

# Arrival information KLOSTERGATAN

Spring 2021

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## Check-In

The earliest time you will be able to collect your keys is at **13:00** (1 pm) on the first day of your leasing agreement (subject to opening hours). Your room will be available from **15:00** (3 pm) on the same day. Make sure you are well informed of the dates in your leasing agreement. Below you find detailed arrival information depending on what date you arrive in Sweden. Remember to bring your passport or ID-card to the check-in location.

### Arrival – Pick up your keys

You must collect your keys at Uppsala University Housing Office:

Office address: Kungsgatan 27, Uppsala

Opening hours:	Mon-fri	13:00 – 21:00
	Sat-Sun	16:00 – 21:00

Special opening hours for public holidays are posted on the website: [www.housingoffice.se](http://www.housingoffice.se)

#### Arrival outside opening hours

After 21:00 (9 pm) there is no possibility to collect keys.

## Power of Attorney

You must collect your keys in person. If this is impossible you can write 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 all the following information, if it is incomplete the keys will not be handed out (there is a template on our website that you can use):

- 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