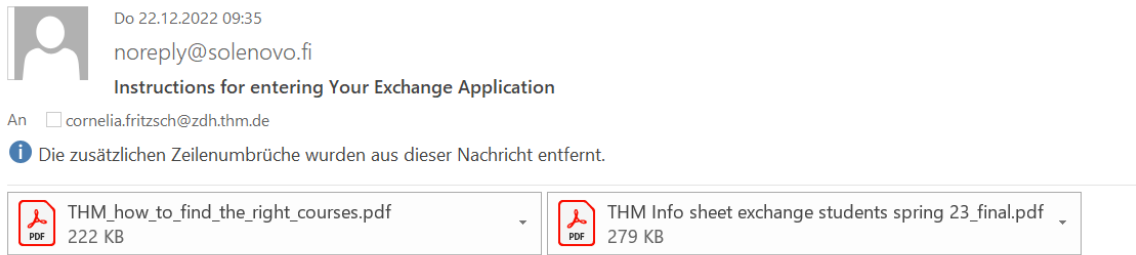


How to Apply for an EIAM Internship (SoleMove)

1) Your home university nominates you via SoleMove. After that you receive an e-mail:



Dear Conny Test,

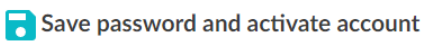
Your university has nominated you as an exchange student for the academic year 2022/2023 at THM.

Please read all the given information regarding your stay at the THM very attentively!

STEP 1 Activate your user account

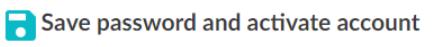
2) Activate your user account by clicking on the **FIRST** link in the e-mail and setting a password:

User activation



Input password to activate your account.

Username	<input type="text" value="nlutrtestc5226"/>
Name	<input type="text" value="Test Conny"/>
New password*	<input type="password"/>
Re-enter new password*	<input type="password"/>



3) Log into your new SoleMove-Account, always choose "LOCAL":

Login

Technische Hochschule Mittelhes: ▾

THM
TECHNISCHE HOCHSCHULE MITTELHESSEN

Log in using: (?)

Local ▾

Username
nlutrtestc5226

Password [Forgot password?](#)

Log in

[Please read our privacy policy](#)

Welcome to (the) Technische Hochschule Mittelhessen University of Applied Sciences (THM)!

FOR INCOMING STUDENTS

The THM welcomes exchange students from partner universities.

Links

- Information for Outgoing students
- Incoming

4) Confirm the Privacy Policy

I confirm that I have read and accept the [Privacy Policy](#).

I accept

OK **Cancel**

5) Choose "Application form for incoming student mobility"

Technische Hochschule Mittelhessen University of Applied Sciences

- Application form for incoming student mobility**
- Application form for short student mobility
- Test Conny

Welcome!

Search for exchange destinations

At THM
Abroad

- 6) Choose “P-Traineeship” as Mobility Type
If you would like to stay a full year and combine a study semester at THM with an EDEM internship, please fill in two applications, fill in one as P-Traineeship and another one as S-Study

Technische Hochschule
Mittelhessen University of Applied
Sciences

Application form for incoming
student mobility

Application form for short
student mobility

Test Conny

Personal data

Save

Personal data

Mobility type* P - Traineeship

Save

- 7) Fill in the different tabs, starting with “Personal Data”
Duration of Exchange – choose
- “Autumn term”, if you plan for the regular programm (language course in September, internship starting in October)
 - “Spring term”, if you plan to start your internship in April/Mai (language course in March)
 - “Other, please specify” for all other times give your exact time window

Personal data

Save PDF

Application number 18109604
Name of the applicant Fritzs, Cornelia
Country of home institution Netherlands
ERASMUS code of home institution NL UTRECHT24
Home institution HU University of Applied Sciences Utrecht
Mobility type P - Traineeship
Status of application Application not ready
Last edited by 19.01.2023 13:30:12 / Test Conny

Personal data Traineeship information Current studies Enclosures Check and send application

Mobility type* P - Traineeship

Duration of your exchange*
 Spring term 23, 01.04.2023 - 30.09.2023
 Autumn term 23/24, 01.10.2023 - 31.03.2024
 Autumn term 22/23, 01.10.2022 - 31.03.2023
 Full academic year 22/23, 01.10.2022 - 30.09.2023
 Other, please specify
 01.07.2023 - 30.09.2023

Duration of exchange in months 3,00

Studentid and personal identification number can be left blank

Student id	<input type="text"/>
Personal identity number	<input type="text"/>
Last name*	<input type="text" value="Fritzsch"/>
Given name(s)*	<input type="text" value="Cornelia"/>
Date of birth(dd.mm.yyyy)*	<input type="text" value="01.01.2000"/> <input type="button" value="..."/>
Gender*	<input type="radio"/> M - Male <input checked="" type="radio"/> F - Female <input type="radio"/> N - Nonbinary <input type="radio"/> X - Prefer not to say
Nationality*	<input type="text" value="NL - Netherlands"/> <input type="button" value="v"/> If other, please specify <input type="text"/>
Native language*	<input type="text" value="NL - Dutch"/> <input type="button" value="v"/>
Complete postal address*	<input type="text" value="Teststreet"/> <input type="button" value="?"/> <input type="text" value="35578"/> <input type="text" value="Utrecht"/> <input type="text" value="Netherlands"/>
Telephone*	<input type="text" value="+492041224"/>
Email*	<input type="text" value="cornelia.fritzsch@test.de"/>

