

Mobility-Online Application manual for Erasmus+ teaching and training visits in non- EU/EEA countries

Step-by-step instructions to ensure successful completion of the
Mobility-Online application process for your staff mobility
(STA/STT)

! In case you have any questions about how to submit an
application, please read this manual first.



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Application Steps

- Step 1 – complete application form for Erasmus+ teaching/training mobility;
- Step 2 – Complete your application by answering questionnaire.


* If you do not complete all steps, your application will not be received and considered by selection committee.

Step 1 - Application for teaching/training mobility

- You can access the application form by [following this link](#);
- Log in with your VMU email and password;
- Choose the Academic year and semester for your teaching/training visit and press „Continue“.

Application for teaching/training mobility

for exchange program Erasmus 171 (STA/STT)



All fields marked with (*) must be completed.

1 Data concerning your application

2 Personal data

3 Data on the current teaching/training activity

4 Data on the planned teaching/training activity

Data concerning your application

Type of application *
 Incomings Outgoings

Type of person *
 Students Teachers/Staff

Exchange programme *
Erasmus 171 (STA/STT) ▼

Academic year *
2025/2026 ▼

Semester *
<-- Please select --> ▼

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Cancel application Continue

Step 1 - Application for teaching/training mobility

- Complete all details in “Personal Data” section;
- More information about *fewer opportunities* can be found here: [in Lithuanian](#), [in English](#);
- When all the questions are answered, press „Continue“.

All fields marked with (*) must be completed.

1 Data concerning your application ✓

2 Personal data

3 Data on the current teaching/training activity

4 Data on the planned teaching/training activity

Personal data

First name * ✓

Last name * ✓

Academic title

Please indicate one of the following titles: • Associate professor • Professor • Assistant Professor • Lecturer • Assistant Lecturer • Academic Staff • Instructor • Research assistant professor • Emeritus

Seniority *

Date of birth *

Format: yyyy-mm-dd

Gender * Male Female Unidentified

Nationality *

E-mail address * ✓

Same e-mail address for verification ✓

I am staff with fewer opportunities

Check if it applies to the statement, please notice that at later state of application you might be asked to provide a document [Description of groups of persons with fewer opportunities](#)

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Previous Continue

Step 1 - Application for teaching/training mobility

- Choose your faculty from the list, for non-academic staff – choose „AD – Administration and other non-academic units“;
- Choose your department. If you cannot find your department in the list, select „Other“ and specify it in the additional field that appears;
- When all fields are completed, press „Continue“.

Application for teaching/training mobility

for exchange program Erasmus 171 (STA/STT)



All fields marked with (*) must be completed.

- 1 Data concerning your application ✓
- 2 Personal data ✓
- 3 Data on the current teaching/training activity
- 4 Data on the planned teaching/training activity

Data on the current teaching/training activity

Home country *
Lithuania

Home university *
KAUNAS01 - Vytautas Magnus University

Faculty *
<-- Please select -->
Please fill out this mandatory field.

Department *
<-- Please select -->
Please fill out this mandatory field.

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Previous Continue


Step 1 - Application for teaching/training mobility

- You can choose up to 2 countries/institutions during the application procedure. Please, list them by priority. Please be aware that you can be selected only for 1 teaching/training visit in non-EU/EEA countries;
- Answer all questions and press „Send application“.

Note! you will be able to change the data in your application until the deadline of the competition.

Application for teaching/training mobility

for exchange program Erasmus 171 (STA/STT)



All fields marked with (*) must be completed.

- 1 Data concerning your application ✓
- 2 Personal data ✓
- 3 Data on the current teaching/training activity ✓
- 4 Data on the planned teaching/training activity

Data on the planned teaching/training activity

Host country (First choice) *

<-- Please select -->

Host institution (First Choice) *

<-- Please select -->

Host Country (Second choice) *

<-- Please select -->

Host institution (Second choice) *

<-- Please select -->

Have you participated in Erasmus+ teaching/training visit in non-EU/EEA countries? *

yes no

Are you participating in teaching or training visit? *

Teaching Training Both

I confirm that all details given in the application form are correct and complete. *

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Previous Send application

Step 2 – complete your Workflow by answering questionnaire

Access the system using the link received in the the email and complete your Workflow by answering the questionnaire

Applicant details Refresh

First name test	Host country (First choice) Albania	Host Institution (First Choice) TIRANA01 - University of New York Tirana	Teaching/training activity from 2026-02-01
Last name test			Teaching/training activity until 2026-06-20

Workflow Open/Close all

Before the mobility - Application and registration 3 / 5

<input checked="" type="checkbox"/> Online application	2025-10-30	Show/update application data
<input checked="" type="checkbox"/> Confirmation email online application	2025-10-30, Automatically generated	
<input checked="" type="checkbox"/> Online registration	2025-10-30	
<input type="checkbox"/> Justification of the visit		Answer/Update Questionnaire

After you complete the questionnaire, your application is finished. Please wait for the results of the competition.

Application selected for further process

Before the mobility - Upload and print documents 0 / 1

Step 2 – Answer additional questionnaire

- If you chose 2 institutions in your application form, you should complete questionnaire for both institutions separately.
- When you finish answering questions, choose “I confirm that my Erasmus+ visit is agreed with the head of my department” and then press „Create“.

Complete Questionnaire (test test - Erasmus 171 (STA/BTT))

[Back to the application workflow](#) [Create](#)

Institution no. 1

Are you going on a teaching or training visit? Teaching Training

[TEACHING] Please list the topics of the lectures you intend to deliver at the host institution, specifying the language of instruction.

There are still 1000 characters available

[TRAINING] Please list the topics of the training at the hosting institution and describe the activities that are planned during your visit.

There are still 1000 characters available

Please explain your motivation for participating in this teaching/training mobility. Detail the added value for yourself, your department/faculty, and the university. Outline the expected outcomes. *

There are still 1000 characters available

Please provide any additional relevant information regarding your planned visit, such as previous collaborations etc.

There are still 1000 characters available

Institution no. 2 (if any)

Are you going on a teaching or training visit? Teaching Training

[TEACHING] Please list the topics of the lectures you intend to deliver at the host institution, specifying the language of instruction.

There are still 1000 characters available

[TRAINING] Please list the topics of the training at the hosting institution and describe the activities that are planned during your visit.

There are still 1000 characters available

Please explain your motivation for participating in this teaching/training mobility. Detail the added value for yourself, your department/faculty, and the university. Outline the expected outcomes.

There are still 1000 characters available

Please provide any additional relevant information regarding your planned visit, such as previous collaborations etc.

There are still 1000 characters available

Confirmation

I confirm that my Erasmus+ visit is agreed with the head of my department. *

[Back to the application workflow](#) [Create](#)



You application is complete!

Workflow			
— Before the mobility - Application and registration			
✓	Online application	2025-10-30	Show/update application data
✓	Confirmation email online application	2025-10-30, Automatically generated	
✓	Online registration	2025-10-30	
✓	Justification of the visit	2025-10-30, test test	Answer/Update Questionnaire
After you complete the questionnaire, your application is finished. Please wait for the results of the competition.			
<input type="checkbox"/>	Application selected for further process		



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