

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:

Online registration for Mobility-Online
for exchange program Bilateral exchange

VILNIUS
TECH

Step 1 of 2 English ▾

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Continue]**


Date of birth (yyyy-mm-dd)

powered by MOBILITY-ONLINE Continue

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:

Step 2 of 2

 Now you have to choose your user name and your password.
If the username already exists please try another one.
Due to password security you have to enter the password twice.
Please confirm your entries and press the button **[Continue]**



Login

Password

Repeat password



Continue

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:

>	Necessary steps	Done	Done on	Done by	Direct access via following link	2 / 26
∨	Before the mobility					2 / 14
	Online registration	<input checked="" type="checkbox"/>	2024-09-19			
	Online application confirmed per e-mail	<input checked="" type="checkbox"/>	2024-09-19	Automatically generated		
<input checked="" type="checkbox"/>	Online application	<input type="checkbox"/>			Display/Complete application data	

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

– Confirmation by the student

I hereby confirm that all information on the application form is correct and complete.

[Back](#) [Update](#)

Next, press complete personal data:

Personal details complete

[Complete personal data](#)

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

[Personal details](#) ✓

[Permanent address details](#)

Permanent address details

Street * ✓

Country * ✓

Post code * ✓

City * ✓

Mobile phone number ✓

[Back to the application workflow](#) [Update personal details](#)

In case you answered “Yes” to the question “Do you want to complete your final project/work at VILNIUS TECH?” in your 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/Master final work description

There are still **5000** characters available

[Back](#) [Update](#)

Next, upload your personal photo, passport or ID card, transcript of records, language certificate and portfolio (only for architecture 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 uploaded all necessary documents and that I want to submit my application for review.

[Back](#) [Update](#)

Wait until your application is checked by International Relations Office. You will receive an e-mail 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:

Learning Agreement signed by home institution uploaded

[Upload signed learning agreement](#)

Before uploading the Learning Agreement you must:

- Fill Table A with the courses you have selected at our institution. Courses must be previously approved by the faculty coordinator and you can find them in the workflow step “*OVERVIEW: Display selected courses*”.
- Fill Table B with the courses at your home institution.
- Print and sign the Learning Agreement with physical signature.
- Get the physical signature of responsible person at your home institution.

Upload name

Owner

File

[Back](#) [Create](#)

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:

Information Before Mobility		0 / 7
Admission notice e-mail received	<input type="checkbox"/>	
Visa/Migration information e-mail received	<input type="checkbox"/>	
Dormitories information e-mail received	<input type="checkbox"/>	
Notification about dormitories registration received	<input type="checkbox"/>	
Dormitory admission e-mail received	<input type="checkbox"/>	
Arrival guide e-mail received	<input type="checkbox"/>	
Orientation days e-mail received	<input type="checkbox"/>	

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:

Information Before Mobility				5 / 8
Admission notice e-mail received	<input checked="" type="checkbox"/>	2024-09-23	Inga Mackevič	
Visa/Migration information e-mail received	<input checked="" type="checkbox"/>	2024-09-23	Inga Mackevič	
Dormitories information e-mail received	<input checked="" type="checkbox"/>	2024-09-23	Inga Mackevič	
Notification about dormitories registration received	<input checked="" type="checkbox"/>	2024-09-23	Inga Mackevič	
DORMITORY REGISTRATION (Open until 2024-12-16)	<input type="checkbox"/>			

[Complete dormitory registration](#)

Fill all the data and press the „*Update*“ button:

Dormitory information

Do you want to have a room at VILNIUS TECH dormitory? Yes No *

Planned date of arrival: 2024-01-23 * [Today](#)

Any additional comments: I want to live with my friend Cersei Lannister

For example if you want to live with a friend.

I confirm that my dormitory registration is complete and I would like to submit it *

[Back](#) [Update](#)

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:

During mobility				1 / 3
Confirmation of arrival signed by VILNIUS TECH	<input checked="" type="checkbox"/>	2024-09-23	Inga Mackevič	Download confirmation of arrival
Confirmation of arrival downloaded	<input type="checkbox"/>			

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:

Grant Agreement				6 / 6
Bank details complete	<input checked="" type="checkbox"/>	2024-08-28	Test test	Complete bank details
Insurance data complete	<input checked="" type="checkbox"/>			Complete insurance data

Fill your bank details and press *“Update personal details”*:

Edit personal data Update

- Personal details
- Permanent address details
- Bank details**

Bank details

Bank name *	Bank number *
Name <input type="text"/>	12345 <input checked="" type="checkbox"/>
Account number *	BIC *
1001001234 <input checked="" type="checkbox"/>	CEDELLXXX <input type="text"/>
IBAN *	Name of the account holder *
LT418297336485969785 <input checked="" type="checkbox"/>	Test Applicant <input checked="" type="checkbox"/>

[Back to the application workflow](#) [Update personal details](#)

Fill your insurance data and press *“update”*:

Personal details

Insurance number	<input type="text" value="test123"/>
Insurance company	<input type="text" value="test123"/>

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:

Grant agreement downloaded	<input checked="" type="checkbox"/>	2024-09-06	Inga Mackevič	<input type="button" value="Download grant agreement"/>
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Download Grant Agreement and read it carefully. In case you have any questions please contact us via exchange@vilniustech.lt.

!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:

Grant agreement signed by student	<input checked="" type="checkbox"/>	2024-09-06	Inga Mackevič	<input type="button" value="Sign grant agreement"/>
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Confirmation by the student

I confirm that I agree on terms and conditions of the grant agreement and I wish to sign it

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:

Grant agreement signed by International Office	<input checked="" type="checkbox"/>	2024-09-06	Inga Mackevič	<input type="button" value="Download grant agreement signed by all parties"/>
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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.

