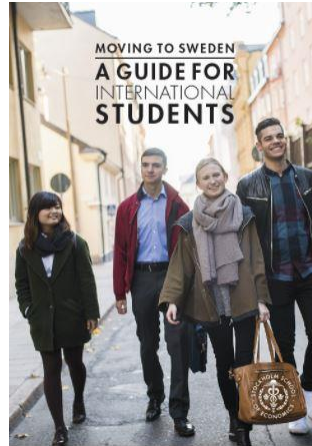
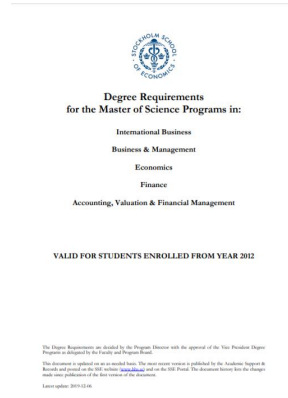
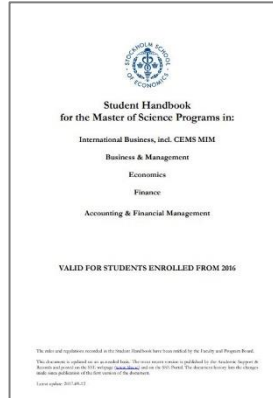


The background of the slide features a low-angle shot of a large, light-colored building with a prominent green copper dome. The building has several windows and a classical architectural style. In the foreground, there are green leaves and branches of trees, some of which are slightly out of focus. The sky is bright and clear, with a soft lens flare effect from the sun in the upper right corner.

PRACTICAL MATTERS FOR YOUR DAY-TO-DAY LIFE AT SSE AND IN SWEDEN

INFORMATION AT SSE

STUDENT HANDBOOK AND DEGREE REQUIREMENTS



GUIDE FOR INTERNATIONAL STUDENTS

STUDENT COMPASS



SSE PORTAL

- SSE Portal – Everything you need to know
 - Letter of Enrollment & Transcripts
 - Courses & schedule (incl. course and exams registrations)
 - IT Support
 - Exchange & Global opportunities
- Student handbook and Degree requirements for your program
- NEWS on SSE Portal

The screenshot displays the SSE Portal website. At the top is a navigation bar with links: SSE|PORTAL, TEACHING, RESEARCH, EMPLOYMENT, IT SUPPORT, and TOOLS. The main content area is divided into two columns. The left column, titled 'MASTER NEWS', lists several articles with dates and titles, including 'SSE Business Lab presentation for Master students', 'Q&A session for international students', 'Ambassador', 'Wanted: Student', 'Access card', and 'Project leader'. The right column features three main sections: 'Degree Requirements for the Master of Science Programs in:' with a list of programs (International Business, Business & Management, Economics, Finance, Accounting, Valuation & Financial Management), 'STUDENTS ENROLLED FROM YEAR 2012', and 'VALID FOR STUDENTS ENROLLED FROM 2016'. A large, semi-transparent box is overlaid on the right side of the page, containing the 'Student Handbook for the Master of Science Programs in:' and a list of programs (International Business, incl. CEMS MIM; Business & Management; Economics; Finance; Accounting & Financial Management). The bottom of the page contains a disclaimer and the date 'Latest update: 2017-09-12'.

SSE|PORTAL TEACHING RESEARCH EMPLOYMENT IT SUPPORT TOOLS

MASTER NEWS

Master News

SSE Business Lab presentation for Master students
Start: 2015-09-03 @ 12:15, Location: Aula
> Read more

Q&A session for international students
Start: 2015-09-01 @ 12:15, Location: 750, 7th floor, main building
> Read more

Ambassador
2015-08-26
Would you like to be an Ambassador?
> Read more

Wanted: Student
2015-08-26
Would you like to be an Ambassador?
> Read more

Access card
2015-08-24
> Read more

Project leader
2015-07-10
> Read more

STOCKHOLM SCHOOL OF ECONOMICS

Degree Requirements for the Master of Science Programs in:

International Business
Business & Management
Economics
Finance
Accounting, Valuation & Financial Management

STUDENTS ENROLLED FROM YEAR 2012

STOCKHOLM SCHOOL OF ECONOMICS

Student Handbook for the Master of Science Programs in:

International Business, incl. CEMS MIM
Business & Management
Economics
Finance
Accounting & Financial Management

VALID FOR STUDENTS ENROLLED FROM 2016

The rules and regulations mentioned in the Student Handbook have been verified by the Faculty and Program Board.
This document is updated on an as-needed basis. The most recent version is published by the Academic Support & Records and posted on the SSE webpage (www.sse.se) and on the SSE Portal. The document history lists the changes made since publication of the first version of the document.
Latest update: 2017-09-12

CANVAS [HTTPS://SSE.STRUCTURE.COM/](https://sse.instructure.com/)

- Courses and course homepages
- Course Material
- Schedule
- Assessments and results on modules and final course results



LETTER OF ENROLLMENT

Request your letter of enrollment in the Info Center or download via the SSE Portal.

How to download via the SSE Portal:

- Log in at portal.hhs.se
- Go to Student Support
- Click on Certificates/Transcripts
- Follow the instructions. Download as a pdf or a printed version that you pick up at Info center
- <https://portal.hhs.se/StudentSupport/Transcripts/Pages/default.aspx>



GUIDANCE AND WELLBEING OFFICE

HELP IS THERE FOR YOU WHEN YOU NEED:

Core Support Areas

- Academic Advising
- Pedagogical support for students with disability
- Student health and well-being



AGO IS ALSO THERE FOR YOU WHEN YOU NEED SPECIAL EDUCATIONAL SUPPORT

- Evaluation and approval of applications for special educational needs
- Special Needs can be approved if you have a **documented** disability
- Application for special needs, Nais <https://www.nais.uhr.se/> (if you have an account at antagning.se or universityadmissions.se, otherwise please contact us)

Main support:

- Extended time on written exams
- Note taking assistance
- Recorded course literature

Do you want to be a note taking assistant? Please send an email to specialneeds@hhs.se

STAFF & CONTACT INFORMATION

Staff

- Joakim Blom
- Maja Linde
- Andrew Waters

E-mail

academic.advisor@hhs.se

specialneeds@hhs.se

counselling@hhs.se

Appointments

Time booking via the Student Portal

ESSENTIAL STUDENT INFORMATION TO REMEMBER

- Read the Student Handbook. A compilation of information, regulations and guidelines relevant for students
- Study at least 30 ECTS during your first year to keep your study spot at SSE
- Maximum period of study
 - BSc programs 5 years
 - MSc programs 3 years
- Cheating and plagiarism. SSE takes these phenomena seriously and detection leads to suspension



PROGRAM MANAGERS

BSC PROGRAMS

BSc in Business & Economics:

- Sofia Eliason and Ebba Andersson

BSc in Retail Management

- Karl Strelis

MSC PROGRAMS

MSc in International Business:

- Fanni Antal

MSc in Business & Management:

- Andreas Dahlberg

MSc in Finance:

- Carter Svensson

MSc in Economics:

- Nikie Veld

STUDENT & ACCESS CARDS

STUDENT CARD

- You can obtain your Swedish student card, Mecenat (mecenat.se) once you are registered as a student.
- Visit the Student Association(SASSE) reception in the basement for more information or visit SASSE.se



ACCESS CARD

- Access cards for the SSE premises are sold at the office of Premises Administrators, room A546: Jimmy Hansen & Peter Fridlund
- 100 SEK (card payments preferred)



LANGUAGE COURSES AT SSE

- Learn Swedish if you would like to get a job here!
- **Swedish language courses**
Introductory Swedish I: 1006 (not within degree)
Introductory Swedish II: 1007 (not within degree)
Business Swedish: 1008 (elective for MSc and BSc BE)
- **Other language courses examples** for fall 2025 as electives for MSc and BSc BE:
 - Business French: 111
 - Advanced Business French: 113
 - Business German: 116
 - Business Spanish: 121
 - Advanced Business Spanish: 122
- My upcoming courses on SSE Portal for 1006 (registration period 1/9-5/9). The rest – email to dmoadmin@hhs.se



SOCIAL SECURITY NUMBER (PERSONNUMMER) – WHY?

