

# HOW TO GET STARTED WITH SOLEMOVE ONLINE APPLICATION SYSTEM

NB! If you are a member of staff at the university (eg a trainee, a research assistant) applying for student exchange, please contact [international@uef.fi](mailto:international@uef.fi) before starting your application! We need to switch your status from 'staff member' to 'student' in SoleMOVE in order to grant you an access to the correct application form.

First of all, it is good to familiarise yourself with SoleMOVE in advance.

You can log in and log out of the system freely, and you can make changes to the application draft (before submitting it).




You cannot make any changes to the application after you have submitted it.


If you need to make minor changes to the application after sending it, please contact UEF International Mobility Services.

Please remember to send your application by the end of the deadline – it is not possible to send it after the application period has ended.

Please note that you should use Microsoft Internet Explorer 11 or newer, or Mozilla Firefox 47.0 or newer as the internet browser when using SoleMOVE. Cookies and javascript support are required.

## IMPORTANT TO KNOW ABOUT THE ONLINE SYSTEM AND ITS FUNCTIONS

- Always use the “Return” command  for navigating in SoleMOVE. Do NOT use back and forward arrows of your internet browser, because this might cause data to be lost.
- Please remember to save your application by clicking “Save”  regularly.
- If in doubt, please click the nearby question mark . These icons provide additional information in some fields.
- Please make sure you know which enclosures are required for your application. These are listed in the call for applications, and you can find them on Kamu (path: <http://kamu.uef.fi> → Opiskelijan käsikirja → Vaihto-opiskelu ja kansainvälistyminen → Ajankohtaista Kansainvälisissä liikkuvuuspalveluissa) in Finnish, and on the website <http://www.uef.fi/en/studies/student-exchange-for-uef-degree-students> in English.

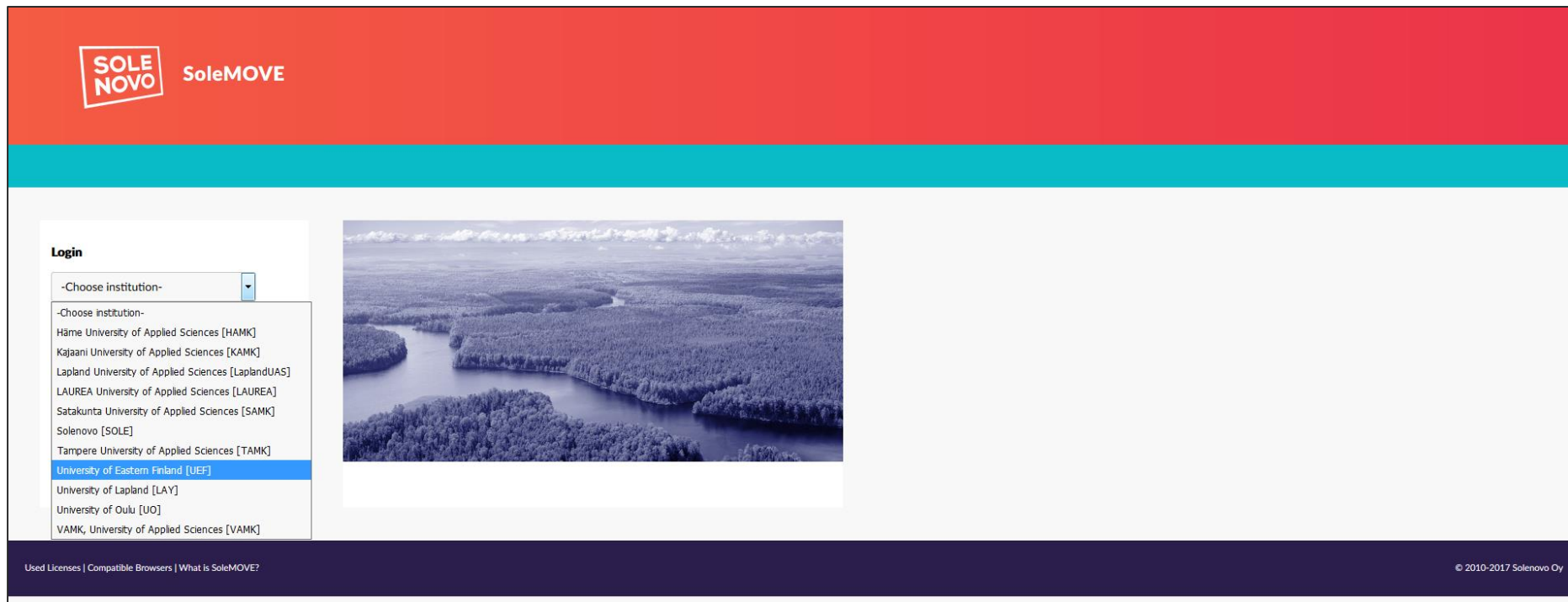
- You can get your application in the printable pdf format by clicking the pdf icon .

