

INTERNATIONAL STUDENTS AT HALMSTAD UNIVERSITY

STUDENT INFORMATION



HALMSTAD UNIVERSITY

For the development of organisations, products and quality of life.



Welcome to Halmstad University

The Front Desk is open Monday – Thursday, 12:30 – 13:30.

The Front Desk can help you with any of the following:

- General information about your studies at Halmstad University.
- Admission queries and late applications (for admission results, please see your account at www.studera.nu).
- Printing of Halmstad University Official Transcript of Records and Registration Certificates.
- Applications for Degree Certificates or Diplomas.
- Basic information about residence permit, health insurance and living in Halmstad.

We can **NOT** help you with:

- English proficiency letter
- Verification of documents
- Printing or photocopying

During all other hours you have to make an appointment, via fdia@hh.se.

Student ID card

You need your Student ID card to:

- prove that you are a student at Halmstad University.
- have access to the university at evenings and weekends.
- have access to the university computers and your personal e-account (you will obtain a username and password which you use to login to the University's computers).
- borrow books at the Halmstad University Library.
- have access to the Student Union Pub.
- have access to student discounts.
- when you have an exam (you also have to present a valid ID before the exam). It is your responsibility to register for exams at least two weeks before the exam.

Personal ID number

If you have a resident permit/VISA valid for one year or more, you can apply for a Swedish personal ID number (personnummer) at the Swedish Tax Office (Skatteverket). Besides your application (the form is provided at the Tax Office), you must show your passport, residence permit and a registration certificate. You should also bring your admission letter.

The number consists of 10 numbers: your date of birth and four check digits. You need the ID number for all official transactions, for example to open a bank account, have access to the health system, etc.

Bank account

Banks are open Monday to Friday. To open a bank account, you will need your admission letter, your passport, registration certificate and you need a personal ID number.

Post office

The Swedish postal service is divided into “Posten” (stores with a blue and a yellow post sign), where you can receive and send packages and larger letters, and “Svensk kassaservice”, where you can pay your bills. Stamps can be bought in most kiosks and many food stores offer postal services, these stores have the blue and yellow post sign outside.

StudentLadok

LADOK is the name of the database system used at Halmstad University for registration and documentation of study results, e.g. Transcript of Records and Registration Certificate.

As a student you can log in to the StudentLadok to:

- check if you are registered at courses.
- check your study results after an exam or before applying for the Degree Certificate or Diploma.
- change your temporary address and phone number.
- print out your Transcript of Records and registration Certificate. The authenticity of the letter can be verified online.

www.hh.se/english/education/registeredstudent

Registered student

- Common regulations
- Student support
- Study in Halmstad
- Web services

On these pages you will find information regarding your studies at Halmstad University. You will also find information regarding your obligations as well as your rights as a student at Halmstad University.

It is your responsibility to read the information.

Web services

On this page you can find useful web services. For instance you can:

- register for an examination.
- read your email.
- find your schedule and see your course syllabus.
- report computer and equipment malfunctions to the University computer technicians through Helpdesk.
- see your study results in StudentLadok.
- pay for copies and printouts.

Please note: Halmstad University will use your student e-mail address for general information. It is your responsibility to check your e-mail.





Late applications

The possibility to apply late or switch a program/course depends on the availability at the program/course you are interested in and your personal qualifications.

Before you attend the classes:

1. You have to submit an application at the Front Desk, Student Centre, Q-building. *(Please note: signing up on lists during classes, attending the classes and having exam results does NOT mean that you are admitted and registered at the course).*
2. You have to get admission. The admission office will contact you when a decision has been made by e-mail *(You have to be admitted to register on the course).*
3. After admission, you have to register at your Department. *(You have to be registered at the course to get your study results registered, for example your exam results).*

It is your responsibility to check that you are admitted and registered at the course BEFORE you attend classes and register on exams.

For course details, please speak to your Program/Course Director. You can also apply for courses within a program at the Front Desk.



Application for Degree Certificate or Diploma

Before you hand in your application, please make sure that:

- Your study results are registered.
- You have been given a final grade for the courses.
- all courses are completed.

It is your responsibility to check that your results are registered and all courses are completed.

You have to attach following documents:

- Official transcript of records from home university.
- Bachelor's Degree in original (if applying for a Master. Degree). Provisional degree certificate is not accepted.
- Transcript of records if you want course credits from other Swedish universities to be included in your degree.
- If you don't have a Swedish civic registration number, please enclose a verified copy of your passport.

You have to present documents in original and photocopies. It is your responsibility to bring photocopies of your original documents.

Smoking

Smoking is not allowed within the university buildings or in the student accommodation.

Cheating

Cheating is regarded as a serious offence. Examples of cheating: plagiarism (copying texts from the internet or other sources), bringing notes to exams or talk with classmates during exams, writing notes in the dictionaries.

Cheating can lead to disciplinary measures such as formal warning or suspension for a maximum of six months.

Further information

Please visit our website – the section for International Students:
www.hh.se/english/education/freemoverstudent.2878.html

You might also find these websites useful:

www.studyinsweden.se

www.swedenintouch.se

Who to ask?

Problems with...	Where to go	Location
Students' Union fee	Student Union Office	X-building
Registration	Your Department	SBE: P-building floor 4 IDE: B-building floor 2 HUM: F-building floor 2 HOS: R-building floor 3 LUT: Q-building floor 4
User ID and Library card	Helpdesk	M-building (Library)
Printing and photocopying	Library or Caretaker Office	M-building (Library) Q-building (Caretaker Office)
Wireless Internet	Library- Helpdesk	M-building (Library) Opening hours are Monday–Friday 10:00–14:00



HALMSTAD UNIVERSITY

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