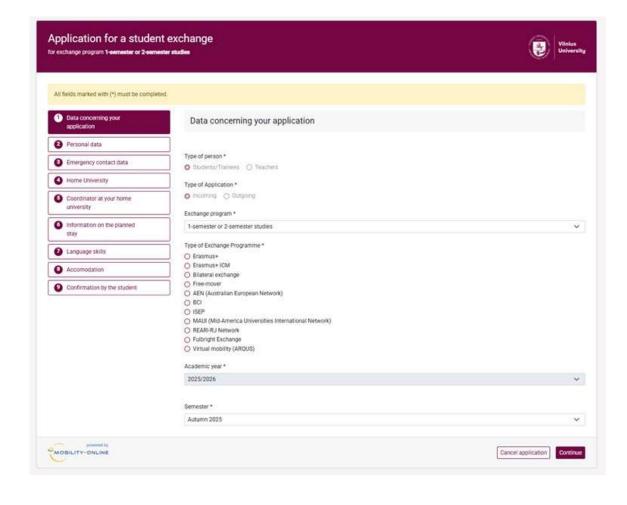


Mobility-Online Application Guide

For Incoming Exchange students





Application Data

All fields marked with (*) must be completed.

In the first section of the application process, you should indicate the following:

Type of person: Student

Type of Application: Incoming

Exchange Programme: 1-semester or 2-semester studies

Type of Exchange Programme:

Erasmus+: select if you are from an Erasmus+ programme country university and your university has nominated you;

Erasmus+ ICM: select if you are from Erasmus+ partner country university and your university has nominated you;

Bilateral Exchange: select if you are from a university that has a bilateral agreement with Vilnius University and your university has nominated you;

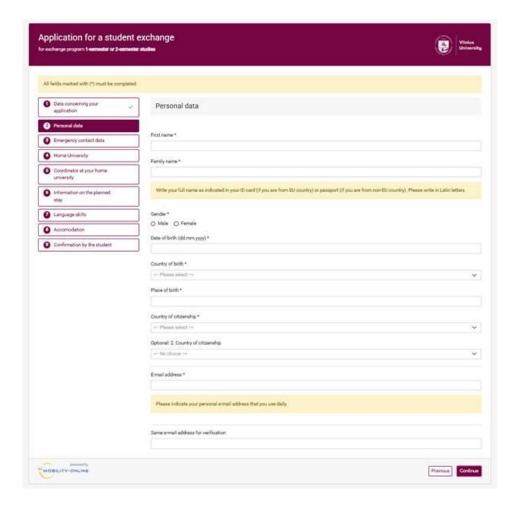
Free-mover: select if you are from a university that does not have an agreement with Vilnius University or you have not been nominated by your home university;

If you were nominated through a different programme, please make sure to select the correct option accordingly.

Academic Year: 2025/2026

Semester: Select accordingly





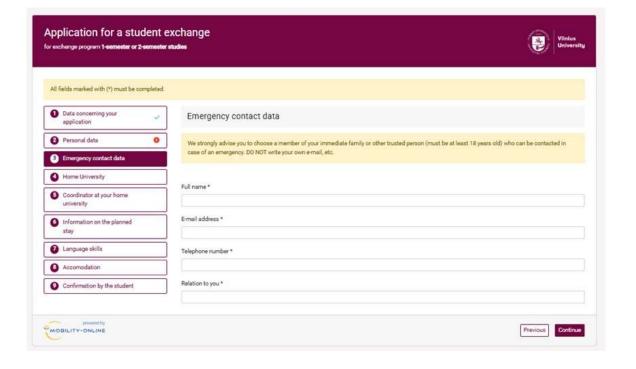
Personal data

All fields marked with (*) must be completed.

In this section you must fill in your first name, family name (surname), gender, date of birth, country and place of birth (city), country of citizenship (nationality), and second country of citizenship (optional).

E-mail and personal phone number are required fields. It is recommended to indicate an e-mail that is easily accessible to you and that you check often.





Emergency contact data

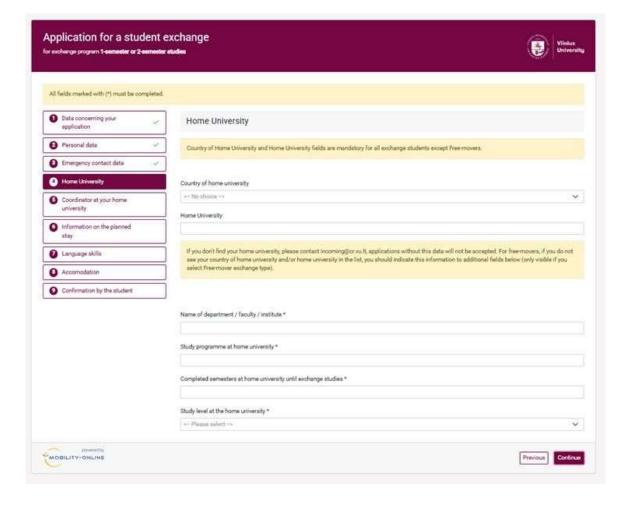
All fields marked with (*) must be completed.

