



## Help us get your personal information correct in our systems

It is vital to Lund University that we have the correct information about you in the Student Portal and in the Student Registry System, Ladok. Documents such as transcripts and/or degree certificates will be generated from these systems. Therefore we kindly ask you to make your updates as soon as possible.

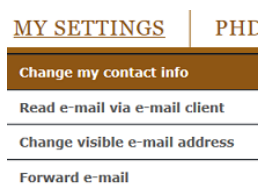
### Have you received a Swedish personal number?

Then you need to update Ladok in order to get your transcript correct.

1. Call the Swedish Tax Agency (Skatteverket) to order an "Extract of the population registry" (personbevis). It should contain your personal identification number and your current address. The document will be sent to you by post. Find contact information to Skatteverket [here](#)
2. Scan the document.
3. Send the document to Ladok by email to [per.auster@stu.lu.se](mailto:per.auster@stu.lu.se)

### Make sure your address is correct in the Student Portal

1. Log in to the Student Portal.
2. Select "Change my contact info" under "My Settings".



3. Select "Temporary address". You must indicate start and stop dates.

4. Press "Add". Once your address is updated in the Student Portal, it will automatically be updated in Ladok within 24 hours.

**Thank you!**