### Login address

- Directly: <https://saas.solenovo.fi/solemove/>
- Kamu: <http://kamu.uef.fi> → Opiskelijan käsikirja → Vaihto-opiskelu ja kansainvälistyminen → Hakeminen ja käytännön järjestelyt → Hakeminen SoleMOVE-järjestelmässä
- In English: <http://www.uef.fi/en/studies/student-exchange-for-uef-degree-students>

### How to log into SoleMOVE?

- 1) From the list of universities, choose 'University of Eastern Finland'.



**SOLE NOVO** SoleMOVE

**Login**

-Choose institution-

- Choose institution-
- Häme University of Applied Sciences [HAMK]
- Kajaani University of Applied Sciences [KAMK]
- Lapland University of Applied Sciences [LaplandUAS]
- LAUREA University of Applied Sciences [LAUREA]
- Satakunta University of Applied Sciences [SAMK]
- Solenovo [SOLE]
- Tampere University of Applied Sciences [TAMK]
- University of Eastern Finland [UEF]**
- University of Lapland [LAY]
- University of Oulu [UO]
- VAMK, University of Applied Sciences [VAMK]

Used Licenses | Compatible Browsers | What is SoleMOVE?

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2) On *Log in using*, choose 'HAKA – Shibboleth'.

## Login

University of Eastern Finland [UEF] ▼



UNIVERSITY OF  
EASTERN FINLAND

Log in using:

Local ▼

Local

HAKA – Shibboleth

Password

Log in


[The UEF privacy policy](#)



## Links

› [Hakuohjeet / Application instructions](#)

3) On the *Haka* page, choose 'Itä-Suomen yliopisto' / 'University of Eastern Finland'.




SoleMOVE requires authentication. Required personal data is transferred automatically to the service after authentication.

University of Eastern Finland ▼

☐ Remember selection for this web browser session.

SELECT

4) Use your UEF username and password to log in (same as in WebOodi).



UNIVERSITY OF  
EASTERN FINLAND

**You are trying to log in to:**  
SoleMOVE

**Username**

**Password**

**Login**


Ongelmia kirjautumisessa?  
Problems logging in?

