Create and complete your application in SoleMove

To submit your notification of interest for exchange studies, you must create an application in SoleMove. This guide is a step-by-step guide to create and submit an application.

Submitted applications will be processed by the International Office after the deadline. Students receiving an offer will have 2 days to confirm or cancel their exchange placement.

If you accept the offer, we will proceed with nominating you to the partner university for exchange studies. Thereafter, provided the nomination is successful, the application process will begin. Please note that the receiving institution has the final decision on admission, and we cannot guarantee acceptance.

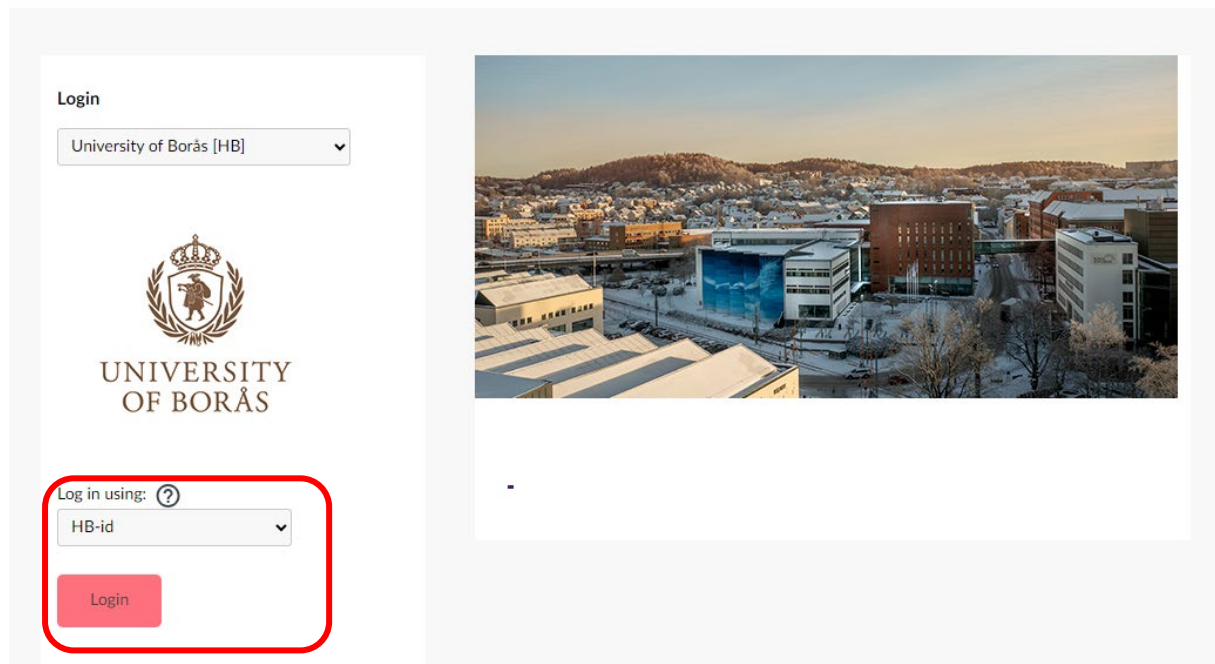## Step by step guide to create and complete your application in SoleMove.

Log in to SoleMove and consent to the processing of your personal data.

It is recommended that you use the Chrome, Firefox or Opera web browser to create your application in SoleMove.
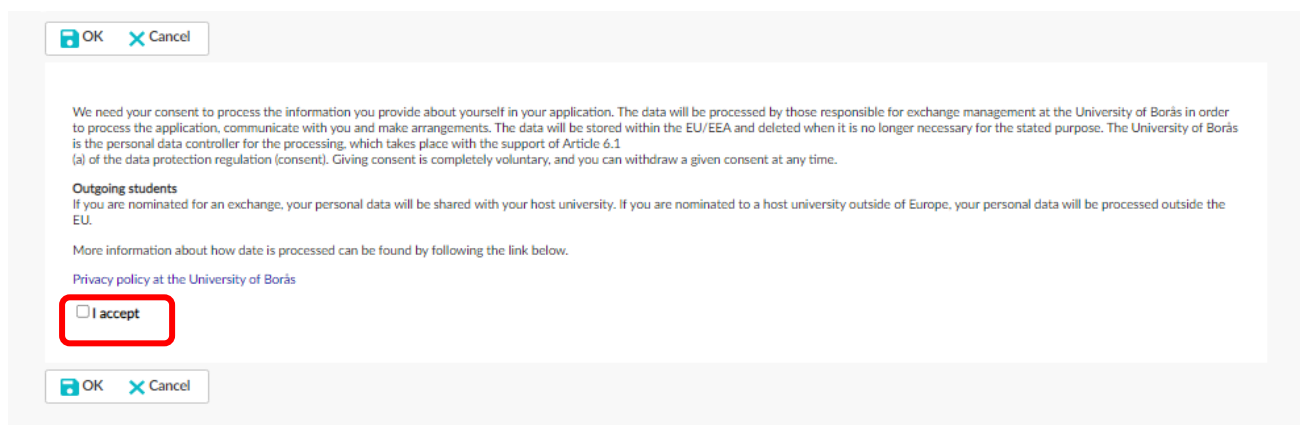
This is how you log in and start your application:

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

- Select 'University of Borås [HB]' from the drop-down list under 'Login'.

- Select 'HB-id' from the drop-down list under 'Log in using'.

- Log in with your student ID. You can log in at any time as long as your student ID is valid.

Read and accept the information about how we process your personal data. This will only appear the first time you log in to the system.

Create your application

- Once you are in the system, a dashboard will open where you can see all your applications and online learning agreements (OLAs) and follow their status. You can also see all open and upcoming application periods, and a list of tasks that might require your attention. You also have access to the 'Destination search' page from this view.
- The first thing you need to do is create a new application:
- Click on 'Create new application'.
- You can at any time save your application, log out from the system and then return and complete it later. Remember to submit your application before the deadline.

SOLE MOVE

- 🏠 **Home**
- 📄 Applications
- ⊕ Learning agreements
- 🔍 Destination search
- ▭ SoleGrant

👤

[↗] Destination search

✓≡ Tasks ⌃

Application not sent 2272504 [↗]

☰ My applications ⌃

⊕ Create new application

📄 Application not ready   ⊘ Preliminary   ⍋ Application sent   ⊡ Application received   ⊕ Processing
📄 Sent for acceptance   ⊘ Accepted   ⊡ Acceptance information sent   ⊘ Rejected   ⊗ Cancelled
✓ Confirmed   📄 Report completed

Next, follow these steps:

- **Make sure you always select 'Normal student exchange' as the application type.**

- Select 'S – Study' from the drop-down list under 'Mobility type'. Applications for traineeships and short term mobilities are currently not available.

- Select an application period from the drop-down list. **Note** that the system displays available application periods based on the selected application type and mobility type, so make sure to choose the correct types to be able to see the relevant application periods in the drop-down list.

- Save your selections, and the application form will open. You can go back to a saved application at any time during the application period to complete and submit it.

Enter your personal details

Fill in all mandatory fields with the required information in the 'Personal data' tab. Mandatory fields are marked with an asterisk (*).

- Names are prefilled from student account

- The Swedish personal identity number should be entered without hyphen or spaces. It should be in 12 digits without hyphens in the format YYYYMMDDXXXX. If you do not have a Swedish personal number, enter your university identity number (T-number).

- If you have more than one nationality, enter the nationality you want to use in your application to the host university last.

- Enter your phone number in the international format, without spaces, e.g. +46732567890.

- Keep your students email, if you do not check your student email frequently, make sure that you forward your University of Borås e-mail to your most frequently used email address.

Remember: Always save changes before you leave the tab.

👤 Personal data

Last name *

Given name *

S-number *

Personal identity number *

Date of birth *

Gender *

| Male | Female | Nonbinary | Prefer not to say |

Citizenship *

Type to search ⌄

If other, please specify

Email *

Phone number *

+

Fulll name as in passport *

Contact person in case of emergency
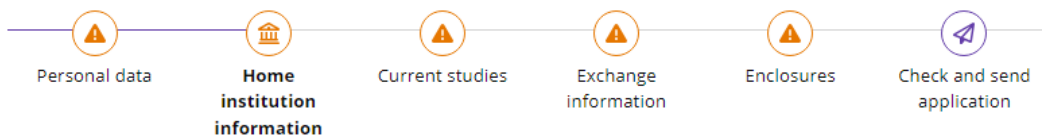
Last name *

Given name *

Phone number *

+

Email *

Enter your home institution information

- Click on 'Name of home institution" and select University of Borås

- Save

Application form for outgoing student mobility

Application number	Applicant	Mobility type	Application period	Application status
2273284	Student 1	S - Study ✎	Exchanges 2025- 18.12.2024 00:00 - 06.02.2025 23:59 ✎	Application not ready

⚠ Personal data   🏛 Home institution information   ⚠ Current studies   ⚠ Exchange information   ⚠ Enclosures   ✈ Check and send application

🏛 Home institution information

Name of home institution *

S BORAS01 University of Borås	× ➕

Complete the information about your studies at the University of Borås

Now fill in some information about your studies at the University of Borås in the 'Current studies' tab.

