VILNIUS TECH Application Manual

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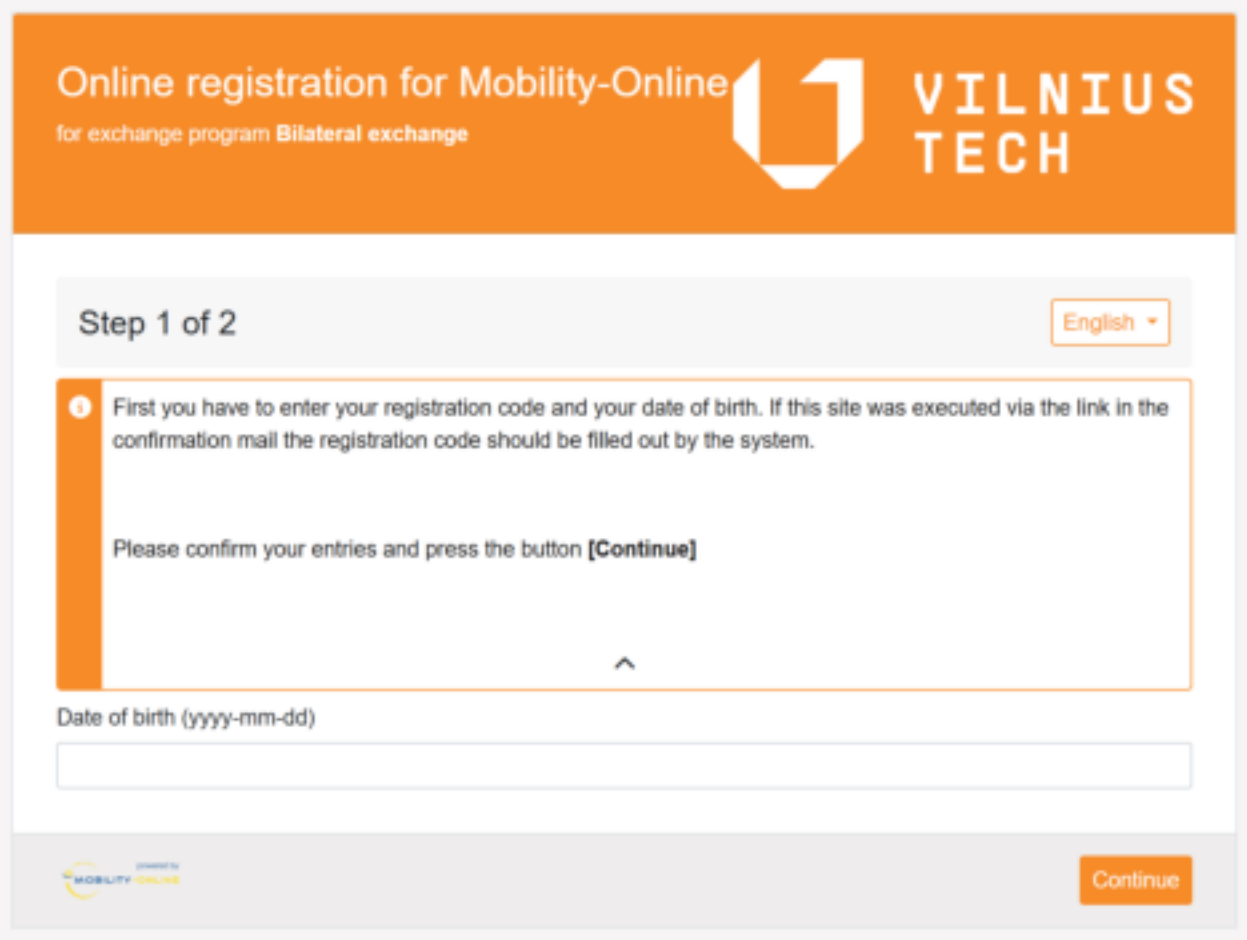
1. Registration and Submission of the Application

