



SoleGRANT Guide for Outgoing Exchange Students

If you need help, contact [solemove\(at\)oulu.fi](mailto:solemove(at)oulu.fi)

After you have confirmed your exchange in the SoleMOVE and you have received an acceptance from the host institution, you can apply for an exchange grant in SoleGRANT. Your grant application must include acceptance confirmation from your host institution, e.g. an official acceptance letter or an unofficial e-mail confirming the acceptance.

Guardians of underaged children going on Erasmus+ student exchange also need attach an official certificate (virkatodistus/extract from census or parish register) to received additional grant amount.

Before starting, it is a good idea to make sure you have all the necessary information available for filling in the application. You will need to submit the following information for your grant application:

- Social Security number
- Municipality of taxation
- IBAN Account number & name of bank
- Permanent address

1. How to Get Started

Start by logging in to SoleMOVE at: <https://saas.solenovo.fi/solemove/>

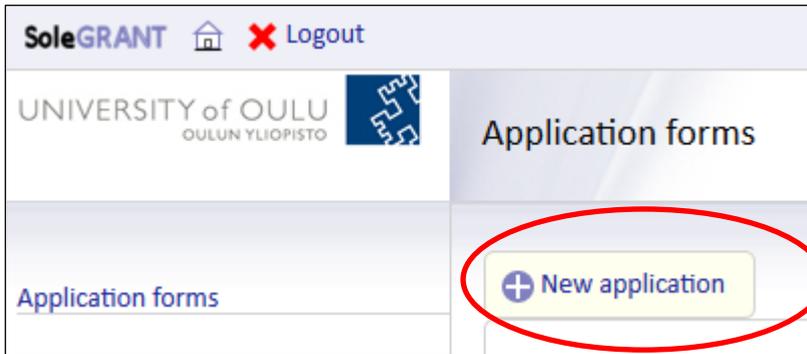
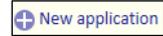
After logging in to SoleMOVE, click the SoleGRANT icon  on the top left-hand corner of the page to start a new grant application.

N.B.!! Always use the 'Return'  command for navigating in SoleGRANT. Do NOT use Back and Forward arrows of your internet browser, because that may cause any saved data to be lost.

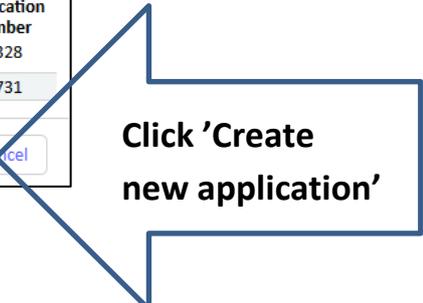
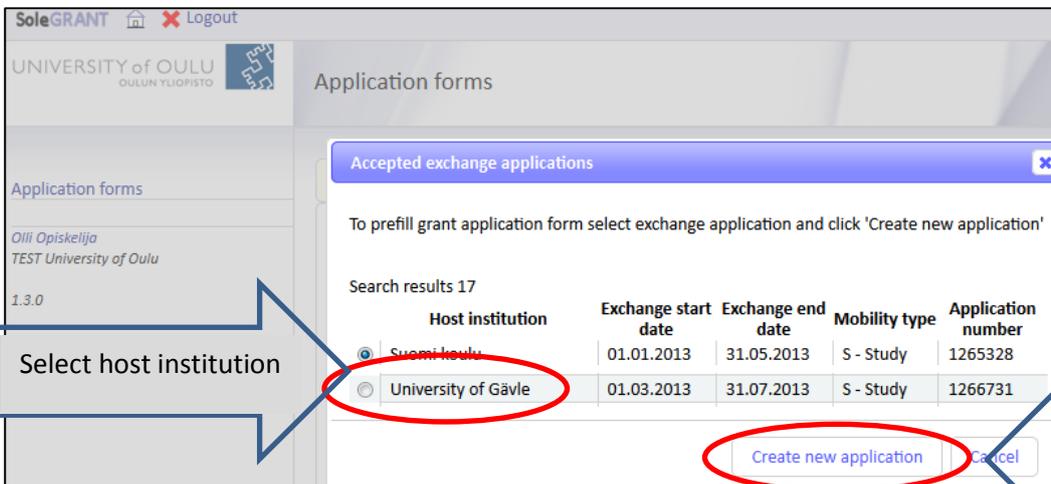




You are now at the start page of SoleGRANT. Next step is to click



A pop-up opens on this page. Select the host institution where you have been confirmed as an exchange student. Click 'Create new application'.

