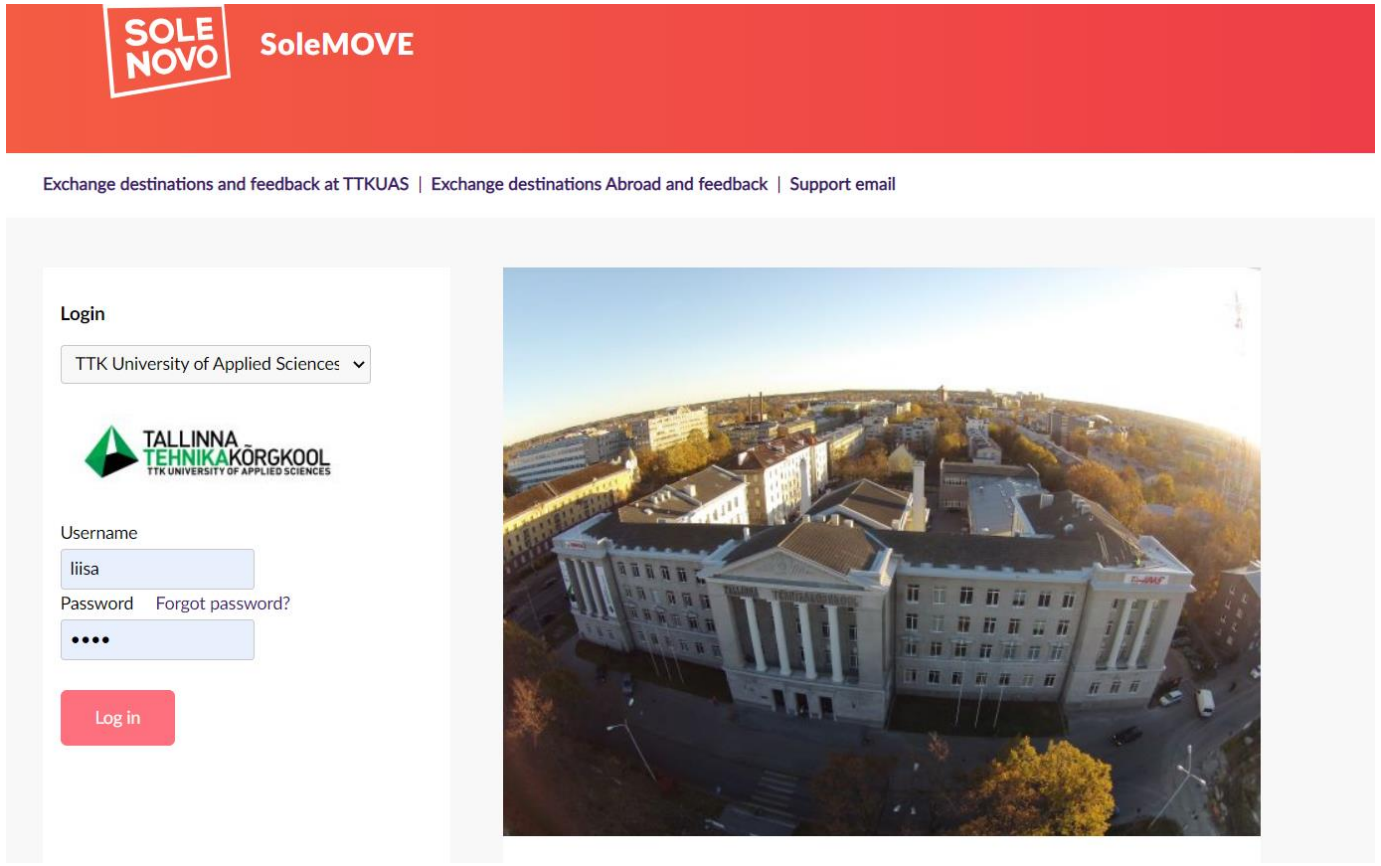
