

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.

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:

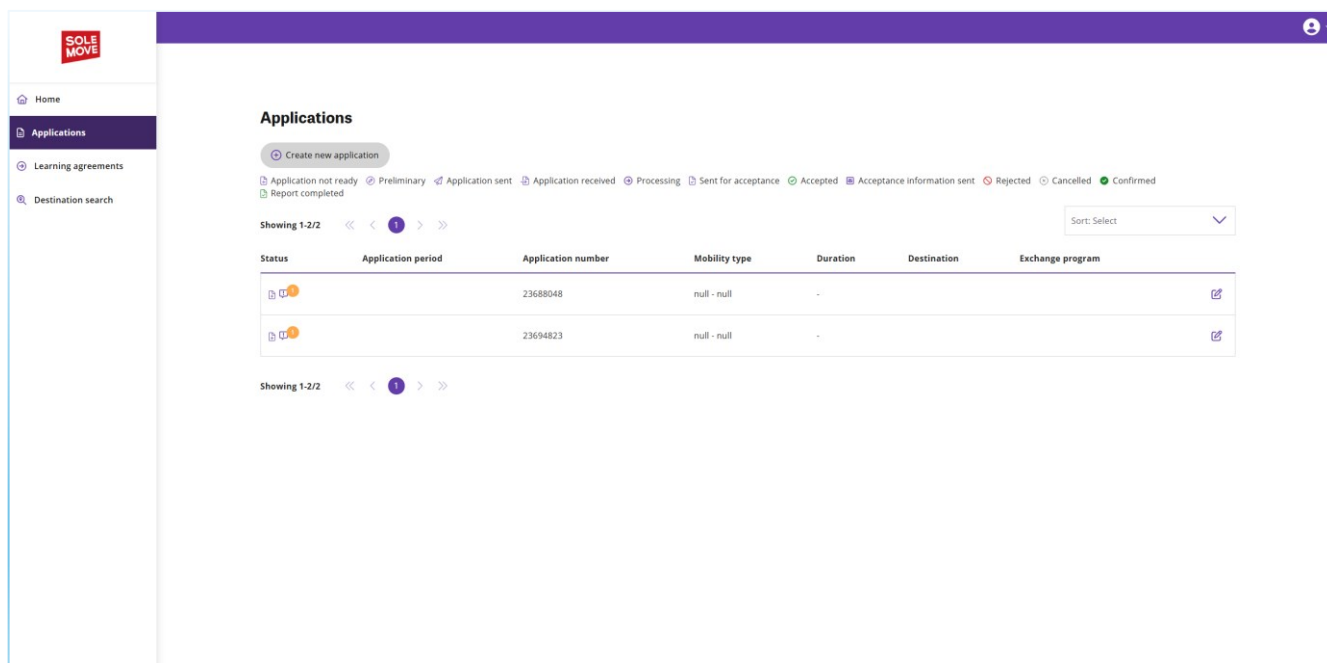
[Lund University's Privacy Policy](#)

If you have any questions, please contact system support.

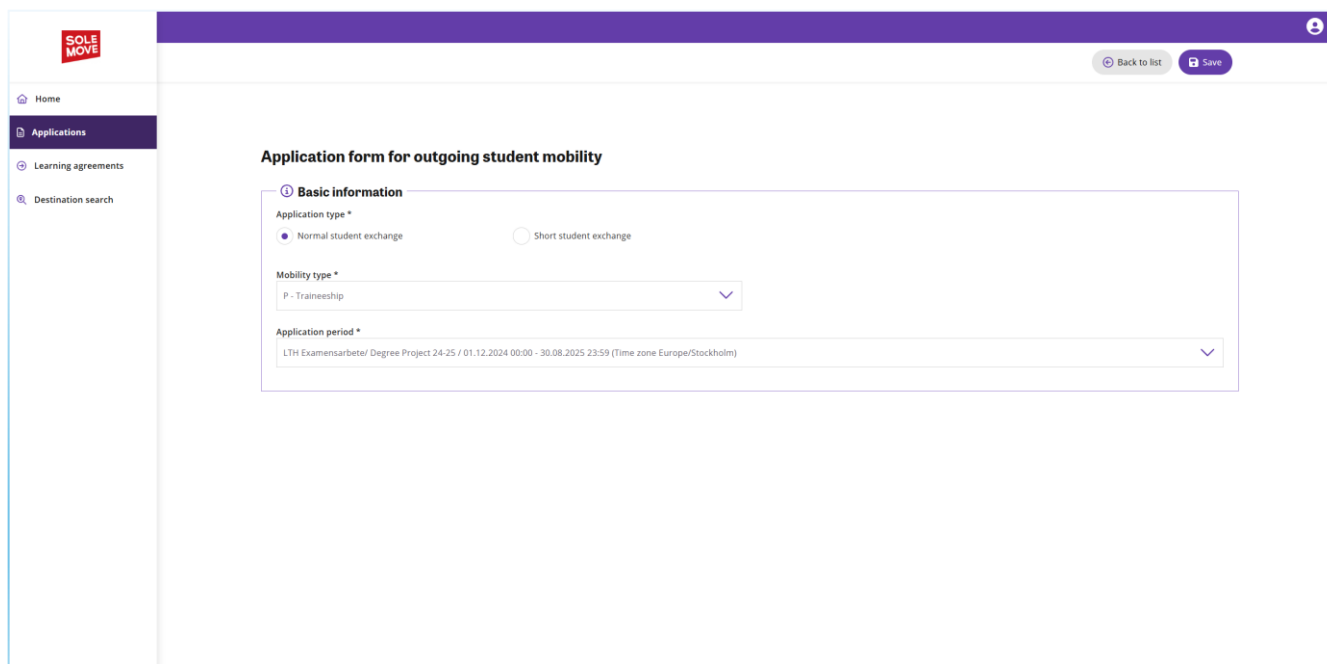
I accept

OK Cancel

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



Choose Application type - Normal 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).



