

Create and complete your application in SoleMove

To submit your notification of interest for exchange studies, you must create an application in SoleMove. This guide is a step-by-step guide to create and submit an application.

Submitted applications will be processed by the International Office after the deadline. Students receiving an offer will have 2-4 (minimum 2 working days) days to confirm their exchange placement. Make sure to check your university email daily.

If you accept the offer, we will proceed with nominating you to the partner university for exchange studies. Thereafter, provided the nomination is successful, the application process will begin. Please note that the receiving institution has the final decision on admission, and we cannot guarantee acceptance.

Step by step guide to create and complete your application in SoleMove.

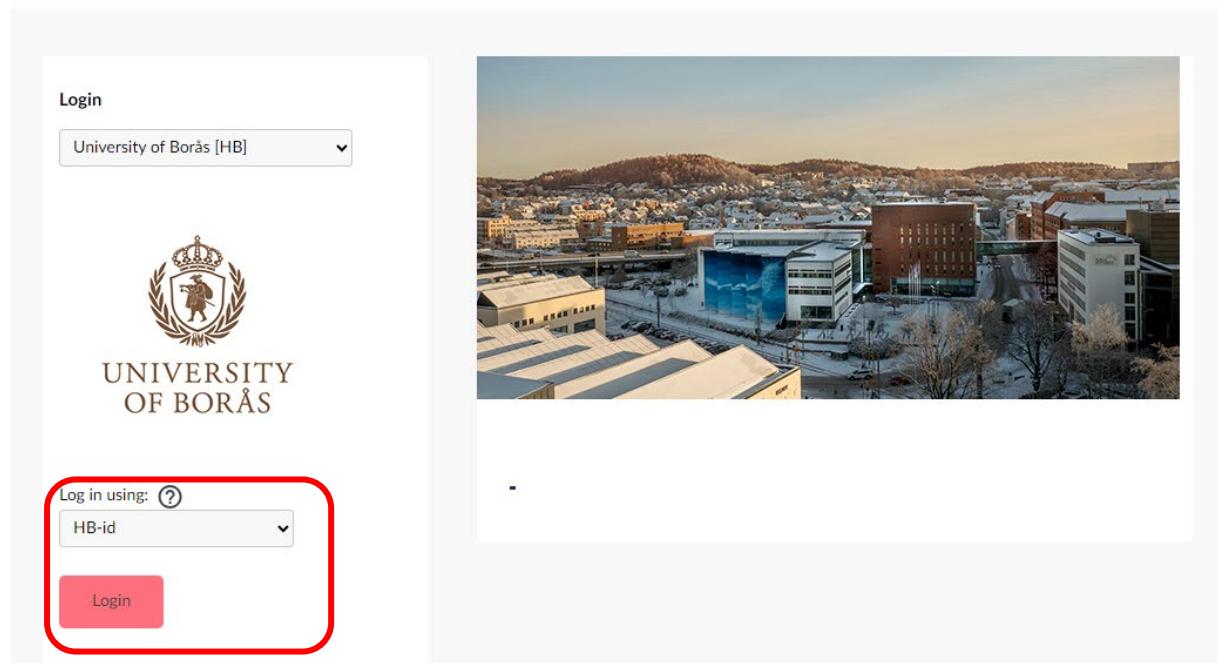
Log in to SoleMove and consent to the processing of your personal data.

It is recommended that you use the Chrome, Firefox or Opera web browser to create your application in SoleMove.

