Mobility-Online Application manual for Erasmus+ teaching and training visits in nonEU/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.





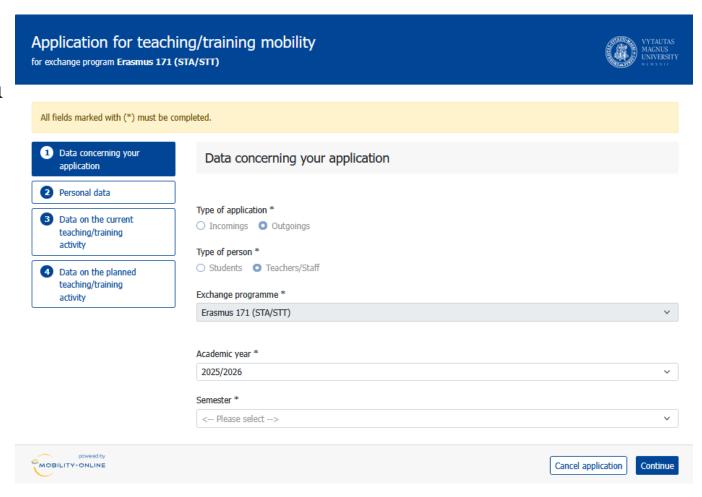
Application Steps

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

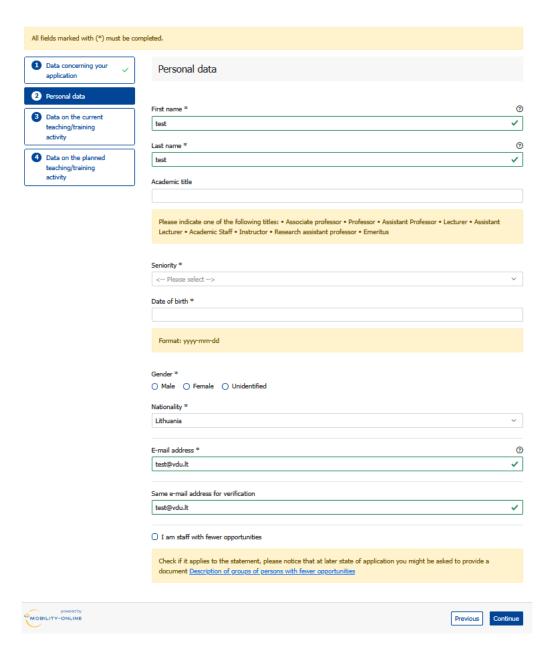
^{*} If you do not complete all steps, your application will not be received and considered by selection committee.

- You can accesses the application form by <u>following this link</u>;
- Log in with your <u>VMU email</u> and password;
- Choose the Academic year and semester for your teaching/training visit and press "Continue".





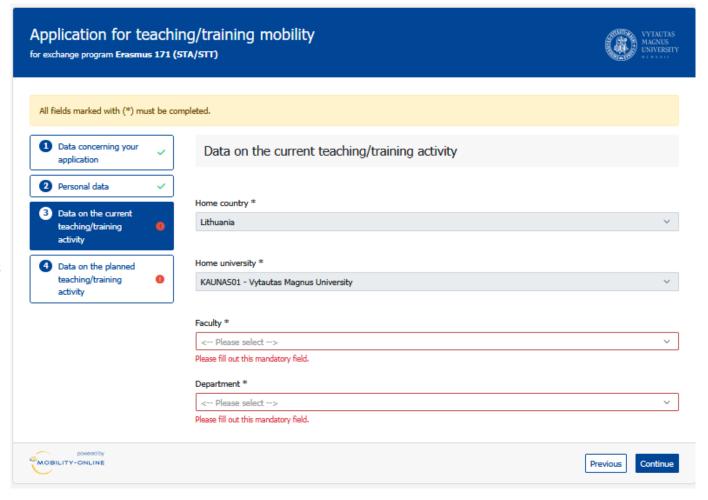
- Complete all details in "Personal Data" section;
- More information about fewer opportunities can be found here: in Lithuanian, in English;
- When all the questions are answered, press "Continue".







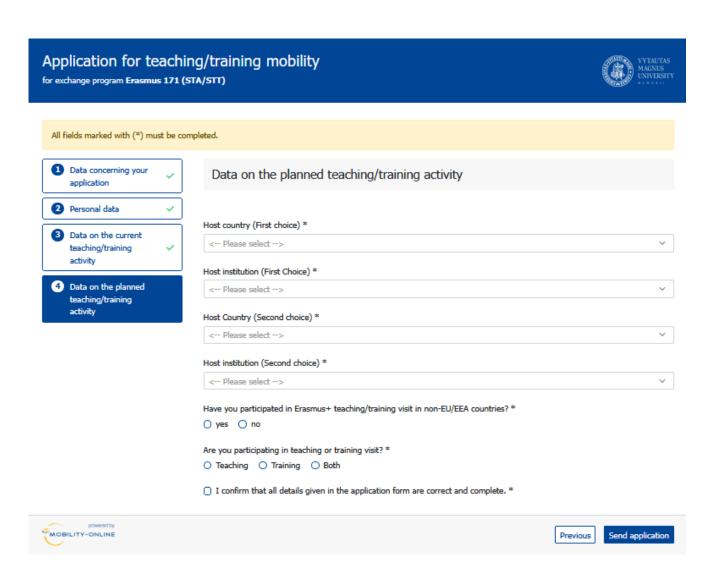
- Choose your faculty from the list, for non-academic staff – choose "AD – Administration and other non-academic units";
- Choose your department. If you cannot find your department in the list, select "Other" and specify it in the additional field that appears;
- When all fields are completed, press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



VYTAUTAS MAGNUS UNIVERSITY

- You can choose up to 2 countries/institutions during the application procedure. Please, list them by <u>priority</u>. 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.





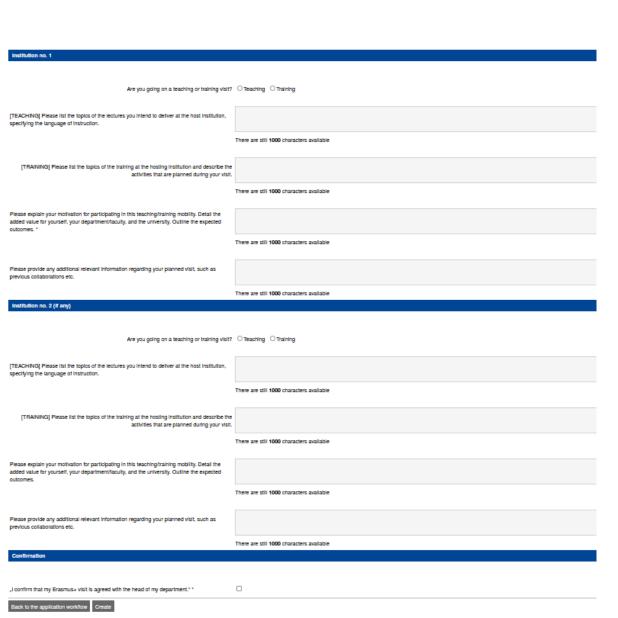
Step 2 – complete your Workflow by answering questionnaire

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

— Applicant details				
First name test	Hast 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				<u>Open/Close all</u>
Before the mobility - Application and registration				3 / 5
✓ 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		Answer/Update Questionnaire		
After you complete the questionnaire, your application is finished. Please wait for	or 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".







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	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 re	·	PHISMEI/ Sphare Questionname		
Application selected for further process				

