

Please notice, that SoleMove best works on the newest updated versions of browsers, such as Microsoft Edge or Mozilla Firefox. The system is easiest to use on computer, rather than with mobile devices.

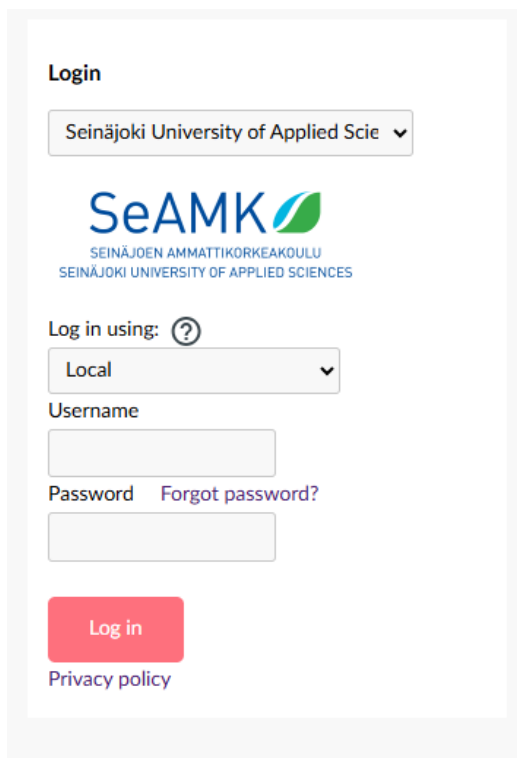
This document includes two sets of instructions due to two different kinds of application forms for the two types of incoming student groups:

a) Students arriving for 1-2 semesters PAGES 2-3

→ 'Application form for incoming student mobility'

b) Students arriving for intensive courses or short exchanges PAGES 4-5

→ 'Application form for short incoming student mobility'



SoleMove login page:

Login by choosing Seinäjoki University of Applied Sciences, then Log in using 'Local' (not HAKA). Username and password will be in the login instruction email you will receive directly from the system.

Please check your email to find the automated email with invitation and instructions (both inbox and just in case the junk email folder, too), arriving from Solenovo/SAAS. If you cannot find the email, and if you need us to reset your SoleMove account again, so that you get a new login instruction email from SoleMove (SAAS / Solenovo) system, please contact incoming@seamk.fi.

a) Students arriving for 1-2 semesters of studies or training

- **Before filling out the application form**, check that you have these ready:
 - Learning Agreement (LA): Please prepare and submit an online/digital LA to SEAMK (OLA contact: Coordinator Maria Loukola, incoming@seamk.fi) with your home institution's international relations contact persons. If it is not possible to create an online/digital version of LA, please use a traditional LA template of your home institution, or the template found on [SEAMK websites](#) and create a pdf, signed by student and home institution, and have it ready to be submitted in the enclosures section of the SoleMove form.
 - photo of applicant
 - Transcript of records from current studies at home institution, in English
 - In addition, Master-level double degree applicants must submit a copy of Bachelor certificate, certificates for work experience, and proof of identity, as instructed on [Eligibility criteria for Master double degree students | SEAMK.fi](#)
- First, please **activate your user account in SoleMove** with the link in the email invitation. Login by choosing Seinäjoki University of Applied Sciences, then login using 'Local' (not HAKA).
- Then, on the front page of **Applications**, please select the automatically showing application form, created for you based on the nomination information, and start editing it by clicking on the small pen icon on the right side.

Status	Mobility type	Duration	Application number
	S - Study	02.09.2025-17.12.2025	25066130

- Start checking and filling out the tabs on the '**Application form for incoming student mobility**'. Remember to SAVE after editing each tab/page, before moving forward.
- Check that the **application period** for the autumn semester shows on your form (Incoming students autumn 2025). NOTE: Application period is the time during which you apply, not same as the actual duration of your mobility! Please indicate the actual mobility dates later, on the Study information tab.
- Edit the application form by filling out the mandatory parts of information.

