seven floors. The museum is free for all visitors. www.arbetetsmuseum.se

Visualization Center C - is a cooperation with LiU, filled with a variety of different visual experiences and situated in Norrköping's unique industrial area, **Industrilandskapet**. For more information, see www.visualiseringscenter.se

Norrköping Art Museum - has one of Sweden's leading art collections and focuses on Swedish modernism and contemporary art. The museum also has one of the country's largest collections of graphic art. www.norrkopingskonstmuseum.se

11. Student Unions

It used to be compulsory for students to belong to a student union, but nowadays becoming a member is optional. You can become a member at the start of every semester, by paying the student union fee. There are three Student Unions at LiU (see below). They arrange several fun events, but most importantly they work with students' rights. If you think you are being mistreated by a teacher or similar, you can turn to your student union for help.

As a member of the student union you will get some advantages and discounts on their activities. If you have any questions, turn to your student union.

They are all located in Kårallen, Campus Valla and Trappan, Campus Norrköping and Örat, Campus US.

StuFF – the student union for students at the Faculty of Arts and Sciences and the Faculty of Educational Sciences: www.stuff.liu.se

LinTek – the student union at the Faculty of Sciences & Engineering: www.lintek.liu.se

Consensus – the student union at the Faculty of Medicine and Health Sciences: www.consensus.liu.se

12. Student Life

Many fun activities and trips are arranged for international students. We want you to have a great time while you are here. However, it is your responsibility as a student to contact your teacher if you are going away on a trip. If you miss a mandatory course, too many lectures or even an exam, you may not pass the course. Always tell your teacher in advance.

ESN - Erasmus Student Network

ESN Linköping is a student organisation that organises social activities for international students at LiU. ESN Linköping has a section room in Kårallen, on the first floor. They sell overalls, patches, t-shirts etc. ESN also arrange a lot of welcome activities for international students in the beginning of the semester. For schedual and details check out: www.facebook.com/esnlinkoping or www.esnlinkoping.org

Buddy Student

A buddy student is in many cases the biggest asset of integration into the new environment, introducing exchange students to Swedish culture and social life. The buddy student is a student at LiU who voluntarily help international students with practical, social and study related matters, something that can be of great value in the beginning of your stay. Our goal is that every exchange student asking for a buddy student will be assigned one. To get a buddy student go to www.esnlinkoping.org and fill out the form. Once ESN have assigned you a buddy student, he or she will contact you. Remember it takes two to make a good relation. If your buddy student has invited you to a dinner maybe it would be nice if you did likewise? And of course, answer their e-mail or phone calls. If you no longer want a buddy, please let us know, there will be many other exchange students who do.

AIV - Association for International Visitors

International students and researchers who want to get acquainted with a Swedish family can sign up with Association for International Visitors (AIV). This organisation arranges introductions to Swedish families, Please note that you do not live with your host family.



Visit **Facebook Association for International Visitors** for more information.

ISA - International Student Association

Another association for international students is ISA, International Student Association. They also arrange a lot of activities and trips. You can visit their homepage on www.isa.studorg.liu.se or find them on **Facebook - ISA Linköping**.

Student associations and "Nationer"

There are about 40 student associations on campus: computer/electronics, film/photo/media, sports/exercise, international students, religion, music, politics, "spex", theater and others. Joining an association is a good way of meeting people. Most associations have a section room in Kårallen.

Nationer (Nations) - A nation is a students' association where the members usually come from the same area or region of Sweden, but everyone is free to join any nation. The nations arrange a lot of activities for their members.

Kravaller - There are several big parties organised every year in Linköping and Norrköping. On an average there are two big parties per month organised in the Student Union building on campus Valla (Kårallen). They are usually held on Thursdays. When a party is coming up you can find information about it on large sheets on campus. You must always buy the ticket in advance.

A kravall has a dress code: people dress in overalls. Each section has its own colour of the overall. The international students have a blue overall with

yellow stripes. You can buy one from ESN at the beginning of the semester. Information about this will be posted on the ESN Linköping homepage or on Facebook.