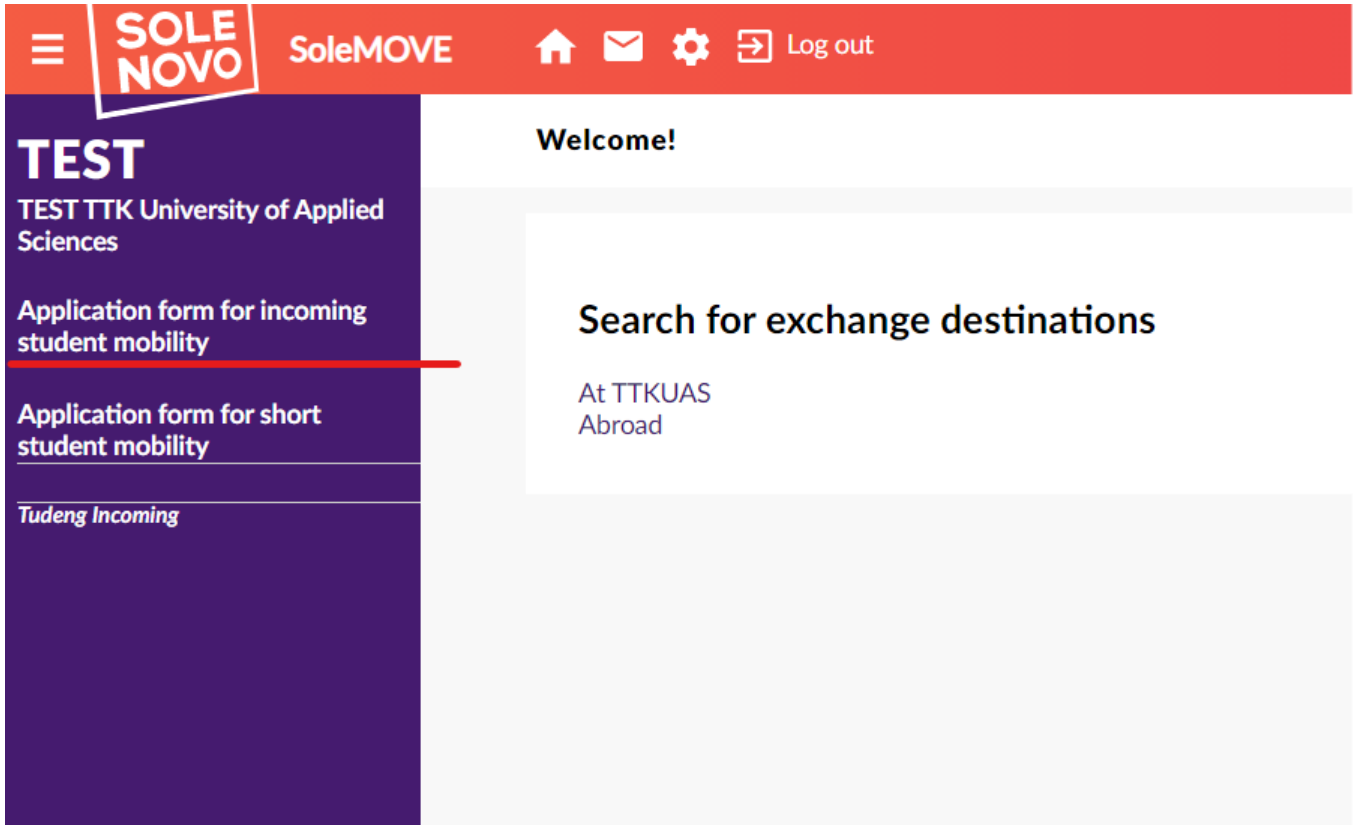


