



**VYTAUTAS MAGNUS UNIVERSITY / VYTAUTO DIDŽIOJO UNIVERSITETAS
INTERNATIONAL RELATIONS OFFICE**

CHECK – LIST FOR INCOMING STUDENTS AT VYTAUTAS MAGNUS UNIVERSITY

GENERAL ACADEMIC INFORMATION

Academic year at Vytautas Magnus University starts on September 1st and ends at the beginning of June.

AUTUMN SEMESTER

Beginning of Autumn Semester	September 1
Orientation days for incoming students	~ Last week of August
Registration to the courses	First two weeks of September
All Saint's Day	November 1 (no lectures)
Last day of Autumn Semester	Friday, first week of December
Examinations	~ December 7 – 21
Winter Holidays	Christmas – beginning of February

SPRING SEMESTER

Beginning of Spring Semester	First week of February
Orientation days for incoming students	~ Last week of January
Registration to the courses	First two weeks of February
Independence Day	February 16 (no lectures)
Restoration of Lithuanian Independence	March 11 (no lectures)
Easter Holidays	April 5 – April 10
International Labour day	May 1 (no lectures)
Last day of Spring Semester	May 23
Examinations	May 24 – June 13
Summer Holidays	June 14 – August 31

Before your studies at Vytautas Magnus University:

1. Please send to International Relations Office at Vytautas Magnus University (Mailing address: K. Donelaičio g. 58, LT-44248 Kaunas, Lithuania) all required documents on time (deadline for Autumn Semester – June 30, deadline for Spring Semester – November 30): Application Form (signed by your coordinator), Learning Agreement (filled in and signed), Accommodation Form, Transcript of Records, any proof of English proficiency, copy of passport or your ID card.
2. Be sure that your travelling document (passport or ID card) is valid! Traveller's document validity must exceed 6 months the validity period of Temporary Residence Permit or Visa.
3. Get the health insurance (in Lithuania is also valid the form E 111).
4. Contact your mentor at Vytautas Magnus University and inform him/her about your arrival date if you want to be met in the bus/railway station or in the airport.
5. If you have any questions or problems do not hesitate to contact your coordinator or mentor at Vytautas Magnus University.

After your arrival at Vytautas Magnus University:

1. Get the key to your dormitory room (dormitory address: Vytauto pr. 71, Kaunas), sign the contract, register in the dormitory (for registration you'll need: your passport or ID card and 2 photos) and pay your rent till the 5th day of each month.

2. Please fill in the Registration Form in the International Relation Office (S. Daukanto g. 27 (room 305), Kaunas), leave the copy of your passport (or your ID card) and the copy of your health insurance.
3. Get your Lithuanian Student Card (LSC) (more information is available contacting LSC coordinator (S. Daukanto g. 27 (room 212), Kaunas). In order to get LSC you will need: one photo, 18 Lt and special Application Form (please ask your coordinator).
4. Get your Library Card (please ask your coordinator in the International Relations Office at VMU).
5. Get your ID and password to use internet at the university (you will get ID and password for internet from your coordinator in the International Relations Office at VMU).
6. Within 7 days after your arrival to Lithuania you must to apply for the Temporary Residence Permit – TRP (Visa type thing). To obtain a TRP you need to deliver the following documents to Kaunas Migration Office: passport or ID card and it's copy, Application Form, 4 photos, an Official letter from the university, a copy of Rector's order regarding your acceptance for studies, statement about your living (please get more information about all procedures and documents in the International Relations Office).
7. Give the original of Learning Agreement duly signed to your coordinator at VMU as soon as possible. If you need to make changes in the Learning Agreement, you have to fill in the form "Changes to Learning Agreement" which you can get from International Relations Office.
8. When a course begins, you have to register to it at the department where it is provided: put your signature twice on the course attendance list. Remember: you have to register to the courses during first two weeks of each semester.
Note: student may drop classes and add classes to their programmes of study during first two weeks of semester. After the registration period, the university expects students to attend and complete all courses in which they are enrolled. Regular class attendance is necessary for maximum success in the university. If students do not attend courses in which they are enrolled, at the end of semester student will not be able to pass the exam (and to get a positive mark): negative mark will appear in students' Transcript of Records.
 Each student is responsible for the program of courses listed at registration.
9. Please check your e-mail regularly!
10. If you have any questions or problems, do not hesitate to contact your coordinator or mentor at Vytautas Magnus University.

Before you leave:

1. Please get "Check out Report" from International Relations Office and return it with all required stamps and signatures before you leave. Be sure that you have returned all books to the library and paid all taxes/charges for the dormitory.
2. Inform your coordinator about all required documents. All documents will be sent to your home coordinator in one month period after completing your studies at Vytautas Magnus University.
3. Please fill in the "Exchange Student Report" and return it back to the International Relations Office.

Important: Please follow up all those indicated procedures step by step. In case you do not pay attention to required regulations, the International Relations Office will not be able to send you the official Transcript of Records after completing your studies at Vytautas Magnus University.

THANK YOU VERY MUCH FOR YOUR ATTENTION! GOOD LUCK! ☺

INTERNATIONAL RELATIONS OFFICE

Mailing address:	K. Donelaičio g. 58, LT-44248 Kaunas, Lithuania
E-mail address:	office@trs.vdu.lt
Tel.:	(+370) 37 327 989
Fax:	(+370) 37 327 989
Visiting address:	S. Daukanto g. 27 (room 305), Kaunas
Visiting hours:	I – IV 8:00 – 12:00, 13:00 – 17:00 V 8:00 – 12:00, 13:00 – 15:45