SHORT VERSION OF INSTRUCTIONS: USING SOLEMOVE AS AN INCOMING STUDENT

Seinäjoki University of Applied Sciences (SEAMK), Finland
2025 | incoming@seamk.fi

- On the **Personal data tab**, please pay attention to the last question: “*Personal data: Language studied as a mother tongue ("native language") during secondary education*”. Please notice that this one piece of information is required by the Finnish study register system, and answer carefully, as this is *not* about your English language skills but this is to ask what was your *mother language during secondary education*.
- On the **Study information tab**, please check that you have the right **duration of exchange** chosen, based on the nomination information and your field/programme. These are the programme dates, when you are expected to be on campus from the first orientation day until the semester closing date, and which normally form the basis for your grant, if you receive one from your home institution (travel dates are not included).
 - One semester exchange students:
either Autumn semester 2025 (Incoming) 02.09.2025 – 17.12.2025 (→ this one is for all other one-semester exchanges apart from Nursing)
or Autumn semester 2025 (Incoming NURSING) 25.08.2025 – 17.12.2025
 - Two semester exchange students:
either Academic year 2025-2026 (Incoming BUSINESS) 02.09.2025 – 21.05.2026
or Academic year 2025-2026 (Incoming TECHNOLOGY) 02.09.2025 – 27.04.2026
 - Double degree students:
either Double Degree 2025-2026 (Incoming TECHNOLOGY) 02.09.2025 – 27.04.2026
or Double Degree 2025-2026 (Incoming BUSINESS Bachelor) 02.09.2025 – 21.05.2026
or Double Degree 2025-2026 (Incoming BUSINESS Master) 02.09.2025 – 17.12.2025

→ In addition, if you are nominated as a double degree candidate, please also mark ‘Yes’ to the question about Double degree/joint programme.

 - For Department, you are only able to choose Seinäjoki University of Applied Sciences
 - For EU subject area, choose the closest applicable code from the dropdown list
- On the **Enclosures tab**, add enclosures as instructed. Please check also the first page of these instructions.
- Finally, **remember to submit your online application by clicking “Send”**

b) Students arriving for intensive courses or short exchanges

In order to get your information in SEAMK study register upon your arrival to Finland (necessary, so that we can send you a transcript with credits after the end of the intensive course or short exchange), you need to fill out the short exchange form in the mobility management system SoleMove. So, you should open the email from the SoleMove/SAAS system as an invitation to please complete your incoming student SHORT exchange application form in the SoleMove system. Please check your email (both inbox and just in case the junk email folder, too), and if you cannot find it and if you need us to reset your SoleMove account again, so that you get a new login instruction email from SoleMove (SAAS / Solenovo) system, please contact incoming@seamk.fi.

- **Before filling out the application form**, check that you have this ready:
 - Learning Agreement (LA): Please prepare and submit an online/digital LA to SEAMK (OLA contact: Coordinator Maria Loukola, incoming@seamk.fi) with your home institution's international relations contact persons. If it is not possible to create an online/digital version of LA, please use a traditional LA template of your home institution, or the template found on [SEAMK websites](#) and create a pdf, signed by student and home institution, and have it ready to be submitted in the enclosures section of the SoleMove form.
- First, **activate your user account in SoleMove** with the link in the email invitation. Login by choosing Seinäjoki University of Applied Sciences, then login using 'Local' (not HAKA).
- Then, on the front page use the '**Create another application**' button and choose the form with the name '**Application form for short incoming student mobility**' marked as the title of the form.
- Choose the right **application period**. NOTE: Application period is time during which you apply, which is different from the **duration of mobility**, which is your actual exchange dates. The duration of mobility should be marked the same way as in the Learning Agreement, from the actual first programme date to the last one, not including travel days.
- Then edit the application form by filling out the missing mandatory pieces of information.

SHORT VERSION OF INSTRUCTIONS: USING SOLEMOVE AS AN INCOMING STUDENT

Seinäjoki University of Applied Sciences (SEAMK), Finland
2025 | incoming@seamk.fi

Exchange program: Incoming student short (Erasmus)

Mobility type: Study (or training, if short training programme)

Application period: Incoming students SHORT [semester, year when you apply]

Duration of exchange: choose “Other” and then choose correct programme start and end dates without travel dates

Please notice that this one piece of information is required by the Finnish study register system, and read carefully, as this is not about your English language skills but to ask what was your mother language during secondary education:

Personal data: Language studied as a mother tongue ("native language") during secondary education

- Finally, submit your online application.