Save.

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

The screenshot shows the 'Personal data' section of the application form. The form is titled 'Personal data' and contains the following fields:

- Last name *: Testkonto-2203-LTH
- Personal identity number *: 190007109804
- ESI: [Redacted]
- If other, please specify: [Empty]
- Email *: doris.testkonto-lth@lth.lu.se
- Address *: [Empty]
- City *: [Empty]
- Given name *: Doris
- Date of birth *: 10.07.1900
- Citizenship *: [Dropdown menu]
- If other, please specify: [Empty]
- Phone number *: +
- Postal code *: [Empty]
- Country *: [Empty]

Below the 'Personal data' section is the 'Contact person in case of emergency' section, which contains the following fields:

- Last name *: [Empty]
- Given name *: [Empty]
- Phone number *: [Empty]

SAVE. Use the arrow to continue.

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

The screenshot shows the 'Home institution information' section of the application form. The form is titled 'Application form for outgoing student mobility' and contains the following information:

- 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

The 'Home institution information' section contains the following fields:

- Faculty at LU *: S LUND01 Faculty of Engineering (LTH)
- SUPERVISOR/HANDELDARE AT LU:
 - Last name *: [Empty]
 - Given name *: [Empty]
 - Email *: [Empty]
 - Phone number *: +
 - Last name: [Empty]
 - Given name: [Empty]

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 your own native language and choose 'native' under language proficiency. Remember to save.

The screenshot shows the 'Application form for outgoing student mobility' interface. At the top, there is a navigation bar with 'SOLE MOVE' and a user profile icon. Below the navigation bar, there are buttons for 'Back to list' and 'Save'. The main content area displays the application details: Application number 23726447, Applicant Testkonto-2203-LTH, Doris, Mobility type P - Traineeship, Application period LTH Examinationsbete/ Degree Project 24-25 (01.12.2024 00:00 - 30.05.2025 23:59), and Application status Application not ready. A progress bar below these details shows six steps: Personal data, Home institution information, Current studies (active), Exchange information, Enclosures, and Check and send application. The 'Current studies' section is expanded, showing a dropdown for 'Degree/diploma you are studying for' and a text input for 'Study program *'. Below this is the 'Language knowledge' section with a note 'Add at least one language' and an 'Add language' button. The 'Previous exchange' section is also visible. At the bottom right, there is 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' interface, now on the 'Exchange information' step. The top navigation bar and application details are the same as in the previous screenshot. The progress bar shows the 'Exchange information' step as active. The 'Exchange information' section is expanded, displaying a 'LIST OF INSTITUTIONS/ENTERPRISES YOU APPLY TO' with a note 'Add at least one institution/enterprise' and an 'Add new' button. Below this is a text input field for 'Supervisor abroad *'. At the bottom right, there is 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 Name of host institution *

Exchange program *

Main semester

Duration of exchange *

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.

Back to list [Save](#)

Home
06.12.2024 / 14:31:27 / Doris Testkonto 2020-21
Instructions [Delete](#) [PDF](#)

Application form for outgoing student mobility

Application number 23726447	Applicant Testkonto-2020-LTH, Doris	Mobility type P - Traineeship (f)	Application period LTH Examensarbeit/ Degree Project 24-25 01.12.2024 00:00 - 30.08.2025 23:59 (f)	Application status Application not ready
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Personal data
Home Institution information
Current studies
Exchange information
E
Check and send application

Enclosures

Additional data

Cooperation agreement/Learning agreement * 0/2000

[Choose file](#)

Letter of invitation
For SSX students (critical 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.

SOLE MOVE

06.12.2024 / 14:58:06 / Doris Testorico-2203-LTH

Back to list Send

Instructions Delete PDF

Application form for outgoing student mobility

Application number: 23726447 Applicant: Testorico-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) Application status: Application not ready

Personal data Home institution information Current studies Exchange information Enclosures Check and send application

Check and send application

- Personal data: OK
- Home institution information: OK
- Current studies: OK
- Exchange information: OK
- Enclosures: OK

Changes

Type	Info	Last changed by	Timestamp
Attachment	Cooperation Agreement.pdf	Doris Testorico-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:

Back to list Messages (0)

Instructions PDF Nomination letter Certificate of English proficiency Insurance certificate

Application period: LTH Examensarbete/ Degree Project 24-25 (01.12.2024 00:00 - 30.08.2025 23:59) Application status: Confirmed

Enclosures Check and send application 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, LTH International Office.

/LTH International office 2024