We strongly advise you to choose a member of your immediate family or other trusted person who can be contacted in case of an emergency.

You must also indicate your relation to this individual, their e-mail address, and telephone number.

DO NOT write your own e-mail.





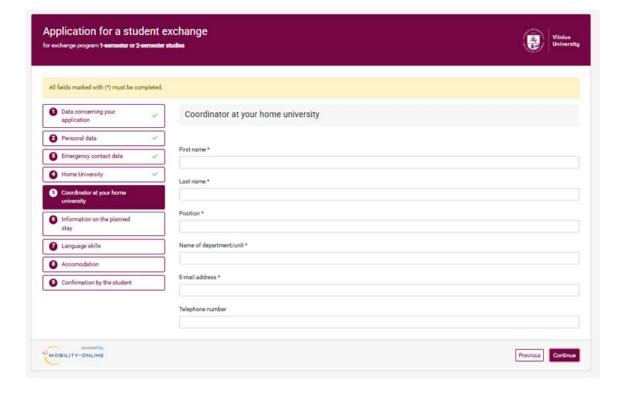
Home University

All fields marked with (*) must be completed.

In this part of the form, you are required to provide detailed information about your home university and your current academic status:

- Country of Home University Select the name of the country where your university is located (e.g., Germany, Italy, Poland).
- Name of Home University Select the official name of your university (e.g., University of Warsaw, Ludwig Maximilian University of Munich).
- Name of the Departament/Faculty/Institute Specify the faculty within your university to which you belong (e.g., Faculty of Arts, Faculty of Engineering, Faculty of Law).
- Study Programme at Home University Indicate the full name of your study programme (e.g., International Relations, Environmental Engineering).
- Completed Semesters at Home University until Exchange Studies –
 State how many semesters you have completed so far at your home
 university (e.g., 4 semesters, 6 semesters).
- Study Level at the Home University Select your current level of study by selecting or writing one of the following: Bachelor's, Master's, or PhD.



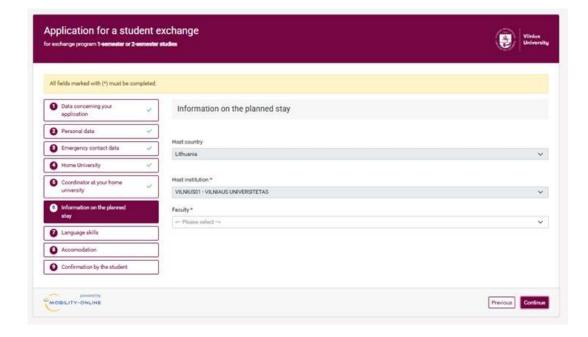


Coordinator at your home university

All fields marked with (*) must be completed.

Complete the remaining fields by entering the name of your responsible Coordinator at your Home University, his/her position at the university level with his/her e-mail address, as well as his/her phone number.





Don't forget to check your spam or junk folder in case it was filtered there.

Information on the planned stay

All fields marked with (*) must be completed.

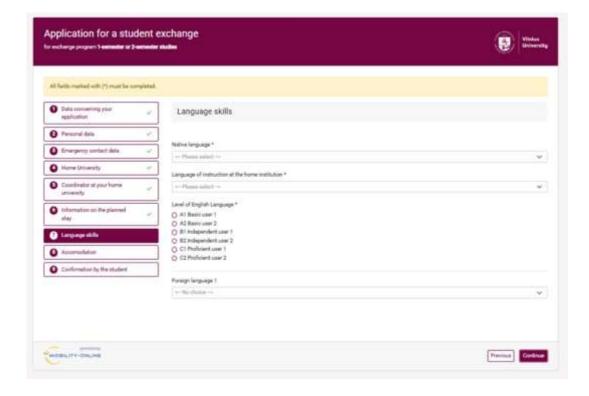
The application system has already selected Lithuania (Host country) and VILNIUS01 – VILNIAUS UNIVERSITETAS (Host institution).