This is how you log in and start your application:

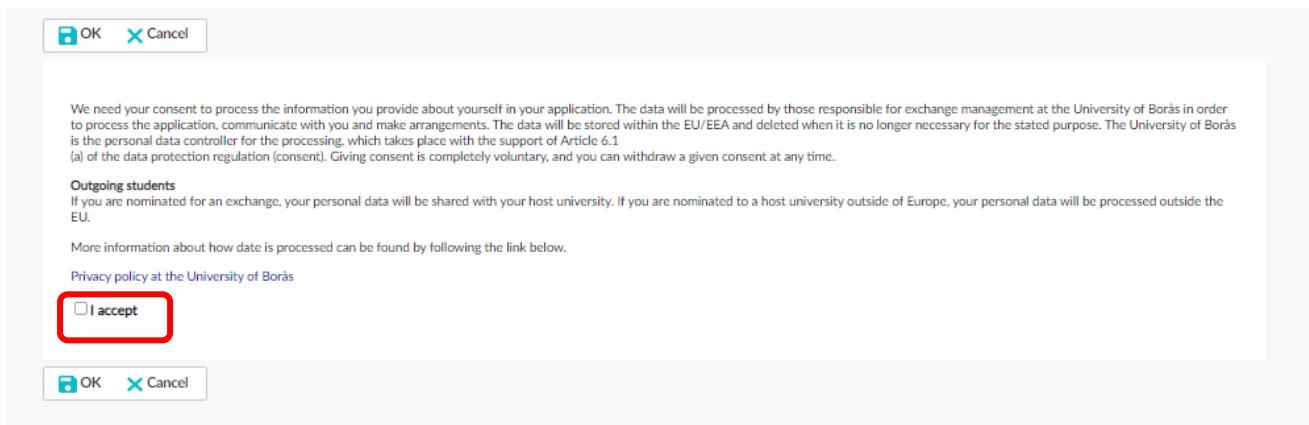
- [SoleMOVE / Welcome!](#)
- Select 'University of Borås [HB]' from the drop-down list under 'Login'.
- Select 'HB-id' from the drop-down list under 'Log in using'.
- Log in with your student ID. You can log in at any time as long as your student ID is valid.

Exchange destinations and feedback at HB | Exchange destinations Abroad and feedback



The image shows a screenshot of a web browser displaying the SoleMove login interface for the University of Borås. The page has a light gray background. At the top left, there is a 'Login' button and a dropdown menu set to 'University of Borås [HB]'. Below this is the university's logo, which is a crest with a figure and the text 'UNIVERSITY OF BORÅS'. To the right of the logo is a large, high-quality photograph of a modern university campus with several buildings, including a prominent red brick building and a glass-fronted building, set against a backdrop of hills and a clear sky. At the bottom left, there is a red rectangular box highlighting a dropdown menu labeled 'Log in using: ?' with a 'HB-id' option selected. Below this is a red 'Login' button. At the very bottom of the page, there is a thin horizontal bar with some small text that is not clearly legible.

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.



Create your application

- Once you are in the system, a dashboard will open where you can see all your applications and online learning agreements (OLAs) and follow their status. You can also see all open and upcoming application periods, and a list of tasks that might require your attention. You also have access to the 'Destination search' page from this view.
- The first thing you need to do is create a new application:
- Click on 'Create new application'.
- You can at any time save your application, log out from the system and then return and complete it later. Remember to submit your application before the deadline.



Home

Applications

Learning agreements

Destination search

SoleGrant

Destination search

Tasks

Application not sent 2272504

My 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

Next, follow these steps:

- **Make sure you always select 'Normal student exchange' as the application type.**
- Select 'S – Study' from the drop-down list under 'Mobility type'.
- Select an application period from the drop-down list. **Note** that the system displays available application periods based on the selected application type and mobility type, so make sure to choose the correct types to be able to see the relevant application periods in the drop-down list.
- Save your selections, and the application form will open. You can go back to a saved application at any time during the application period to complete and submit it.

Application form for outgoing student mobility

Basic information

Application type *

Normal student exchange

Short student exchange

Mobility type *

S - Study

Application period *

Enter your personal details

Fill in all mandatory fields with the required information in the 'Personal data' tab. Mandatory fields are marked with an asterisk (*).

