# APPLICATION MANUAL FOR INCOMING EXCHANGE STUDENTS

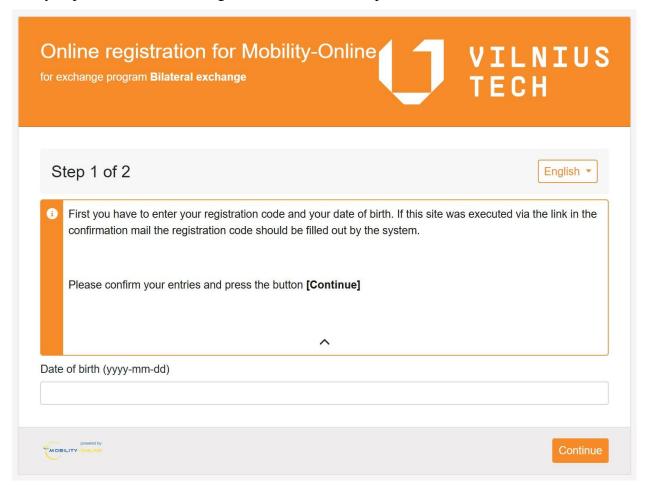
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#### 1. FOR STUDENTS COMING UNDER ERASMUS+ PROGRAMME

## 1.1. Registration and Submission of the Application

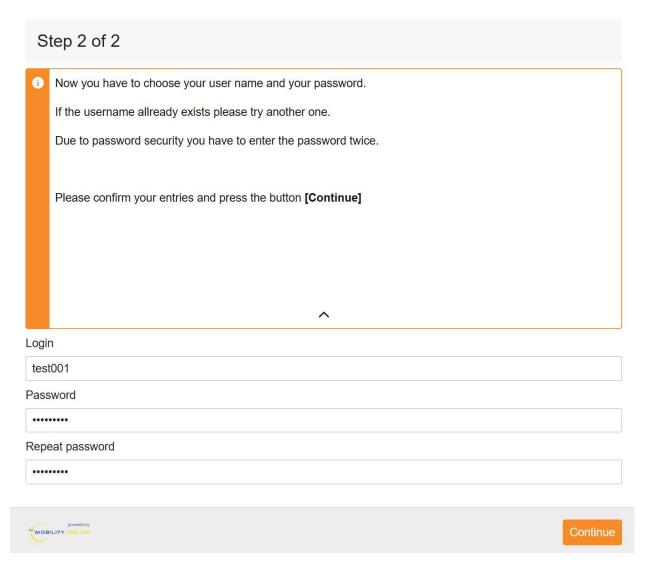
Please read the e-mail "Application Confirmation" carefully and use the link at the end of this email to register in Mobility-Online platform and complete your application.

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:

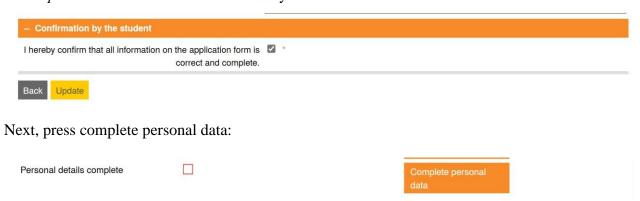


After you register, you will receive an e-mail called "VILNIUS TECH Confirmation of Registration" explaining what to do next.

