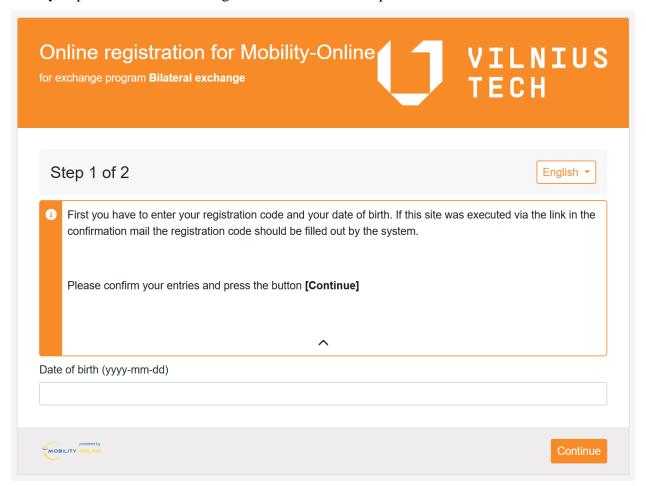
# **VILNIUS TECH Application Manual**

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### 1. Registration and Submission of the Application

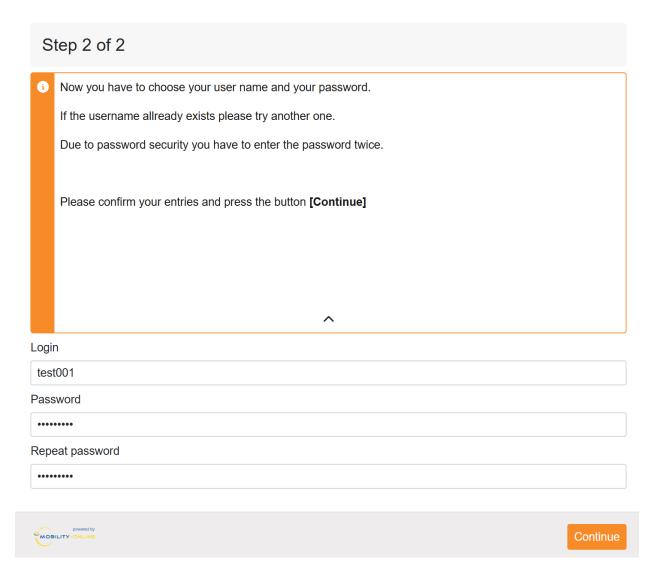
Please read the e-mail "Application Confirmation" carefully and use the link at the end of this e-mail to register in Mobility-Online platform and complete your application.

After you press on the link the registration window will open:



You must confirm your birth date which was indicated by your nominator.

Next, create your login and password, it will be used for future access to Mobility-Online, so please do not forget it:

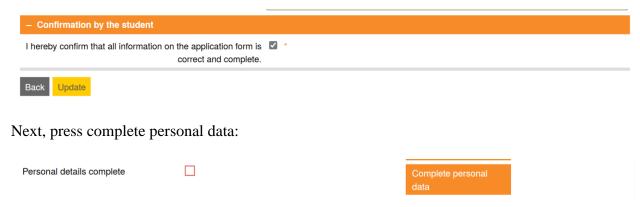


After you register, you will receive an e-mail called "VILNIUS TECH Confirmation of Registration" explaining what to do next.

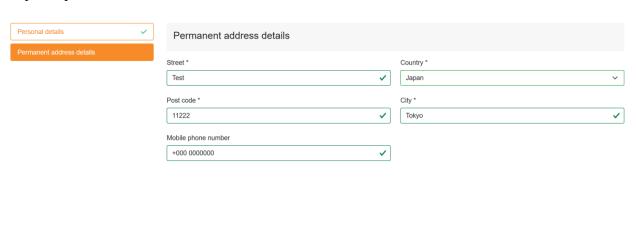
Please login to Mobility-Online and complete the online application:

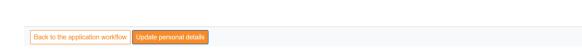


Press "Display/Complete application data", fill the application form and after you finish press the "Update" button at the bottom to save your data:



Complete Personal details and Permanent address details (sections in the left menu) and press "*Update personal details*":





VILNIUS TECH?" in you	r application form,	press "Complete	final work description":					
Bachelor/Master final work description			Complete final work description					
Enter the final work description and press "update":								
Study details								
Bachelor/Maste	r final work description		2					
	There are	e still <b>5000</b> characters availa	ble					
Back Update								
Next, upload your personal photo, passport or ID card, transcript of records, language certificate								
and portfolio (only for arc	chitecture students)	in the following	steps:					
Personal photo uploaded  Passport or ID card uploaded  Transcript of Records uploaded  Language certificate uploaded  Portfolio uploaded			Upload personal photo					
After you upload all the documents, submit your application in the following step:								
Submission of application confirmed			Confirm submission of application					
Confirmation by the student								
I hereby confirm that I have u documents and that I want to submit my								
Back Update								

In case you answered "Yes" to the question "Do you want to complete your final project/work at

Wait until your application is checked by International Relations Office. You will receive an email confirming your application after it has been checked. The e-mail will contain a course selection manual document, which will help you to select the courses at VILNIUS TECH.

