

# SoleMOVE: INSTRUCTIONS FOR INCOMING STUDENTS

## TABLE OF CONTENT

<b>INSTRUCTIONS FOR FILLING IN THE INCOMING STUDENT MOBILITY FORM</b> .....	1
<b>1. General guidelines for using SoleMOVE</b> .....	1
<b>2. Instructions on how to fill in application form</b> .....	2
<b>INSTRUCTIONS FOR FILLING THE TABS IN SOLEMOVE</b> .....	4
<b>1. Personal data –tab:</b> .....	4
<b>2. Study information –tab</b> .....	5
<b>3. Current studies-tab</b> .....	6
<b>4. Traineeship information -tab (Internship)</b> .....	6
<b>5. Enclosures -tab</b> .....	8
<b>6. Check and send application –tab</b> .....	9

## INSTRUCTIONS FOR FILLING IN THE INCOMING STUDENT MOBILITY FORM

### 1. General guidelines for using SoleMOVE

SoleMOVE works best with the following internet browsers

- Mozilla Firefox 3.6.12 or newer
- Internet Explorer 7 or newer
- How to check your Explorer browser: Click the blue question mark on the top right corner of the browser → Choose “About Internet Explorer”. The version number is mentioned in the Internet Explorer name.
- How to check Firefox browser: At the top of the Firefox window, click the Firefox button, go over to the Help menu and select About Firefox. The About Firefox window will appear. The version number is listed underneath the Firefox name.
- Avoid using the back function on the browser. The data on the previous page may not be accessible due to expiring.
- **NOTICE!** The SoleMOVE does not show all the items and all the functions are not working correctly when using iPad or mobile phones. We recommend that you use computer when using SoleMOVE.

## 2. Instructions on how to fill in application form

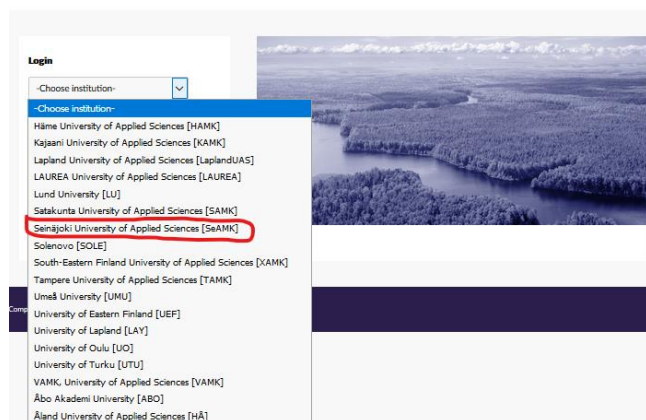
After you have been officially nominated to student exchange/placement by your home institution and the nomination information has been sent to Seinäjoki University of Applied Sciences (please see the red text above) you will receive an email containing your username and instructions on how to fill in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

- The email will come from the address [international.office@seamk.fi](mailto:international.office@seamk.fi) and the title will be “Application information for exchange students of SeAMK”
- Follow the instructions and links on the email
- Memorize your username and password carefully, you will need them during the application process until your arrival.

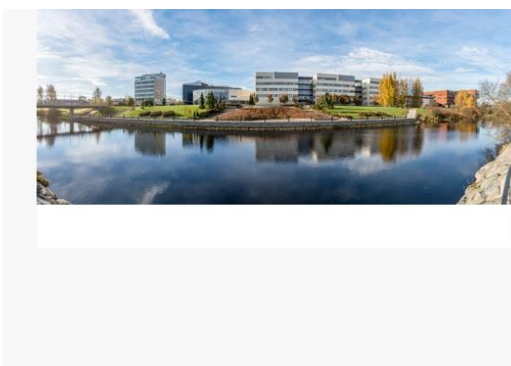
1. Go to [SoleMOVE](#) to activate your account. The link is also in the email.

2. Choose “Seinäjoki University of Applied Sciences [SeAMK]” from the list

Log in procedure:

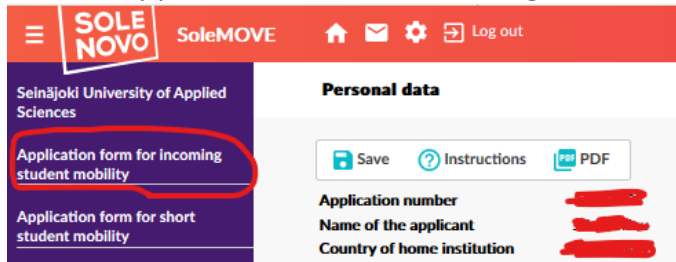


3. Use the password and user account which you received by email, and click Log in. Choose “Log in using” **Local**



## 4

Choose Application form for incoming student



Choose your mobility type:

