

User Guide SoleMOVE


1. Activate your user account via the link, which you received in the email “Instructions for entering Your Exchange Application”

Please apply via our application portal SoleMove. You can activate your User account in this address:

<https://solemovetest.solenovo.fi/solemove/displ/en/useractivation/nop/nop/nop?hash=3332f775c36d9b7721c579f029a6e1c9>

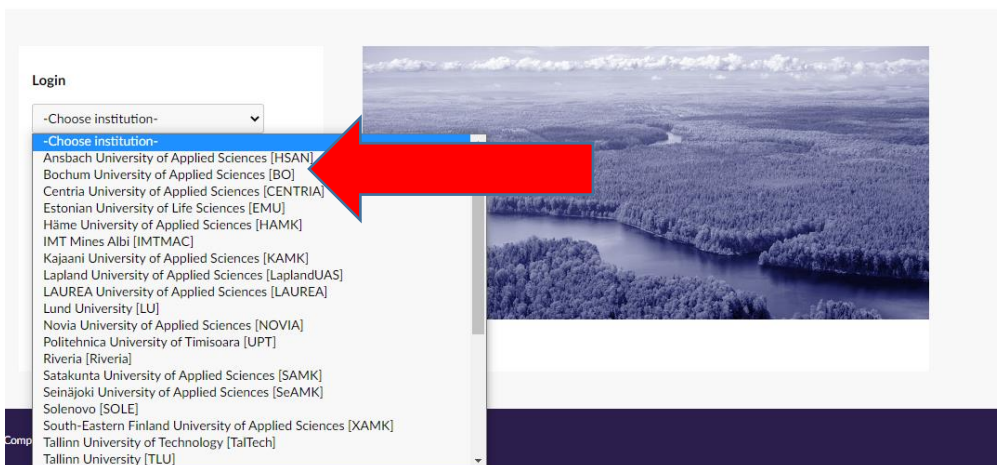
2. Choose a password and activate the account

Username	<input type="text" value="fitommülle5066"/>
Name	Müller Anna
New password*	<input type="password"/>
Re-enter new password*	<input type="password"/>



3. Choose Bochum University of Applied Science on the start page (SoleMove start page):

<https://saas.solenovo.fi/solemove/displ/en/public/nop/nop>



4. Choose "Log in using" Local and login with your account

Exchange destinations and feedback at BO | Exchange destinations Abroad and feedback

TEST
Login

TEST Bochum University of Applied Sciences

Hochschule Bochum
Bochum University
of Applied Sciences

Username
ftomsmith1695

Password [Forgot password?](#)

Links

First information for Exchange students at to Bochum University of Applied

5. Choose S-Study and save afterwards

☰ **SOLE NOVO** SoleMOVE 🏠 ⚙️ 🚪 Log out

TEST
TEST Bochum University of Applied Sciences

Application form for incoming student mobility

Application form for short student mobility

Smith Emily

Personal data

Personal data

Mobility type*

C - Combined study and traineeship

P - Traineeship

S - Study

6. Fill in the fields with *

Application form for short student mobility

Schmidt Peter

Country of home institution: Finland
ERASMUS code of home institution: FI TOM01
Home institution: University of Tomorrow Bachelor
Mobility type: S - Study
Status of application: Application not ready
Last edited by: 31.05.2022 15:51:10 / Schmidt Peter

▲ Personal data ▲ Study information ▲ Current studies ▲ Enclosures ▶ Check and send application

Mobility type*

Duration of your exchange* Wintersemester 2022/23, 01.09.2022 - 28.02.2023
 Summer Semester 2022, 01.03.2022 - 31.08.2022
 Whole year, 01.09.2021 - 31.08.2022
 Other, please specify

Duration of exchange in months: 6,00

Last name*

Given name(s)*

Date of birth(dd.mm.yyyy)*

Gender* M - Male F - Female N - Nonbinary X - Prefer not to say

Nationality* Place of birth*

Native language*

Permanent address*

Missing data:

- Native language*
- Permanent address*
- Home institution: Address*
- Departmental coordinator: Name*
- Departmental coordinator: Email*
- Institutional coordinator: Name*
- Institutional coordinator: Email*

