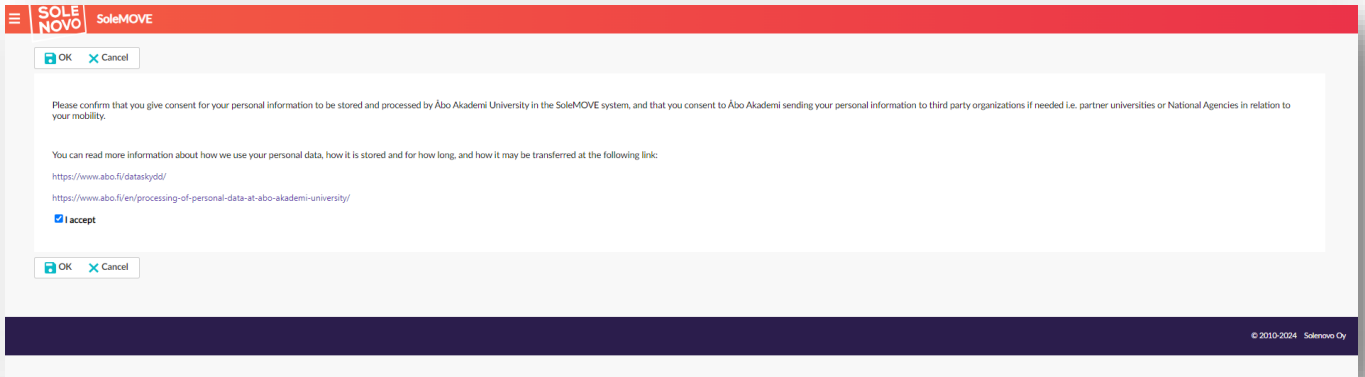


## Application Instructions for submitting an Exchange Application in SoleMove

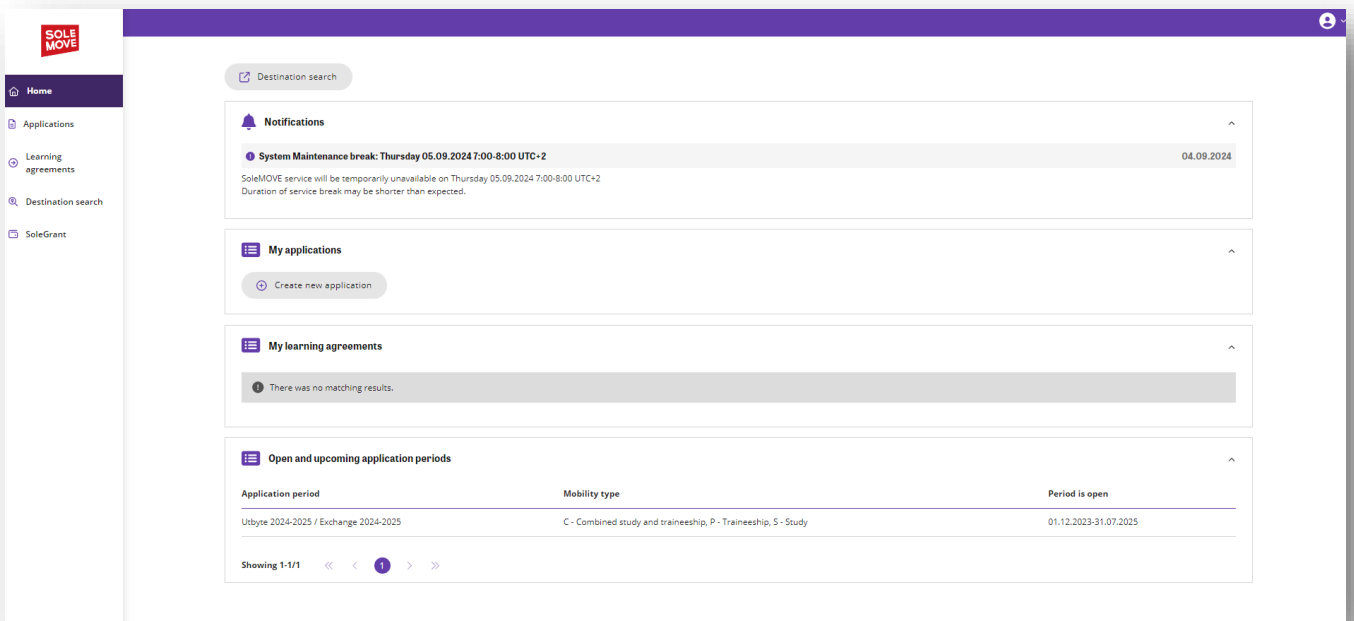
Go to <https://saas.solenovo.fi/> and log in with your HAKA log in.