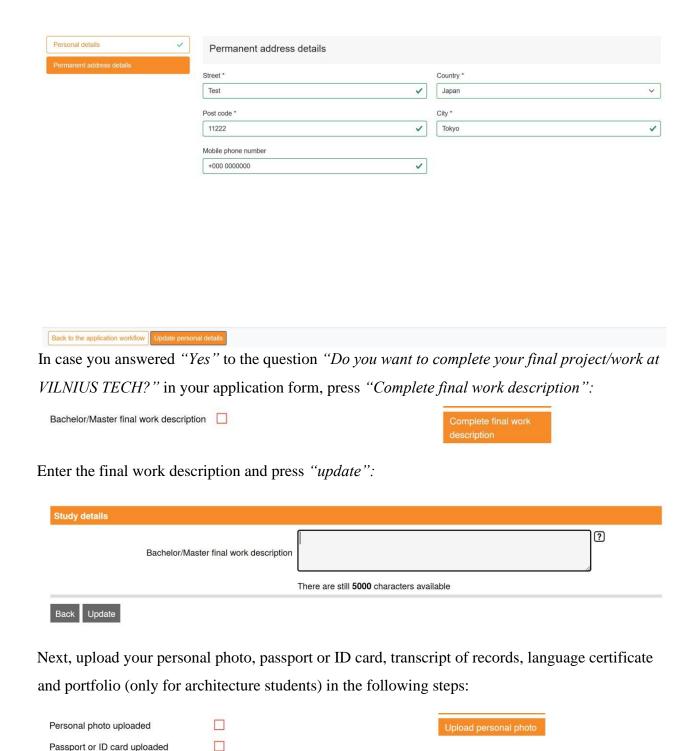
Please login to Mobility-Online and complete the online application:



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":



Transcript of Records uploaded Language certificate uploaded

Portfolio uploaded

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 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.

## 1.2. Course Selection and Learning Agreement

#### **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.

# **Digital Learning Agreement**

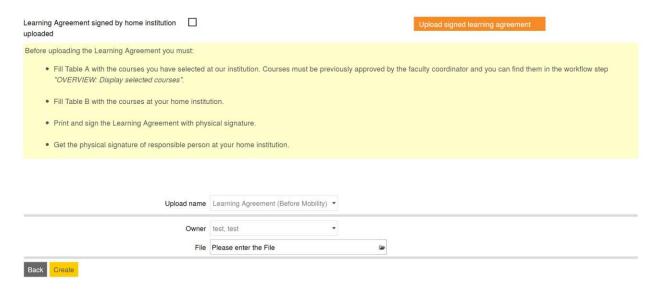
Please fill your Digital Learning Agreement using your home institution platform. When it is signed by you and your home institution, we will receive it automatically. You will be notified by an e-mail when your Learning Agreement is signed by us.

# **PDF Learning Agreement**

In case your home institution is still not connected to the EWP (Erasmus Without Paper) and you are not able to fill the Learning Agreement online, please login to Mobility-Online and in the following step mark "yes":



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:



#### 1.3. Information Before Mobility

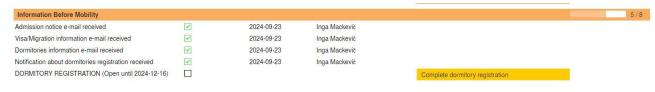
After your Learning Agreement is signed by all three parties, please wait until you receive all the following e-mails:



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

## 1.4. 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.

#### 1.5. 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	~	2024-09-23	Inga Mackevič		
Confirmation of arrival downloaded				Download confirmation of arrival	

# 1.6. During Mobility

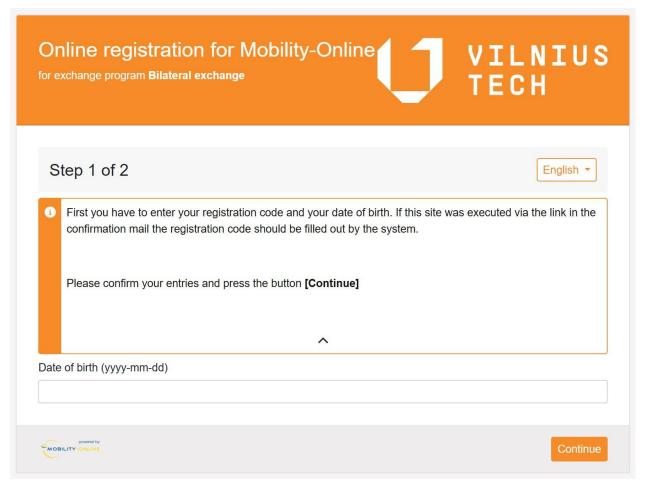
Process manual for Learning Agreement changes and Extension of stay will be available for download in Mobility-Online and will be sent to you by a separate e-mail.