For Erasmus+ students: You only need to indicate the faculty you were nominated to, as stated in the email. Please check your email to see if you have received a confirmation from incoming@cr.vu.lt — the email should look like this:

Dear student,
Greetings from Vinnus University! We'd like to congratulate you for being nominated for exchange studies at Vinnus university during the academic year 2025/2026.
All the important information regarding the studies at Vinius University can be found on our website:
 in order to apply for studies, you will need to complete the online application which will be available here and submit all the required documents via the platform as well. The application portal will be open from the 19th of April and you'll be able to submit your application until the 1" of June. Please check the website for more information about the emplored procedure and all the required documents.
 A list of the courses offered for the exchange students is available on the <u>website</u>. Courses for the academic year 2025/26 will be updated before the 15° of April, You can compose your study programme from the courses from different faculties, but at least half of your chosen courses should be from the faculty you have been nominated to (faculty of Economics and Business Administration), the rest of the courses can be chosen in other faculties as well.
 More practical information about life and studies in Lithuania is available on the website as well.
If you have any questions related to your studies at Vilnius University or the application procedure, do not besitate to contact me.
I Please note that this is not the Letter of Acceptance. In order to be accepted you have to submit the online application.

For all other exchange students: If your nomination email does not mention a specific faculty, please choose the faculty where you plan to take most of your courses.





The application can be found by following this link: How to Apply

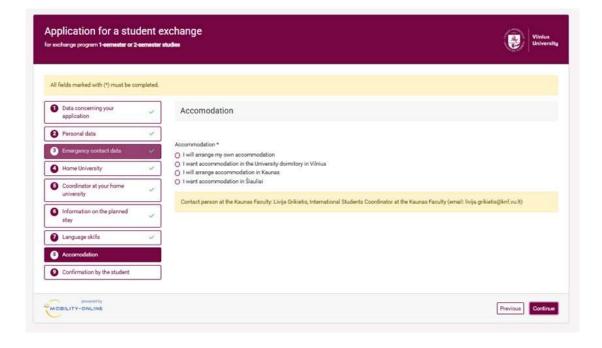
Language skills

All fields marked with (*) must be completed.

In this section, please provide information about your language skills:

- Native Language Your first language or mother tongue.
- Language of Instruction at Your Home University The main language used in your academic courses.
- English Language Level Indicate your proficiency (e.g., A1–C2, basic user to proficient user).
- Other Foreign Languages You may list up to two additional languages you know, along with your proficiency level for each.





Accomodation

All fields marked with (*) must be completed.

In this section, you must indicate your accommodation preference during your mobility period.

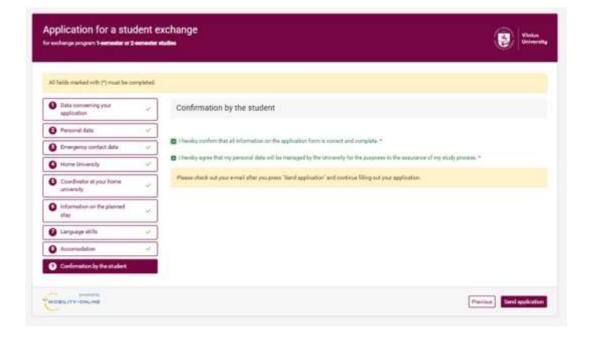
- If you prefer to arrange your own accommodation, please select the appropriate option in the form.
- If you would like to live in a Vilnius University dormitory in Vilnius, select that option accordingly.
- If you would like to live in Kaunas or Šiauliai, please select the relevant city and also contact the local coordinator:

Contact person at the Kaunas Faculty: Livija Grikietis (<u>livija.grikietis@knf.vu.lt</u>).

Contact person at Šiauliai Academy: Beatričė Poškuvienė (<u>beatrice.poskuviene@sa.vu.lt</u>).

Make sure to choose the option that matches your study location and personal preference.





Confirmation by the student

All fields marked with (*) must be completed.

Upon correct completion of all the previous fields, please check the boxes after reading them.

!Please note that this is not the last step for the completion of application!

Please check your email after you click "Send application" to continue filling out your application.

The email should come from incoming@cr.vu.lt — don't forget to check your spam or junk folder in case it was filtered there.



If all the required information is filled in correctly, a confirmation message will appear: ,Action successful!'. This means your input has been saved successfully.



Confirmation of Application Gauties x



incoming@cr.vu.lt <incoming@cr.vu.lt>

skirta aš 🕶

Dear Name,

www.vu.lt

Thank you very much for your application.

In order to further process your application

- 1. register via the attached link in the end of this mail to the MOBILITY-ONLINE system
- 2. create a login name and a password
- 3. enter the Mobility Online
- 4. complete your personal data by clicking the link "Complete personal data"
- 5. upload the application documents to finish the application.