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”.



## Home Page

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



## Application form for outgoing student mobility

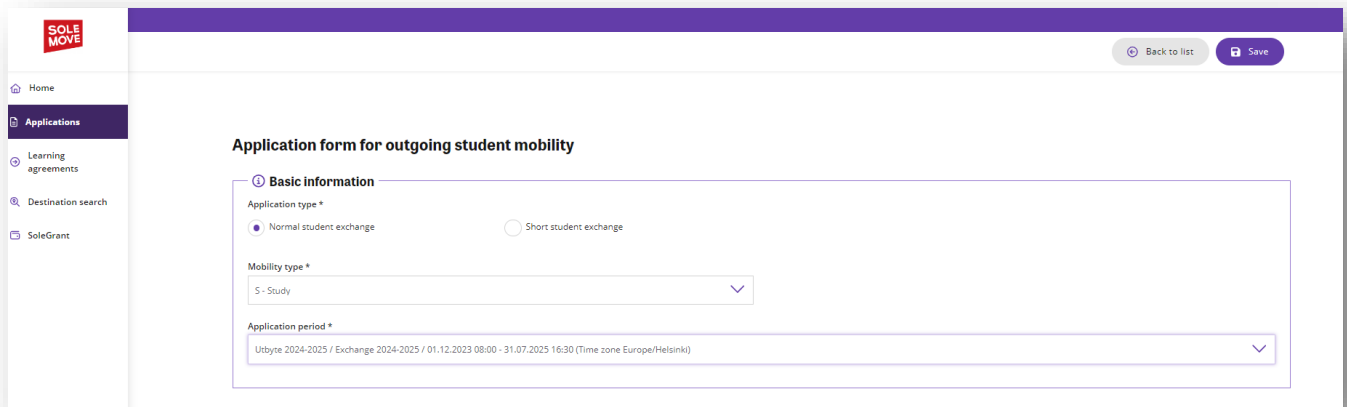
If you will go on a semester/full academic year exchange, please choose “*Normal student exchange*”.

“*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.



## 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*”.

SOLE MOVE

22861256 Student Out: KF S - Study Utbyte 2024-2025 / Exchange 2024-2025 01.12.2023 08:00 - 31.07.2025 16:30 Application not ready

Back to list Save

Home Applications Learning agreements Destination search SoleGrant

Personal data Home institution information Current studies Exchange information Enclosures Check and send application

**Personal data**

Last name \*  
Smith

Given name \*  
Sara

Student number in Peppi (Studierattsnummer) Your 7 digit student number \*  
0456784

Personal identity code \*  
010199-524T

Date of birth \*  
01.01.1999

ESI

Gender \*  
Male Female Nonbinary Prefer not to say

Citizenship \*  
Finland

If other, please specify

Native language \*  
Swedish

If other, please specify

Email \*  
Sara.smith@abo.fi

Phone number \*  
+35840565878

Address \*  
Srandgatan 2

Postal code \*  
65100

City \*  
Vasa

Country \*  
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.

Application form for outgoing student mobility

Application number 22861256 Applicant Smith, Sara Mobility type S - Study Application period Utbyte 2024-2025 / Exchange 2024-2025 01.12.2023 08:00 - 31.07.2025 16:30 Application status Application not ready

Personal data Home institution information Current studies Exchange information Enclosures Check and send application