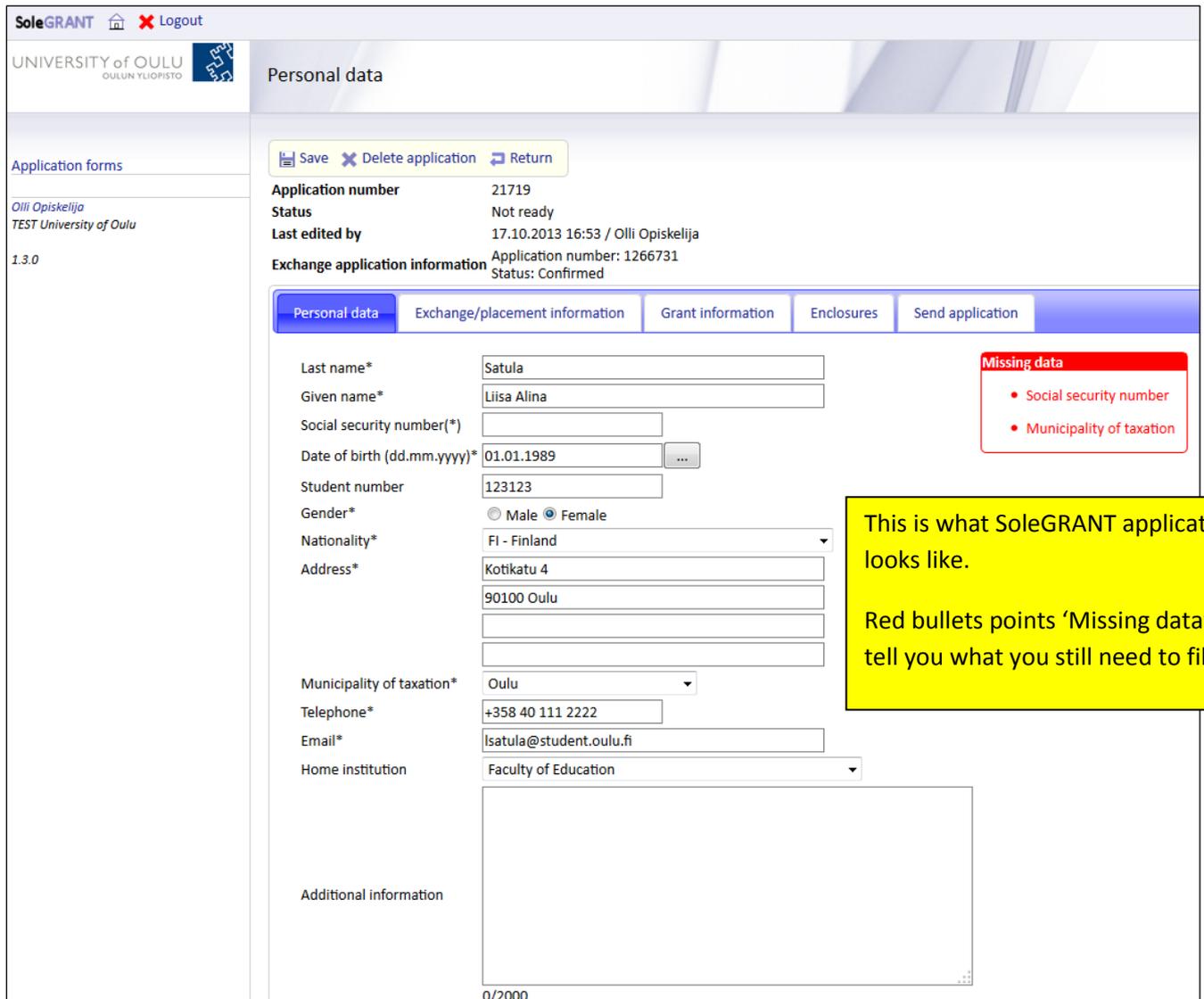




2. Personal data

This is what the grant application looks like. Fill in all the required information. Remember to save  information on each tab before moving on to the next one.

Check information on **Personal data** tab.