- You will be entitled to medical and hospital care on the same terms as any Swedish citizen
- You will be entitled to highly subsidized prescription medicine
- Your minor children will be entitled to medical and dental care for free
- Your minor children will be entitled to free prescription medicine
- You will be entitled to free Swedish lessons through for Immigrants (SFI)
- You may apply for a Swedish ID card
- Easier to open a bank account
- You may register for a mobile phone account
- You may register for membership cards in most retail chains (H&M, IKEA..)
- Employers normally would ask for the number as that's the easiest way for them to pay taxes on the salary and to do background check on you. If you do not have one – they will ask you to apply for it.
- Easier for all kind of government entities/businesses to communicate with you as they can retrieve some data on you having your number



THE POPULATION REGISTER SOCIAL SECURITY NUMBER (PERSONNUMMER)

- The notification form "Moving to Sweden" must be submitted online before a personal visit at the service centre
- Use the e-service [Moving to Sweden](#)
- Apply ASAP, processing times are longer than usual!
- You must have an address where you can receive mail
- After approval, you will be given a Personal number (personnummer) that is 10 figures: year, month, day + 4 digits
- Closest locations to SSE:
Odengatan 54
Lindhagensgatan 76



More information: skatteverket.se



SWEDISH IDENTITY CARD

- Needed to open a bank account and useful to carry around instead of your passport.
- You can order an ID card from the tax office (Skatteverket)
- Book a time online (<https://ssc.nemoq.se/Booking/Booking/Index/SSC>)
- The application fee is 400SEK and has to be paid in advance.

Closest locations:

[Stockholm, Brommaplan](#)

[Stockholm, Globen](#)

[Stockholm, Hallunda](#)

[Stockholm, Kista](#)

[Stockholm, Liljeholmen](#)

- Book the appointment in advance

More info: www.skatteverket.se



SWEDISH MIGRATION AGENCY



Info session
in October!

- Migrationsverket in Swedish
- Be aware of the rules that apply to your residence permit
- You have to pass at least 15 ECTS during your first year and at least 22,5 ECTS your second year.
- You must finish your MSc degree within 3 years of enrollment, BSc within 5 years of enrollment.
- [Extending your residence permit info](#)

More information: migrationsverket.se



OPEN A BANK ACCOUNT

Compare different banks and ask for student discounts

Some suggestions of banks to check out:

- Handelsbanken
www.handelsbanken.se
- SEB www.seb.se
- Nordea www.nordea.se
- Skandiabanken
www.skandiabanken.se
- Swedbank www.swedbank.se
- ICA banken <https://www.icabanken.se>

Remember to close your account before leaving Sweden



Nordea

skandia:

Handelsbanken

Swedbank 

ICA banken

PAYMENTS IN SWEDEN

- A Swedish bank account number always comprises a **clearing number** (four to five digits) and an **account number**. The number of digits in an account number varies from bank to bank.
- Sweden is a cash-free society – use your card!
- Activate your Bank-ID or Mobile Bank-ID connected to your account to get access to many more services (ask your bank)
- Life is easier with Swish – the mobile payment system in Sweden



HOME INSURANCE

IT'S IMPORTANT TO HAVE A HOME INSURANCE FOR YOUR APARTMENT AND YOUR BELONGINGS

Some suggestions (special offers for students):

- Folksam
- Trygg-Hansa
- IF
- Moderna Försäkringar
- Aon
- Studentförsäkring
- Länsförsäkringar i Stockholm
- ICA banken



