Application instructions for completing and submitting

an exchange application

Logging into SoleMove

You can access the <u>SoleMove application portal here</u> or via the link in the email that you should have received after you were nominated.



When logging in make sure you choose "Åbo Akademi University."



It is very important that when you log in you choose the option "Local" and NOT "HAKA"



You will be asked to enter your username and password. You should have received your username and temporary password via email after you were nominated to us.

Please contact us at exchange@abo.fi if you have troubles logging in.

Creating an Application

After you have successfully logged in your will see this page:

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_	Åbo Akademi University	Welcome!	
	Application form for incoming student mobility		
	Application form for short student mobility	Search for exchange destinations	
	Fagerström Katie	At ABO Abroad	
		¢ 2010-2023	Solenovo Oy

To create an application for semester or academic year long exchange, you should choose "Application form for incoming student mobility".

If you are applying for a **short term mobility** i.e., 2 weeks, you should choose "Application form for short student mobility".

You should complete every tab in the application and include all information that is requested.

Personal Data

You should check your personal information at the top of the application form and let us know if something is incorrect and should be changed by contacting us as exchange@abo.fi

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Åbo Akademi University	Personal data		
Application form for incoming student mobility	Save 🔛 PDF		
Application form for short student mobility	Application number Name of the applicant	17543665 azerstróm. Kate	
Fagerström Kolle	Country of home institution ERASMUS code of home institution Home institution Mobility type Status of application Last edited by	Nurtris GRA2D1 Graf-Franzens-Universität Graz - Stady Application not ready 9.12.2022 10.28.53 / Fagerström Katie	
	A Personal data A St	udy information 🛕 Current studies 🛕 Proposed study plan 🛕 Enclosures Check and send application	
	Mobility type*	S - Study VMsslang data:	
	Duration of your exchange*	Spring 2034, 010 12024 - 31.05.2024 - Native language" Spring 2034, 010 12024 - 31.05.2024 - Permission in case of emergency: Name" Spring 2034, 010 12024 - 31.05.2023 - Copility if work in the second emergency: Name" Academic Year 2023, 2034, 31.06.2023 - 31.05.2024 - Copility if work in the second emergency: Address" Academic Year 2023, 2034, 31.06.2023 - 31.05.2023 - Copility if work in the second emergency: Address" Outline, Heare 2022, 2023, AD 68.2022 - 31.05.2023 - Contact person in case of emergency: E-mail address Other, Heare secolf - Contact person in case of emergency: Telephone"	
	Duration of exchange in months	10mm streambor, reducts 0	
	Last name*	Fagerström study: Email	
	Given name(s)*	Katie	
	Date of birth (dd.mm.yyyy)*	16.09.2002	
	Gender*	O M - Male ● F - Female O N - Nonbinary O X - Prefer not to say	
	Nationality*	AT - Austria	
	Native language*	v	
	Permanent address*		

Make sure you click "save" on every page after updating information. You can save your application and log out and complete it later if needed.

Current studies

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form for incoming ility	Save 🙋 PDF					
form for short ility	Application number Name of the applicant Country of home institutio ERASMUS code of home in Home institution Mobility type Status of application Last edited by	17543865 Fagerström, Katie n Austria AGRAZ01 Karl-Franzens-Unin S - Study Application not rea 19:12.2022 10:28:	versität Graz ady 53 / Fagerström Katie			
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	Degree/diploma you an Field of study/major su Number of higher educ Language of instructio Language knowledge* See European Language Language	e studying for* biject* attion years completed so far a at home institution (if not n e levels here (check the PDF)- Language proficient v	o 1 - Bar nother tongue)	helor 0 2 - Master 0 3 - Docto	orate In-language-levels-cef	Missing data: • Degree/diploma you are studying for* • Field of study/major subject* • Number of higher education years completed so far* fr

For "Degree you are currently studying for" please choose the degree level you will be studying at when you start your exchange. Same for "Number of higher education years completed so far", at the time of your exchange.

Proposed study plan

Here you should list all courses that you want to study with us during your exchange.

Before completing this tab, please make sure you read our website page very carefully for more information on how to plan your studies.

