

Checklist international staff

Target group: Employee

Before arrival to Sweden

	What	Responsible party	Reference	Completed
1	Employment agreement; according to routines at JU	Manager	Employment	
2	Migration <ul style="list-style-type: none"> - <u>Visa</u>: check if visa is required - <u>Work permit</u>; apply - <u>Residence permit</u>; apply - <u>Any family/ dependants?</u> Apply for residence permit for them as well. 	Employee Manager	Visa Work permit Residence permit for visiting researchers Residence permit for doctoral students	
3	Health insurance: check health insurance Social insurance: contact the social insurance agency in your home country to let them know that you will be staying/working in Sweden. They will then inform you of the applicable regulations.	Employee Manager	Health insurance	
4	Bank; check bank account and debit card for use in Sweden	Employee	Bank	
5	Salary; notify the salary administrator any bank account in home country	Employee Manager	Salary	
6	Taxation; <ul style="list-style-type: none"> - notify the salary administrator if SINK-taxation is to be applied <i>or</i> <ul style="list-style-type: none"> - apply for 'preliminary tax' 	Employee Manager	Taxation – Work in Sweden for less than 6 months Taxation in Sweden for 6-12 months	
7	Housing; search for housing	Employee	Housing	
8	Other insurances; check other insurances outside the workplace	Employee	Insurance	
9	Accompanying persons; <ul style="list-style-type: none"> - Residence permit - Child care and education - Finding a job 	Employee	Residence permit Child care and education Finding a job	