HOW TO GET STARTED WITH SOLEMOVE ONLINE APPLICATION SYSTEM

A detailed user guide in Finnish is available in the system once you login ⓘ. For help, you can email: sole**move@oulu.fi**

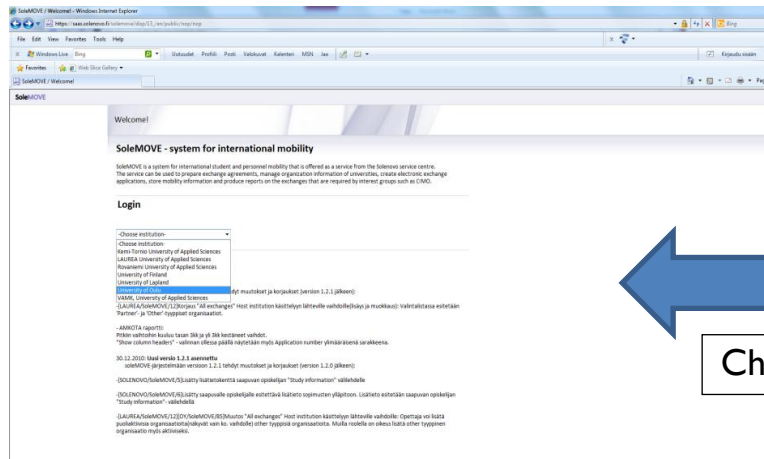First of all, it is good to familiarize yourself with SoleMOVE in advance. You can login and logout from the system freely until you have saved and sent your application when it is no longer possible to make changes to it. SoleMOVE is a University of Oulu selection tool. SoleMOVE applications will not go directly to institution(s) where you apply.

IMPORTANT TO KNOW REGARDING THE ONLINE SYSTEM AND ITS FUNCTIONS

- Always use the 'Return' ↩ Return command for navigating in SoleMOVE. Do NOT use back and forward arrows of your internet browser, because this might cause any saved data to be lost.
- Please remember to save 🖫 your application every now and again. Please note that when listing e.g. languages or host universities you need to click 'Save' after your first choice in order to be able to add several entries.
- You can find lists of required contact persons, universities etc. by clicking the pointing arrow icon ↗.
- By clicking the pencil icon ✎ you can edit information and upload your attachments on 'Enclosures' interleaf.
  - Please upload motivation letter and study plan of your first choice. If you are applying to many institutions, please bring your secondary and third (etc.) choice motivation letter(s) and study plan(s) to the interview.
- If in doubt, please read each information point ⓘ. These help you providing with correct information in each field.
- Please make sure you know which attachments are required for your application.
- You can print your application in pdf format when it is ready 🖶

  Login to SoleMOVE at https://saas.solenovo.fi/solemove/

Choose University of Oulu

UniOulu user id and password

SoleMOVE   Logout

UNIVERSITY of OULU
OULUN YLIOPISTO

Application form for outgoing
student mobility

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SoleMOVE - system for international mobility

SoleMOVE is a system for international student and personnel mobility that is offered as a service from the Solenovo service centre.
The service can be used to prepare exchange agreements, manage organization information of universities, create electronic exchange applications, store mobility information and produce reports on the exchanges that are required by interest groups such as CIMO.

Notifications

13.01.2011: **Uusi versio 1.2.2 asennettu**
SoleMOVE-järjestelmään versioon 1.2.2 tehdyt muutokset ja korjaukset (version 1.2.1 jälkeen):

-[LAUREA/SoleMOVE/12]Korjaus "All exchanges" Host institution käsittelyyn lähteville vaihdoille(lisäys ja muokkaus): Valintalistassa esitetään 'Partner'- ja 'Other'-tyyppiset organisaatiot.

- AMKOTA raportti:
Pitkiin vaihtoihin kuuluu tasan 3kk ja yli 3kk kestäneet vaihdot.
"Show column headers" - valinnan ollessa päällä näytetään myös Application number ylimääräisenä sarakkeena.

on 1.2.0 jälkeen):

rmation" välilehdelle

-[SOLENOVO/SoleMOVE/6]Lisätty saapuvalle opiskelijalle esitettävä lisätieto sopimusten ylläpitoon. Lisätieto esitetään saapuvan opiskelijan "Study information"- välilehdellä

-[LAUREA/SoleMOVE/12][OY/SoleMOVE/85]Muutos "All exchanges" Host institution käsittelyyn lähteville vaihdoille: Opettaja voi lisätä puoliaktiivisia organisaatioita(näkyvät vain ko. vaihdolle) other tyyppisiä organisaatioita. Muilla roolella on oikeus lisätä other tyyppinen organisaatio myös aktiiviseksi.

