



South-Eastern Finland
University of Applied Sciences

INSTRUCTIONS FOR INCOMING SHORT STUDENT MOBILITY FOR STUDIES

Dear Applicant,

Thank you for your interest in applying for an exchange to South-Eastern Finland University of Applied Sciences (Xamk).

We use SoleMOVE mobility programme for handling the applications for student exchanges.

To ease this process, we have created this brief guide. It gives you advice in places that might be difficult to understand. If you have any questions, please turn to the coordinator on Campus you are applying to.

Kouvola Campus, Srishti Jain, srishti.jain@xamk.fi

Kotka Campus, Sari Pieviläinen, sari.pievilainen@xamk.fi

Mikkeli Campus, Ulla Vuorinen, ulla.vuorinen@xamk.fi

Savonlinna Campus, Lea Reponen, lea.reponen@xamk.fi

SoleMOVE

Picture 1; When we have received your nomination, you will be sent an email from a Solenovo email account regarding the application process. As it might go to your spam folder, please check that too. To start, you need to follow the first link in the email to activate your account as below. The account is formed when you create and set the password.

Picture 2; The message also contains a username generated for you and a link to log in to the system. **Log in using needs to be set as Local.**

Picture 1

User activation

Input password to activate your account.

Username

Name

New password*

Re-enter new password*

Picture 2

Login

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Log in using: 

Local

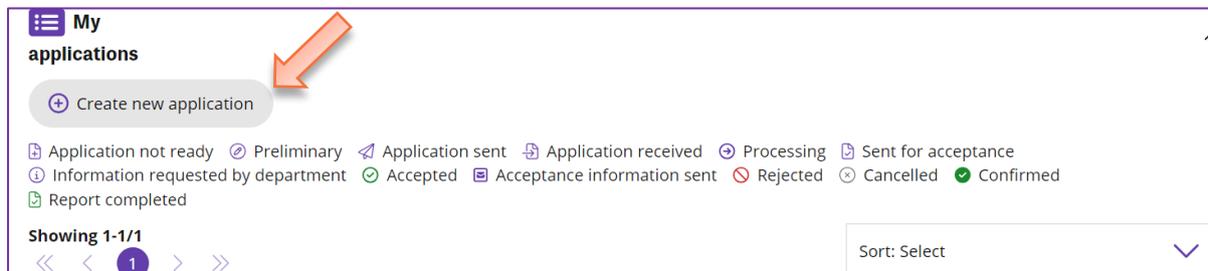
Username

Password [Forgot password?](#)



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To start, choose **Create new application** as below.



Choose **Short student exchange**. Choose **Study** as Mobility type.

Choose the right option available as **Application period**. **It is possible to change the Mobility and Application type if needed but it may affect your application form.**

1. Personal data

The application is divided into tabs. Please remember to save the changes leaving the tab.

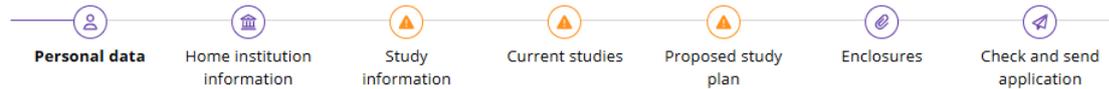
Mandatory fields are marked with an * mark. The tab's icon is a notification icon if any mandatory data is missing. You should start by filling in your **Personal information** and the **Contact person in case of emergency**. Please note that some information comes from the nomination and cannot be changed.



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Application form for incoming student mobility

Application number	Applicant	Mobility type	Application period	Application status
2223989	Hopp, Lindy	S - Study	Incoming spring 2025 05.11.2024 00:00 - 28.02.2025 23:59 (Time zone Europe/Helsinki)	Application not ready



Personal data

Last name *

Hopp

Given name *

Lindy

Contact person in case of emergency

Last name *

Given name *

Phone number *

+

Email

2. Home institution information

Basic data comes from the nomination and cannot be changed.

