



South-Eastern Finland
University of Applied Sciences

INSTRUCTIONS FOR INCOMING 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

SOLE
Move

User activation

Picture 2

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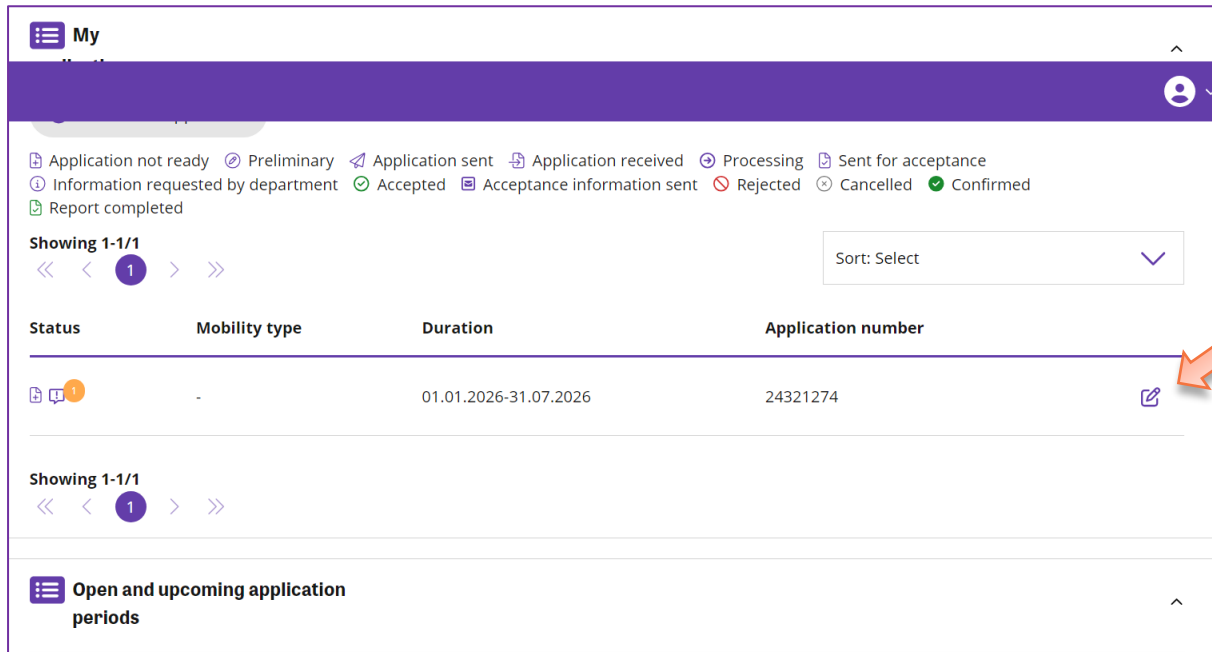
All for the future.

Log in with SSO

or

Login as local user

If you apply for a semester or whole academic year, you can see a normal application created by the system as below. Click the edit icon to continue.



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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03.02.2025 / 11:33:35 / Hopp Lindy [Instructions](#) [PDF](#)

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

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[Study information](#)

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[Check and send application](#)

[Personal data](#)

Last name *	Given name *
<input type="text" value="Hopp"/>	<input type="text" value="Lindy"/>

[+](#) Contact person in case of emergency


Last name *	Given name *
<input type="text"/>	<input type="text"/>
Phone number *	
<input type="text" value="+"/>	
Email	
<input type="text"/>	



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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


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. As you will probably apply for a semester or whole academic year, choose one of the **semesters** and the dates will appear automatically. Duration of exchange in months can be left empty.

 Study information
Exchange program *
Freemover <input type="text"/>
Duration of exchange *
Type to search <input type="text"/>
Duration of exchange in months
<input type="text"/>
Start date <input type="text"/>
End date <input type="text"/>



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Department and/or programme 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.

Additional information; if there is any other information which might be good for us to know, please add it here.