Should you have any questions concerning the application process, please contact incoming@cr.vu.lt

Paulina & Emilija
Exchange student coordinators
International Relations Office
E-mail: incoming@crvu.lt
Vilnius University
3 Universiteto str. (room 242)
LT-01513 Vilnius

To register on Mobility-Online, please click on this link

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

https://www.service4mobility.com/europe/RegistServlet7bew_reg_nr=8714698228kz_bew_art=IN8kz_bew_pers=58aust_prog_id=100228spr_id=579

Confirmation of Application

Once you complete the before mentioned registration process, you will receive an e-mail to the e-mail address you have specified with further instructions.

In the e-mail, you will find a link necessary to continue the application process.

Please click ,To register on Mobility-Online, please click on this link'.



TO COMPANY AND A SECURITION OF THE PROPERTY OF		Online registration for Mobility
ep 1 of 2 Input Registration number		
Before creating your Mobility-Online account, we n The birth date/student number provided below, ne Please enter the required data and click on [Conti	eds to match the ent	
Registration numbe	# 871469822	•
Date of birti	14.04.2004	
ep 2 of 2 Input User Name and Password		
Please proceed to entering your desired user name If the desired login name is already in use, you will	be prompted to sele	
Please proceed to entering your desired user name	be prompted to sele ord" in order to cons	sect a different user name.
Please proceed to entering your desired user name If the desired login name is already in use, you will Please repeat your entry in the field "Repeat Passw After having finished entering the required data, pl	be prompted to sele ord" in order to cons	sect a different user name.
Please proceed to entering your desired user name If the desired login name is already in use, you will Please repeat your entry in the field "Repeat Passw After having finished entering the required data, pl	be prompted to sele ord" in order to cons	sect a different user name.
Please proceed to entering your desired user name If the desired login name is already in use, you will Please repeat your entry in the field "Repeat Passw After having finished entering the required data, pl	be prompted to sele ord" in order to cons	sect a different user name.

Log in

Input Registration number:

After clicking the link in the e-mail, you will be taken to this landing page.

Your registration number will be filled in for you automatically.

Input User Name and Password:

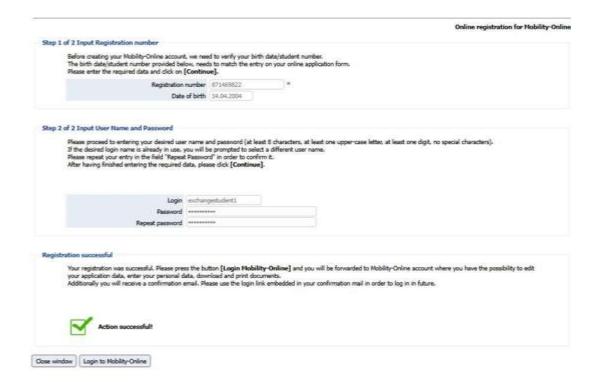
If the previous information (i.e. your date of birth) is correct, you will be prompted to create your login credentials.

To do this, simply input a username (must be unique) and password of your choice.

The password must contain at least one uppercase letter, one number, and one special symbol.

Please make sure to **save your password somewhere safe**, as you will need it later to access your application.





The application can be found by following this link: How to Apply

Registration successful

Action successful!

Please click 'Login to Mobility-Online' to proceed with the registration.

You will receive another email confirming your registration, along with detailed instructions. This email will include information about the required documents you need to upload, as well as a link to the website that you can refer to at any time.

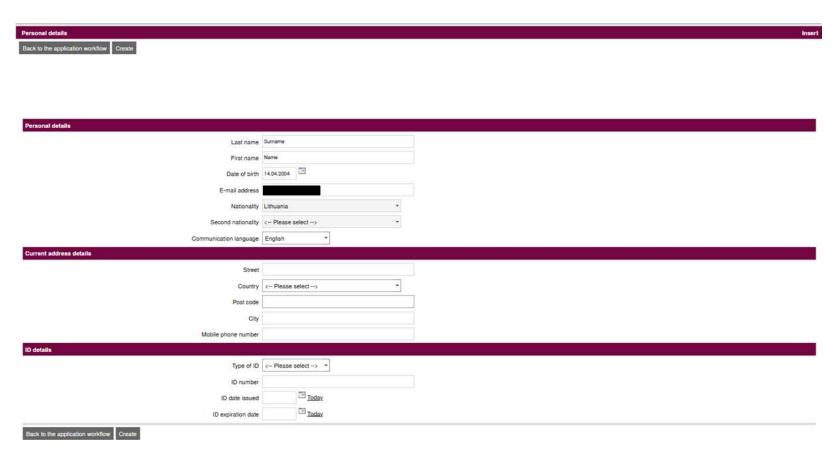


You will be redirected to the following page:

Date of birth (dd mm. yyyy) Country of home university Home University				Host natituden VILAGUSÓT - VILNAUS UNIVERSITETAS	
Recessary steps	Done	Done on	Done by	Direct access viz following link	Ì
Steps that can be executed at any time					
ancel application/ Interrupt mobility (irreversible)				Cancel application	
pplication cancelled					
Before the mobility - Application and registration					
riline application	Itl	14.04.2025		Display/Change application	
onfirmation email online application	E	14.04.2025	Automatically generated	M-113-2-13-14-14-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	
egistration	E3	14.04.2025			
ersonal data completed				Complete personal data	
Please note: Students from non-EU countries must provide	their passport information, not the	eir ID.			
Before the stay - Documents					

Click on 'Complete Personal Data' in this window to proceed.





Personal details

Write your complete home address in the 'Street' field.



Students from non-EU countries must select "Passport" as their document type.

If you are from the EU or Schengen area, you may select "ID card".

You will be required to upload the selected document at a later stage.

After filling in the required fields, click on 'Create' to continue the registration process.



You will be redirected to the following page:

Family name First name Date of birth (dd.mm.yyyy) Country of home university Home University	Name 14.04,2004			Host country Lithuania Host institution VILNIUS01 - VILNIAUS UNIVERSITETAS
łecessary steps	Done	Done on	Done by	Direct access via following link
Steps that can be executed at any time				
ancel application/ Interrupt mobility (irreversible)				Cancel application
pplication cancelled				V
Before the mobility - Application and registration				
nline application	€	14.04.2025		Display/Change application
onfirmation email online application		14.04.2025	Automatically generated	
egistration		14.04.2025		
ersonal data completed		14.04.2025	Name Surname	Complete personal data
lease note; Students from non-EU countries must provide	their passport information, not the	heir ID.		
Before the stay - Documents				

Press ,Before the stay - Documents' to continue the registration process.



	Family name First name of birth (dd.mm.yyyy) ntry of home university Home University	Name 14.04.2004			Host country Lithuania Host Institution VILNIUS01 - VILNIAUS UNIVERSITETAS	
Necessary steps		Done	Done on	Done by	Direct access via following link	
Steps that can be executed at a	ny time					
Cancel application/ Interrupt mobil	ity (irreversible)				Cancel application	
Application cancelled						
Before the mobility - Application	n and registration					
Online application		[2]	14.04.2025		Display/Change application	
Confirmation email online applicat	ion	2	14.04.2025	Automatically generated		
Registration		2	14.04.2025			
Personal data completed			14.04.2025	Name Surname	Complete personal data	
Please note: Students from non-E	U countries must provide	their passport information, not	their ID.			
Before the stay - Documents						
Please upload all required docum	ents.					
Profile photo uploaded					Upload profile photo	
Passport or ID card uploaded					And colored and the Colored	
Students from non-EU countries i	nust upload their passport	phata.				
Language certificate uploaded						
Language certificate issued by the	e home institution proving	at least B2 English language lev	el. Other certificates indicating the	level of English language are also acceptable	t:	
Transcript of Records Uploaded						
	ram hame university for th		year Master or PhD students - a or	npy of Bachelor or Master diploma).		
Recommendation Letter uploaded		П		Machine Committee of		
Recommendation Letter is manda		####				
Courses from course units for stud		D				
It is mandatory to select courses	iou would like to have in it ne university but the major	he exchange period. A list of cou			e, let us know by <u>incominatifocoul</u> t. All exchange students can choose the courses from different and study cycle, e.g. if the student is a bachelor's student, the student can select courses which as	
Learning agreement type						
Learning agreement uploaded						
Application form save as pdf						
Uploads complete						
Application documents marked as	complete by the Internation e received	onal Office				

Before the stay - Documents

Upload profile photo.

Once you click it, you will be taken to an upload landing page, where you will be expected to upload a clear photo in accessible formats (.jpg, .jpeg, .png). Do not upload files that are too large, as that can cause the system to lag and crash.



