Go to https://saas.solenovo.fi/ and log in with your HAKA log in.

You will see this page. Please follow the link provided and read the personal data information carefully and click the "*I accept*" check box, if you agree, and "*OK*".

OK X Cancel	
Please confirm that you give o our mobility.	nsent for your personal information to be stored and processed by Abo Akademi University in the SoleMOVE system, and that you consent to Abo Akademi sending your personal information to third party organizations if needed Le. partner universities or National Agencies in relation to
fou can read more information	about how we use your personal data, how it is stored and for how long, and how it may be transferred at the following linic
https://www.abo.fi/dataskydd/	
https://www.abo.fi/en/processir	g-of-personal-data-at-abo-akademi-university/
✓I accept	
OK X Cancel	
	e 2010-202

# **Home Page**

To begin an application, click on the "Create new application" button under the "My Applications" heading.

	Destination search		
	Notifications		^
	System Maintenance break: Thursday 05.09.2024 7:	00-8:00 UTC+2	04.09.2024
rch	SoleMOVE service will be temporarily unavailable on Thursdi Duration of service break may be shorter than expected.	y 05.09.2024 7:00-8:00 UTC+2	
	Hv annications		
	Create new application		
	🔲 My learning agreements		^
	O There was no matching results.		
	Open and upcoming application periods		^
	Application period	Mobility type	Period is open
	Utbyte 2024-2025 / Exchange 2024-2025	C - Combined study and traineeship, P - Traineeship, S - Study	01.12.2023-31.07.2025
	Showing 1-1/1 $\ll$ $<$ (1) $>$ $\gg$		

### Application form for outgoing student mobility

If you will go on a semester/full academic year exchange, please choose "Normal student exchange".

"Short student exchange" should only be selected if the exchange will be a few weeks long.

"Mobility type" should be "S - study" for exchange studies.

"Application period" should be the period/academic year during which the exchange studies will take place.

Click "Save" in the top right corner.

	Back to list
Home	
Applications	
Learning	Application form for outgoing student mobility
agreements	
Destination search	Application type *
SoleGrant	Normal student exchange     Short student exchange
	Mobility type *
	S - Study
	Application period *
	Utbyte 2024-2025 / Exchange 2024-2025 / 01.12.2023 08.00 - 31.07.2025 16.30 (Time zone Europe/Helsinki)

# Application

This is the application. You can see tabs at the top of the page. You can click on a tab to open the page. When you have filled in all required information on a page, the tab will change from orange to purple.

You can complete only part of the application and save it at any time and come back to it. You can click on the purple *"Save"* button in the top right-hand corner and complete the application later up until the deadline.

All the sections with an asterisk are mandatory to complete. You are unable to submit the application if you have not completed all sections with an asterisk.

### **Personal Data**

Fill in all personal data.

Please make sure you include the country code in the phone numbers "+358".

Click "Save" in the top right corner and then click on the next tab "Home Institution Information".

	22861256	Student Out KF	S - Study 🗹	Utbyte 2024-202 01.12.2023 08:00	5 / Exchange 2024-2025 1 - 31.07.2025 16:30 🕑	Application not ready	
-	<u> </u>						
	Personal data	Home institution information	Current studies	Exchange information	Enclosures	Check and send application	
[	— 🖄 Personal data ———						
	Last name *			Given name *			
	Smith			Sara			
	Student number in Peppi (Studierättsnummer) Your 7 digit student number *			Personal identity code *			
	0456784			010199-524T			
	Date of birth *			ESI			
	01.01.1999						
	Gender *						
	Male Female Nonbinary	Prefer not to say					
	Citizenship *			If other, please specify			
	Finland		$\sim$				
	Native language *			If other, please specify			
	Swedish		$\sim$				
	Email *			Phone number *			
	Sara.smith@abo.fi			+35840565878			
	Addrace *			Postal code *			
	Strandgatan 2			65100			
	51010800012			03100			
	City *			Country *			
	Vasa			Finland			

### Home institution information

This page gathers information about Åbo Akademi University and your current studies.