SoleGRANT   Logout

UNIVERSITY of OULU
OULUN YLIOPISTO

Personal data

 Save  Delete application  Return

Application number 21719
Status Not ready
Last edited by 17.10.2013 16:53 / Olli Opiskelija
Exchange application information Application number: 1266731
Status: Confirmed

Personal data | Exchange/placement information | Grant information | Enclosures | Send application

Last name* Satula
Given name* Liisa Alina
Social security number(*)
Date of birth (dd.mm.yyyy)* 01.01.1989
Student number 123123
Gender* Male Female
Nationality* FI - Finland
Address* Kotikatu 4
90100 Oulu
Municipality of taxation* Oulu
Telephone* +358 40 111 2222
Email* lsatula@student oulu.fi
Home institution Faculty of Education

Additional information

0/2000

Missing data

- Social security number
- Municipality of taxation

This is what SoleGRANT application looks like.

Red bullets points 'Missing data' tell you what you still need to fill in.



3. Exchange/placement information

Check information on **Exchange/placement information tab**. Notice that the dates for your Exchange period comes from the planned dates in SoleMOVE – change the dates for **Exchange period** to match the dates of your **actual beginning and end dates of your exchange studies**, not e.g. semester dates. Make sure you put the same dates on the next (Grant information) tab as well tab.

Exchange/placement information

Save Return

Application number: 19202
Name of the applicant: Sanda Miles
Grant type: Erasmus
Status: Approved
Sent date: 22.11.2011
Last edited by: 16.10.2013 12:21 / Sanna Waris
Exchange application information: Application number: 1246236
Status: Confirmed

Process the application Personal data **Exchange/placement information** Grant information Enclosures Decision Payments

Mobility type* S - Study
Exchange program* LLP/ERASMUS
Host institution* D ESSEN04 - Universität Duisburg-Essen
Country* DE - Germany
Exchange period* 01.01.2012 - 31.05.2012
Duration of exchange (months) 5
Permanent address in Finland* Kotikatu 4
Previous exchange
Exchange program
Exchange period and host institution

0/2000

Dates to 'Exchange period' field come from planned dates in SoleMOVE application. **Make sure to change dates to actual beginning and end dates of your exchange studies**, not e.g. semester dates.



4. Grant information

On the **Grant information tab** you have to submit your bank account information. Please read the instructions carefully. If you have a foreign account outside Finland, be sure to fill in also fields for BIC-code, Name of the bank, address of the bank, SWIFT code and Clearing code.

Read 'Application instructions' carefully!

On Grant information tab you have to submit your bank account information. Read the application instructions carefully and make sure your bank account information is correct. Red bullet points indicate missing data.

Make sure your grant period dates are the same as on 'Exchange/Placement information' tab.

Erasmus+ students only:
After you select a correct 'Grant type', SoleGRANT calculates your grant amount correctly. Select 'Grant type' and select 'Save' to get the correct amount.

If you need to change to a different 'Grant type', empty the 'Amount' field, save the form, and repeat selecting a new Grant type and Save the tab to see the correct grant amount.

SoleGRANT Logout

UNIVERSITY of OULU
OULUN YLIOPISTO

Grant information

Application forms

Olli Opiskelija
TEST University of Oulu

1.5.0

Save Return

Application number 22932
Status Not ready
Last edited by 19.06.2014 10:46 / Olli Opiskelija
Exchange application information Application number: 1280611
Status: Confirmed

Personal data Exchange/placement information **Grant information** Enclosures Send application

Application Instructions

- Grant period: actual beginning and end dates of your exchange/placement/internship studies, do not include travel dates. End date equals your last exam.
- Fill in 'Employee status' and 'Purpose of the grant' fields at the bottom of this page.
- If you have a foreign account outside Finland, be sure to fill in also fields for BIC-code, Name of the bank, Address of the bank, SWIFT code and Clearing code.
- NB! Applicants who are employed by the University of Oulu during grant period should contact international services, international.office[at]oulu.fi about their grant.

Erasmus+ grants
Students going on Erasmus+ exchange or placement, select:

- Category 1 for countries: Austria, Denmark, Ireland, France, Italy, Liechtenstein, Norway, Sweden, Switzerland and United Kingdom.
- Category 2 for countries: Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Germany, Greece, Hungary, Iceland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey and former Yugoslav Republic of Macedonia.