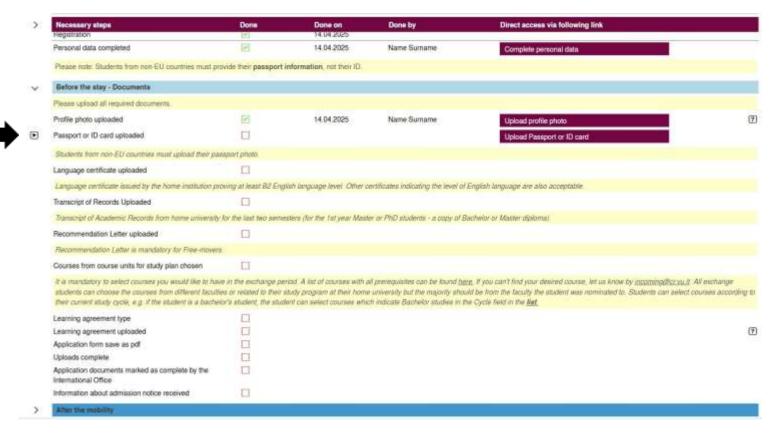


You will be redirected to the following page:



Upload your profile picture here.





Before the stay - Documents

Upload passport or ID card.

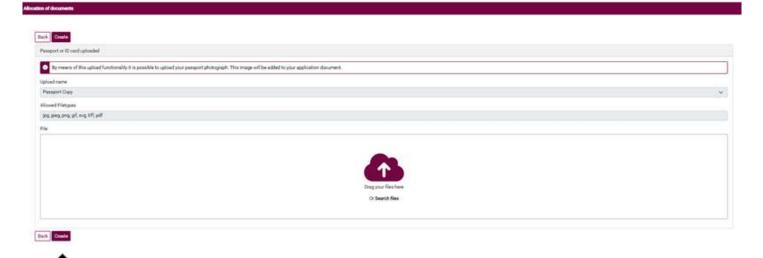
Students from non-EU countries must upload their passport photo.

If you are from the EU or Schengen area, you may upload your ID card.

If you do not have a passport yet, please upload your ID card and inform the Coordinator for Incoming Students at incoming@cr.vu.lt.

The passport is very necessary for the visa process.



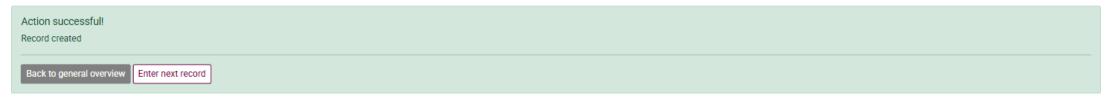


Before the stay - Documents

Upload passport or ID card photo.

After uploading please click 'Create' to proceed.

After uploading each document, you will have two options: either return to the general overview or proceed to enter the next records. Both options are valid choices.







Necessary steps	Done	Done on	Done by	Direct access via following link:	
Personal data completed	团	14.04.2025	Name Surname	Complete personal data	
Please note: Students from non-EU countries must pr	ovide their passport	information, not their ID.			
Before the stay - Documents					
Please upload all required documents					
Profile photo uploaded	(e)	14.04.2025	Name Surname	Upload profile photo	0
Passport or IID card uploaded	[47]	15.04.2025	Name Sumame	Upload Passport or ID card	
Students from non-EU countries must upload their pa	ssport photo				
Language certificate uploaded				Upload language certificate	
Language certificate issued by the home institution pr	owing at least B2 Eng	rish language level. Other c	pertificates indicating the level of	English language are also acceptable.	
Transcript of Records Uploaded				Upload Transcript of Records	
Transcript of Academic Records from home university	for the last two seme	esters (for the Tat year Mass	er or PhD students - a copy of 8	achelor or Affaster diploma).	
Recommendation Letter uploaded					
Recommendation Letter is manufacity for Free moved	¥-				
Courses from course units for study plan chosen	D				
	ee or related to their i	study program at their bone	e university but the majority shou	g. If you can't find your desired course, let us know by inplemensible wall. All exchand to from the faculty the student was nominated to. Students can select courses access cycle held in the fait.	
Learning agreement type					
Learning agreement uploaded					Ü
Application form save as pdf					
Application form save as por					
Uploads complete					
44 10 00 00 00 00 00 00 00 00 00 00 00 00					

Before the stay - Documents

Upload language certificate.

Language certificate issued by the home institution proving at least B2 English language level. Other certificates indicating the level of English language are also acceptable including IELTS 5.5; TOEFL iBT – 72; TOEIC (R&L) Total 785; Cambridge English Scale 160; CEFR: minimum level B2.