Update your date of birth

6.1 You can always see in the red Box what is missing!

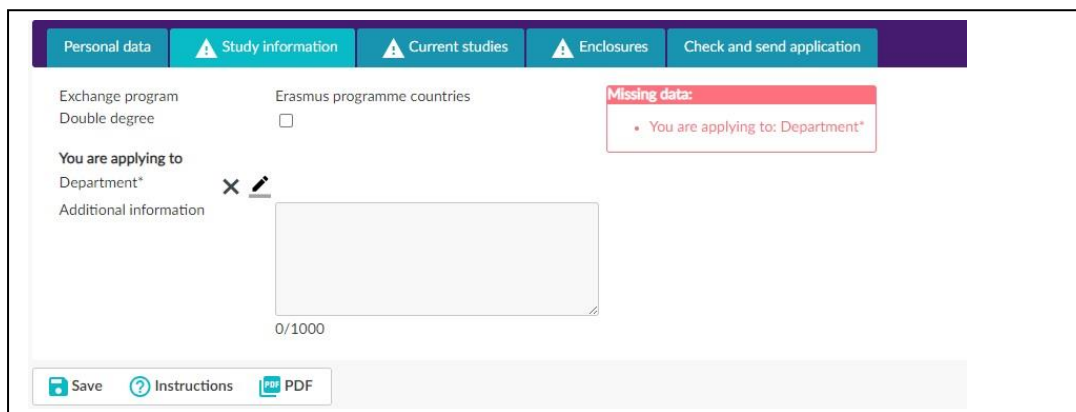
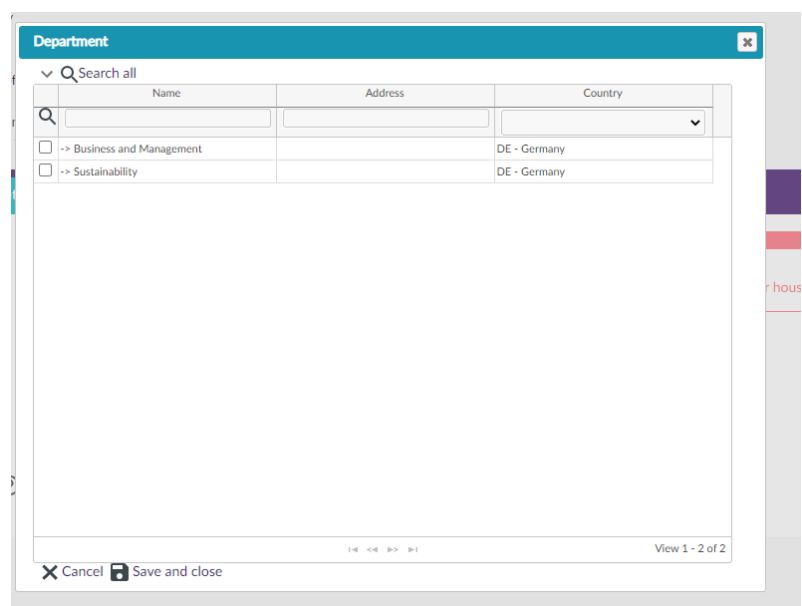
6.2 Save at the end and continue with the next part -> **Study Information**

7. First Click on the pen and then the second window will open

7.1 Choose your Department, save and close

7.2 Choose if you participate in the double degree program (only possible for the universities, which have relevant agreement with Bochum UAS)

7.3 Save at the end and go to -> **Current studies**

	Name	Address	Country
<input type="checkbox"/>	-> Business and Management		DE - Germany
<input type="checkbox"/>	-> Sustainability		DE - Germany

8. Fill in everything with * (information on your current studies at the home university)

8.1 Language knowledge: indicate you German AND English level. If you do not speak German, please choose level A1

8.2 Save!

8.3 Continue with Enclosures

Personal data | Study information | Current studies | **Enclosures** | Check and send application

Degree/diploma you are studying for* 1 - Bachelor 2 - Master 3 - Doctorate

Field of study/major subject*

Number of semesters completed so far*

Language knowledge (German AND English)*
See European language levels here (check the PDF): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Language	Language proficiency
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Save Instructions PDF

9. Attach all necessary files

9.1 Upload the file and then you can choose next enclosure

9.2 If you are not able to submit your health insurance certificate with the application, you can do this later, until the enrolment at the latest.

Enrolment without sufficient health insurance is not possible!

