

**Civic information for new arrivals in Östergötland province
(Samhällsinformation för nyanlända i Östergötland)**



Engelska

1. The Swedish political system (Det svenska politiska systemet)

Sweden is a democracy
and the people of Sweden choose the people
who will govern Sweden.
There is an election every four years.

Sweden is governed at three different levels.

1. Parliament decides things at national level.
2. Sweden is divided into 21 counties. The county councils decide things at regional level,
3. In each municipality, the municipal council decide things at local level.

Swedish citizens who are 18 years or older
can vote in Parliament, County and Municipal elections.

People who live in Sweden
but are not citizens
can vote in Municipal elections.
You must be registered in Sweden
to vote in Municipal elections.

Elections in Sweden are free
Nobody else can decide how you vote.

Elections are secret because
you do not have to tell anybody what you voted for.

Elections are direct.
You vote directly for the politicians
who you want to decide things.

Parliament and the Government decide things at national level (På nationell nivå styr riksdag och regering)

Parliament (Riksdagen)

The Parliament decides Sweden's laws
349 politicians from different parties
are members of Parliament

A political party must get at least 4 percent of all votes
to get a place in Parliament

Parliament decides things by voting.
More than half the members have to say yes
to make a decision
Parliament also checks the work of the Government.

Government (Regeringen)

The party or the parties that get most votes in the Parliament election are allowed to become the Government.

The Government decides things in Sweden.

The Government chooses the Government leader, who becomes the Prime Minister.

The Prime Minister then chooses the other Ministers.

Each Minister is the leader of a Department

The Foreign Minister is the leader of the Ministry for Foreign Affairs and the Finance Minister is the leader of the Finance Department, for example.

The Government gives Parliament suggestions for new laws.

Parliament votes yes or no to the suggestions.

If most Members of Parliament say yes the Minister's department and public authorities then work to make sure that everybody obeys the law.

The County Administrative Board and the County Council decide things at national level (På regional nivå styr länsstyrelsen och landstingsfullmäktige)

Each of Sweden's 21 counties has its County Administrative Board which works for the Government.

A Board is another name for a Committee.

The Government chooses a County Governor to lead the County Administrative Board.

Each county also has a County Council.

The County Council organises medical care in the county.

Swedish citizens choose the members of the County Council Board.

The County Council Board chooses a County Administration Board which leads the work of the County Council.

The Municipal Council decides things at national level (På lokal nivå styr kommunfullmäktige)

There are 290 municipalities in Sweden.

The people who live in the municipality choose the people who will be members of the Municipal Council.

The Municipal Council leads the Municipality and chooses the people in the Municipal Administration Board.

The political party that has most members in the Municipal Council gets most members in the Municipal Administration Board.

The Municipality organises schools, care of old people, social services and refugee reception.

People who have had a permanent residence permit
(*permanent uppehållstillstånd, PUT*)
in Sweden for three years
can vote for politicians in the Municipal Council

Sweden's Basic Laws (Sveriges grundlagar)

Sweden has four Basic Laws
which say how Sweden shall be led
and what rights the citizens have.

The four basic laws are:
Constitution Act (Law)
Law of Succession
Freedom of the Press Act
and the Freedom of Speech Act

How Sweden should be governed (Hur Sverige ska styras)

The constitution says how Sweden must be governed
It says that all power comes from the people
and that everybody has the same right to vote.

The law also says which freedoms
and rights every citizen has:

- Swedish citizens have the right to free speech,
which means that they can say what they think.
- They have freedom of information,
which means the right to receive information from public authorities.
- They have freedom to meet,
which means the right to organise meetings
where they say what they think.
- Swedish citizens have freedom to demonstrate,
which means they have the right to demonstrate.
- They have freedom of association,
which means they have the right to start
and become a member of any club or society.
- Sweden has freedom of religion
Everybody has the right to have their own religion
or not have a religion.

Who can become king or queen (Vem som får bli kung eller drottning)

The Act of Succession
is the law that has rules for who
can become king or queen.

Press freedom (Tryckfrihet)

Citizens can print and give other people

printed material without censure

This is in the Freedom of the Press Act .

Censure is rules for what you are allowed or not allowed to say.

Citizens can also read any public document.

Freedom of Speech (Yttrandefrihet)

The Freedom of Speech Act

gives TV, film and newspapers

the right to spread information without censure or being stopped.

EU

Sweden is a member of the European Union, EU

The EU has 27 member countries

which cooperate on goods, services, the environment, farming
and refugee reception.

You can read more about Sweden's work in the EU

on the EU information web site:

www.eu-upplysningen.se

2. The Swedish Labour Market (Den svenska arbetsmarknaden)

In Sweden, all the grown-up members of a family usually work and bring in money to the family.

The Swedish labour market is companies and the people who work in the companies.

Private people can own companies
the state can own companies
and municipalities can own companies.

Companies are employers
and the people who
work there are employees.

Employers and employees
have organisations that work for them
and what is best for them.

Employees have labour unions
and the employers have employer organisations.

The organisations and the labour unions
work together on wages and working environment.

General agreements (Kollektivavtal)

In Sweden, the labour market members,
which are the employer organisations and labour unions,
negotiate (talk about and agree) on the rules in the labour market.
They negotiate about wages and working hours.

Employer organisations and labour unions
sign collective agreements.
These are agreements that apply to everybody
that has the same occupation.
Sometimes, the labour market members can not agree.
Then there is a strike.

Organisations for employees (Organisationer för arbetstagarna)

The Trades Union Council (*Landsorganisationen, LO*),
has 15 different labour unions
and 1.7 million people as members.
They have occupations like staff nurses,
skilled tradesmen, industrial workers and miners.

Tjänstemännens Centralorganisationen, TCO
is 16 different labour unions that work for people
like engineers, policemen, accountants,
teachers and nurses
who are paid once a month.
TCO has about 1.2 million members

Sveriges Akademikers Centralorganisation, SACO
was formed by university graduates, it contains
24 different labour unions
and has about 600 thousand members.
All them have professional occupations
like doctors, lawyers and psychologists.

Organisations for employers (Organisationer för arbetsgivarna)

Arbetsgivarverket
is an organisation for employers in public administration.

Föreningen Svenskt Näringsliv
is for small and medium-sized companies.

Sveriges Kommuner och Landsting, SKL,
is the employer of Sweden's 290 municipalities
and 18 county councils.

Företagarna
works for 700,000 private companies in Sweden.

Företagarförbundet
works for small companies with less than 9 employees.

Labour market law (Arbetsrätt)

The labour market in Sweden is guided by laws and general agreements
The most important laws are:

The Co-determination law
(*Lag om medbestämmande i arbetslivet, MBL,*)
which says that labour unions always have the right
to negotiate with the employer about things
that have to do with work in the company.

The Employment Protection Law
(*Lag om anställningsskydd, LAS,*)
which has rules for what happens when
people are hired and fired.

The Working Hours Restriction Act
(*Arbetsstidslagen*)

This says how long you can work each day and each week
A full working week is 40 hours.

The Working Environment Act
(*Arbetsmiljölagen*)
which will protect you at your work place
and make sure the working environment is good.

The Discrimination Act
(*Diskrimineringslagen*)
which gives everybody the same right
to work and look for work.

Kinds of employment (Anställningsformer)

You can have a job in two different ways in Sweden
Permanent tenure (*tillsvidareanställning*) and
Fixed-term employment (*tidsbegränsad anställning*)

Permanent tenure is when you have a job
with no time limit (*fast anställning*)
This is the usual kind of job.

