OULUN YLIOPISTO
UNIVERSITY of OULU

SoleGRANT Guide for Outgoing Exchange Students

If you neeed help, contact 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

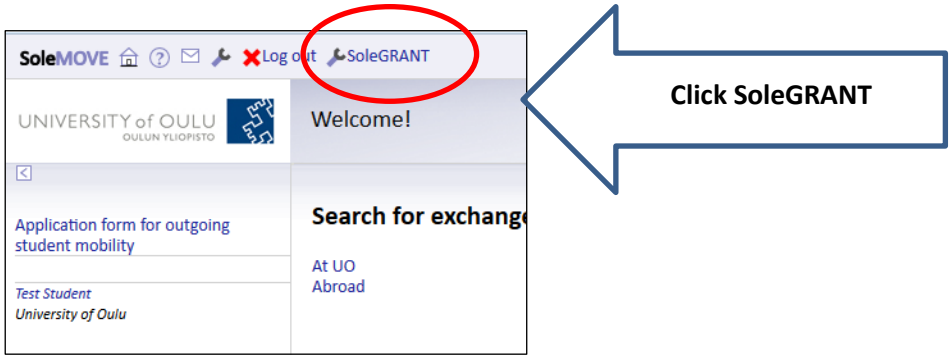
Start by logging in to SoleMOVE at: https://saas.solenovo.fi/solemove/

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.



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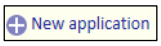
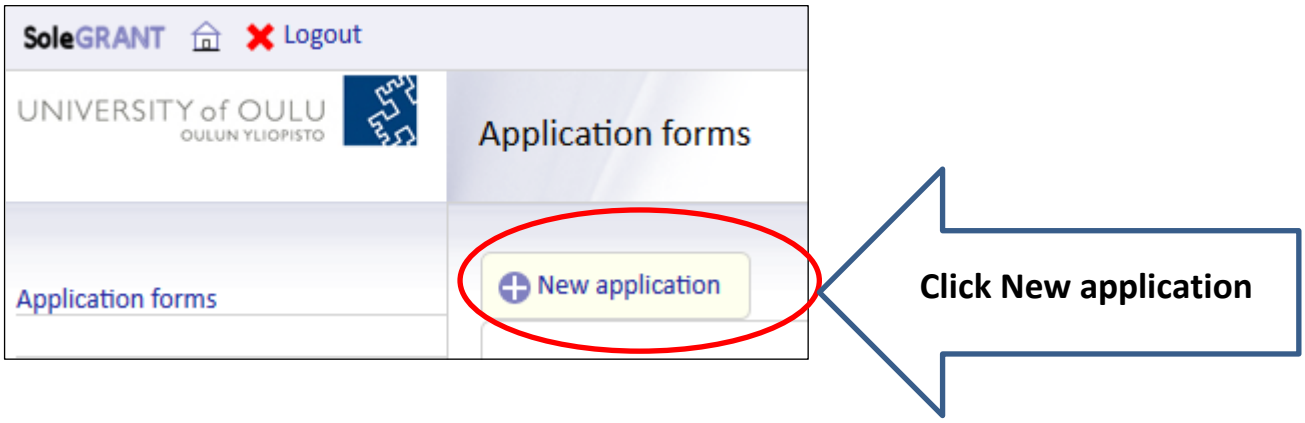
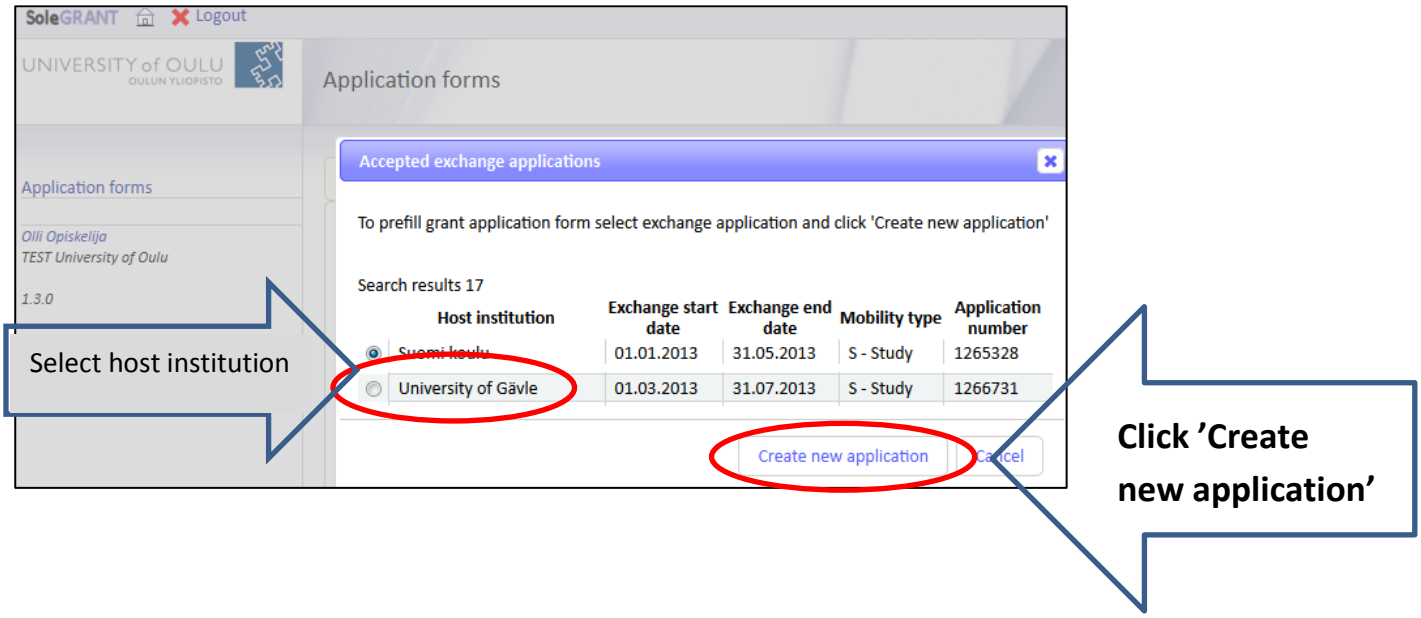
You are now at the start page of SoleGRANT. Next step is to click 