# 2. FOR STUDENTS COMING FROM NON-EU COUNTRIES AND RECEIVING ERASMUS+ SCHOLARSHIP FROM VILNIUS TECH

## 2.1. Registration and Submission of the Application

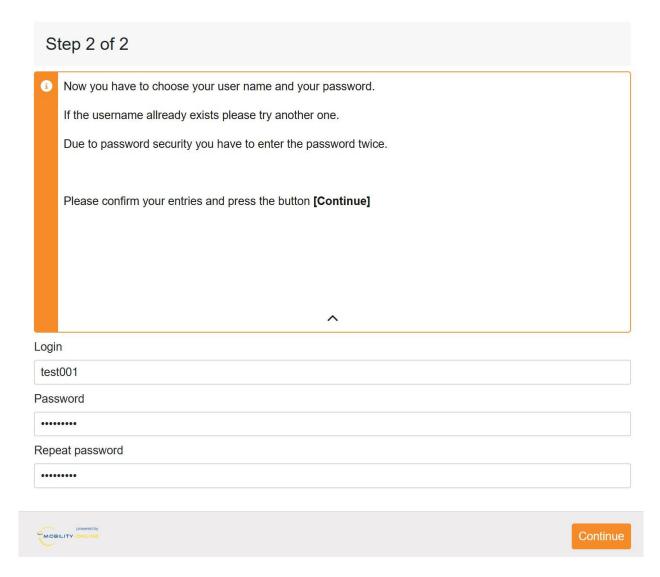
Please read the e-mail "Application Confirmation" carefully and use the link at the end of this email to register in Mobility-Online platform and complete your application.

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:

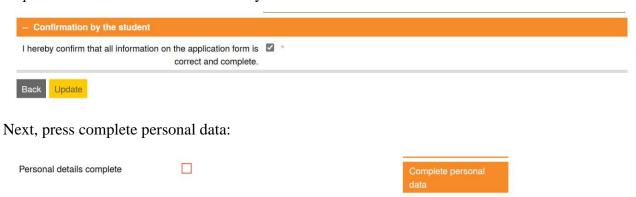


After you register, you will receive an e-mail called "VILNIUS TECH Confirmation of Registration" explaining what to do next.

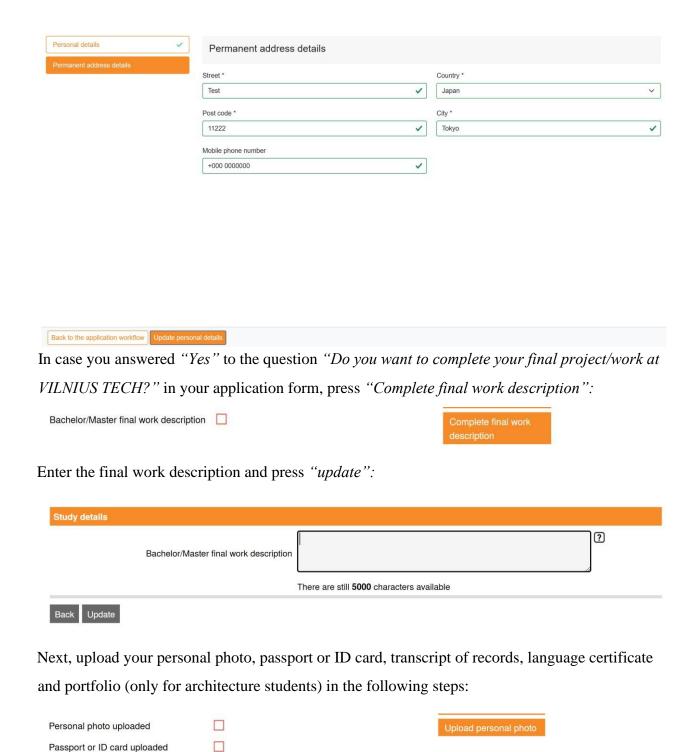
Please login to Mobility-Online and complete the online application:



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":



Transcript of Records uploaded Language certificate uploaded

Portfolio uploaded

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 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.

