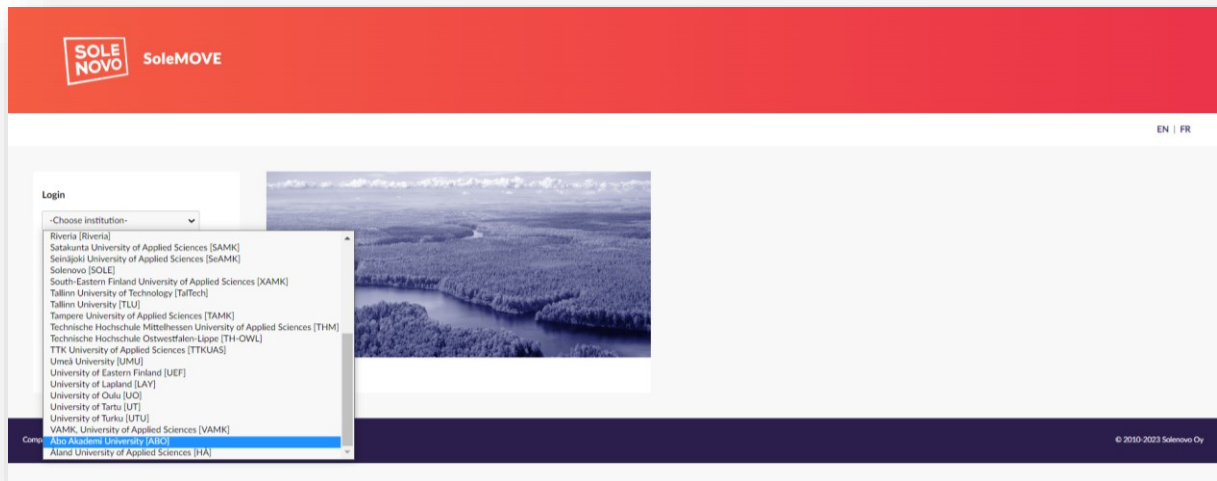


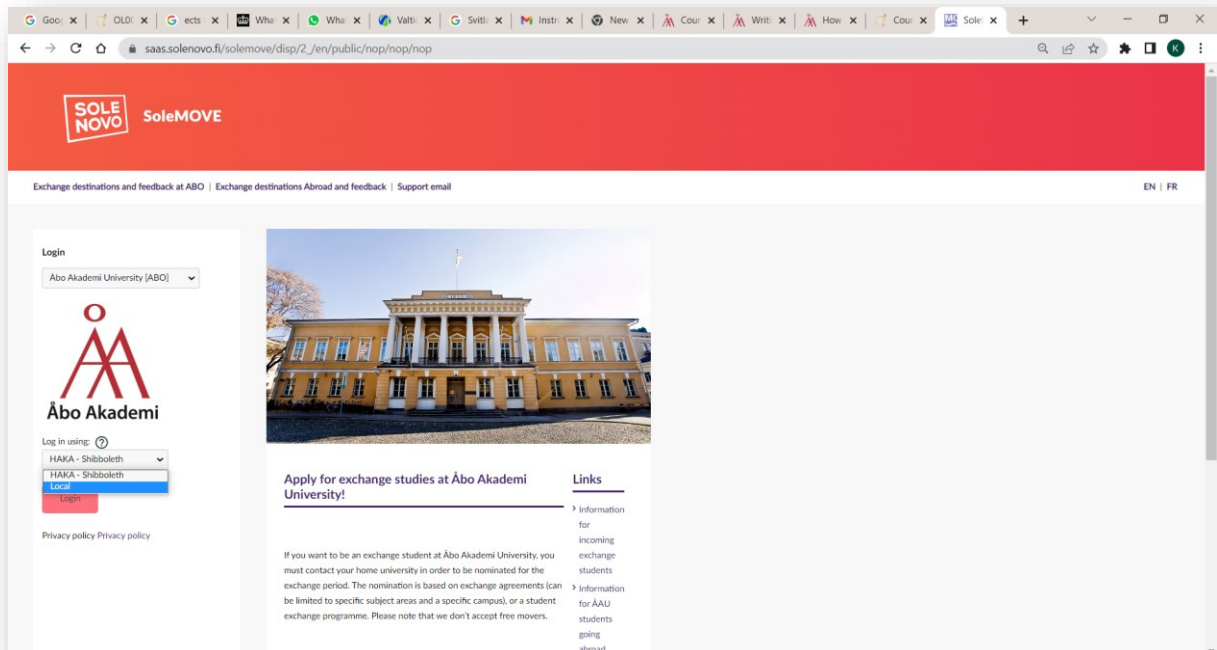
## Application instructions for completing and submitting an exchange application

### Logging into SoleMove

You can access the [SoleMove application portal here](#) 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 account activation link via email after you were nominated to us.

Please contact us at [exchange@abo.fi](mailto:exchange@abo.fi) if you have troubles logging in.