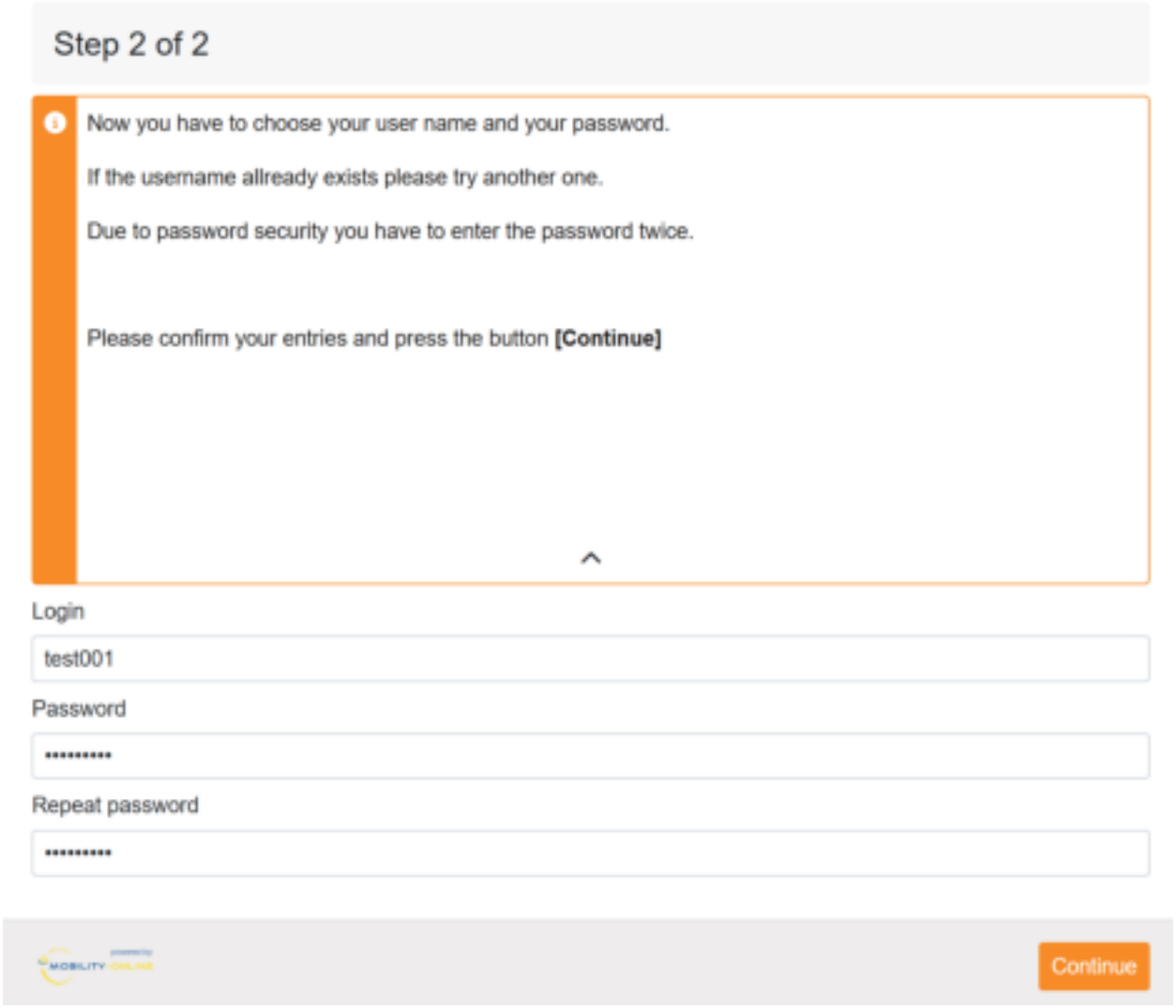
Please read the e-mail "*Application Confirmation"* carefully and use the link at the end of this e-mail to register in Mobility-Online platform and complete your application.