**Home institution information**

Name of home institution \*  
SFTURKU02 Department of Biochemistry

Address  
Artillerigatan 6

City  
Åbo

DEPARTMENTAL COORDINATOR /ÄMNESANSVARIGA SOM GODKÄNNER STUDIEPLANEN

Last name \*  
Test

Given name \*  
Test

Last name

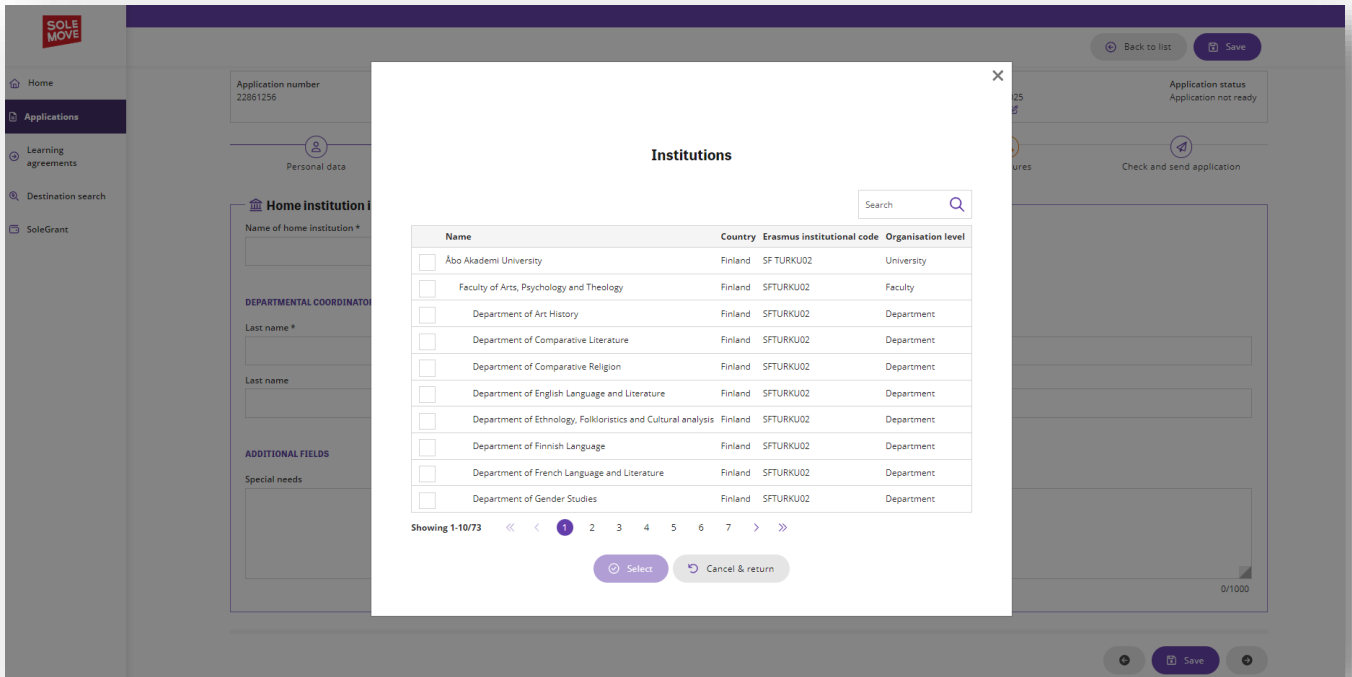
Given name

ADDITIONAL FIELDS

Special needs

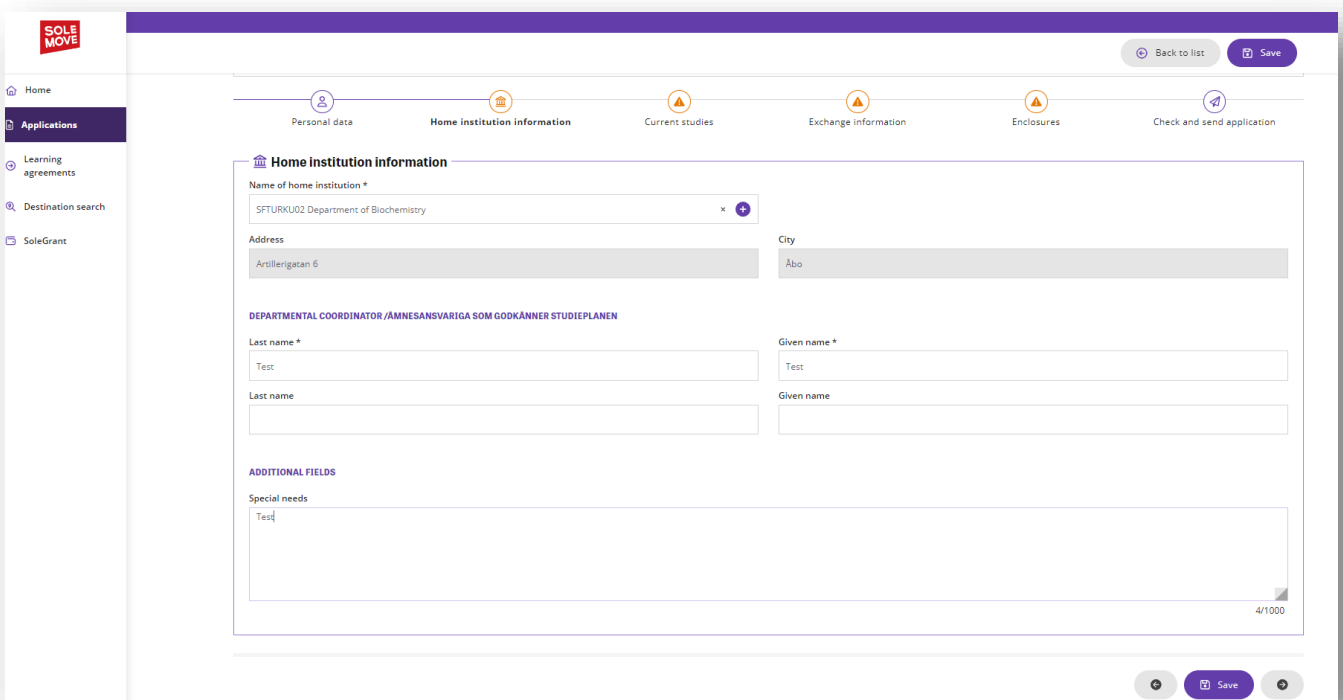
This box will appear and you will see all subjects and study fields at Åbo Akademi University. Choose the one that matches your degree best.

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



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](#).



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.

The screenshot shows the 'Application form for outgoing student mobility' with the 'Current studies' section highlighted. The form includes the following fields:

- Application number: 22861256
- Applicant: Smith, Sara
- Mobility type: 5 - Study
- Application period: Utbyte 2024-2025 / Exchange 2024-2025 (01.12.2023 08:00 - 31.07.2025 16:30)
- Application status: Application not ready

The 'Current studies' section contains the following fields:

- Select the degree level that you will be studying on at the time of your exchange \*: 2 - Master
- Study subject at home university \*: 0512 - Biochemistry
- Field of study/major subject \*: Biochemistry
- Number of higher education years completed so far \*: 3
- Language of instruction during exchange \*: English
- Commencement year of current studies \*: 2022
- Number of credits completed at the time of submitting your application \*: 190