Contact person in case of emergency

Name*	<input type="text" value="Mama Fritzsch"/>
Address*	<input type="text" value="Homestreet"/> <input type="text" value="35578"/> <input type="text" value="Utrecht"/> <input type="text" value="Netherland"/>
Select language of communication*	<input type="text" value="EN - English"/> <input type="button" value="v"/>
Telephone*	<input type="text" value="+49"/>

Home institution

Name of the home institution	NL UTRECHT24 HU University of Applied Sciences Utrecht
Address*	<input type="text" value="Padualaan 99"/> <input type="text" value="3508 AJ"/> <input type="text" value="Utrecht"/>
Country	Netherlands

Departmental coordinator

Name*

Telephone*

Fax

Email*

Email

Institutional coordinator

Name*

Telephone*

Fax

Email*

Email

8) Tab "Traineeship":

- Receiving unit: choose "ZDH-StudiumPlus" - we will not see you application otherwise!
- Type and contents of traineeship: Feel free to add specific requirements of your home university for compulsory internships here
- Work history: Work experience should be included in the CV, you enclose, NOT here

Personal data
Traineeship information
⚠ Current studies
⚠ Enclosures
Check and send application

Receiving unit* ZDH - StudiumPlus

Type and contents of traineeship*

Work history

15/2000
0/2000

Save

9) Tab "Current Studies":

Current studies

Save PDF

Application number: 18109604
 Name of the applicant: Fritsch, Cornelia
 Country of home institution: Netherlands
 ERASMUS code of home institution: NL UTRECHT24
 Home institution: HU University of Applied Sciences Utrecht
 Mobility type: P - Traineeship
 Status of application: Application not ready
 Last edited by: 19.01.2023 13:38:21 / Test Conny

Personal data | Traineeship information | **Current studies** | Enclosures | Check and send application

Degree/diploma you are studying for* 1 - Bachelor 2 - Master 3 - Doctorate
 Field of study/major subject* Business
 Number of higher education years completed so far* 2
 Language of instruction at home institution (if not mother tongue) EN - English

Language knowledge* ?
 See European language levels here (check the PDF): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Language	Language proficiency
EN - English	Native
DE - German	B1

10) Tab "Enclosures":

- The Application form can be found [here](#).
- Upload your German and English motivation letter and CV in one pdf document each (if you have any German)
- Certificate of language competence: if you have no certificate to show your current level, ask your teacher to fill in [this form](#)

Personal data | Traineeship information | Current studies | **Enclosures** | Check and send application

Additional data 0/2000
 Save



Missing data:

- Application form
- Motivation letter
- CV Curriculum Vitae
- Transcript of records
- Certificate of language competence
- Passport copy

Enclosure name	Enclosure info	Mandatory	Enclosed file
Application form		Yes	
Motivation letter		Yes	
CV Curriculum Vitae		Yes	
Transcript of records		Yes	
Certificate of language competence		Yes	
Passport copy		Yes	

11) Tab "Check and send your application":
When all tabs are complete, remember to send your application

Check and send application

 Send application
 PDF


Application number	18109604
Name of the applicant	Fritzsch, Cornelia
Country of home institution	Netherlands
ERASMUS code of home institution	NL UTRECHT24
Home institution	HU University of Applied Sciences Utrecht
Mobility type	P - Traineeship
Status of application	Application not ready
Last edited by	19.01.2023 13:42:45 / Test Conny

Personal data

Traineeship information

Current studies



Enclosures

 Check and send application

Personal data	OK
Traineeship information	OK
Current studies	OK
Enclosures	OK

Changes

Type	Info	Last edited by	Timestamp
Attachment	Fritzsch, Cornelia Example Upload.pdf	Test Conny	19.01.2023 13:45:42
Attachment	Fritzsch, Cornelia Example Upload.pdf	Test Conny	19.01.2023 15:09:47
Attachment	Fritzsch, Cornelia Example Upload.pdf	Test Conny	19.01.2023 15:11:24
Attachment	Fritzsch, Cornelia Example Upload.pdf	Test Conny	19.01.2023 15:11:31
Attachment	Fritzsch, Cornelia Example Upload.pdf	Test Conny	19.01.2023 15:11:38
Attachment	Fritzsch, Cornelia Example Upload.pdf	Test Conny	19.01.2023 15:11:46
Attachment removed	Fritzsch, Cornelia Example Upload.pdf	Test Conny	19.01.2023 15:11:52
Attachment	Fritzsch, Cornelia Example Upload.pdf	Test Conny	19.01.2023 15:11:52

 Send application
 PDF