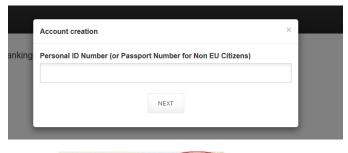
Erasmus+ studies online application instructions STEP BY STEP

1. Press Create New Account

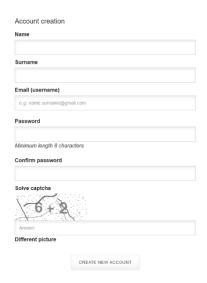
Sign in for users	5.	
Username *	ame *	
Password		
SIGN IN	CREATE NEW ACCOUNT	
	and 2	
Forgot your passwo	oru?	

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

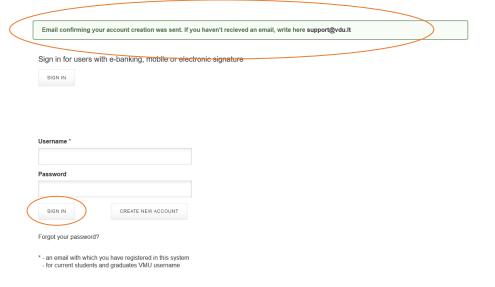




3. Enter required information (enter your name and surname as it is written in your ID/passport (use only Latin alphabet))



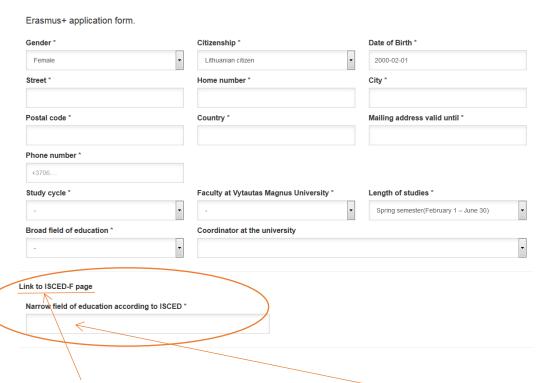
4. If your account creation was confirmed, sign in with your Username (e-mail) and Password



5. Choose Erasmus+ application form



6. Insert required personal information



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 Number of ECTS credits Semester 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 Email address of the coordinator Telephone number of the No., City, Postal code) * 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 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 Proof of english proficiency Copy of Passport/ID Inhereby 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

CANCEL

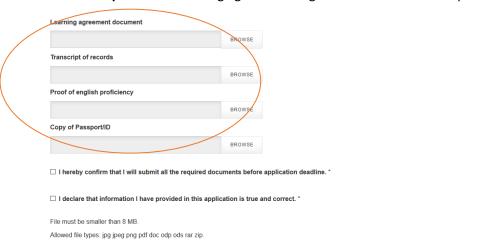
11. **Download** the automatically generated Learning Agreement, sign it and bring it to your Home University to get the *Signature of the Sending Institution*



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



...and upload the Learning agreement together with the other required documents



Important! If all of the mentioned documents are not in the system your application will not be accepted. <u>DO NOT</u> 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.