Solemove application instructions for Incoming student

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.

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

Incoming student home view

In the home view, incoming students can see their own application, existing and upcoming application periods.

Fill out the application as an incoming student

1. Log in to the system with your local type of credentials.
2. Under the *My applications* section, you can see a normal application created by the system, which you can continue with.

Note that the system generates a normal type of application for an incoming student, and the applicant can continue this application.
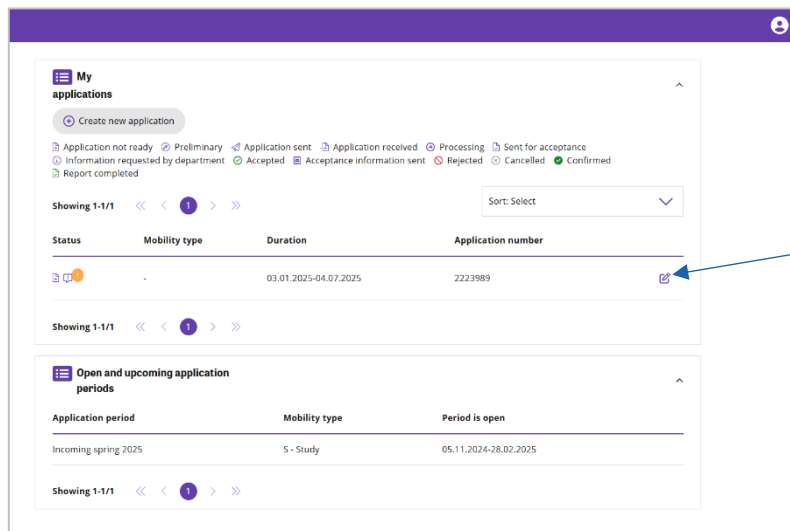
Normal application to continue

The application can be opened from the edit icon.

1. Define the correct Mobility type, options are Study, Traineeship, or Combined Study and Traineeship.

2. Select the correct Application period. The system displays available options based on the selected application type and the mobility type.

3. Select Save, and the application form opens.

The application form is divided into tabs. You can navigate the form by selecting icons at the top or using the next and previous buttons at the end of the page.

Note: Always save changes before you leave the tab.

Mandatory fields are marked with an * mark. After you have saved the information, the system informs you if some mandatory data is missing. You can only submit your application if all mandatory information is set. The tab's icon is a notification icon if compulsory data is missing, or your attention is needed.

Top of the page you can see action buttons.

On top of the application form, you can see the application number and other basic details of your application.

Changing the Mobility type and or application period information is possible if needed.

Click the Edit icon next to the changed information.

Update the date and *Save* changes. Changes in Mobility type information can affect your application form.

Personal data tab

Some data, such as name information, comes from the nomination.

Home institution information

Basic data about the home institution comes from the nomination and cannot be changed in the application.

Study information tab

Exchange program information comes from the nomination details as well as the duration of the exchange.

If needed, select the unit where you are applying. Available options come from the agreement. Select the EU subject area if needed. Available options come from the agreement.

Enclosures tab

Add enclosures under the correct enclosure place. Select *Choose file* and select the wanted file.

If you want to see an added file, select the file name. If you want to remove the added file, select the delete icon.

Check and send application tab

When you are ready with the application, you can send it. Select the *Check and send application* tab. Select the *Send* button. The system asks to confirm the action.

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. You are always able to view your application by logging into the SoleMOVE system.

ATT! VAMK 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.

If you have any questions about the application form or the SoleMOVE system, please contact: international@vamk.fi .