Sittning - During weekends, there are frequently more formal parties, often traditional dinner parties. Usually a dresscode applies, hence no blue jeans or sneakers. During a typical student dinner it is common to sing a lot and enjoy performances.

13. Party manual and student pubs

Rules and regulations

In order for you to have a good time out, read the following:

STUDENT ID CARD. ALWAYS bring your LiU-card and a valid photo ID when you go out to party!

STUDENT STAFF. All staff at the student pubs, clubs and events are fellow students! They work for a very small pay or no pay at all. They work for you, so treat them with respect and follow their instructions.

TICKETS. Tickets are always sold in advance. When and where they are sold is normally posted on big sheets around campus. It is not unusual to queue to get tickets for an event. Normally you can buy a maximum of four tickets per person.

SMOKING. It is strictly forbidden to smoke indoors at all pubs and restaurants. Of course, this also goes for the student pubs. When smoking in

outdoor public areas, make sure you step aside so you do not disturb non-smokers.

ALCOHOL. In Sweden you are not allowed to bring your own alcohol to the club or pub. Also you are not allowed to take alcohol outside a pub or club. The rules are strictly adhered to.

JACKETS AND COATS ETC. In Sweden you are obliged to leave your “outdoor clothes” in the cloakroom before you enter a pub or club. Usually there is a fee of approximately 20 SEK.

Student pubs and clubs - Linköping

Herrgår'n (HG)

Herrgår'n is the student pub in Ryd. During daytime, HG is a study area. The pub is open Wed - Sat 18-23. The nightclub is open Fri and Sat 22-02. For more information, check out www.hg.se

Flamman

Flamman is another student pub located at Flamman dorm. Every Wednesday superb burgers are served and there is also entertainment. On Fridays and Saturdays the dance floor is open 22.30 - 03.00. Have a look at www.flamman.org.

Kårhuset Kollektivet

Kårhuset Kollektivet is situated downtown Linköping, close to the cathedral on Ågatan 55. It is quite popular on weekends and they have large dance floor, a pub and a restaurant. Many student dinners “sittningar” take place here. Read more on their website www.karhusetkollektivet.se

VilleValla Pub

Small pub that is specialised in beer, they have over 50 different kinds. Open most days of the week, for more information see www.villevallapub.se

Pub Örat

Located at campus US. Open a couple of times a month, see: www.facebook.com/puborat16/?ref=ts&fref=ts

Student pubs and clubs - Norrköping

Trappan

Pub and club. Here you can grab a coffee, a beer and have dinner at a reasonable price. The pub is open Thursday – Friday and the night club is open Saturdays.