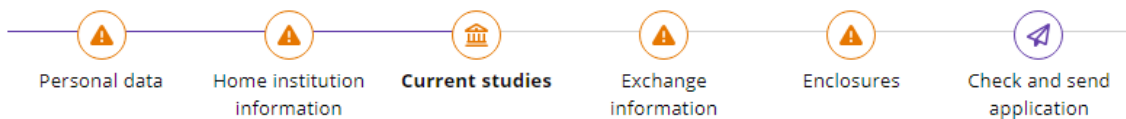- Select the degree you are studying and 'EU subject area at home' from the list below.

Bibliotekarie	0322
Civilekonomprogrammet	0410
Dataekonomutbildningen	0610
Event management	0410
Industriell ekonomi	0710
Kandidatprogram i digital informationsdesign och utveckling	0322
Kandidatprogram i textilt management, inriktning mode och handel	0413
Master Programme in Resource Recovery	0710

Masterprogram i Bibliotek och informationsvetenskap	0322
Masterprogram i management av digital handel	0410
Modedesign	0212
Organisations- och personalutvecklare i samhället	0310
Systemvetarutbildningen	0610
Sjuksköterskeutbildning	0913
Textil produktutveckling och entreprenörskap	0723
Textildesign	0210
Textilekonomutbildningen	0413
Textilingenjörsutbildningen	0723

- Choose your programme title from the drop-down list in the 'Study program' field and add a specialization if you think it is relevant.

Application form for outgoing student mobility

Application number 2273284	Applicant Student 1	Mobility type S - Study	Application period Exchanges 2025- 18.12.2024 00:00 - 06.02.2025 23:59	Application status Application not ready

⚠ Personal data — ⚠ Home institution information — 🏛 **Current studies** — ⚠ Exchange information — ⚠ Enclosures — ✈ Check and send application
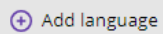
🏛 Current studies

Degree you are studying for *

[⌄]

EU subject area at home *

[Type to search ⌄]

Study program *

[⌄]

Specialisation - if relevant

[ ]

Beginning year of current studies *

[ ]

- Enter any of your relevant languages and your level of proficiency in these languages with A1 being the lowest and C2 the highest level, **list English first**. Proficiency level B2 in English is a minimum requirement to enter a Swedish university. You can then add any other languages relevant to the universities you are applying to. You can put your native language (e.g. Swedish) last.

🔤 Language knowledge

⊕ Add language

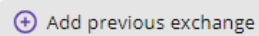| Language	Language proficiency		
English	B2	🖊	⊗
Swedish	Native	🖊	⊗

- Answer the question regarding previous exchanges at university level. Include information from exchanges at the university f Borås and other universities if any. If you have participated in an exchange which does not include a university, answer No.

♀ Previous exchange

Have you been on exchange before *

Yes	No

Add at least one previous exchange.

⊕ Add previous exchange

Previous participation in the Erasmus programme *

⌄

Select your preferred destinations

Next, you need to list the universities you wish to apply to in the 'Exchange information' tab.

- First, select the semester when you are going on the exchange
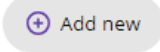- The dates will be filled automatically.

To select your preferred destinations

- Click on the 'Add new' button.

- The mobility type 'Normal' is pre-selected, do **not** use 'Freemover'.

- Filter the available destinations by country or click the plus icon in the 'Name of host institution' field to see all available options in this application period.

Only select universities that are available for your study programme. Check your study programme application information to see what applies to you.

The 'Exchange program' field is filled in automatically

Follow the same steps for each destination you wish to apply to.

Added destination universities are displayed in order of priority. You can edit the priority order if necessary. Drag-and-drop feature is available from the four-dimensional arrow icons, or you can use the up and down arrow icons.

To remove the destination, select the 'Delete' icon. To edit the destination option in the list, select the 'Edit' icon.

Don't forget to click on the 'Save'.

Upload mandatory documents

The next step is to upload your enclosures in the 'Enclosures' tab.

All students are required to upload a 'Motivation Letter'. The motivation letter should be directed to the international office at the university of Borås and explain how studying at the proposed universities will contribute to your current studies and future career. All proposed universities should be included in the same motivation letter. The motivation letter is limited to 2 pages.

