

## Mobility-Online Internship Application Manual

To apply for an Internship abroad, follow the link below:

[https://mobility.vilniustech.lt/mobility/BewerbungServlet?identifier=VILNIUS02&kz\\_bew\\_pers=S&kz\\_bew\\_art=OUT&aust\\_prog=SMP&sprache=en](https://mobility.vilniustech.lt/mobility/BewerbungServlet?identifier=VILNIUS02&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMP&sprache=en)

The following window will open:

Application for a student exchange  
for exchange program Traineeship

VILNIUS  
TECH

All fields marked with (\*) must be completed.

1 Application details  
2 Personal details  
3 Contact person in case of emergency  
4 Current study details  
5 Study details  
6 Declaration of consent

Application details

Type of application \*  
 Incomings  Outgoings

Type of person \*  
 Student  Teacher

Exchange Programme \*  
Traineeship

Academic year \*  
2024/2025

MOBILITY-ONLINE powered by VILNIUS TECH

Cancel application Continue

You must complete your data in all the subgroups listed on the left, when you complete all the data, the subgroup becomes marked with a green tick:

- 1 Application details ✓
- 2 Personal details
- 3 Contact person in case of emergency
- 4 Current study details
- 5 Study details
- 6 Declaration of consent

## Personal details

Matriculation number \*  
20211902

Last name \*  
Test ✓

First name \*  
Test ✓

Gender \*  
 Male  Female

Date of birth \*  
2003-04-14

Country of birth \*  
Lithuania

Nationality \*  
Lithuania

University e-mail address \*  
inga.mackevic@stud.vilniustech.lt

Same e-mail address for verification  
inga.mackevic@stud.vilniustech.lt

Personal e-mail address \*  
test@gmail.com ✓

Are you a student with fewer opportunities? \*  
 yes  no

For more information [check here](#)

Do you have any health-related individual needs? \*  
 yes  no

For more information [check here](#)

After you complete and submit the online application the following notification will appear:

**📘 Action successful!**  
Thank you for your application! You will receive an e-mail in a few minutes containing all necessary information regarding further steps.

Close

Shortly after that, you will receive a similar **e-mail to your student mailbox, please read it carefully:**

Dear Student,

Thank you for applying for Erasmus+ traineeship using Mobility-Online. Your application was successfully submitted!

Please use the link at the end of this e-mail for future access to Mobility-Online.

In order to process your application further, **you must login to Mobility-Online and complete the following steps:**

1. Complete your personal data;
2. Provide a certificate of English knowledge (optional);
3. Provide an acceptance from receiving company/institution (if available);
4. Upload a research plan (Only for PhD students);
5. Confirm the completion of your application for further review;

Please find the Mobility-Online manual attached to this e-mail.

**Please note** that if you do not log in to Mobility-Online and do not complete the steps above

Login to Mobility-Online in order to finalize your application. You shall see the following screen:

Before the mobility			3 / 10
Online application complete	<input checked="" type="checkbox"/>	2025-02-25	Display/edit application data
Confirmation e-mail sent	<input checked="" type="checkbox"/>	2025-02-25	Automatically generated
Registration complete	<input checked="" type="checkbox"/>	2025-02-25	
Personal details complete	<input type="checkbox"/>		Complete personal data
Language certificate uploaded (optional)	<input type="checkbox"/>		

It is preferable that you upload the acceptance/confirmation of your traineeship sent from your receiving company/institution (if it is available) in the following step.

It could be an official acceptance document, screenshot of the confirmation e-mail etc.