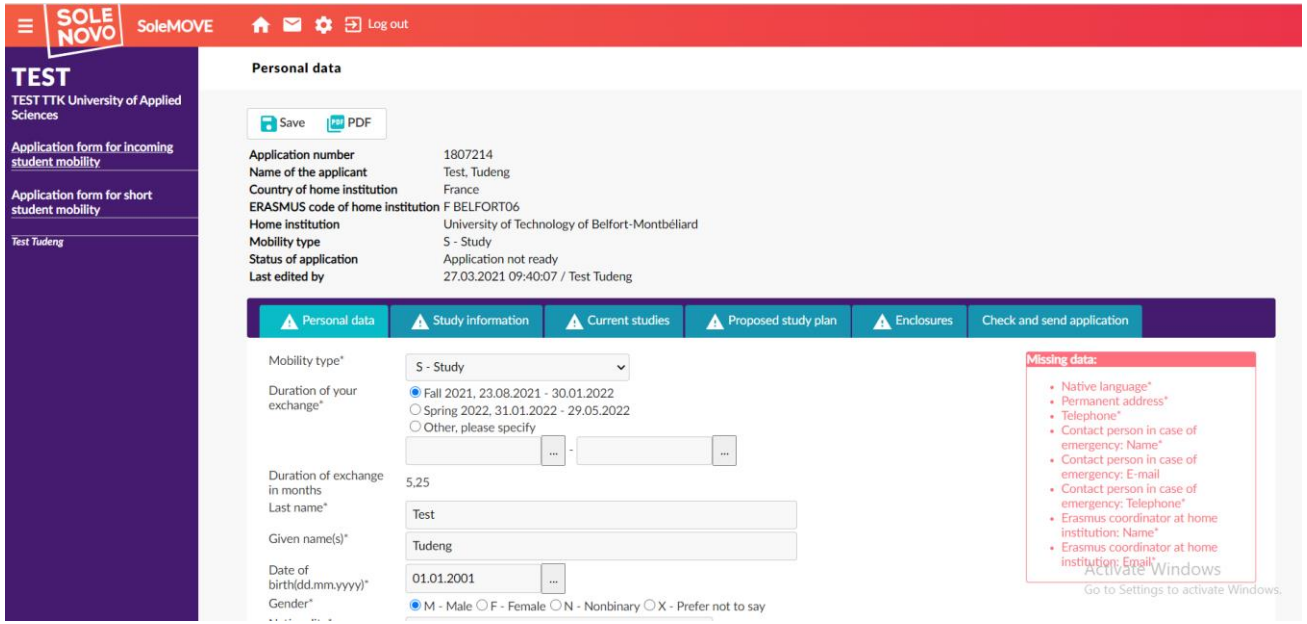
LOGGING IN

- Open SoleMove link from TTK UAS web
- Choose TTK University of Applied Sciences (TTK UAS)
- 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.