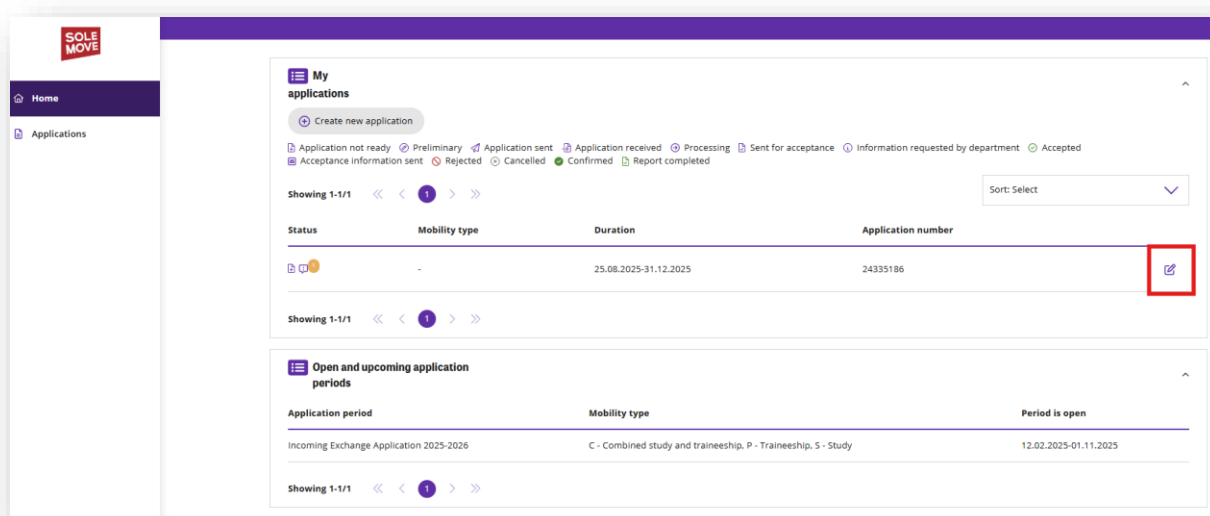
You will then be directed to this page.

Please read this page very carefully and confirm that you give consent for your personal information to be stored and processed by Åbo Akademi University in the SoleMOVE system, and that you consent to Åbo Akademi sending your personal information to third party organizations if needed i.e. partner universities or National Agencies in relation to your mobility.

Click on the links and read the information carefully and then click the “I accept” box if you agree and click “OK”.

## Creating an application

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



To start an application for semester or academic year long exchange, you should click the pen icon under “My Applications”.

The screenshot shows the 'Application form for incoming student mobility'. At the top right are 'Back to list' and 'Save' buttons. The form has a section 'Basic information' with two fields: 'Mobility type \*' with a dropdown menu showing 'S - Study', and 'Application period \*' with a text field showing 'Incoming Exchange Application 2025-2026 / 12.02.2025 00:00 - 01.11.2025 23:59 (Time zone Europe)'. There is a small arrow icon at the end of the application period field.

You then need to provide the basic information for your application.

Please select “mobility type” from the drop-down list, and “Application period” should be the academic year that your exchange studies will take place. Click “save”.

The application page will then automatically open.

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](mailto:exchange@abo.fi)

The screenshot shows the 'Personal data' section of the 'Application form for incoming student mobility'. The form is titled 'Application form for incoming student mobility' and includes a sidebar with 'Home' and 'Applications' links. The top navigation bar has 'Back to list' and 'Save' buttons. The form header displays the following information: Application number 24335186, Applicant Smith, Alice, Mobility type S - Study, Application period Incoming Exchange Application 2025-2026 (12.02.2025 00:00 - 01.11.2025 23:59), and Application status Application not ready. Below the header is a progress bar with seven steps: Personal data, Home institution information, Study information, Current studies, Proposed study plan, Enclosures, and Check and send application. The 'Personal data' section includes fields for Last name (Smith), Given name (Alice), Passport number, Date of birth (01.01.2000), Gender (Female), Citizenship (Germany), Native language (Type to search), Email, and ESI. There are also fields for 'If other, please specify' for both Citizenship and Native language. The 'Save' button is visible in the top right corner.

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

The screenshot shows the 'Current studies' section of the 'Application form for incoming student mobility'. The form is titled 'Application form for incoming student mobility' and includes a sidebar with 'Home' and 'Applications' links. The top navigation bar has 'Back to list', 'Save', 'Instructions', and 'PDF' buttons. The form header displays the following information: Application number 24335186, Applicant Smith, Alice, Mobility type S - Study, Application period Incoming Exchange Application 2025-2026 (12.02.2025 00:00 - 01.11.2025 23:59), and Application status Application not ready. Below the header is a progress bar with seven steps: Personal data, Home institution information, Study information, Current studies, Proposed study plan, Enclosures, and Check and send application. The 'Current studies' section includes fields for Degree/diploma you are studying for, Field of study/major subject, Number of higher education years completed so far, and Language of instruction at home institution (if not mother tongue). There is also a 'Language knowledge' section with an 'Add language' button. The 'Save' button is visible in the top right corner.

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](#).

