



SOLEMOVE INSTRUCTIONS FOR INCOMING MOBILITY STUDENTS

SEINÄJOKI UNIVERSITY OF APPLIED SCIENCES

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INSTRUCTIONS FOR FILLING IN THE INCOMING STUDENT MOBILITY APPLICATION

General guidelines for using SoleMOVE system

PLEASE NOTE!


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.**

SoleMOVE works best with the following internet browsers:

- Internet Explorer 7 or newer
- Mozilla Firefox 3.6.12 or newer

If you do not know how to check what browser you are using, please follow the following instructions.

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.

Instructions on how to fill in an application form

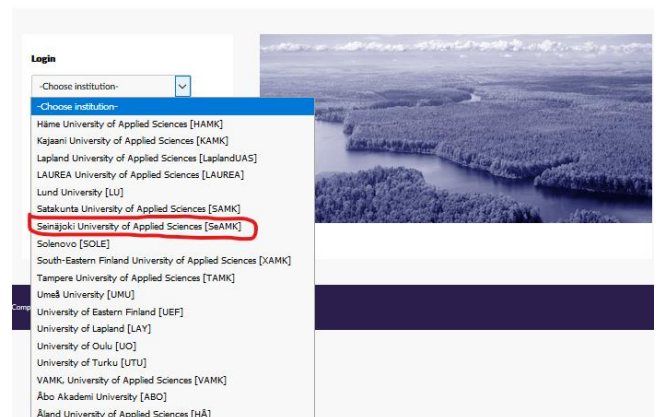
After you have been officially nominated to student exchange or traineeship period, by your home institution, to Seinäjoki University of Applied Sciences (please see the red text above) you will receive an email from SoleMOVE system containing your username and instructions on how to fill in application form for incoming student mobility. Make sure to have your Learning Agreement (a PDF version), Transcript of Records (in English) and photo ready before starting to make the application.

1. The email will come from the address international.office@seamk.fi and the title will be "Application information for exchange students of SeAMK"
2. Follow the instructions and links on the email.
3. Memorize your username and password carefully, you will need them during the application process until your arrival.

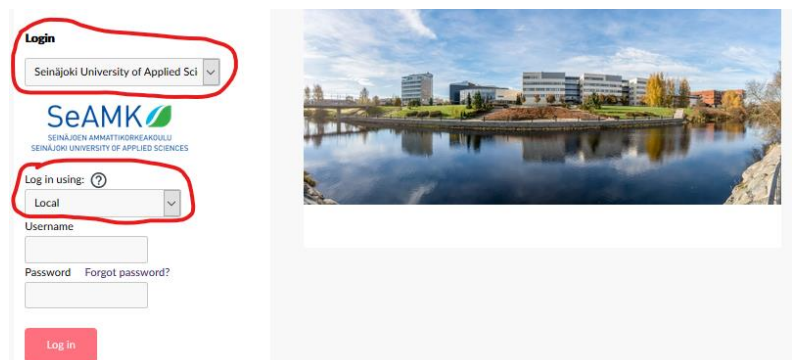
Please follow the following steps when filling in the application form:

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'



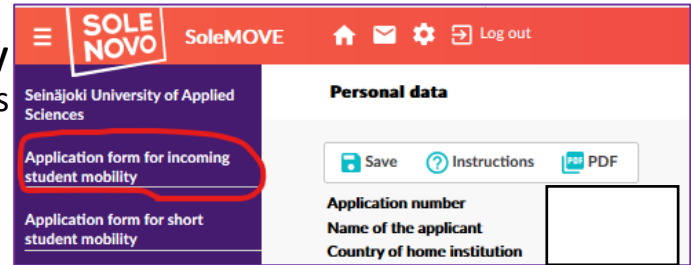
4. Choose a correct application form:

Application form for incoming student mobility

- One semester or two semester exchanges
- Double degree studies
- Traineeship or internship period

Application form for short student mobility

- Intensive course
- Virtual course
- Blended Intensive Programme

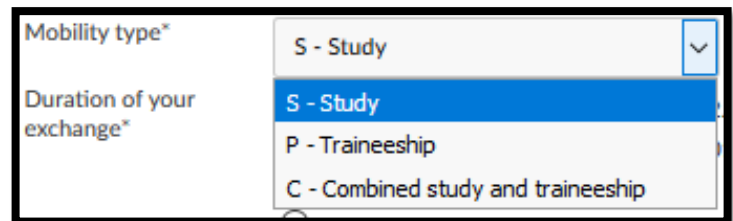


5. Choose your mobility type:

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

Choose **P - Traineeship** if you are applying for a traineeship placement or an internship.