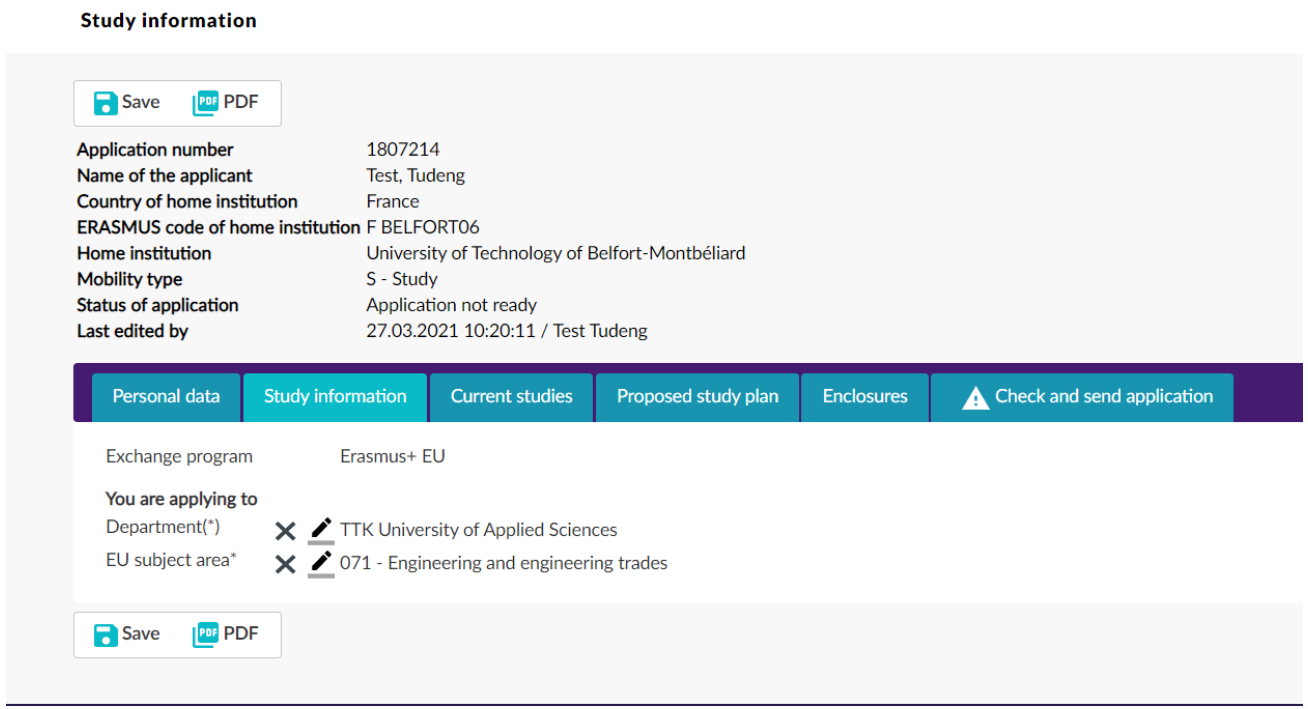
NEXT STEP

- Choose **Application form for incoming student mobility“.**
- Select “Mobility type: **S – Study**”
- Click ”Save”.