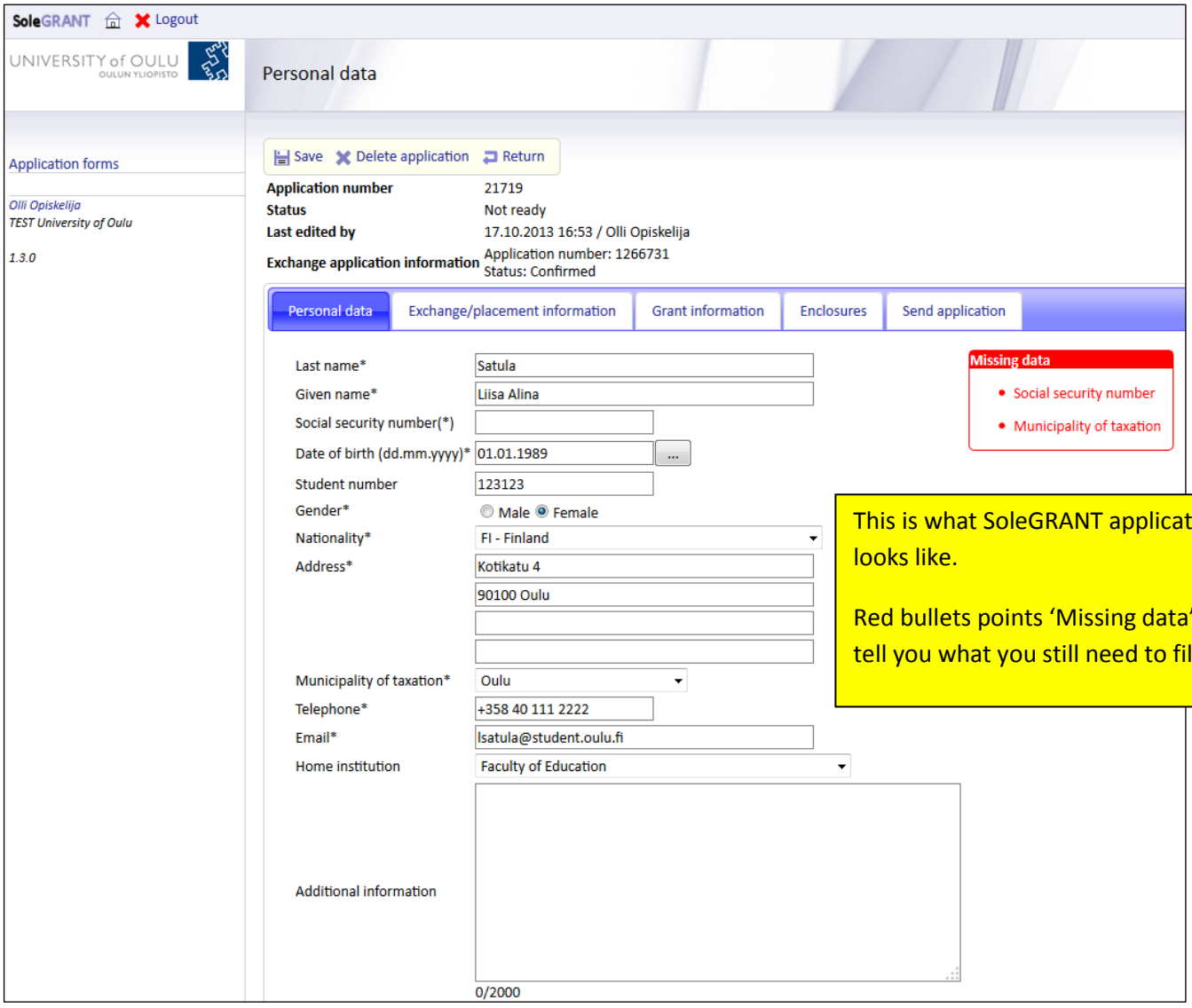
A pop-up opens on this page. Select the host institution where you have been confirmed as an exchange student. Click 'Create new application'.



