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 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 in Finnish and in English.

- You can get your application in the printable pdf format by clicking the pdf icon (before submitting the application).

Login address

- Directly: https://saas.solenovo.fi/solemove/
- Kamu in Finnish: https://kamu.uef.fi/student-book/hakeminen/
- Kamu in English: https://kamu.uef.fi/en/student-book/applying-for-student-exchange-and-traineeship-abroad/
- Just google 'Solemove'

How to log into SoleMOVE?

1) From the list of universities, choose 'University of Eastern Finland'.
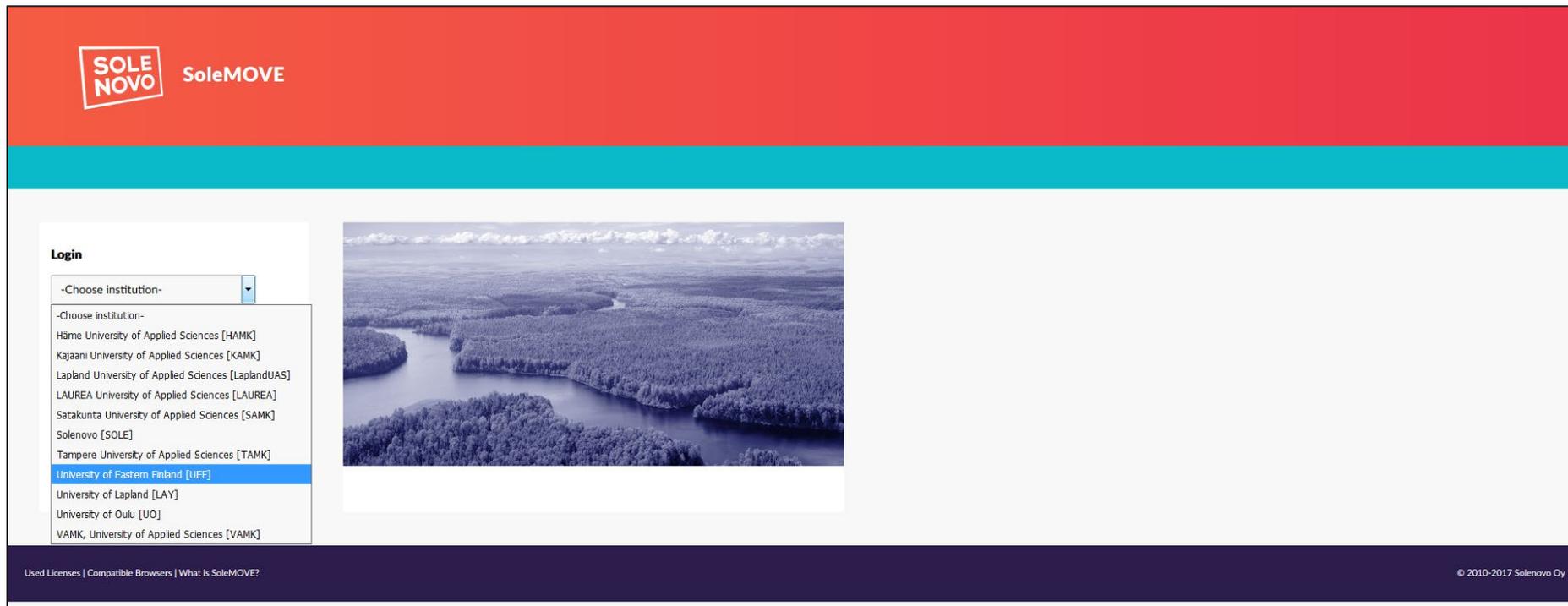
A tip: Before logging into SoleMOVE, you may read reports from previous exchange students. Simply select 'University of Eastern Finland' from the list of universities, then click 'Exchange destinations Abroad and feedback' in the top bar. Select the option 'Search feedback', and add any filters if you'd like, e.g. a specific country/university/exchange programme/department. Finally, click 'Start Search'.

Search for exchange destinations abroad

○ Search exchange destinations
○ Search exchange destinations with feedback
◉ Search feedback

Country abroad ▼

Institution abroad ▼

Home unit ▼

Exchange program

EU subject area

Type of exchange ☑ Study ☐ Traineeship ☐ Other (teacher, staff)