Home institution information

Name of home institution

A WELS01 Upper Austria University of Applied Sciences

Country

Austria



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You should fill in the Departmental Coordinator's and International Coordinator's information from your home university, not Xamk.

DEPARTMENTAL COORDINATOR	
Last name *	Given name *
<input type="text"/>	<input type="text"/>
Email *	Email
<input type="text"/>	<input type="text"/>
Phone number *	
<input type="text"/>	

INSTITUTIONAL COORDINATOR	
Last name *	Given name *
<input type="text"/>	<input type="text"/>
Email *	Email
<input type="text"/>	<input type="text"/>
Phone number *	
<input type="text"/>	

3. Study information

Study information is about studies at Xamk. **Exchange programme** information comes from the nomination and cannot be changed. When you apply for short term exchange, choose Other as **Duration of exchange** and add the dates. Duration of exchange in months can be left empty.

Study information		
Exchange program *		
ERASMUS+ Europe		
Duration of exchange *	Start date	End date
Other, please specify	21.04.2025	25.04.2025
Duration of exchange in months		

Department means the department / degree programme at Xamk you are applying to. Options available come from the exchange agreement. If you are unsure about that, please contact [the International Coordinator on Campus you are applying to](#).

EU subject area means the study field which is close to your major / study field. Options available come from the exchange agreement.



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Additional information; if there is any other information which might be good for us to know, please add it here. Programme / theme can be left empty.

YOU ARE APPLYING TO

Department: SF MIKKELI07 Building services (Mikkeli) × +

Programme/theme: +

EU subject area *
Type to search ∨

Additional information

4. Current studies

Current studies is about studies at your home university.

Current studies

Degree/diploma you are studying for * ∨

Field of study/major subject *

Number of higher education years completed so far *

Language of instruction at home institution (if not mother tongue)

You need to evaluate at least your knowledge in English. If you have a certificate, please upload it in Enclosures or you can do self-evaluation at

<https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

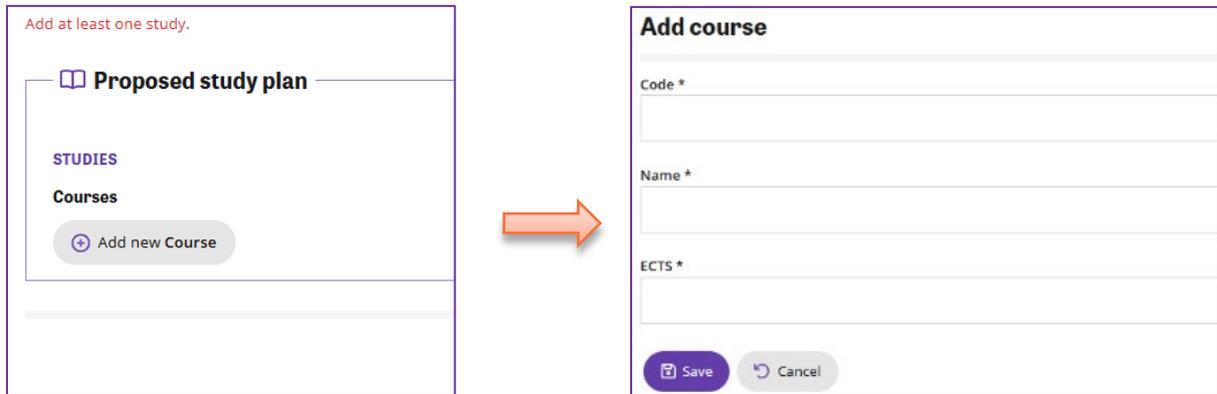
Language knowledge

+ Add language

5. Proposed Study Plan

This is about adding information about your studies at Xamk. If you apply f.ex. to BIP or other kind of intensive week, you need to add the following information:

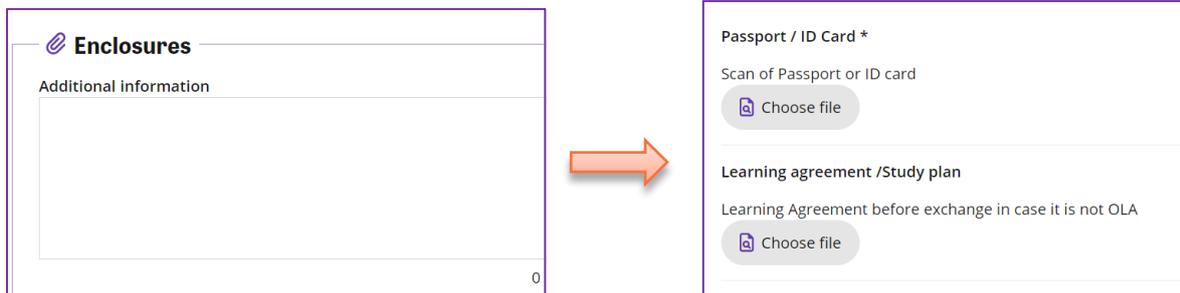
- Code for the week
- Name / title for the week
- Number of ECTS Credits



The image shows two screenshots from a web application. The left screenshot is titled "Proposed study plan" and includes a red error message "Add at least one study." at the top. Below the title is a section for "STUDIES" with a sub-section for "Courses" containing a button labeled "Add new Course". An orange arrow points from this section to the right screenshot. The right screenshot is titled "Add course" and contains three input fields: "Code *", "Name *", and "ECTS *". At the bottom of this form are two buttons: "Save" and "Cancel".

6. Enclosures

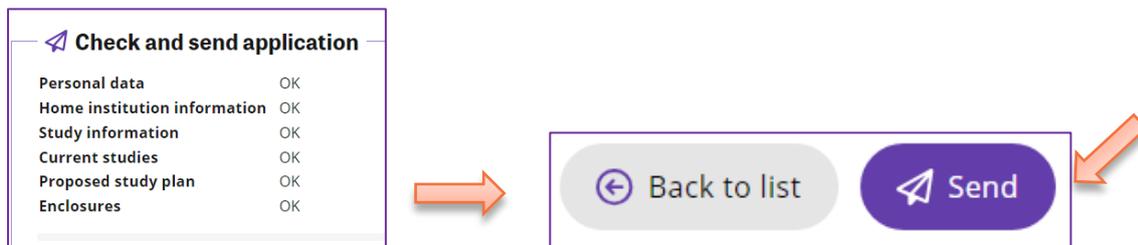
Please upload the copy of your passport / ID Card as **PDF-file**. Also note that the ID document needs to be valid at the time of submitting the application and the possible exchange period at Xamk / stay in Finland. If your university does not use OLA (Online Learning Agreement), please attach the copy of your Learning agreement to enclosures as **PDF-file**.



The image shows two screenshots from a web application. The left screenshot is titled "Enclosures" and has a section for "Additional information" with a text area and a "0" at the bottom right. An orange arrow points from this section to the right screenshot. The right screenshot shows two file upload sections. The first is labeled "Passport / ID Card *" and includes the text "Scan of Passport or ID card" and a "Choose file" button. The second is labeled "Learning agreement / Study plan" and includes the text "Learning Agreement before exchange in case it is not OLA" and a "Choose file" button.

7. Check and send the application.

When you have filled in all requested information, please check the application and remember to send it.



The image shows two screenshots from a web application. The left screenshot is titled "Check and send application" and contains a checklist with the following items and status: "Personal data" (OK), "Home institution information" (OK), "Study information" (OK), "Current studies" (OK), "Proposed study plan" (OK), and "Enclosures" (OK). An orange arrow points from this section to the right screenshot. The right screenshot shows two buttons: "Back to list" and "Send". An orange arrow points to the "Send" button.

Hopefully these instructions have been useful to You!

International Services at Xamk 😊