- Names are prefilled from student account
- The Swedish personal identity number should be entered without hyphen or spaces. It should be in 12 digits without hyphens in the format YYYYMMDDXXXX. If you do not have a Swedish personal number, enter your university identity number (T-number).
- If you have more than one nationality, enter the nationality you want to use in your application to the host university last.
- Enter your phone number in the international format, without spaces, e.g. +46732567890.
- Your student email is pre-entered and should not be changed. All communication will be sent to your university email so make sure to check it daily or forward any incoming emails.
- Remember:** Always save changes before you leave the tab.

 **Personal data**

Last name *	Given name *		
<input type="text"/>	<input type="text"/>		
S-number *	Personal identity number *		
<input type="text"/>	<input type="text"/>		
Date of birth *			
<input type="text"/>			
Gender *			
<input type="button" value="Male"/>	<input type="button" value="Female"/>	<input type="button" value="Nonbinary"/>	<input type="button" value="Prefer not to say"/>
Citizenship *	If other, please specify		
<input type="text"/> Type to search 	<input type="text"/>		
Email *	Phone number *		
<input type="text"/>	<input type="text"/>		
Full name as in passport *			
<input type="text"/>			

Contact person in case of emergency

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

Enter your home institution information

- Click on 'Name of home institution' and select University of Borås
- Save

Application form for outgoing student mobility

Application number 2273284	Applicant Student 1	Mobility type S - Study 	Application period Exchanges 2025- 18.12.2024 00:00 - 06.02.2025 23:59 	Application status Application not ready
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Personal data  Home institution information  Current studies  Exchange information  Enclosures  Check and send application 

 **Home institution information**

Name of home institution *
S BORAS01 University of Borås  

Complete the information about your studies at the University of Borås

Now fill in some information about your studies at the University of Borås in the 'Current studies' tab.

- Select the degree you are studying and 'EU subject area at home' from the list below.

Bibliotekarie	0322
Civilekonomprogrammet	0410
Dataekonomutbildningen	0610
Event management	0410
Industriell ekonomi	0710
IT-ingenjör	0710
Kandidatprogram i digital informationsdesign och utveckling	0322
Kandidatprogram i textilt management, inriktning mode och handel	0413
Maskiningenjör	0710

Masterprogramme in Resource Recovery	0710
Masterprogram i Bibliotek och informationsvetenskap	0322
Masterprogram i management av digital handel	0410
Modedesign	0212
Organisations- och personalutvecklare i samhället	0310
Systemarkitekt	0610
Systemvetarutbildningen	0610
Sjuksköterskeutbildning	0913
Textil produktutveckling och entreprenörskap	0723
Textile Production and Innovation	0723
Textildesign	0210
Textilekonomutbildningen	0413
Textilingjörsutbildningen	0723

- Choose your programme title from the drop-down list in the 'Study program' field and add a specialization if you think it is relevant.

Application form for outgoing student mobility

Application number 2273284	Applicant Student 1	Mobility type S - Study 	Application period Exchanges 2025- 18.12.2024 00:00 - 06.02.2025 23:59 	Application status Application not ready
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 Personal data
  Home institution information
  **Current studies**
  Exchange information
  Enclosures
  Check and send application

 **Current studies**

Degree you are studying for *

EU subject area at home *

Study program *

 Specialisation - if relevant

Beginning year of current studies *

- Enter any of your relevant languages and your level of proficiency in these languages with A1 being the lowest and C2 the highest level, **list English first**. Proficiency level B2 in English is a minimum requirement to enter a Swedish university. You can then add any

other languages relevant to the universities you are applying to. You can put your native language (e.g. Swedish) last.

Language knowledge

 [Add language](#)

Language	Language proficiency	
English	B2	 
Swedish	Native	 

- Answer the question regarding previous exchanges at university level. Include information from exchanges at the university of Borås and other universities, if any. If you have participated in an exchange which does not include a university, answer No.

Previous exchange

Have you been on exchange before *

Yes No

Add at least one previous exchange.

 [Add previous exchange](#)

Previous participation in the Erasmus programme *



Select your preferred destinations

Next, you need to list the universities you wish to apply to in the 'Exchange information' tab.

- First, select the semester when you are going on the exchange
- The dates will be filled automatically.

