

SoleMOVE – Replying to a message and editing the application on special request

SoleMOVE works best with the latest versions of the following web browsers

- Mozilla Firefox
- Internet Explorer

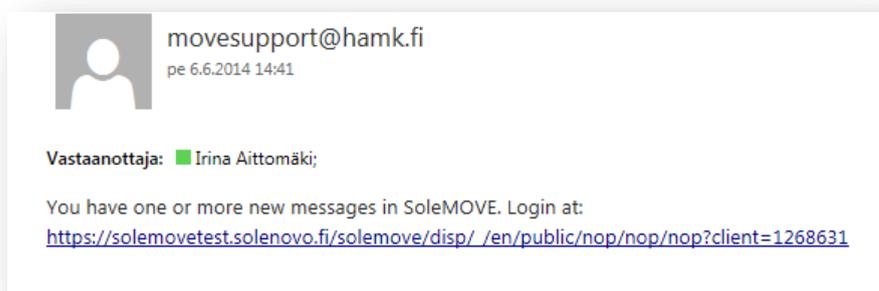
When using SoleMOVE, it is important to know SoleMOVE's basic functions.

BASIC FUNCTIONS IN SOLEMOVE

- Navigate only with the system's own return button  . Do not use the navigation buttons of your browser because the data you have inserted may get lost.
- These buttons appear in the system and they work by clicking
 -  shows you a list of options
 -  for editing information and uploading attachments
 -  info button
- Remember to save  the application after you have added new information.
-  indicates that data is missing. All required data must be filled in before you can send your application.
- You can make a pdf-file of your application at any point by clicking the pdf-icon  (it is recommended that you do this once you have completed the application)
- **After you have sent the application, you cannot make changes to it.**

INSTRUCTIONS FOR REPLYING TO AN ADDITIONAL INFORMATION REQUEST

1. Login to SoleMOVE via the link in the e-mail you received from movesupport(at)hamk.fi.



When you are logged in click *Application form for outgoing/incoming student mobility*.

2. You see the message you have received from HAMK's coordinator on Messages page.

Send Your application by	31.12.2014
Application number	1301774
Name of the applicant	Istudent, Istudent
Country of home institution	Finland
ERASMUS code of home institution	SF HAMEENL09
Home institution	HAMK University of Applied Sciences
Mobility type	S - Study
Status of application	Application received
Last edited by	06.06.2014 14:39:48 / Irina Aittomäki

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

Hint: Mark message as read to let the writer know you've seen it.
Hint: Adding a new message automatically marks all unread messages as read.

Add new

Click here to reply / add a new message

Irina Aittomäki 06.06.2014 14:41:18

Mark as read

Please add the learning agreement again. The file was damaged.

3. Click *Mark as read*. *Add new* field appears. Click the field and write your answer in the *Message* field and click *Save*.

Hint: Mark message as read to let the writer know you've seen it.
Hint: Adding a new message automatically marks all unread messages as read.

Add new

Message

I will add it again.

20/4000

Save

Irina Aittomäki 06.06.2014 14:41:18

Please add the learning agreement again. The file was damaged.

4. If you don't need to edit the form, send it back on the *Check and send application* page.

Editing the application on a special request

1. If you need to add some further information to your mobility form, do so as instructed in the Messages. If you need to add an enclosure again. Click the *Enclosures* tab.

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

Additional data
0/2000
Save

	Enclosure name	Enclosure info	Mandatory	Enclosed file
	Learning Agreement	Compulsory for all students	Yes	ohje_dokumenttien_lisays.txt
	Learning Agreement for 2nd choice	Compulsory for all students	No	
	Transcript of Records (from home institution)	Compulsory for all students	Yes	ohje_dokumenttien_lisays.txt
	Portfolio	Compulsory for design students	No	

Instructions PDF

2. Click the pencil icon to add a new enclosure or to replace an old enclosure.

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

Enclosure name Learning Agreement
Enclosure info Compulsory for all students
Mandatory Yes
File Browse... Enclosed file ohje_dokumenttien_lisays.txt
Last edited by 06.06.2014 14:37:53 / istudent

Upload file Delete enclosed file Previous enclosure Next enclosure Return Instructions

3. Choose *Browse* and find the right file from your computer. Once you have added the new file, click *Upload file*.
4. Remember to send the form back on the *Check and send application* page.