Guardians of underaged children going on Erasmus+ student exchange are entitled to an additional grant of 200 euros per month. According to above mentioned countries, select:
Erasmus+ exchange Guardian Category 1
Erasmus+ exchange Guardian Category 2
If you are a guardian, please attach an official certificate (virkatodistus/extract from census or parish register) on Enclosure

Grant period* 09.01.2015 - 30.04.2015

Grant duration(months) 3.5

Grant type Erasmus+ Exchange Category 1

Amount* 1008.00

Additional grant amount

Special needs grant

IBAN Account number* FI1231231234

BIC code

Name of the bank Oulun Osuuspankki

Address of the bank

SWIFT code 0/2000

Clearing code



Additional information

Employee status:
 ▼

Purpose of the grant: ▼

Conditions*

I assure that I have not given any false information when applying for the grant.

The mobility meets the general conditions of the grant:

- student has completed at least one year of higher education studies prior to exchange period
- Erasmus study period abroad lasts minimum 3 months, maximum 12 months
- the home institution shall give full recognition of the studies completed abroad
- student doesn't have to pay any tuition fees to the host institution

In case these conditions are not fulfilled, the grant may be fully or partly recovered.

Student applying for Erasmus grant agree to accept an European Union Erasmus grant and the following conditions:

1. I will use the grant only to cover travel, subsistence, accommodation and language preparation expenses of the student exchange.
2. I will follow the approved study plan (Learning Agreement).
3. If I cancel or interrupt studies in the host institution, I will refund the full grant or a part of it.
4. I will take out a necessary insurance policy.
5. After student exchange I will submit a report of my exchange period and a transcript of records of the host institution to my home institution.

By accepting these conditions I agree to complete the required reporting and give feedback on my mobility period.

If there are changes to my mobility I will email immediately: solemove@oulu.fi

Fill in also 'Employee status' and 'Purpose of the grant' fields at the bottom.

Finally, read and accept 'Conditions' at the bottom of the page.

5. Enclosures

Your grant application cannot be accepted without **acceptance information** from the host institution.

On the **Enclosures tab** you will need to upload an acceptance letter or an email from your host institution as proof of acceptance.

Select '+ Add enclosure' to upload acceptance information document (in pdf-format).



Personal data Exchange/placement information Grant information **Enclosures** Send application

Acceptance Confirmation
Your grant application must include acceptance confirmation from your host institution, e.g. an official acceptance letter or an unofficial e-mail confirming the acceptance.

Document to be attached is:

- Exchange students: Letter of Acceptance from Host Institution
- Guardians of underaged children going on Erasmus+ student exchange: an official certificate (virkatodistus/extract from census or parish register)
- Erasmus Work Placement applicants: Confirmation Mail from Consortium
- Work Placement Outside Europe and International a Work Placement applicants: Traineeship Agreement

Attach file by selecting '+ Add enclosure'.
From 'Enclosure type' select 'Acceptance from host institution'.
Find your file by selecting 'Browse'. Finally, select 'Upload and save'.

Everyone needs to attach acceptance information from host institution.

Enclosure type	File
No enclosed files	

Missing data

- Acceptance confirmation provided by your exchange/placement host is mandatory enclosure type

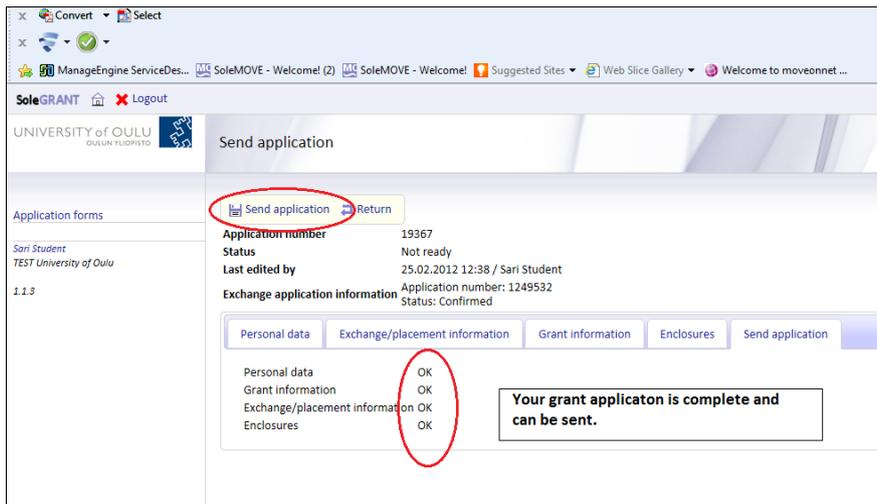
+ Add enclosure

From 'Enclosure type' select 'Acceptance from host institution'.