Click the + symbol on the "*Name of home institution*" box and choose your main subject/degree that you are currently studying at Åbo Akademi University. It is ok if you don't find exactly the same degree or subject, you can just choose the closest option.

plication number 861256	Applicant Smith, Sara	Mobility type S - Study 🗭	Application perio Utbyte 2024-2025 01.12.2023 08:00 -	1 / Exchange 2024-2025 31.07.2025 16:30 🕜	Application status Application not ready
Personal data	Home institution information	(A) Current studies	Exchange information	Enclosures	Check and application
Home institution inf lame of home institution *	ormation				
SFTURKU02 Department of Bioc	hemistry	× 🔂	City		
Artillerigatan 6			Abo		
PEPARTMENTAL COORDINATOR //	ÁMNESANSVARIGA SOM GODKÄNNER STUDIEPLAN	EN			
ast name *			Given name *		
Test			Test		
.ast name			Given name		

This box will appear and you will see all subjects and study fields at Åbo Akademi University. Choose the one that matches your degree best.

You can use the page numbers or arrows to see more, or use the search box in the top right corner.

Home	Application number 22861256				× 125	Application status Application not ready
plications					5	
arning reements	Personal data	Insti	tutions		ures	Check and send application
estination search	👝 🏛 Home institution i			Search Q		
eGrant	Name of home institution *	Name	Country Erasmus institution	onal code Organisation level		
		Åbo Akademi University	Finland SF TURKU02	University		
		Faculty of Arts, Psychology and Theology	Finland SFTURKU02	Faculty		
	DEPARTMENTAL COORDINATO	Department of Art History	Finland SFTURKU02	Department		
	Last name *	Department of Comparative Literature	Finland SFTURKU02	Department		
		Department of Comparative Religion	Finland SFTURKU02	Department		
	Last name	Department of English Language and Literature	Finland SFTURKU02	Department		
		Department of Ethnology, Folkloristics and Cultural	analysis Finland SFTURKU02	Department		
	ADDITIONAL FIELDS	Department of Finnish Language	Finland SFTURKU02	Department		
	Special needs	Department of French Language and Literature	Finland SFTURKU02	Department		
		Department of Gender Studies	Finland SFTURKU02	Department		
		Showing 1-10/73 《 〈 ① 2 3 4 5	6 7 > ≫ ♡ Cancel & return			
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Complete all information, including the name of your subject coordinator/study advisor/teacher who will approve your learning agreement.

You can find the list of subject coordinators here: Europa.

	Respond data     Home institution information     Current studies	Exchange information	Enclosures	Check and send application
5115		0		
nts	I Home Institution Information Name of home institution *			
on search	SFTURKU02 Department of Blochemistry	× 🕀		
t	Address	City		
	Artillerigatan 6	Åbo		
	Test Last name	Test Given name		
	ADDITIONAL FIELDS			
	Special needs Test			
				4/1000

For the field "*Special needs*", you can write freely there if you have any special needs, arrangements or requirements regarding your studies at Åbo Akademi University that you would also need at the host university you are applying to.

### **Current studies**

"Commencement year of current studies" - should be the year in which you started your current studies.

"Number of higher education years completed so far" – higher education years includes bachelor and master's level so include all study years.

	Application form for ou	tgoing student mobility				
ions g agreements	Application number 22861256	Applicant Smith, Sara	Mobility type S - Study 🖄	Application per Utbyte 2024-20 01.12.2023 08:0	riod 25 / Exchange 2024-2025 10 - 31.07.2025 16:30 ể	Application statu Application not re
nation search	Personal data	Home institution information	Current studies	(D) Exchange information	Enclosures	Check and send application
	🟦 Current studies					
	Select the degree level that you will b	e studying on at the time of your exchange *	X			
	Study subject at home university *		Ŷ			
	0512 - Biochemistry		$\sim$			
	Field of study/major subject *			Commencement year of current studies *		
	Biochemistry			2022		
	Number of higher education years co	mpleted so far *		Number of credits completed at the time of	submitting your application *	
	3			190		
	Language of instruction during excha	nge *				

Add your language knowledge. Click on the "Add language" button and add each language one by one.

You can order your CEFR certificate from the Language Center. If your certificate states B2-C1 level, choose the higher one in this list.

Study subject at home u	iniversity *				
0512 - Biochemistry			$\sim$		
Field of study/major sub	ject *		Year you began your current studies *		
Biochemistry			2022		
Number of higher educa	ation years completed at time of start of exchan	nge *	Number of credits completed at the time of submitting your application *		
3			×		
Language of instruction English	Add language				
	Language *		Language proficiency *		
	French	$\checkmark$	B2 🗸		
– 💵 Language kn	owledge				
Add language					
Language	Lang	uage proficiency			
Finnish	C1			C (	
d <b>a</b>					
Have you been or each	nange				
THEY'S YOU DEEL ON SXUN	inge carrier daring your studies "				

# **Exchange Information**

Here you should choose the duration of your planned exchange i.e., the semester or specific dates in which you are applying for exchange.

