

ONLINE APPLICATION: How to get started with the SoleMOVE system for international mobility

On the following pages you will find an explicit description on how to log in, fill in your data and send your application using SoleMOVE. Do not forget to save the different pages whenever you add and edit information. You can complete the application bit by bit. Everything you have filled in and saved will be stored in the system and you can continue where you left off the next time you sign in. **Once you have sent the application, it is no longer possible to make changes to it!**

We strongly recommend that you **use a computer** when working on SoleMOVE. **Notice! When using SoleMOVE on a tablet or mobile phone, not all functions are working correctly and not all items are displayed.**

SoleMOVE: https://saas.solenovo.fi/solemove/disp/_/en/public/nop/nop/nop

Important information regarding the online system and its functions

			
Navigation buttons	Save command	Edit Icon	Star icon
Always use the navigation command buttons for navigating in SoleMOVE. Do <u>NOT</u> use the back and forward arrows of your internet browser as this might cause data loss.	Please remember to “Save” your application every time after adding new information.	You can use the edit Icon to select which form or field to edit.	The small stars mark required information, you will need to fill in this information to send the application.

- SoleMOVE is available in English and in French. You can choose the language in the upper right corner.
- Please make sure you know which **attachments** are required for your application: Transcript of Records (in English), Motivation Letter (max. one page), Certificate of English Language Proficiency and a copy of the Learning Agreement (does not need to be signed yet). In addition, for Art & Design students: your Portfolio or a link to it.
- If you want, you can print out the completed application in PDF format. However,



it is not necessary to do so. Even after sending the application, you can still access it on SoleMOVE but not change it.

Let's get started!

Login procedure

Exchange destinations and feedback at | Exchange destinations Abroad and feedback

User activation

Save password and activate account

Input password to activate your account.

Username: bbrusdoejo3258

Name: Doe John

New password*

Re-enter new password*

Save password and activate account

Once you have received a confirmation e-mail from **noreply@solenovo.fi**, you can **activate your user ID by following the link in the e-mail.**

It may take a few seconds for the login page to appear, so please be patient.

Activate your user ID by saving a new password.
Please remember to **write down** your username and password!

Exchange destinations and feedback at LAY | Exchange destinations Abroad and feedback | Support email

Login

University of Lapland [LAY]

UNIVERSITY OF LAPLAND
LAPIN YLIOPISTO

Log in using: ?

Local

Username: bbrusdoejo3258

Password: Forgot password?

Log in

Please read our privacy policy.

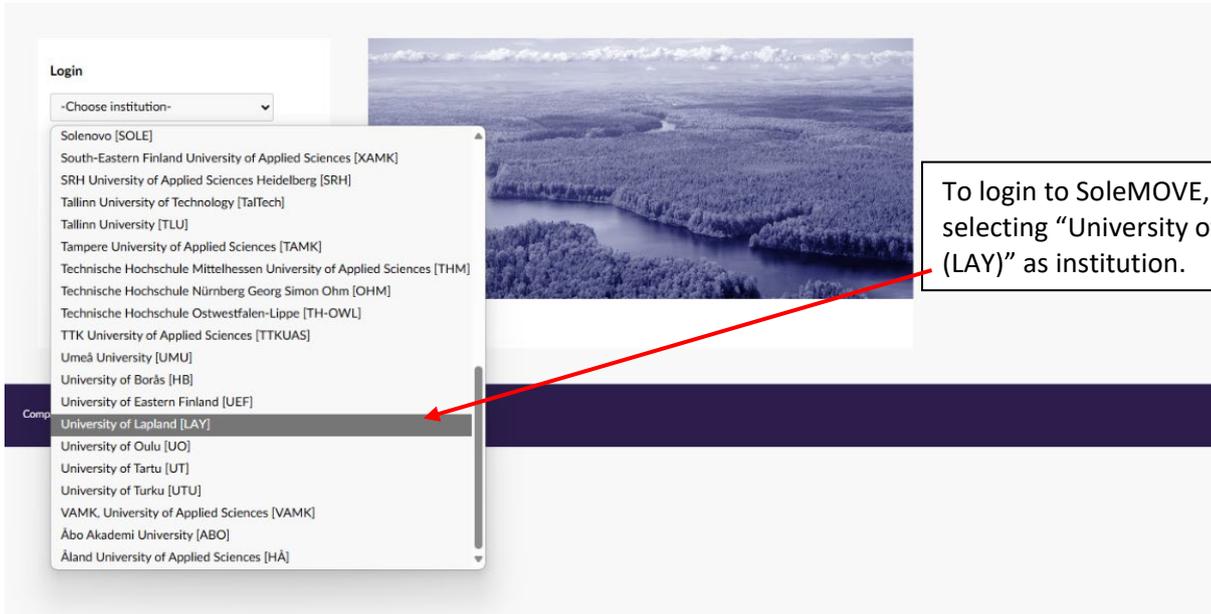
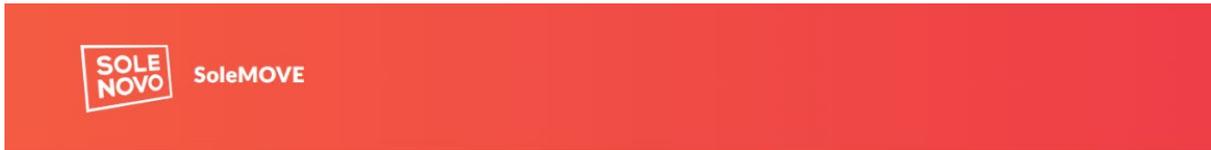
Notification

