Erasmus+ studies online application instructions *STEP BY STEP*

1. Press **Create New Account**

Sign in for users with e-banking, mobile or electronic signature

SIGN IN

Username *

Password

SIGN IN   CREATE NEW ACCOUNT

Forgot your password?

* - an email with which you have registered in this system
  - for current students and graduates VMU username

2. Insert your **Personal ID / Passport Number** (official indentification number)

Account creation   ×

anking   Personal ID Number (or Passport Number for Non EU Citizens)

NEXT

BUNDESREPUBLIK DEUTSCHLAND
FEDERAL REPUBLIC OF GERMANY / REPUBLIQUE FEDERALE D'ALLEMAGNE
PERSONALAUSWEIS
(IDENTITY CARD · CARTE D'IDENTITE)   Name/Surname/Nom

T22000129

Vorname/Given names/Prénoms

Geburtstag/Date of birth/   Staatsangehörigkeit/Nationality/
Date de naissance   nationalité
                            DEUTSCH
Geburtsort/Place of birth/Lieu de naissance
BERLIN
Gültig bis/Date of expiry/
Date d'expiration
31.10.2020   938568
Unterschrift der Inhaberin/des Inhabers -
Signature of bearer - Signature de la titulaire/du titulaire

3. Enter required information (enter your name and surname as it is written in your ID/passport (use only Latin alphabet))

Account creation

Name

Surname

Email (username)

e.g. name.surname@gmail.com

Password

Minimum length 8 characters

Confirm password

Solve captcha

6 + 2

Answer

Different picture

CREATE NEW ACCOUNT

4. If your account creation was confirmed, **sign in with your Username (e-mail) and Password**

Email confirming your account creation was sent. If you haven't recieved an email, write here support@vdu.lt

Sign in for users with e-banking, mobile or electronic signature

SIGN IN

Username *

Password

SIGN IN   CREATE NEW ACCOUNT

Forgot your password?

* - an email with which you have registered in this system
 - for current students and graduates VMU username

5. Choose **Erasmus+ application form**

Bilateral exchange application form

Erasmus+ application form.

6. Insert required **personal information**

Erasmus+ application form.

Gender *	**Citizenship** *	**Date of Birth** *
Female	Lithuanian citizen	2000-02-01

Street *	**Home number** *	**City** *

Postal code *	**Country** *	**Mailing address valid until** *

Phone number *

+3706....

Study cycle *	**Faculty at Vytautas Magnus University** *	**Length of studies** *
-	-	Spring semester(February 1 – June 30)

Broad field of education *   **Coordinator at the university**

-

Link to ISCED-F page

Narrow field of education according to ISCED *

Please find the ISCED code in the website and enter it here.

7. Please **indicate courses** you are planning to study **at Vytautas Magnus University**

Course list (View)

First study subject at VMU *

[- ▼]

Name of the first subject at your university *

[   ]

Semester *

[   ]

Number of ECTS credits *

[   ]

Second study subject at VMU

[- ▼]

Name of the second subject at your university

[   ]

Semester

[   ]

Number of ECTS credits

[   ]

Please **indicate courses from your Home University** which will be recognized after the exchange period. Include information about the **semester** and **number of ECTS** as well.

8. Fill in **information about your Home University**

Name of the sending Institution *

[   ]

Mailling address (Street, House No., City, Postal code) *

[   ]

Telephone number of the coordinator *

[   ]

Email address of the coordinator *

[   ]

Mailing address country *

[   ]

9. Please note that the information you are giving regarding accommodation IS NOT the application for the dormitory at Vytautas Magnus University. You will get additional information about application for the dormitory to your e-mail later

Accommodation *

[Dormitory ▼]

Contact persons name and surname in case of emergency *

[   ]

Contact persons relationship to You *

[   ]

Contact persons phone number *

[   ]

Contact persons email address *

[   ]

10. Save the application form and download the **automatically generated Learning Agreement**. It is not necessary to upload the Learning agreement, Transcript of records, Proof of English proficiency and Copy of ID/Passport before saving the application. You will be able to access your application form until the application deadline and upload all necessary documents together

Learning agreement document

[   ] [BROWSE]

Transcript of records

[   ] [BROWSE]

Proof of english proficiency

[   ] [BROWSE]

Copy of Passport/ID

[   ] [BROWSE]

☑ I hereby confirm that I will submit all the required documents before application deadline. *

☑ I declare that information I have provided in this application is true and correct. *

File must be smaller than 8 MB.

Allowed file types: jpg jpeg png pdf doc odp ods rar zip.

[SAVE]   [CANCEL]

11. **Download** the automatically generated Learning Agreement, sign it and bring it to your Home University to get the *Signature of the Sending Institution*

Document name	State	Date	
Erasmus+ application form.	Pending	2017.10.23	VIEW
			VIEW LEARNING AGREEMENT

12. When your Home University signs the LA, access your application form…

Document name	State	Date	
Erasmus+ application form.	Pending	2017.10.23	VIEW
			VIEW LEARNING AGREEMENT

…and **upload** the Learning agreement together with the other required documents

Learning agreement document

[   ] BROWSE

Transcript of records

[   ] BROWSE

Proof of english proficiency

[   ] BROWSE

Copy of Passport/ID

[   ] BROWSE

☐ I hereby confirm that I will submit all the required documents before application deadline. *

☐ I declare that information I have provided in this application is true and correct. *

File must be smaller than 8 MB.
Allowed file types: jpg jpeg png pdf doc odp ods rar zip.

Important! If all of the mentioned documents are not in the system your application will not be accepted. DO NOT send your documents to coordinators e-mails.

13. After completing the application form do not forget to **press SAVE**. After saving you will be able to sign in and correct given information.

14. Once your application form will be revised and you will be accepted for Erasmus+ studies at Vytautas Magnus University you **will receive an e-mail from your coordinator**. In order to **download your official Letter of Acceptance and signed Learning Agreement** you will have to sign in to your account in the application system.