SoleMOVE

SoleMOVE works best with the latest versions of these 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 ⮐ Return . 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 💾 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 🖨 PDF (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.**

How to use SoleMOVE when you have returned from your exchange period

When you return from studies or work placement abroad

1. Log in to SoleMOVE

2. Choose your application form.

3. Go to the *After exchange* tab

4. Fill in all the statistical information. **Check** that the start and end dates of studies in the "*After exchange*" section are the same as the ones stated on the Letter of Confirmation (studies) or Transcript of Work (work placement)!

5. Scan and upload the following documents for **studies**:
   a. Letter of Confirmation
   b. Learning Agreement and possible Changes to Learning Agreement (signed by all parties)
   c. Transcript of Records (from host institution)
   d. ~~Study report~~ NOTE! Not obligatory starting from February 2015. If the system requires you to upload the study report, you can upload any document to replace it.

   OR

   Scan and upload the following documents for **work placement**:
   a. Transcript of Work (with exact start and end dates)

b. ~~Study report~~ <mark>NOTE!</mark> Not obligatory starting from February 2015. If the system requires you to upload the study report, you can upload any document to replace it.

6. Fill in the *Feedback* tab

   PLEASE NOTE WHEN SCANNING DOCUMENTS: Scan each document separately as a whole, i.e. if the document consists of more than one page, scan all the pages as one pdf file. Maximum file size is 10 mb.

7. Upload the required enclosures by clicking the pen at the bottom of the page. Then click *Browse…* and search for the document on your computer and upload it to the application. After this, click return. Do the same procedure with all the enclosures. **Make sure that all the necessary documents have been completed properly and have been signed.**

8. If there are no red signs on the application's tabs, you have saved the information and enclosures correctly.