Necessary steps	Done	Done on	Done by	Direct access via following link	
Personal data completed	B	14.04.2025	Name Sumame	Complete personal data	
Please note: Students from non-EU countries must pro-	vide their passport	information, not their ID.			
Before the stay - Documents					
Please upload all required documents.					
Profile photo uploaded	8	14.04.2025	Name Surname	Upload profile photo	(2)
Passport or ID card uploaded	E	15.04.2025	Name Surname	Uplead Passport or ID card	
Students from non-EU countries must upload their pas-	sport photo				
Language certificate uploaded	13	15.04.2025	Name Surname	Upload language certificate	
Language certificate issued by the frome institution pro-	ving at least B2 Eng	lish language level. Other o	ertificates indicating the level of t	English language ere also acceptable.	
Transcript of Records Uploaded				Upload Transcript of Records	
Transcript of Academic Records from home university I	or the last two seme	sters (for the 1st year Mast	er or PhD students - a copy of Bi	achelor or Master diploma)	
Recommendation Letter uploaded					
Récommendation Letter le mandatory for Free-movere.					
Courses from course units for study plan chasen					
	s or related to their i	study program at their from	university but the majority shoul	g, if you can't find your desired course, let us know by <u>incoming@or.eu.ff</u> All eschange of the from the faculty the student was nominated to. Students can select courses accord a Cycle field in the <u>Bet</u>	ing 10
Learning agreement type					
Learning agreement uploaded					7
Application form save as pdf					
Uploads complete					
Application documents marked as complete by the International Office					

Before the stay - Documents

Upload transcript of records.

Transcript of Academic Records from home university for the last two semesters (for the 1st year Master or PhD students – a copy of Bachelor or Master diploma).



Personal data completed	
Before the stay - Documents Please upload all required documents Profile photo uploaded	
Please upload all required documents Profile photo uploaded	
Passport or ID card uploaded Is 04.2025 Name Sumame Upload Passport or ID card Students from non-EU countries must upload their passport photo Language certificate uploaded Is 04.2025 Name Sumame Upload language certificate Language certificate uploaded Is 04.2025 Name Sumame Upload language certificate Language certificate uploaded Is 04.2025 Name Sumame Upload Transcript of Records Uploaded Transcript of Records Uploaded Is 04.2025 Name Sumame Upload Transcript of Records Upload Transcript of Records Inauraged of Academia Records from home university for the last two semesters (for the 1st year Master or PHD students - a capy of Bachelor or Master diplomal Recommendation Letter uploaded Recommendation Letter is mandatory for Free-moves. Courses from course units for study plan chosen It is mandatory to select courses you would like to have in the exchange period. A list of courses with all prerequients can be found free, if you can't find your desired course, let us know by moventupillar in it study program at their from university but the majority anouth be now the faculty the student was normatied to: Students can select course their mandator is a bacteriar's student in the student was normatied to: Students can select course in the Cycle field in the list. Learning agreement type Learning agreement uploaded Application form save as poff Upload Comments marked as complete by the International Office	
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Language certificate uploaded 15.04.2025 Name Sumame Upload language certificate Language certificate issued by the home implication proving at least B2 English language sized. Other certificates indicating the level of English language are also acceptable. Transcript of Records Uploaded 15.04.2025 Name Sumame Upload Transcript of Records Transcript of Academic Records from home university for the last two exmeeters (for the Tat year Master or PhD students - a copy of Bachelor or Master diplomal Recommendation Letter uploaded Upload Records record distinct the Upload Records record distinct the study plan chases Upload Records record distinct the study plan chase Upload Records record distinct the study plan chase Upload Records record distinct the study plan chase Upload Records for your study plan. It is mandotory to select courses you would like to have in the exchange period. A list of courses with all prerequiettes can be found free; if you can't find your desired course, let us know by incoming@priod it All attaches an choose the courses from otherwit faculties or related to their study program at their home university but the majority about the course free faculty the student was normitated to Students can select course which indicate Bachelor studies in the Cycle field in the list. Learning agreement type Learning agreement type Learning agreement type Learning agreement provided Quicked complete by the linemational Office	
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Transcript of Records Uploaded	
Recommendation Letter uploaded Upload Recommendation Letter uploaded Upload Recommendation Letter is mandatory for Free-movers. Courses from course units for study plan chosen Choose courses for your study plan. It is mandatory to select courses you would like to have in the exchange period. A list of courses with all prerequirities can be found here. If you can't find your desired course, let us know by incoming@or you!! All estudents can choose the courses from different faculties or related to their study program at their numerality but the majority about the faculty the student was norminated to: Students can select courses which indicate Bachelor studies in the Cycle field in the list. Learning agreement type Learning agreement uploaded Application form save as pot Uploads complete Application documents marked as complete by the Intermational Office	
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Recommendation Letter is mandatory for Fine-movers. Courses from course units for study plan chosen Choose courses for your study plan. It is municiparry to select courses you would like to have in the exchange period. A list of courses with all prerequieties can be found here. If you can't find your desired course, let us know by incoming@or you it. All a students can choose the courses from different faculties or related to their study program at their name university but the majority about to their the faculty the student was nominated to. Students can select course which indicate Bachelor studies in the Cycle field in the list. Learning agreement type Learning agreement uploaded Application form save as pdf Uploads complete Application documents marked as complete by the International Office	
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Application documents marked as complete by the International Office	
International Office	
Information about admission notice received	
After the mobility	

Before the stay - Documents

Upload recommendation letter.

