



International
HOUSING
OFFICE
Lund University

SPOLETORP
INTERNATIONAL
STUDENTS HOUSE

International Housing Office

For information about the International Housing Office, how to apply for housing and housing options, please see our website www.lunduniversity.lu.se/iho. On these web pages you can also find information about what is included in the rent in the different housing options.

In this document you will find detailed information about rent payments, room descriptions and answers to frequently asked questions.

Room descriptions

In general, the standard of the student rooms in Lund is high. All rooms are functional and most of them have private toilets, showers and Internet connections. However, the number of international students coming to Lund has increased dramatically over the last few years and we have secured additional accommodation through private landlords and agencies. In some of this accommodation students may have to share facilities and make their own arrangements for Internet connections.

Rooms are available in flats or on corridors. The cost varies depending on location, standard and size, as well as other factors.

• Corridor room

The room is generally a single room and situated on a corridor of 10–12 rooms, where you will be living either among Swedish students or other international students in our 'international corridors'. You will share a fully equipped kitchen and a living room with other students on your corridor. In some cases, bathrooms are also shared. Internet is available in most corridor rooms, but is not always included in the rent.

• Studio flat

This type of flat is a single room including a small kitchenette and a bathroom with a toilet, sink and shower. There are no shared common areas, but there is a shared laundry room.

• Flat

The International Housing Office has access to a small number of flats. Please note that we are unable to offer family accommodation.

Furnishing

The rooms are furnished with a bed, mattress, desk, chair, lighting fixtures, etc. The room standards range from having a private bathroom to rooms with only a sink, rooms with sink and toilet but no shower and

rooms with only shared facilities.

Check your specific housing option on our web pages for a description of the facilities in your room.

Bed linen, towels and a shower curtain are not provided. You will be offered the opportunity to buy a pillow and/or blanket on Arrival Day when you sign your contract. A pillow costs SEK 50 and a blanket SEK 150.



Upkeep

Cleaning and upkeep of the room is the student's own responsibility. Cleaning and upkeep of the common areas in the corridor, such as the kitchen and living room, is shared between the tenants, normally on a weekly rota. After your departure, the room and the common areas are inspected and if they are not found to be in good order or if there is any damage, you will be charged for the cleaning and/or repair.

Costs, payment and cancellation

Costs

The rent varies depending on the area and the type of room, but is currently set at between SEK 13 000 and SEK 22 000 per semester. See our website for prices. The price includes electricity, water, heating and use of kitchen and laundry facilities. Students sharing a corridor often agree on a corridor fee of around SEK 200 per month for common supplies.

Prepayment and cancellation

Once your room has been confirmed, you will receive a letter with instructions and deadlines for payment. It is very important that you make the first payment on time to secure your reservation! The International Housing Office will not confirm your first payment. You can, however, check the status of your application online to see if your payment has arrived at the International Housing Office. You can see what each status means in the FAQ below.

Prepayment is made by a bank transfer to:

International Bank Account Number (IBAN) SE 71 9500 0099 6026 0504 4896 with Nordea Bank Sweden AB, SE-105 71 Stockholm, Sweden. SWIFT address: NDEASESS. Beneficiary: International Housing Office.

If you pay from Sweden please use PlusGiro account number: 50 44 89-6. Clearing number: 9960. State your full name and application number with your payment. Contact your bank if you need help to make the payment.

- The prepayment can also be made in EUR or USD. Check the current rate with your bank. If the amount that reaches us is not equal to one month's rent, it will be adjusted with later payments.
- Cheques or similar payment methods cannot be accepted since Swedish banks charge a very large fee to process them. Unfortunately we are not yet able to accept direct payments by credit card.
- If for some reason you can no longer come to Lund and have already made your payment for the reservation, the payment will be refunded. For a full refund we need to be informed before your reservation period begins, as stated in your confirmation of room reservation, otherwise the refund will be adjusted according to the date the information reaches us.
- Since you are not able to view the room before signing your contract you have the possibility to decline your room within three days of the starting date of the contract, at no cost. However, to do this you must submit a written statement to the International Housing Office together with the keys within the stated three days. Any prepaid rent will be refunded.
- After the first three days of the contract have passed, cancellation is still possible. Please note that we then need one full calendar month's notice. Any cancellation request has to be noted on the contract and signed by the International Housing Office and the tenant.

FAQ

FAQ – Frequently Asked Questions

Here is a list of the most frequently asked questions and the corresponding answers. If you do not find the answer you are looking for here, you are of course welcome to contact the International Housing Office with your question.

Questions about making a housing application

How do I apply for a room through the International Housing Office?

Please note that an application for housing is only valid if accompanied by a 'letter of acceptance' or a confirmation from your coordinator at Lund University.

Exchange students

You can apply for accommodation through the online application system for exchange studies at Lund University. The application period for the autumn semester is 1 March to 25 April and the application period for the spring semester is 1 September to 25 October. Please note that applicants to the School of Economics and Management apply for housing only after receiving notification of acceptance to the course or programme.

