

# Arrival information

## Klostergatan

---

### Picking up keys

You collect your keys at Uppsala University Housing Office

Office address: Kungsgatan 27

Phone: +46 (0) 18-490 51 00

E-mail: [info@housingoffice.se](mailto:info@housingoffice.se)

Opening hours: Mon-Fri 13:00-21:00 and Sat-Sun 16:00-21:00



### Public holidays in Sweden and the office will be closed:

January 1<sup>st</sup>, January 6<sup>th</sup>, Easter (Friday to Monday), May 1<sup>st</sup>, Ascension Day, Midsummer (Friday and Saturday), All saints day, December 24<sup>th</sup> to 26<sup>th</sup> and December 31<sup>st</sup>.

### Late arrival

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

### Power of attorney

If you are unable to collect the keys in person, you can write a power of attorney for a trusted friend or colleague.

The document must contain all the following information. If it is incomplete - the keys won't be handed out.

- Address and room number
- Your full name and birth date
- Full name, birth date, telephone number and email address to the person collecting the keys instead of you
- Your signature
- Copy of your ID-card or passport

There is also a template on our website that can be used!

**Note:** The power of attorney needs to be sent to Housing Office before your trusted friend or colleague pick up the keys. It is also good to bring a copy when picking up the keys – just in case.

# Arrival information

## Klostergatan

---

### Checklist when moving in

- **Does the keys work?**  
If not – please contact Uppsala University Housing Office immediately.
- **Is the room clean?**  
You should have a business card in the room with information when the room was cleaned. If the room is dirty and there is no card in the room – please make sure to report it to Housing Office right away but not later than three (3) days after you have moved in so we can book a cleaning of the room. If you contact us after the three days we will not offer a free cleaning of the room.
- **Do you have all the included furniture and is something damaged in the room?**  
All damages in the room should be reported to your house owner.  
Missing or damaged furniture should be reported to Uppsala University Housing Office.

**These furniture are included in the room:**

- bed and mattress (including pillow and quilt)
- mattress cover
- chair
- table or desk
- curtains
- ceiling lamp
- There is also cleaning equipment



**For all information about your accommodation – please check your Housing Guide!**