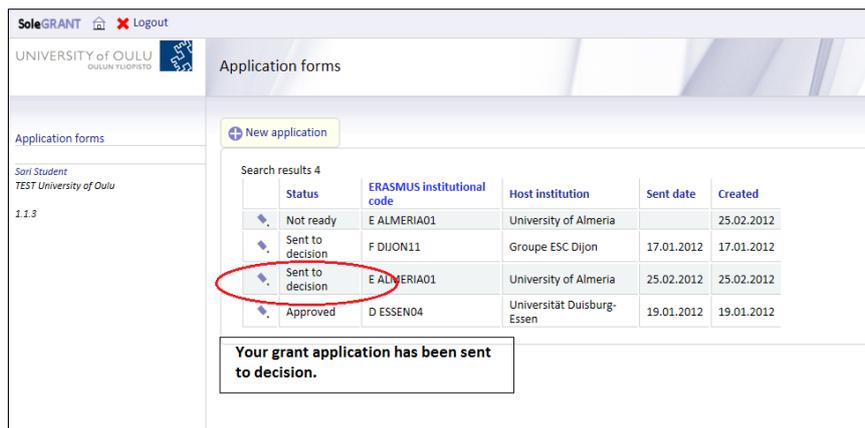


6. Sending Your Application

After you have filled in the required information, your grant application is ready to be sent. This is done on **Send application** tab. Send the application by selecting 'Send application'.



After sending, you are back on the start page of SoleGRANT and here you can see the status of your application.



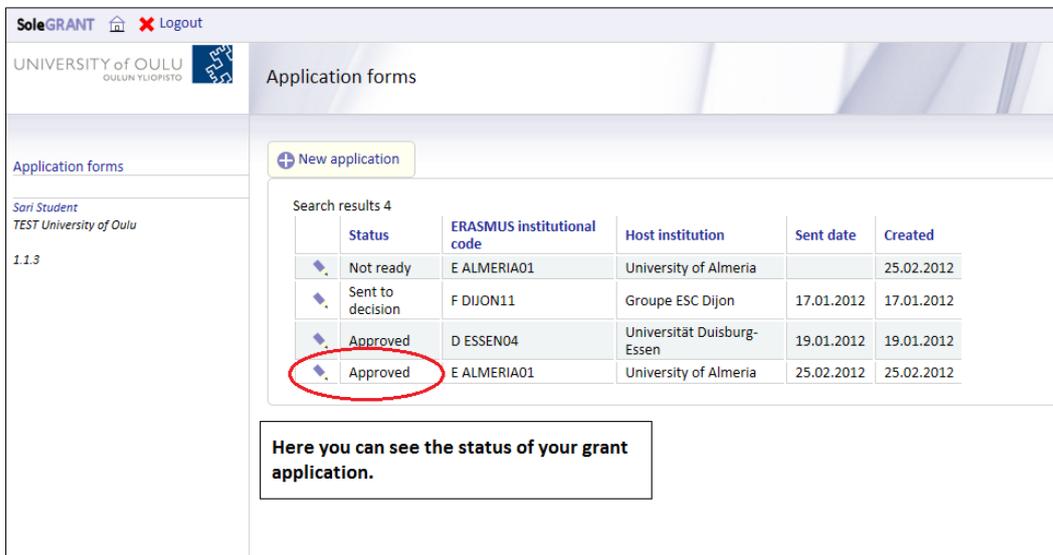


7. Information and Status of Your Application

For information on the status of your grant application and to check if your application has been processed, log into SoleMOVE and select again the SoleGRANT icon .

Click on the pencil icon  to see the date of payment for your grant.

N.B.! If the status of your grant application is 'Not approved', you should check on the 'Decision' tab in the 'Grounds for decision' box what the reason is and make a new application with correct enclosures etc.