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.



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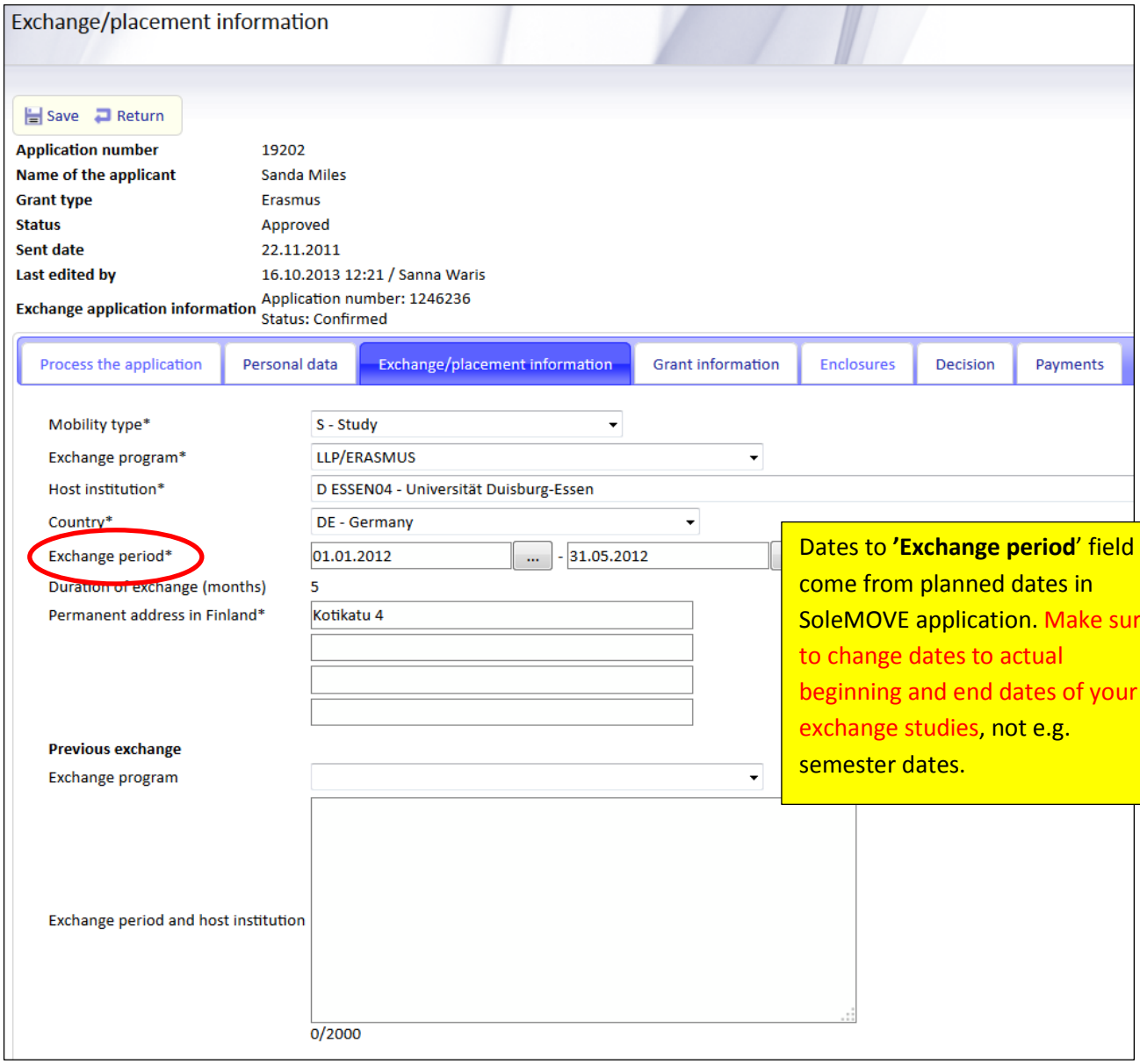
3. Exchange/placement information

