

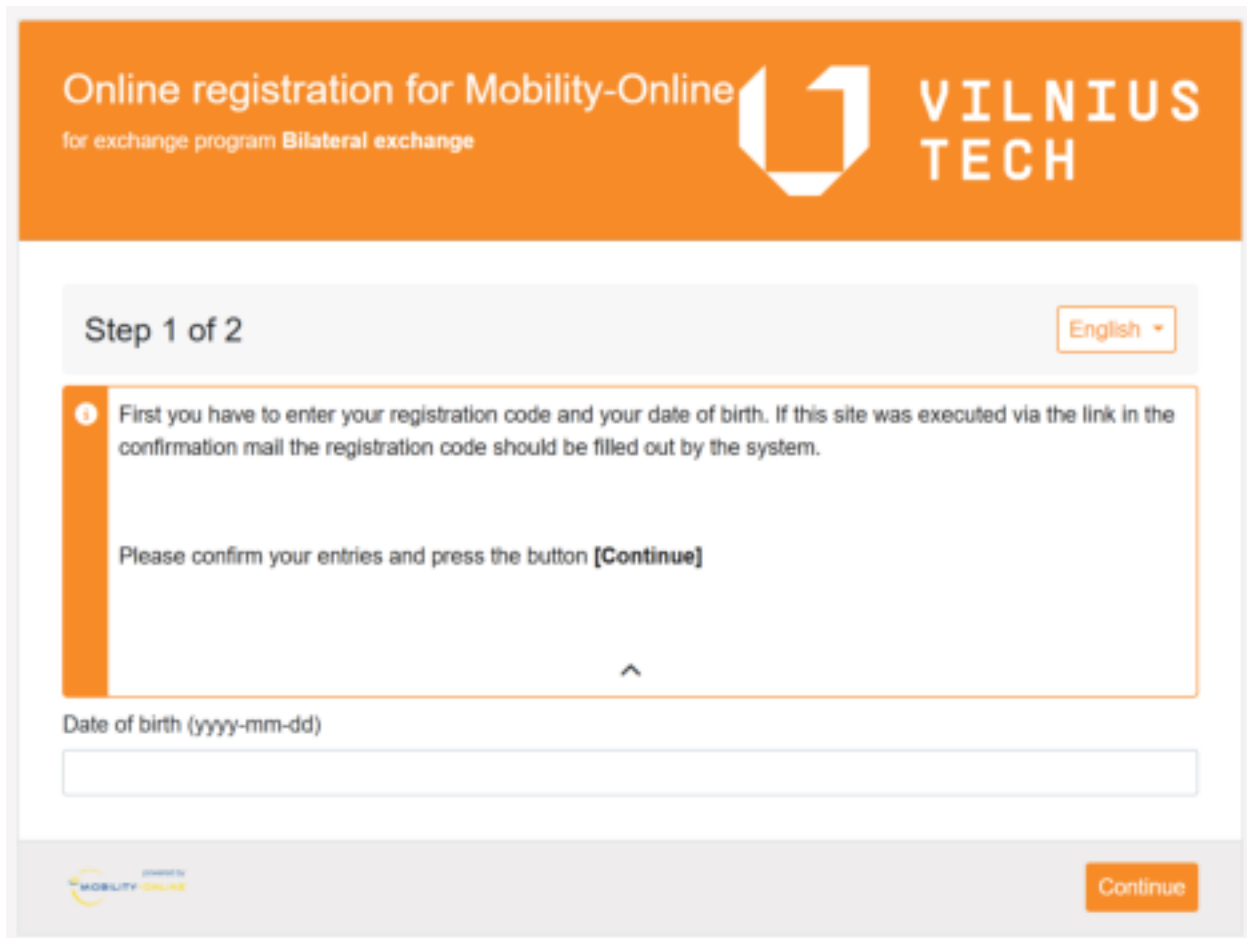
VILNIUS TECH Application Manual

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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:



The screenshot shows a web interface for online registration. At the top, there is an orange header with 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 header, the main content area has a light gray background. It starts with "Step 1 of 2" on the left and a language dropdown menu set to "English" on the right. A large orange-bordered box contains a numbered instruction: "1 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 instruction 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 "powered by" above it. At the bottom right, there is an orange button labeled "Continue".

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

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:

The screenshot shows a progress bar with two main sections: 'Necessary steps' and 'Before the mobility'. The 'Before the mobility' section is expanded, showing three items: 'Online registration' (checked, 2024-09-18), 'Online application confirmed per e-mail' (checked, 2024-09-18, Automatically generated), and 'Online application' (unchecked). A button labeled 'Display/Complete application data' is visible on the right.

Necessary steps	Done	Done on	Done by	Direct access via following link	2 / 28
Before the mobility 2 / 14					
Online registration	<input checked="" type="checkbox"/>	2024-09-18			
Online application confirmed per e-mail	<input checked="" type="checkbox"/>	2024-09-18	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 a section titled 'Confirmation by the student'. It contains a checkbox for 'I hereby confirm that all information on the application form is correct and complete.' and two buttons: 'Back' and 'Update'.

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:

The screenshot shows a section titled 'Personal details complete'. It contains a checkbox for 'Personal details complete' and a button labeled '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*”:

The screenshot shows the 'Permanent address details' form. It includes fields for Street, City, Post code, Country, and Mobile phone number. The 'Street' field contains 'Test', 'City' contains 'Japan', 'Post code' contains '11222', and 'Mobile phone number' contains '+000 0000000'. There are 'Back in the application overview' and 'Update personal details' buttons at the bottom.