The screenshot shows the 'Application form for incoming student mobility' interface. At the top, there's a header with the 'SOLE MOVE' logo and a navigation bar. The main content area displays a progress bar with steps: Personal data, Home institution information, Study information, Current studies, Proposed study plan (active), Enclosures, and Check and send application. Below the progress bar, the 'Proposed study plan' section is expanded, showing 'STUDIES' and 'Courses' with an 'Add new Course' button. There's also a 'Research projects' section with an 'Add new Research project' button. The application details at the top include: Application number 24335186, Applicant Smith, Alice, Mobility type S - Study, Application period 12.02.2025 00:00 - 01.11.2025 23:59 (Time zone Europe/Helsinki), and Application status Application not ready.

To add courses to the proposed study plan, click “Add new course”

The screenshot shows the 'Add course' modal form. It has three input fields: 'Code \*', 'Name \*', and 'ECTS \*'. At the bottom, there are 'Save' and 'Cancel' buttons. The background shows the same application form interface as the previous screenshot, but it's dimmed.

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 [this webpage](#).

You can check courses and find their course codes and ECTS from our [study handbook here](#).

You should then add the course code, course name, and number of ECTS of the courses you want to study and click save. You can find course information in the [study handbook here](#).

The screenshot shows the 'Proposed study plan' section of an application form. It includes a 'STUDIES' header, a 'Courses' section with an 'Add new Course' button, and a table with the following data:

Code	Name	ECTS	Recommendation / Acceptance	Comments	Editor
E459264	Introduction to Finance	5			Smith Alice / 14.02.2025 14:02

Below the table is a 'Research projects' section with an 'Add new Research project' button. A 'Sort: Select' dropdown menu is located in the top right corner of the table area.

Once you have added 1 course, you can click “add new course” to add another.

The screenshot shows the 'Application form for incoming student mobility' with a progress bar at the top. The progress bar includes steps: Personal data, Home institution information, Study information, Current studies, Proposed study plan (highlighted), Enclosures, and Check and send application. Below the progress bar, the 'Proposed study plan' section is visible, containing the same 'Courses' and 'Research projects' area as the previous screenshot. A red box highlights the 'Research projects' section, which includes an 'Add new Research project' button. The 'Add at least one study.' message is also present.

You can choose “research project” if you will write your master’s thesis with us and you have already contacted a thesis supervisor at Åbo Akademi and agreed on the research project. For more information, [please read here](#).

## Enclosures

**Application form for incoming student mobility**

Application number 24335186	Applicant Smith, Alice	Mobility type 5 - Study <a href="#">🔗</a>	Application period Incoming Exchange Application 2025-2026 12.02.2025 00:00 - 01.11.2025 23:59 (Time zone Europe/Helsinki) <a href="#">🔗</a>	Application status Application not ready
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Personal data   Home institution information   Study information   Current studies   Proposed study plan   **Enclosures**   Check and send application

### Enclosures

Additional information

0 / 2000

**Learning agreement \***

Use the course information of the current academic year. The course information for the next academic year will be available no later than 1 August. Plan a full time course load, 30 credits for one semester, 60 credits for an academic year. The study plan must be approved and signed appropriately by your home institution. You can use the study plan/learning agreement form of Åbo Akademi University; Erasmus+ students should use the learning agreement of their home university.

[Choose file](#)

**Official transcript of records in English \***

An official transcript of records in English, with all the courses you have taken at your home university, with the credits and grades, from all your previous years of study.

[Choose file](#)

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. We will not sign 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 or 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

The screenshot shows a web application interface for checking and sending an application. At the top, there is a purple header bar. Below it, a navigation bar contains a 'Back to list' button and a 'Send' button. A status bar shows the date and time '14.02.2025 / 13:53:44 / Smith Alice' and links for 'Instructions' and 'PDF'. The main heading is 'Application form for incoming student mobility'. Below this is a summary table with five columns: Application number, Applicant, Mobility type, Application period, and Application status. A progress bar follows, with icons for each section: Personal data, Home institution information, Study information, Current studies, Proposed study plan, Enclosures, and Check and send application. The 'Check and send application' section is expanded, showing a list of sections with their completion status: Personal data (Incomplete), Home institution information (Incomplete), Study information (Incomplete), Current studies (Incomplete), Proposed study plan (OK), and Enclosures (Incomplete). A 'Send' button is visible in the bottom right corner.

Application number	Applicant	Mobility type	Application period	Application status
24335186	Smith, Alice	S - Study	Incoming Exchange Application 2025-2026 12.02.2025 00:00 - 01.11.2025 23:59 (Time zone Europe/Helsinki)	Application not ready

Progress bar: Personal data, Home institution information, Study information, Current studies, Proposed study plan, Enclosures, Check and send application

**Check and send application**

Personal data	Incomplete
Home institution information	Incomplete
Study information	Incomplete
Current studies	Incomplete
Proposed study plan	OK
Enclosures	Incomplete

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.

Once you are ready, you can click the “send” button in the top right hand corner.

## Questions or problems?

You can always contact us at [exchange@abo.fi](mailto:exchange@abo.fi) if you have questions about the application or technical problems.

We look forward to receiving your application.