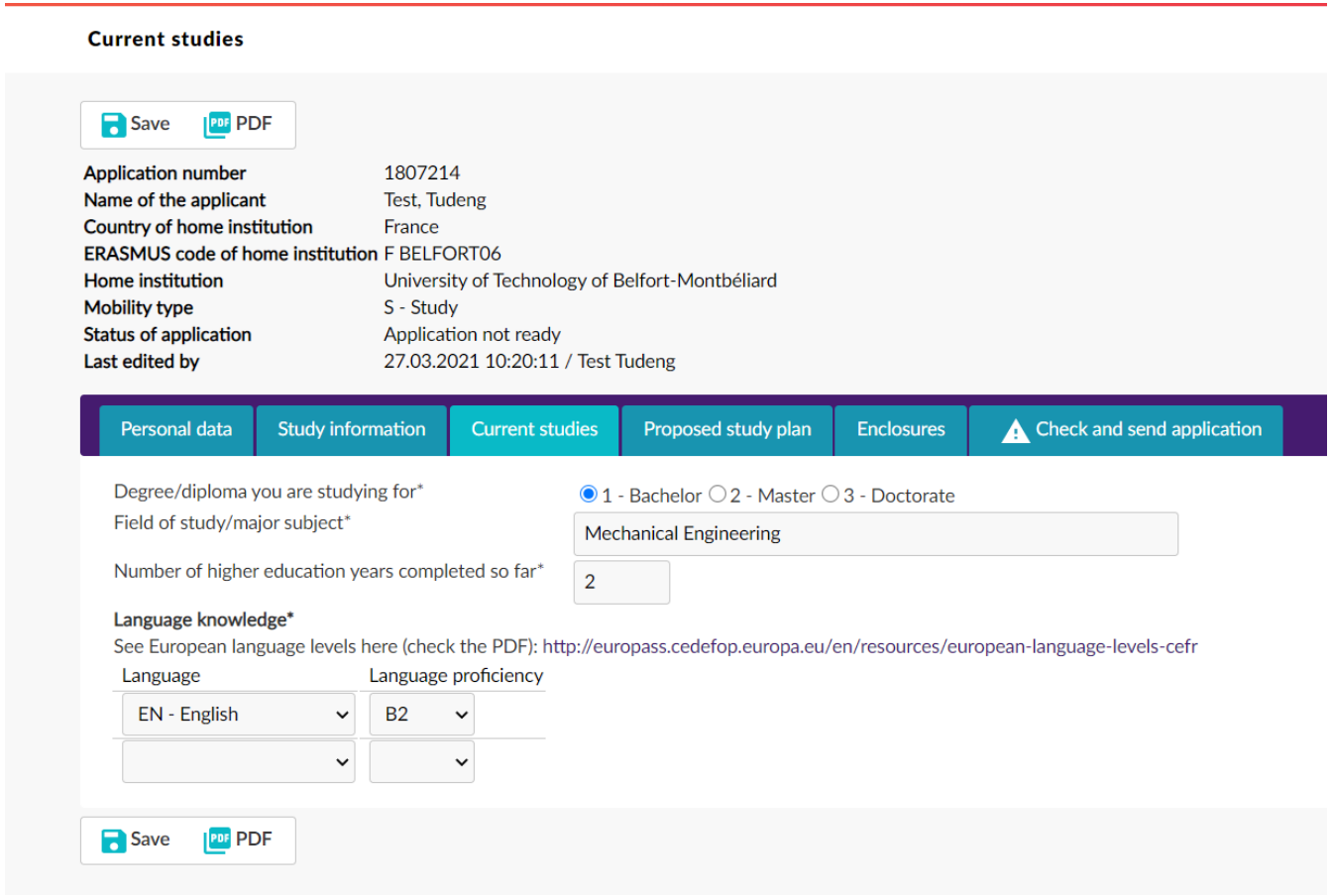
PERSONAL DATA

- Enter your personal data.
- The duration of your exchange is already filled in according to your nomination 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
- 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.
- Remember to save.



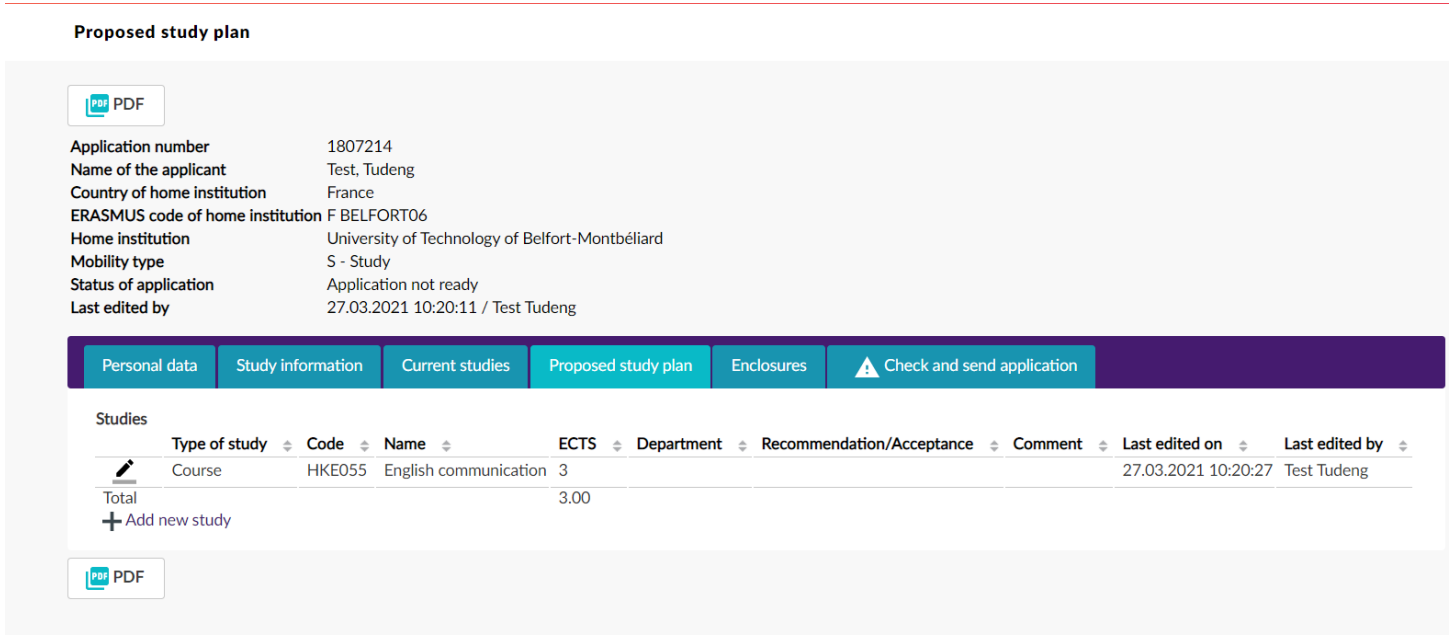
STUDY INFORMATION

- In the Study information tab, please choose at TTK University of Applied Sciences.
- Use the pen icon to insert information.
- EU subject area will be displayed according to the agreement between our universities.