Fixed-term employment
can be:

- General fixed-term employment
You and the employer sign a contract
that you will work for a fixed time.
- Deputy
You work instead of somebody who
could be on holiday or is ill.
- Seasonal work
You pick berries in summer
or clear snow in winter
for example
- Trial employment
A company can give you trial employment
for up to 6 months
to see if you suit the job.

Work experience (Praktik)

Getting work experience at a workplace
is a good way to learn how to work

but also to show an employer what you can do.

You can learn more about a trade
or a workplace when you get work experience.
It is also good if you have never worked in Sweden
or if you do not know what you want to work with.

Work experience is also a good way to practice
speaking Swedish.

A work experience person must not work instead of
somebody who is already at the workplace.
You must not be a work experience person for so
long that the employer can make use of your work.

Work experience is a way for you to get a job
at the workplace where you are getting experience
or at another workplace.

How to find a job (Så här söker du job)

You can find jobs from vacancy advertisements.
A *vacancy* is when there is a job somebody can get.
There are vacancy advertisements at the Job Centre
(*Arbetsförmedlingen*), newspapers, the Internet,
or on the noticeboard at the shop where you buy food.

When you ask for a job
it is best to phone the employer.
It is a good idea to ask more about the job
and also get the employer to want to meet you.
You can also ask an employer if
they have any available jobs.

CV

Everybody who looks for a job must be able to show a CV
This is an abbreviation of the Latin words *curriculum vitae*,
and means a list of what you have done in your life.
The CV is a list of the schools you have gone to,
the training courses you have had,
and the jobs you have had.

You can put your CV in various databases at
the Job Centre and other staff agencies.
Employers who are looking for people look at these databases.

Application (Ansökan)

You must write an application (*Ansökan*).

This is when you say you want a job.
The application is very important.
You can read more on the Internet
about how to write a good application.

References (Referenser)

References are important when you ask for a job
You write the name of people
who can give you references.
The employer can phone the people
who give you a reference
and ask what you are like as a person
and how good you are when you work.

Interview (Intervju)

If the employer is interested in hiring you
you can come to an interview.
This is when you meet the employer
and talk to them.
The employer will often decide
after this meeting
if you get a job or not.

Before you go to the interview
it is a good idea to find out
as much as possible about the company.
It is also good if you take with you your
school certificates and reports from other jobs
when you go to the interview.

You can read more about asking for a job
at the Job Centre web site:
www.arbetsformedling.se

The Job Centre (Arbetsförmedlingen)

The Job Centre (*Arbetsförmedling*) is a public authority
that brings together people who want a job
with people who look for workers.

The Job Centre has to give most help to people
who find it difficult to get a job.
The Job Centre has several labour market policy programmes
that can help you:

Entry job (*Instegsjobb*)

The Job Centre can pay 75 percent of the wages
of newly arrived immigrants
who get a job at a company

The newly arrived immigrant must study Swedish for Immigrants, Sfi and must not have had a residence permit for more than 36 months.

New start job (*Nystartjobb*)

The employer can have lower costs if they give a job to somebody who has not had a job for a long time. Among other things, the employer does not have to pay social insurance costs for the person.

Start your own company (*Starta eget företag*)

Write a business plan (*Skriv en affärsplan*)

If you start your own company you have to have a business plan. The business plan describes your business idea and what you are going to do.

Your business plan has to answer:

- What are you going to sell?
- Who will buy what you sell?
- What other companies sell the same things?
- What does your company have that others do not have?
- How are you going to get money?
- Are you going to borrow money?
- Do you need a permit or licence?

Write a budget and a calculation in your business plan.

The budget and calculation show how you thought you will get money in and what costs you will have.

You must be able to show your business plan to people who might put in money or be customers or for the Job Centre or other people you want to work with.

Choose the type of company and register it (*Registrera och välj företagsform*)

You have to register your company with the Swedish Tax Agency (*Skatteverket*) and sometimes with the Swedish Companies Registration Office (*Boverket*).

You can also choose the type of company you want
The company can be a:

- Sole trader (*Enskilt företag*)
- Partnership (*Handelsbolag*)
- Limited Partnership (*Kommanditbolag*)
- Limited Company (*Aktiebolag*)
- Cooperative Society (*Ekonomisk förening*)

Support and help (Stöd och hjälp)

It can be difficult to run a company
and it means a lot of work.

You have to account for Value Added Tax (*Moms*)
You have to prepare a tax return and annual accounts
You have to pay wages
and look after your personnel the right way.

You can get help and support
from organisations and public authorities
like the Job Centre, Tax Agency (*Skatteverket*) and the
National Board for Industrial and Technical Development (*Nutek*)
You can also go to courses
in running a business and accounting.

3. The Swedish Education System (Det svenska utbildningssystemet)

Pre-school (Förskola)

The pre-school is for children who have not started to go to primary school. Children can go to a pre-school or an open pre-school.

The pre-school must give children support and make sure that their parents can work or study. The municipality must make sure that there are pre-schools for all children who have reached one year if their parents are working or studying.

But even if the parents are job-less their children can go to pre-school at least 3 hours each day and up to 15 hours a week.

The open pre-school is for children who do not go to the usual pre-school. These children go there with their mother or father. The parents can choose when they go there.

Children can also go to a child minder. This is when one parent takes other children and looks after them at home.

Pre-school class (Förskoleklass)

A pre-school class is for children who are 6 years old or will soon be 6 years old. Children go to pre-school class for one year before they start at primary school.

School child care (Skolbarnomsorg)

School child care is for children up to 12 years and who go to school.

School child care is:

- After-hours recreation centre
- Child minder
- Open recreation activity

After-hours recreation centre (Fritidshem)

The after-hours recreation centre looks after children before and after school and in the school holidays

The after-hours recreation centre makes sure that children have something to do in their free time.

Primary School (Grundskola)

Primary school lasts for nine years.

Sweden has compulsory school attendance which means that all children have to go to primary school. Children start at primary school when they are 7 years old and leave when they are 16 years old.

If a child can not go to the usual primary school, there are special schools and ESN schools.

Children receive a school leaving certificate from primary school.

The grades are:

- Pass (G)
- Credit (VG)
- Distinction (MVG)

At least once every term the teacher has a development meeting. The teacher, parents and child must all be there. The teacher says how the child is doing and how it can do better.

Secondary school (Gymnasieskolan)

All young people who have left primary school have the right to go to a three year course at secondary school (*Gymnasium*)

If the child does not have a “pass” certificate from primary school the child can go to a secondary school programme which makes sure that the child gets a “pass” from primary school education and can go on to secondary school.

Young people receive a leaving certificate from secondary school.

The grades are:

- Failed (IG)
- Pass (G)

- Credit (VG)
- Distinction (MVG)

The Government has decided a list of things that all schools in Sweden have to teach. The list is called a curriculum. The curriculum says what people have to know to be given a certain grade.

Qualified Vocational Training (Kvalificerad yrkesutbildning)

After secondary school, you can go to a qualified vocational training course which is known as KY. KY courses last between 1 and 3 years. You learn a skilled trade and 9 out of 10 people who get this training then get a job or start their own company.

Schools for grown-ups (Vuxenutbildning)

Grown-up people who are 20 years old or more and do not have the knowledge given by primary or secondary school can study at adult education courses.

Grown-up people also need to read things they have missed so they can ask to go to university college or university or ask for a special job.