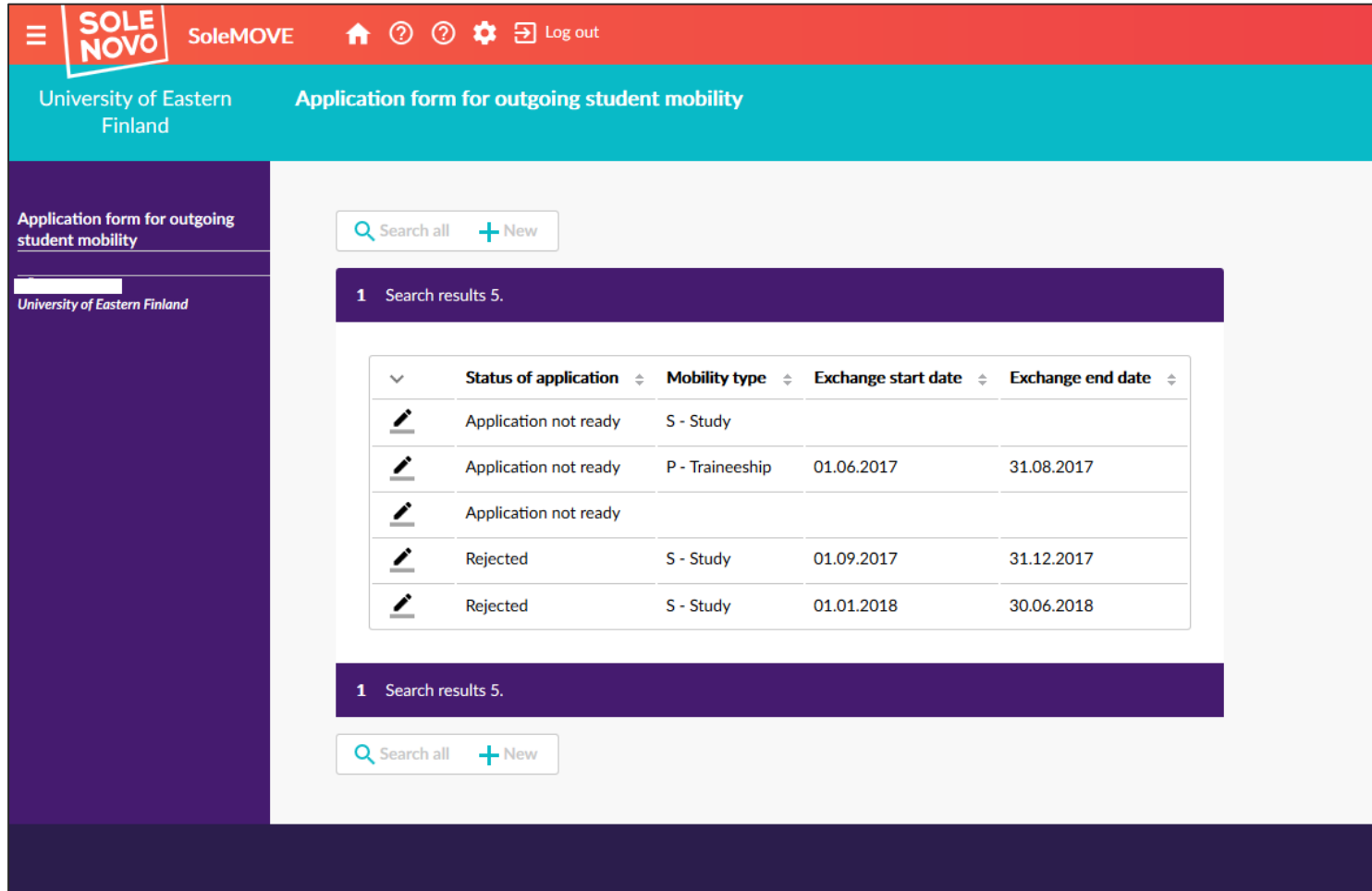
Vaihda salasana  
Change password

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## How to create, fill in, and submit the application?

The front page of SoleMOVE displays your earlier applications if you have any.

1) Click *Application form for outgoing student mobility* on the left and/or click  to create a new application.



The screenshot shows the SoleMOVE web application interface. The top navigation bar is red with the SoleMOVE logo and a 'Log out' button. Below this is a teal header with the text 'University of Eastern Finland' and 'Application form for outgoing student mobility'. The left sidebar is purple and contains the text 'Application form for outgoing student mobility' and 'University of Eastern Finland'. The main content area is white and displays a search bar with 'Search all' and '+ New' buttons. Below the search bar, there is a purple header indicating '1 Search results 5.'. A table lists five applications with columns for Status of application, Mobility type, Exchange start date, and Exchange end date. The table shows three 'Application not ready' entries and two 'Rejected' entries. Below the table, there is another purple header indicating '1 Search results 5.' and a search bar with 'Search all' and '+ New' buttons.

	Status of application	Mobility type	Exchange start date	Exchange end date
	Application not ready	S - Study		
	Application not ready	P - Traineeship	01.06.2017	31.08.2017
	Application not ready			
	Rejected	S - Study	01.09.2017	31.12.2017
	Rejected	S - Study	01.01.2018	30.06.2018

2) For *Mobility type*, select **S – Study** (or in case of Erasmus+ training, **P – Traineeship**), and click **Save** → the application form opens.