For students applying for exchange via Erasmus+, please write the exact exchange dates to the institution you are applying for. You can choose "*Other, please specify*" for the "*Duration of exchange*" and then write your exchange dates in the boxes to the right.

For students applying for exchange via a bilateral agreement (outside of the EU) please select the semester of planned exchange.

NB! Only for applications for exchange studies via Erasmus+: please write in the free text box the exact exchange dates for all the universities you are applying for via Erasmus+.

nome	Application number 22861256	Applicant Smith, Sara	Mobility type S - Study 🖄	Application period Utbyte 2024-2025 / Exchange 20 01/12/2023 / Exchange 20	124-2025	Application status Application not rea
Applications				01.12.2023 08:00 - 31.07.2023 1	0.50 E	
Learning agreements					<ul> <li>Ø</li> </ul>	
Destination search	Personal data	Home institution information	Current studies	Exchange information	nclosures	Check and send application
SoleGrant	Exchange information		Г			
	Duration of exchange *			Start date	End date	
	Other, please specify		~	13.01.2025	06.06.2025	•
	LIST OF INSTITUTIONS YOU ARE APP	LYING TO				
	① Add new					
	Choice	Country	Name of host institution	Exchange	program	
	⊕ 1 ↓	Republic of Korea	Chonnam National University	Bilateral		e 8
	⊕ z ↑ ↓	Belgium	B LEUVEN01 KU Leuven	Erasmus+		<b>e</b> 8
	<b>∲</b> 3 ↑	Sweden	S GOTEBOR01 Göteborgs universitet	Nordplus	/ Nordlys	<b>e</b> 8
	Duration of exchange in months					
	7					
	Mandatory for Erasmus+ (more info	rmation by clicking the text box). / Obligatorisk	t för Erasmus+ (klicka på rutan nedan för mera	information)		
	KU Leuven - 06.01.2024 - 05.06.202	÷				
						/

Now you can add the university/country that you would like to apply to.

Click the "Add new" button under "List of Institutions" heading.

*"Type"* should be *"Normal"* if you are applying for exchange via one of ÅAU's exchange agreements.

*"Freemover"* is only used for exchanges outside of ÅAU's exchange agreements, i.e. you arrange the exchange yourself and are not entitled to exchange scholarships i.e., Erasmus+ scholarship.

cation number 1256	Applicant Smith, Sara	Mobility S - Study	type Application [2] Utbyte 202: 01.12.2023	period I-2025 / Exchange 2024-2025 08:00 - 31.07.2025 16:30 😰	Application status Application not ready
Personal data		( <u>^</u>	(#)	×	Check and send application
Exchange info	Institution/enterprise				
ration of exchange *	Type *			late	
pring 2025/ Våren 202	Normal     Freemover			07.2025	Ē.
	Country		Name of host institution *		
T OF INSTITUTIONS/E	Type to search	$\checkmark$		•	
at least one institutio	Evolution areas at the second s				
Add new	Type to search	$\checkmark$			
ation of exchange in	Save 🕤 Cancel				
igatoriskt/ Mandator					
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*"Country",* click on the drop down list and select the country where the university is located. You can then click on *"Name of the host institution"* and choose the university you want to apply to.

Check the checkbox of the university you want to add to your application and click "Select".

Application form for our		Inst	itutions			
Application number						Арр
22861256			Search	Q	ge 2024-2025 )25 16:30 🖉	
( <u>2</u> )	Name	Country	Home unit			(4
Personal data —	Ajou University	Republic of Korea	Faculty of Arts, Psychology and Theology Faculty of Education and Welfare studies Faculty of Science and Engineering Faculty of Social Sciences, Business and Eco Åbo Akademi University	nomics, and Law	×	Check and send
Duration of exchange * Type * Spring 2025/Våren 202	Chonnam National University	Republic of Korea	Faculty of Arts, Psychology and Theology Faculty of Education and Welfare studies Faculty of Science and Engineering Faculty of Social Sciences, Business and Eco Abo Akademi University	nomics, and Law	ate 17.2025	
LIST OF INSTITUTIONS/E Rep. Add at least one institute Excha	Ewha Womans University	Republic of Korea	Faculty of Arts, Psychology and Theology Faculty of Education and Welfare studies Faculty of Science and Engineering Faculty of Social Sciences, Business and Eco Åbo Akademi University	nomics, and Law	•	
Add new Type Duration of exchange in	Hallym University	Republic of Korea	Faculty of Arts, Psychology and Theology Faculty of Education and Welfare studies Faculty of Science and Engineering Faculty of Social Sciences, Business and Eco Abo Akademi University	nomics, and Law		
Obligatoriskt/ Mandator	Hanyang University	Republic of Korea	Faculty of Arts, Psychology and Theology Faculty of Education and Welfare studies Faculty of Science and Engineering Faculty of Social Sciences, Business and Eco Abo Akademi University	nomics, and Law		
	Korea University	Republic of Korea	Faculty of Arts, Psychology and Theology Faculty of Education and Welfare studies Faculty of Science and Engineering Faculty of Social Sciences, Business and Eco Abo Akademi University	nomics, and Law		
	Kyung Hee University	Republic of Korea	Faculty of Arts, Psychology and Theology Faculty of Education and Welfare studies Faculty of Science and Engineering Faculty of Social Sciences, Business and Eco Abo Akademi University Faculty of Arts, Psychology and Theology	nomics, and Law		•