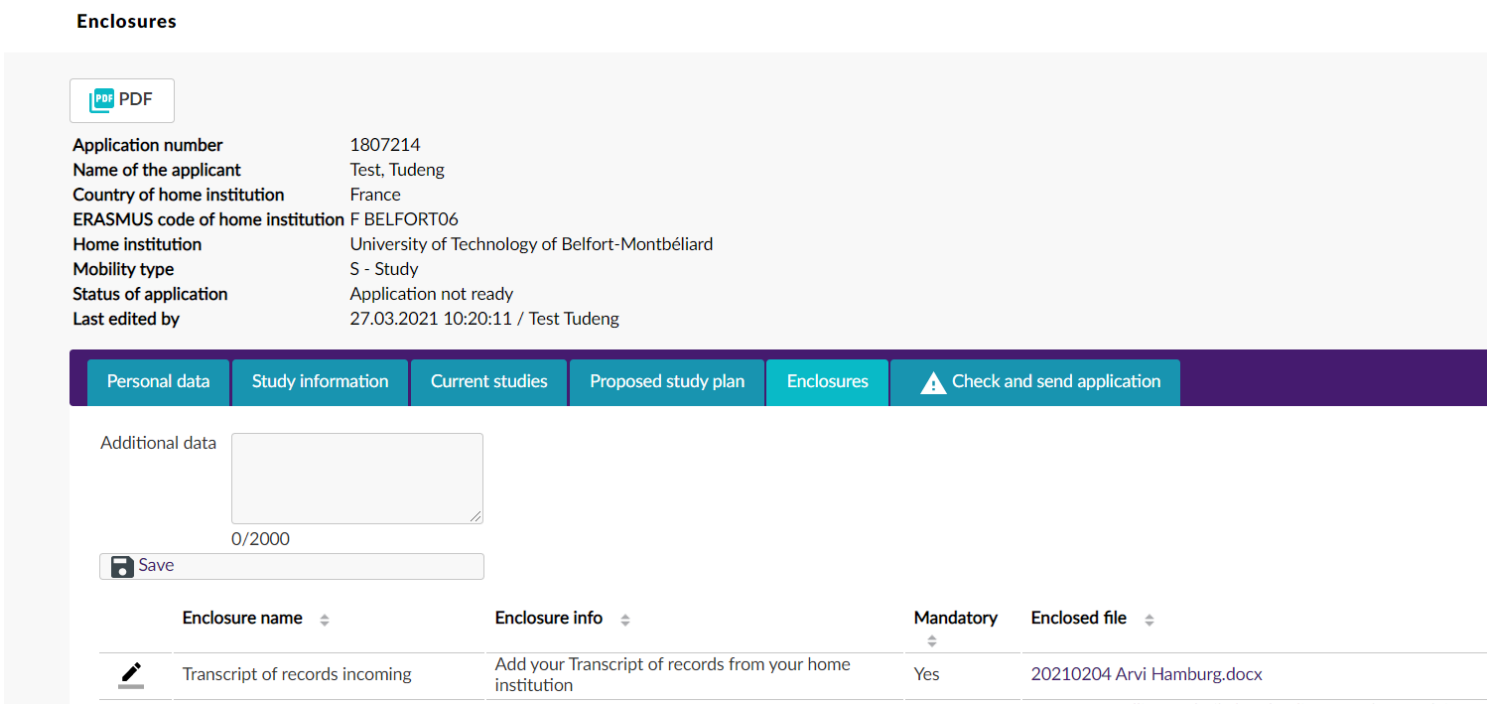
CURRENT STUDIES

- In the Current studies section please provide information on what you are currently studying at your home university.
- Please make sure to fill in all the mandatory fields.
- Please indicate English language proficiency in the ”Language Knowledge” section.