For more information, see www.trappan.nu

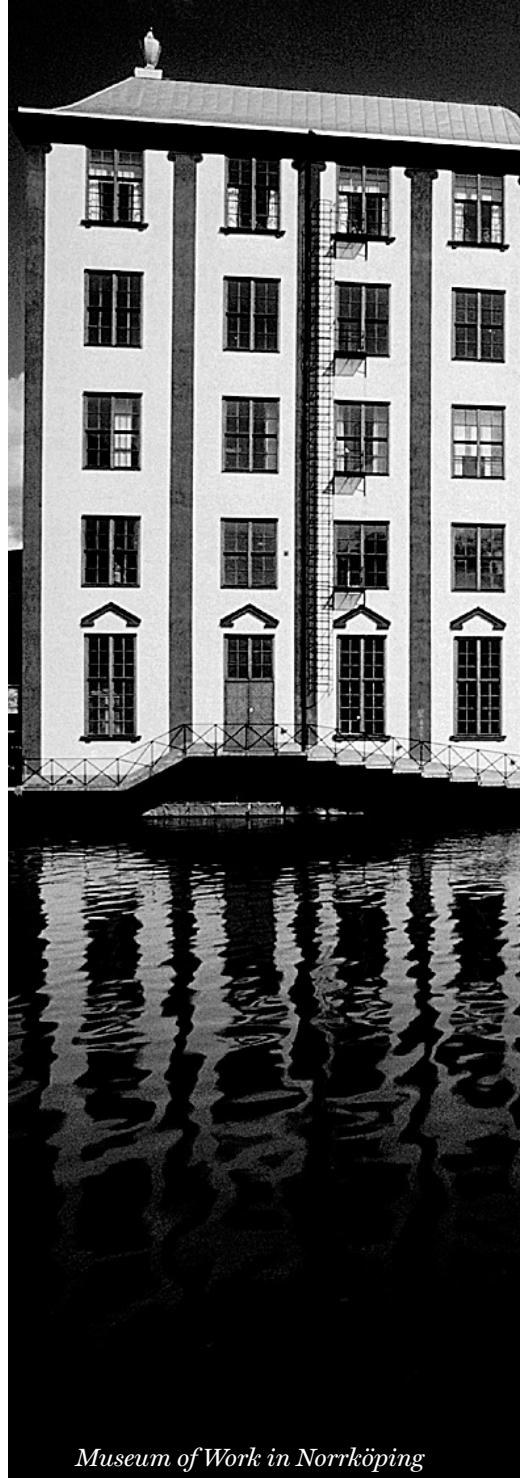
Pub Vattentornet

Small pub inside a water tower! They are specialised in beer. Open Thursday – Friday, located on Lennings gata 2, Norrköping. www.vattentor.net

Social Activities

Welcome period

A lot of activities, both social and informative, are arranged at the beginning of each semester to welcome new students. All new students are encouraged to attend the Orientation Programme arranged by the Faculties. During Orientation Programme LiU will welcome you officially and you will get important study related and practical information to help you get started as a new LiU student.



Museum of Work in Norrköping

For a detailed programme of social activities during the Welcome period check out our event calendar www.student.liu.se/exchange/event-calendar?l=En

Another way to keep updated is to follow ESN and ISA on Facebook or to check their website.

14. Important to know

Alcohol

The age limit to buy alcohol is 20 years and you have to be able to prove your age with a valid ID card. In Sweden only Systembolaget has the right to sell alcohol stronger than four volume percent. In restaurants and clubs you have to be at least 18 years old. Your LiU-card is not valid as identification.

Smoking

Smoking is forbidden in all restaurants, pubs, public indoor areas and outdoor public places including bus and train station platforms. Furthermore, smoking is not allowed in the accommodation corridors. Please respect this!

Drugs

ALL contact, use or distribution of any drug is strictly forbidden! The Swedish attitude in this matter is very severe and there is a no-tolerance policy to the use of any drugs. As far as the university is concerned, it does not accept any use of drugs and does not hesitate to send anyone home in case of use of any illegal substances. If the staff in a pub/club believe that you have taken or are in possession of drugs the police will be contacted!

Right of Public Access (Allemansrätten)

In Sweden we have something called Right of Public Access, which only very few countries have. We should therefore value and protect this right. Please remember it also implies obligations for you when moving around in nature.

We can:

- move around freely in fields and forests
- pick berries, mushrooms and flowers which are not protected by law
- camp one night without permission from landowners- not, however, too close to a populated area
- bath, row, sail, paddle and drive motorboats on the lakes and rivers
- light a fire but only in certain prepared places. In windy or very dry weather it's absolutely forbidden to light fires anywhere.

We must not:

- leave litter e.g. paper, plastic, glass etc. behind in nature (it is against Swedish law and you will be fined if caught)
- damage growing trees or bushes
- walk over fields with crops or through newly planted forest areas
- take bird eggs or birds nests

Unwritten rules in Sweden

- Taking your shoes off: for some of you, it may seem like a strange habit, but when you enter someone's home you will have to leave your outdoor shoes at the entrance and walk around in your socks
- Arm-length distance: it is the distance Swedish people normally stand apart from each other when talking. Do not feel offended if the Swede will start to back off if you get too close. It is just normal to keep the personal space this way
- Lines and queues: at for example the cinema, bank, library and cheese shop you will be expected to wait in line. Numbered queue notes are often used. Ask someone for help if you cannot find the dispenser.

