

SoleMOVE

Application for Incoming Students

➤ Activate your user account here following the link you received in the E-Mail

➤ Choose a password to activate the account:



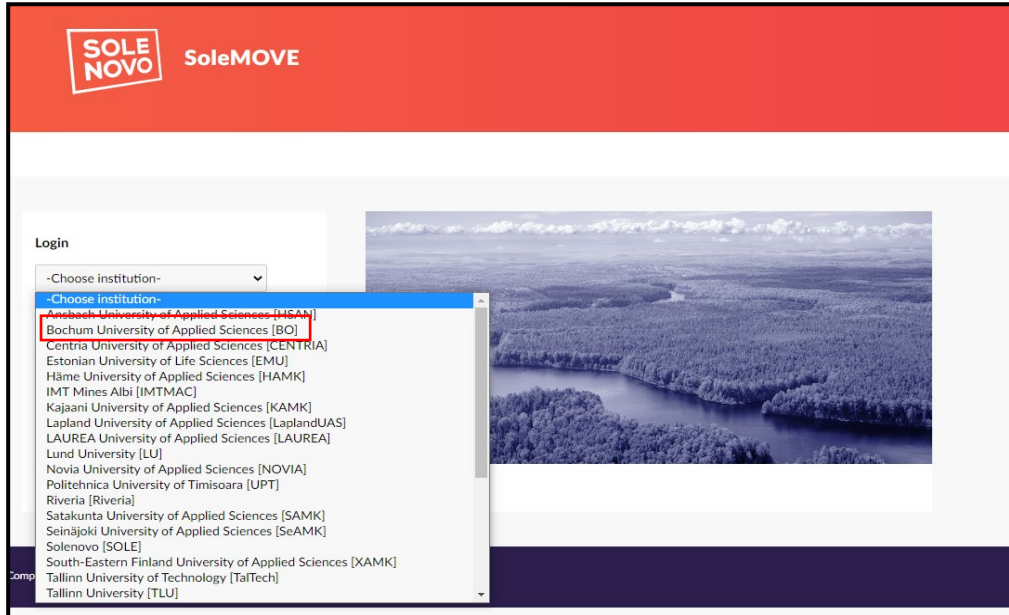
User activation

New password

Confirm new password

Save

- Choose Bochum University of Applied Science on the SoleMove start page:
<https://saas.solenovo.fi/solemove/dispatch/2/en/public/nop/nop>



➤ Now you can log in

Choose „Local“



Log in with
your account



Login

Bochum University of Applied Sciences ▼

BO Hochschule Bochum
TECHNIK
WIRTSCHAFT
GESUNDHEIT

Log in using: ?

Local ▼

Username

Password [Forgot password?](#)

Log in

[Datenschutzerklärung für Outgoing Studierende.](#)
[Privacy policy for incoming students.](#)



Welcome!

WELCOME AT THE BO PORTAL!

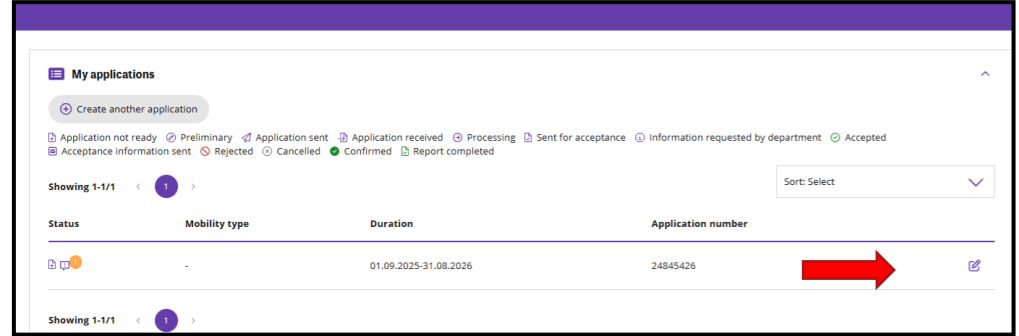
- To outgoing students, who want to go abroad and apply for one or two semester(s) at one of our partner universities

Links

- › [Information outgoing students](#)
- › [Information](#)

➤ Create your application

1. Click on the pen icon for starting your application



2. Fill in the basic information

Choose mobility type: S-Study!
Then choose your application period

The screenshot shows a form titled 'Application form for incoming student mobility'. The 'Basic information' section has two dropdown menus. The first is 'Mobility type *' with 'S - Study' selected. The second is 'Application period *' with 'Winter semester + Academic Year 2025/26 / 30.04.2025 00:00 - 15.05.2025 23:59 (Time zone Europe/Berlin)' selected. A red arrow points from the text 'Choose mobility type: S-Study!' to the first dropdown. Another red arrow points from the text 'Then choose your application period' to the second dropdown.