YOU ARE APPLYING TO

Department

SF MIKKELI07 Building services (Mikkeli) x +

Programme/theme

+

EU subject area *

Type to search v

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>

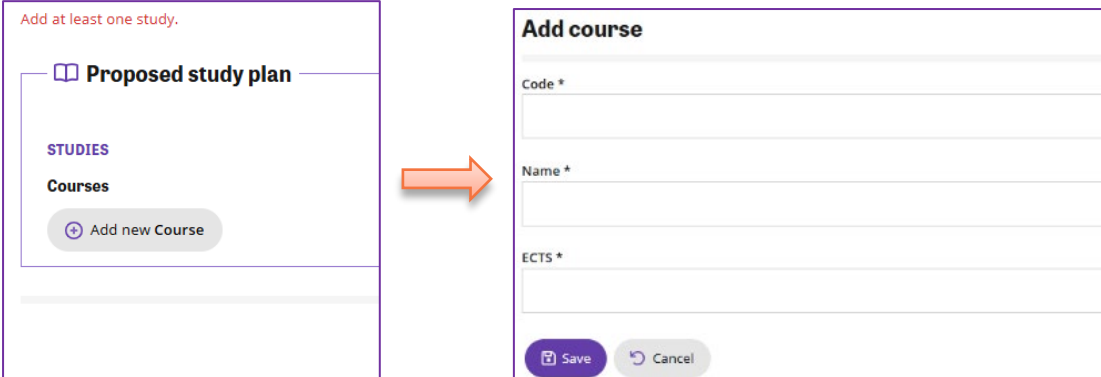
Language knowledge

+ Add language

5. Proposed Study Plan

This is about adding courses for your exchange period at Xamk. Please, **add all courses** which you would like to study at Xamk instead of only one. If you fill one course only, the application is returned

to you. You need to add each course separately. [You can check the names and the codes of the courses at our website](#)

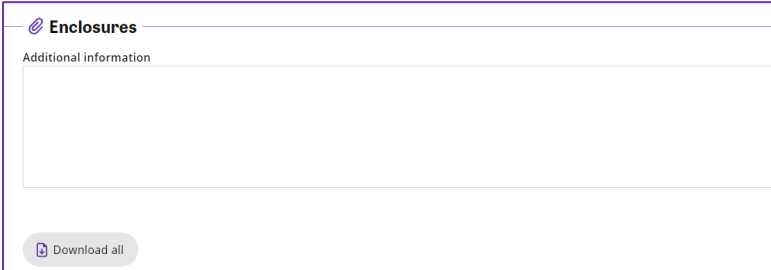


The image shows two screenshots of a web application. The left screenshot is titled 'Proposed study plan' and includes a red message 'Add at least one study.' Below this, there is a section for 'STUDIES' with a sub-section for 'Courses' containing an 'Add new Course' button. An orange arrow points from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

6. Enclosures

Please upload all enclosures marked with a * as they are mandatory to all applicants. Please, do not attach copies of *national* passports. Also note that the ID documents need to be valid at the time of submitting the application and the possible exchange period at Xamk / stay in Finland.

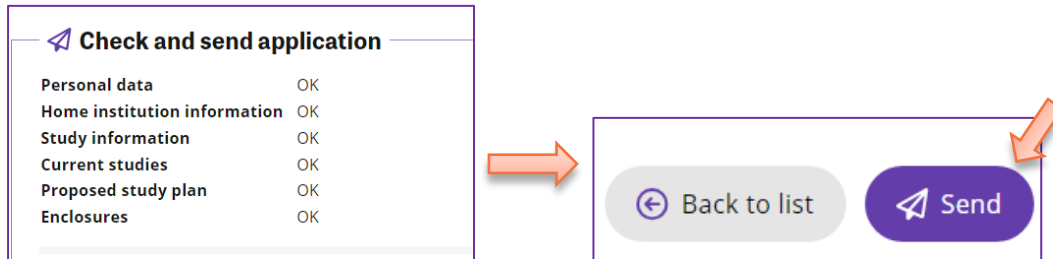
Enclosures need to be attached as **PDF-files** to ensure that we can open them except photo which should be attached as a picture -format. Please note that Portfolio is mandatory only for students applying to Culture, Kouvola Campus.



The image shows a screenshot of the 'Enclosures' section. It features a header with a document icon and the title 'Enclosures'. Below the header is a section for 'Additional information' with a large empty text area. At the bottom of the section is a 'Download all' button.

7. Check and send the application

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



8. Approval

Your application will be processed after the application deadline. Once the decision is made, we will inform you. This can take up to one month.

If you are accepted, you will receive a Letter of acceptance which is generated by the system and is emailed to you. It should be sufficient enough for the visa application in case you need one.

In the same email you are asked to confirm your exchange to Xamk. We would appreciate if you would confirm your exchange soon after receiving the Letter of acceptance.

Information about arrival date/time and address in Finland can be added later.

Coordinators on campuses will send a separate e-mail (kind of info package) about beginning of the semester, accommodation and other issues to the accepted students. You will not receive a info package through SoleMOVE.

Hopefully these instructions have been useful to You!

International Services at Xamk 😊