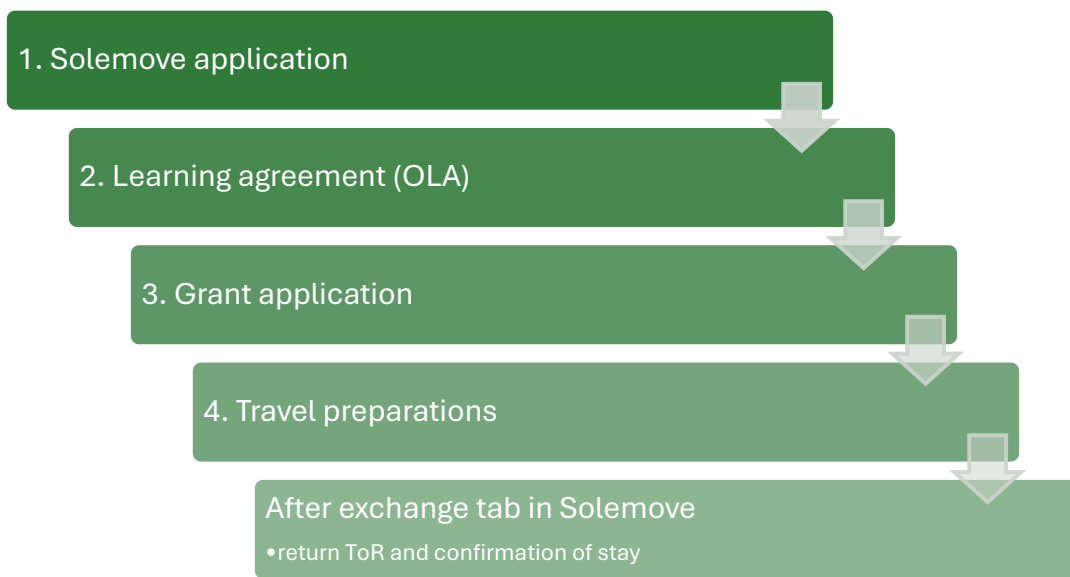


# Short exchanges – instructions to fill in the SoleMove application

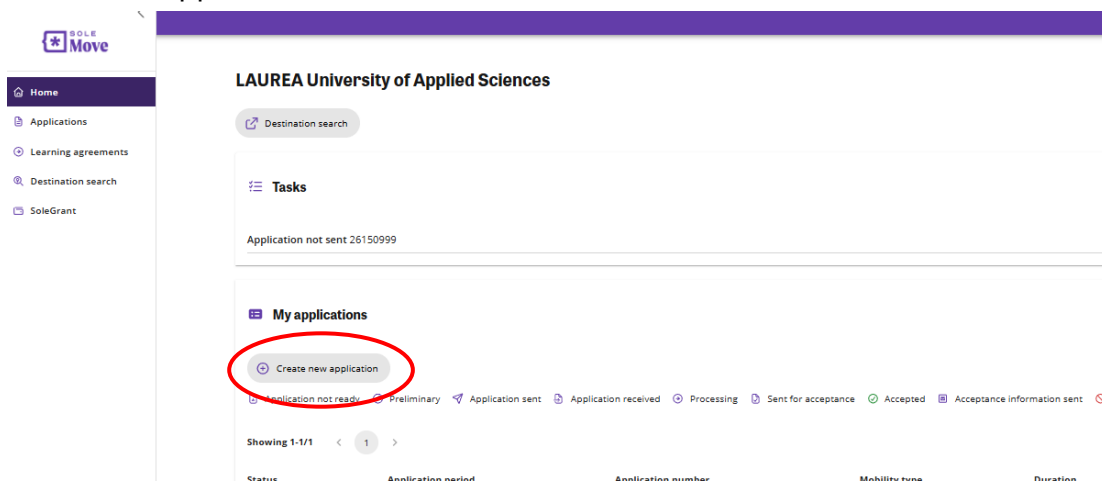
## Short exchange application process



## Instructions

Please read the instructions carefully and follow them throughout the document.

1. Start by logging in to [Solemove](#) with your Laurea account (HAKA)
2. Create new application



### 3. Application form for short outgoing student mobility

Select Mobility Type: **Short exchange**, application period: **Study** and right application period. Click Save.

Application form for short outgoing student mobility

**Basic information**

Application type \*

Normal student exchange  Short student exchange

Mobility type \*

S - Study

Application period \*

International Student Mobility from Laurea Academic Year 2025-2026 / 01.01.2025 00:00 - 31.08.2026 23:59 (Time zone Europe/Helsinki)

Back to list Save

### 4. Personal data

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

Fill in all the necessary information (NOTE: student number in Laurea and home address in Finland) and make sure you also fill in **Contact person in case of emergency**, this should be a family member or a friend

### 5. Home institution information

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

Choose to “Name of home institution” right campus and degree which you are studying or one closest to it. **Please do not choose Laurea University of applied sciences.**

#### Teacher in charge of study visit:

- Add teachers’ name and email
- If the exchange is self-organized, you can add planning officer’s information (Taru Heikkilä, [taru.heikkila@laurea.fi](mailto:taru.heikkila@laurea.fi))

## 6. Current studies



- Degree/diploma you are studying for: Bachelor or master
- EU subject area at home (choose correct one):
  - 0410 Business administration
  - 0610 Business information technology
  - 0913 Nursing
  - 0915 Therapy and rehabilitation (physiotherapy) 0923 Social work
  - 1012 (Hair and) beauty services
  - 1015 Travel, tourism and leisure
  - 1039 Security services
- Write about your field of study
- Add languages you speak

## 7. Exchange information



For duration of exchange please choose “**other, please specify**” and fill in the correct dates to the boxes. Add here the dates of your exchange in school abroad. **Please do not include travel days here!**

**Exchange information**

Duration of exchange \*

Type to search

Start date

End date

Academic Year 2025-2026, 11.08.2025 - 29.05.2026

Autumn semester 2025, 11.08.2025 - 19.12.2025

Spring semester 2026, 05.01.2026 - 29.05.2026

Other, please specify

Please select "Other" and write the exact dates of the study visit (days when you are present).

List of institutions/enterprises you apply to:

- If you are going to do **Erasmus+** (BIP or Blended) exchange choose:  
Normal → Country → search for right name of the school → exchange programme: Erasmus+ BIP or Erasmus+ → choose: Blended
- If you are doing exchange which is **not Erasmus+** funded choose:  
Freemover → Country → search for right name of the school → exchange programme: Free mover -opiskelu tai -harjoittelu → choose: Normal

Institution/enterprise ×

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Type \*

Normal  Freemover

Country  Name of host institution \*

Exchange programme \*

Mobility

Normal  Blended  Virtual

Write name of the short exchange course.

## 8. Enclosures



Please add **two different** documents:

1. **Confirmation of study visit:** your tutor [teacher's confirmation document](#) filled in and signed by your tutor teacher
2. **Acceptance letter from host institution:** This document confirms your acceptance by the host institution and must include the programme dates (Could also be an email).

9. **Check and send application.** Check that everything is filled and then send it forward. International services will go through the application and will contact students if needed!

**You will receive email once your application has been approved and, in that email, you will get information about the next steps! 😊**