A Recommendation Letter is mandatory for Free-mover students. You don't need to upload this document if you are not a Free-mover.

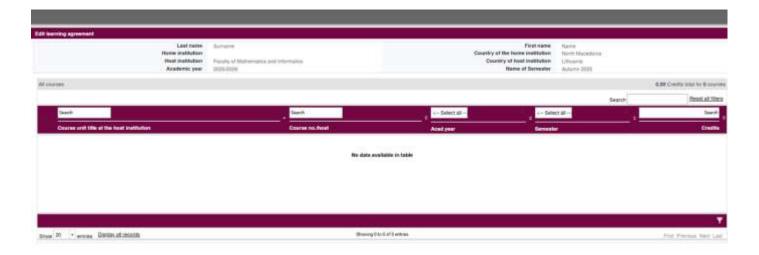


×	Necessary steps	Done	Done on	Done by	Direct access via following link	
	Personal data completed	M	14.04.2025	Name Surname	Complete personal data	
	Please note: Students from non-EU countries must pro-	wide their passport	information, not their D			
v	Before the stay - Documents					
	Please upload all required documents					
	Profile photo uploaded	2	14.04.2025	Name Surname	Upload profile photo	(2)
	Passport or ID card upleaded	2	15.04.2025	Name Surname	Upload Passport or ID card	
	Students from non-EU countries must upload their pas	sport photo				
	Language certificate uploaded	•	15,04,2025	Name Sumame	Upload language certificate	
	Language certificate issued by the home inetitution pro-	iving at least B2 Eng	viah language level. Other c	sertificates indicating the level of	English language are also acceptable	
	Transcript of Records Uploaded	8	15.04.2025	Name Sumame	Upload Transcript of Records	
	Transcript of Academic Records from home university	for the last two seme	isters (for the 1st year Mass	ter or PND students - a copy of B	achelor or Master diploma)	
	Recommendation Letter uploaded				Upload Recommendation Letter	
	Recommendation Letter is mandatory for Free-movers					
Ð	Courses from course units for study plan chosen				Choose courses for your study plan	
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	Learning agreement type					
	Learning agreement uploaded					[9]
	Application form save as pdf					
	Uploads complete					
	Application documents marked as complete by the International Office					
	Information about admission notice received					
>	After the mobility					

Before the stay - Documents

Choose courses for your study plan.

It is mandatory to select the courses you would like to have in the exchange period. A list of courses with all prerequisites can be found here. You can find courses by course code. If you can't find your desired course, inform us by incoming@cr.vu.lt. If you do not select a course in this step, you will not be enrolled on the course, even if you put this course in your learning agreement.



Before the stay - Documents

Choose courses for your study plan.

Click on the **,Enter further courses...'** button located in the bottom left corner.





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Before the stay - Documents

Choose courses for your study plan.

We recommend searching for the course by its code and checking if the faculty matches. If you cannot find it, please contact us — incoming@cr.vu.lt.

After selecting the course, click on it to mark your choice.





Before the stay - Documents

Choose courses for your study plan.

Press ,Create'.

To enter another course, please select 'Enter further courses...' again. Repeat this step as many times as needed, depending on the number of courses you have.

After selecting all your courses, click 'Back'.





Before the stay - Documents

Choose your learning agreement type.

Regarding the Learning Agreement, please indicate whether it was completed externally via **OLA/EWP**, or if you intend to upload it directly to **Mobility-Online**.



Upload learning agreement.

If you chose the option 'I will upload to Mobility-Online,' please upload your Learning Agreement.





Before the stay - Documents

Uploads complete.

Please press 'Confirm Uploads' to proceed.

If you confirm that you have uploaded all the correct documents and wish to finalize your application, please press 'I hereby confirm that I have uploaded all documents,' and then press 'Update' to complete the process.







Before the stay - Documents

The International Relations Office will confirm the updates later. This section will be marked in green:

Application documents marked as complete by the International Office



Congratulations!

You've successfully completed your application!

The International Relations Office will contact you if any information is missing. If you have any questions, don't hesitate to reach out to us at incoming@cr.vu.lt — we're happy to help!

Before you arrive, don't forget to check our <u>Before Arrival Checklist</u> for all the important information you need to get ready.