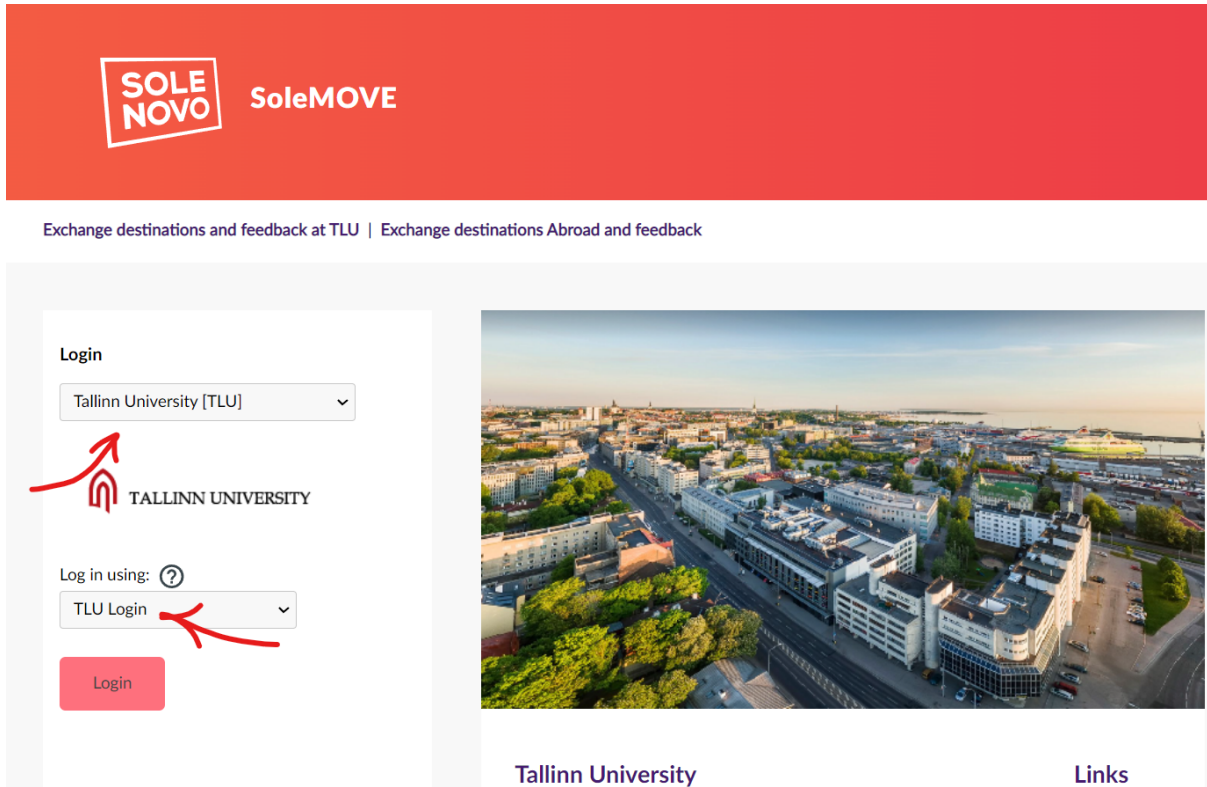


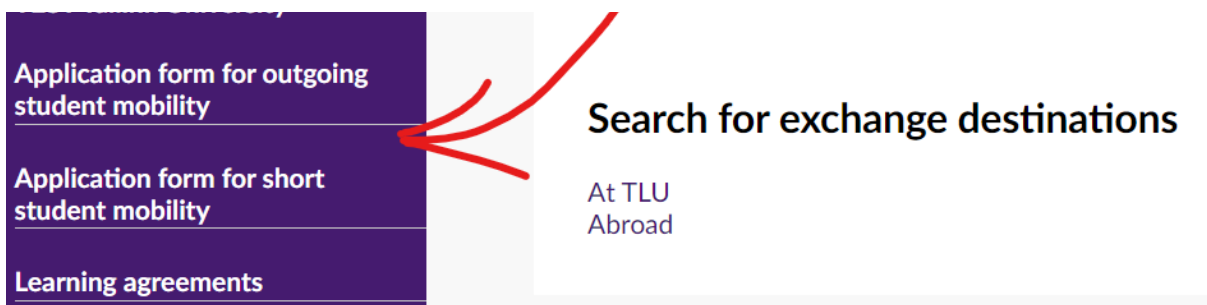
## SOLEMOVE MANUAL for creating and submitting application

To apply, go to [SoleMove](#) (preferably in Chrome or Firefox), choose Tallinn University from the menu and log in using your TLU student account.



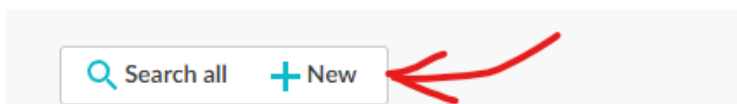
### Creating an application:

Once you are logged in, choose "application form for outgoing student mobility" or "application form for short student mobility" from the left side of the menu depending on your mobility.



Choose "New" to create an application.

### Application form for outgoing student mobility



Choose your mobility type and application period.

