

## SoleMOVE

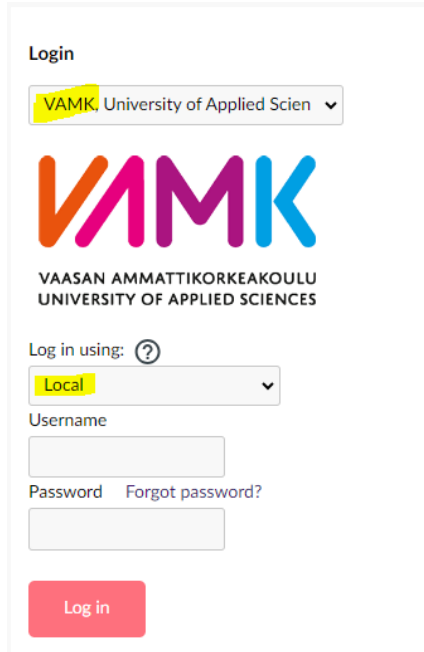
### INSTRUCTIONS FOR FILLING IN THE INCOMING STUDENT MOBILITY FORM

**NOTICE! When using iPad or mobile phone all the functions in SoleMove are not working correctly. We recommend that you use a computer with SoleMOVE.**

After you have been officially nominated to student exchange/placement by your home institution and the nomination information has been sent to Vaasa University of Applied Sciences you will receive an email containing your username and instructions on how to fill in application form for incoming student mobility

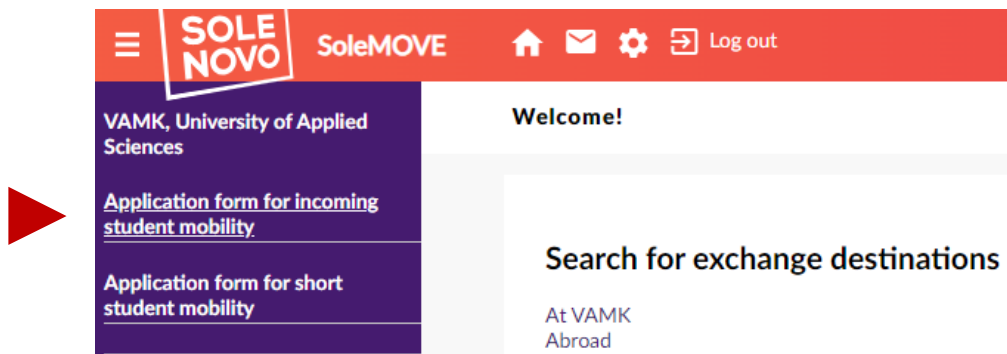
Go to SoleMOVE [https://saas.solenovo.fi/solemove/disp/2\\_/en/public/nop/nop](https://saas.solenovo.fi/solemove/disp/2_/en/public/nop/nop).

Choose *VAMK, University of Applied Sciences* and log in using *local* .  
Use the username you have received by email.



The screenshot shows a login form for VAMK University of Applied Sciences. At the top, it says "Login". Below that is a dropdown menu with "VAMK, University of Applied Scien" selected. The VAMK logo and university name are displayed. Underneath, there is a "Log in using:" section with a question mark icon and a dropdown menu with "Local" selected. Below this are two input fields: "Username" and "Password". A "Forgot password?" link is next to the password field. At the bottom is a red "Log in" button.

## Choose *Application form for incoming student mobility*







### Choose your mobility type:


- *Study* if you are applying to student exchange
- *Traineeship* if you are applying for a placement/internship

Click  Save

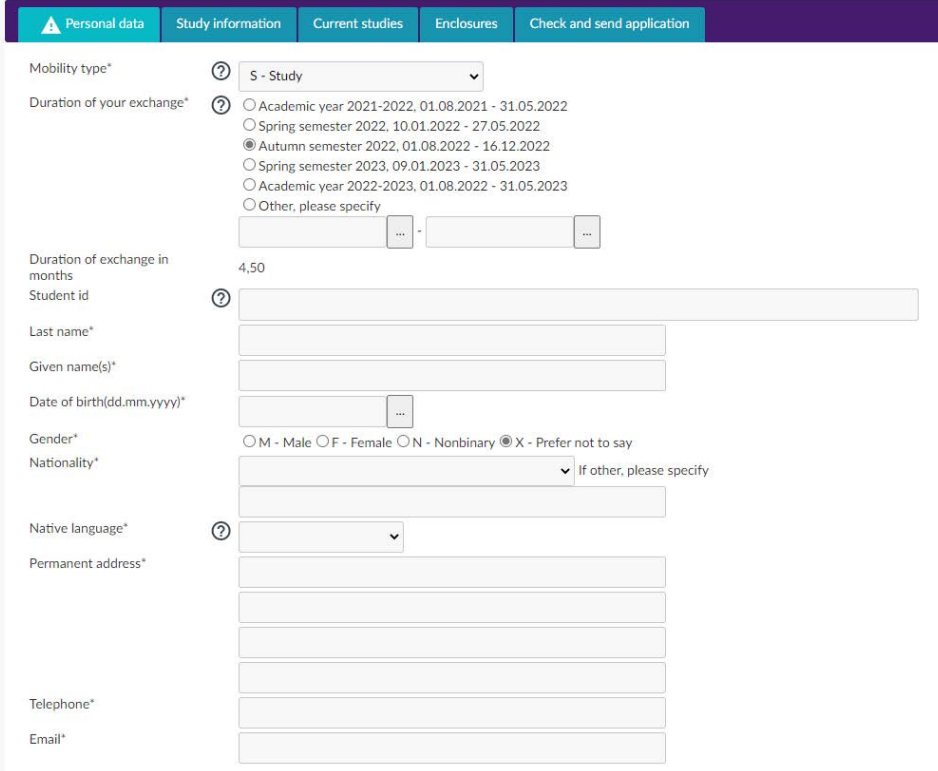
The application form with different tabs will open. You can click open any tab but it is essential that you fill them **in order**, starting from *Personal data*.