Exchange information

Exchange semester *	Start date	End date
<input type="text" value="Type to search"/>	<input type="text"/>	<input type="text"/>

LIST OF UNIVERSITIES YOU ARE APPLYING FOR

Add at least one institution/enterprise.

Add new

To select your preferred destinations

- Click on the 'Add new' button.
- The mobility type 'Normal' is pre-selected, do **not** use 'Freemover'.
- Filter the available destinations by country or click the plus icon in the 'Name of host institution' field to see all available options in this application period.

Only select universities that are available for your study programme. Check your study programme application information to see what applies to you.

The 'Exchange program' field is filled in automatically

Follow the same steps for each destination you wish to apply to.

Institution/enterprise

Type *

Normal Freemover

Country

Name of host institution *

Exchange program *

Save **Cancel**

Added destination universities are displayed in order of priority. You can edit the priority order if necessary. Drag-and-drop feature is available from the four-dimensional arrow icons, or you can use the up and down arrow icons.

To remove the destination, select the 'Delete' icon. To edit the destination option in the list, select the 'Edit' icon.

Don't forget to click on the 'Save'!

Exchange information

Duration of exchange *	Start date	End date
<input type="text" value="Type to search"/>	<input type="text"/>	<input type="text"/>

LIST OF INSTITUTIONS YOU APPLY TO

[Add new](#)

Choice	Country	Name of host institution	Exchange program	
❖ 1	France	F ROUBAIX03 Ecole Nationale Supérieure des Arts et Industries Textiles (ENSAIT)	Erasmus+	 
❖ 2	Brazil	Universidade Federal de Santa Catarina (UFSC)	Bilateral	 
❖ 3	Belgium	B KORTRIJX03 Howest, University College West Flanders	Erasmus+	 
❖ 4	Italy	I BOLOGNA01 University of Bologna	Erasmus+	 

Upload mandatory documents

The next step is to upload your enclosures in the 'Enclosures' tab.

All students are required to upload a 'Motivation Letter'. The motivation letter should be directed to the international office at the university of Borås and explain how studying at the proposed universities will contribute to your current studies and future career. All proposed universities should be included in the same motivation letter. The motivation letter is limited to 2 pages.

If you have been engaged as a student representative under the Student Union of Borås, you can upload a certificate of said engagement. The certificate must be signed by a member of the student union board.

Student from Textile Design and Fashion Design also need to upload a portfolio presenting your 3 best designs from your education. The portfolio should be max 6 pages.

Follow these steps:

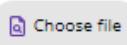
- Add enclosures under the correct enclosure place.
- Select 'Choose file' and select the wanted file.
- Click on 'Upload file'.
- If you want to see an added file, select the file name. If you want to remove the added file, select the delete icon.
- You can at any time save your application, log out from the system and then return and complete it later. **Remember to submit your application before the deadline.**

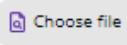
Application form for outgoing student mobility

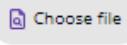
Application number 24100435	Applicant Linn Student	Mobility type S - Study 	Application period Outgoing 2025 test 22.01.2025 00:00 - 31.01.2025 23:59 	Application status Application not ready
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Personal data  Home institution information  Current studies  Exchange information  Enclosures  Check and send application 