### What do keep in mind when editing your application:

- The application can be filled in step by step (that means you can save your completed fields, log out and return later to continue editing your application), but make sure to submit your application before the deadline
- All fields marked with asterisks are mandatory
- An exclamation mark will appear next to the tab/category when required fields are yet to be completed
- A question mark symbol next to the field shows additional information when you click on it
- On the right side, red “Missing data” box displays all mandatory fields that have not been completed
- Before you proceed to the next step, always click the “Save” button to make sure your previous steps are not lost

### Editing the application: Personal data/Exchange studies information

Upon completion of all required information, an application form with five categories/tabs will open. Start by filling out your personal data.

**Personal data**

Save Delete application PDF

Send Your application by 01.05.2022  
Application number 2061918  
Name of the applicant TestPerenimi, TestEesnimi  
Country of home institution  
ERASMUS code of home institution  
Home institution  
Mobility type S - Study  
Status of application Application not ready  
Last edited by 26.04.2022 15:40:22 / GertrudTudengTest

Personal data Exchange study information Current studies Enclosures Check and send application

Mobility type\* S - Study

Application period\* Full year / 01.03.2022 00:00 - 30.04.2022 23:59 (Time zone Europe/Tallinn)

Duration of your exchange\* ?  
Full year, 23.08.2021 - 30.06.2022  
Autumn semester Spring semester Full year

Personal identity number\* 555555555

Last name\* TestPerenimi

Given name(s)\* TestEesnimi

Date of birth(dd.mm.yyyy)\* 01.04.1998

Gender\*  M - Male  F - Female  N - Nonbinary  X - Prefer not to say

Nationality\* EE - Estonia If other, please specify



**Missing data:**

- Duration of your exchange\*
- Telephone\*
- Email\*
- Contact person in case of emergency: Name\*
- Contact person in case of emergency: E-mail\*
- Contact person in case of emergency: Telephone\*
- Home institution: Name of the home

### Exchange study information:

After filling in your personal data, you can proceed to the next category/tab called Exchange study information where you add your first and second host institution preference (if you have one). **A maximum of two universities can be chosen!** Please verify that your preferences are in the right order (Finland is the first preference in the following screenshot).

#### List of Institutions/Enterprises you apply to

	Choice	Country	Institution/Enterprise	Exchange program
	✓ 1	FI - Finland	SF TURKU02 Abo Akademi	Erasmus+
	^ 2	DE - Germany	D TUBINGE01 University of Tübingen	Erasmus+

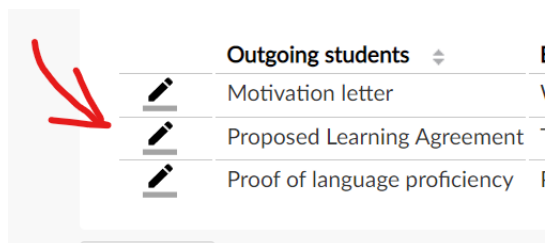
#### Current studies:

Current studies category is meant for you to provide information about: 1) your studies at Tallinn University, 2) your previous Erasmus+ experience and 3) your language knowledge.

- EU subject area at home: Choose the code that corresponds to your studies.
- Number of higher education years completed so far: Calculate how many academic years have you completed in higher education. For example: if you are studying in your 2nd year of Bachelor's degree, the number of your completed academic years is expected to be 1; if you are studying in the 1st year of Master's degree, then the number of academic years completed is expected to be 3 (if your Bachelor's degree took 3 years to complete)
- Average grade: your average grade is displayed in ÖIS / TU Study information system (EN: TU Study information system → My study information → Student performance records → KKH) (EE: ÖIS → Minu õppeinfo → Minu õppetulemused → KKH)

#### Enclosures:

Upload all the necessary documents (motivation letter, learning agreement, proof of language proficiency). To upload a file, click on the pencil symbol.



After choosing a file, click "Upload file". Please make sure that the names of the files uploaded are clear. To view the uploaded file, click on the name of the enclosed file.

#### Check and send application:

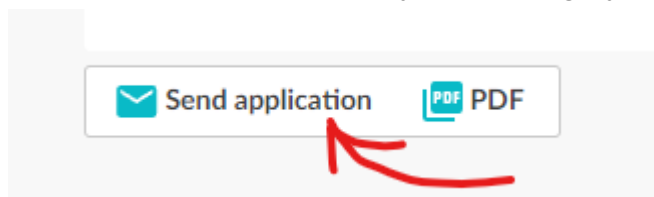
Before submitting the application, verify that all mandatory fields (and enclosures) are completed and that the information given is correct.

#### **NB! You cannot edit your application anymore after it has been submitted!**

When all of the mandatory fields are completed, the word OK will appear after the names of every category/tab (you can only submit the application when all tabs have OK status).

Personal data	Exchange study information	Current studies	Enclosures	⚠ Check and send application
Personal data	OK			
Exchange study information	OK			
Current studies	OK			
Enclosures	OK			

After making sure that everything looks correct, you can submit your application by choosing “**Send application**” and by confirming your decision to submit the application.



The status of your application will change from “Application not ready” to “**Application sent**”.

Send Your application by	01.05.2022
Application number	2061918
Name of the applicant	TestPerenimi, TestEesnimi
Country of home institution	Estonia
ERASMUS code of home institution	EE TALLINN05
Home institution	Tallinn University
Mobility type	Study
Status of application	Application sent
Last edited by	28.04.2022 11:01:26 / GertrudTudengTest

Personal data	Exchange study information	Current studies	Enclosures	Check and send application	Messages
Personal data	OK				
Exchange study information	OK				
Current studies	OK				
Enclosures	OK				

Your application will be reviewed and you will be notified about the results after the application period.