Your user account was successfully activated, you can now log in.

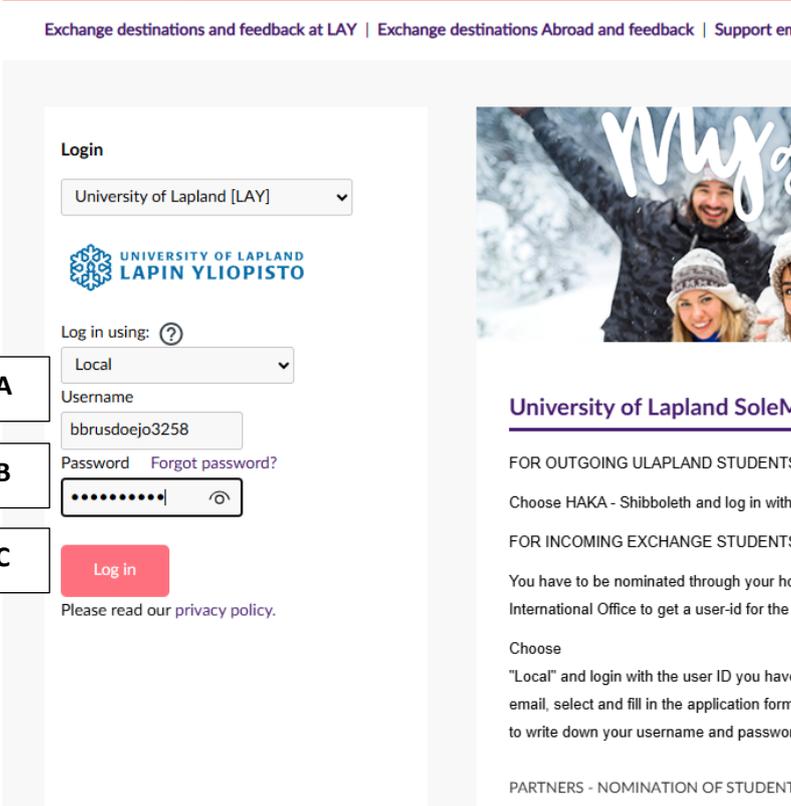
Close

You will receive the following notification after you successfully activated the account.

[Link to SoleMOVE: https://saas.solenovo.fi/solemove/disp/_/en/public/nop/nop/nop]



To login to SoleMOVE, start by selecting "University of Lapland (LAY)" as institution.



A Continue by selecting the "Local" login option.

B Next, enter your username and password.

C Click "Log in".

University of Lapland SoleMove

FOR OUTGOING ULAPLAND STUDENTS
Choose HAKA - Shibboleth and log in with your Student ID.

FOR INCOMING EXCHANGE STUDENTS TO ULAPLAND
You have to be nominated through your home university International Office to get a user-id for the application form.

Choose
"Local" and login with the user ID you have received via email, select and fill in the application form. Please remember to write down your username and password!

PARTNERS - NOMINATION OF STUDENTS TO ULAPLAND

Links

- > Courses for Incoming Exchange Students
- > Erasmus+ Mobility General Conditions Annex II to the Grant Agreement
- > Erasmus+ Student Charter Annex III to the Grant Agreement
- > Travel grants for outgoing students
- > Traineeship abroad



SOLE NOVO SoleMOVE

OK

By creating an exchange application in SoleMove I agree that I have read and accepted the SoleMove Privacy Policy, University of Lapland's SoleMove Privacy Policy is accessible in the SoleMove log-in page.
If you do not agree to the Privacy Policy, you can not create an exchange application in SoleMove system.

