**Checklist international staff**

New employee (name):

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*Target group: Employee*

**On arrival and during the stay in Sweden**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **What** | **Who** | **Reference** | **Completed** |
| **1** | **Introduction**; according to routines at JU | Manager | [Introduction of new employees](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/employment/introduction.html) |  |
| **2** | **Tax relief for researchers**; if possible, apply | Employee Manager | [Tax relief for researchers](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/salary-and-taxation/taxation/tax-relief-for-researchers.html) |  |
| **3** | **Registration in the Swedish population register**; visit a tax agency office for registration and allocation of a personal identity number | Employee | [Registration in the Swedish population register](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/registration-in-the-swedish-population-register.html) |  |
| **4** | **Social insurance agency**; register | Employee | [Healthcare and social insurance](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/healthcare-and-social-insurance.html) |  |
| **5** | **Housing**; search for housing | Employee | [Housing](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/housing.html) |  |
| **6** | **Other insurances**; check other insurances | Employee | [Insurances](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/insurances.html) |  |
| **7** | **Id card**; apply for | Employee | [Identity document](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/registration-in-the-swedish-population-register/identity-document.html) |  |
| **8** | **Accompanying persons**;   * Residence permit * Childcare and education * Finding a job | Employee | [Residence permit](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/accompanying-persons/residence-permit.html)  [Childcare and education](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/accompanying-persons/child-care-and-education.html)  [Finding](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/accompanying-persons/finding-a-job.html) a job |  |