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.

The screenshot shows the 'Add language' dialog box and the 'Language knowledge' section. The dialog box has the following fields:

- Language \*: French
- Language proficiency \*: B2

The 'Language knowledge' section shows a table with the following data:

Language	Language proficiency
Finnish	C1

The 'Add language' button is circled in red. Below the table, there is a 'Previous exchange' section with a question: 'Have you been on exchange earlier during your studies \*' and two radio buttons: 'Yes' and 'No'.

## 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+.

The screenshot shows the 'Exchange information' section of the SOLE MOVE application form. The form is titled 'SOLE MOVE' and includes a navigation menu on the left with options like 'Home', 'Applications', 'Learning agreements', 'Destination search', and 'SoleGrant'. The main content area displays application details: Application number (22861256), Applicant (Smith, Sara), Mobility type (S - Study), Application period (01.12.2023 08:00 - 31.07.2025 16:30), and Application status (Application not ready). A progress bar indicates the current step is 'Exchange information'. Below this, the 'Duration of exchange' is set to 'Other, please specify', with 'Start date' (13.01.2025) and 'End date' (06.06.2025) fields. A table lists institutions being applied to, including Republic of Korea, Belgium, and Sweden. The 'Duration of exchange in months' is set to 7. A text box for 'Mandatory for Erasmus+' contains the text 'KU Leuven - 06.01.2024 - 05.06.2024'. The page number '35/1000' is visible in the bottom right corner.