Swedish for Immigrants, SFI (Svenska för invandrare, SFI)

SFI is Swedish for grown-up people who do not have Swedish as their mother tongue. You must be at least 16 years old and be registered in your municipality to go to SFI.

SFI has four courses:
A, B, C and D
Course participants get a certificate after each course.

The grades are:

- Pass (G)
- Credit (VG)

SFI has three study paths.

Study path 1 is for people who have not learned to read and write or for people who have been a very short time at school.

They go to courses A and B.

Study path 2 has courses B and C.

Study path 3 has courses C and D.

Study paths 2 and 3 do the courses faster than path 1.

You can do job experience at the same time as you go to SFI.

Foreign examinations (Utländska betyg)

If you have an examination from another country a public authority, the National Agency for Higher Education (*Högskoleverket*) can see what it is worth in Sweden.

They look at how long the course lasted, the examination you have passed and your examination project.

It usually takes 4 months for the Agency to say what your foreign examination means in Sweden.

When they have seen what your examination is worth they write a certificate about it.

The certificate does not mean that you have a Swedish examination.

But you can use it when you ask for a job so the employer will understand what you know.

University and university college (Högskola och universitet)

In Sweden, it is the state who makes sure that there are universities and university colleges.

You can study at the basic level

at advanced level

or at research level.

The National Agency for Higher Education (*Högskoleverket*) is the public authority which checks that all higher education is good.

Linköping University

Linköping University has 25 thousand students,

3,500 employees

and more than 100 education programmes.

You can get education in technology, natural sciences, medicine, nursing, political science,



behavioural sciences and classical subjects
like languages, philosophy and history.

Linköping University is in two cities:
Linköping and Norrköping.

4. The Swedish housing market (Den svenska bostadsmarknaden)

In Sweden, you can rent or buy somewhere to live.
You can rent an apartment,
join a housing cooperative, buy a condominium buy or a private house.

Rented apartment (Hyresrätt)

If you rent an apartment from a company
that rents apartments,
you live in a rented apartment.

You are a tenant
and the person who rents it to you is your landlord.

The Tenancy Act has rules for
what you can do
and what the landlord can do.

This is what the tenant must do (Det här ska hyresgästen göra)

You must pay the rent in time,
and you must look after and care for your apartment.
You must not disturb your neighbours
and you must tell your landlord
if anything breaks in your apartment.

You pay the rent at the end of each month
for the next month.
If you do not pay, you can lose the apartment
The rental contract says
how much you have to pay in rent.

You must look after and care for your apartment.
You must clean windows, kitchen fan
cooker, refrigerator and freezer, toilet, water traps and floor drain.
You change fuses and light bulbs.

If you have a problem with light switches or electric outlets
you must talk to your landlord.
If you break anything, you have to pay for it.

You can paint and put up wallpaper yourself if you want to.
But it must be well done
and not spoil the apartment.

You must not take walls away
or put up walls
without asking the landlord.

If you want to put up a parabola

you must talk to the landlord
so that you put it up the right way.

If you are a tenant in a building
with many other tenants
you must not disturb them.
You must not play too loud music
or scream.

If you are going to have a party
it is a good idea to tell your neighbours first.

If your neighbours complain a lot
and you do not stop disturbing them
you can lose your apartment.
If you are disturbed by your neighbours
you must talk to your landlord.

This is what the landlord must do (Det här ska hyresvärderna göra)

You must be able to contact your landlord
if you want to.

The landlord must mend things that do not work
or are broken.

The landlord must make sure that
the apartment is not damaged.

The landlord must make sure that
the apartment has heating and water.

The landlord must make sure that
you are not disturbed.

The Tenancy Act says that an apartment must have:

- Heating
- Hot and cold water
- Drain
- Toilet, hand basin and shower or bath
- Electricity
- Laundry room
- A store room in the roof or cellar.

Sometimes, the store room is inside the apartment.

Home insurance (Hemförsäkring)

It is important that you have home insurance.

If you do not have home insurance,
it can be very expensive and difficult for you
if there is a fire or water flows over
in your apartment, for example

Rooms you share with other tenants (Rum som du delar med andra hyresgäster)

You share some rooms in the building with other tenants.

These are the laundry room, cellar or roof staircase and yard.

How to use the laundry room:

- Book a time
- Follow the instructions for using the machines.
- Clean the laundry room when you are finished.
- Wash the machines as well when you are finished.

How to use the staircase:

Nobody is allowed to put bicycles prams, shoes, skis, sledges or other things in the staircase.

They must not be in the way if there is a fire.

So you are also not allowed to put things in the staircase that could burn, like newspapers or bags of rubbish.

If you are going to move out of your apartment (Om du ska flytta från din lägenhet)

If you want to move

you have three month's notice.

This means that you have to tell the landlord you are going to move three months before you do move.

When you leave your apartment the landlord will inspect your apartment.

If the landlord finds any damage you may have to pay for the damage.

If you have not cleaned when you leave you may have to pay for cleaning.

The Tenant's Association (Hyresgästföreningen)

You can join the Tenant's Association (*Hyresgästsförening*)

This is an organisation that works to give support to tenants.

They also negotiate how much the rent must be.

Housing cooperative (Bostadsrätt)

A cooperative housing means an apartment that you buy.

You also buy a share of a cooperative housing society that owns the building and the apartments.

You pay some money to the society every month.

The money is used for mending and looking after the house. If your refrigerator or freezer breaks you have to pay for it yourself because you own it.

Condominium (Ägarlägenhet)

Condominiums are a new idea in Sweden. They are only found in new buildings and you actually own your apartment, not a share of a cooperative society.

Private house (Villa)

You buy a free-standing or terrace house, you own it and you look after it yourself.

Recycling (Återvinning)

We recycle our rubbish in Sweden. This means that we use things again to save the environment. For example, we make new paper from old newspapers and new glass bottles from old glass jars.

There are recycling stations (“bottle banks”) in your municipality. You can leave rubbish there and it will be recycled. You must put rubbish in different places like this:

- Paper
- Metal
- Glass
- Plastics
- Newspapers

5. The Swedish social insurance system and other money you can be given (Det svenska socialförsäkringssystemet och andra ekonomiska ersättningar)

Introduction grant (Introduktionsersättning)

When you are part of the municipality's introduction programme for newly arrived people, you can receive an introduction grant. This is money you can use when you are in the introduction programme.

Different municipalities have different rules for this. But in all municipalities, the social worker and you will write an introduction plan together. You must follow the plan.

Social Insurance Office (Försäkringskassan)

Everybody who lives and works in Sweden belong to the Swedish Social Insurance. This means only have to pay a small amount of money if you go to a doctor or have to be in bed in a hospital, for example.

This also means that you can have the right to get money from the state when you are old when you have children and if you can not work as usual because you are ill or have a handicap.

Who decides about social insurance? (Vem bestämmer om socialförsäkringen?)

The Parliament in Sweden has decided how social insurance should work.

The Social Insurance Office is a public authority who looks to see if you need the money and if you have the right to it. And they also give you the money.

Money you get if you have children (Ersättning för dig som har barn)

Child allowance (Barnbidrag)

All children get a child allowance until they are 16 years old. Children who are still at primary school when they are 16

get longer child allowance.

The child allowance is given to one of the child's parents.
The money always goes direct to the mother unless
you say the money must go to the father.