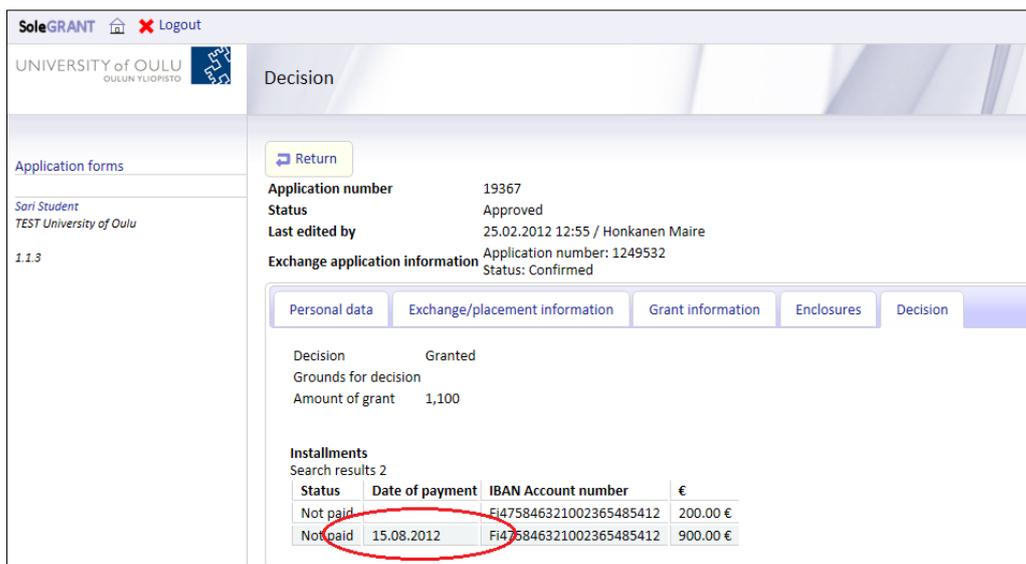
Application forms

Search results 4

Status	ERASMUS institutional code	Host institution	Sent date	Created
Not ready	E ALMERIA01	University of Almeria		25.02.2012
Sent to decision	F DIJON11	Groupe ESC Dijon	17.01.2012	17.01.2012
Approved	D ESSEN04	Universität Duisburg-Essen	19.01.2012	19.01.2012
Approved	E ALMERIA01	University of Almeria	25.02.2012	25.02.2012

Here you can see the status of your grant application.

On the **Decision tab** you can check the date of payment for your exchange grant.



Decision

Return

Application number: 19367
Status: Approved
Last edited by: 25.02.2012 12:55 / Honkanen Maire

Exchange application information: Application number: 1249532
Status: Confirmed

Personal data | Exchange/placement information | Grant information | Enclosures | **Decision**

Decision: Granted
Grounds for decision:
Amount of grant: 1,100

Installments
Search results 2

Status	Date of payment	IBAN Account number	€
Not paid		FI475846321002365485412	200.00 €
Not paid	15.08.2012	FI475846321002365485412	900.00 €



8. Grant Certificate

The **Grant Certificate** will appear on the **Enclosures tab** after your SoleGRANT application has been processed and approved.

You can download and print the Grant Certificate here.

N.B. You will need the grant certificate when dealing with authorities at the host country so remember to take it with you.

The screenshot shows the SoleGRANT application interface. At the top, there is a navigation bar with 'SoleGRANT' and a 'Logout' button. Below this, the University of Oulu logo and name are displayed. The main content area is titled 'Enclosures' and contains a 'Return' button. The application details are as follows:

Application number	19367
Status	Approved
Last edited by	25.02.2012 12:55 / Honkanen Maire
Exchange application information	Application number: 1249532 Status: Confirmed

Below the details, there are tabs for 'Personal data', 'Exchange/placement information', 'Grant information', 'Enclosures', and 'Decision'. The 'Enclosures' tab is active. A message states: 'There are no enclosures needed for your application./> />'. Below this, there is a table with columns 'Enclosure type' and 'File':

Enclosure type	File
<input type="checkbox"/>	No enclosed files
<input type="checkbox"/>	Grant Certificate: Grant Certificate

A red circle highlights the 'Grant Certificate' link. To the right of this table, a box contains the text: 'You can print the Grant Certificate from here.' Below the table, there is an 'Additional information' section with a text area.

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