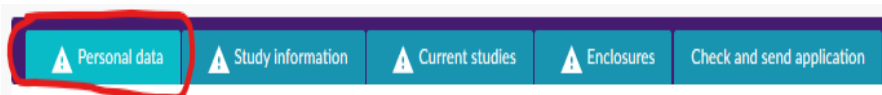
Choose **Study** if your mobility will include both study and traineeship placement or internship (**do not use** the Combined study and placement option)



6. Fill in the different tabs of the application form

The application form with different tabs (personal data, study information, current studies ect...) will open. You can open any tab, but it is essential that you **fill them in order starting from Personal data and finishing with check and send application.**

**Depending on your mobility programme different tabs and questions will appear, do not worry if a tab or a question are slightly different or is missing completely!
Go to the section or question, which is relevant for your application type.**



The triangular sign with exclamation mark  in front of the tab is indicating this tab is missing information.

Remember to click save in the end of each tab before moving into the next tab. 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). All the information you have filled in and saved will be stored in the system. Therefore, you can continue where you left off the next time you sign in. 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. Remember to click save at the end of the page.

- Some of the information is prefilled for you based on your nomination information. If there are mistakes in this prefilled section, please correct it.
- The required information is marked with *. This is indicating questions you still must answer on each tab, the list updates every time you click save.
- There are additional instructions for individual questions if you click the info ball question mark symbol.
- Save the information you have written by clicking save on the bottom of the page.

Telephone*




Duration of your exchange:

Please select the option relevant to your exchange.

- **One semester exchange student:** select either spring or autumn semester) – see the dates that corresponds your exchange study period.
- **One year exchange students:** select academic year – choose years that corresponds your exchange study period.
- **Double degree students** – select double degree - choose years that correspond your exchange study period.
- **Short student mobility students** (intensive programme, virtual course, blended intensive programme, intensive course) – select other and type in the dates of your intensive course period.
- If you **did not find suitable option** for you below select other and type in the dates of your planned mobility.


The screenshot shows the 'Personal data' tab of the SOLEMOVE application form. The form is partially filled with redacted information. The 'Duration of your exchange' section is expanded, showing radio button options for Spring Semester 2020, Spring Semester Technology 2020, Year 2020, Double Degree Year 2020, Double degree academic year 2019-2020, Academic year 2019-2020, and Other, please specify. The 'Telephone' field has a question mark icon next to it.

Contact person in case of emergency

Name* 

Address*

Select language of communication*

Telephone* 

Home institution

Name of the home institution NL EINDHOV03 Fontys University of Applied Sciences

Address*

Country* Netherlands

Contact person 1 at home university

Name*

Telephone*




Email*

Contact person 2 at home university

Name*

Telephone*

Email*

 Save  Instructions  PDF

2. Study information –tab

This will only appear IF your mobility type is Study. If you chose traineeship, proceed to tab 3. Traineeship information -tab (Internship).

Process the application | Personal data | **Study information** | Current studies | Enclosures | Processing history | Messages | Acceptance

Arrival information

Exchange program*

Double degree/Joint programme

You are applying to

Department

Override applicant's department choice

EU subject area*


Information about programme/theme (?)

Additional information

18/1000

Agreement*

Save Return PDF

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

Exchange program

Participants of Exchange Programmes or traineeship

- the name of the programme (Erasmus), for Erasmus+ exchanges participants
- the name of the programme (other) other type of exchange participants

Participants of a virtual course or programme:

- Incoming Short (Erasmus Virtual Exchange)


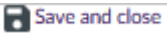
Participants of intensive courses or blended intensive programmes:

- Incoming student short (Erasmus): for Erasmus+ intensive or blended intensive programme participants.
- Incoming student short (other): Other type intensive course or programme participants.

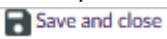
Double Degree

- Tick the box if you have been nominated to double degree programme by your home institution.



EU-subject area

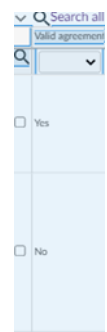
- Click -button in the EU subject area and choose from the list the subject area which you are going to study. Choose the right one and press  on the bottom.

Department

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

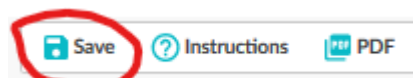
Agreement

- Click -button in the agreement and choose from the list the agreement that is valid. Choose the box in front of the valid agreement. Click  to save your choice.