I accept

OK

Click the "I accept" box and confirm with "OK".

I accept

OK

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Click the "I accept" box and confirm

I accept
with "OK".





Making the application:



- Home
- Applications

My applications

Create new application

Application not ready Preliminary Application sent Application received Processing Sent for acceptance information sent Rejected Cancelled Confirmed Report completed

Showing 1-1/1

Status	Mobility type	Duration	Application number
	-	19.08.2025-19.12.2025	24466541

Showing 1-1/1

Open and upcoming application periods

Application period	Mobility type	Period is open
Autumn 2025 and Full Year 2025-2026	S - Study	03.03.2025-15.05.2025

Showing 1-1/1

On the home page you can find the application that was created for you based on the nomination of your home university.

Click the **edit icon** to start filling in the application.



Back to list Save

Application form for incoming student mobility

Basic information

A Mobility type *
S - Study

B Application period *
Autumn 2025 and Full Year 2025-2026 / 03.03.2025 00:00 - 15.05.2025 23:59 (Time zone Europe/Helsinki)

Next, set the basic information:

A Select the “S-Study” mobility type.

B Select the application period.

Good to know:

If a tab is colored orange, such as “personal data” in the picture below, this means that there is information missing.

If you save the tab with missing information, the system will color that field red.



- Home
- Applications

Back to list Save

03.03.2025 / 09:06:52 / Doe John

Instructions PDF

Application form for incoming student mobility

Application number 24466541	Applicant Doe, John	Mobility type S - Study	Application period Autumn 2025 and Full Year 2025-2026 03.03.2025 00:00 - 15.05.2025 23:59 (Time zone Europe/Helsinki)	Application status Application not ready
--------------------------------	------------------------	----------------------------	--	---

Personal data Home institution information Study information Current studies Enclosures Check and send application



Personal Data



[Back to list](#) [Save](#)

- Personal data**
- Home institution information
- Study information
- Current studies
- Enclosures

Personal data

Family name *	Given name *
<input type="text" value="Doe"/>	<input type="text" value="John"/>
Date of birth *	
<input type="text" value="02.02.2002"/>	
Gender *	
<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Nonbinary <input type="radio"/> Prefer not to say	
Citizenship *	If other, please specify
<input type="text" value="Belgium"/>	<input type="text"/>
Native language *	If other, please specify
<input type="text" value="Dutch"/>	<input type="text"/>
Email *	Phone number *
<input type="text" value="incoming@ulapland.fi"/>	<input type="text" value="+"/>
Address *	Postal code *
<input type="text" value="TheMiddleOf"/>	<input type="text" value="0000"/>
City *	Country *
<input type="text" value="Nowhere"/>	<input type="text" value="Belgium"/>

Check the pre-filled information for errors and enter the required information in the boxes.

Once you filled in all the information, click **save**.

[Save](#)

Contact person in case of emergency

Family name *	Given name *
<input type="text" value="Doe"/>	<input type="text" value="Jane"/>
Select language of communication *	Phone number *
<input type="text" value="English"/>	<input type="text" value="+000 000 000"/>
Email	
<input type="text" value="incoming@ulapland.fi"/>	
City *	Country *
<input type="text" value="Brussels"/>	<input type="text" value="Belgium"/>

Additional Information

Anything else we should know?

0 / 1000

[Save](#)



Home institution information.

SOLE MOVE

Home | Applications

Application number: 24466541 | Applicant: Doe, John | Mobility type: S - Study | Application period: Autumn 2025 and Full Year 2025-2026 | Application status: Application not ready

Progress: Personal data | **Home institution information** | Study information | Current studies | Enclosures | Check and send application

Home institution information

Name of the home institution: B BRUSSEL01 VRIJE UNIVERSITEIT BRUSSEL

Address: Pleinlaan 2 | Postal code: BRUSSELS

Country: Belgium

EXCHANGE COORDINATOR

Family name *: Joe | Given name *: Doe

Email *: emailfromyourcoordinator@institution.be

Buttons: Back to list, Save

Next, complete the information about your **exchange coordinator at your home university**.

Click **save**.

Save

Study Information (at ULapland).