**NB!** Do not select **C – Combined Study and Placement**.

3) For *Application period*, select the one indicating the correct exchange programme.

If you are applying for 2 exchange places in different programmes, you need to create two separate applications. For example, if you plan to apply for 1 university in Erasmus+ programme and 1 university in the Nordlys network, you need to create two applications (one with 'Erasmus...' and the other with 'Nordlys...' as the *Application period*). You can write about both universities in the same motivation letter and attach it to both applications.

Please remember to indicate the priority order of your applications in the motivation letter.

The screenshot shows a web application form. At the top, there is a light gray bar containing two buttons: 'Save' (with a floppy disk icon) and 'Delete application' (with a trash can icon). Below this bar is a dark purple header with the text 'Personal data' in white. The main form area has a light gray background. It contains two labeled fields: 'Mobility type\*' with an empty dropdown menu, and 'Application period\*' with a dropdown menu showing the selected option: 'Erasmus-harjoitteluapurahan haku 2017-2018 / Erasmus Traineeship Grant / 30.06.2017 - 31.12.2017'. At the bottom of the form, there is another light gray bar with 'Save' and 'Delete application' buttons, identical to the top bar.

This is what the application form looks like.

Save

Delete application

PDF

Send Your application by

15.09.2017

Application number

Name of the applicant

Country of home institution

ERASMUS code of home institution

Home institution

Mobility type

S - Study

Status of application

Application not ready

Last edited by

05.07.2017 12:05:38 /

Personal data

Current studies

Exchange study information

Enclosures

Check and send application

Mobility type\*

?

S - Study

Application period\*

Haku Erasmus-ohjelmaan 2017-2018 / Call for Erasmus Applications / 2 / 01.05.2017 - 15.09.2017

Duration of your exchange\*

?

☐ Academic year 2017-2018, 01.09.2017 - 30.06.2018

☐ Autumn semester 2017, 01.09.2017 - 31.12.2017

☐ Spring semester 2018, 01.01.2018 - 30.06.2018

☐ Other, please specify

...

-

...

Student number

Last name\*

Given name(s)\*

Date of birth(dd.mm.yyyy)\*

...

Gender\*

☐ M - Male ☐ F - Female

Nationality\*

If other, please specify


Native language\*

Missing data:


- Duration of your exchange\*
- Last name\*
- Given name(s)\*
- Date of birth(dd.mm.yyyy)\*
- Gender\*
- Nationality\*
- Native language\*
- Postal address\* (street, postal code, town)
- Telephone\*
- Email\*
- Contact person in case of emergency: Name\*
- Contact person in case of emergency: Telephone\*
- Home institution: Name of the home department
- Home institution: Address\*



4) For *Duration of the exchange*, select the correct semester or academic year. Exact dates are not required at this point.

Duration of your exchange*		<input type="radio"/> Academic year 2017-2018, 01.09.2017 - 30.06.2018
		<input type="radio"/> Autumn semester 2017, 01.09.2017 - 31.12.2017
		<input type="radio"/> Spring semester 2018, 01.01.2018 - 30.06.2018
		<input type="radio"/> Other, please specify <input type="text"/> <input data-bbox="1547 359 1608 432" type="button" value="..."/> <input type="text"/> <input data-bbox="1977 359 2038 432" type="button" value="..."/>

5) Fill in the other fields on the *Personal data* tab.




For *Home institution*, click the pencil icon . Select **your department/school** from the list.

Even if you apply for exchange to study your minor subject, choose the department/school here according to your major subject.

NB! Choose the most specific one → *the Organisation Level* should be 'Unit'.

*Departmental coordinator* refers to the coordinator of international affairs at your subject/department/school. The departmental coordinators are listed on Kamu → Opiskelijan käsikirja → Vaihto-opiskelu ja kansainvälistyminen (in Finnish) and on the website:

<http://www.uef.fi/en/studies/student-exchange-for-uef-degree-students> (in English).

