**Checklist international staff**

New employee (name):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Target group: employee*

**Before arrival to Sweden**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **What** | **Who** | **Reference** | **Completed** |
| **1** | **Employment agreement**; according to routines at JU | Manager | [Employment](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/employment.html) |  |
| **2** | **Migration*** Visa; check if visa is required
* Work permit; apply
* Residence permit; apply
 | Employee Manager | [Visa](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/migration/work-permit-and-visa.html)[Work permit](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/migration/work-permit-and-visa/work-permit-application.html)[Residence permit for visiting researchers](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/migration/work-permit-and-visa/residence-permit-application-for-visiting-researchers.html)[Residence permit for doctoral students](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/migration/work-permit-and-visa/residence-permit-application-for-doctoral-students.html) |  |
| **3** | **Health insurance;** check health insurance | Employee Manager | [Health insurance](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/healthcare-and-social-insurance.html) |  |
| **4** | **Bank**;check bank account and debit card for use in Sweden | Employee | [Bank](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/bank.html) |  |
| **5** | **Salary**;notify the salary administrator any bank account in home country | Employee Manager | [Salary](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/salary-and-taxation/salary.html) |  |
| **6** | **Taxation**; * notify the salary administrator if SINK-taxation is to be applied

*or** apply for ‘preliminary tax’
 | Employee Manager | [Taxation – Work in Sweden for less than 6 months](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/salary-and-taxation/taxation/work-in-sweden-for-less-than-6-months.html)[Taxation in Sweden for 6-12 months](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/salary-and-taxation/taxation/work-in-sweden-for-6-12-months.html) |  |
| **7** | **Housing**; search for housing | Employee | [Housing](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/housing.html) |  |
| **8** | **Other insurance**; check other insurances | Employee | [Insurance](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/insurances.html) |  |
| **9** | **Accompanying persons**;* Residence permit
* Child care 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)[Child care and education](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/accompanying-persons/child-care-and-education.html)[Finding a job](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/accompanying-persons/finding-a-job.html) |  |