The *"Exchange program"* field will sometimes fill automatically if there is only one exchange program option. If there are several exchange program options, you will have to choose yourself. Contact your coordinator at International Affairs if you are unsure which exchange program to choose.

lication number 51256	Applicant Smith, Sara	Mobility S - Study	/ type / ௴	Application period Utbyte 2024-2025 / Exchange 2024-202 01.12.2023 08:00 - 31.07.2025 16:30 @	5	Application status Application not ready
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ST OF INSTITUTIONS/E	Belgium	$\sim$	B LEUVEN01 KU Leuven	x 😆		
Add new	Exchange program *					
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loice	Save 5 Cancel					
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For example, universities in the Nordic countries have many different exchange programmes. <u>More information</u> <u>can also be found here.</u>

pplication number 861256	Applicant Smith, Sara	Mobili S - Stu	ty type Ap dy 년 Ut 01	pplication period byte 2024-2025 / Exchange 2024-202 .12.2023 08:00 - 31.07.2025 16:30 @	5	Application status Application not ready
Personal data	(@)				×	Check and send application
Exchange infc	Institution/enterprise					
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Duration of exchange in mon	Nordplus / Företagsekonomi (NOREK)					
	Nordplus / Lärarutbildning					
	Nordplus / Nordic Early Literacy					
Obligatoriskt/ Mandatory for	Nordplus / NORDLIKS		iker och deras exakta studiedatum (mer info	o under ? knappen)		
	Nordplus / Nordlys					
		O Close				

You can add a maximum of 3 exchange alternatives in your application and order them in your own preference. Once you have added your choices, your *"List of institutions/Enterprises you apply to"* should look like this.

uration o	f exchange *		Start date	End date	Ê
IST OF INS	STITUTIONS/ENTERPRIS	SES YOU APPLY TO			
🕀 Ad	ld new				
hoice		Country	Name of host institution	Exchange program	
<b>⊳</b> 1	$\downarrow$	Republic of Korea	Chonnam National University	Bilateral	<b>2</b> (*)
2	↑ ↓	Belgium	B LEUVEN01 KU Leuven	Erasmus+	<b>e</b> (8)
• 3	Ŷ	Sweden	S GOTEBOR01 Göteborgs universitet	Nordplus / Nordlys	<b>Ľ</b> (8)
3	↑ ↓ ↑	Belgium Sweden	B LEUVEN01 KU Leuven S GOTEBOR01 Goteborgs universitet	Erasmus+ Nordplus / Nordlys	ଟ ହ ଟ (
iration o	f exchange in months				
Obligatoris	skt/ Mandatory for Eras	smus - Additional information och Lista på alla Era:	smus universitet du söker och deras exakta studiedatum (mer info under ? knappen)		

You can click on the arrows to rearrange your choices into you preferred order.

N.B. If you are applying for exchange studies via ISEP, ISEP must be listed as your first choice.

For students who are applying to go on exchange via Erasmus+, it is compulsory to add the exact dates the exchange will take place in the free text box below.

You can find semester dates through the universities website by searching the name of the university + semester dates.