Start Search

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

3) On the *Haka* page, choose 'Itä-Suomen yliopisto' / 'University of Eastern Finland'.
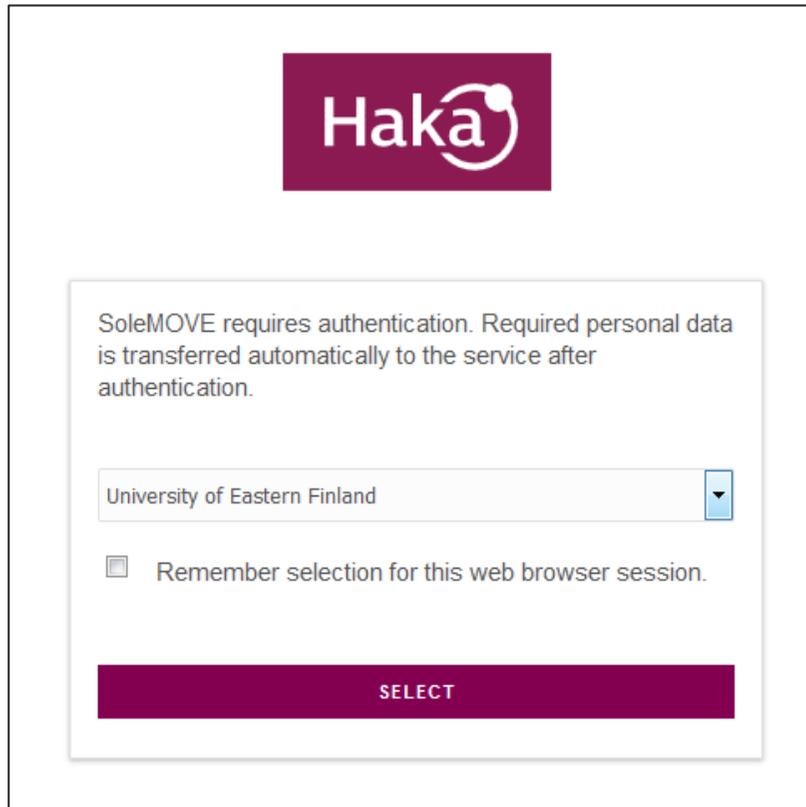
4) Use your UEF username and password to log in (same as in O365 and WebOodi).

UNIVERSITY OF
EASTERN FINLAND

You are trying to log in to:
SoleMOVE

Username

Password

Login

Ongelmia kirjautumisessa?
Problems logging in?

Vaihda salasana
Change password

© University of Eastern Finland

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 [+ New] to create a new application.

Even if you are applying for *Summer Courses in China/India*, please select 'Application form for outgoing student mobility' and NOT 'Application form for short student mobility'.
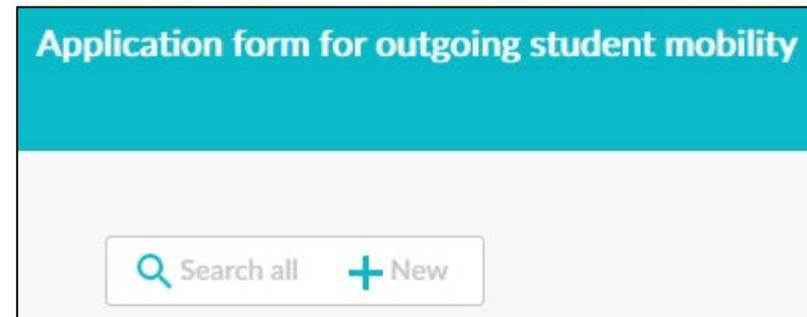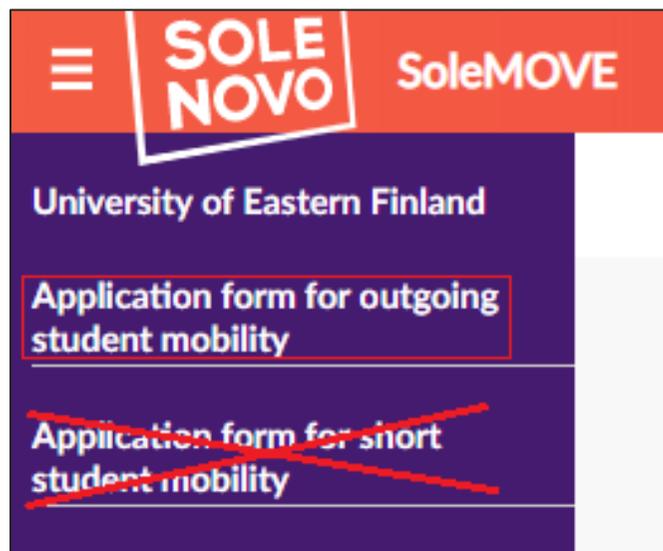
2) For *Mobility type*, select **S – Study** (or in case of Erasmus+ training, **P – Traineeship**), and click 'Save' → the application form opens.

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

3) For *Application period*, select the one indicating the correct exchange programme. If you are unsure which exchange programme to choose, please check Kamu in Finnish / in English.

NB! If you are applying for 2 exchange places that are in different exchange programmes, you need to create two separate applications. For example, if you plan to apply for one host university in Erasmus+ programme and another host university in the FIRST+ programme, you need to create two applications (one with 'Erasmus+…' and the other with 'FIRST+…' as the *Application period*). You can write about both universities in the same *Motivation Letter* and attach this letter to both applications.

Please remember to indicate the priority order of your applications in your *Motivation Letter* or in the *Additional Data* text box on the *Enclosures* tab.

This is what the application form looks like.