Permanent address details

Street * Test ✓

City * Japan ✓

Post code * 11222 ✓

Country * Japan ✓

Mobile phone number +000 0000000 ✓

Back in the application overview 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:



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 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.

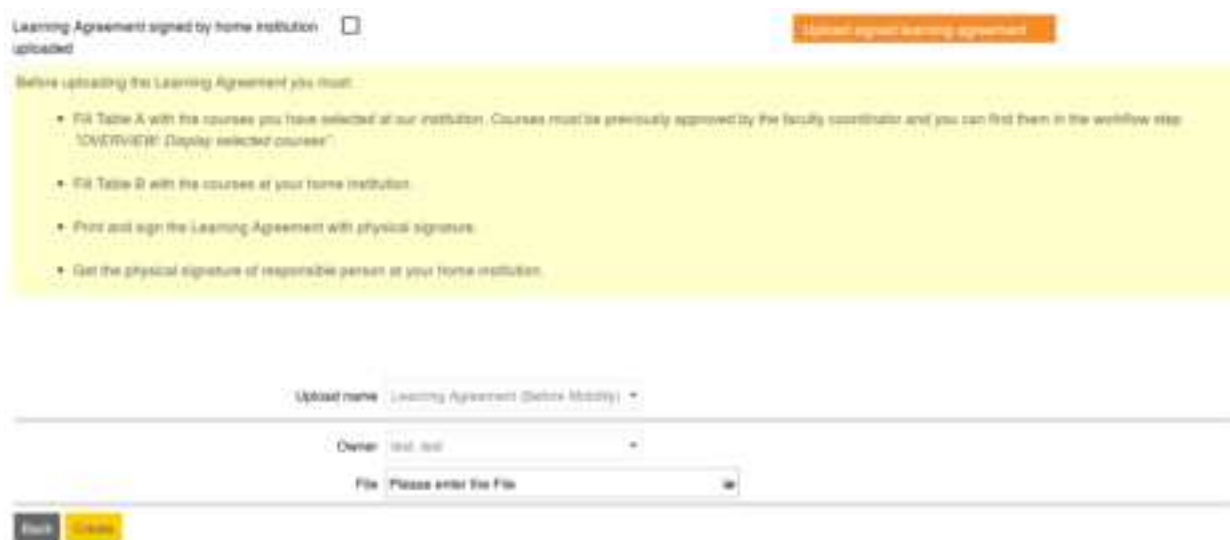
After your selection is approved you will receive an e-mail confirmation. You can always check your selection in Mobility-Online workflow.

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:

Learning Agreement signed by VILNUS TECH	2024-09-25	Inga Mackevič	Download Learning Agreement signed by VILNUS TECH
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3. Information Before Mobility

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

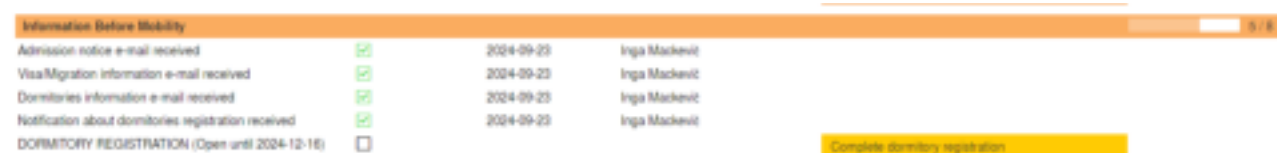


Information Before Mobility	
Admission notice e-mail received	<input type="checkbox"/>
Visa/Migration information e-mail received	<input type="checkbox"/>
Dormitories information e-mail received	<input type="checkbox"/>
Notification about dormitories registration received	<input type="checkbox"/>
Dormitory 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.

4. Dormitory registration

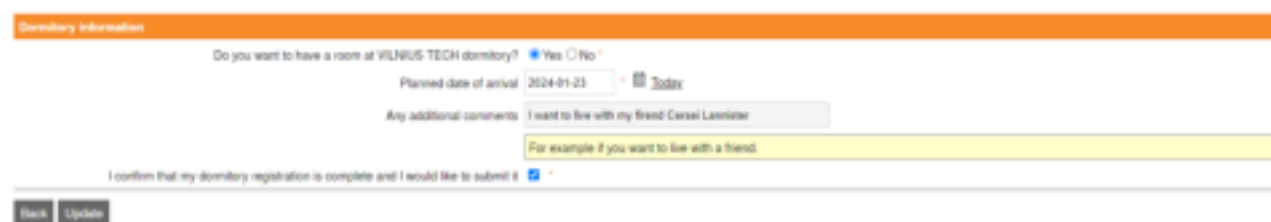
You will receive two emails: one with dormitory information and another for dormitory registration. When you receive an e-mail informing that the registration is open, please login to Mobility-Online to complete dormitory registration in the following step:



Information Before Mobility			
Admission notice e-mail received	<input checked="" type="checkbox"/>	2024-09-25	Inga Mackevit
Visa/Migration information e-mail received	<input checked="" type="checkbox"/>	2024-09-25	Inga Mackevit
Dormitories information e-mail received	<input checked="" type="checkbox"/>	2024-09-25	Inga Mackevit
Notification about dormitories registration received	<input checked="" type="checkbox"/>	2024-09-25	Inga Mackevit
DORMITORY REGISTRATION (Open until 2024-12-16)	<input type="checkbox"/>		

[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

Any additional comments: I want to live with my friend Ceresel Lantier

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.