Enclosures

Motivation letter * 

Certificate of student union engagement 

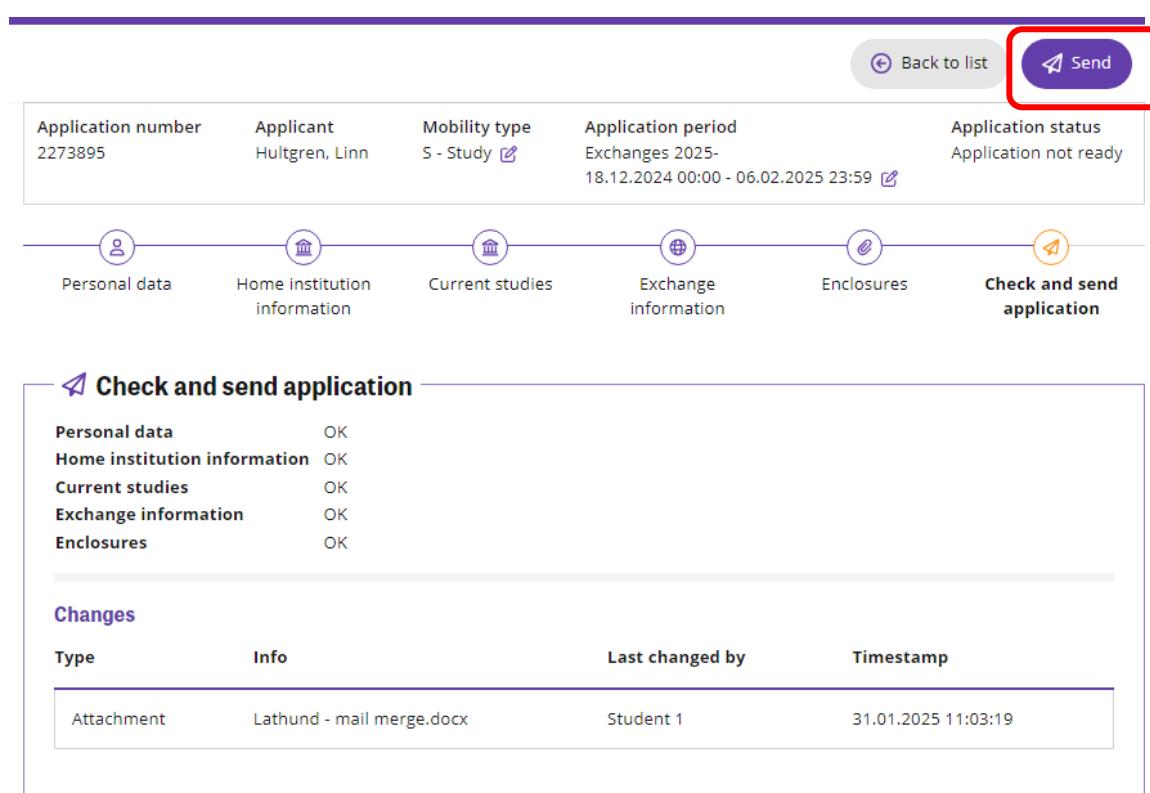
Portfolio - Textile and Fashion Design student only 

Review your application and submit when ready

Check your application carefully. You will not be able to edit your application once it has been submitted, so make sure that all the information you have provided is correct.

If you have completed all the mandatory fields and uploaded all the mandatory supporting documents, there should be no warning triangles left on the other tabs of your application.

When you are ready with the application, you can send it. Select the 'Check and send application' tab. Select the 'Send' button.



The screenshot shows the application submission interface. At the top right, there are two buttons: 'Back to list' and a purple 'Send' button, which is highlighted with a red box. Below these buttons is a summary table with the following data:

Application number 2273895	Applicant Hultgren, Linn	Mobility type S - Study 	Application period Exchanges 2025- 18.12.2024 00:00 - 06.02.2025 23:59 	Application status Application not ready
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Below the summary table is a horizontal navigation bar with six tabs: 'Personal data' (with a person icon), 'Home institution information' (with a building icon), 'Current studies' (with a book icon), 'Exchange information' (with a globe icon), 'Enclosures' (with a folder icon), and 'Check and send application' (with a mail icon). The 'Check and send application' tab is currently selected.

Under the 'Check and send application' tab, there is a section titled 'Check and send application' which contains a table of validation results:

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

Below this is a 'Changes' section with a table:

Type	Info	Last changed by	Timestamp
Attachment	Lathund - mail merge.docx	Student 1	31.01.2025 11:03:19

Once the application has been sent, your application status will change from 'Application not ready' to Application sent'.

A new functionality will appear in the view, a messaging function where you can contact us regarding your application or if you have questions. Of course, you can always e-mail the International Office for help.

