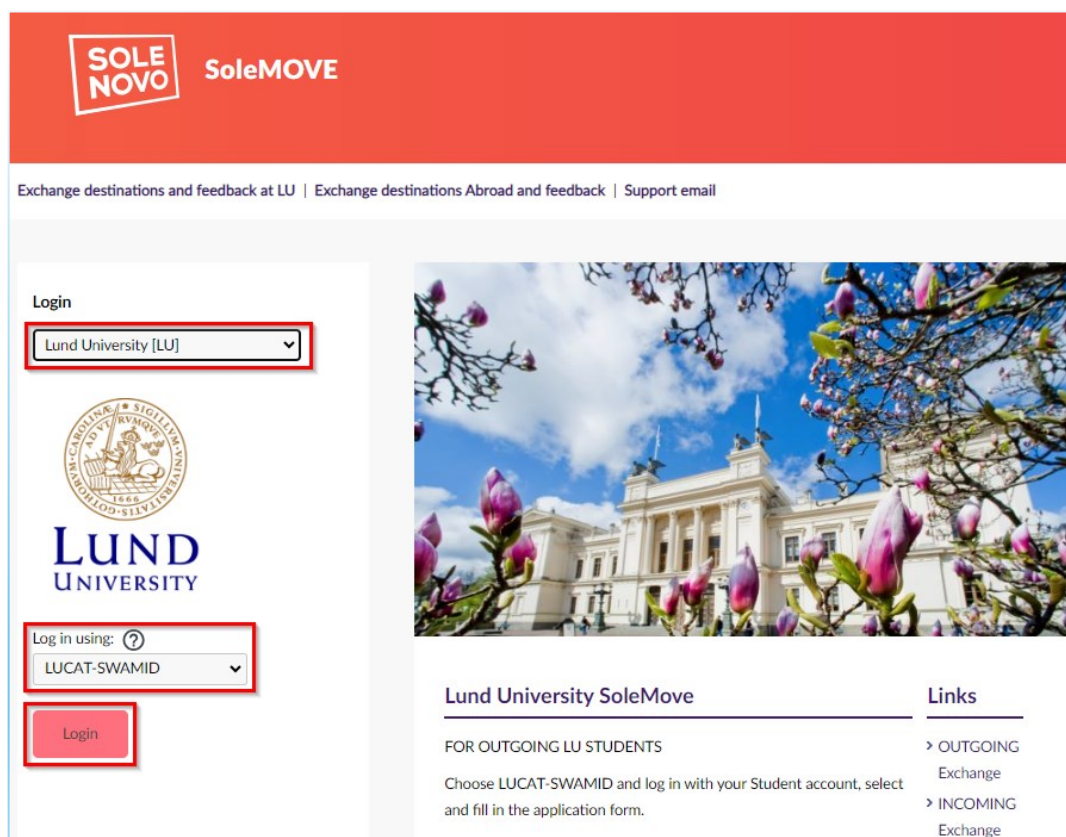


## Instructions SoleMove

Log in to SoleMove and consent to the processing of your personal data. It is recommended that you use the Chrome, Firefox or Opera web browser to create your application in SoleMove. SoleMove is a system normally used for application for nomination to exchange studies at LU.

This is how you log in and start your application:

- [Go to solemove.lu.se](https://solemove.lu.se).
- Select 'Lund University [LU]' from the drop-down list under 'Login'.
- Select 'LUCAT-SWAMID' from the drop-down list under 'Log in using'.
- Log in with your student ID.



SOLE NOVO SoleMOVE

Exchange destinations and feedback at LU | Exchange destinations Abroad and feedback | Support email

Login

Lund University [LU]

LUND UNIVERSITY

Log in using: ?

LUCAT-SWAMID

Login

**Lund University SoleMove**

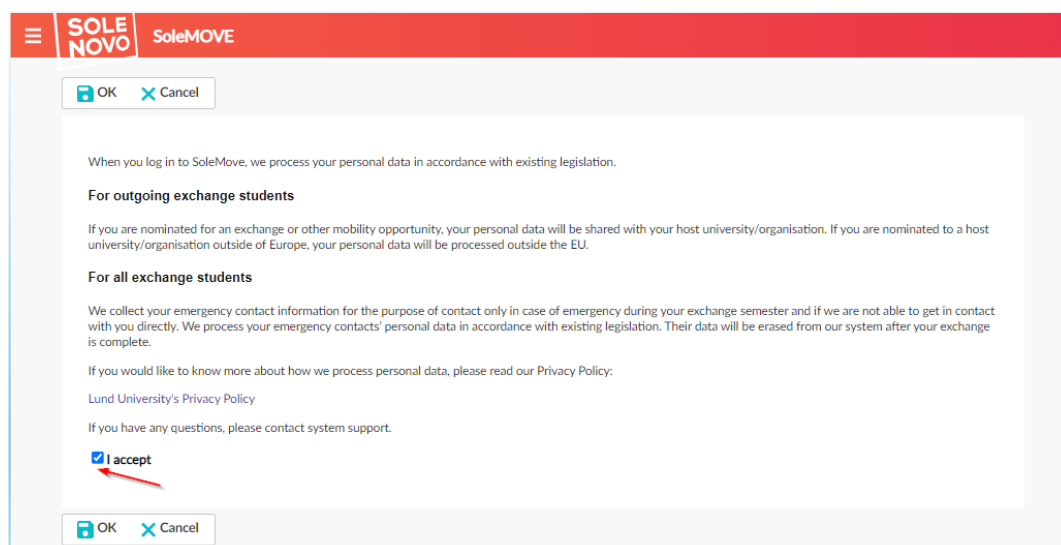
FOR OUTGOING LU STUDENTS

Choose LUCAT-SWAMID and log in with your Student account, select and fill in the application form.

