

User Guide SoleMOVE

1. Activate your user account via the link, which you received in the email “Instructions for entering Your Exchange Application”

Please apply via our application portal SoleMove. You can activate your User account in this address:

https://solemovetest.solenovo.fi/solemove/disp/_/en/useractivation/nop/nop/nop?hash=3332f775c36d9b7721c579f029a6e1c9

2. Choose a password and activate the account

Username

fitommülle5066

Name

Müller Anna

New password*

Re-enter new password*



Save password and activate account



3. Choose Bochum University of Applied Science on the start page (SoleMove start page:

https://saas.solenovo.fi/solemove/disp//2_/en/public/nop/nop)



SoleMOVE

Login

-Choose institution-

- Choose institution-
- Ansbach University of Applied Sciences [HSAN]
- Bochum University of Applied Sciences [BO]
- Centria University of Applied Sciences [CENTRIA]
- Estonian University of Life Sciences [EMU]
- Häme University of Applied Sciences [HAMK]
- IMT Mines Albi [IMTMAC]
- Kajaani University of Applied Sciences [KAMK]
- Lapland University of Applied Sciences [LaplandUAS]
- LAUREA University of Applied Sciences [LAUREA]
- Lund University [LU]
- Novia University of Applied Sciences [NOVIA]
- Politehnica University of Timisoara [UPT]
- Riveria [Riveria]
- Satakunta University of Applied Sciences [SAMK]
- Seinäjäoki University of Applied Sciences [SeAMK]
- Solenovo [SOLE]
- South-Eastern Finland University of Applied Sciences [XAMK]
- Tallinn University of Technology [TalTech]
- Tallinn University [TLU]

4. Choose “Log in using” **Local** and login with your account

Exchange destinations and feedback at BO | Exchange destinations Abroad and feedback

TEST
Login

TEST Bochum University of Applied Sciences

Hochschule Bochum
Bochum University
of Applied Sciences

BO

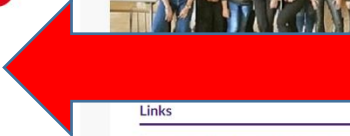
Username
ftomsmith1695

Password [Forgot password?](#)

Log in

Links

First information for Exchange students at to Bochum University of Applied



5. Choose S-Study and save afterwards

SOLE NOVO SoleMOVE Log out

TEST
TEST Bochum University of Applied Sciences

Application form for incoming student mobility

Application form for short student mobility

Smith Emily

Personal data

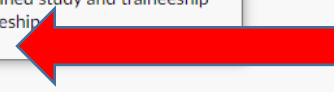
Save

Personal data

Mobility type*

Save

C - Combined study and traineeship
P - Traineeship
S - Study



6. Fill in the fields with *

Application form for short student mobility

Schmidt Peter

Country of home institution Finland
ERASMUS code of home institution FI TOM01
Home institution University of Tomorrow Bachelor
Mobility type S - Study
Status of application Application not ready
Last edited by 31.05.2022 15:51:10 / Schmidt Peter

Personal data **Study information** **Current studies** **Enclosures** **Check and send application**

Mobility type* S - Study

Duration of your exchange*
☒ Wintersemester 2022/23, 01.09.2022 - 28.02.2023
☐ Summer Semester 2022, 01.03.2022 - 31.08.2022
☐ Whole year, 01.09.2021 - 31.08.2022
☐ Other, please specify

Duration of exchange in months 6,00

Last name* Smith

Given name(s)* Emily

Date of birth(dd.mm.yyyy)* 01.01.2000

Gender* ☐ M - Male ☒ F - Female ☐ N - Non-binary ☐ X - Prefer not to say

Nationality* FI - Finland ☐ Place of birth*

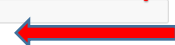

Native language*

Permanent address*

Update you date of birth

Missing data:

- Native language*
- Permanent address*
- Home institution: Address*
- Departmental coordinator: Name*
- Departmental coordinator: Email*
- Institutional coordinator: Name*
- Institutional coordinator: Email*

6.1 You can always see in the red Box what is missing!

6.2 Save at the end and continue with the next part -> **Study Information**

7. First Click on the pen and then the second window will open

7.1 Choose your Department, save and close

7.2 Choose if you participate in the double degree program (only possible for the universities, which have relevant agreement with Bochum UAS)

7.3 Choose if you want to apply for housing. The International Office can support you with reserving a room in one of the student halls of AKAFÖ: <https://www.akafoe.de/wohnen> (Single rooms with shared facilities). More information you will receive after the application period.

7.4 Save at the end and go to -> **Current studies**

The image shows a screenshot of an application form for Hochschule Bochum. The form has a purple header with tabs: Personal data, Study information, Current studies, Enclosures, and Check and send application. The 'Study information' tab is active. The form contains several sections: 'Exchange program' with a 'Double degree' checkbox; 'You are applying to' with a 'Department*' dropdown and an 'Additional information' text area; and 'Are you applying for housing on campus?' with a question mark icon and two radio button options. A red arrow points to the 'Additional information' text area. A red box labeled 'Missing data:' contains two bullet points: 'You are applying to: Department*' and 'You are applying to: Are you applying for housing on campus?'. Below the form, there are buttons for 'Save', 'Instructions', and 'PDF'. To the right, a 'Department' selection window is open, showing a search bar and a table with columns 'Name', 'Address', and 'Country'. The table lists two departments: 'Business and Management' and 'Sustainability', both located in 'DE - Germany'. The window has a 'Cancel' button and a 'Save and close' button.