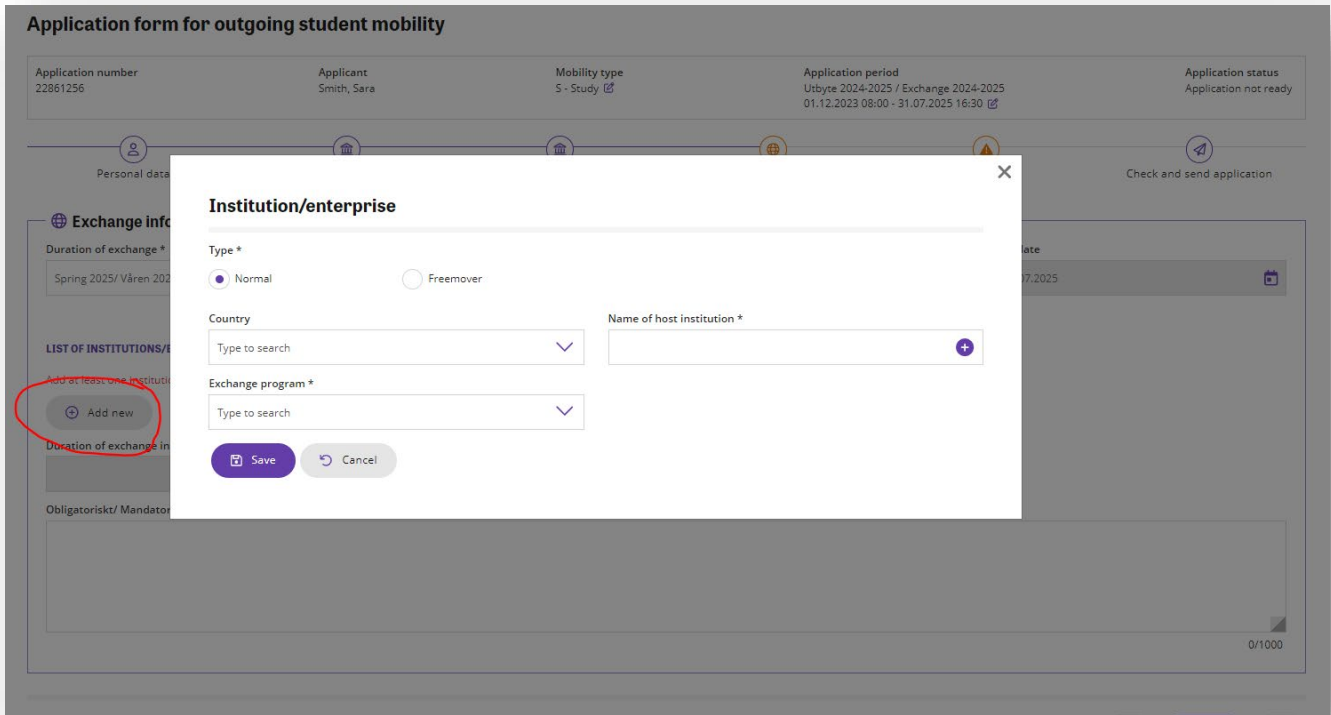
Choice	Country	Name of host institution	Exchange program
1	Republic of Korea	Chonnam National University	Bilateral
2	Belgium	B.LEUVEN01 KU Leuven	Erasmus+
3	Sweden	S.GOTEBOR01 Goteborgs universitet	Nordplus / Nordlys

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

Click the “*Add new*” button under “*List of Institutions*” heading.