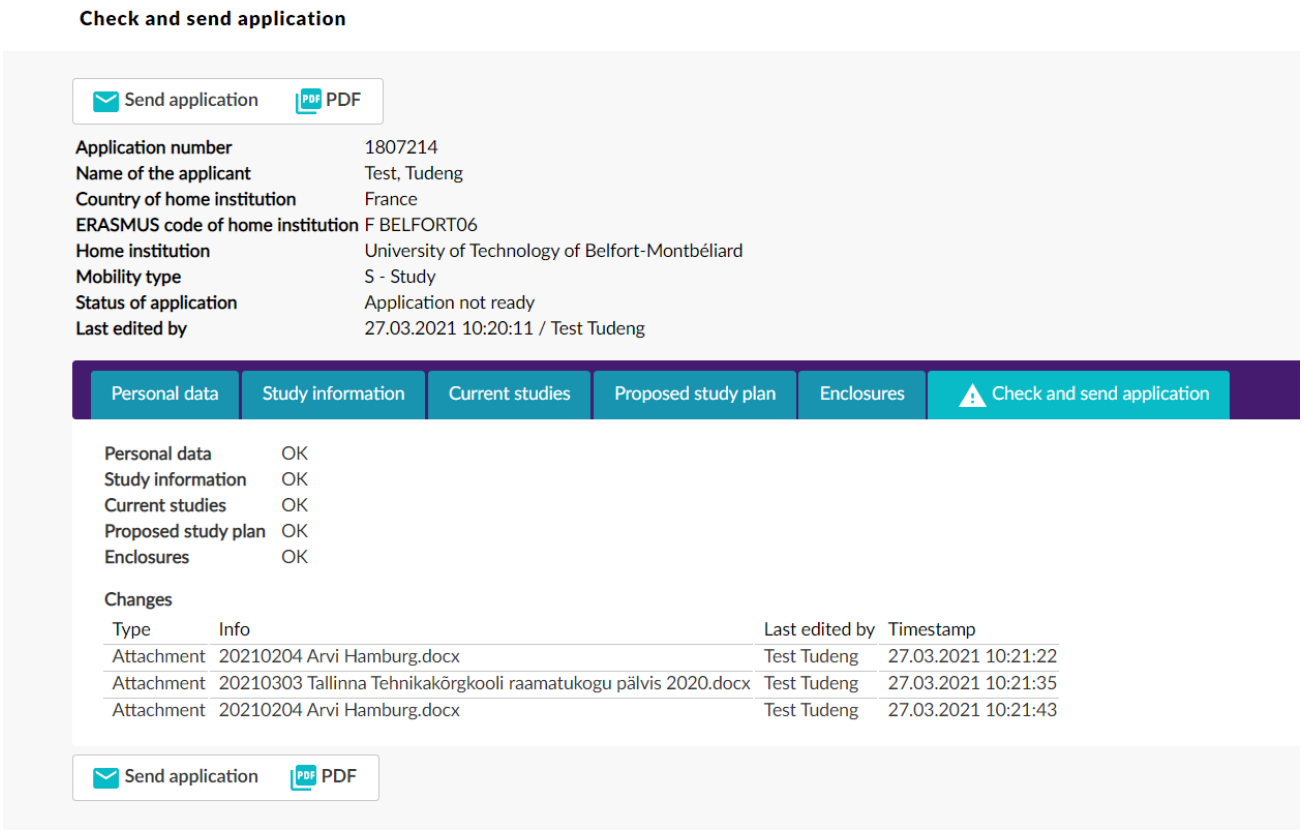
PROPOSED STUDY PLAN

- In this tab, please indicate the courses you wish to take at TTK UAS.
- You can find the link to the courses in English available for incoming exchange students here: https://www.tktk.ee/studies/exchange-studies/?lang=en
- You can only add one course at a time. When you have added the desired course, press Save and close.
- To add another course, click add new study.



ENCLOSURES

- Upload the mandatory enclosures, i.e.
  - ✓ Transcript of Records
  - ✓ English language certificate
  - ✓ Copy of Passport or ID
- Architecture students must add the portfolio.
- Click on the pen icon next to the enclosure you want to upload. Select the file, click on ”upload file”.
- Click on ”next enclosure”.



SUBMIT THE APPLICATION

- 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
- 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.
- Applications are reviewed within 2-3 weeks.