APPLICATION MANUAL FOR INCOMING EXCHANGE STUDENTS

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:

Step 2 of 2

Now you have to choose your user name and your password.

If the username allready 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

test001

Password

•••••••••

Repeat password

•••••••••

powered by
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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:

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

Next, press 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 *
Test ✓	Japan ⌄
Post code *	City *
11222 ✓	Tokyo ✓
Mobile phone number	
+000 0000000 ✓	

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:

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":

Digital Learning Agreement   0 / 2

ONLY IF DIGITAL LEARNING AGREEMENT IS ☐   Confirm that Learning Agreement will
NOT POSSIBLE: Learning Agreement filled in   be signed in PDF format
PDF format

Details regarding the planned study

My Learning Agreement will be filled and signed in PDF format ⦿ Yes ◯ No

Back Update

Next download the Learning Agreement document template:

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 ☐   Upload signed learning agreement
uploaded

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 Learning Agreement (Before Mobility) ▾

Owner test, test   ▾

File Please enter the 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

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:

Information Before Mobility		0 / 7
Admission notice e-mail received	☐	
Visa/Migration information e-mail received	☐	
Dormitories information e-mail received	☐	
Notification about dormitories registration received	☐	
Dormitory admission e-mail received	☐	
Arrival guide e-mail received	☐	
Orientation days e-mail received	☐	

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:

Information Before Mobility				5 / 8
Admission notice e-mail received	☑	2024-09-23	Inga Mackevič	
Visa/Migration information e-mail received	☑	2024-09-23	Inga Mackevič	
Dormitories information e-mail received	☑	2024-09-23	Inga Mackevič	
Notification about dormitories registration received	☑	2024-09-23	Inga Mackevič	
DORMITORY REGISTRATION (Open until 2024-12-16)	☐		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 firend 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.

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:

Step 2 of 2

ⓘ Now you have to choose your user name and your password.

If the username allready 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

test001

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:

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

Next, press complete personal data:

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

Enter the final work description and press *"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:

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 e-mail 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:

Information Before Mobility					5 / 8
Admission notice e-mail received	☑	2024-09-23	Inga Mackevič		
Visa/Migration information e-mail received	☑	2024-09-23	Inga Mackevič		
Dormitories information e-mail received	☑	2024-09-23	Inga Mackevič		
Notification about dormitories registration received	☑	2024-09-23	Inga Mackevič		
DORMITORY REGISTRATION (Open until 2024-12-16)	☐			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 firend 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.

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:

During mobility					1 / 3
Confirmation of arrival signed by VILNIUS TECH	☑	2024-09-23	Inga Mackevič		
Confirmation of arrival downloaded	☐			Download confirmation of arrival	

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:

Grant Agreement					6 / 6
Bank details complete	☑	2024-08-28	Test test	Complete bank details	
Insurance data complete	☑			Complete insurance data	

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 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 | ☑ | 2024-09-06 | Inga Mackevič | Sign grant agreement |

Confirmation by the student

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

Back Update

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 | ☑ | 2024-09-06 | Inga Mackevič | Download grant agreement signed by all parties |

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.

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:

Step 2 of 2

ⓘ Now you have to choose your user name and your password.

If the username allready 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]**

ˆ

Login

| test001 |

Password

| •••••••• |

Repeat password

| •••••••• |

powered by
MOBILITY-ONLINE

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	☑	2024-09-19				
	Online application confirmed per e-mail	☑	2024-09-19	Automatically generated			
▶	Online application	☐			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":*

Permanent address details

Street *	Country *
Test ✓	Japan ⌄

Post code *	City *
11222 ✓	Tokyo ✓

Mobile phone number	
+000 0000000 ✓	

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 ☐

Upload personal photo

Passport or ID card uploaded ☐

Transcript of Records uploaded ☐

Language certificate uploaded ☐

Portfolio uploaded ☐

After you upload all the documents, submit your application in the following step:

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.**

3.2. 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:

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:

3.3. 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.

3.4. 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	☑	2024-09-23	Inga Mackevič	
Visa/Migration information e-mail received	☑	2024-09-23	Inga Mackevič	
Dormitories information e-mail received	☑	2024-09-23	Inga Mackevič	
Notification about dormitories registration received	☑	2024-09-23	Inga Mackevič	
DORMITORY REGISTRATION (Open until 2024-12-16)	☐			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 firend 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.

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:

During mobility				1 / 3
Confirmation of arrival signed by VILNIUS TECH	☑	2024-09-23	Inga Mackevič	
Confirmation of arrival downloaded	☐			Download confirmation of arrival

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.