



## Package 1 – Pre-visit

Pre-visit, or as it's called sometimes, look and see trip! The candidate is normally not yet contracted or he/she has not yet made a decision of employment or is in Sweden to sign the contract. It's a package before moving to Skåne.

At Alfa, we see this as an informative as well as selling service. A selling service of Skåne and Sweden as to provide the candidate (including accompanying family) a good picture of what it is like to live and work in Sweden.

Package 1	Pre-visit
<b>1A</b>	<b>Information about housing/housing market</b>
	To ensure the employee has a full understanding of rental accommodation, lease agreements, terms & conditions, deposits, standards and the different types of rental accommodation available.
<b>1B</b>	<b>Regional and local orientation</b>
	For the employee to be aware of services and amenities in the local area such as sports facilities, grocery stores, hospital, health care centres, places of worship, recreational areas, etc.
<b>1C</b>	<b>Information about taxes, social security system, population registration and pensions</b>
	To enable the employee to understand the systems in place in Sweden and to make some comparisons to the systems in place in their home country/country that they are moving from.



<b>1D</b>	<b>Financial and cost of living analysis</b>
	Calculations based on the employee's salary to determine tax rate and to give a general overview of the cost of living based on information from the Swedish Consumer Agency.
<b>1E</b>	<b>Information about immigration processes</b>
	Advise and information of the immigration procedures required for submitting applications to the Swedish Migration Agency dependent on the type of employment from the university.

## Package 2 – Before/At Arrival

In this part of the recruitment process, the moving candidate has chosen to accept an employment at Lund University. With this package your new employee (and accompanying family) is taken care of and receives the best start for their life in Skåne.

The package is perfect for candidates outside the EU as well as candidates from within the EU. It contains all important parts of the relocation process, like Immigration (arbetstillstånd), local registers, like Skatteverket/Försäkringskassan and Bank. Also, the excellent support with Tax management and Home finding.

Package 2	Before/At Arrival
<b>2A</b>	<b>Home Search</b>
	Providing a home search based on the employee's requirements, presenting up to 5 properties to choose from, preparing lease agreements, supporting with utility and internet subscriptions and providing information on tenants liability insurance. <b>Benefit:</b> To ensure that the rental is in line with tenancy laws, approval has been granted by housing and rental committees, lease agreements are available both in Swedish and English ensuring that all terms are understood.
<b>2B</b>	<b>Immigration Service</b>
	Supporting with preparing work permits and residence permits for researchers, residence permit for doctoral studies for non EU Citizens, based on their appointment at the university and submitting to the Swedish Migration Agency. <b>Benefit:</b> Collating all required documentation, assessing and analyzing all documents in order to ensure that when application is submitted to the Swedish Migration Agency all criteria for the application has been met.
<b>2C</b>	<b>Information and help with insurances outside the workplace</b>
	Providing the employee with information and support on various insurances outside of the workplace such as tenants liability insurance, car insurance, unemployment insurance. <b>Benefit:</b> Supporting the employee with information on insurances means that they are well informed and are adequately insured in the event of an accident, become ill or are facing unemployment.



<b>2D</b>	<b>Expert Advise</b>
	<p>An hour consultancy with PriceWaterhouseCoopers (PwC) advising on tax on earnings, tax tables, benefits, social insurances and pensions with the assignees specific circumstances in terms of their relocation to Sweden.</p> <p><b>Benefit:</b></p> <p>The consultation is with a qualified tax expert who can give sound advise on the tax, social insurance and pension system in Sweden based on the employee’s circumstances. This can include property tax if an employee has property in their home country/country that they are moving from, occupational pension, parental benefits.</p>
<b>2 E</b>	<b>Practical help and support, government/bank contacts</b>
	<p>Support with applying for:</p> <ul style="list-style-type: none"> <li>• Swedish Personal Identity Number</li> <li>• Swedish ID Card</li> <li>• Opening a bank account</li> <li>• Registering with the Social Insurance Agency</li> </ul> <p><b>Benefit:</b></p> <p>Ensuring the registrations are correctly completed and submitted with the correct supporting documentation to ensure a swift handling time at the authorities without any unnecessary delay. Ensuring a bank account is set up without any unnecessary delay.</p>
<b>2F</b>	<b>Healthcare system/Medical registration</b>
	<p>Registration with Primary Healthcare Provider – Region Skåne and the employee’s local healthcare centre.</p> <p><b>Benefit:</b></p> <p>Registering the employee at the closest available Healthcare Centre meaning that in times of illness the employees have easy access to healthcare provisions that can support them with the medical requirements.</p>
<b>2G</b>	<b>School Search/Kindergarten</b>
	<p>Providing information on both local and international schools and supporting with registration for school placements.</p> <p><b>Benefit:</b></p> <p>Ensuring that parents can make a well-informed decision when deciding on the best form of education for their children, whether it be following the Swedish Educational System or the International Curriculum. Providing the parents with all school criteria and informing them of availability to ensure that placements can be secured in time for the family’s arrival.</p>
<b>2H</b>	<b>Local orientation, commuter links and language support</b>
	<p>Providing an orientation of the local area to familiarise the employee with local services and amenities. Informing the employee of the public transport system – Skånetrafiken with information on routes and monthly travel plans. Also supplying the employee with local language lessons with SFI and Folkuniversitet.</p> <p><b>Benefit:</b></p> <p>That the employee is confident in being able to navigate around the area where they are living and being comfortable in being able to travel to work, home, school. And also having knowledge of the local area to be able to feel a part of the community and join in with local activities.</p>



## Package 4 – Individual/Additional Services

Stand alone and additional services which can be used in different parts of the relocation process.

Package 4	Individual/Additional Services
<b>4A</b>	<b>Information about practical accompanying support</b>
	Referring and providing information on registration at the Employment Service – Arbetsförmedlingen. General information on the process of finding employment in Sweden. Working with local support and network forums such as the International Citizen Hub in Lund.
<b>4B</b>	<b>Career coaching for accompanying partners/spouses</b>
	Support with preparation of CV's, consultation with a career coach, networking with local HR group, referring to International Citizen Hub onto their Kick Start programme.
<b>4C</b>	<b>Family, extended</b>
	Family package is based on a family of four. There will be an additional charge for additional family members for each additional service.
<b>4D</b>	<b>Information about language classes</b>
	Provide information and support not only with registration at SFI, but with Folkuniversitetet.
<b>4E</b>	<b>Swedish Corporate Business Culture</b>
	General information on the structure of organisations, communication and common customs that exist in the majority of Swedish workplaces.
<b>4F</b>	<b>Immigration services – permit extensions</b>
	Assist with, but not limited to work and residence permits, residence permit for researchers, residence permit for doctoral studies and applications for permanent residence
<b>4G</b>	<b>Application for a coordination number</b>
	This will enable the assignee to open a bank account with Nordea Bank without having to have their Swedish Personal Identity Number and Swedish ID Card (limited bank services – a Swedish Personal Identity Number and Swedish ID Card will be required to receive the full range of services).