Master's students

Admission as a Master's student allows use of the International Housing Office's services. Master's students can only register once you have been formally notified that you have a place by your programme coordinator or by studera.nu. In order to apply for housing you will need to get the link to the registration form from your programme coordinator. If you have not heard from your coordinator, please contact them and ask for it. Please also use the name of this person when you are asked for your coordinator name on the registration form.

PhD students

PhD students are not normally given priority for housing through the International Housing Office. If we have vacant rooms during the spring semester there is a possibility that we will be able to help you. Please contact us for further information. **Please note that it is highly unlikely that we will have rooms available during the autumn semester.**

Other international guests

We only offer housing for students at Lund University. If you are coming to Lund as a visiting researcher or similar, please contact your department for possible housing.

Applicants outside the normal application period

Please contact the International Housing Office for further information.

Can I indicate a preference for room type?

Yes, you are welcome to indicate three housing choices on your application. However, please note that we may not be able to place you in any of these three choices. Any other preferences (e.g. private bathroom, shared flat, etc.) can also be indicated on your application. We will do our best to accommodate your requests, but as there are a limited number of rooms, we can never guarantee that your wishes will be met.

Can I share a room with a friend or a partner?

Single rooms are for one person only. If you are interested in sharing a flat, state this clearly in your application. Also state if you have a friend with whom you would like to share. All tenants must be registered as international students at Lund University.

If you have already applied and want to add preferences you can do so by sending an email to the International Housing Office. You do not need to apply again.

Unfortunately, we cannot offer family accommodation. If you are coming to Lund with a partner who will not be studying at Lund University, you will not be given priority for housing.

I am coming to Lund with my partner and our children. Do you have a flat for us?

Unfortunately we do not have rooms or flats suitable for family living. We advise you to contact other accommodation agencies.

How can I be sure that the International Housing Office has received my application?

For future reference you can save the confirmation that appeared on your computer screen when you submitted your application. Once you have applied you need to check the status of your application online. It will state clearly if your application has been received and later on, the status of your application. Note that the application status will change at the earliest a couple of weeks after the application deadline.

I have applied. What do I do next?

Follow your application status online. Please check regularly to make sure that you don't miss any important information or deadlines!



Questions about the rooms

What is included in the rent?

All rooms have basic furniture. Electricity, water and heating costs are included in the rent. Internet is available in most rooms but not necessarily included in the rent. On our web page "Housing options" you will find links with information about the different housing options and what is included in the rent.

Is Internet access included in the rent in my building?

Internet access is included in the rent in the following areas:

- Greenhouse
- Helsingborg
- Klostersgården
- Linero
- Malmö Folkets park
- North Spoletorp
- South Spoletorp
- Östra Torn
- Parternas gränd

Internet access is available but not included in the rent in the following areas:

- Delphi
- Kämnärsrätten
- Mikael Hansen
- Miklagård
- Parentesen
- Sparta
- Ulrikedal
- Vildanden

Where Internet access is not included in the rent, you will be able to sign up online to get Internet access with any available Internet service provider. Prices vary depending on the provider you choose.

Internet is not available at

- Rönnen
- Biskopsgatan

How big is my room?

The size of a room is between 12 and 26 square metres. Unfortunately, we do not have the exact measurements for each room available at the moment.

Am I allowed to have a pet in my room?

No, no pets are allowed in any of the rooms offered by the International Housing Office.

What furniture is included in the room?

All rooms have basic furniture: a bed, a wardrobe, a desk, a chair, a bedside cabinet and an armchair. (Bed linen, towels and shower curtain are not included.)



Delphi



Kämnärsrätten



Miklagård



Sparta



Vildanden

What kind of insurance do I need?

For housing purposes you need an insurance policy that covers third-party liability. If you are an exchange student you can ask at your home university if they have information regarding insurance.

Is there anything special I need to bring for my room?

The rooms all have basic furniture. Bed linen, towels and shower curtains are not provided, so that is something you will need to bring or buy. Pillows and blankets will be for sale on Arrival Day. A pillow (60x50 cm) costs SEK 50 and a blanket (150x200 cm) SEK 100. The standard size of Swedish beds is 90x200 cm. In some of AF Bostäder's rooms the beds are 105x200 cm. In studio flats and in the international corridors, kitchen utensils are included. For some rooms you will need to buy kitchen utensils, but these can be found in Lund so there is no need to bring utensils from your home country.

How many students will live on my corridor?

On average there are about ten students on each corridor.

What is the difference between an international corridor and a Swedish corridor?

In an international corridor there are only international students. A Swedish corridor will be predominantly made up of Swedish students with international students in the minority. Swedish corridors may suit those who wish to develop their Swedish language skills and/or know more about the Swedish way of living.

How far is it from my room to my department?

Lund is not a big city. Our housing areas in Lund are well served by public transport and many students use bicycles to get around.

Questions about prepayment

I have already made the prepayment but I will not be coming to Lund. What shall I do?

Contact the International Housing Office immediately. If you contact us before the contract start date we will be able to refund the full amount. If you contact us at a later date, you will have to pay for the days from the contract start date to the day you contact us.