Search all
Valid agreement
[Search icon] [Dropdown arrow]
 Yes
 No


On the bottom of the page click



to save everything.

3. Traineeship information -tab (Internship)

This 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

Receiving Unit:

Is a school or a department organizing your placement or traineeship in Seinäjoki region.

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.

Type and content of traineeship

Please answer the following questions:

- What are your aims, content and proposed tasks during the traineeship or internship?
- What kind of support you wish to get from a host school or a department?
- Do you have any requests or wishes concerning your traineeship or internship placement?


Please fill in this section carefully because it gives necessary information for us to plan and organize your placement as well as possible!

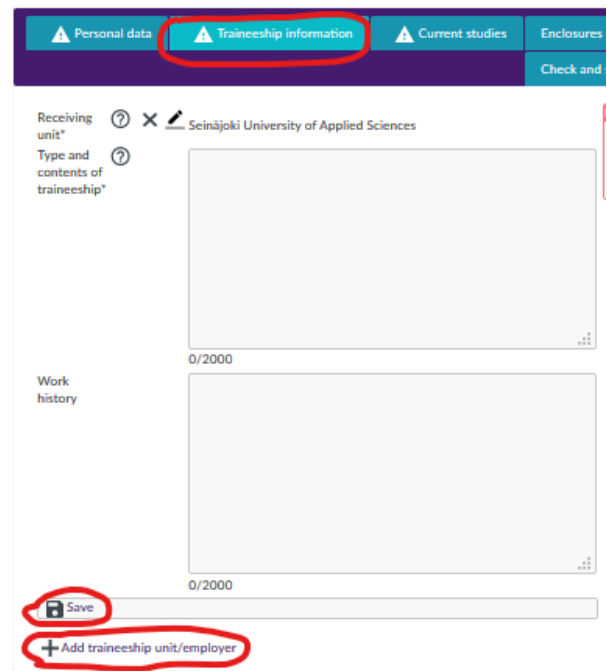
Work history

In this section you can describe your previous work or traineeship experiences related to the traineeship you are applying to.

Add traineeship unit/employer

Notice **that IF you already know** the employer of your placement you can fill it in at the bottom of that page! If you do not know the employer of your placement yet, you can leave this section empty.

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



The screenshot shows a web interface for entering traineeship information. At the top, there are navigation tabs: 'Personal data', 'Traineeship information' (highlighted with a red circle), 'Current studies', and 'Enclosures'. Below the tabs, the 'Traineeship information' section is active. It contains a form with the following elements:


- A header bar with 'Receiving unit*' and 'Seinäjoki University of Applied Sciences'.
- A text area for 'Type and contents of traineeship*' with a character count of '0/2000'.
- A text area for 'Work history' with a character count of '0/2000'.
- At the bottom, there are two buttons: 'Save' and '+ Add traineeship unit/employer', both of which are circled in red.

▲ Personal data
▲ Traineeship information
▲ Current studies
Enclosures
Check and send application

Start and end dates of traineeship (dd.mm.yyyy)*

-

Traineeship unit/employer

Name of traineeship unit/employer* 

Address

Country


Email

Website

Telephone

Fax

Contact person



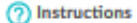
Last name 

Given name(s)


Position

Email

Telephone

 Save
  Return
  Instructions



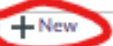
→ Open part New (in red circle), then fill in and save the information.

Traineeship unit/employer 

Search all

	Name	Address	Country
<input type="checkbox"/>	Soinijoki 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

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

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

Traineeship unit/employer

Q Search all

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

4. Current studies-tab

(If you selected short student mobility; intensive course, virtual course or blended intensive programme go to the section 5. Enclosures).

Fill in the mandatory parts, the degree/diploma you are applying to and language proficiency. For the language knowledge information question see European language levels:

Common Reference Levels

<https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

Too

I for assessing your language level

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Personal data Study information Current studies Enclosures

Check and send application

Degree/diploma you are studying for* 1 - Bachelor 2 - Master 3 - Doctorate

Field of study/major subject*

Number of higher education years completed so far*

Language of instruction at home institution (if not mother tongue)

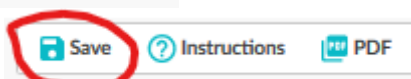
Language knowledge*

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

Language Language proficiency

Save Instructions PDF

Fill in all the required info and click



on the bottom of the page.