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.



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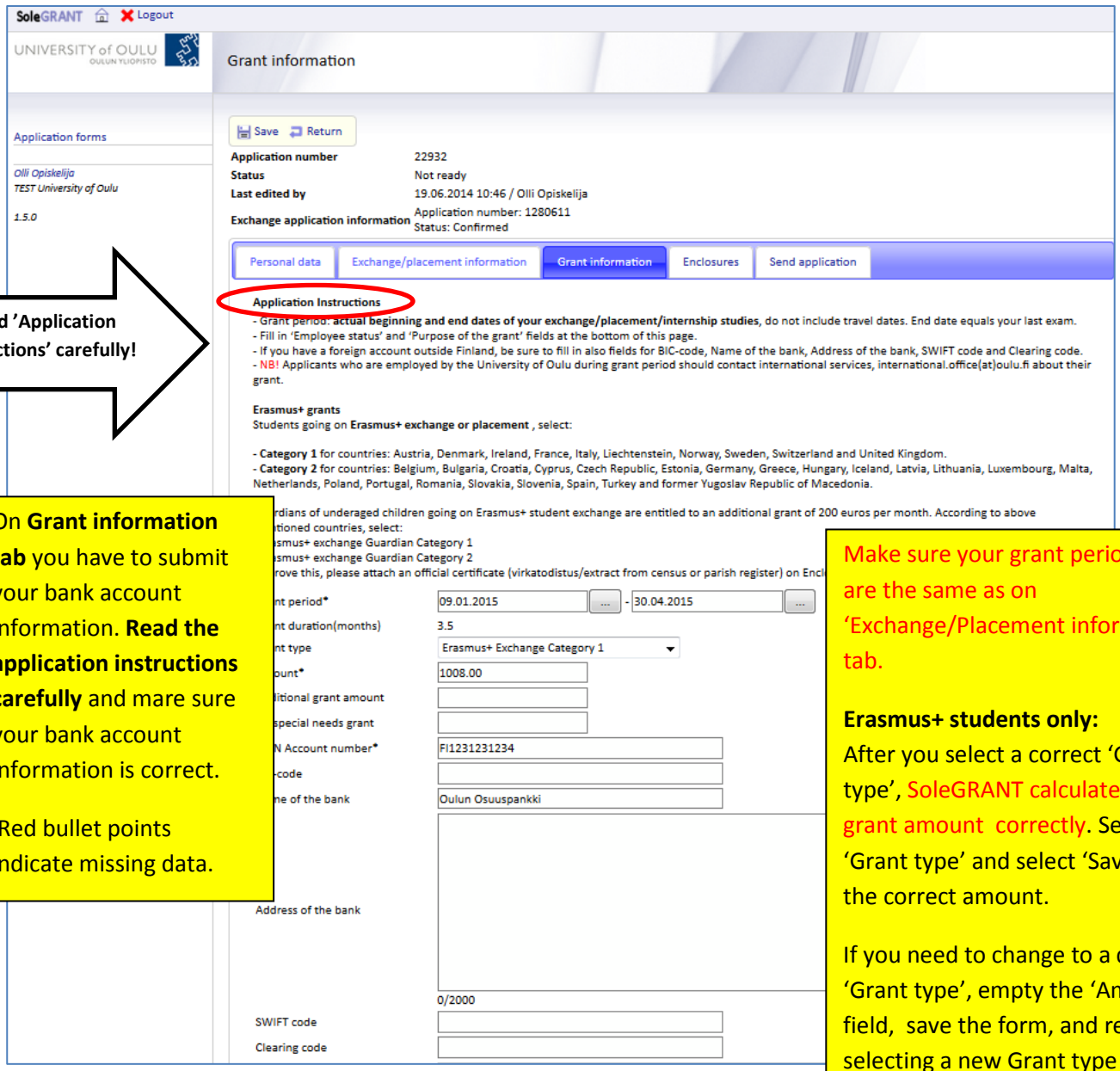
4. Grant information

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!