3. Save it!



➤ Fill in your application form

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

Application form for incoming student mobility

Application number 25014644	Applicant Student, Test	Mobility type S - Study 🔗	Application period Winter semester + Academic Year 2025/26 01.04.2025 00:00 - 15.05.2025 23:59 (Time zone Europe/Berlin) 🔗	Application status Application not ready
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 **Personal data**

 Home institution information

 Study information

 Current studies

 Enclosures

 Check and send application

 **Personal data**

Last name *

Given name *

Passport number

Date of birth *

Save to
continue
with the
next part

Fill in all
the fields
with (*)

➤ Continue to fill in your application form

The screenshot shows a web application form with a progress bar at the top. The progress bar has six steps: 'Personal data' (active), 'Home institution information' (current step), 'Study information', 'Current studies', 'Enclosures', and 'Check and send application'. The 'Home institution information' section contains the following fields:

- Name of the home institution**: E SEVILLA01 University of Seville
- Address**: Avda. Ciudad Jardin 20-22
- Postal code**: 41005
- City**: Seville
- Country**: Spain
- DEPARTMENTAL COORDINATOR**:
 - Last name ***
 - Given name ***

And save it
in the right
hand corner
to continue
with the
next part

Fill in all
the fields
with (*)

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

Fill in all
the fields
with (*)

Double degree
yes or no?

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

Study information

Exchange program *
Erasmus programme countries

Duration of exchange *
Type to search

Start date End date

Duration of exchange in months

YOU ARE APPLYING TO

Department *

Double degree
Yes No

Additional information

Always save
it in the
right hand
corner to
continue
with the
next part

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

Fill in all
the fields
with (*)

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

Current studies

Degree/diploma you are studying for *

Field of study/major subject *

Number of semesters completed so far *

Language knowledge (German AND English)

Add language

Always
save it

- Enclosures: upload all necessary files!
 - If you are not able to submit your health insurance certificate with the application, you can do it later, but before your enrolment.
- 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](#)

Certificate 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](#)

Language Certificate *

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

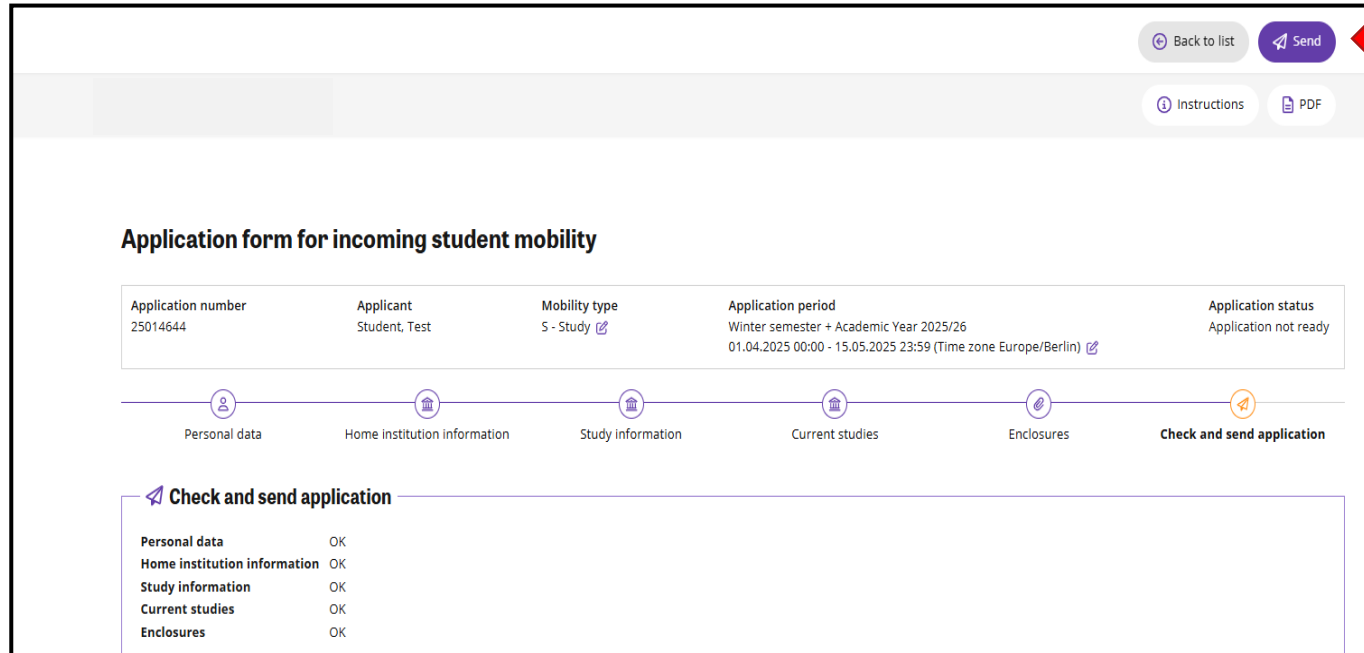
[Choose file](#)

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!



