SoleMOVE @ LU

Application guide for exchange students at Lund University

How to create and submit an application
LOG IN

• Go to https://solemove.lu.se
• Choose Lund University[LU]
• Choose Log in using: Local
• Log in with the user ID you have received via email (please note that your account must be activated and a password must first be chosen before logging in).
• First login: you will be asked to give your consent to the processing of your personal data (in accordance with GDPR). After giving your consent, you will be able to start your application.
• We recommend using Chrome, Firefox or Opera.
• Click on “Application form for incoming student mobility“. Do NOT select Short student mobility.

• Select “Mobility type: S – Study” Please make sure to choose S - Study unless advised to choose otherwise.

• Click “Save”.

• Full Year Students (i.e. who are nominated for the Autumn and Spring semesters) will have to submit another application for their Spring courses during the month of October. You will be contacted before the start of the application period.
• Start your application by entering your personal data.

• The duration of your exchange is already filled in by your home university.

• Make sure to fill in all the mandatory fields.

• As long as a mandatory field is not filled in, you will see a red ”Missing data:” box on the right side of the page. It indicates which fields cannot be left empty.

• A warning sign will also be displayed next to each tab that is missing data (Personal data and Study information in this screenshot).

• Please note that there is sometimes a ? icon next to a field. You can click on this icon to display more information about what kind of information is requested.
In the Study information tab, please provide us with the following information:

- If you are a double degree student, tick this box.
- Choose a faculty/department. In most cases, you will only have one faculty/department to choose when clicking on the pen icon. Please note that the faculty/department determines who will be coordinating your exchange at LU, and not which courses you are allowed to apply to.
- Answer the question “Do you wish to apply to the Swedish introduction course SUSA?” with YES or NO.
• The Current studies section focuses on what you are currently studying at your home university.

• Please make sure to fill in all the mandatory fields.

• Note that you will need to indicate English language proficiency in the ”Language Knowledge” section.
Course selection

- Exchange students are expected to study full-time, 30 credits/semester. Note that full-time studies is a condition for getting a residence permit from the Swedish Migration Agency.

- We offer more than 700 courses across a wide range of subjects that are suitable for exchange students. You will find a list of available courses [here](#). Remember to carefully check the admission requirements and the course description for each course to see if you will be eligible.

- Think through your course selection carefully before putting together your study plan in SoleMove since it might be difficult to change at a later stage in the process.

- Lund University has no formal add and drop period at the beginning of the semester, which means that there are limited chances to change courses upon arrival. Therefore, it is important that your choice of priority/alternative for each course is accurately selected.

- Students nominated for the Autumn and Spring semesters will have to submit another application for their Spring courses during the month of October.
In the "Proposed study plan" tab, you create a study plan by selecting the courses you want to take in order of priority.

• Click on “+ Add new study”.

• Select “Type of study” Course (do not select Research Project).

• Click on the pen icon next to ”Code”, and the course catalogue will open.

• You can search with keywords in the Name field. Please make sure to use * before and after the keyword in order to get search results. After entering a keyword or filter, press the magnifier icon to start the search.
  • In the screenshot, we have used the keyword *business*, filtered courses given in English, starting in period 2. We have also sorted the courses according to their level.

• You can only select one course at a time. When you have selected the desired course, press Save and close.
You can now see the course you have selected.

Press Save. You will have the possibility to define 1st/2nd alternative courses after you have selected all your courses.

If you wish to select another course, click on “+ Add new study”.

If you wish to have an overview of the courses you have already selected, click ”Return”.
You can add as many courses as you want, but bear in mind that if you apply for too many courses, you might not be accepted to the courses you really want or need. Remember that there is no add and drop period at Lund University.

• A reasonable amount of courses would be between 8-15, including 4-5 main choices and 4-10 alternative courses. Of course, this varies greatly depending on the ECTS of the courses applied for.

• When looking at the overview of all the courses selected, you can see the total amount of ECTS you have applied to. Please note that this total will now change after you have prioritized your courses.

• The "Confirmed: 0" shows the number of ECTS you have been accepted to so far.
This stage is crucial in your course application. You have to define the priority for the courses you have just selected. Please bear in mind that an alternative course will only be considered if you are not accepted to a main choice. As such, you have to choose carefully.

Open the course you want to apply to as a main choice (click on the pen icon).
- In the screenshot, the Main Choice is SASH03, and the alternative chosen is SASH60.
- In the second example, BUSO78 is the main choice, FEKH81 is the first alternative and BUSN48 is the second alternative.

In the 1st/2nd alternative course fields, you can select other courses that you have previously selected.

Try to make consistent choices regarding what to prioritize and what courses are the most important for your study plan and learning agreement.

Please make sure to select a course only once as a main choice or alternative. Adding a course several times will not increase chances of being accepted to this course.

Note that you can edit your course choice and the order of preference.
• You have now selected all the courses you wanted to apply to, and defined their order of priority. Take your time to review the courses (you can open the first one, then press next to go through all the courses you have applied to).

• Note that the number of ECTS has now decreased to 35. It means that we have applied to 35 ECTS as “main choices”. The remaining 56 ECTS from our application are alternative courses.

• After your application has been submitted, it will be evaluated. When you have received your Letter of Acceptance, you will be able to see in the Recommendation column which courses you have been accepted to.
Enclosures:

- Upload at least the three mandatory enclosures, i.e.
  - CV
  - Statement of Purpose
  - Transcript of Records

- The file format should be .pdf or .doc/.docx. Please do not upload files in .pages format.

- Click on the pen icon next to the enclosure you want to upload. Select the file, click on ”upload file”.

- Click on ”next enclosure”.

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• When you have filled in all the mandatory fields and uploaded all the mandatory enclosures, there should be no warning signs on the different tabs of your application.

• The button "Send application" will then be visible in the "Check and send application" tab. Remember that your application cannot be edited after it has been submitted!

• When you are ready to submit your application, click on "Send application".
  • Click YES when asked “You can not edit the application after it has been sent. Do you really want to send the application?”

• Your Status of application will change from "Application not ready" to "Application sent".

• You can log in at any time to follow the process of your application. You will be notified of the result 3-4 weeks after the application deadline.

Any questions? Contact solemove@er.lu.se