You will be given the child allowance the first month
after the child is born.
If the child moves to Sweden,
the money comes the month after
the authorities know the child is in Sweden.

If you have two or more children
you get more money
because you have more children.

Parent allowance (Föräldrapenning)

The parent allowance is for parents
who want to have time away from work
to look after their children.
You can have a parent allowance for 480 days.
Parents who have twins
get another 180 days.

If two parents care for the child together
you have the right to 240 days each.
If you care for the child by yourself
you can use all the 480 days.

If you are expecting a baby
you can take out your parent allowance
from day 60 before the baby will be born.
You can then have parent allowance until
the child is 8 years old or finishes its
first year at school.

When a baby is born,
the father can have a short-time parent allowance.

Care allowance (Vårdbidrag)

If your child needs much extra care
for at least 6 months
you can have care allowance.

You also have the right to get the care allowance
if you have big extra costs
because the child is ill or handicapped.

You can have care allowance from when
the child is born until

June in the year the child is 19 years old.

Maintenance (Underhållsstöd)

Both parents must help with the money to look after a child.

If a child only lives with one of the parents the other parent has to pay maintenance. The parents can decide themselves how much money to give.

If the parent who has to pay maintenance does not do so the child has the right to get maintenance from the Social Insurance Office.

The Social Insurance Office pays the maintenance money to the parent that the child lives with. The child can get maintenance until it is 18 years old.

Housing allowance for families with children (Bostadsbidrag till barnfamiljer)

Families with children who do not earn much money can get housing allowance.

You can get a housing allowance if you own your home or if you rent your home.

But you must live in the home where you ask for housing allowance.

And you must be registered at that address.

How much money you can get in housing allowance is decided by what you earn, what it costs you to live, how big your home is, and how many children there are in the family.

Money for you if you are ill or are handicapped

(Ersättningar till dig som är sjuk eller har funktionsnedsättning)

If you are ill and can not work, you can get money from your employer or the Social Insurance Office.

When you get money from your employer it is called sick pay (*sjuklön*).

When you get money from the Social Insurance Office it is called sick allowance (*sjukpenning*).

The first day you are ill is a waiting period (*karensdag*). You do not get any money for this day.

If you are sick for more than one week you have to give your employer a letter from a doctor (*läkarintyg*). If you do not have an employer, you must give this letter to the Social Insurance Office.

Assistance Grant (Assistansersättning)

If you are badly handicapped and have been so for a long time and need a lot of help with everyday life, you can get money to pay for a personal assistant.

This is called an assistance grant
Both grown-up people and children can get an assistance grant.

Handicap grant (Handikappersättning)

If you need extra help because you are ill or handicapped you can get a handicap grant if you need help for a long time or help so you can work or study.

You can also get a handicap grant if you have extra costs because of your illness or handicap.

You must need support for at least one year.

Activity support (Aktivitietsstöd)

If you are in a labour market policy programme that the Job Centre has given you you have the right to activity support money from the Social Insurance Office.

You have the right to activity support if you are in one of these labour market policy programmes:

- job and development guarantee
- labour market training
- working life oriented rehabilitation

- job experience
- support for starting a company
- a labour market policy project
- counselling

Central Study Support Board, CSN

The Central Study Support Board (*Centrala Studiestödsnämnden*), CSN is a public authority that decides who can get study support
CSN also gives you the study support money.

Study support is both a loan and a grant to people studying in Sweden or to Swedes who are studying in other countries.

The rules are different if you study at secondary school or university and if you are younger or older than 20 years.

CSN makes sure that you pay back your study loan.
CSN also gives a home equipment loan that helps refugees to buy the things they need for their homes.

Are you under 20 years old and study at secondary school? (Är du under 20 år och studerar på gymnasiet?)

If you are between 16 and 20 years old and study at secondary school, you can get study help from CSN.

Study help is three different grants:

- Study help (*Studiebidrag*)
- Extra money (*Extra tillägg*)
- Extra food and housing money (*Inackorderingstillägg*).

Study help (Studiebidrag)

The study help is now 1050 crowns a month.
You do not have to ask for the study help.
You get it automatically when you are 16 years old and start to study at secondary school.

Extra money (Extra tillägg)

You can ask for extra money if your study help is not enough.

CSN looks at what your parents earn and

then decide if you can get extra money.
The extra money is between 285 and 855 crowns
extra each month.

Extra food and housing money (Inackorderingstilägg)

You can get extra food and lodging money
if you do not live at home when you study.
It must take at least 2 hours to travel to school
for you to get extra food and housing money.
The extra food and housing grant can be
between 1190 and 2350 crowns a month.

You only get study help for the time you are at school.
You do not get any study help in the summer.

If you are under 18 years, CSN gives the money
to your parents.
If you are over 18 years, CSN gives the money
to you.

**Are you more than 20 years old,
or study at university, university college
or other education?
(Är du över 20 år eller
studerar du på högskola, universitet eller annan utbildning?)**

If you study at university, university college
or other third-level education, you
have the right to study support.

You can get study support (*studiemedel*)
from the second half of the year when
you are 20 years old
for studies at secondary school
and first degree level.

You can only get study support
until the year you are 54 years old.

Study support has one part that is a grant
and another part that is a loan.
CSN gives you the study support.

You have to ask for study support and study loan each term.
If you study full time
you can get up to 7,492 crowns a month
from CSN.

This is 2,572 crowns study support.
and 4,920 crowns is a study loan.

You can choose yourself if you want the full support or loan.

Do you study and have children? (Har du barn och studerar?)

If you have children when you study you can get an extra grant (tilläggsbidrag) for the child.

You can get an extra grant until the half year when the child is 18 years old.

How much grant money you can get depends on how many children you have.

If you have 1 child and study full time you get 492 crowns a month.

If you have 4 children, you get 1,128 crowns a month.

You have the right to work (Du har rätt att arbeta)

When you study, you have the right to work.

You can up to a special amount of money and then your study grant and study loan will be smaller.

If you study full time you can earn up to 51,250 crowns a term and then your study grant and study loan will be smaller.

If you study part-time, you can earn more money.

How long can you get study support? (Hur länge får du studiemedel?)

The time you can get study support is decided by what you study.

If you study at university, university college or other vocational training after secondary school, you can get study support for 240 weeks. That means 6 years.

If you are a grown-up at secondary school, you can get study support for 120 weeks. That means 3 years.

If you study at primary school level you can have up to 100 weeks.

This is decided by if you have studied at primary school level before or not.

You have to ask for study support yourself when you study
CSN says you have to pass most of your studies to get more study support next term.

Home equipment loan (Hemutrustningslån)

If you are a foreign citizen and have come as a refugee to a municipality, you can borrow money from CSN. This is called a home equipment loan.

The home equipment loan must be used to buy things you need in your home like furniture and china.

When you pay the loan back to CSN, you also pay interest on the loan. Interest is a cost for borrowing the money.

How much money you can borrow is decided by where you live and how many people in the family. If you are alone and live in somebody's home you can borrow up to 5,000 crowns.

If you and your family have your own apartment and are 5 or more in the family, you can borrow up to 35,000 crowns.

You must start to pay the money back 2 years after you get the money. But CSN counts the interest from the day you get the money. You can start to pay back the money earlier if you want. You can also pay all the money back at one time. In 2008, the interest was 4.55%.

Read more about the Central Study Support Board at www.csn.se

Money help is also called a social grant (Socialbidrag)

You can get money help when you can not get money any other way. But you only get it for a fixed time when you can not get money yourself.

