

# Arrival information

## V-Dala

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### 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

Always check our website for updated information on opening hours.



### Public holidays in Sweden when 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 a template of this document on our website that we recommend you use.

**Note:** The power of attorney needs to be printed out and handed over to Housing office when picking up the keys.

### Membership in V-Dala Nation

To stay in the accommodation at Västmanland-Dala (V-Dala) nation you must become a member of the nation. Membership in a student nation in Uppsala gives you access to the rich student community in Uppsala. There are 13 student nations, all of which offers student lunch restaurants, cafés, pubs, night clubs, and many other social activities such as choirs, orchestras, social- and sports clubs and much, much more.

Membership in one of the nations will give you access to all 13 of them but students usually get discounts in the nation they are a member of. To become a member, visit the nation office after arrival and pay the membership fee. The V-Dala Nation is found on S:t Larsgatan 13 (the V-Dala Accommodation office is found on Svartmangatan 16). Visit the V-Dala nation website for more information: <http://www.v-dala.se/en/>

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### Checklist when moving in

- **Membership in V-Dala nation**

Before you arrive V-Dala will send information to you by email about the membership. You need to follow these steps to join and if you have any questions, please contact V-Dala.

- **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.

Check your housing guide on how to make a fault report.

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

- Basic furniture
- Pillow and quilt



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