Mobility type\*

Duration of your exchange\*

S - Study

S - Study

P - Traineeship

C - Combined study and traineeship

## 5

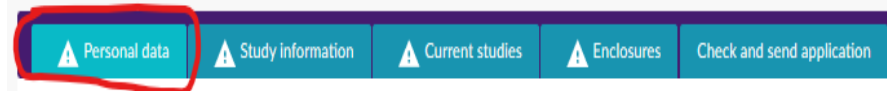
Choose **S - Study** if you are applying to student exchange

Choose **P - Traineeship** if you are applying for a placement/internship



Choose **Study** if your mobility will include both study and placement (**do not use** the Combined study and placement option)

Click

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*.



## 6

- There is a sign on each tab which is missing information
- 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 ball  
- Remember to click save in the end of each tab.
- Notice that you can make a pdf file of your application at any point by clicking the pdf sign at the 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.

# INSTRUCTIONS FOR FILLING THE TABS ON SOLEMOVE

## 1. Personal data –tab:

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

- some of the information will be prefilled for you based on your nomination but notice that if there are any mistakes you can still correct the information.
- →Once you have filled in the information, save by clicking save on the bottom of the page.

The screenshot shows the 'Personal data' tab of the SOLEMOVE application form. The form is divided into several sections:

- Mobility type:** A dropdown menu set to '5 - Study'.
- Duration of your exchange:** Radio buttons for various periods: 'Spring Semester 2020, 17.02.2020 - 22.05.2020' (selected), 'Spring Semester Technology 2020, 07.01.2020 - 22.05.2020', 'Year 2020, 17.02.2020 - 18.12.2020', 'Double Degree Year 2020, 17.02.2020 - 19.12.2020', 'Double degree academic year 2019-2020, 02.09.2019 - 22.05.2020', 'Academic year 2019-2020, 02.09.2019 - 23.05.2020', and 'Other, please specify' with input fields.
- Duration of exchange in months:** A text input field containing '3.00'.
- Passport or EU ID card number:** A text input field.
- Last name:** A text input field with redacted content.
- Given name(s):** A text input field with redacted content.
- Date of birth(ddd.mm.yyyy):** A date input field with redacted content.
- Gender:** Radio buttons for 'M - Male' (selected), 'F - Female', 'N - Nonbinary', and 'X - Prefer not to say'.
- Nationality:** A dropdown menu with redacted content and a text input field for 'If other, please specify'.
- Native language:** A dropdown menu.
- Street address:** A text input field.
- City:** A text input field.
- Post code:** A text input field.
- Country:** A text input field.
- Telephone:** A text input field with a help icon and a redacted number.
- Email:** A text input field with redacted content.


Below the personal data section are sections for:

- Contact person in case of emergency:** Fields for Name, Address, Select language of communication, and Telephone.
- Home institution:** Prefilled with 'NL EINDHOV03 Fontys University of Applied Sciences'. Fields for Address and Country (prefilled with 'Netherlands').
- Contact person 1 at home university:** Fields for Name, Telephone, and Email.
- Contact person 2 at home university:** Fields for Name, Telephone, and Email.


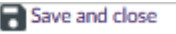
At the bottom of the form, there are three buttons: 'Save' (circled in red), 'Instructions', and 'PDF'.

## 2. Study information –tab

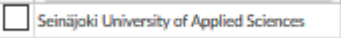
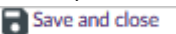
**(will only appear IF your mobility type is Study. If you chose traineeship, proceed to page 6)**

Fill in all the required info (marked with \*) on the page and at the end click . Please notice that you need to fill in only Department and EU subject area.

### EU-subject area

- Click -button in the EU subject area and choose from the list the subject area which you are going to study. Choose the right one and press  on the bottom.





### Department

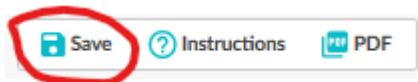
- Click  -button in the Department area, and choose from the list the department where you are applying to. Click  to save your choice.

In the picture below you can see, how it looks when the mandatory choices have been saved on Study information -tab.

Exchange program  Gateway to International Business  
Double degree

**You are applying to**

Department   Seinäjoki University of Applied Sciences  
EU subject area\*   041 - Business and administration



On the bottom of the page click  to save everything.

### 3. Current studies-tab

Fill in the mandatory parts, the degree/diploma you are applying to and language proficiency. Then click save on the bottom of the page.