If you have been engaged as a student representative under the Student Union of Borås, you can upload a certificate of said engagement. The certificate has to be signed by a member of the student union board.

Student from Textile Design and Fashion Design also need to upload a portfolio presenting your 3 best designs from your education. The portfolio should be max 6 pages.

Follow these steps:

- Add enclosures under the correct enclosure place.

- Select 'Choose file' and select the wanted file.

- Click on 'Upload file'.

- If you want to see an added file, select the file name. If you want to remove the added file, select the delete icon.

- You can at any time save your application, log out from the system and then return and complete it later. **Remember to submit your application before the deadline.**

Application form for outgoing student mobility

Application number	Applicant	Mobility type	Application period	Application status
24100435	Linn Student	S - Study 🖉	Outgoing 2025 test 22.01.2025 00:00 - 31.01.2025 23:59 🖉	Application not ready

⚠ Personal data ⚠ Home institution information ⚠ Current studies ⚠ Exchange information 📎 **Enclosures** ✈ Check and send application

📎 Enclosures

Motivation letter *
📄 Choose file

Certificate of student union engagement
📄 Choose file

Portfolio - Textile and Fashion Design student only
📄 Choose file

◀ 💾 Save ▶

Review your application and submit when ready

Check your application carefully. You will not be able to edit your application once it has been submitted, so make sure that all the information you have provided is correct.

If you have completed all the mandatory fields and uploaded all the mandatory supporting documents, there should be no warning triangles left on the other tabs of your application.

When you are ready with the application, you can send it. Select the 'Check and send application' tab. Select the 'Send' button.

Once the application has been sent, your application status will change from 'Application not ready' to Application sent'.

A new functionality will appear in the view, a messaging function where you can contact us regarding your application or if you have questions. Of course, you can always e-mail the International Office for help.

Check your application status

The review process for all applications received begins after the application deadline, in some cases you will receive a reply quickly, in some cases it can take longer. All students will receive a reply withing 5 weeks.

During this time, you can log into SoleMove and track the progress of your application.

The status 'Application received' and 'Processing' indicates that someone has opened your application for review and is processing your application. Once the application has been processed, you will receive an email informing you of the outcome.

Respond to your application result

Once all applications have been reviewed, you will receive an email with the outcome of your application. Your application will either be 'Accepted' or 'Rejected'.
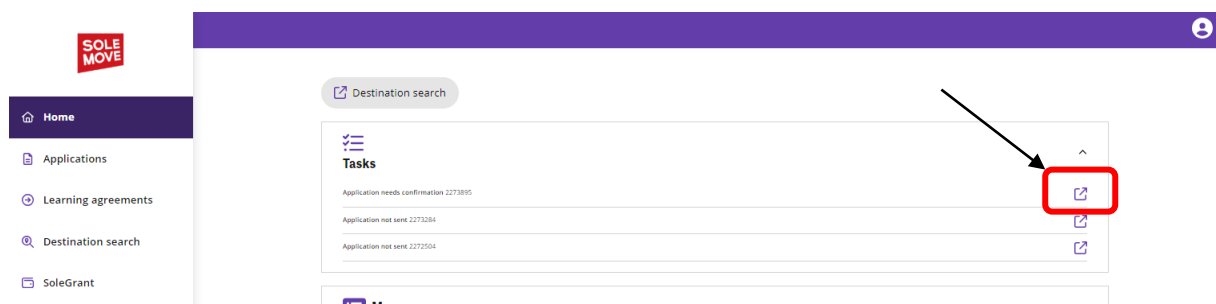
If your application has been accepted, and when the e-mail has been sent to you with our decision, your application status will change to 'Acceptance information sent'. You will now have to log in to SoleMove to 'Confirm' or 'Cancel' your application in SoleMove.

Note that you usually have two days to decide whether to accept or decline the offer, so check your emails regularly to make sure you don't miss the deadline!

Once you have received the outcome, the International Office will continue to process your application and nominate you to one of our partner universities. This process will vary depending on the destination.

Follow these steps to log in to confirm or cancel your exchange:

- Log in to SoleMove and open your application. You can open your application from the task list or under my applications by clicking the edit button.

- Click on 'I confirm' to accept the result of your application, or click on 'I cancel my application' if you wish to withdraw your application/reject the result.

After you have accepted or canceled your application you can check the status by returning to the Home page.

If you have accepted your placement we will inform you with further instruction regarding the next steps to apply to the host universities. When you will receive more information depends on which university you will be nominated to.