

VILNIUS TECH Application Manual

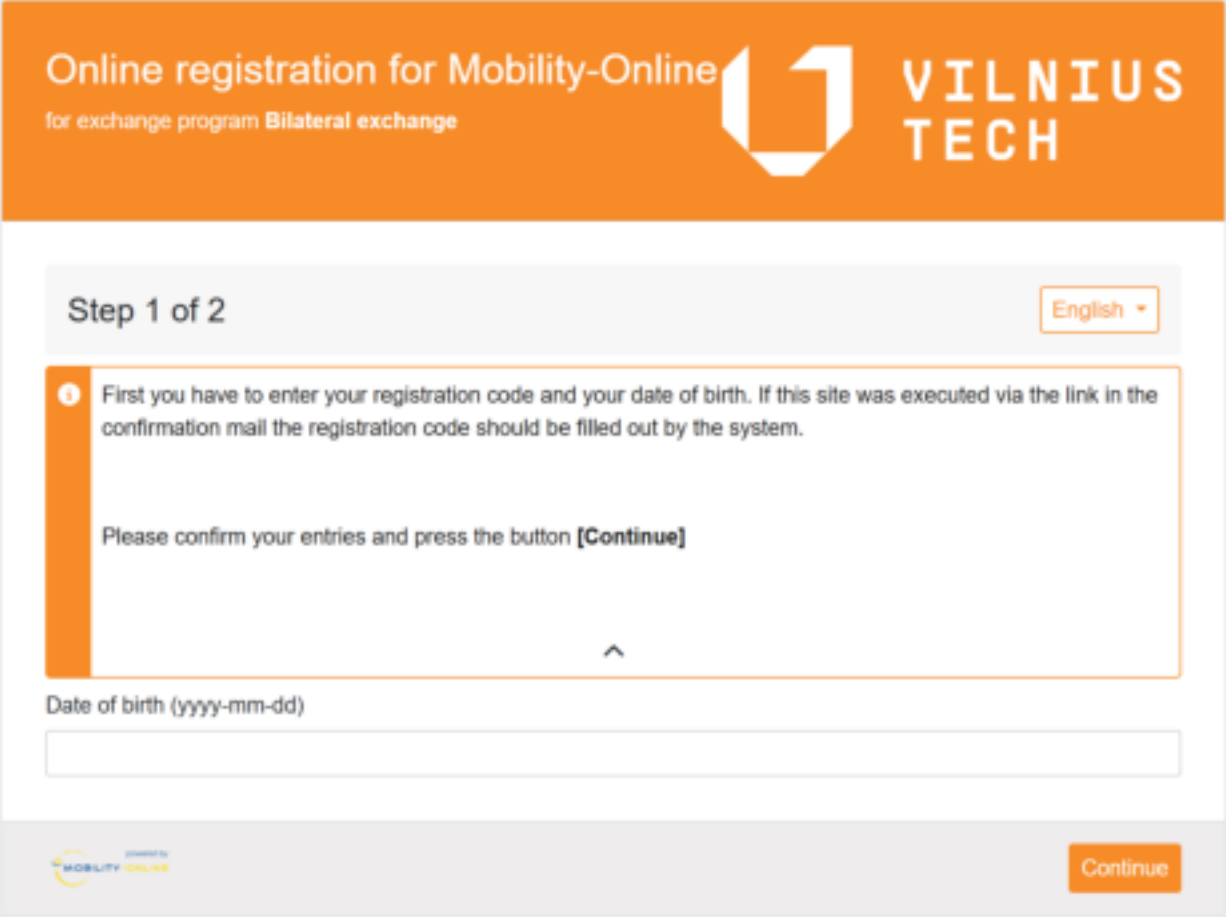
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1. Registration and Submission of the Application

1.1. Registration

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:



The screenshot shows a web interface for online registration. At the top, an orange banner contains the text "Online registration for Mobility-Online" and "for exchange program Bilateral exchange" on the left, a stylized logo in the center, and "VILNIUS TECH" on the right. Below the banner, the page is titled "Step 1 of 2" with a language dropdown menu set to "English". A large orange-bordered box contains an information icon and the text: "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." Below this, it says "Please confirm your entries and press the button [Continue]". Underneath the box is a text input field labeled "Date of birth (yyyy-mm-dd)". At the bottom left, there is a logo for "MOBILITY-ONLINE" with the text "powered by" above it. At the bottom right, there is an orange "Continue" button.

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

1

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

test001

Password

Repeat password

 MOBILITY ONLINE

Continue

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

1.2. Application

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

The screenshot shows a progress bar with the following sections:

Necessary steps	Done	Done on	Done by	Direct access via following link	
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		
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:

The screenshot shows the "Confirmation by the student" section with the following text:

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

Below the text are two buttons: [Back](#) and [Update](#).

Next, press complete personal data:

The screenshot shows the "Personal details complete" section with the following text:

Personal details complete ☐

Below the text is a button: [Complete personal data](#).

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

Permanent details ✓
Permanent address details

Street *
Iran ✓

Country *
iran ✓

Post code *
11222 ✓

City *
Tehran ✓

Mobile phone number
+900 0000000 ✓

Back to the application overview Update permanent details

1.3. Doctorate research plan

Next, complete your doctorate research plan data:

Doctorate research plan data complete

Complete doctorate research plan data

Press “*Complete doctorate research plan data*” and complete all the required fields. After that press “*Update*”.

