

ARRIVAL INFORMATION KLOSTERGATAN

SPRING 2018

Check-In

Your room will be available from **15:00** on the first 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 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 Uppsala University Housing Office:

Office address: Kungsgatan 27
753 21 Uppsala

Regular opening hours:	Mon-Thu	13:00 – 16:00
	Friday	10:00 – 12:00

Arrival outside opening hours

From 16:00 until 20:00, seven days a week, you can collect your keys at the Green Cup café right outside Uppsala University Housing Office, at Kungsgatan 27. Alternatively you can send someone else to collect your keys on your behalf, see section "Power of Attorney".

NOTE: After 20:00 (8 pm) there is no possibility to collect keys.

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

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). It takes between 20 and 45 minutes to travel from Arlanda to Uppsala by train, bus or taxi. Further information: www.arlanda.se.

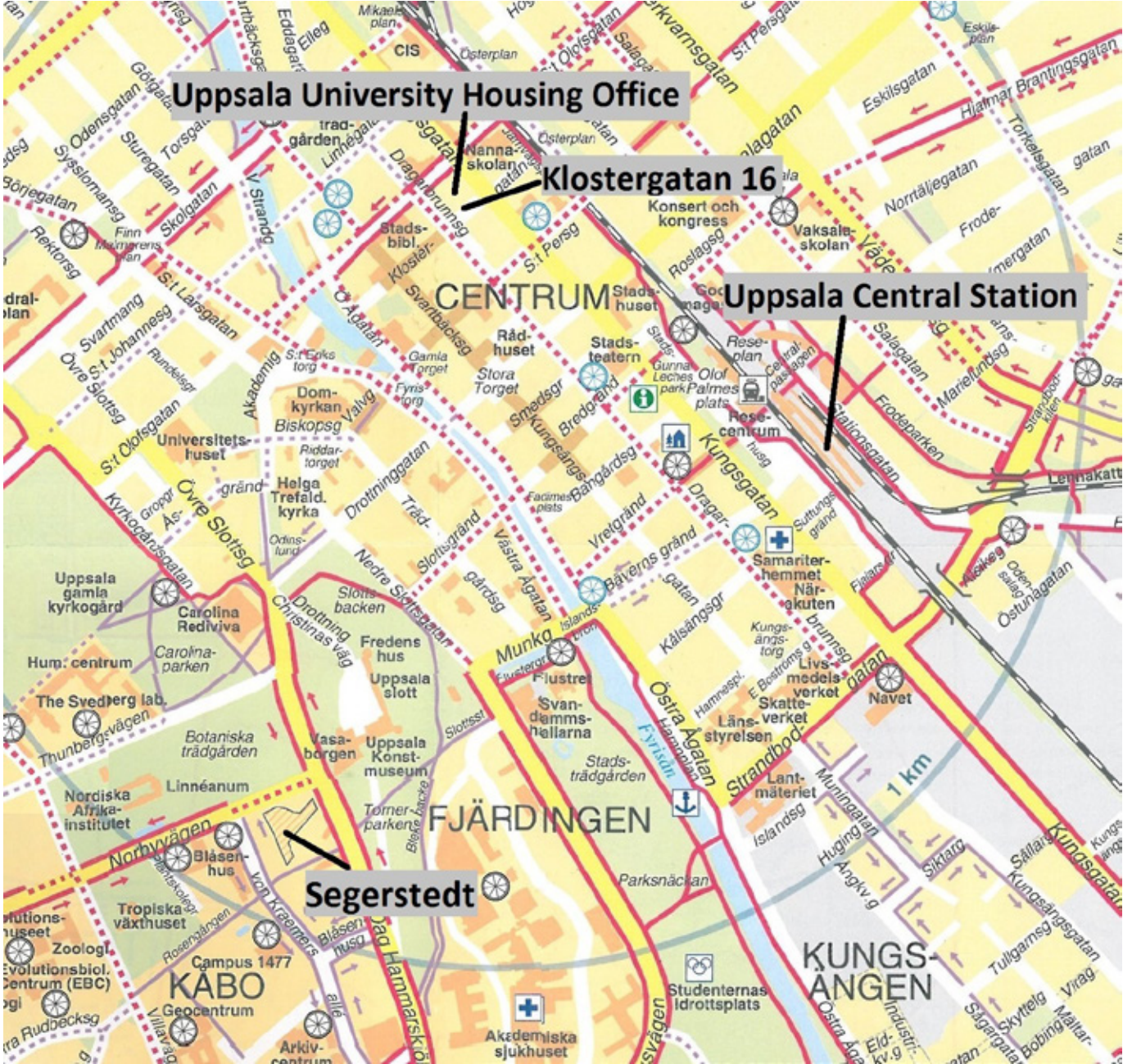
BY TRAIN: Buy train tickets from www.sj.se or at the tourist information and train ticket office at the airport. Tickets will cost approximately SEK 195. For more information, see SJ's website www.sj.se. Please note that there are several train companies (UL, SL, SJ) so make sure you buy the right ticket (the trip planner 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: Uppsala Taxi offers a fixed price for passengers travelling from Arlanda to Uppsala. They charge approximately SEK 500. You can find a variety of different taxi companies in the taxi area 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. The station is at walking distance from Uppsala University Housing Office and Klostergatan 16.



Uppsala University Housing Office

Klostergatan 16

Uppsala Central Station

Segerstedt