Personal data

Save   Delete application   PDF

Send Your application by   31.01.2019
Application number   9154631
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   29.01.2019 09:01:45 /

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

Mobility type*   ⑦   S - Study ▾

Application period*   Haku Kiinan ja Intian kesäkursseille 2019 / Summer Courses in China and India 2019 / 15.01.2019 - 31.01.2019 ▾

Duration of your exchange* ⑦
- ○ Academic year 2019-2020, 01.09.2019 - 30.06.2020
- ○ Autumn semester 2019, 01.09.2019 - 31.12.2019
- ○ Spring semester 2020, 01.01.2020 - 30.06.2020
- ○ Academic year 2018-2019, 01.09.2018 - 30.06.2019
- ○ Spring semester 2019, 01.01.2019 - 30.06.2019
- ● Other, please specify   30.06.2019 ... - 27.07.2019 ...

Student number

Last name*

Given name(s)*

Date of birth(dd.mm.yyyy)*

Gender*   ○ M - Male   ○ F - Female   ○ N - Nonbinary   ○ X - Prefer not to say

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 period for your exchange. Exact dates are not required at this point, so please select either autumn semester, spring semester, or academic year.

An exception is the call for *Summer Courses in China/India* for which you need to indicate the dates of the course you are applying for (*Other, please specify*).

Duration of your exchange*	?	
		○ Academic year 2019-2020, 01.09.2019 - 30.06.2020
		○ Autumn semester 2019, 01.09.2019 - 31.12.2019
		○ Spring semester 2020, 01.01.2020 - 30.06.2020
		○ Academic year 2018-2019, 01.09.2018 - 30.06.2019
		○ Spring semester 2019, 01.01.2019 - 30.06.2019
		● Other, please specify 30.06.2019 ... - 27.07.2019 ...

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! Please choose the most specific one ➔ the *Organisation Level* should be 'Unit'. Note that not all options are on the first page; please click ▶▶ ▶� to find more options.

Departmental coordinator refers to the coordinator of international affairs at your subject/department/school. The departmental coordinators are listed on Kamu in Finnish and in English.

Home institution

Name of the home department ② ✕ ✎

Address* ②

Departmental coordinator

Name

Institutions

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

View 1 - 30 of 66

✕ Cancel 💾 Save and close

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

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, your top 2 countries) here. Always add the host universities/countries by clicking *Add new institution/enterprise*, not *Add new institution/enterprise (as freemover)*.

If you are applying for 2 exchange places that are in different exchange programmes, you need to create two separate applications. For example, if you plan to apply for one host university in Erasmus+ programme and another host university in the FIRST+ programme, you need to create two applications (one with 'Erasmus+…' and the other with 'FIRST+…' as the *Application period*). You can write about both universities in the same *Motivation Letter* and attach this letter to both applications.

Study plans during exchange: your study plans do not need to be specific at this point; write briefly about what you would like to study at the host university. Please indicate that you have checked that the university/exchange programme offers studies that a) are suitable for you, b) are offered in a language you are capable of completing studies with, and c) are available for exchange students.

7) Fill in the *Current studies* tab.

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

Language knowledge: You can add more than one language; another slot appears 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* ⑦ ○ 1 - Bachelor ○ 2 - Master ○ 3 - Doctorate

EU subject area at home* ⑦

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 ⑦

0/1000

Previous exchange

Have you been on exchange earlier during your studies* ⑦ ○ No ○ Yes

If YES, when and where?(*)

Exchange program(*)

Level of study at previous exchange ⑦ ○ 1 - Bachelor ○ 2 - Master ○ 3 - Doctorate

Number of months at previous exchange

Previous participation in the ERASMUS programme ○ N - No ○ S - Study ○ P - Work Traineeship ○ M - Mundus

Language knowledge* ⑦

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

Language   Language proficiency

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

💾 Save   PDF PDF

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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.*

A *Transcript of Records* can be obtained from Student and Learning Services or WebOodi. An unofficial transcript ordered by email from WebOodi will be sufficient for the first application stage.

A *Motivation Letter* is a free-form application in which the student presents their reasons for applying for exchange at the host university in question and provides brief descriptions of the purpose of the exchange studies, their previous education, and how the exchange affects their study and career plans. The letter of motivation is written in English or in the language of the host university/country. The student may discuss both the first and second priority in the same letter of motivation. The letter of motivation will be read by the departmental coordinator and International Mobility Services, and it will not be sent to the host university.

A *confirmation of the traineeship* must be attached to an Erasmus+ traineeship grant application under category *Other.*

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

✉ Send application   📄 PDF

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

Need help? Send an e-mail to international@uef.fi

Need more information on student exchange in Finnish? Go to Kamu: https://kamu.uef.fi/opkirja-kategoriat/vaihto-opiskelu-ja-kansainvalistyminen/

Need more information on student exchange in English? Go to Kamu: https://kamu.uef.fi/en/opkirja-kategoriat/study-abroad/