After you press on the link the registration window will open:



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:

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:

Wait until your application is checked by International Relations Office. You will receive an e-mail 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. Course Selection and Learning Agreement

2.1. Course selection

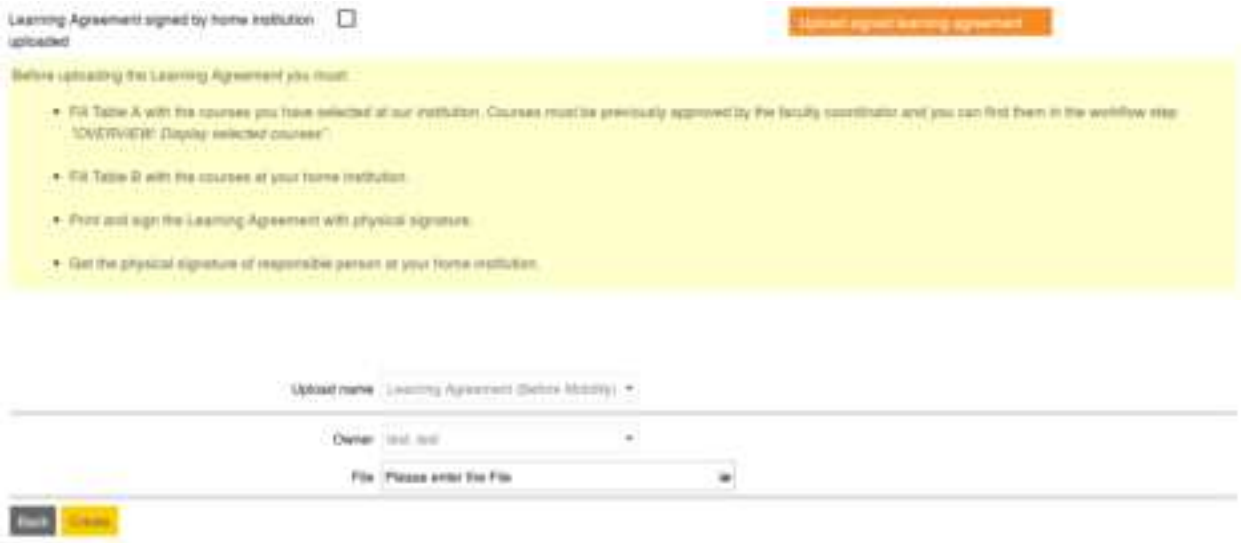
After your application is approved by VILNIUS TECH International Relations Office and you receive a confirmation e-mail, please download the “Course Selection Manual” and select the courses you prefer to study at VILNIUS TECH.

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

2.2. 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. Information Before Mobility

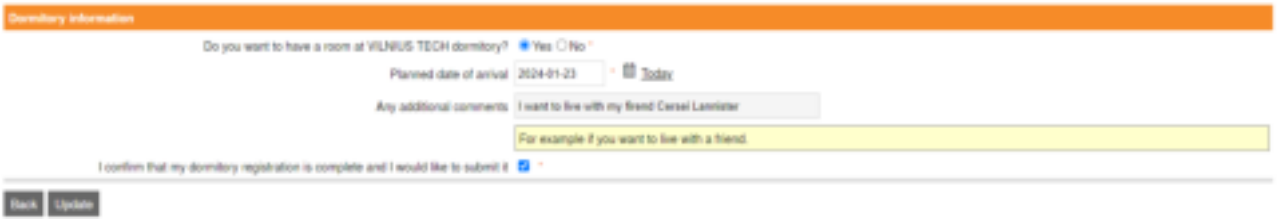
After your Learning Agreement is signed by all three parties, please wait until you receive all the following e-mails:

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

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.

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:

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.