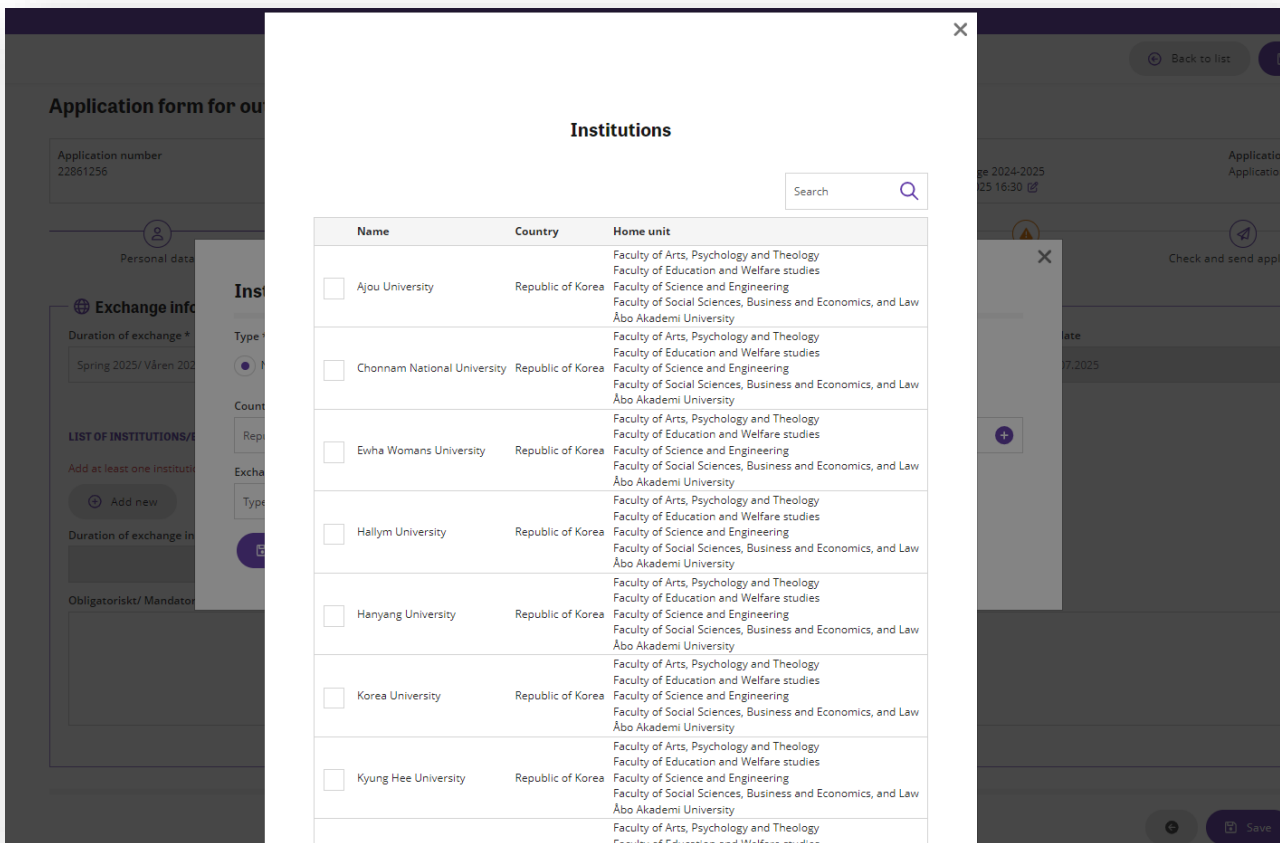
“*Type*” should be “*Normal*” if you are applying for exchange via one of ÅAU’s exchange agreements.

“*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.



“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”.



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.

The screenshot shows the 'Institution/enterprise' form within the 'Application form for outgoing student mobility' interface. The form is titled 'Institution/enterprise' and contains the following fields and options:

- Type \***: Radio buttons for 'Normal' (selected) and 'Freemover'.
- Country**: A dropdown menu with 'Belgium' selected.
- Name of host institution \***: A text input field containing 'LEUVEN01 KU Leuven'.
- Exchange program \***: A dropdown menu with 'Erasmus+' selected.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The background shows the application form with fields for 'Duration of exchange \*' (Spring 2025/ Våren 2025) and 'LIST OF INSTITUTIONS/ENTERPRISES'.

For example, universities in the Nordic countries have many different exchange programmes. [More information can also be found here.](#)

This screenshot shows the same 'Institution/enterprise' form, but with the 'Exchange program \*' dropdown menu open. The menu lists various exchange programs:

- Bilateral
- Erasmus+
- Multilateral
- Nordplus
- Nordplus / Biologi
- Nordplus - Filosofi
- Nordplus / Folkloristik
- Nordplus / Företags ekonomi (NOREK)
- Nordplus / Läranutbildning
- Nordplus / Nordic Early Literacy
- Nordplus / NORDLIKS
- Nordplus / Nordlys

The 'Country' dropdown is set to 'Sweden' and the 'Name of host institution \*' field contains 'S GOTEBOR01 Göteborgs universitet'. The 'Type \*' radio buttons are 'Normal' (selected) and 'Freemover'.



