Application Accommodation Guide

First you need to **create your account**

1. Fill in **Personal data** and **Emergency contact**. *It is crucial to insert a valid email address which you can easily check **daily***! All information regarding your application will be sent to the email address you register in this section.

Personal data	
First name	[_____] *
Last name	[_____] *
Gender	○ Male ○ Female *
Date of birth (YYYY-MM-DD)	[_____] *
E-mail address	[_____] *
Same e-mail address for verification	[_____] *

Contact person in case of emergency	
First name	[_____] *
Last name	[_____] *
E-mail address	[_____] *
Telephone number	[_____] *

2. Under **Study details** fill in department and information about your studies. Choose the department and contact person where you plan to take the majority of your courses. **NOTE!** Housing Office cannot assist you with any study details. If you are unsure, contact your department or the person you have contact with for your study program at SU**.**

Study details	
Stockholm University	STOCKHO01 - Stockholm University ▼ *
Stockholm University Faculty	<-- Please select --> ▼ *
Stockholm University Department	<-- Please select --> ▼ *
Stockholm University Programme Name	[_____]
Stockholm University Contact Person	[_____] *
Stockholm University Contact Person Email Address	[_____] *

3. Under **Accommodation** and **Additional housing related information** you may describe special needs or requests. Please inform us if you plan to bring your partner or family. We will do our best to meet any requests, but cannot guarantee to fulfill them. Housing preferences are chosen in a later step in the application.

Accommodation

Additional housing related information	
	There are still **175** characters available

4. Once you have filled in the form in all its parts and created your account by clicking on "**Create account**" you will receive an email from Housing Office. Check the spam folder!

Confirmation by the student

I accept that you store my personal data according to GDPR (General Data Protection Regulation)	☐ *
I confirm that the details I have provided are accurate and I wish to proceed with creating my account.	☐ *

[Cancel application]   [Create account]

5. Follow the instructions in the email you have received from Housing Office in order to complete the registration of your account. State your date of birth YYYY-MM-DD. The registration number is **automatically generated**.

MOBILITY-ONLINE

Online registration for Mobility-Online (Exchange Student - Accommodation)

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number	2034593680	*
Date of birth (yyyy-mm-dd)		* 📅 Today

[Back] [Continue]   English ▼

6. Choose a username and password. **Make sure you save these credentials.** You will need them in next steps.

Step 2 of 2 - Input User Name and Password

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).

Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.

Login	
Password	
Repeat password	

Continue to next page!

Create a housing application

In order to complete your housing application, you need to make the following three steps:

1. Complete personal data

2.   Choose housing preferences
3.   Upload copy of valid ID

All three steps need to be completed before deadline in order to correctly submit your application to Housing Office.

1.   Complete **Personal Data** - Click on "**Complete Personal Data**" and fill in the remaining info.

Personal data completed	☐	Complete personal data

2.   Click on "**Choose accommodation preferences**". It is **mandatory** to choose at least **four** preferences.". Many choices increase the chance to receive an offer. Rank four preferences by clicking on "**Add as preference**. See an example in the picture below. If you wish to see more pictures or read more about our housing areas, please visit our [website](#).

| Accomodation preferences	☐	Choose accommodation preferences

3.   When you have chosen your preferences, you will have to confirm the chosen preferences by clicking on **"Confirmation: I am satisfied with the choice of preferences I have made"**.

Accommodation Preferences Confirmation	☐	Confirmation: I am satisfied with the choice of preferences I have made

4. Upload a copy of your valid passport or ID by clicking on "**Upload copy of passport or ID** ". **NOTE!** If you do not have a valid passport at the moment of the application, please upload the current document anyway. You will be able to upload a valid passport or ID later, once it has been renewed.

Passport or ID card uploaded	☐	Upload copy of passport or ID card
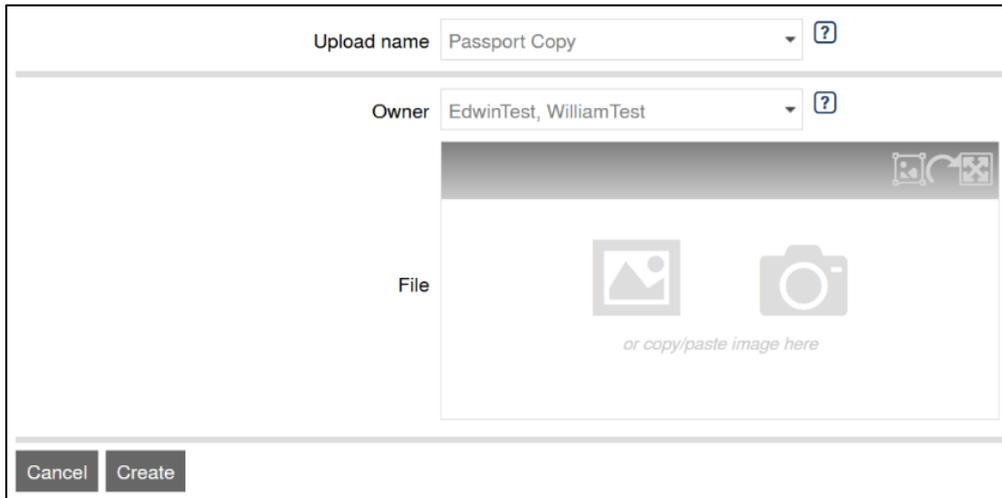
Upload name	Passport Copy ▾ ❓
Owner	EdwinTest, WilliamTest ▾ ❓
File	*or copy/paste image here*

Cancel   Create

Housing application done!