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Åbo Akademi University	Proposed study plan
Application form for incoming student mobility	PDF
Application form for short student mobility	Application number 17543865 Name of the applicant Fagerström, Katie
Fagerström Katie	ERASMUS code of home institution A GRAZO1 Home institution Karl-Franzens-Universität Graz Mobility type S - Study Status of application Application not ready Last edited by 19.12.2022 10:28:53 / Fagerström Katie
	Personal data A Study information Current studies Proposed study plan A Enclosures Check and send application
	Studies Add new study Add at least one study!
	PDF

To add courses to the proposed study plan, click "Add new study"

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Åbo Akademi University	Proposed study plan						
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Application form for short student mobility	Application number 17543865 Name of the applicant Fagerström, Katie						
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	A Personal data A Study information A Current studies A Proposed study plan A Enclosures Check and send application						
	Type of study* Course Save € Research project						

Choose "course" and then provide the information of the courses you would like to study during your exchange. For more information on how to plan your studies with us, please check <u>this webpage</u>.

You can check courses from our study handbook here.

You should choose "research project" if you will write your masters thesis with us and you have already contacted a thesis supervisor at Åbo Akademi and agreed on the research project. For more information, <u>please read here.</u>

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	A Personal data Study information A Current studies A Proposed study plan A Enclosures Check and send application
	Type of study* Course Code* Name* Cote ECTS* ECTS

You should then add the course code, course name, and number of ECTS of the courses your want to study and click save. You can find course information in the <u>study handbook here</u>.

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Åbo Akademi University	Proposed study plan							
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	Type of study Code* Name* ECTS* Department Recommendation/Accor Comment Last edited by	② ptance Save	Course EN00BZ22 Craft in natura 5 06.04.2023 10: Delete < Pr	materials 20:41 / Fagerströr avious > Next	n Katie]		

You can click "Add new study" to add more courses.

Akademi University	Proposed s	tudy plan									
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ication form for short ent mobility	Application nu Name of the a	umber Ipplicant	1754386 Fagerströ	55 im, Katie							
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Your proposed study plan should look like this after you have added all courses.

Enclosures

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Åbo Akademi University	Enclosures			
Application form for incoming student mobility	PDF			
Application form for short student mobility	Application number 17543865 Name of the applicant Fagerström, Katie			
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	Additional data 0/2000			Missing data: • Learning agreement • Official transcript of records in English • Official identification
	Enclosure name $\ \oplus$ Enclosure info $\ \oplus$ Ma	fandatory ¢	Enclosed file o	
	Learning agreement fulf time course information of the current academic year. The course information for the next scademic year will be available no later than 1 August. Plan a fulf time course information for the next scademic year. The study plan must be approved and signed parportailed by your home minimation. You can use the study plan/learning agreement form of Abo Akademi University; Erasmus+ students should use the learning agreement of their Year.	les		
	2 Official transcript of An official transcript of ecords in English, with all the courses you have taken at your home university, with the credits and grades, from all your previous records in English years of study.	'es		
	Copy of Passport or EU Card Ye	les		
	The required level of English language should be equivalent to at least. Only one option needed: 12 bit CEFR (Common European Framework of Reference Language certificate Language Lan	lo		

You should add all supporting application documents to the tab "enclosures". Please upload documents in PDF format.

Learning Agreement – You can upload your learning agreement here, although if you have completed or will complete an Online/Digital learning agreement, you do not need to upload a copy here, you can simply upload a blank document here instead. At the application stage it is very important that your **home university coordinator has signed** your learning agreement. <u>We will not</u> <u>sign</u> your learning agreement until later when we can confirm all your course choices.

Official transcript of records – Please upload your official transcript of records of all the studies you have completed up until now in English, Swedish or Finnish.

Official Identification – Upload a copy of your passport of European identity card.

Language certificate – This is **not mandatory** for the application but if you have an English language certificate at level B2 or higher, you are welcome to upload it here.

For more information about applications documents, please check our information page.

Check and send application

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		PDF

Once you have completed all sections/tabs, you will be able to check and submit your application. Here you can see if any sections are incomplete and need completing before you are able to submit.

Questions or problems?

You can always contact us at <u>exchange@abo.fi</u> if you have questions about the application or technical problems.

We look forward to receiving your application.