**Links**

|                     |
|---------------------|
| > OUTGOING Exchange |
| > INCOMING Exchange |

Read and accept the information about how we process your personal data. This will only appear the first time you log in to the system.



SOLE NOVO SoleMOVE

OK Cancel

When you log in to SoleMove, we process your personal data in accordance with existing legislation.

**For outgoing exchange students**

If you are nominated for an exchange or other mobility opportunity, your personal data will be shared with your host university/organisation. If you are nominated to a host university/organisation outside of Europe, your personal data will be processed outside the EU.

**For all exchange students**

We collect your emergency contact information for the purpose of contact only in case of emergency during your exchange semester and if we are not able to get in contact with you directly. We process your emergency contacts' personal data in accordance with existing legislation. Their data will be erased from our system after your exchange is complete.

If you would like to know more about how we process personal data, please read our Privacy Policy:

[Lund University's Privacy Policy](#)

If you have any questions, please contact system support.

☒ I accept

OK Cancel

Create new application. Choose LTH Examensarbete/Degree Project 202x-202x.

SOLE MOVE

Home

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### Applications

Create new application

Application not ready Preliminary Application sent Application received Processing Sent for acceptance Accepted Acceptance information sent Rejected Cancelled Confirmed Report completed

Showing 1-2/2 << < 1 > >> Sort: Select

| Status | Application period | Application number | Mobility type | Duration | Destination | Exchange program |
|--------|--------------------|--------------------|---------------|----------|-------------|------------------|
|        |                    | 23688048           | null - null   | -        |             |                  |
|        |                    | 23694823           | null - null   | -        |             |                  |

Showing 1-2/2 << < 1 > >>

Choose Application type - Short student exchange and Mobility type - Traineeship. Under Application period you choose the time period during which you will do your project abroad (exact dates later in the process).

SOLE MOVE

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Back to list Save

### Application form for outgoing student mobility

Basic information

Application type \*  
☒ Normal student exchange ☐ Short student exchange

Mobility type \*  
P - Traineeship

Application period \*  
LTH Examensarbete/ Degree Project 24-25 / 01.12.2024 00:00 - 30.08.2025 23:59 (Time zone Europe/Stockholm)

Save.

Fill in your personal data. Phone number should be given in the format +4670xxxxxxx.

SOLE MOVE

Home

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01.12.2024 00:00 - 30.08.2025 23:59

Back to listSave

Personal dataHome institution informationCurrent studiesExchange informationEnclosuresCheck and send application

Personal data

Last name \*  
Testkonto-2203-LTH

Personal identity number \*  
190007109804

ESI  
If other, please specify

Email \*  
doris.testkonto-lth@lth.lu.se

Address \*

City \*

Given name \*  
Doris

Date of birth \*  
10.07.1900

Citizenship \*  
Type to search

If other, please specify

Phone number \*  
+

Postal code \*

Country \*

Contact person in case of emergency

Last name \*

Given name \*

Phone number \*

SAVE. Use the arrow to continue.

Fill in information about faculty (LTH) and supervisor at LTH/LU:

SOLE MOVE

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Destination search

01.12.2024 / 15:19:38 / Doris Testkonto-2203-LTH

InstructionsDeletePDF

Application form for outgoing student mobility

Application number  
23726447

Applicant  
Testkonto-2203-LTH, Doris

Mobility type  
P - Traineeship

Application period  
LTH Examinersarbete/ Degree Project 24-25  
01.12.2024 00:00 - 30.08.2025 23:59

Application status  
Application not ready

Personal dataHome institution informationCurrent studiesExchange informationEnclosuresCheck and send application

Home institution information

Faculty at LU \*  
S LUND01 Faculty of Engineering (LTH)

SUPERVISOR/HANDEARE AT LU

Last name \*

Given name \*

Email \*

Phone number \*

+

Last name

Given name

SAVE. Use the arrow to continue.

Fill in information about your mobility period/the project period abroad. The study programme is the programme you study here at LTH. Under language knowledge you can fill in you own native language and choose ‘native’ under language proficiency. Remember to save.

The screenshot shows the 'Application form for outgoing student mobility' in the 'Current studies' step. The form includes a progress bar with steps: Personal data, Home institution information, Current studies (active), Exchange information, Enclosures, and Check and send application. The 'Current studies' section has two input fields: 'Degree/diploma you are studying for \*' and 'Study program \*'. Below this is the 'Language knowledge' section with a red message 'Add at least one language.' and an 'Add language' button. The 'Previous exchange' section is also visible. The top navigation bar shows 'Back to list' and 'Save' buttons. The bottom right corner has a 'Save' button.