Progress: Personal data | Home institution information | **Study information** | Current studies | Enclosures

Study information

Exchange program *: Erasmus+

Duration of your exchange *: [dropdown menu]

Start date: [calendar icon] | End date: [calendar icon]

YOU ARE APPLYING TO

Faculty: SF ROVANIE01 Faculty of Law | Study field: [text input]

EU subject area *: 0421 - Law

For Art & Design: Which study module you are choosing? [text input]

Buttons: Back to list, Save

Under the study information tab, we ask you about the studies at ULapland.

A Choose the correct **exchange duration** from the list.

B Next, choose **the faculty and EU subject area** you apply for from the list.

Click **Save**.

Save

Note: The options come from the agreement between ULapland and your home university. The advisors at ULapland can change the option after you send your application if this is needed.



Current study information.

03.03.2025 / 09:17:45 / Doe John

Application form for incoming student mobility

Application number 24466541	Applicant Doe, John	Mobility type S - Study	Application period Autumn 2025 and Full Year 2025-2026 03.03.2025 00:00 - 15.05.2025 23:59 (Time zone Europe/Helsinki)
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Personal data Home Institution Information Study information **Current studies** Enclosures

Current studies

A Degree/diploma you are studying for *	B Field of study/major subject *
1 - Bachelor	Teacher Training
C Number of higher education years completed prior to your exchange in total *	D Language of instruction at home institution (if not mother tongue)
2	Dutch

Language knowledge

[Add language](#)

[Save](#)

Under current studies, we ask about the studies at your home university.

A Enter the level of your current studies. (You must have completed a Bachelor's degree before choosing a Master's degree).

B Enter the field of studies/your major subject.

C Provide the years of study prior to the exchange.

D Indicate the language of your studies.

Click **save**.



SOLE MOVE

Home 03.03.2025 / 09:17:45 / Doe John Back to list Save

Applications Instructions PDF

Application form for incoming student mobility

Application number: 24466541 Applicant: Doe, John Mobility type: S - Study Application period: Autumn 2025 and Full Year 2025-2026

Personal data Home Institution Information Study information **Current studies** Enclosures

Current studies

Degree/diploma you are studying for *	Field of study/major subject *
1 - Bachelor	Teacher Training
Number of higher education years completed prior to your exchange in total *	Language of instruction at home institution (if not mother tongue)
2	Dutch

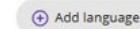
Language knowledge

[Add language](#)

[Save](#)

Add your language skills.

Click **Add Language**.



Click **save**. Both in the specific field as in the entire tab.





Adding enclosures.

Back to list

Save

Enclosures

Additional information

I used the PDF of OLA in my application.

40 / 2000

Download all

Motivation Letter for incoming mobility *

Short letter of max A4. Please describe your study choices. Why is it beneficial for your future?

Enlosure test.docx 03.03.2025 09:36 Doe John

Transcript of Records incoming mobility *

English version of your academic records.

Enlosure test.docx 03.03.2025 09:36 Doe John

Learning Agreement - Before Mobilty - Incoming mobility *

Your proposed study plan for the exchange period. PDF copy of your OLA. No signatures needed at this stage. Minimum of 25 ECTS per semester.

Enlosure test.docx 03.03.2025 09:36 Doe John

Certificate of English Language Proficiency *

Students must have sufficient knowledge of English, both oral and written, for academic studies. Required level: CEFR B2 / IELTS 6 / TOEFL iBT 87 or equivalent. Students must prove their English skills (e.g. with a transcript of records, letter from the home university or official language test).

Enlosure test.docx 03.03.2025 09:36 Doe John

Upload the required enclosures from your device.

Make sure to name them well in advance.

Select "Choose File" and open the correct file on your device. Do so for each enclosure.

When done, click **Save**.

Save

Note: You can delete files by clicking the X next to the file information.



Sending the application.

Application form for incoming student mobility

Application number 24466541	Applicant Doe, John	Mobility type S - Study	Application period Autumn 2025 and Full Year 2025-2026 03.03.2025 00:00 - 15.05.2025 23:59 (Time zone Europe/Helsinki)	Application status Application not ready
--------------------------------	------------------------	----------------------------	--	---

Progress bar: Personal data (orange), Home institution information, Study information, Current studies, Enclosures, Check and send application (orange)

Check and send application

Personal data	OK
Home institution information	OK
Study information	OK
Current studies	OK
Enclosures	OK

Changes

Type	Info	Last changed by
Attachment	Enclosure test.docx	Doe John
Attachment	Enclosure test.docx	Doe John

Check and send application

Personal data	Incomplete
Home institution information	OK
Study information	OK
Current studies	OK
Enclosures	OK

Text boxes:

Before sending your application, the system will ask you to **check all information again**. Please do so very carefully!