Recycling

Recycling is very common in Sweden. Almost every building has a special sorting place where you can separate papers, newspapers, plastics, metal and glass into containers. It will be collected and recycled. When you buy drinks in cans or plastic bottles, a deposit (one or two SEK) is usually included in the price. You will find recycling vending machines at almost any supermarket where you can return your bottles and cans. You will get the deposit back in the form of a receipt. It can be used in the supermarket to buy food or refunded for cash by the cashier.

The green bag

All food waste in Linköping is meant to be placed in a green bag provided by Linköping municipality to your accommodation. The waste is then

recycled into biogas and fertiliser, some of which powers the local buses in Östergötland. Do your part for the environment and keep Linköping green by using the bag!

Sending and receiving packages

When you order something from an online shop or someone sends you a package, the package is often not delivered to your home address. If the package is too big to fit in your postbox, you will get a slip of paper called "avi". The avi states where you can go to pick up your package. Remember to bring the avi and a valid ID, such as your passport, when you go to collect it.

15. If you get ill

Medical Care Hotline 1177

For non urgent medical situations your first course of action should be to call the Medical Care Hotline on 1177, where you can get medical advice from professional nurses 24 hours a day. The nurses can help you with advice on how to treat the most common diseases or what medicine is available without a prescription. They can also help you find the contact information to the nearest open primary health care centre in case you would need to see a doctor.

If you do not have a Swedish civic number, you must go to the health care centre in person in order to get a so called F-number, before you can book an appointment. There are health care centres in Ryd, Skäggetorp, Valla and Lambohov and many other places.

If your condition is very serious and you need immediate treatment, go to the Emergency Room, **Akuten**, at the University Hospital in Linköping or Vrinnevi Hospital in Norrköping. You can also call emergency services at 112 to request an ambulance.

Students with the **European Health Card (EHIC-card)** pay the same fees for emergency and necessary health care as Swedish residents. If you do not have the EHIC-card you should order one directly from www.ec.europa.eu/social/main.jsp?catId=559. Students coming from **outside the EU/EES countries** (with few exceptions like Quebec, Israel, Tunisia, Australia), have to pay full fees for all health care. (Expect to pay around 2000 SEK for a doctor's appointment.) Therefore, make sure you have a complementary health insurance from your home country.

Insurance

All students at LiU have insurance via the university. It is only valid during the hours you are at the university and during the time you travel to and from your accommodation to the university. Many of the international students in Sweden have not had the possibility to take out insurance for illness and for accidents during leisure time. The Student IN insurance policy provides international students with cover for medical expenses, when above insurance does not cover. It applies 24 hours a day within the Schengen area. For questions contact intco@liu.se

The Student Health

is open to all students at LiU and offers advice and support when you have

physical or mental health problems related to your studies. It is a service free of charge and confidential.

The aim of the Student Health is to prevent disease and promote health, give health related advice, offer conversational therapy, aid in times of crisis and work with the students in their own social environment (in-house social worker).

At the Student Health you will find:

- Counsellors/Psychotherapists
- Nurses
- Social worker on the spot
- Coordinator

You can find them on all three campuses:

Campus Valla: Studenthuset
Campus US: Student Affairs Office, Hugo Theorells torg, Entr. 55 (ent.55)
Campus Norrköping: Kåkenhus, main entrance, ground floor, turn right at International Office

You need to book an appointment in advance. The phone numbers can be found on the website www.student.liu.se/studenthalsan

16. In case of emergency

The European emergency number is **112**. In case of emergency, you can call this number for assistance from the police, the fire brigade or hospital/ambulance.

In Case of Emergency (ICE) is an internationally accepted way to find the

closest contact person to the victim in an emergency situation. If you would happen to be in an accident and staff from the emergency services would need to get in contact with your nearest contact person, it is necessary that you have all the contacts in your mobile phone under the name ICE.

Just follow these instructions:

- Open a new contact in your mobile phone
- Write ICE1, space, your relationship to this person (for example mother, father, sister, girlfriend...) and the name of this person
- Then write the phone number to this person with the country code for Sweden (+46) and the person's phone number except the first 0
- It's possible to put in more contacts under ICE2, ICE3 etc.