The municipality decides if you get money help and gives you the money. Most times, a social worker at the municipal social office will work with these things.

When the social worker decides about money help, the social worker looks at the national standard. The national standard says how much money a person needs to get by in Sweden. The Government decides each year how much the national standard will be.

When you ask for money help, you get help with rent for your apartment, home electricity, home insurance, food, clothes and shoes, play and leisure, things that get used up, health and hygiene, newspapers, telephone and TV licence.

You can get help with other things than living expenses. If you can almost get enough money for living expenses, you can get help with medical care and medicines, dentist work, home equipment and eye-glasses.

Most municipalities have an introduction grant that gives more money than the national standard and you get more money than if you get money help. Some municipalities also look at if you can save money yourself for dentist visits, for example.

You must ask for money help yourself. You always have the right to ask for money help when you want to. When you ask for money help, the municipality looks at all the money the family earns. This means that money other people in the family get, like wages, parent allowance, child allowance and introduction grant, is also counted for the person who asks for help.

6. Children's rights and Swedish family policy (Barns rättigheter och svensk familjepolitik)

People in Sweden live together in different ways.

A man and a woman live together,

A man and another man live together,

A woman and another woman live together.

Some people live alone, or
in a small family with not many children,
in a large family with many children,
where not all of them have the same parents,
and some people live in families that have
children, parents and grand-parents.

Children's rights (Barns rättigheter)

The UN Convention on the Rights of the Child (FN:s barnkonvention)

The United Nations, UN

has a convention about children's rights

The UN said yes to it in 1989.

All countries in the world have said yes
except the USA and Somalia.

Swedish policy often follows the UN convention.

The Convention gives each child rights.

It protects the child and says:

- No child must be discriminated against
because of where it was born
its sex or religion,
or if it is handicapped.
- When public authorities decide something
about a child, they must always think
what is best for the child.
- Children and young people have the right to life
to grow up at their own speed
and do what they can do.
- Children and young people can say what they think
about things that have to do with them.

The Convention on the Rights of the Child says
that the state must make sure that each child gets
its rights.

The state must support families,

make it easier for them and
look after their children in the best way.

Swedish laws (Svenska lagar)

The Social Services Act in Sweden
(*socialtjänstlagen*)
and the Parent Code (*föräldrabalken*)
give protection
to children in our society.

The Social Services Act and the Parent Code
say that people younger than 18 years old
are children.

Parent Code (Föräldrabalken)

The Parent Code says that
all children have the right to care, security,
education, food, housing and training.

The person in charge of the child
is responsible for making sure
that the child gets the things
it has the right to.

You are not allowed to hit children.
Parents must not do wrong things
to their children.

Social Services Act (Socialtjänstlagen)

The municipality must make sure
that all children in the municipality
are well looked after.

The Social Office in the municipality must
do something if a child is not well looked after
or suffers from violence
or if the person caring for it can not give the child
the things the child has a right to.
This is what the Social Services act says.

If the parents do not give the child food
or if a parent hits the child,
does violence or other bad things
the Social Office in the municipality
can do something.

If a child is not well looked after,
the Social Office will work together
with the family to make sure that the child
gets the help and protection the child needs.

What is best for the child decides (Barnets bästa styr)

It is always what is best for the child that decides what the Social Office does.

The Social Office can give the family advice and support.

They can give treatment and medical care.

Sometimes the child can feel better if it gets to live and have care outside the home.

If the Social Office and the parents or the person who cares for the child can not agree about what they will do, the Social Office has to see what the child needs and give it to the child, even if the parents or the person who cares for the child do not agree.

Sometimes the Social Office will say that the child needs to be looked after outside its home, even if the family does not want this.

Then the Care of Young People Act (LVU) says that The Social Office can ask a court to decide.

Both the family and the child are given legal help, usually by a lawyer. The court (Länsrätten) will then decide if the child should be taken away for care outside the home or not.

The Social Services Act says that all grown ups must say if they think a child has problems.

Everybody who works with children in a municipality for the county council or state must say if they think a child is badly treated.

Honour-related violence (Hedersrelaterat våld)

Honour-related violence and repression are found in societies or groups where the fathers lead the families strongly and other people in the outer family want to keep up the family honour.

Girls and young women suffer from

honour-related repression but boys also suffer if they go against family traditions

When fathers lead strongly
and a woman is pushed down,
her honour is tied to her sexuality.

It is important for the family to control
the young women's sexual behaviour.
The family want to protect their honour together.
Brothers and male cousins are forced
to control their sisters.
If the boys do not to this, they will
also be punished.

Both parents protect the honour (Båda föräldrarna skyddar hedern)

The woman in the family has to bring the
children up and gets the blame if a child
does something that hurts the family's honour.

This means that both men and women in a family
push down the family's girls and young women,
and also the boys.

Honour-related violence and repression is
not allowed in Sweden.
People who hit, threaten, force or murder
in the name of honour
will be punished by Swedish Law.

If people who work in a school, child care,
Social Office and other public authorities
meet children they think are not happy
they must say so.

Swedish society does a lot to protect
people who have been affected
by honour-related violence
and repression in Sweden.

Female genital mutilation (Kvinnlig könsstympling)

Female genital mutilation is a
crime against human rights
and it is not allowed in Sweden.

It is also not allowed to
travel to another country
to do the mutilation.

The law which bans female genital mutilation came into force in Sweden on 1 July 1998. Anybody who breaks the law can be put in prison for 4 years.

If you help somebody else to do the damage in another country, you can also be punished for the crime.

Female genital mutilation is when somebody cuts away small or large parts of the woman's sexual organs. It is dangerous for the woman's health, both for her body and her mind.

Right after female genital mutilation, the woman can bleed a lot, she can lose a lot of blood, come into shock and get infections.

Other organs and nerves can be damaged. Sometimes, girls die.

When the girl is grown up, she can find it difficult to have sex and give birth to children, her mind can also be damaged.

Male circumcision (Manlig omskärelse)

Male circumcision is permitted in Sweden, if it is done the right way and in a safe situation.

Male circumcision is when somebody cuts away the foreskin on the penis by a surgical operation.

Boy's parents must say yes and they must be given information about what circumcision means.

A boy who is old enough to say what he wants must not be circumcised if he does not want to. Even if the parents want to, the law says they must not go against what the boy wants.

Marriage (Äktenskap)

In marriage, both people will look after the home and their children together. The marriage code says that they must share what everything costs and both must help each other in the home.

In Sweden, nobody is allowed to be married before they are 18 years old. If you are under 18 years, you can ask the County Administrative Board to let you get married.

A man and a woman can be married to each other, two women can be married to each other, and two men can be married to each other.

Parents must not marry their children or grandchildren. Full brothers and sisters must not marry each other. Half brothers and sisters must ask the County Administrative Board to let them get married. You are not allowed to be married to two people at the same time in Sweden.

Consideration of impediments to marriage (Hindersörövning)

Before you get married, the Tax Office will look to see there is nothing to stop you from being married. This is called *consideration of impediments (hindersörövning)*. The Tax Office will see if there are any things that the law says you must not be married to each other.

During the actual marriage ceremony, both people have to be there together and both must say Yes to being married. After both of them have said Yes, the marriage official says that they are now married.

Not everybody is allowed to do marriages. The people who are allowed to do marriages are:

- Priests in the Swedish Church
- Priests in other churches who have been allowed by the County Administrative Board
- Judges at the District Court
- Other people who the County Administrative Board have allowed, like representatives from political parties.