SAVE. Use the arrow to continue.

In this step we want you to add information about the country and organisation you are going to. Choose Add new.

The screenshot shows the 'Application form for outgoing student mobility' in the 'Exchange information' step. The progress bar now highlights 'Exchange information'. The 'Exchange information' section has a red message 'LIST OF INSTITUTIONS/ENTERPRISES YOU APPLY TO' and 'Add at least one institution/enterprise.' with an 'Add new' button. Below this is a large text input field for 'Supervisor abroad \*'. The top navigation bar shows 'Back to list' and 'Save' buttons. The bottom right corner has a 'Save' button. The URL 'https://saas.solenovo.fi/move/dashboard' is visible in the bottom left corner.

In the box that appears you choose

Type – Normal.

Name of host institution - Add a new one using the plus sign. In the box that appears you only need to fill in the name of the organisation.

Exchange program – Choose what applies for you. For most of you that will be Data collection for thesis.

Duration of exchange – Choose Other, please specify. **REMEMBER to fill in start date and end date** of your project time at your destination.

## Institution/enterprise

Type \*

☒ Normal

☐ Freemover

Country

Type to search

Name of host institution \*

Exchange program \*

Type to search

Main semester

Duration of exchange \*

Type to search

Start date

End date

Add additional semester

Save

Cancel

SAVE. Use the arrow to continue.

Under Enclosures, Cooperation agreement/Learning agreement you upload your filled out and signed (all three parties) Cooperation agreement.

SOUL MOVES

Home

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Destination search

06.12.2024 / 14:31:21 / Doris Teskenro 2203 LTH

InstructionsDeletePDF

### Application form for outgoing student mobility

|                                |                                       |                                  |                                                                                                       |                                             |
|--------------------------------|---------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Application number<br>23726407 | Applicant<br>Teskenro-2203-LTH, Doris | Mobility type<br>P - Traineeship | Application period<br>LTH Examensarbete - Degree Project 14-35<br>01.12.2024 00:00 - 30.08.2025 23:59 | Application status<br>Application not ready |
|--------------------------------|---------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------|

Personal data

Home institution information

Current studies

Exchange information

Enclosures

Check and send application

#### Enclosures

Additional data

Cooperation agreement/Learning agreement \*

Choose file

Letter of invitation  
For SOU students (official placement)

Choose file

Save

SAVE. Use the arrow to continue.

Check that all parts have been filled out (OK on all parts). Send in your application. The Send button can be found in the top right corner.

The screenshot shows the 'Application form for outgoing student mobility' in the SoleMove system. The form is divided into several sections: Application number (23726447), Applicant (Testimonio-2203-LTH, Doris), Mobility type (P-Traineeship), Application period (LTH Examensarbete/ Degree Project 24-25, 01.12.2024 00:00 - 30.08.2025 23:59), and Application status (Application not ready). Below these are tabs for Personal data, Home institution information, Current studies, Exchange information, Enclosures, and Check and send application. The 'Check and send application' section shows a checklist of items (Personal data, Home institution information, Current studies, Exchange information, Enclosures) all marked as 'OK'. Below this is a table of changes:

| Type       | Info                      | Last changed by           | Timestamp           |
|------------|---------------------------|---------------------------|---------------------|
| Attachment | Cooperation Agreement.pdf | Doris Testimonio-2203-LTH | 06.12.2024 14:58:58 |

You will receive an email confirmation that your information was sent in.

(If you receive an email with information about exchange studies you can ignore this. It's an automatic email sent out when you use the system to apply for exchange studies at LU.)

When your sent in information and agreement has been approved by the International Office you can log in and download your insurance certificate. You can find instructions below on how you download your insurance certificate.

## How to download your insurance certificate from SoleMove (after approval from International Office)

Log into SoleMove.

After you click "I confirm" in the top right corner you will find your insurance certificate available for download in the top right corner:

The screenshot shows the SoleMove interface after login. At the top right, there is a user profile icon and a dropdown arrow. Below this, there are buttons for 'Back to list' and 'Messages (0)'. A horizontal bar contains several icons: 'Instructions', 'PDF', 'Nomination letter', 'Certificate of English proficiency', and 'Insurance certificate'. Below this bar, there is a section for 'Application period' (LTH Examensarbete/ Degree Project 24-25, 01.12.2024 00:00 - 30.08.2025 23:59) and 'Application status' (Confirmed). At the bottom, there are three icons: 'Enclosures', 'Check and send application', and 'Decision'.

Click on Insurance certificate, save it on your computer and open it.

The Period of cover stated on the document is two weeks prior to and after the dates given on the Cooperation Agreement.

We recommend that you save the insurance certificate on your mobile phone so that you always have it close at hand in case you need it.

If you have any questions please contact Cecilia Nilsson, [cecilia.nilsson@lth.lu.se](mailto:cecilia.nilsson@lth.lu.se), LTH International Office.

/LTH International office 2024