Do you want to avoid that your mobile phone presents these contacts as ICE when they call you? Just put in the sign * directly after the phone number of this ICE-person. The number will work anyway if it needs to be used in an emergency situation.

17. Farewell Mingle

At the end of each semester, a Farewell Mingle is organised.

This is a chance to mingle and say goodbye. Something to eat and drink will be served.

Invitation to this event will be sent out later in the semester.

18. Checklist - Before going home

18.1 Get your Transcript of records

Your Transcript of records will not be sent to your home university automatically. You have to order it and send it to your home university yourself. Choose one of the following options:

a. On-line verifiable transcript of records

Log in at: www.student.ladok.se.

Go to:

- 1) Certificates
- 2) Get certificate
- 3) National result certificate
- 4) English
- 5) Get

The authenticity of this transcript is verifiable online and it is as valid as transcript bearing a signature and stamp.

b. Transcript of records

If you need a document with an original signature and stamp, please contact Info Center at infocenter@liu.se. They can send the transcript to your student email or to your postal address. In your email include your name and LiU-id and your address (if you want us to send it there).

c. Printout of your transcript of records

At Info Center on Campus Valla or Kåkenhus in Norrköping, you can get your transcript printed and stamped immediately.

If all your grades have not been reported when you leave Sweden. You can still

get your transcript by following the steps described in point a and b above. Remember your LiU-ID will expire some months after you have finished your studies at LiU.

You can reach the responsible persons for the transcript of records by sending an email to: infocenter@liu.se.

Students at the Faculty of Medicine and Health Sciences should contact international@medfak.liu.se.

18.2 Make sure your documents are signed

All universities require different documents. If you are unsure what documents you need, check with your home university. To avoid large queues try not to come during the last few days to have your documents signed.

18.3 Change your address

Make sure to update your address in the Student Portal and register the address in your home country, otherwise the transcript will be sent to your old address in Sweden.

18.4 Move out

Those of you who have had accommodation through LiU can find out what you need to do if you go to www.student.liu.se/exchange and select Moving out of your room under Finishing your studies.

19. Useful websites and contact information

Study related questions

Faculty of Science and Engineering

incoming@lith.liu.se
Wednesday and Friday 12:15-13:15, D-house, entrance 31, Campus Valla. We will be sitting in the first room of the Studievägledning TFK-corridor.

Faculty of Arts and Sciences, Faculty of Educational Sciences

international@ffk.liu.se
Monday and Wednesday, 12:00-13:00, D-house room 35:225 on Campus Valla.

In room 2342, Campus Norrköping
First Friday of every month
12:00-13:00.

Faculty of Medicine and Health Sciences

international@medfak.liu.se Student Affairs office, Campus US, House 511-011 Entrance 75, 76, 78, level 11.
Monday-Friday
9.00 - 11.00, 13.00 - 15.00

**Practical matters; New in Sweden,
Arrival & Welcome period**

intco@liu.se

Accommodation (through LiU)

housing@liu.se

Other

Swedish Migration Agency

www.migrationsverket.se

Sweden

www.sweden.se

**Linköping and Norrköping
municipality**

www.linkoping.se

www.norrkoping.se

Tourist Information

www.visitlinkoping.se

www.upplev.norrkoping.se

www.visitostergotland.se

Studentbostäder

Studentbostäder, Linköping

013 – 20 86 60

(after office hours emergencies

013 – 14 84 44)

www.studentbostader.se

Heimstaden

Heimstaden, Linköping

+46 (0)770-11 10 50

www.heimstaden.se

Studentbo Norrköping

Studentbo, Norrköping

011 – 21 16 70

www.studentbo.se

Swedish-English dictionary

www.ord.se

Buses

Östgötatrafiken

www.ostgotatrafiken.se

Flixbus

www.flixbus.se

Nettbuss

www.nettbuss.se

Trains

SJ

www.sj.se

Study in Sweden

www.studyinsweden.se

Medical care hotline

www.1177.se

The Police

www.polisen.se

(located at Brigadgatan 13, Linköping
Stockholmsvägen 4 - 6, Norrköping)

For general questions and lost and
found call **114 14**

Emergencies/SOS

dial **112**

Notes