Back to list Send

Instructions PDF

Application form for incoming student mobility

Application number 25014644	Applicant Student, Test	Mobility type S - Study	Application period Winter semester + Academic Year 2025/26 01.04.2025 00:00 - 15.05.2025 23:59 (Time zone Europe/Berlin)	Application status Application not ready
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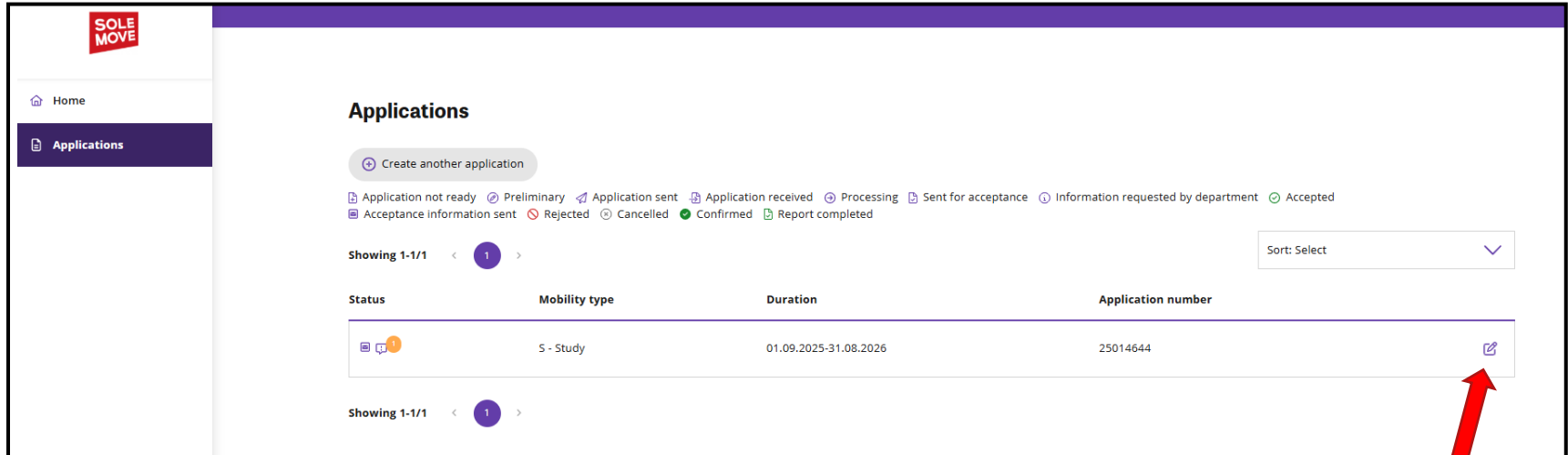
Personal data Home institution information Study information Current studies Enclosures Check and send application

Check and send application

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

- 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 acceptance!

➤ Select your application and click the pen icon



SOLE MOVE

Home Applications

Applications

Create another application

Application not ready Preliminary Application sent Application received Processing Sent for acceptance Information requested by department Accepted
Acceptance information sent Rejected Cancelled Confirmed Report completed

Showing 1-1/1 < 1 > Sort: Select

Status	Mobility type	Duration	Application number
	S - Study	01.09.2025-31.08.2026	25014644 

Showing 1-1/1 < 1 >

➤ Confirm the acceptance



[Back to list](#) [I confirm](#) [I cancel my application](#) [Messages \(0\)](#)

[Instructions](#) [PDF](#)

Application form for incoming student mobility

Application number 25014644	Applicant Student, Test	Mobility type S - Study	Application period Winter semester + Academic Year 2025/26 01.04.2025 00:00 - 15.05.2025 23:59 (Time zone Europe/Berlin)	Application status Acceptance information sent
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Personal data

Home institution information

Study information

Current studies

Enclosures

Check and send application

Decision

➤ After that, please go to „decision“ and fill in

ARRIVAL INFORMATION

Information package arrival confirmation

Yes, I have received the information package No, I have not received the information package

Arrival date

Arrival information

0 / 2000

SERVICES OF THE INTERNATIONAL OFFICE

Do you want to apply for accommodation in a student dormitory? (YES or NO) *

Do you want to apply for a German language course? (YES or NO) *

Do you need help in opening a German bank account? (YES or NO) *

Save

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