If there is missing information in one of the tabs, the tab will be **orange** and there will be an **"incomplete"** status in the final tab.

If all information is complete "OK" will appear.

To finalize the application, click **Send**.

Keep in mind:

- You can't send your application until you have completed all sections of the application and attached the required enclosures.
- The University of Lapland will not be able to see your application until you have sent it.
- Note that even if your application contains small mistakes, we won't reject it instantly. We will ask for clarifications if needed.
- Please note that you cannot make changes to the application after it has been **Status**

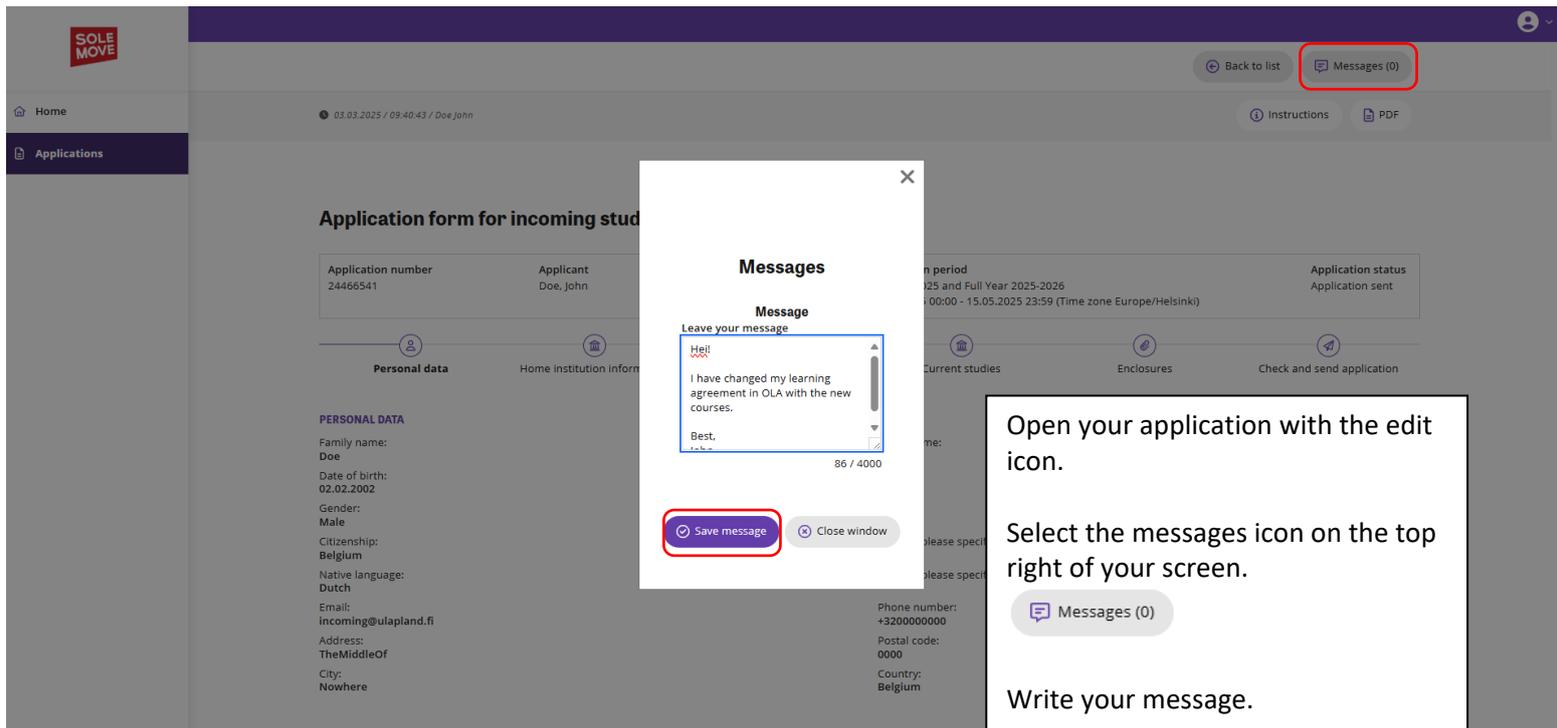
Congratulations! You have now successfully sent your application.

On the home page, the following status will be shown next to your application.

If we have comments or questions, we will contact you through the messaging tool in SoleMOVE.

Read below how to send a message.

Sending a message.



Open your application with the edit icon.

Select the messages icon on the top right of your screen.

Write your message.

Click **Save message** to send it.