

# **VILNIUS TECH Application Manual**

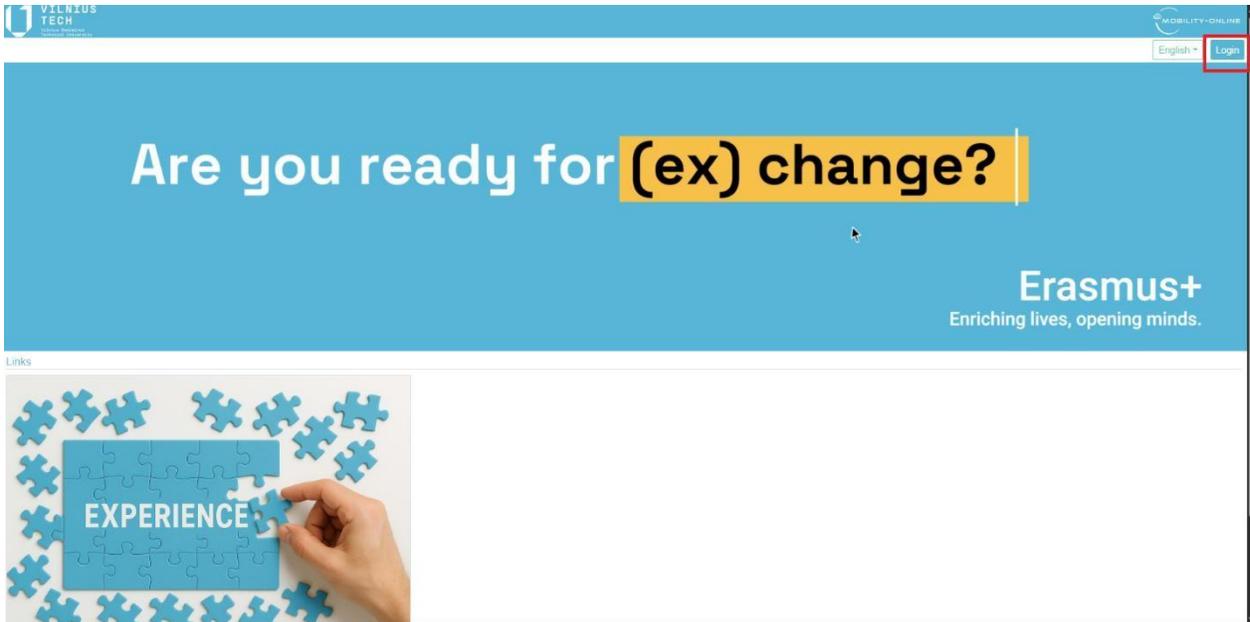
1. Registration and Submission of the Application .....	2
1.1. Registration.....	2
1.2. Application .....	3
2. Learning Agreement .....	4
3. After the mobility.....	4

# 1. Registration and Submission of the Application

## 1.1. Registration

Please read the e-mail “ *VILNIUS TECH Confirmation of Application* ” carefully and use the link at the end of said e-mail to log into Mobility-Online platform and complete your application.

After you click the link, the main page will open:



You must click the Login button on the top right, then input the username and password that was given to you in the e-mail.

## 1.2. Application

After logging in you will be met with this screen:

The screenshot displays a dashboard with two main sections: Applicant details and Workflow.

**Applicant details** (Refresh button):

Last name Test	Country of the home institution Belgium	Stay from 2025-08-29	Host country Lithuania
First name Test	Home institution BRUSSEL48 - HOGESCHOOL VOOR WETENSCHAP I	Stay to 2026-02-02	Receiving institution VILNIUS02 - VILNIUS GEDIMINAS TECHNICAL UNIVE

**Workflow** (Open/Close all button):

**Before the mobility** (3 / 8 items):

- Online-Application complete 2025-09-23
- Confirmation e-mail sent 2025-09-23, Automatically generated
- Online-Registration complete 2025-09-23
- Personal data complete [Complete personal data](#)
- Passport or ID card uploaded by student
- Submission of application confirmed by student
- Application accepted by VILNUS TECH IRO (International Relations Office)
- E-mail concerning Learning Agreement sent to student

**Digital Learning Agreement** (0 / 1 items)

Press “*Complete personal data*”, fill out the necessary fields, and click the Create button:

The screenshot shows the 'Personal details' form with the following fields:

- Permanent address details (dropdown)
- Last name \* (text input: Test)
- First name \* (text input: Test)
- Gender \* (radio buttons: Male (selected), Female, Other)
- Date of birth \* (text input: 2009-09-18)
- E-mail address \* (text input: dziugas maceikonis@vilniustech.lt)
- Nationality \* (dropdown: Afganistan)

At the bottom, there is a navigation bar with a link 'Back to the application workflow' and a red-bordered 'Create' button.

Next, upload a photo of your passport or ID card, and click “*Confirm submission of application*” and wait for your application to be confirmed by IRO (International relations office)

— Before the mobility		5 / 8	
✓	Online-Application complete	2025-09-23	
✓	Confirmation e-mail sent	2025-09-23, Automatically generated	
✓	Online-Registration complete	2025-09-23	
✓	Personal data complete	2025-09-24, Džiugas Maceikonis	<a href="#">Complete personal data</a>
✓	Passport or ID card uploaded by student	2025-09-24, Džiugas Maceikonis	<a href="#">Upload passport or ID card</a>
<input type="checkbox"/>	Submission of application confirmed by student		<a href="#">Confirm submission of application</a>
<input type="checkbox"/>	Application accepted by VILNIUS TECH IRO (International Relations Office)		
<input type="checkbox"/>	E-mail concerning Learning Agreement sent to student		

## 2. Learning Agreement

Next, you must complete your Digital Learning Agreement (DLA). The DLA must be completed using your institution platform. You will have received all the contact and course information via e-mail. Please consult your home institution to confirm which platform should be used for submitting the DLA.

After the Digital Learning Agreement is signed by VILNIUS TECH, you will receive an e-mail with your Acceptance Letter, as well as land on this step.

✓ Learning Agreement signed by VILNIUS TECH

## 3. After the mobility

After your stay is over, you will receive an e-mail with your Confirmation of Stay, as well as the Transcript of Records.