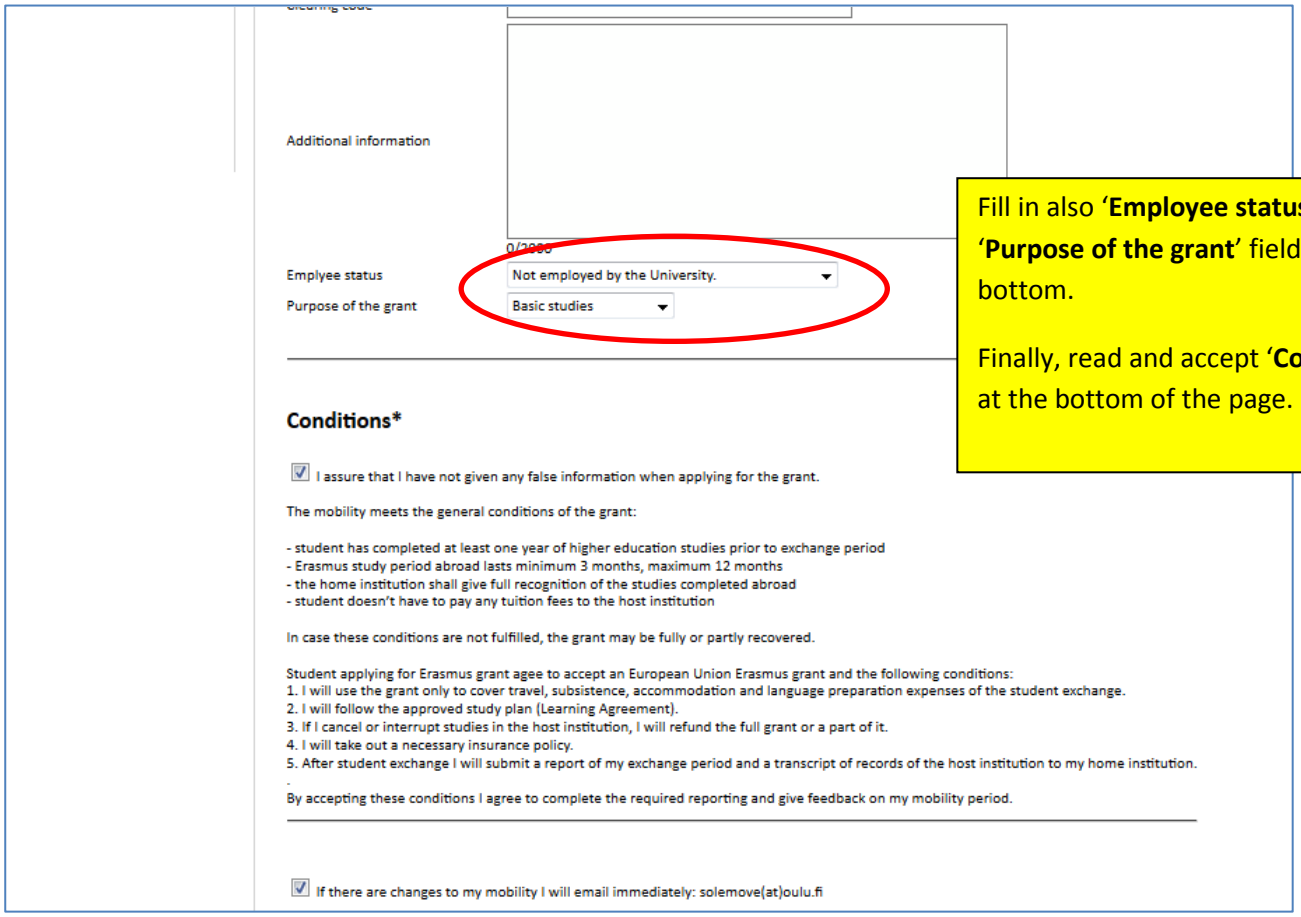
On **Grant information tab** you have to submit your bank account information. **Read the application instructions carefully** and mare sure your bank account information is correct.