The screenshot shows the 'Current studies' tab of an application form. At the top, there are four tabs: 'Personal data', 'Study information', 'Current studies' (which is active), and 'Enclosures'. Below the tabs is a purple bar with the text 'Check and send application'. The form contains the following fields:

- 'Degree/diploma you are studying for\*': Radio buttons for '1 - Bachelor', '2 - Master', and '3 - Doctorate'.
- 'Field of study/major subject\*': A text input field.
- 'Number of higher education years completed so far\*': A text input field.
- 'Language of instruction at home institution (if not mother tongue)': A dropdown menu.
- 'Language knowledge\*': A section with a link to European language levels: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.
- 'Language': A dropdown menu.
- 'Language proficiency': A dropdown menu.

At the bottom of the form, there are three buttons: 'Save' (circled in red), 'Instructions', and 'PDF'.

Fill in all the required info and click  on the bottom of the page.

### 4. Traineeship information -tab (Internship)


(will only appear IF your mobility type is **P - Traineeship**) Fill in all the required info (marked with \*) on the page and at the end click  on the bottom of the page

Notice that IF you already know the employer of your placement you can fill it in at the bottom of that page! (but you can also leave that part empty if you wish)

Please describe in these boxes your aims, contents and proposed tasks of the placement and what kind of support you wish to get from host school/department. Write down also if you have special requests or wishes concerning your placement. Please fill in this section carefully because it gives necessary information for us to plan and organize your placement as well as possible!

School or department which is organizing your placement in Seinäjoki. Please notice that you can see the whole name of the degree programme when moving the vertical line on the right side of the degree programme name.

## Add traineeship unit/employer

By clicking [+ Add traineeship unit/employer](#), you will open a page like this. Open the parts with  sign and fill in the information

→ Open part New (in red circle), then fill in and save the information.

**Traineeship unit/employer**

Search all

	Name	Address	Country
<input type="checkbox"/>	Selkäjäoki University of Applied Sciences		FI - Finland
<input type="checkbox"/>	-> School of Business and Culture		FI - Finland
<input type="checkbox"/>	-> School of Food and Agriculture		FI - Finland
<input type="checkbox"/>	-> School of Health Care and Social Work		FI - Finland
<input type="checkbox"/>	-> School of Technology		FI - Finland

View 1 - 5 of 5

Cancel Save and close **+ New**

**Save** Cancel

Organisation type\* Other

Name\*

Country\*

Shortname

Size of the enterprise

Commercial Orientation

Legal Status

Organisation Type

Economic Sector

Address

Postal Code

City

Telephone

Fax

Contact email

Home page

Info

0/1000

**Save** Cancel

→ After you have filled in the information, the new unit/employer will appear on the list of Traineeship unit/employer

**Traineeship unit/employer**

Search all

	Name	Address	Country
<input type="checkbox"/>			AI - Anguilla
<input checked="" type="checkbox"/>	Company company		FI - Finland

## 5. Enclosures -tab

Here you can see the list of documents that should be uploaded. This tab can also be seen by the ones who chose P – Traineeship, but for them there is not fields to attach files, only additional data.





Additional data

0/2000

Save

Enclosure name	Enclosure info	Mandatory	Enclosed file
Incoming student Learning agreement		Yes	
Incoming student photo	Form.jpg	Yes	
Incoming student Transcript of records	In English	Yes	

Instructions PDF

1. Start uploading needed document by clicking the pen  at the beginning of the row. Then click Choose file or 'Selaa'  if it is in Finnish.
2. Then search the document from your computer and upload it to the application

**Do the same procedure with all of the enclosures. Please remember to have all the needed documents filled in properly and with the needed signatures. After you have uploaded all the enclosures, remember to save.**

## 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.

Personal data OK

Study information OK

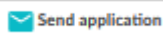
Current studies OK

Enclosures OK

Changes

Type	Info	Last edited by	Timestamp
Attachment	[redacted]	[redacted]	19.03.2020 14:14:55
Attachment	[redacted]	[redacted]	19.03.2020 14:16:13
Attachment	[redacted]	[redacted]	19.03.2020 14:16:33

Send application Instructions PDF

After you have very carefully checked that everything is OK click 

- **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.
- **NOTE:** The International Office won't 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 first tab and clicking Confirm/Cancel –button).

You should send the information of your arrival through WEBROPOL link, that will be sent to you by email. It is included in the Acceptance email, in the information letter attached. Don't fill up the arrival information in SoleMove! Tutors are not able to see that information in SoleMove.

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

Seinäjoki University of Applied Sciences, Seinäjoki: [\*\*incoming@seamk.fi\*\*](mailto:incoming@seamk.fi)