

ARRIVAL INFORMATION KANTORSGATAN

SPRING 2018

Check-In

Your room will be available from **15:00** on the first week-day of your contract. Bring your passport or ID-card to the check-in location. It is not possible to collect your keys before 13:00 (1 pm) on the first week-day of contract.

Arrival January 12th-13th

January 12th-13th you can collect the keys for your accommodation at our Welcome Reception held at the Segerstedt building, address: Dag Hammarskjölds väg 7 (see map on next page).

We recommend you to plan your arrival within the opening hours of the reception:

January 12 th	10:00-20:00
January 13 th	13:00-20:00

On these days the International Office of Uppsala University will greet you at Arlanda airport and take you directly to the Welcome reception by bus. This arrival service is free of charge and available:

January 12 th	9:00-19:00
January 13 th	12:00(noon)-19:00

Please note that there is no after hours service between the two days of the welcome reception. If you arrive after 20:00 on January 12th we recommend you to book a hostel/hotel room for the night and collect your keys the day after.

Arrival other dates

If you arrive at any other date you must collect your keys at Lås- & Säkerhetscenter.

Office address: Kungsgatan 107
Opening hours: Mon-Fri 07:00-16:00

Late arrival

There is no late arrival opening service. If you come outside the Opening hours of Lås- och Säkerhetscenter you have to plan your stay at a hotel or hostel. Alternatively you can send someone else to collect your keys on your behalf during regular opening hours, see section "Power of Attorney".

Power of Attorney

You must collect your keys in person. If this is impossible you need to produce a power of attorney for a trusted friend or colleague. He/she must bring a printed copy when collecting the keys on your behalf. The document must contain the following information (if the Power of Attorney is incomplete the keys will not be handed out):

- Address and room number, expected arrival date
- Your full name and birth date
- Full name, birth date, telephone number and e-mail address to the person collecting your keys instead of you.
- Your signature
- Copy of your ID-card or Passport

Please note that there is a template for this document on our website that you can use.

Pre-Departure Checklist

PILLOW & QUILT

There is no pillow and quilt included in your room. We will sell a limited amount of pillow & quilt-sets at the Welcome Reception. You will be able to pay for these items **with card only**.

BED LINEN & TOWELS

Towels and bed linen are not included in your accommodation.

NET CABLE

You need your own Net Cable (Ethernet) to connect to Internet. You can either bring it from home or purchase one in Uppsala city centre when you arrive.

VISA / MASTERCARD

You will need a Visa or Mastercard to be able to pay your rent.

INSURANCE

Property insurance/theft is not included in the university insurance policy.

SWEDISH CURRENCY FOR IMMEDIATE USE

It is also possible to exchange money at Arlanda airport during working hours. ATM machines are widely available and most stores accept credit cards.

Transportation from Arlanda

The closest airport to Uppsala is Stockholm Arlanda (35 km south of Uppsala). From Arlanda you can get to Uppsala by train, bus or taxi. Further information: www.arlanda.se.

BY TRAIN: Buy train tickets from www.sj.se or at the tourist information and train ticket office at the airport. Tickets will cost approximately SEK 195. For more information, see SJ's website www.sj.se. Please note that there are several train companies (UL, SL, SJ) so make sure you buy the right ticket (the trip planer on www.sj.se shows trains and buses for all companies).

BY BUS: Take bus number 801 from Arlanda to Uppsala. (Approx. cost SEK 100). Buy tickets on board (only card payments), or at the Self-service ticket machines at the bus stops at Terminals 2, 4 and 5. Further information; www.ul.se. The bus leaves every 60 minutes, and the ride takes 45 minutes and stops at Uppsala Central Station.

BY TAXI: Most taxis offers a fixed price for passangers travelling from Arlanda to Uppsala. They charge approximately SEK 500. You can find many different taxi companies outside of the airport. Telephone number to Uppsala Taxi is +46 (0)18-100 000.

From Uppsala Central Station

Trains and buses will arrive from Arlanda at Uppsala Central Station. From here to Lås- & Säkerhetscenter and Kantorsgatan you need to take a bus or taxi.

UPPSALA CITY BUSES

Get updated information on bus timetables and tickets at Uppsala public transports (UL): www.ul.se. The buses are cashless, but you can buy single tickets using debit/credit cards on board. UL does not accept American Express or Diners. Bus tickets are also sold at the travel center at Uppsala Central Station.

Plan your trip on www.ul.se to bus stop "Kantorsgatan" or to bus stop "Vimpelgatan" -which is the closest bus stop to Lås- and Säkerhetscenter. Bus number 2 from bus stop "Vaksalatorg" (close to the train station) towards Gamla Uppsala will take you to bus stop "Kantorsgatan".