### 2. Course Selection and Learning Agreement

#### 2.1. Course selection

After your application is approved by VILNIUS TECH International Relations Office and you receive a confirmation e-mail, please download the "Course Selection Manual" and select the courses you prefer to study at VILNIUS TECH.

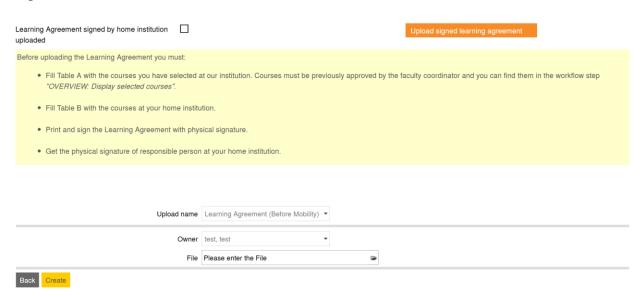
After your selection is approved you will receive an e-mail confirmation. You can always check your selection in Mobility-Online workflow.

#### 2.2. Learning Agreement

Download the Learning Agreement document template in the following step:

Learning Agreement document downloaded		Download Learning Agreement Document
	_	

Open the document, fill table A and table B, print it, sign, get the signature of responsible person at your home institution and upload Learning Agreement to Mobility-Online in the following step:



Wait until your Learning Agreement is signed by your VILNIUS TECH Faculty Coordinator and uploaded to Mobility-Online.

After your Learning Agreement has been signed by the Faculty Coordinator you will receive an e-mail and the document will be available for download in the following step:

Learning Agreement signed by VILNIUS TECH 2024-09-20 Inga Mackevič Download Learning Agreement signed by VILNIUS TECH

### 3. Information Before Mobility

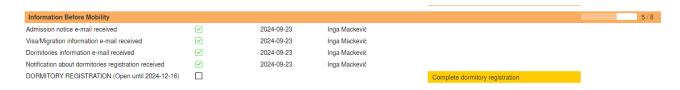
After your Learning Agreement is signed by all three parties, please wait until you receive all the following e-mails:



Please read all the e-mails carefully as it contains a lot of important information on preparation for your mobility.

#### 4. Dormitory registration

You will receive two emails: one with dormitory information and another for dormitory registration. When you receive an e-mail informing that the registration is open, please login to Mobility-Online to complete dormitory registration in the following step:



Fill all the data and press the "Update" button:



Next wait until you receive dormitory admission e-mail.

! Please note that you won't be able to complete the Dormitory Registration until your Learning Agreement is signed by all three parties.

#### 5. Confirmation of Arrival

After your Confirmation of Arrival is signed by VILNIUS TECH, you will receive an e-mail and the document will be available for download in the following step:

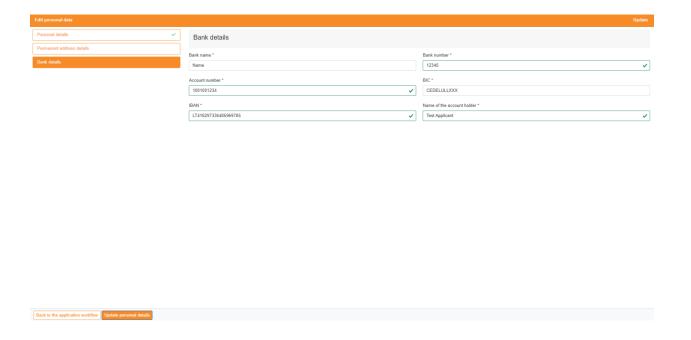


### 6. Grant Agreement

After you receive the confirmation of arrival you will be able to fill the data relevant for Grant Agreement in the following steps:



Fill your bank details and press "Update personal details":



Fill your insurance data and press "update":



Next wait until your grant agreement is prepared by international office. You will receive an e-mail when your grant agreement is ready and it will be available for download in the following step:



Download Grant Agreement and read it carefully. In case you have any questions please contact us via <a href="mailto:exchange@vilniustech.lt">exchange@vilniustech.lt</a>.

!Please not there is no need to sign the Grant Agreement using a physical signature. The grant agreement is signed digitally via the following step:



After you sign the Grant Agreement wait until it signed by VILNIUS TECH International Office. You will be notified via e-mail when the Grant Agreement is finalized. The fully signed document will be available for download in the following step:



You shall receive the first instalment no later than 30 calendar days after the signature of the agreement by both parties.

## 7. During Mobility

Process manual for Learning Agreement changes and Extension of stay will be available for download in Mobility-Online and will be sent to you by a separate e-mail.