Click 'Application form for outgoing student mobility'

https://saas.solenovo.fi/solemove/disp/4_/en/outapp_form/tab/tab/clr?menuid=1

File   Edit   View   Favorites   Tools   Help

Windows Live   Bing   Uutuudet   Profiili   Posti   Valokuvat   Kalenteri   MSN   Jaa   Kirjaudu sisään

Favorites   Web Slice Gallery

SoleMOVE / Application form for outgoing stude...   Page   Safety   Tools

SoleMOVE   Logout

UNIVERSITY of OULU
OULUN YLIOPISTO

Application form for outgoing student mobility

Application form for outgoing student mobility
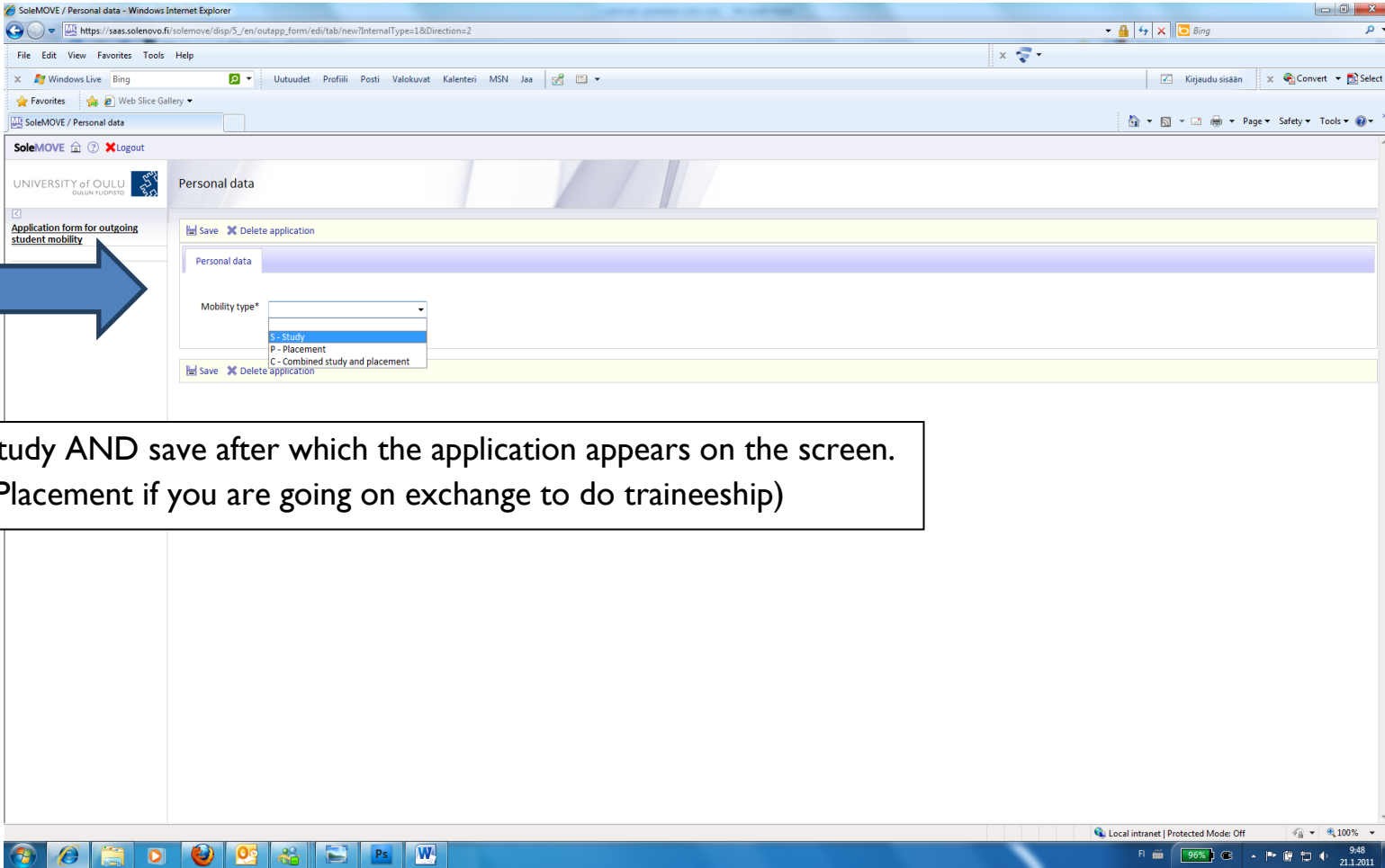
Search all   New

Search results .