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.,



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

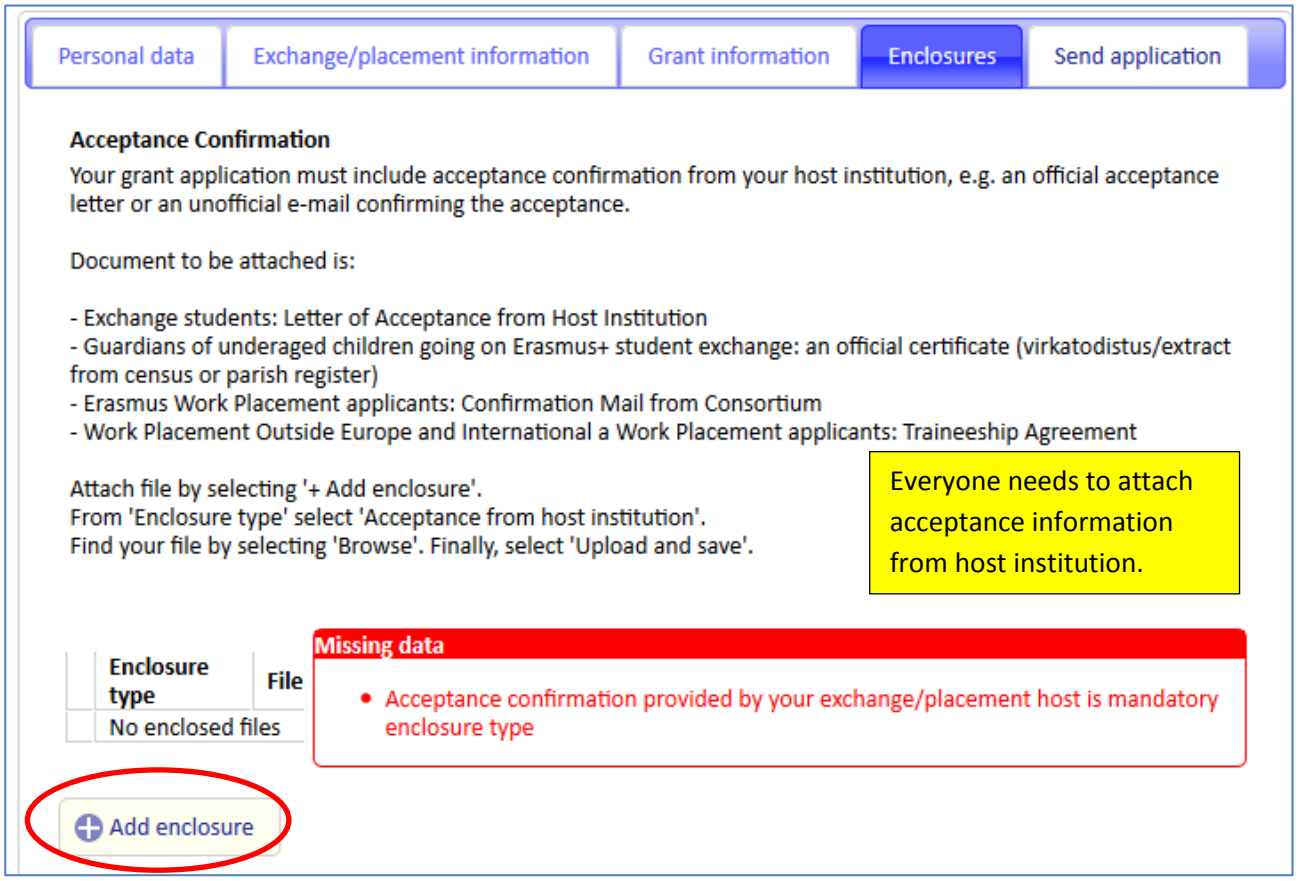
Finally, read and accept '**Conditions'** at the bottom of the page.

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).



From ‘Enclosure type’ select ‘Acceptance from host institution’.