- There is a sign  on each tab if there is information missing
- the red *Missing data* box on the right hand side will show which questions you still have to answer on each tab, the list updates every time you save
- please read the instructions for individual questions by clicking the info sign 
- **Remember to click  Save at the end of each tab.**
- notice that you can make a pdf file of your application at any point by clicking the pdf sign  PDF top or bottom of the page (it is recommended that you do this once you have completed the application)
- you can complete the application bit by bit. All the information you have filled in and saved will be stored in the system and you can continue where you left off the next time you sign in. However, you will not be able to send the application until you have completed it.

## 1. Personal data –tab:

Fill in all the required info (marked with \*) on the page and at the end click  Save

- some of the information is prefilled based on the nomination but notice that if there are any mistakes you can still correct the information



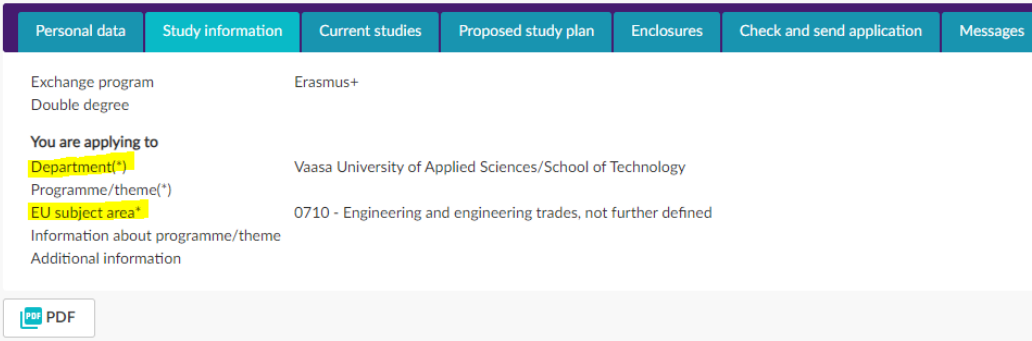
◀ Student id  
→ Please leave this box empty.

Departmental Coordinator:  
Contact information of the  
International Coordinator of your  
study field (Home University)

Institutional coordinator:  
International Services Office contact  
information (Home University)

## 2. Study information –tab: (will appear IF your mobility type is Study)

Choose the correct *Department* and *EU Subject area* by clicking the pen icon . After choosing, click  Save and close



When ready, click

 Save

### 3. Traineeship information -tab: (will appear IF your mobility type is Traineeship)


Choose the *Receiving unit* by clicking the pen icon . After choosing, click .

Fill in the details of your traineeship in the field *Type and contents of traineeship*, and possible *Work history* in the next field.



When ready, click








### 4. Current Studies -tab


Fill in all the required info and click  Save

### 5. Enclosures -tab



Upload your documents (some are mandatory, others are not) by clicking the pen icon . Click  Save after all the documents are uploaded.

Personal data					Study information					Current studies					Proposed study plan					Enclosures					Check and send application					Messages				
Additional data																																		
		<b>Enclosure name</b> ⇅	<b>Enclosure info</b> ⇅	<b>Mandatory</b>																														
		Learning Agreement (incoming)	Preliminary plan of courses.	Yes																														
		Transcript of Records (incoming)	Official Transcript of Records in English of the courses completed so far at your home institution.	Yes																														
		Copy of ID / Passport		Yes																														
		Motivation letter	Optional motivation letter, max 1 page, A4	No																														

## 6. Check and send application –tab:

After you have filled in all the required info on all the tabs, the list on the *Check and send application* tab will show *OK* on each section. However, you can still go through the application and add/change information. After you have checked that everything is OK click  Send application .

- **After you have sent your application you cannot make changes to it!** If something is missing you will receive a request for information to your email, however, you can always view your application by logging into the SoleMOVE system.
- **ATT!** International Relations Office is not able to see your application before you have sent it !

**When you have been accepted to student exchange you will receive an email from the system and you will have to log in again to **confirm or cancel your exchange**.** (You can do that by logging in and going to the Acceptance -tab to choose  I confirm or  I cancel my application

- Please note that we do not require any original paper documents by mail. If needed, your home university can send the original learning agreement by mail.

If you have any questions about the application form or the SoleMOVE system, please contact:

- [international@vamk.fi](mailto:international@vamk.fi)