	Status of application	Mobility type	Exchange start date	Exchange end date

No information

Search all   New

Click ⊕ New to get started with your application

Local intranet | Protected Mode: Off   100%

Choose S-Study AND save after which the application appears on the screen.
(Choose P-Placement if you are going on exchange to do traineeship)

SoleMOVE / Personal data - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

https://saas.solenovo.fi/solemove/disp/7_/en/outapp_pdata/edi/tab/fet   oyy

Useimmin avatut   Aloitussivu   Uutisotsikot

Kv-asiat | Järjestöjen tiedotuskanavat | Oulun ... | Vaihtoon Administrative Database | SoleMOVE / Personal data | Facebook | Sisäänkirjautuminen | SoleMOVE / Welcome!

University of Oulu

Name of the applicant
Country of home institution
ERASMUS code of home institution
Home institution
Status of application   Application not ready
Last edited by   19.01.2011 14:17:34 / pesonenj@oulu.fi

| Personal data | Exchange study information | Current studies | Enclosures | Check and send application |

Mobility type*   S - Study

Duration of your exchange*
  ○ First semester (Sept-Dec), 01.09.2012 - 31.12.2012
  ○ Second semester (Jan-May), 01.01.2012 - 31.05.2012
  ○ Academic year 2011-2012 (Sept-May), 01.09.2011 - 31.05.2012
  ○ Other, please specify [...] - [...]

Student id
Last name*
Given name(s)*
Date of birth(dd.mm.yyyy)*
Gender*   ○ M - Male ○ F - Female
Nationality*   If other, please specify
Native language*
Permanent address*

Telephone*
Email*

Contact person in case of emergency
Name*
Address*

Select language of communication*
Telephone*

Home institution
Name of the home institution
Address*

Missing data:
- Duration of your exchange*
- Last name*
- Given name(s)*
- Date of birth(dd.mm.yyyy)*
- Gender*
- Nationality*
- Native language*
- Permanent address*
- Telephone*
- Email*
- Contact person in case of emergency: Name*
- Contact person in case of emergency: Address*
- Contact person in case of emergency: Select language of communication*
- Contact person in case of emergency: Telephone*
- Home institution: Name of the home institution
- Home institution: Address*
- Departmental coordinator: Name*
- Departmental coordinator: Email*

Done

This is how the application looks like. Red bullet points on the right indicate missing data.

If in doubt, please read the info provided ⓘ

Tiedosto   Muokkaa   Näytä   Sivuhistoria   Kirjanmerkit   Työkalut   Ohje

SoleMOVE / Enclosures

solenovo.fi   https://saas.solenovo.fi/solemove/disp/8_/en/outapp_enclosures/tab/tab/sea?id=1187200

Google

UNIVERSITY of OULU
OULUN YLIOPISTO

Enclosures

Application form for outgoing student mobility

Test Student
University of Oulu

PDF

Send Your application by	24.06.2011
Application number	1187200
Name of the applicant	dd, dd
Country of home institution	Finland
ERASMUS code of home institution	SF OULU01
Home institution	Faculty of Education
Status of application	Not accepted
Last edited by	15.03.2011 14:37:17 / Waris Sanna

Personal data	Exchange study information	Current studies	Enclosures	Check and send application	Requests for information

Additional data

	Enclosure name	Enclosure info	Mandatory	Enclosed file
✎	Motivation Letter	ERASMUS: ENGLISH PHILOLOGY STUDENTS ONLY: This is a letter that tells why you wish to go on exchange. Maximum length one A4	No	
✎	Study Plan	ERASMUS AND NORDPLUS: FACULTY OF EDUCATION STUDENTS ONLY. This is a PRELIMINARY plan of your studies during exchange.	No	
✎	Transcript of Records (Bilat)	NOT FOR ERASMUS. Official English Transcript of Records (a printout from weboodi is not sufficient). Please ask Student Affairs office to give you a Transcript for "kv-käyttöön".		
✎	Study Plan	BILATERAL, FIRST, N2N, NORDLYS: Select courses for your study plan (name, code and description of the course). Your departmental coordinator/study adviser/amanuensis/professor checks and signs your study plan.	No	
✎	Passport Copy	FIRST programme only.	No	
✎	Motivation Letter	NORTH SOUTH SOUTH/FACULTY OF EDUCATION STUDENTS ONLY. One A4.	No	

PDF

See the required enclosures in Call for Application. They are all mandatory!

This is where you can find required information on your Transcript:

First page:

Last page:

In SoleMOVE 'Current Studies' (see below)

- Beginning year of current studies*

- Number of credits completed so far*

- Average grade