5. Enclosures -tab

The additional documents are added on this section. See carefully if you are part of incoming student mobility group or short student mobility group to see what documents is required from you. Below are instructions how to upload them.

Incoming student mobility group

Required documents for one semester or two semester exchanges, double degree studies and traineeship or internship periods.

You will need the following documentation:

- Learning Agreement for studies OR Learning Agreement for Traineeship (a PDF version signed by yourself and your home institution)
If your home institution sends an Online Learning Agreement electronically, please use a pdf version of your signed Online Learning Agreement here.


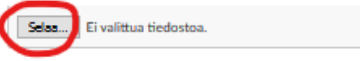
Do not use a Learning Agreement that is not signed by yourself and your home institution!

- Transcript of Records (in English)
- A photo

Make sure to attach all the mandatory documents here to avoid delay in processing your application.

The screenshot shows a navigation bar with tabs: Process the application, Personal data, Study information, Current studies, Enclosures, Processing history, Messages, and Acceptance. Below the tabs is a section for 'Additional data' with a text area and a 'Save' button. Below that is a table of enclosures.

Enclosure name	Enclosure info	Mandatory	
Incoming student Learning agreement		Yes	
Incoming student photo	Form.jpg	Yes	
Incoming student Transcript of records	In English	Yes	
Incoming student Changes to Learning Agreement		No	

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. Search the document from your computer and upload it to the application.

3. Remember to click Save before leaving the site.

A close-up of the 'Save' button, which is a rectangular button with a floppy disk icon and the text 'Save'. It is circled in red. To its right is a text area with '0/2000' characters remaining.

Short student mobility group



Required documents for intensive courses, virtual courses, or blended Intensive programmes

You will need the following documentation:

- **EITHER Learning Agreement OR programme of the intensive course.** See which one is required from the application instruction email!
- **Copy of the valid passport (If VISA is required for coming to Finland)**

Make sure to attach all the mandatory documents here to avoid delay in processing your application.

Enclosure name	Enclosure info	Mandatory	Enclosed file
Incoming student Learning agreement		Yes	
Copy of the valid passport (if VISA is needed)		No	

4. 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.

5. Search the document from your computer and upload it to the application.

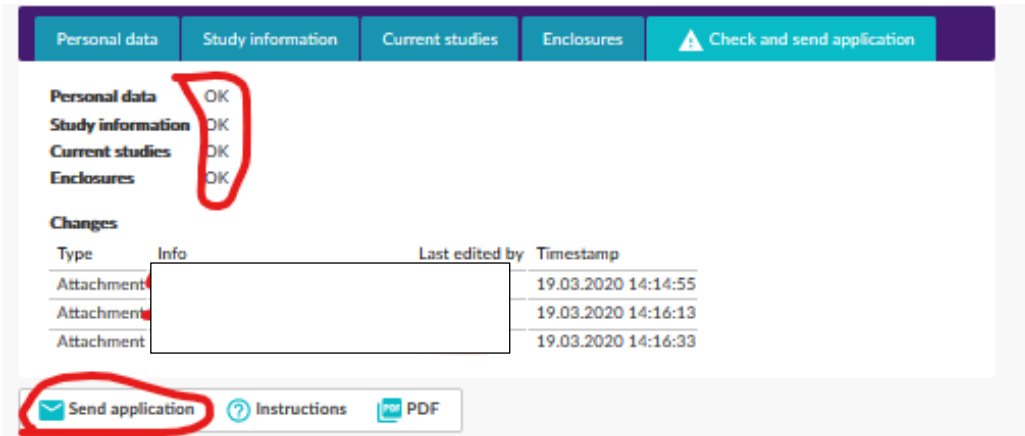
6. Remember to click Save before leaving the site.

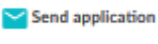


6. Check and send application –tab

After you have filled in all the required information on all the tabs, the list on the *Check and send application* tab. There should be written OK after each tab title.

You can go through the application and add or change information if needed at this point.



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.
- You can **view your application** by logging into the SoleMOVE system anytime.
- After you have received your acceptance email, you can download your signed Learning Agreement from enclosures section of the application.

**MAKE SURE TO
SEND YOUR
APPLICATION!**

The International Office won't see your application before you have sent it!

CONFIRM OR CANCEL YOUR PARTICIPATION TO THE MOBILITY PERIOD

After 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 mobility period.** You can do this by logging in and going to the first tab and clicking Confirm or Cancel – button.

CONTACT INFORMATION

If you have any questions about the application form or the SoleMOVE system, please contact: **incoming@seamk.fi**