Confirmation from receiving company/institution (preferable if available)

Application marked as "complete" by student

Application marked as complete by IRO (International Relations Office)

Application approved by the faculty coordinator

Traineeship approved

Press "*Complete personal data*":

Fill in the “Personal details” and “Permanent address details” sections and then press “Update”:

Personal details

Permanent address details

Personal details

Last name \* Mackevič ✓

First name \* TEST ✓

Gender \*  Male  Female  Other

Date of birth \* 2003-04-14 ✓

E-mail address \* test@stud.vilniustech.lt ✓

Nationality \* Lithuania ✓

Permanent address details

Street \* Saulėtekio al. 11 ✓

Country \* Lithuania ✓

Post code \* 11122 ✓

City \* Vilnius ✓

Mobile phone number \* 12345 ✓

Next, if available, upload your language certificate and a confirmation from the receiving institution/company:

Language certificate uploaded (optional)  [Upload language certificate](#)

It is preferable that you upload the acceptance/confirmation of your traineeship sent from your receiving company/institution (if it is available) in the following step.  
It could be an official acceptance document, screenshot of the confirmation e-mail etc.

Confirmation from receiving company/institution (preferable if available)  [Upload confirmation](#)

Press “Upload ...”, then “Please enter the File”, select the file and press “Create”:

Upload name: Acceptance of receiving company/fi... ✓

Owner: Mackevič, TEST ✓

File: Please enter the File

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

**If you are a PhD student**, uploading a research plan is mandatory. Download the template by pressing “Download research plan document.” Fill out the document and upload it by pressing “Upload research plan”:

Research plan document downloaded  2025-02-25 TEST Mackevič [Download research plan document](#)

Fill the research plan template downloaded in the previous step and upload in in the step below.  
Please note that this document is mandatory and your application won't be accepted without it.

Filled research plan uploaded  [Upload research plan](#)

Once you have completed all the steps, **do not forget to mark your application as complete**:

Application marked as "complete" by student  [Mark application as "complete"](#)

Tick the checkbox and press “Update”:

**Declaration of consent**

I confirm that my application is complete and I would like to submit it for review.  \*

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

Now, **wait until your application to be checked and approved**. You will be notified of the results **after the application period ends** (the period is **indicated in the e-mail** you received after completing the online application):

- Application marked as complete by IRO (International Relations Office)
- Application approved by the faculty coordinator
- Application approved by the Doctorate School
- Traineeship approved

**In case your application is incomplete**, it will be returned to you for correction. You will see the reason for incomplete application both in Mobility-Online and in the e-mail (it will be sent to your student mailbox):

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>Before the mobility</b>				
Online application complete	<input checked="" type="checkbox"/>	2025-02-25		<a href="#">Display/edit application data</a>
Confirmation e-mail sent	<input checked="" type="checkbox"/>	2025-02-25	Automatically generated	
Registration complete	<input checked="" type="checkbox"/>	2025-02-25		
Personal details complete	<input checked="" type="checkbox"/>	2025-02-25	TEST Mackevič	<a href="#">Complete personal data</a>
Language certificate uploaded (optional)	<input type="checkbox"/>			<a href="#">Upload language certificate</a>
It is preferable that you upload the acceptance/confirmation of your traineeship sent from your receiving company/institution (if it is available) in the following step. It could be an official acceptance document, screenshot of the confirmation e-mail etc.				
Confirmation from receiving company/institution (preferable if available)	<input checked="" type="checkbox"/>	2025-02-25	TEST Mackevič	<a href="#">Upload confirmation</a>
Research plan document downloaded	<input checked="" type="checkbox"/>	2025-02-25	TEST Mackevič	
Fill the research plan template downloaded in the previous step and upload in in the step below. <b>Please note that this document is mandatory</b> and your application won't be accepted without it.				
Filled research plan uploaded	<input checked="" type="checkbox"/>	2025-02-25	TEST Mackevič	
Please correct yor data/documents based on the reason for rejection before marking your application as "complete" again.				
Application rejected by IRO (International Relations Office)	<input checked="" type="checkbox"/>	2025-02-25	Inga Mackevič	
<ul style="list-style-type: none"> <li>Reason for rejection : reason test</li> </ul>				
Application marked as "complete" by student	<input type="checkbox"/>			<a href="#">Mark application as "complete"</a>

Please complete the required corrections and after that mark your application as “Complete” again.