

## SoleMOVE

# **Application for Incoming Students**



### Activate your user account here:

https://saas.solenovo.fi/solemove/disp/\_/en/useractivation/nop/nop/nop?hash=a715 39126543227b758959951e24ce17

Choose a password to activate the account:

Name	Müller Anna
New password*	
Re-enter new password*	



#### Choose Bochum University of Applied Science on the SoleMove start page: https://saas.solenovo.fi/solemove/disp//2\_/en/public/nop/nop





#### Now you can log in



RO Hochsel	hulo
TECHNIK WIRTSCHAFT GESUNDHEIT	1
Log in using: 🧿	
Local	~
Username	
Password Forgot passwor	d?
Log in	





#### Create your application

 Click on the pen icon for starting your application







### Fill in your application form

						Back to list     Save	Save to
	Application form f	or incoming student I	mobility				continue
	Application number 25014644	Applicant Student, Test	Mobility type S - Study 🖉	Application period Winter semester + Academic Year 2023 01.04.2025 00:00 - 15.05.2025 23:59 (T	5/26 ime zone Europe/Berlin) 🕜	Application status Application not ready	next part
	<u>ြို</u> Personal data	A Home institution information	Study information	Current studies	Enclosures	Check and send application	
	Last name *						
the fields	Given name *						
with (* )	Date of birth *						



## Continue to fill in your application form

	Personal data	(m) Home institution information	Study information	Current studies	Enclosures	(d) Check and send application	
	main Home institution     Name of the home institut     FSEVILLAGE LINIVERSITY OF	tion					And save it in the right
	Address Avda. Ciudad Jardin 20-22 Postal code	2 2					hand corner to continue
	41005 City Seville						with the next part
	<b>Country</b> Spain						
Fill in all the fields with ( * )	Last name *	Aluk					



Study information: indicate if you participate in a Double Degree program (only possible for the universities, which have relevant agreement with Bochum UAS)

	Personal data Home institution information Study information Current studies	
	figure and the second sec	Always save
	Erasmus programme countries	it in the
Fill in all	Duration of exchange * Type to search	right hand
the fields	Start date End date	corner to
with ( * )	Duration of exchange in months	continue
	YOU ARE APPLYING TO Department *	with the
Double degree	Double degree Yes No	next part
yes or no?	Additional information	



Current studies: add your language knowledge in English and German (if you do not speak German, please choose A1)





- Enclosures: upload all necessary files!
- If you are not able to submit your health insurance certificate with the application, you can do it later, <u>but before your enrolment</u>.
- Enrolment without sufficient health insurance is not possible!

@ Enclosures		
Additional information		
Passport *		
Copy of your passport/ID		
Choose file		
Photo *		
Photo in a passport format		
Choose file		
Cartificate of Enrolment *		
Copy of your certificate of enrolment/student card		
Choose file		
Transcript of Records Home University *		
Current Transcript of Records issued by your home university		
Choose file		

German and/or English language certificate depending on the requirements of your department	
Choose file	
Language certificate 2	
German and/or English language certificate depending on the requirements of your department	
Choose file	
Data sheet *	
Completed document that you received with your user ID	
Choose file	
Bachelor's Degree	
in case of Master students	
Choose file	
Health insurance	
Copy of your EHIC card (EU) or A/T11 certificate (Turkey) or other health insurance	
Choose file	



### > Have you completed everything? Then send your application!

(i) Instructions	DF
Application form for incoming student mobility	
Application number         Applicant         Mobility type         Application period         Application statu:           25014644         Student, Test         S - Study @         Winter semester + Academic Year 2025/26         Application not re           01.04.2025 00:00 - 15.05.2025 23:59 (Time zone Europe/Berlin) @          Application not re	s ady
Personal data Home institution information Study information Current studies Enclosures Check and applicati	on



> You will receive a confirmation E-Mail after sending your application

As soon as your application is accepted, you will receive an E-Mail with the Letter of Acceptance

Important: in this E-Mail you will find a link where you must confirm or cancel your accepantace!



## Select your application and click the pen icon

SOLE MOVE					
ᢙ Home	Applications				
Applications	Create another ap     Application not ready     Acceptance information	plication <ul> <li>Preliminary Application sent</li> <li>Rejected Concelled</li> </ul>	<ul> <li>Application received          <ul> <li>Processing</li> <li>Sent for ac</li> <li>Confirmed</li> <li>Report completed</li> </ul> </li> </ul>	cceptance 🕠 Information requested by department 🥝 Accepted	1
	Showing 1-1/1 <	1 >		Sort: Select	$\checkmark$
	Status	Mobility type	Duration	Application number	
	e ( <mark>)</mark>	S - Study	01.09.2025-31.08.2026	25014644	Ľ
	Showing 1-1/1 <	1 >			



## $\succ$ Confirm the acceptance

			G	Back to list 📀 I co	nfirm 🛞 I cancel my appli	cation 📮 Messages (0)
						(i) Instructions
Application form	for incoming stud	lent mobility				
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#### > After that, please go to "decision" and fill in

RIVAL INFORMATION				
formation package arrival confirmation				
Yes, I have received the information package	No, I have not received the information package			
Arrival date				
<b></b>				
urival information				
	0 / 2000	20 20		
EDVICES OF THE INTERNATIONAL OFFICE				
		_		
bo you want to apply for accommodation in a si	duent dormitory? (TES of NO) =			
Do you want to apply for a German language co	urse? (YES or NO) *			
oo you need help in opening a German bank ac	:ount? (YES or NO) *			
				]

If you do not know your arrival date yet, you can submit this information later

#### If you have any questions, please contact incoming@hs-bochum.de