Residence Permit Instructions  
Lund University, Fall Semester and Academic Year 2016-2017

U.S. Citizens: All UCEAP students participating in the Fall Semester or Academic Year Program at Lund University must apply for, and obtain, a residence permit card.

E.U. Citizens: E.U. citizens, including dual citizens, are not required to obtain a residence permit.

Non-US/EU Citizens: You may need a visa to enter Sweden. Check here to see if you need one.

If you will need a visa, you will submit the residence permit application as instructed below; however, you must also go to Washington D.C. to have your biometrics made PRIOR to going to Sweden. Please contact the Swedish Embassy for more information.

If your flight to Sweden lands in Copenhagen, Denmark, you must also contact the Danish Consulate in New York to determine if you require a transit visa. (Call 212-223-4545 or email nycgkl@um.dk) If needed, plan your timing carefully because both the Swedish Embassy and Danish Consulate will need your passport in order to issue their respective visas.

Note - AB540 students should consult an immigration attorney to evaluate the risks of potentially being unable to re-enter the United States and any impact that participation in UCEAP might have on any deferred action applications.

WHEN DO I APPLY FOR MY RESIDENCE PERMIT?

You must submit your residence permit application and supporting documents to the Swedish Embassy to arrive no later than May 15, 2016. However, to avoid problems, you should apply as soon as you receive your acceptance letters. You cannot apply until you receive your acceptance letters.

WHERE DO I SUBMIT MY RESIDENCE PERMIT APPLICATION?

Applications with all required documents must be mailed to:
Embassy of Sweden
Attn: Visa Section
2900 K Street, N.W.
Washington, DC 20007

WHAT MUST I SUBMIT IN ORDER TO APPLY FOR MY RESIDENCE PERMIT?

The following items must be submitted in two complete sets:
(1 copy of each item in two separate stacks)

- **Residence Permit Application form #105031**, completed, signed, and dated, including detailed contact information. Every item must be answered or marked N/A. Use the Sample Residence Permit Application included in your Pre-Departure Checklist to complete the application.

- **Notarized* copies of the identification and validity page of your passport**. Include copies of any pages with permits or visas in your passport.
  *Passports must be signed and valid at least 3 months beyond the expiration date of the residence permit for which you apply.

  *A notary public is a certified state official who is responsible for verifying identity, based on official photo identification such as a driver's license or passport. You can locate a notary online, or ask your Campus EAP Office for assistance. You may have notary services available on campus. There is typically a charge for notarization, around $10 per signature.
• Your Acceptance Letter from Folkuniversitetet
• Your Acceptance Letter from Lund University
• Your UCEAP Participation Letter (This letter serves as proof of your health insurance abroad.)
• Proof of Funds You must show that you have at least $1100 per month of your stay in Sweden. For example, if you will be in Sweden for five months, you must show proof that you have at least $5500.

You must provide
  o A bank letter or statement, including both the currency and the date.
    THE ACCOUNT MUST BE IN YOUR NAME ONLY - NOT your parent's name or a joint account! Otherwise your application WILL be denied!
    And/Or
  o A financial aid letter (Take the sample letter in your PDC to your FAO to request your letter)

• A Money Order or Certified Bank Check for payment
  All students are required to pay a $120.00 non-refundable application fee. Only money orders or certified bank checks will be accepted! Personal checks will be returned.
  Make the money order/certified check payable to Embassy of Sweden.

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*We strongly recommend using FedEx or UPS so that you can track the delivery of your envelope.

*Please make photocopies of all documents for your own records. Keep these in a safe place with your original Folkuniversitetet & Lund Acceptance Letters and UCEAP Participation Letter!

ALLOW A MINIMUM OF 2-3 MONTHS FOR PROCESSING OF APPLICATIONS.

WHEN DO I RECEIVE MY RESIDENCE PERMIT?

Once your application has been reviewed, the Swedish Embassy will send you an “Approval Document” by mail or email that you must take with you to Sweden to complete the residence permit process. After you are in Sweden, you will visit the Migration Board to have biometric fingerprints, a photo, and an electronic signature taken. After this is completed, you will be sent your Residence Permit Card in the mail. The Study Center will assist you with making these arrangements after your arrival in Sweden.

YOU CANNOT ENTER SWEDEN UNTIL YOU RECEIVE YOUR APPROVAL LETTER!!

WHO CAN I CONTACT FOR ADDITIONAL INFORMATION?

If you have any further questions regarding residence permits, please contact the Embassy of Sweden at:
E-mail: ambassaden.washington@gov.se
Phone: (202) 467-2600
Visa Phone Hours: Monday-Thursday, 8:00 AM – 9:00 AM (PST)