<b>Home institution</b>	
<b>Name of the home department</b>	  
<b>Address*</b>	
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
<b>Departmental coordinator</b>	
<b>Name</b>	<input type="text"/>

## Institutions



☒ Search all

ERASMUS institutional co	Name	Country	Organisation type	Organisation Level
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> SF KUOPIO12	University of Eastern Finl	FI - Finland	Own	University
<input type="checkbox"/> SF KUOPIO12	-> Administration Centre	FI - Finland	Own	
<input type="checkbox"/> SF KUOPIO12	-> Faculty of Health Scienc	FI - Finland	Own	Faculty
<input type="checkbox"/> SF KUOPIO12	--> A. I. Virtanen Institute f	FI - Finland	Own	Department
<input type="checkbox"/> SF KUOPIO12	--> Department of Nursing	FI - Finland	Own	Department
<input type="checkbox"/> SF KUOPIO12	---> Nursing Science (Kuop	FI - Finland	Own	Unit ●
<input type="checkbox"/> SF KUOPIO12	--> Laboratory Animal Cen	FI - Finland	Own	Department
<input type="checkbox"/> SF KUOPIO12	--> School of Medicine (Ku	FI - Finland	Own	Department
<input type="checkbox"/> SF KUOPIO12	---> School of Medicine: Bi	FI - Finland	Own	Unit ●
<input type="checkbox"/> SF KUOPIO12	---> School of Medicine: Cl	FI - Finland	Own	Unit ●
<input type="checkbox"/> SF KUOPIO12	---> School of Medicine: Cl	FI - Finland	Own	Unit ●
<input type="checkbox"/> SF KUOPIO12	---> School of Medicine: D	FI - Finland	Own	Unit ●
<input type="checkbox"/> SF KUOPIO12	---> School of Medicine: Pt	FI - Finland	Own	Unit ●
<input type="checkbox"/> SF KUOPIO12	--> School of Pharmacy (Ku	FI - Finland	Own	Department
<input type="checkbox"/> SF KUOPIO12	---> Pharmacy (Kuopio)	FI - Finland	Own	Unit ●
<input type="checkbox"/> SF KUOPIO12	-> Faculty of Science and F	FI - Finland	Own	Faculty
<input type="checkbox"/> SF KUOPIO12	--> Department of Applied	FI - Finland	Own	Department
<input type="checkbox"/> SF KUOPIO12	-> Applied Physics (Kuop	FI - Finland	Own	Unit

1< << >> >>1

View 1 - 30 of 66

☒ Cancel ☐ Save and close

6) Fill in the *Current studies* tab.

*EU subject area at home*: if there is no exact match to your major on the list, select the closest one.

*Language knowledge*: You can add more than one language, when you click 'Save' after adding the first one.

Personal data

Current studies

Exchange study information

Enclosures

Check and send application

Degree/diploma you are studying for\*

EU subject area at home\*

Field of study/major subject\*

Beginning year of current studies\*

Number of higher education years completed so far\*

Number of credits completed so far\*

Other fields of study / minor subjects

1 - Bachelor

2 - Master

3 - Doctorate

0/1000

Previous exchange

Have you been on exchange earlier during your studies\*

If YES, when and where?\*

Exchange program(\*)

Level of study at previous exchange

Number of months at previous exchange

Previous participation in the ERASMUS programme

No

Yes

1 - Bachelor

2 - Master

3 - Doctorate

N - No

S - Study

P - Work Traineeship

M - Mundus

Language knowledge\*

See European language levels here (check the PDF): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Language

Language proficiency

Save

PDF

Missing data:

Degree/diploma you are studying for\*

EU subject area at home\*

Field of study/major subject\*

Beginning year of current studies\*

Number of higher education years completed so far\*

Number of credits completed so far\*

Previous exchange: Have you been on exchange earlier during your studies\*

Language knowledge\*: Add at least one language

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7) Fill in the *Exchange study information* tab.

Study plans do not need to be specific at this point; write briefly about what you would like to study at the host university. Indicate that you have checked that the university/exchange programme offers studies that are suitable for you.