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.

**Exchange information**

Duration of exchange \*  
Type to search [v] Start date [calendar] End date [calendar]

**LIST OF INSTITUTIONS/ENTERPRISES YOU APPLY TO**  
Add new

Choice	Country	Name of host institution	Exchange program
1	Republic of Korea	Chonnam National University	Bilateral
2	Belgium	B LEUVEN01 KU Leuven	Erasmus+
3	Sweden	S GOTEBOR01 Goteborgs universitet	Nordplus / Nordlys

Duration of exchange in months  
[input field]

Obligatoriskt/ Mandatory for Erasmus - Additional information och Lista på alla Erasmus universitet du söker och deras exakta studiedatum (mer info under ? knappen)

[text box]  
0/1000

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

**SOLE MOVE**

Application number: 22861256 Applicant: Smith, Sara Mobility type: 5 - Study Application period: Utbyte 2024-2025 / Exchange 2024-2025 01.12.2023 08:00 - 31.07.2025 16:30 Application status: Application not ready

**Exchange information**

Duration of exchange \*  
Spring 2025/Våren 2025,01.01.2025 - 31.07.2025 Start date: 01.01.2025 End date: 31.07.2025

**LIST OF INSTITUTIONS YOU ARE APPLYING TO**  
Add new

Choice	Country	Name of host institution	Exchange program
1	Republic of Korea	Chonnam National University	Bilateral
2	Belgium	B LEUVEN01 KU Leuven	Erasmus+
3	Sweden	S GOTEBOR01 Goteborgs universitet	Nordplus / Nordlys

Duration of exchange in months  
7

Mandatory for Erasmus+ (more information by clicking the text box). / Obligatoriskt för Erasmus+ (klicka på rutan nedan för mera information)  
KU Leuven - 06.01.2024 - 05.06.2024

35/1000

## 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 [website pages](#) 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

Fotografi / Photo \*  
A photo of yourself. Upload a photo of yourself in a picture of yourself.

Choose file

Språktintyg / Language certificate \*  
You must have minimum level 3 in the language that you will study in during exchange. Please check the language requirements for the institution you are applying to and upload a CEFR certificate in relevant language. Man ska ha studerat minst till nivå 3 i det språk som man ska studera på under utbytesperioden. Kolla språkkrav på universitet du ansöker till och bifoga relevant intyg för ansökan.

Choose file

Studieplan / Learning agreement \*  
Please upload your signed Learning Agreement. The LA is available here: <https://www.abo.fi/studera-hos-oss/ak-utomlands/aka-pa-utbyte/#study-plan-learning-agreement>

Choose file

Studieprestationsutdrag / Transcript of Records \*  
Transcript of records from Peppi in English. / Studieprestationsutdrag från Peppi på engelska.

Choose file

Motivationsbrev / Motivation letter  
Required for destinations in North America, Asia, Oceania and South America / Krävs för destinationer i Nordamerika, Asien, Oceanien, och Sydamerika

Choose file

Rekommendation av lärare 1 / Letter of recommendation by a teacher 1  
Required for destinations in North America, Asia and Oceania and South America / Krävs för destinationer i Nordamerika, Asien och Oceanien och Sydamerika

Choose file

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 you 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.

30.09.2024 / 14:12:08 / Student Out KF

Back to list Send

Instructions Delete PDF

### Application form for outgoing student mobility

Application number 22861256	Applicant Smith, Sara	Mobility type S - Study	Application period Utblye 2024-2025 / Exchange 2024-2025 01.12.2023 08:00 - 31.07.2025 16:30	Application status Application not ready
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Personal data Home institution information Current studies Exchange information Enclosures Check and send application

#### Check and send application

Personal data OK  
Home institution information OK  
Current studies OK  
Exchange information OK  
Enclosures OK

#### Changes

Type	Info	Last changed by	Timestamp
Attachment	Flights receipt.pdf	Student Out KF	30.09.2024 14:11:55
Attachment	Flights receipt.pdf	Student Out KF	30.09.2024 14:11:59
Attachment	Forsenad flyg 20.09 1.jpeg	Student Out KF	30.09.2024 14:12:03
Attachment	Flights receipt.pdf	Student Out KF	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 😊