HEALTH CARE SYSTEM

- Students with a Swedish personal number, are entitled to use public medical services on the same basis as Swedish citizens
e.g. 275 sek for generalist, 375-400 sek for emergency visit
- Stockholm Healthcare guide, Vårdguiden 1177 <https://www.1177.se/>
Information and advice on illness & health, treatment and medication (website and calls).
- Multiple apps available, where doctors speak English (for example [Mindler](#), or [Kry](#)).
- Dental care is not included



EMERGENCY

- Call **112** for life threatening situations
- Call 1177 to get advice from a nurse in non-life threatening situation
- Emergency care - if you suddenly become seriously ill or injured - go to the emergency clinic (akutmottagningen).
- E.g: City Akuten; Apelpbergsgatan 48, (close to Hötorget) offers specialized medical care in various areas without an appointment. Please note that you have to bring ID.



PHARMACY & POST OFFICE

- Pharmacy is called Apotek in Swedish. The closest pharmacy to the school is on Sveavägen 43
- At the pharmacy you can also ask for advice.
- You can buy certain non-prescription drugs at the grocery stores.
- The majority of medications require prescription

- Does not exist as such – normally there is a department in grocery or convenience stores
- Pick up or send parcels - local supermarket / petrol stations / delivery boxes, depending on the residence address. You will receive a notification with the address where you can pick up your parcel, alternatively you can download the Postnord app where you receive directly the notifications there.
- Buy stamps at 7eleven/Pressbyrån



GROCERIES & SYSTEMBOLAGET

There are several grocery stores/supermarkets situated close to SSE. Some of them are more expensive than others and most offer home delivery

- COOP (Sveavägen 70)
- Hemköp (in the basement of the mall Ähléns at Drottninggatan)
- COOP/Daglivs (underground Fridhemsplan)
- Lidl (Sveavägen) – no home delivery
- Hötorget open air market (Hötorget)
- MatHem.se – only home delivery

coop **ICA**



MatHem.se
din matbutik på nätet

Hemköp **WILLYS**

Alcohol is not sold in grocery stores/supermarkets!

- Systembolaget – Liquor Store
- Sweden has a government alcohol monopoly – Systembolaget sells beverages stronger than 3,5%.
- Minimum 20 years old to purchase at Systembolaget
- If you look under 30 be prepared to show ID



BEING ACTIVE IN STOCKHOLM

The SSE Student Association arranges several different sport activities that you are welcome to join. The Sports Committee will tell you more about this.

- There are several fitness centers close to SSE that offer a discount for students. Below you will find some suggestions:
- Friskis och Svettis, located next to the school (Sveavägen 63) <https://www.friskissvettis.se/>
- SATS - Sports Club, you will find it all over town but the closest one is at Odengatan 65 or at Sveavägen 20. Free training during exam periods!!
- Nordic Wellness <https://nordicwellness.se/>
- Fitness24Seven <https://se.fitness24seven.com/>



TRANSPORTATION

The transportation network (SL) provides bus, underground and commuter train services. There is a student travel card with a discount, valid for the whole semester.

- Reduced fare for university students
- Price: 650 SEK (30 days), 1880 SEK (90 days)
- You can buy a single ticket with your card (physical or digital) by tapping your card directly on one of SL's readers. You can also by single tickets and period tickets in the app: "SL – Journey planner and tickets"
- You need to present your student Mecenat card with the SL logo if you are stopped by the SL controllers.

More info: [SL.se](https://sl.se)



WHERE TO BUY LITERATURE

- Academic Book Shop (Akademibokhandeln)
- Books online:
<https://www.adlibris.com/se/kampanj/studentlitteratur>
<https://www.bokus.com/> <https://www.kurslitteratur.se/>
- Check out the SSE Library or another library in Stockholm:
<https://biblioteket.stockholm.se/>
- Ask students from previous years
- <https://campusbokhandeln.se/butiker/stockholm> (a bookstore for used books situated at Stockholm University)



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