More information regarding health insurance here:

<https://www.hochschule-bochum.de/en/uas-bo/wichtige-einrichtungen/international-office/wege-an-die-bo/exchange-students/basic-information/translate-to-englisch-krankenversicherung/>

9.3 Save!

Personal data | Study information | Current studies | **Enclosures** | Check and send application

Additional data

0/2000

Save


Enclosure Name	Enclosure info	Mandatory	Enclosed file
Passport	Copy of your passport/ID	Yes	
Certificate of Enrolment	Copy of your certificate of enrolment/student card	Yes	
Language Certificate	German B1/ English B1 (for Department of Business and Management, if ONLY courses taught in English will be selected).	Yes	
Bachelor's Degree	in case of Master studies	No	
Health insurance	Copy of your EHIC card (EU) or A/T11 certificate (Turkey)	No	
Photo	Photo in a passport format	Yes	
Data sheet	Completed document that you received with your user ID	Yes	

Instructions PDF

Missing data:

- Passport
- Certificate of Enrolment
- Language Certificate
- Photo
- Data sheet

Check if everything is completed -> everything OK? Send application!

Personal data	Study information	Current studies	Enclosures	 Check and send application
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Personal data	OK
Study information	OK
Current studies	OK
Enclosures	OK

Changes

Type
Attachment
Attachment
Attachment
Attachment
Attachment
Attachment
Attachment
Attachment
Attachment

Send application

10. You will receive a confirmation email

Dear Anna Müller,

Thank you for sending your application for the exchange studies at Bochum University of Applied Sciences. We will check it and contact you soon with further information.

Login to SoleMOVE at: <https://solemovetest.solenovo.fi/solemove/disp/.en/public/nop/nop/nop?client=1811306>

This is an automatic email, please do not answer it. With questions please contact the International Office (incoming@hs-bochum.de)

11. You will get an acceptance letter via email with all Information about the further steps!

Dear Anna Müller,

I am glad to inform you that you have been accepted as an exchange student at Bochum University of Applied Sciences (Department of Business and Management). Attached you can find your Letter of Acceptance and the preliminary academic calendar.

→ Please confirm or cancel your acceptance and insert your arrival information to the application in this address

<https://solemovetest.solenovo.fi/solemove/disp/.en/public/nop/nop/nop?client=1811306>

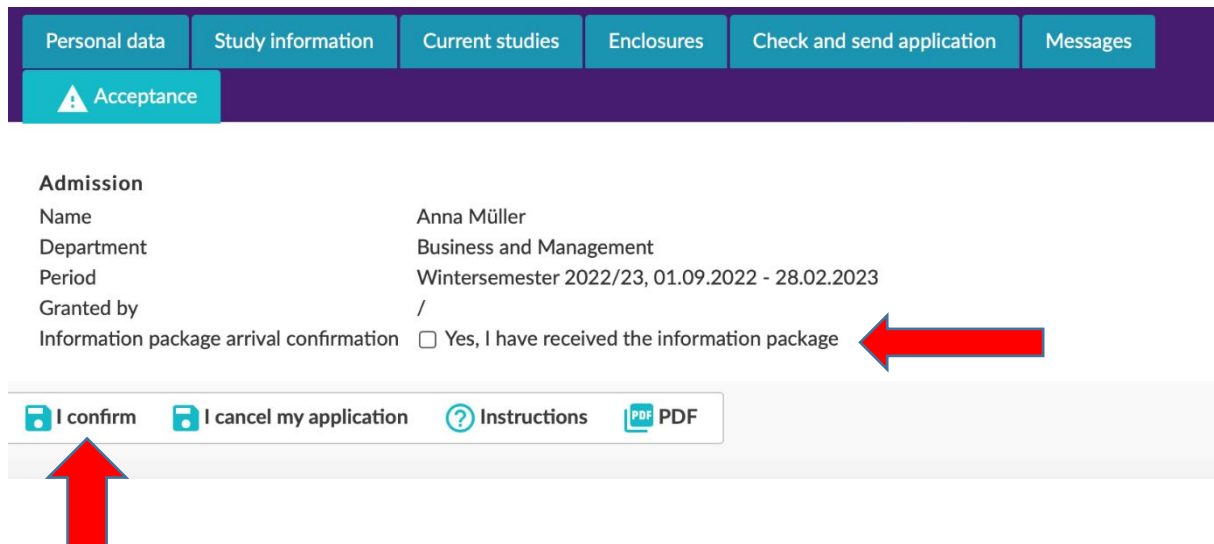
If your arrival date and German address are not clear yet, you can skip these fields and complete this information later.