## 2.2. Course Selection and Learning Agreement

#### **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.

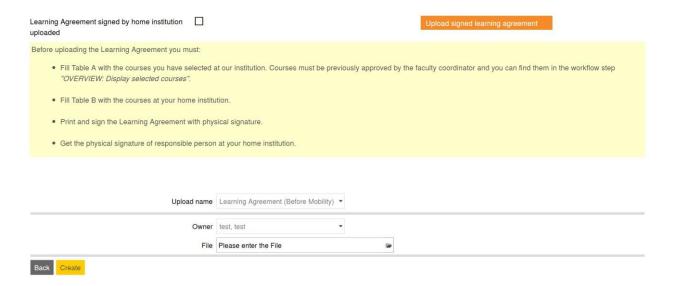
After your selection is approved you will receive an e-mail confirmation. You can always check your selection in Mobility-Online workflow.

# **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 email and the document will be available for download in the following step:



# 2.3. Information Before Mobility

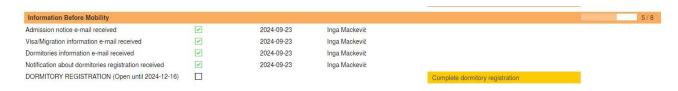
After your Learning Agreement is signed by all three parties, please wait until you receive all the following e-mails:



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

# 2.4. 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.

#### 2.5. 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:

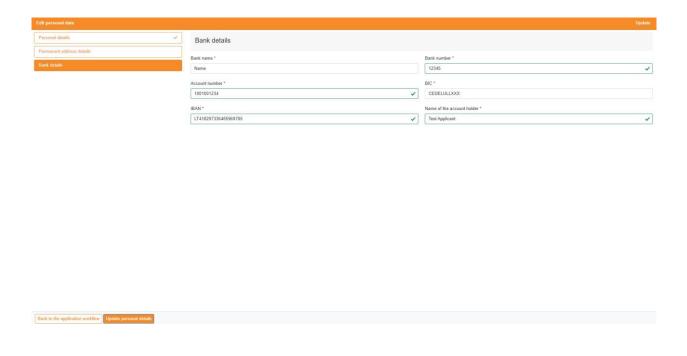


# 2.6. Grant Agreement

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 email 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.

## 2.7. During Mobility

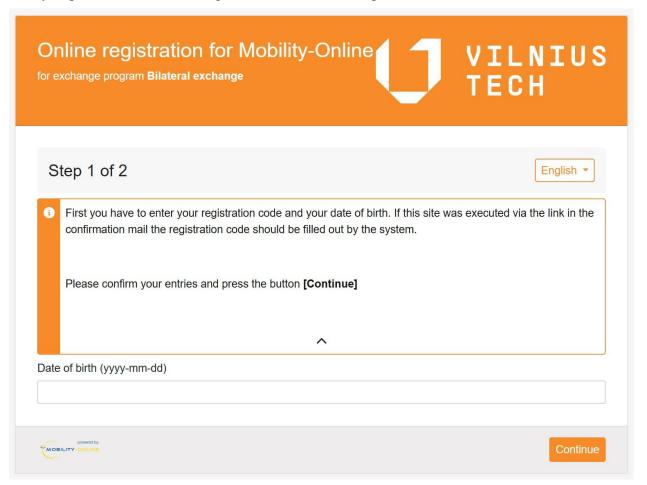
Process manual for Learning Agreement changes and Extension of stay will be available for download in Mobility-Online and will be sent to you by a separate e-mail.

