



# VILNIUS TECH Application Confirmation User Guide

[Home](#) » [VILNIUS TECH](#) » VILNIUS TECH Application Confirmation User Guide 

## Contents

### 1 VILNIUS TECH Application Confirmation User Guide

#### 1.1 Registration and Submission of the Application

#### 1.2 Course Selection and Learning Agreement

##### 1.2.1 Course selection

##### 1.2.2 Learning Agreement

#### 1.3 Information Before Mobility

#### 1.4 Dormitory registration

#### 1.5 Confirmation of Arrival

#### 1.6 During Mobility

### 2 Documents / Resources

#### 2.1 References

## VILNIUS TECH Application Confirmation User Guide

### 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:

Online registration for Mobility-Online  
for exchange program **Bilateral exchange**

VILNIUS  
TECH

Step 1 of 2


English ▾

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.

Please confirm your entries and press the button **[Continue]**

Date of birth (yyyy-mm-dd)

powered by  
MOBILITY-ONLINE

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:

| Necessary steps                         | Done                                | Done on    | Done by                 | Direct access via following link  | 2 / 26 |
|---|-------------------------------------|------------|-------------------------|-----------------------------------|--------|
| Before the mobility                     |                                     |            |                         |                                   |        |
| 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:

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*”:

Personal details

Permanent address details

Permanent address details

Street \*

Test

Country \*

Japan

Post code \*

11222

City \*

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        | <input type="checkbox"/> | <a href="#">Upload personal photo</a> |
| Passport or ID card uploaded   | <input type="checkbox"/> |                                       |
| Transcript of Records uploaded | <input type="checkbox"/> |                                       |
| Language certificate uploaded  | <input type="checkbox"/> |                                       |
| Portfolio uploaded             | <input type="checkbox"/> |                                       |

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

|                                     |                          |   |
|-------------------------------------|--------------------------|---|
| Submission of application confirmed | <input type="checkbox"/> | <a href="#">Confirm submission of application</a> |
|-------------------------------------|--------------------------|---|

**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.**

## 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 | <input type="checkbox"/> | <a href="#">Download Learning Agreement Document</a> |
|--|--------------------------|--|

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 ☐ uploaded [Upload signed learning agreement](#)

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:

[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](#)

## 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                     | <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.

## 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                     | <input checked="" type="checkbox"/> | 2024-09-23 | Inga Mackevič |   |
| Visa/Migration information e-mail received           | <input checked="" type="checkbox"/> | 2024-09-23 | Inga Mackevič |   |
| Dormitories information e-mail received              | <input checked="" type="checkbox"/> | 2024-09-23 | Inga Mackevič |   |
| Notification about dormitories registration received | <input checked="" type="checkbox"/> | 2024-09-23 | Inga Mackevič |   |
| DORMITORY REGISTRATION (Open until 2024-12-16)       | <input type="checkbox"/>            |            |               | <a href="#">Complete dormitory registration</a> |

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 friend Ceseil 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.**

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

Confirmation of arrival signed by VILNIUS TECH ☒

Confirmation of arrival downloaded ☐

2024-09-23

Inga Mackevič

Download confirmation of arrival

1 / 3

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.

Documents / Resources

|   |  |
|---|--|
| <div>VILNIUS TECH Application Manual</div> <div><div>1. Introduction</div><div>2. Application process</div><div>3. Application form</div><div>4. Application fee</div><div>5. Application deadline</div><div>6. Application review</div><div>7. Application results</div></div> | <div><a href="#">VILNIUS TECH VILNIUS TECH Application Confirmation</a> [pdf] User Guide</div> <div>VILNIUS TECH, Application, VILNIUS TECH Application Confirmation, Application Confirmation</div> |
|---|--|

References

- [User Manual](#)

Manuals+, Privacy Policy

This website is an independent publication and is neither affiliated with nor endorsed by any of the trademark owners. The "Bluetooth®" word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. The "Wi-Fi®" word mark and logos are registered trademarks owned by the Wi-Fi Alliance. Any use of these marks on this website does not imply any affiliation with or endorsement.