12. After you got the email, you should tap on the link (see Step 12) and login to your account.

13.1 Go to “Acceptance”

13.2 Choose “Yes, I have received the information package”

13.3 Confirm!



Acceptance

Admission

Name: Anna Müller
 Department: Business and Management
 Period: Wintersemester 2022/23, 01.09.2022 - 28.02.2023
 Granted by: /
 Information package arrival confirmation: Yes, I have received the information package

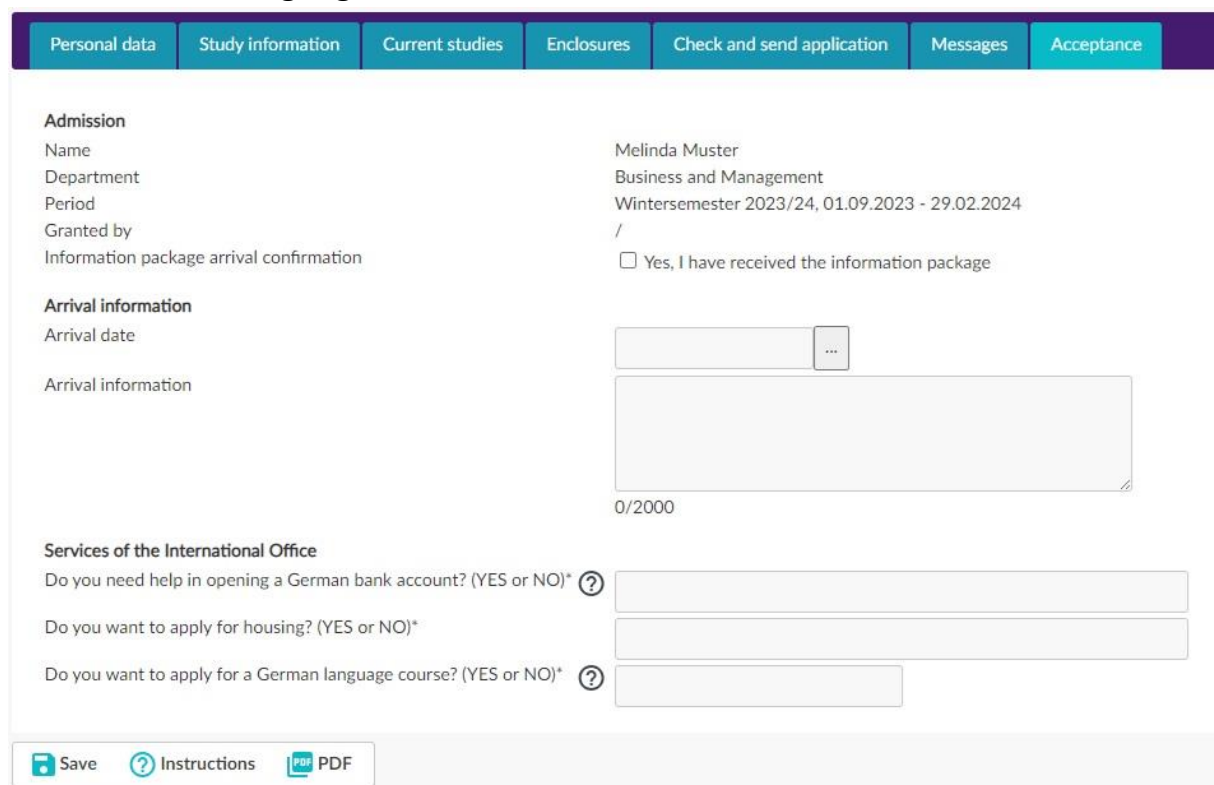
I confirm **I cancel my application** **Instructions** **PDF**

13. Fill in your arrival date and services you require → Save

If you do not know your arrival date yet, you can submit this information later

Please indicate if you need the following (YES or NO):

- Bank account
- Housing
- German language course



Acceptance

Admission

Name: Melinda Muster
 Department: Business and Management
 Period: Wintersemester 2023/24, 01.09.2023 - 29.02.2024
 Granted by: /
 Information package arrival confirmation: Yes, I have received the information package

Arrival information

Arrival date:

Arrival information:

Services of the International Office

Do you need help in opening a German bank account? (YES or NO)*

Do you want to apply for housing? (YES or NO)*

Do you want to apply for a German language course? (YES or NO)*

Save **Instructions** **PDF**

14. Check the Mail (from step 11) for further Steps!

→ **With questions contact** incoming@hs-bochum.de