SoleMOVE @ LU

Guide for Lund University students
Login and access

- Chose Lund University SoleMOVE from the list on the left side of the page.
- Chose ‘SWAMID’ and login with your Student ID (LUCAT ID).
Home page

After giving your consent to the processing of personal data (first login), you will see SoleMove’s home page. You can login at any time as long as your Student ID is valid.

In SoleMove, you can search for exchange destinations abroad as well as create and submit applications for outgoing student mobility, long or short.
Search Tool

The search tool allows you to use various filters in order to see exactly where you can go on exchange. For example, you can filter your search by country, institution abroad, exchange program, type of exchange, ...

The ‘Home Unit’ filter can be used to see only your faculty or department (please note that you cannot combine department and faculty: you might need to perform several searches). Selecting ‘Lund University’ will display all university-wide agreements.

You can also combine several EU subject areas in your search.

The search results will be displayed on a world map. All partners abroad might not appear on that map, due to the fact that addresses are missing.
Search Tool

Below the world map, a full list of results will be available. The home icon next to a partner institution is a link to the partner’s website.

If more information is available e.g. specific requirements, language tests, visa information, fact sheets from the partner, it can be accessed from the ‘Read More’ button.
Create and submit an application

In order to create an application, select ‘Application form for outgoing student mobility’ (unless your faculty offers short term mobility, always chose the first option). Click ‘New’, select ‘Mobility Type S – Study’, then select an Application period. In most cases, you should select the Application period of your faculty. But there are exceptions: for example, the University of California has its own call for applications.
Create an application – Personal data

- Fill in the all mandatory fields with the required information.

- The duration of exchange is selected on this tab. You will chose the partner universities/institutions in the next tab (Exchange study information). Please note that if you want to apply for exchange to different semesters, you will need to submit several applications.
  - For example: if you want to apply for exchange to the University of Toronto both for the Autumn term 2020 and the Spring term 2021, you will have to submit two separate applications in the same application round.
Create an application: chose your destination(s)

In the Exchange study information tab, you can select which partner university/institution you want to apply to.

Click on the 'Add new institution/enterprise’ button. You will be able to filter the available destinations per country, but you can also click on the pen icon next to Institution/Enterprise* in order to display all available destinations.

The maximum amount of destinations that you can apply to varies from faculty to faculty.

After adding several partner universities/institutions, you have the possibility to sort them in order of priority. You can even add additional information if needed.
Create an application – Current studies

In the ‘Current studies’ tab, you will be asked to enter information regarding your studies at Lund University.

The ‘Current programme’ field is where you fill in your study programme. If you are not registered within a study programme, please enter your current course.

Please note that you should leave the fields ‘EU subject area’ at home and ‘Average grade’ blank. They will be filled by your coordinator during the review process.
Enclosures

Make sure to upload your statement of purpose (motivation letter) as well as any other enclosures that may be required alongside your application.

Most faculties also require a CV and a transcript of records (from LADOK) to be provided with your application.

Some universities (for example, the University of California) require specific documents such as a study plan or a campus priority sheet.

Please make sure to double check that you have uploaded all the necessary documents!
Check and send application

This tab displays the status of all other tabs so that you can quickly see if your application is considered complete by SoleMove (i.e. all the mandatory fields have been filled in).
Application sent!
The review process of all received applications begins after the application deadline and takes several weeks. During this time, you can log on to SoleMove and follow the progress of your application. You will receive an email notifying you of the result of your application after the applications have been processed.

Any questions? Feel free to contact solemove@er.lu.se