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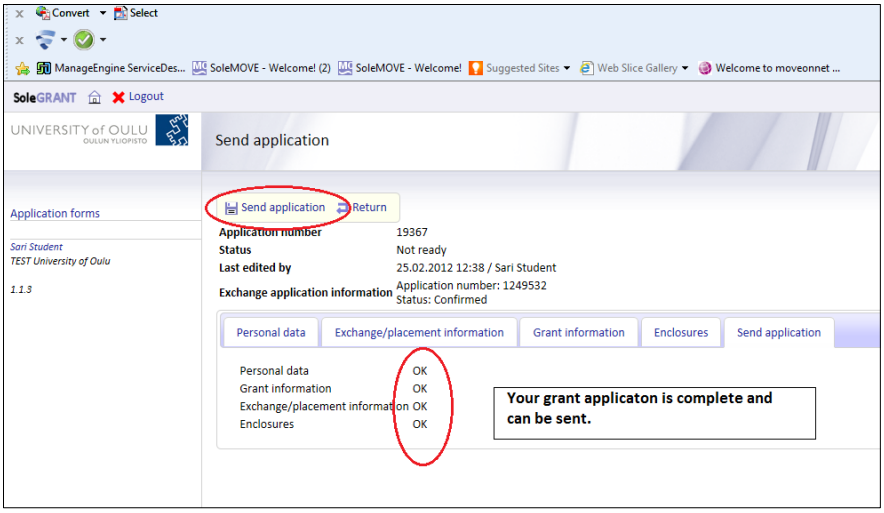
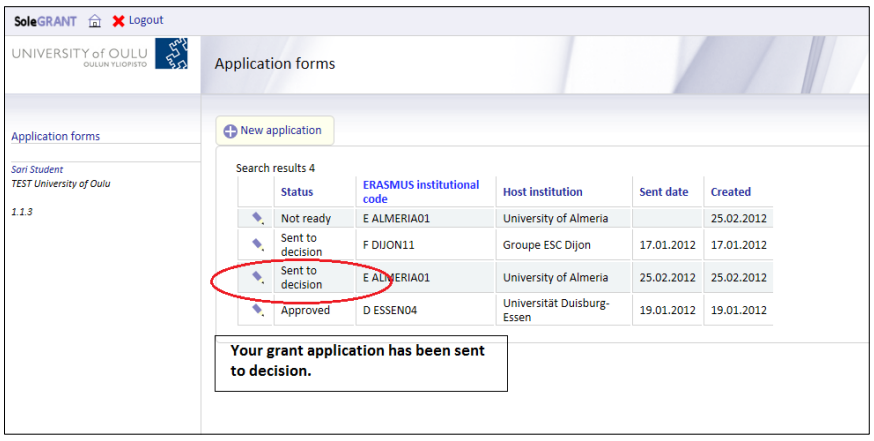
6. Sending Your Application

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.



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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

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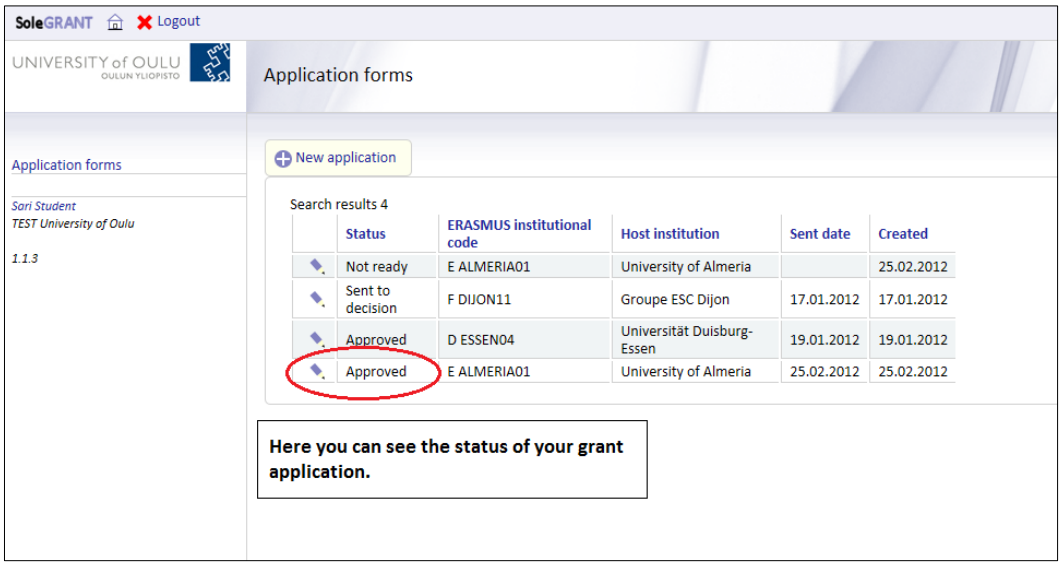
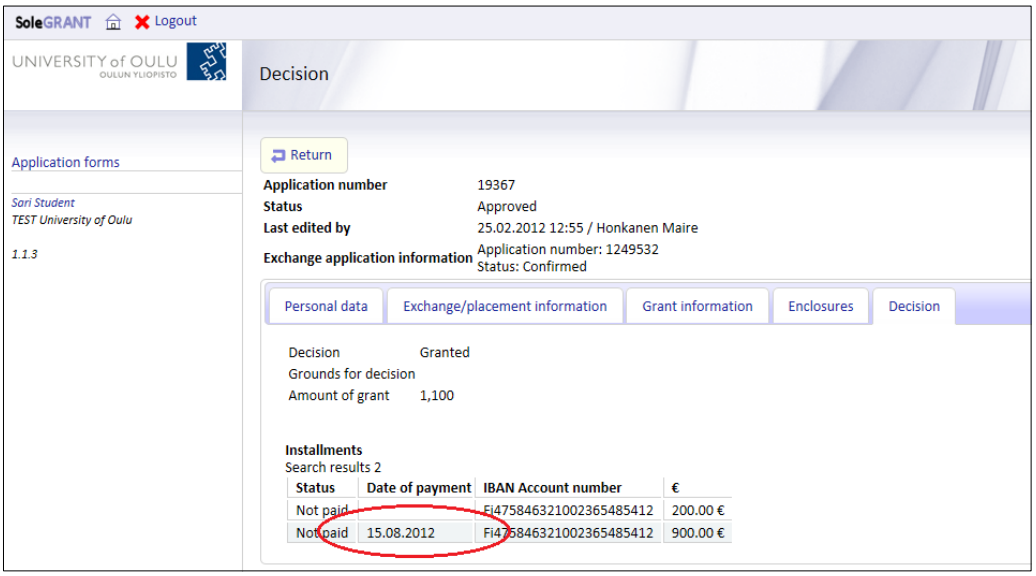
Click on the pencil icon to see the date of payment for your grant.