Marriages can also be celebrated in other countries, at Swedish Embassies.

Divorce (Skilsmässa)

Marriage ends when one of the married people dies, or after a divorce. If you or your partner wants the marriage to end, you have to ask the District Court for a divorce.

Most times, you have to think about it for 6 months. You must have time to think about it if you have children under 16 years or if one of you wants time to think. After the six months, one of you must say to the District Court that you still want a divorce. If there are no children, and both want to, the County Court will end the marriage as soon as possible.

Care of children after a divorce (Vårdnad om barn vid skilsmässa)

In marriage, both parents have care of their children. If they ask for a divorce, both parents must say if they want to care for the children together, or if only one of the parents will care for the children alone.

If one of the parents says no to caring together, the Court will decide if one or both parents will care for the children.

When the Court decides, then must think what is best for the children. The Court must specially think if there is a chance the child can be hit, badly treated or be hurt in other ways.

The Court must also think about the child's need for close and good contact with both its parents.

If the child is older, they can think about what the child wants itself, but the child must never be made to choose.

Cohabitation Act (Sambolagen)

Two people of the same or different sex who live together in a relationship but are not married to each other, but who have the same household, are said to cohabit.

The Cohabitation Act says what each of them has the right to take, from what they own together, if they want to move apart.

The couple can ask for their property to be divided. One of them can ask the District Court (Tingsrätten) to give them somebody to *distribute their estate* (decide who gets what).

The Estate Distributor looks and decides what each person has the right to take after a separation.

Women's shelter (Kvinnjour)

Men's violence to women is a difficult problem for all of society.

There are women's shelters all over Sweden which help women who have been hit or threatened.

You can talk to somebody who can give you support and get answers to your questions about police reports or who has the care of your children.

Many women's shelters can give women emergency help with a protected place to live.

All women's shelters have an emergency telephone number you can ring.

You do not have to say your name and they do not register the calls.

Sexuality (Sexualitet)

A question of health and freedom (En fråga om hälsa och frihet)

Sexuality is important for many people and it is important for many people's health that they can be safe and secure with their sexuality.

For this reason, there are lessons about sexuality and living together in Swedish schools. Society gives help with family planning

and health care for mothers.

In Sweden, we think that sexuality is a natural part of a loving relationship even if the people are not married or do not live together.

Men and women have equal right to fall in love and be with the person they are interested in.

Men and women can decide themselves who they want to be together with.

Nobody is allowed to use force (Ingen får tvinga)

Nobody has the right to force somebody else to have sex.

The law does not allow you to use force to have sex with another person
This is called rape.

Most rapes in Sweden do not happen when somebody is attacked by a person they do not know. They happen in a relationship with a husband or boyfriend.

Women often do not want to report this sort of rape. But being raped by your husband or boyfriend is just as wrong as being raped by an unknown man.

Men can also be raped. Either by a woman or by another man.

A woman's or a man's No is always a No. Each one of us decides about our own body.

Sexually transmitted diseases (Könssjukdomar)

Having sex with somebody can give you a sexually transmitted disease, STD.

STDs can infect you through your sexual organs, through the mouth or the anus, and in some cases through blood.

STD's sometimes only give small or no problems.
But they can cause reactions they can make you sterile, so you can not have children, and you can be infected by HIV.
HIV is the virus that leads to AIDS.

So it is important to ask a doctor to examine you if you believe you have been infected.

Where to go? (Vart ska du gå?)

You can be examined at a young person's clinic, other clinics, skin or venereal disease clinic, maternity clinic or women's clinic.

The Swedish Law for Communicable Disease Control requires that you have yourself examined if you believe you are infected. You must also inform those that you have had sexual relationships with that you are infected.

One way of protecting yourself against venereal diseases is to use condoms.
Condoms protect both against venereal diseases and against becoming pregnant.

Contraceptives (Preventivmedel)

Women can use contraceptives such as birth control pills, coils, implants or diaphragms to avoid pregnancy.
But these contraceptives do not protect against venereal diseases.
Only condoms provide this protection.

You can receive help and support in choosing the contraceptive that suits you best at youth clinics, district health centres, gynaecology clinics and maternity clinics.

Homosexuality (Homosexualitet)

Homosexual relationships between adults have been legal in Sweden since 1944.
In 1979, the Swedish Board of Health and

Welfare stopped terming homosexuality as a disease.

Nonetheless, there are still many biases against homosexuals. Homosexuals risk being subjected to violence and threats of violence, and discrimination.

To stop this, there are now several laws to protect the rights of homosexuals.

Homosexuals may marry in Sweden.
In 2002, the Swedish Parliament gave homosexual couples the right to become adoptive parents.

7. Care and health (Vård och hälsa)

Severe emergency illnesses or accidents (Akut svår sjukdom eller olycka)

If someone becomes severely ill
or has been in a serious accident,
call 112 for an ambulance.

Ill or injured persons can also make their own way
to the closest emergency ward.
There are emergency wards in Norrköping, Linköping
and Motala, and they are always open.

Medical advisory service (Sjukvårdsrådgivningen 1177)

If you become ill
or want to find out more about medical care,
you can call the medical advisory service
at 1177.

The medical advisory service is open 24 hours a day,
every day of the year.

When you call the medical advisory service,
you will be able to speak with a nurse
who can explain what you should do.

The medical advisory service can only provide information
in English or Swedish.

The medical advisory service is also accessible on the Internet.
You can receive advice, tips and answers to many questions
about medical care and health matters at www.1177.se.

Illnesses or medical needs that are not emergencies (Sjukdom eller vårdbehov som inte är akut)

If you feel ill
but do not require emergency assistance,
you should first call your district health centre.

There are doctors and nurses at the district health centres.
They perform examinations and treat
both serious and non-serious illnesses.

Many people find it difficult
to make an appointment at their district health centres.

It is often necessary to call the district health centre, leave your name and phone number on an answering machine and then wait for staff from the district health centre to call back.

Those who do not speak Swedish or English must ask someone for help.

But if you will be seeing a doctor, you always have the right to an interpreter.

Inform the district health centre in advance.

All district health centres are open during the day on weekdays.

Specialist or hospital care (Specialist eller sjukhusvård)

If the doctor at your district health centre feels that you should see a doctor at a hospital, you will receive a referral.

To see a specialist doctor or to get an appointment at a hospital, you must always first go to a district health centre.

It is important to keep in mind that the doctors at the hospitals have a lot to do and that the wait can often be long to see a doctor there or to schedule X-rays or an operation.

When seeing a doctor at a hospital, you always have the right to an interpreter.

Self-care (Egenvård)

Often when you are sick or injured, you do not require care from a medical facility. You may have an insect bite, a small cut, fever or an infection.

You can receive tips and advice on what you should do at the medical advisory service's website www.1177.se. At www.1177.se, you also obtain information about when you should seek medical care.

**This is good to have at home
(Detta är bra att ha hemma)**

If you have a wound, it is good to have access to soap, running water, plasters/band-aids, sterile dressings, surgical tape, tweezers, an anaesthetic ointment and elastic bandages.

If you have an insect bite, it is good to have a tick remover, calamine lotion and a hydrocortisone ointment.

If you have a fever, infection or other ailment, it is good to have a fever thermometer, nasal spray or nose drops, a non-prescription pain-relieving and fever-reducing drug, anti-allergy tablets and motion-sickness tablets.

