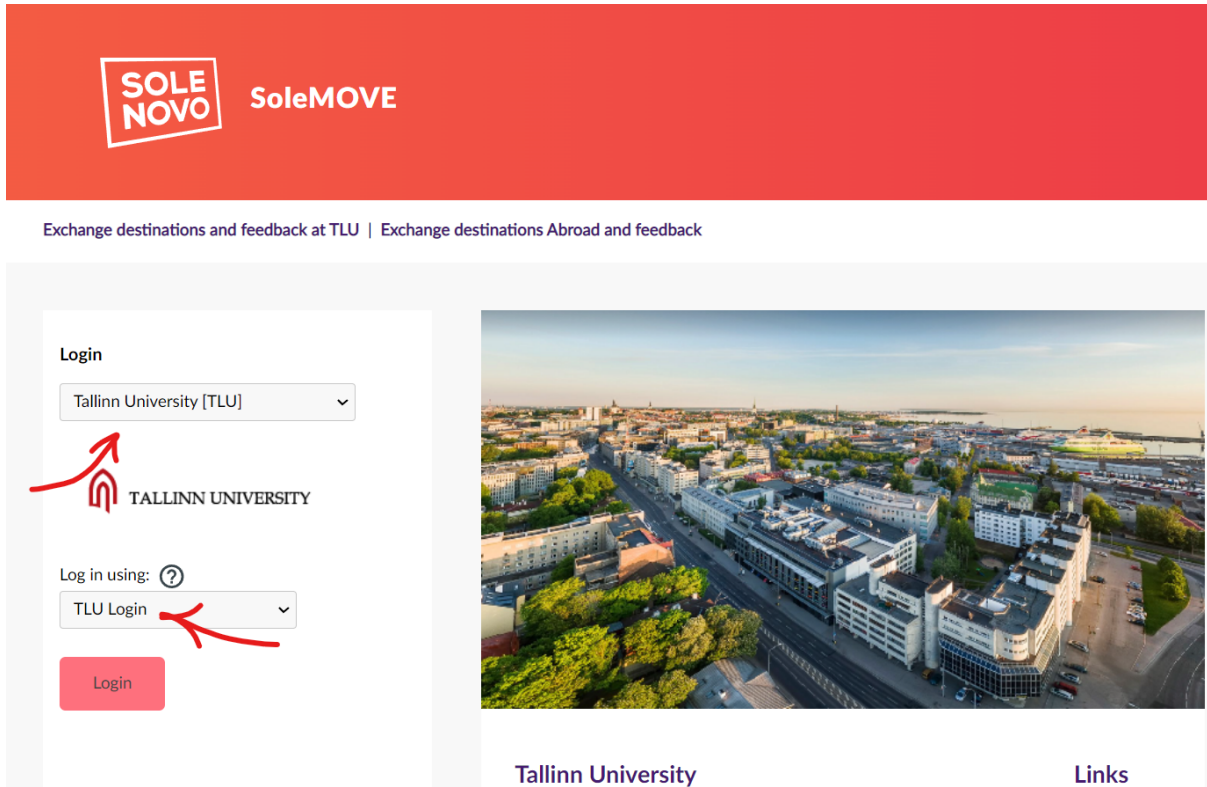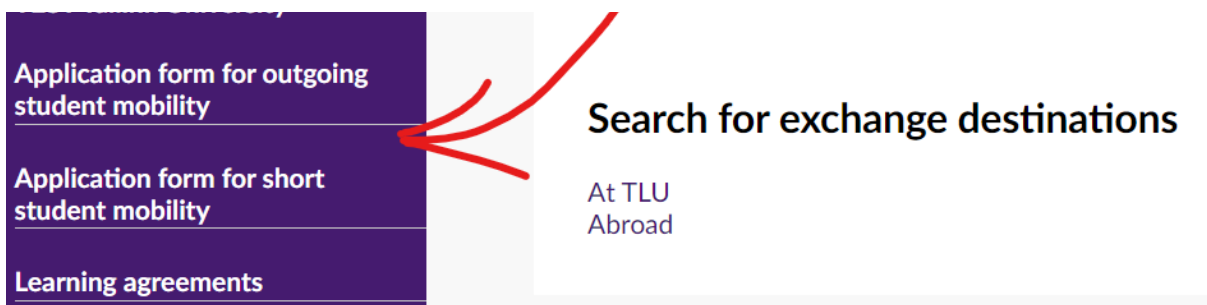# SOLEMOVE MANUAL
for creating and submitting application

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

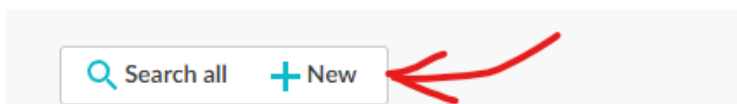**Creating an application:**

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.

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.

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).
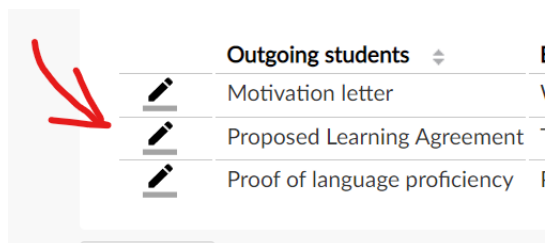
Current studies:

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 ÕIS / TU Study information system (EN: TU Study information system → My study information → Student performance records → KKH) (EE: ÕIS → 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.
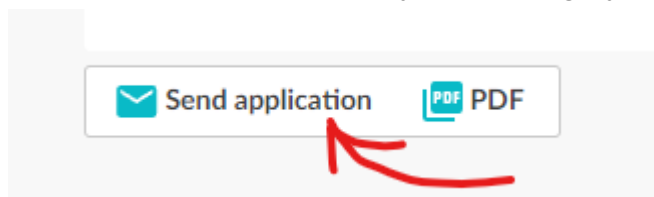
Check and send application:

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).

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**".

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