**Manuals+** — User Manuals Simplified.



# VILNIUS TECH Application Confirmation User Guide

**Contents**

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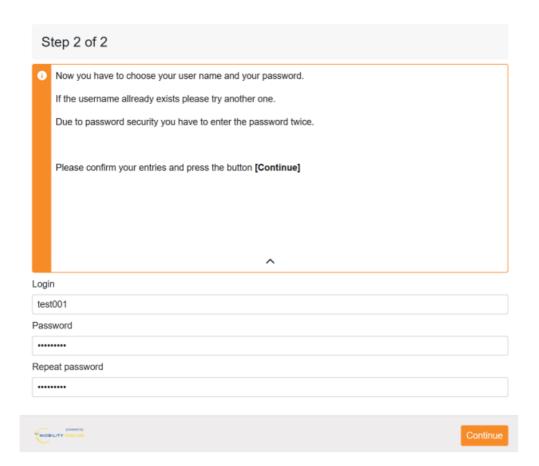**Registration and Submission of the Application**

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:

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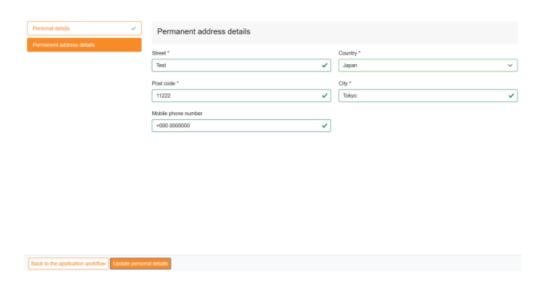
Please login to Mobility-Online and complete the online application:

| Necessary steps | Done | Done on | Done by | Direct access via following link | 2 / 26 |
|---|---|---|---|---|---|
| **Before the mobility** | | | | | 2 / 14 |
| Online registration | ☑ | 2024-09-19 | | | |
| Online application confirmed per e-mail | ☑ | 2024-09-19 | Automatically generated | | |
| ▶ Online application | ☐ | | | 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 * | | Country * | |
|---|---|---|---|
| Test | ✓ | Japan | ⌄ |

| Post code * | | City * | |
|---|---|---|---|
| 11222 | ✓ | Tokyo | ✓ |

| Mobile phone number | |
|---|---|
| +000 0000000 | ✓ |

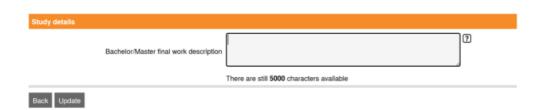Back to the application workflow   Update personal details

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 | [                    ] ⑦ |
| | 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 | ☐ | Upload personal photo |
| Passport or ID card uploaded | ☐ | |
| Transcript of Records uploaded | ☐ | |
| Language certificate uploaded | ☐ | |
| Portfolio uploaded | ☐ | |

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.

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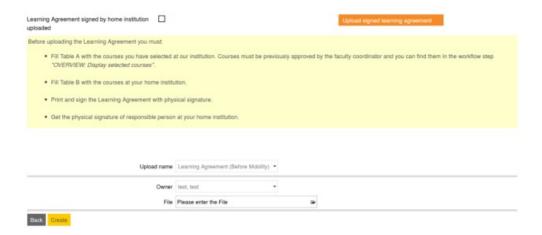
After your selection is approved you will receive an e-mail confirmation. You can always check your selection in Mobility-Online workflow.

### Learning Agreement

Download the Learning Agreement document template in the following step:

| | | |
|---|---|---|
| Learning Agreement document downloaded | ☐ | Download Learning Agreement Document |

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:
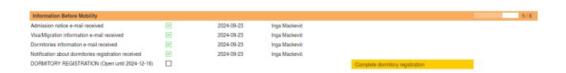


## Information Before Mobility

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.

## 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.**

## 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

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

| | |
|---|---|
|  | **VILNIUS TECH VILNIUS TECH Application Confirmation** [pdf] User Guide<br>VILNIUS TECH, Application, VILNIUS TECH Application Confirmation, Application Confirmation |

## References

- **User Manual**