For families with small children, it can also be good to have a fluid replacement at home if the children are inflicted with diarrhoea or extensive vomiting.

If you have many pharmaceuticals at home, it is good to check that they have not become outdated, and subsequently lost their effect.

Health communicators (Hälsokommunikatörer)

To improve health in the region, the county council and municipalities in Östergötland have employed health communicators who work with newly arrived refugees and other immigrants in Östergötland.

The health communicators speak many languages, know a lot about different cultures and are knowledgeable in health and medical care.

The health communicators help newly arrived refugees and other immigrants to understand the Swedish health and medical care system.

The health communicators can give lectures, and arrange and conduct information meetings.

They can inform of the Swedish medical care system and provide advice about food and how you can best care for your teeth.

They can lecture in Somali,

Arabian, Bosnian, Croatian and Serbian.

Diet and physical activity (Kost och fysisk aktivitet)

The food we eat is important to our health and how we feel.

Eating good and getting exercise can prevent medical problems, such as heart and lung diseases, type 2 diabetes, strokes, muscular dysfunctions, certain forms of cancer and even mental illness.

The body needs energy and nutrition to function well.

The body functions better if we eat regular breakfasts, lunches, dinners and something in between.

The National Food Administration provides us with five tips for healthy eating:

- Eat plenty of fruit and vegetables, preferably 500 grams daily.
- Eat bread with every meal, preferably whole wheat.
- If possible, choose groceries with the keyhole label.
- Eat fish often, preferably three times a week.
- Use oil or liquid margarine for cooking when possible.

The plate model (Tallriksmodellen)

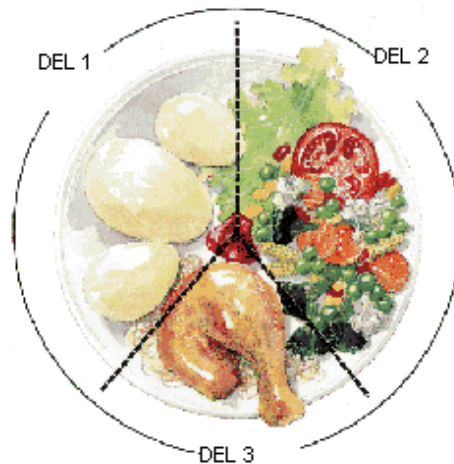
The plate model helps you to eat properly.

The model has three parts.

The first part is made up of potatoes, rice or pasta.

The second part is vegetables (including root vegetables) or fruit.

The third and smallest part is meat, fish, eggs or legumes, such as beans.



Source: National Food Administration, edited by the author

Regular exercise is good for your health.
You can exercise lightly by walking or riding a bike every day for 30 minutes.
You can also exercise strenuously
by jogging, or playing tennis or football
at least three times weekly.
Children should exercise at least 60 minutes each day.

Hospitals in Östergötland (Sjukhus i Östergötland)

There are three hospitals in Östergötland.
They are in Linköping, Norrköping and Motala.
All of the hospitals have an emergency ward
that is open 24 hours a day, every day of the year.

University Hospital in Linköping (Universitetssjukhuset i Linköping)

Universitetssjukhuset
581 85 Linköping
The emergency ward is at the North entrance.

Vrinnevi Hospital in Norrköping (Vrinnevisjukhuset i Norrköping)

Gamla Övägen 25
601 82 Norrköping
The emergency ward is at the rear of the hospital

General Hospital in Motala (Lasarettet i Motala)

Lasarettsgatan 37
591 85 Motala
The emergency ward is in the A-building at the entrance level.

8. Recreation, association activities and tourism (Fritid, föreningsliv och turism)

Non-profit associations (Ideella föreningar)

According to the Swedish constitution,
everyone has the right to
form and belong to associations.

Being a member of an association along
with others who like the same things is an
important aspect of democracy and freedom of speech.
It is a way for people to work with what interests them.
It is also a way for people to learn more
so as to be able to take an active part in politics.

Associations even create
a better society for all
when they arrange sporting events
or raise money for charity, for example.

An association has a board of directors
and rules for how the association operates.

These rules, which are called statutes,
must be democratic
and specify the association's name,
the association's goals
and the amount of the membership fee.

The association must hold an
annual meeting each year.
At the annual meeting, decisions are made
on the association's activities.

There are many different kinds of associations,
such as cultural associations, sports associations
and youth associations.

Assistance to associations is provided by national
and local government through payment of association
grants to associations that apply for funds for their activities.

Sports (Idrott)

Sports are important to society.
Those who participate in sports feel better, both physically and mentally.
Youths who take part in sports not only feel better,

they are more optimistic about life and the future,
are less stressed,
have better relations with their friends,
are less prone to bullying,
and smoke and drink less
than youths who are not involved in sports.

Sports activities are also important for integration
because it often brings people together
from different cultures around a common interest in sports.

General adult education and adult education associations (Folkbildning och studieförbund)

General education for adults is widespread in Sweden.
It is a way for people to learn more.
An adult education association usually conducts instruction.
Adult education associations have their own curriculums
that are not the same as those for other schools
or universities.

Many people seeking new knowledge
and skills turn to an adult education association.
Adult education association have courses in over 700 subjects,
ranging from dance and water painting
to English and mathematics.

Libraries (Bibliotek)

According to Swedish law, each municipality
must have a library open to all residents.

The borrowing of books from the library
must always be provided free of charge.

It is also required
that the library give significant consideration to
immigrants, people with disabilities,
and children and youths.

There must consequently be books in various languages,
books in adapted media
and books for children, youths and adults.

Tourism (Turism)

There are plenty of things to experience in Östergötland.
There are museums, open-air recreational areas,
archipelagos, events, sports, city life,



country life and nature.

Most of the municipalities in Östergötland have tourist offices or some form of tourist information.

The tourism council for eastern Sweden (Östsvenska Turistrådet) has information about tourist destinations in Östergötland.

Their website is in various languages:
www.ostergotland.info

9. Other things that are important to know (Annat som är viktigt att veta)

About the Swedish Migration Board, asylum, refugees and citizenship (Om Migrationsverket, asyl, flyktingar och medborgarskap)

The Swedish Migration Board is the Swedish national authority that is responsible for asylum, visits to Sweden, residency in Sweden and citizenship.

Personnel at the Migration Board decide on applications from those seeking asylum who have come to Sweden on their own.

Sweden has signed the UN's Refugee Convention. This means that Sweden must provide persons with asylum who are refugees according to the convention. A refugee according to the convention is a person who risks persecution in his or her home country because of:

- Race
- Nationality
- Religious or political beliefs
- Gender or sexual orientation
- The group in society to which the person belongs

According to Swedish law, even persons who are not refugees according to the convention may receive asylum and protection in Sweden.

The law states that persons in need of protection are those who have strong reasons for fearing the death penalty or torture.

It can also be a matter of persons who require protection because of war or an environmental catastrophe in their home country.

Those seeking asylum who come to Sweden can apply at the border or at one of the Migration Board's application units.

Right country? (Rätt land?)

First of all, the Swedish Migration Board determines whether it is Sweden that is to provide asylum or if the person has previously been in another country. It then may be that the other country is the country where the person must seek asylum.

If a person lacks reasons
for seeking asylum in Sweden,
the Migration Board makes its decision immediately.

If they believe that the person
may have reasons for receiving asylum,
the time varies for making a decision.
The Migration Board strives to provide an answer to all applicants
within six months.
But it can sometimes take much longer.