After you complete the research plan data, you will be able to download the research plan document in the following step:

Doctorate research plan document downloaded

Download research plan document

Please upload the research plan document signed by you and your home institution in the following step:

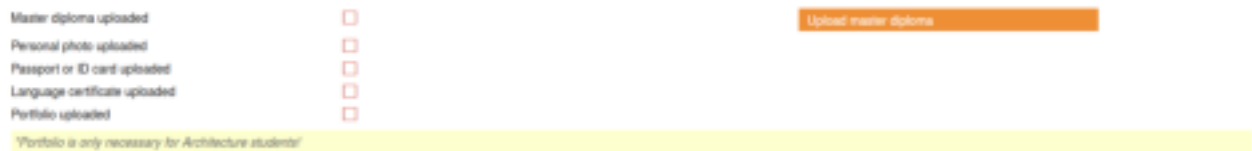
Please upload the research plan document signed by you and your home institution.

Signed research plan uploaded

Upload signed research plan

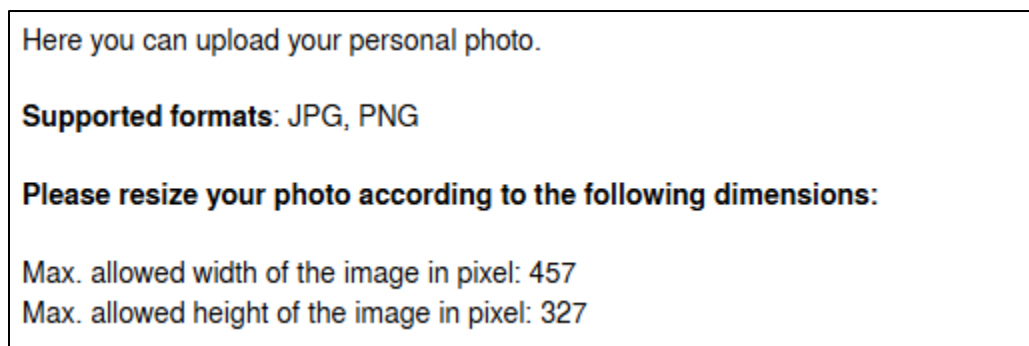
1.4. Upload of documents

Next, upload your master diploma, personal photo, passport or ID card, transcript of records, English language certificate and portfolio (only for architecture students) in the following steps:



This screenshot shows a list of documents to be uploaded on the left, each with a corresponding red square icon: Master diploma uploaded, Personal photo uploaded, Passport or ID card uploaded, Language certificate uploaded, and Portfolio uploaded. On the right, there is an orange button labeled 'Upload master diploma'. Below the list, a yellow banner contains the text: 'Portfolio is only necessary for Architecture students'.

Please note that while uploading the personal photo you must adjust it to the required dimensions



Here you can upload your personal photo.

Supported formats: JPG, PNG

Please resize your photo according to the following dimensions:

Max. allowed width of the image in pixel: 457
Max. allowed height of the image in pixel: 327

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



This screenshot shows the final step of the application process. At the top, there is a label 'Submission of application confirmed' next to an empty checkbox, and an orange button labeled 'Confirm submission of application'. Below this is a section titled 'Confirmation by the student' with a text area containing the statement: 'I hereby confirm that I have uploaded all necessary documents and that I want to submit my application for review.' At the bottom of this section are two buttons: 'Back' and 'Submit'.

Wait until your application is checked by International Relations Office. You will receive an e-mail after it has been checked.

1.5. Supervisor at VILNIUS TECH

After your documents are accepted, you will need to wait for a supervisor to be assigned based on your research plan. You will receive the details of your assigned supervisor in a separate email.

Alternatively, you may find a supervisor at VILNIUS TECH on your own. This can be any professor who is willing to oversee your work during your mobility period. If you do find a supervisor, please inform us as soon as possible.

After you receive supervisor details, please contact your VILNIUS TECH supervisor and ask to sign your research plan. You can always find your previously uploaded research plan in the following step:

OPTIONAL: Doctorate research plan document signed by
Home institution downloaded ☐

Download research plan signed by home institution

After your research plan is signed by a supervisor, upload it to Mobility-Online in the following step:

Please upload the research plan document signed by your supervisor at VILNIUS TECH

Research plan signed by supervisor uploaded ☐

Upload signed research plan

1.6. Doctorate registration form

Next, complete the living address data:

Living address data complete ☐

Complete living address data

Download the doctorate registration form document and check whether data in it is correct:

Doctorate registration form document downloaded ☐

Download registration form document

If all the data is correct please sign your registration form digitally by pressing a button in the following step:

Please note that there is no need to sign the registration form document with a physical signature.

Please sign the document digitally in the following step:

Confirmation and signing doctorate registration document ☐

Please click here to digitally sign the Doctorate
registration document

Please wait until your registration form is approved by IRO. After it is approved you will receive both the acceptance letter and the fully signed research plan by an e-mail.

2. Information Before Mobility

After you receive the letter of acceptance we will send you all other relevant information:

Information Before Mobility	
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.

3. Grant agreement

You will receive a separate manual for grant agreement and other relevant steps by a separate e-mail.