Check your application status

The review process for all applications received begins after the application deadline, in some cases you will receive a reply quickly, in some cases it can take longer. All students will receive a reply within 5 weeks.

During this time, you can log into SoleMove and track the progress of your application.

The status 'Application received' and 'Processing' indicates that someone has opened your application for review and is processing your application. Once the application has been processed, you will receive an email informing you of the outcome.

Respond to your application result

Once all applications have been reviewed, you will receive an email with the outcome of your application. Your application will either be 'Accepted' or 'Rejected'.

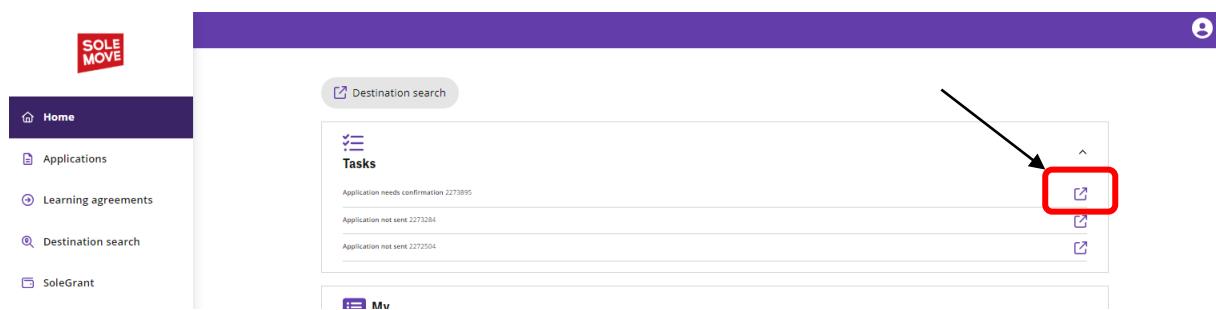
If your application has been accepted, and when the e-mail has been sent to you with our decision, your application status will change to 'Acceptance information sent'. You will now have to log in to SoleMove to 'Confirm' or 'Cancel' your application in SoleMove.

Note that you usually have two days to decide whether to accept or decline the offer, so check your emails regularly to make sure you don't miss the deadline!

Once you have received the outcome, the International Office will continue to process your application and nominate you to one of our partner universities. This process will vary depending on the destination.

Follow these steps to log in to confirm or cancel your exchange:

- Log in to SoleMove and open your application. You can open your application from the task list or under my applications by clicking the edit button.
- Click on 'I confirm' to accept the result of your application, or click on 'I cancel my application' if you wish to withdraw your application/reject the result.



Application form for outgoing student mobility

Application number 2273895	Applicant Hultgren, Linn	Mobility type S - Study	Application period Exchanges 2025-18.12.2024 00:00 - 06.02.2025 23:59	Application status Acceptance information sent
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Personal data Home institution information Current studies Exchange information Enclosures Check and send application **Decision**

DECISION
 Decision:
 Accepted / Linn Hultgren
 Period:
 Academic year 2025/2026 OUT, 01.09.2025-07.06.2026
 Institution/Enterprise:
 Ecole Nationale Supérieure des Arts et Industries Textiles (ENSAIT)
 Decision date:
 31.01.2025

After you have accepted or canceled your application you can check the status by returning to the Home page.

My applications

Status	Application period	Application number	Mobility type	Duration	Destination	Exchange program
Application not ready	Exchanges 2025-	2272504	S - Study	-	Hong Kong Polytechnic University	Bilateral
Preliminary	Exchanges 2025-	2273284	S - Study	-		
Confirmed	Exchanges 2025-	2273895	S - Study	01.09.2025-07.06.2026	Ecole Nationale Supérieure des Arts et Industries Textiles (ENSAIT)	Erasmus+

If you have accepted your placement we will inform you with further instruction regarding the next steps to apply to the host universities. When you receive more information depends on which university you will be nominated to.