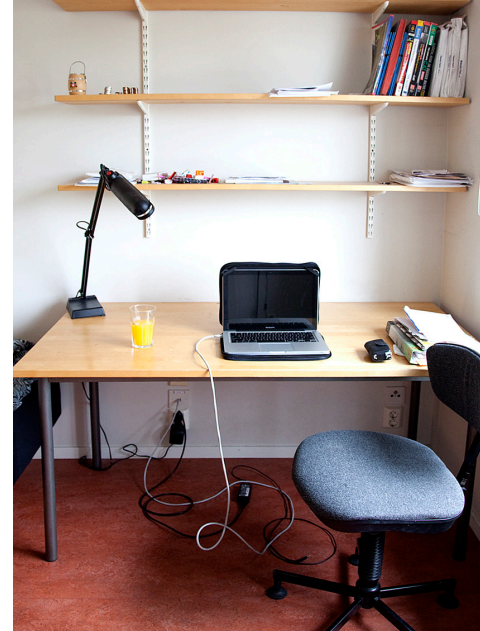
Have you received my payment?

Unfortunately, it is not possible for us to confirm every prepayment. Instead, you can view your housing application status online – this will indicate if payment has been received and registered. When the status changes from "confirmed (unpaid)" to "confirmed and paid" you know that your payment has reached us. You should allow 1–2 weeks for your payment to be registered in the database.

If your status is "confirmed (unpaid)" even though you have made the payment and waited two weeks, please send a fax to the International Housing Office with proof of payment: fax number +46 46 222 88 95.

What happens if I have made my first payment and do not get a visa?

To keep your room reservation you must make the prepayment as instructed. If you are having trouble obtaining a visa you must stay in contact with the International Housing Office. If you need to cancel the room reservation, you will get a full refund if you cancel it before the contract period has started.



Questions about the application process

Am I placed on a waiting list for the three housing choices I made or for all of the housing areas?

We use the choices you have made as a guideline when we allocate the rooms. If all rooms in the areas of your choice are unavailable we will try to find any room for you.

If you have the status 'waiting list' we will try to find you a room in any area. It may not be in your preferred housing area.

Why has my friend received a room and I have not even though I applied earlier?

Unless you have a housing guarantee, Master's students and other non-exchange students will be helped on a first come, first served basis.

For exchange students, rooms are allocated based on information passed to the International Housing Office by the departments within the University. The departments follow guidelines which are agreed upon by Lund University and its partners.

I am placed on the waiting list, what should I do?

We recommend you start checking other housing options, as it is important that you solve your housing situation before arriving in Lund. Please do not forget to notify us if you find alternative housing.

Keep checking your status online for possible updates. Due to late cancellations it is possible that you will be offered a room close to your arrival date.

I have been offered a room but I would prefer a different room. What can I do?

Unfortunately, we can only make one room offer per student. If you choose not to accept the offer you will have to find alternative housing elsewhere. Please remember to inform the International Housing Office if you do not want the room offered to you. If you do not wish to stay in the room that has been offered to you, it is important that you cancel the reservation within three days of the start date on the contract in order to avoid further costs. If you cancel it later than that, you will have to give a calendar month's notice and pay the rent for the notice period. When contacting the International Housing Office, use the same email address that you registered in your application!

What does my housing status mean?

Received

We have received an application for the first rental period (one semester).

Confirmed (unpaid)

We have made you a room offer (with a payment deadline) but have not yet received a receipt of payment from you or confirmation from our bank that a payment has been received.

Confirmed AND paid

We have received confirmation from our bank that payment has been received.

Waiting list

We are unable to offer you a room. However, other students may cancel their reservations and we might still be able to offer you a room before your arrival in Lund. Therefore, you need to keep checking your housing status. However, there is no guarantee that we will be able to find a room for you and we strongly urge you to look for other housing options.

Alternative payment

We have been informed by your coordinator in Lund that your first payment will be made to us once you have received your scholarship money.

Proof of payment

We have received a receipt of payment from you either by fax or email.

Other housing

You have informed us that you have found a room on your own and do not need a room through the International Housing Office.

Not admitted

Your coordinator has informed us that you will not be attending a course or programme at Lund University and are therefore not eligible to get a room through our service.

Withdrawal

You have informed us that you do not plan to attend a course or programme at Lund University and therefore do not need a room through our service.

Cancelled – no payment

We have not received a receipt of payment from you or confirmation of payment from our bank before the deadline and therefore we will no longer hold your room reservation.



Questions about arrival

I am not arriving on Arrival Day. How do I get to the International Housing Office in order to collect my keys?

The International Housing Office is located on the ground floor of the building called Gamla kirurgen (the old surgery), on Sandgatan 3. The building is around 200 metres north of the cathedral, which is one of the main landmarks in the city. It will take you about ten minutes to walk to the office from the train station. If you have a lot of luggage you can take a taxi from the station. It will cost around SEK 70. Regular visiting hours for the International Housing Office: Monday–Friday 13:00–15:00.

I am arriving in Lund when your office is closed. What should I do?

If you are arriving after opening hours or at a weekend you will need to make your own arrangements for temporary accommodation. Please see our website for examples of hostels and guest houses in Lund. You can also ask your coordinator to pick up your keys for you. Your coordinator is the only person who may collect the keys in your absence.



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