***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.*



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



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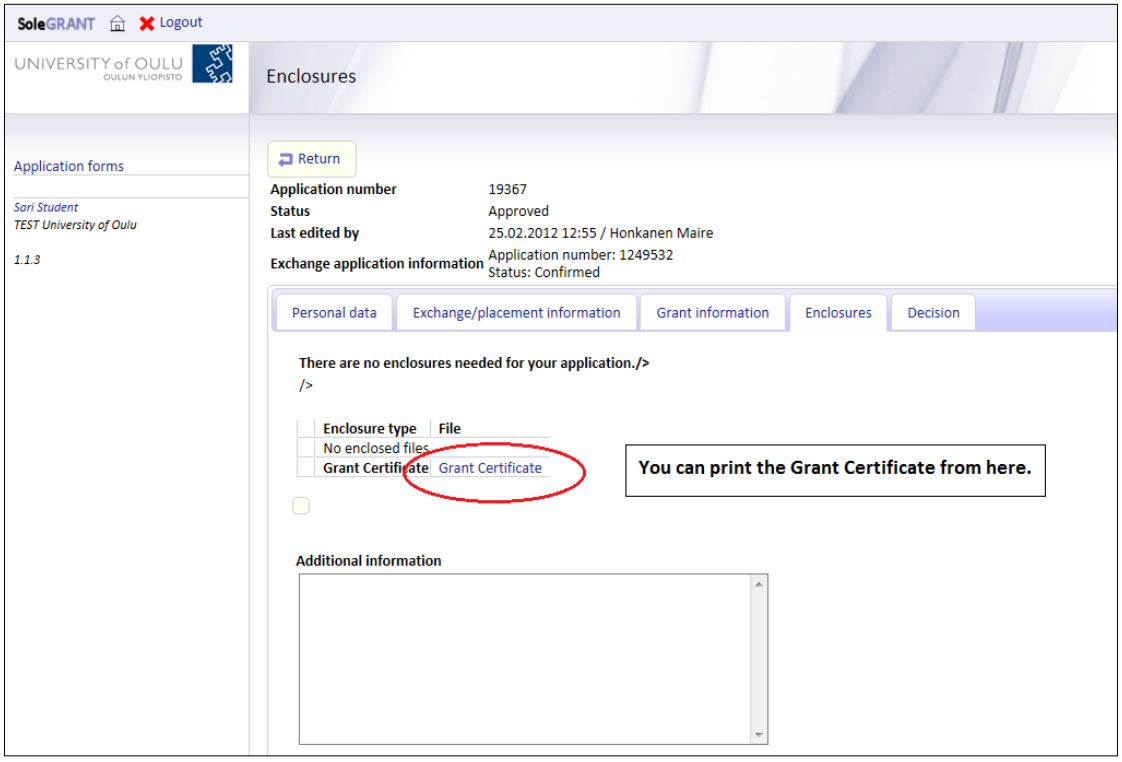
8. Grant Certificate

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.



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