Exchange program
Double degree

You are applying to
Department*
Additional information

Erasmus programme countries
☐

0/1000

Are you applying for housing on campus?*

☐ Yes, I am enclosing the housing application to the application
☐ No, I am applying for housing through other means

Missing data:

- You are applying to: Department*
- You are applying to: Are you applying for housing on campus?*

Save Instructions PDF

Department

Search all

	Name	Address	Country
<input type="checkbox"/>	-> Business and Management		DE - Germany
<input type="checkbox"/>	-> Sustainability		DE - Germany

Cancel Save and close

View 1 - 2 of 2

8. Fill in everything with * (information on your current studies at the home university)

8.1 Language knowledge: indicate you German AND English level. If you do not speak German, please choose level A1

8.2 Save!

8.3 Continue with Enclosures

Personal data
Study information
Current studies
Enclosures
Check and send application

Degree/diploma you are studying for* ☒ 1 - Bachelor ☐ 2 - Master ☐ 3 - Doctorate

Field of study/major subject*

Number of semesters completed so far*

Language knowledge (German AND English)*
See European language levels here (check the PDF): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Language	Language proficiency
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Save
Instructions
PDF

9. Attach all necessary files

9.1 Upload the file and then you can choose next enclosure

9.2 If you are not able to submit your health insurance certificate with the application, you can do this later, until the enrolment at the latest.

Enrolment without sufficient health insurance is not possible!

More information regarding health insurance here:

<https://www.hochschule-bochum.de/en/uas-bo/wichtige-einrichtungen/international-office/wege-an-die-bo/exchange-students/basic-information/translate-to-englisch-krankenversicherung/>

9.3 Save!

Personal data
Study information
Current studies
Enclosures
Check and send application

Additional data

0/2000

Save

Missing data:

- Passport
- Certificate of Enrolment
- Language Certificate
- Photo

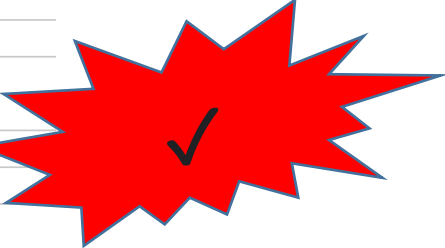
Enclosure name	Enclosure info	Mandatory	Enclosed file
Passport	Copy of your passport/ID	Yes	
Certificate of Enrolment	Copy of your certificate of enrolment/student card	Yes	
Language Certificate	German B1/ English B1 (for Department of Business and Management, if ONLY courses taught in English will be selected).	Yes	
Bachelor's Degree	in case of Master studies	No	
Health insurance	Copy of your EHIC card (EU) or A/T11 certificate (Turkey)	No	
Photo	Photo in a passport format	Yes	


10. Check if everything is completed -> everything OK? Send application!


Personal data	Study information	Current studies	Enclosures	Check and send application
Personal data	OK			
Study information	OK			
Current studies	OK			
Enclosures	OK			

Changes

Type
Attachment
Attachment
Attachment
Attachment
Attachment
Attachment
Attachment
Attachment
Attachment







11. You will receive a confirmation email

Dear Anna Müller,

Thank you for sending your application for the exchange studies at Bochum University of Applied Sciences. We will check it and contact you soon with further information.

Login to SoleMOVE at: <https://solemovetest.solenovo.fi/solemove/displ/en/public/nop/nop/nop?client=1811306>

This is an automatic email, please do not answer it. With questions please contact the International Office (incoming@hs-bochum.de)

12. You will get an acceptance letter via email with all Information about the further steps!

Dear Anna Müller,

I am glad to inform you that you have been accepted as an exchange student at Bochum University of Applied Sciences (Department of Business and Management). Attached you can find your Letter of Acceptance and the preliminary academic calendar.

→ Please confirm or cancel your acceptance and insert your arrival information to the application in this address

<https://solemovetest.solenovo.fi/solemove/displ/en/public/nop/nop/nop?client=1811306>

If your arrival date and German address are not clear yet, you can skip these fields and complete this information later.

13. After you got the email, you should tap on the link (see Step 12) and login to your account.

13.1 Go to "Acceptance"

13.2 Choose "Yes, I have received the information package"

13.3 Confirm!

Personal data Study information Current studies Enclosures Check and send application Messages

Acceptance

Admission

Name Anna Müller
Department Business and Management
Period Wintersemester 2022/23, 01.09.2022 - 28.02.2023
Granted by /
Information package arrival confirmation ☐ Yes, I have received the information package

☒ I confirm ☐ I cancel my application ? Instructions PDF PDF

14. Fill out your arrival date and your German address → Save

If your arrival date and German address are not available yet, you can submit this information later

Admission

Name Anna Müller
Department Business and Management
Period Wintersemester 2022/23, 01.09.2022 - 28.02.2023
Granted by /
Information package arrival confirmation ☒ Yes, I have received the information package

Arrival information

Arrival date

Arrival information

0/2000

My address in Germany

Address

☒ Save ? Instructions PDF PDF

15. Check the Mail (from step 12) for further Steps!

→ With questions contact incoming@hs-bochum.de