#### 3. FOR STUDENTS COMING UNDER BILATERAL AGREEMENT

## 3.1. Registration and Submission of the Application

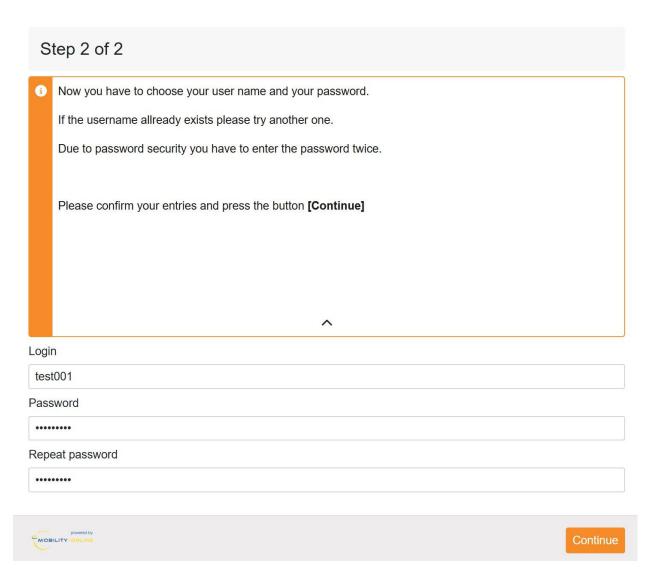
Please read the e-mail "Application Confirmation" carefully and use the link at the end of this email to register in Mobility-Online platform and complete your application.

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

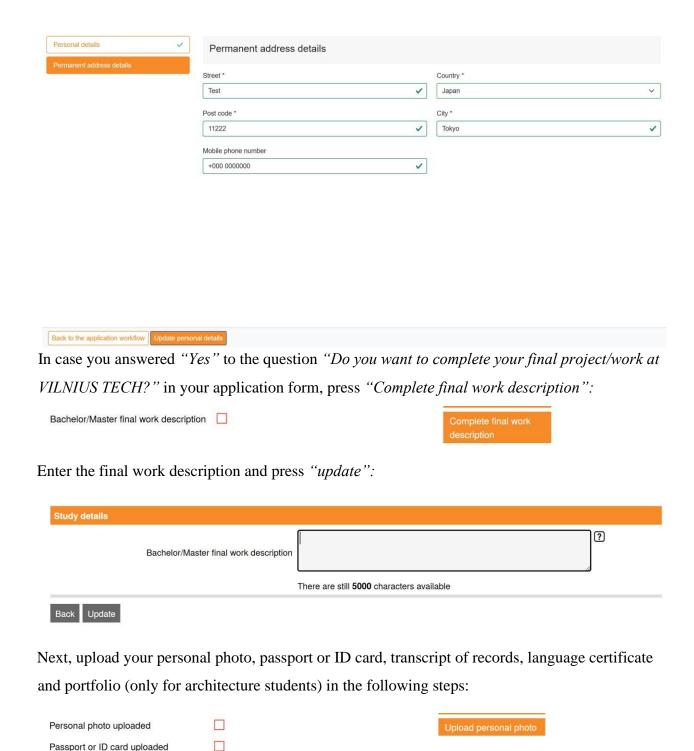
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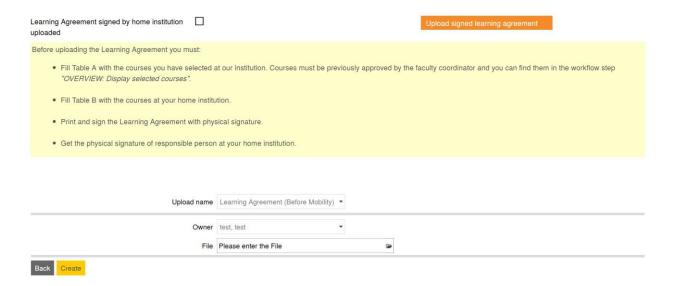
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# 3.3. Information Before Mobility

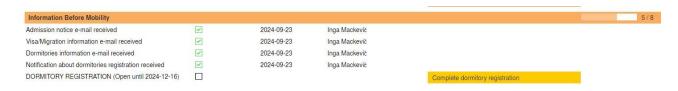
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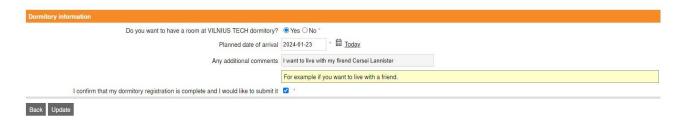
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#### 3.5. Confirmation of Arrival

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:



# 3.6. 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.