	Application number	Applicant	мовниу туре	Application	ieriod	Back to list     Save     Application status
ome	22861256	Smith, Sara	S - Study 🗹	Utbyte 2024- 01.12.2023 0	2025 / Exchange 2024-2025 3:00 - 31.07.2025 16:30 ể	Application not read
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		Country	Name of nost institution		Exchange program	
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	⊕ 2 ↑ ↓	Belgium	B LEUVEN01 KU Leuven		Erasmus+	<b>E</b> (8)
	Фз ↑	Sweden	S GOTEBOR01 Göteborgs universitet		Nordplus / Nordlys	<b>C</b> 😒
	Duration of exchange in months					
	7					
	Mandatory for Erasmus+ (more inform KLLLeuven - 06.01.2024 - 05.06.2024	ation by clicking the text box). / Obligatoriskt (	för Erasmus+ (klicka på rutan nedan för mer	a information)		
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						G 💽 Save

#### Enclosures

On this page you should upload all documents that support your application.

Click on the "Choose file" button to upload a document related to the heading.

Preferred file types are PDF and JPEG.

If you are unsure which enclosures you need for your application, you can first read our <u>website pages</u> to see if you find the answer. Otherwise, please contact a coordinator at International Affairs.

Personal data	Home institution information	Current studies	Exchange information	Enclosures	Check and send application
© Enclosures					
Additional data					
					0/2000
Fotografi / Photo *					
A photo of yourself / In bild på dig sj	alv.				
Språkintyg / Language certificate *	o languago that you will study in during	and chark the language require	the institution you are applying to as division of a	TEP contificate in relevant language.	n ska ha studarat minst till nivå 2 i dat av all.
som man ska studera på under utbyt	esperioden. Kolla språkkrav på universitet du ansöka	till och bifoga relevant intyg för ansökan.	the institution you are applying to and upload a c	.crk certificate in relevant language. Ma	in ska na studerat minst til niva 5 i det sprak
Choose file					
Studieplan / Learning agreement *					
Choose file	agreement. The LA is available here: https://www.abo.	n/studera-nos-oss/ak-utomiands/aka-pa-	utbyte/#study-plan-learning-agreement		
9					
Studieprestationsutdrag / Transcrip Transcript of records from Peppi in F	t <b>of Records *</b> nglish. / Studieprestationsutdrag från Peppi på engels	ka.			
d Choose file					
Motivationsbrev / Motivation letter Required for destinations in North Ar	nerica, Asia, Oceania and South America / Krävs för de	estinationer i Nordamerika, Asien, Ociear	ien, och Sydamerika		
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If you have problems uploading a document here, first try to resave the document in a different format.

If you have any additional information you would like to add to your application your can do so in the free text box called *"Additional data"*.

### **Check and send application**

Once you have completed all tabs in the application and uploaded all necessary documents for your application, you can submit your application by clicking on the "*Send*" button in the top right corner of the application.

If you are not yet ready to submit the application, you can simply go back to the main page by clicking "*Back to list*" in the top right corner. All information you have written in the application is saved and you can access the application again by clicking the purple pen + block symbol on the right side of the main page, under the "*My applications*" heading.

0.09.2024 / 14:12:08 / Student Out KF				<li>Instruction</li>	ctions 🛞 Delete 📄 PDF
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Check and send applica Personal data Personal data NK Home iniformation K Exchange information K Exchanges Type Attachment Attachment K K K K K K K K K K K K K K K K K K K	ttion Info Flights receipt.pdf Flights receipt.pdf		Last changed by Student Out KF Student Out KF	Timestamp 30.09.2024 14:11:55 30.09.2024 14:11:59	
Check and seed application information or kernel activities or kernel a	ttion Info Flights receipt.pdf Flights receipt.pdf Forsenad flyg 20.09 1.jpeg		Last changed by Student Out KF Student Out KF Student Out KF	Timestamp 30.09.2024 14:11:55 30.09.2024 14:11:59 30.09.2024 14:12:03	
Check and send application  Personal data Korent studies  Current studies  Current studies  Attachment  Attachment  Attachment	tion Info Flights receipt.pdf Flights receipt.pdf Forsenad flyg 20.09 1.jpeg Flights receipt.pdf		Last changed by Student Out KF Student Out KF Student Out KF Student Out KF	Timestamp 30.09.2024 14:11:55 30.09.2024 14:11:59 30.09.2024 14:12:03 30.09.2024 14:12:03	
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Check and send applicit Personal data OK tome institution information Kurnent studies Attachment Attachment	tion Info Flights receipt.pdf Forsenad flyg 20.09 1.jpeg Flights receipt.pdf		Last changed by Student Out KF Student Out KF Student Out KF Student Out KF	Timestamp 30.09.2024 14:11:55 30.09.2024 14:11:59 30.09.2024 14:12:03 30.09.2024 14:12:06	

Make sure to submit your application by the deadline. You can find the application deadline here.

Good luck with your application 😊