Relatives (Släkt)

Persons who want to live with relatives
who have received residence permits in Sweden
must apply themselves for residence permits.

A person applying is entitled to receive a residence permit
if he or she is married,
has entered a registered partnership
or cohabitates with someone in Sweden.

You can be refused a permit
if you provide false information in your application.

Persons under 18 (Personer under 18 år)

Persons under 18
are entitled to join their parents
if their parents approve and put this in writing.

Persons over 18
can sometimes receive residence permits as relatives
if they have lived together with relatives
who now live in Sweden.

You must prove
that you have lived with your relative
when he or she moved to Sweden
and that your relationship
is such that it is difficult for you
and your relative to live apart.

You apply for a residence permit based on family ties
at a Swedish embassy or consulate in your home country
or where you live.

Refusal (Avslag)

If your application is refused,
you can appeal the decision of the Swedish Migration Board.

You first send your appeal to the Migration Board, which will reconsider your case and make a new decision.

A migration court can review your application (Migrationsdomstol kan pröva din ansökan)

If the Swedish Migration Board refuses your application again, they turn your appeal over to a migration court in one of the county administrative court systems in Stockholm, Göteborg or Malmö.

A migration court can subpoena you and your public assistant, and a representative from the Migration Board, to discuss your case. The migration court upholds or changes the Migration Board's decision.

You can appeal the decision of a migration court in the migration superior court. However, the migration superior court only hears cases that are of legal significance.

Citizenship (Medborgarskap)

You apply for citizenship in Sweden at the Swedish Migration Board. To apply for citizenship, you must be able to identify yourself, be at least 18 years of age and hold a permanent residence permit in Sweden.

You must also have lived in Sweden for at least five years.

Stateless persons must have lived in Sweden for at least four years. Four years also applies for those who have received residence permits as refugees in accordance with the Aliens Act.

Other rules apply for children under 15 and children between 15 and 18 years of age. The Migration Board counts the time from when the child applied for a residence permit in Sweden.

If you had a residence permit when you came to Sweden, the time is counted from when you arrived here.

Swedish Tax Agency (Skatteverket)

The Swedish Tax Agency is an authority that works under the government.

The Tax Agency's most important duties concern:

- Taxes
- Civil registration
- Estate inventories

The Tax Agency works with various taxes in Sweden.

This includes income tax, valued-added tax and other taxation.

You must pay tax on all income.
Income is the money that you earn.
This means that you must pay tax on your wages.

You must also pay tax on your sickness benefits and on your pension.

If you sell your house or flat, you must pay tax on that income.
You must also pay tax when you sell stocks.
You must file an income tax return once a year.

Most of the money from income tax goes to the municipalities and county councils.

When you buy a product in a shop, you pay tax.
This is a special tax levied by the national government.
This tax is VAT (value-added tax or moms in Swedish).
VAT is about 25 percent of your purchase.

Income taxes, VAT and other taxation finance Sweden's welfare system.
Together, everyone contributes via taxes to the social insurance system, grants for education and the social safety net.

Civil registration provides a list of everyone living in Sweden.
The Tax Agency is responsible for civil registration.

Your civil registration listing includes your name, your personal code number, your address, whether you are married or not, the person you are married to, your children, your citizenship and when you moved to Sweden.

The Tax Agency receives most information from other government authorities.

The Tax Agency provides civil registration information about you to various authorities, such as CSN, the regional social insurance office and the Election Authority.

Civil registration and your rights (Folkbokföring och dina rättigheter)

You must be registered to be entitled to much of what is available in Sweden. You must be registered to receive child benefits and housing allowances.

Where you are to pay tax and where you may vote depend on where you are registered.

In most municipalities, you must be registered before you can begin an introduction program and apply for introduction benefits.

Birth certificate (Personbevis)

You often need a birth certificate when you open a bank account, apply for certain educational programmes or to show that you are registered in the municipality where you are applying for introduction benefits.

You can obtain a birth certificate directly at your local tax office, by calling the Tax Agency or by placing an order at the Tax Agency's website: www.skatteverket.se

112 SOS Alarm (112 SOS Alarm)

You can call 112 from a standard phone or a mobile phone around the clock, all days of the year.

Call 112 if you or someone nearby suddenly collapses or has been injured in an accident.

You call 112 when you need help fast from the fire brigade, the police

or an ambulance or doctor.

Only call 112
if you need help right away.

When you call 112
you can speak with a person
who is prepared
to send the help you need.

The person will ask what has happened
and where it has happened.

It is important to be as calm as possible
when you call,
so that you can provide correct information
and the right kind of help can be sent.

If there is a fire, personnel need to know
if anyone is in danger
and how many are injured.

Personnel at SOS Alarm
speak Swedish and English.
If personnel have time,
they can arrange assistance from interpreters,
but the call and help
will then take more time.

At the Internet address www.sosalarm.se
you can read about SOS Alarm and 112
in several different languages.

Police (Polisen)

The police work to stop crime
and investigate the crimes that have occurred.
The police work to stop that which disrupts order
or safety in the community.
The police work to protect people
and provide information.

In carrying out their duties, the police follow the laws
set down by the Swedish Parliament.
The government specifies what the police are
to work with each year.

If you are the victim of a crime,
report this to the police.
If you need emergency help, call 112.

In non-emergency situations,
you can call the police at 114 14.
You can also go to the nearest police station
or file a report on the Internet.

Read more at the police's website:
www.polisen.se

Be safe in traffic (Var säker i trafiken)

All people in traffic – whether in cars,
on bikes, on mopeds, in buses or those who walk –
are considered as road users.

Seat belts and driver's licenses (Bilbäte och körkort)

The law requires that everyone who rides in a car
must wear a seat belt, both in the front and back seats.
Each seat in the car must be equipped with a seat belt.

The number of passengers specified on the car's registration
certificate may not be exceeded.

The driver must always have a driver's
license in his or her possession when driving.

Alcohol and drugs (Alkohol och droger)

Never drive a car after drinking alcohol.
Preferably, you should not drive the
day after drinking either.
It is forbidden to drive when under
the influence of alcohol or drugs.
This can result in imprisonment.

Speeds (Hastigheter)

Speed limit signs show how fast you may drive.
If you drive faster, the police can stop you
for speeding.
If you speed, it is more likely that you will
become involved in an accident.

Children in cars (Barn i bilen)

Children need more protection than adults.
Children shorter than 135 cm
must have infant protection, a car safety seat,
a belted child seat or belted cushion.

Children ride most safely facing the rear of the car.
Children may not sit in seats equipped with airbags.

Bikes (Cyckel)

Each year, nearly 4,000 bike riders in Sweden
end up at the hospital.

Because of this, all youths and children under 15 must use helmets when riding bikes or riding in a child bike seat.

Bike helmets also provide good protection for adults; most of the 4,000 bike riders who required hospital care had head injuries.

Bikes must have brakes and bells.
If you ride a bike in the dark, you must have reflectors on the bike and lights front and back.
If your bike is missing any required equipment, you may have to pay a fine as punishment.

Bike riders must ride on the same side of the road as cars drive – the right side of the road.
Bikes may not be ridden on sidewalks or pedestrian bridges.

Reflectors are good in the dark (Reflexer är bra i mörkret)

Reflectors make you visible in traffic.
When it is dark and when there is fog, rain or snow, it can be difficult to see someone if he or she is not wearing a reflector.
Every third traffic accident involves a person walking in the dark.