*List of institutions you apply to:* You may apply for 1-2 exchange places in the same application. List 1 or 2 universities (or in the case of ISEP, relevant countries) here. Unless you apply for freemover exchange, add the institutions by clicking *Add new institution/enterprise*.

If you are applying for 2 exchange places in different programmes, you need to create two separate applications. For example, if you plan to apply for 1 university in Erasmus+ programme and 1 university in the Nordlys network, you need to create two applications (one with 'Erasmus...' and the other with 'Nordlys...' as the *Application period*). You can write about both universities in the same motivation letter and attach it to both applications.

The screenshot shows the 'Exchange study information' tab of an application form. The top navigation bar includes tabs for 'Personal data', 'Current studies', 'Exchange study information' (which is active), 'Enclosures', and 'Check and send application'. The main content area has two sections. The first section, 'Length of exchange in months', has a text input field. Below it, 'Study plans during exchange' has a large text area with a character count of '0/1000'. A 'Save' button is located below the text area. The second section, 'List of institutions you apply to', contains two links: '+ Add new institution/enterprise' and '+ Add new institution/enterprise (as freemover)'. On the right side, a red box titled 'Missing data:' lists two items: 'Study plans during exchange' and 'List of institutions you apply to: Add at least one institution/enterprise'.

Personal data | Current studies | **Exchange study information** | Enclosures | Check and send application

Length of exchange in months

Study plans during exchange ?

0/1000

Save

**List of institutions you apply to**

+ Add new institution/enterprise + Add new institution/enterprise (as freemover)

**Missing data:**

- Study plans during exchange
- List of institutions you apply to: Add at least one institution/enterprise

8) Fill in the *Enclosures* tab.

*Motivation letter* and *Transcript of records* are obligatory fields, so make sure you add both these enclosures.

If you have anything to add to your application, write it down in the *Additional data* field or upload a file under category *Other*.

⚠ Personal data

⚠ Current studies


⚠ Exchange study information

⚠ Enclosures

Check and send application






Additional data ?

0/2000



 Save

Missing data:

- Motivation letter
- Transcript of records

	Enclosure name ⇅	Enclosure info ⇅	Enclosed file ⇅
	Motivation letter	Motivaatiokirje/vapaamuotoinen hakemus (englanniksi tai muulla opiskelukielellä)	
	Transcript of records	Opintosuoritusote	
	Other		
	Letter of reference	Freemover	
	Other	muu liite	

9) Save the application and when it is finished, submit it by clicking *Send application*.

 Send application  PDF


<b>Send Your application by</b>	15.09.2017
<b>Application number</b>	
<b>Name of the applicant</b>	Vaihtari, Veera
<b>Country of home institution</b>	Finland
<b>ERASMUS code of home institution</b>	SF KUOPIO12
<b>Home institution</b>	Physics and Mathematics (Joensuu)
<b>Mobility type</b>	S - Study
<b>Status of application</b>	Application not ready
<b>Last edited by</b>	05.07.2017 12:14:12 /

Personal data

Current studies

Exchange study information

Enclosures



 Check and send application





Personal data	OK
Current studies	OK
Exchange study information	OK
Enclosures	OK

Changes

Type	Info	Last edited by	Timestamp
Attachment			05.07.2017 12:17:53
Attachment			05.07.2017 12:18:15

 Send application  PDF

## TIPS AND USEFUL BITS

- Remember to save the application draft regularly!
- The red bullet points on the right indicate the missing data.
- More information can be found by clicking  icons.
- Please note that when listing e.g. languages or host universities, you need to click 'Save'  after your first choice to be able to add a new entry.
- You can find lists of departments, universities etc. by clicking the pencil icon .
- By clicking the pencil icon , you can edit information and upload your enclosures on the 'Enclosures' tab.
- When you send the application, you will not get an e-mail notification from the system that the application has been submitted successfully.
- You will be notified by e-mail when the application is received by the officer.
- You will also be notified by a second e-mail whether your application is approved or not.

A more detailed user guide in Finnish is available; just click the :



Need help? Send an e-mail to [international@uef.fi](mailto:international@uef.fi)