

# Mobility-Online Application manual for Erasmus+ teaching/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 – register for Mobility Online
- Step 3 – 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](#).
- It is recommended to use VDU email when registering your application.

— Data concerning your application [Open all sub groups](#) [Close all sub groups](#)

Type of application	<input type="radio"/> Incomings <input checked="" type="radio"/> Outgoings *
Type of person	<input type="radio"/> Students/Trainees <input checked="" type="radio"/> Teachers *
Exchange programme	Erasmus 171 (STA/STT) *
Academic year	2024/2025 *
Semester	<-- Please select --> *

— Personal data

First name	<input type="text"/> * ?
Last name	<input type="text"/> * ?
Academic title	<input type="text"/>
	<i>Please indicate one of the following titles:</i> <ul style="list-style-type: none"><li>• Associate professor</li><li>• Professor</li><li>• Assistant Professor</li><li>• Lecturer</li><li>• Assistant Lecturer</li><li>• Academic Staff</li><li>• Instructor</li><li>• Research assistant professor</li><li>• Emeritus</li></ul>
Seniority	<-- Please select --> *
Date of birth	<input type="text"/> *
	Format: yyyy-mm-dd
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unidentified *
Nationality	Lithuania *
E-mail address	<input type="text"/> * ?
Same e-mail address for verification	<input type="text"/> *
I am staff with fewer opportunities	<input type="checkbox"/>
	<i>Check if it applies to the statement, please notice that at later state of application you might be asked to provide a document</i> <i>Description of groups of persons with fewer opportunities</i>

# Step 1 - Application for teaching/training mobility

- More information about *fewer opportunities* can be found here: [in Lithuanian](#), [in English](#);
- 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;
- The answers to section „Teaching“ are compulsory for teachers if at least one applied mobility will be teaching and section „Training“ is compulsory for staff. If are planned both mobilities, press „Both“.

**Data on the current teaching/training activity**

Home country: Lithuania \*

Home university: KAUNAS01 - Vytautas Magnus Uni... \*

Division: <-- Please select --> \*

Subdivision: <-- Please select --> \*

**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 \*

Do you teach at VMU in English or other foreign languages?  Yes  No \*

Is your planned duration of teaching is greater than the minimum Erasmus+ requirements (more than 8 hours)?  Yes  No \*

Do you have an academic workload?  Yes  No \*

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

Cancel application Send application

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.

# Please check your email for the further information!

## Action successful!

Thank you for your application! You will receive an e-mail in a few minutes containing all necessary information regarding further steps.

Close



## Confirmation of Application ☰ Gautieji x

**noreply-mobility@vdu.lt** <noreply-mobility@vdu.lt>  
skirta aš ▾

Dear EDtest

Thank you very much for your application!!

In order to further process your application please register to MOBILITY-ONLINE through the link attached at the end of this mail.  
Please, note that you must register and answer additional questions.  
Only afterwards, your application form will be evaluated by the committee.  
You will be personally informed about the selection results.

Best regards,  
Erasmus+ team  
Vytauto Didžiojo universitetas | Vytautas Magnus University (LT KAUNAS01)  
Tarptautinių ryšių departamentas | International Cooperation Department  
Putvinskio g. 23, 2<sup>nd</sup> floor (visiting address)  
Donelaicio g. 58, LT-44248 Kaunas, Lithuania (postal address)  
Phone: +370 37 327 988  
E-mail: [erasmus@vdu.lt](mailto:erasmus@vdu.lt)

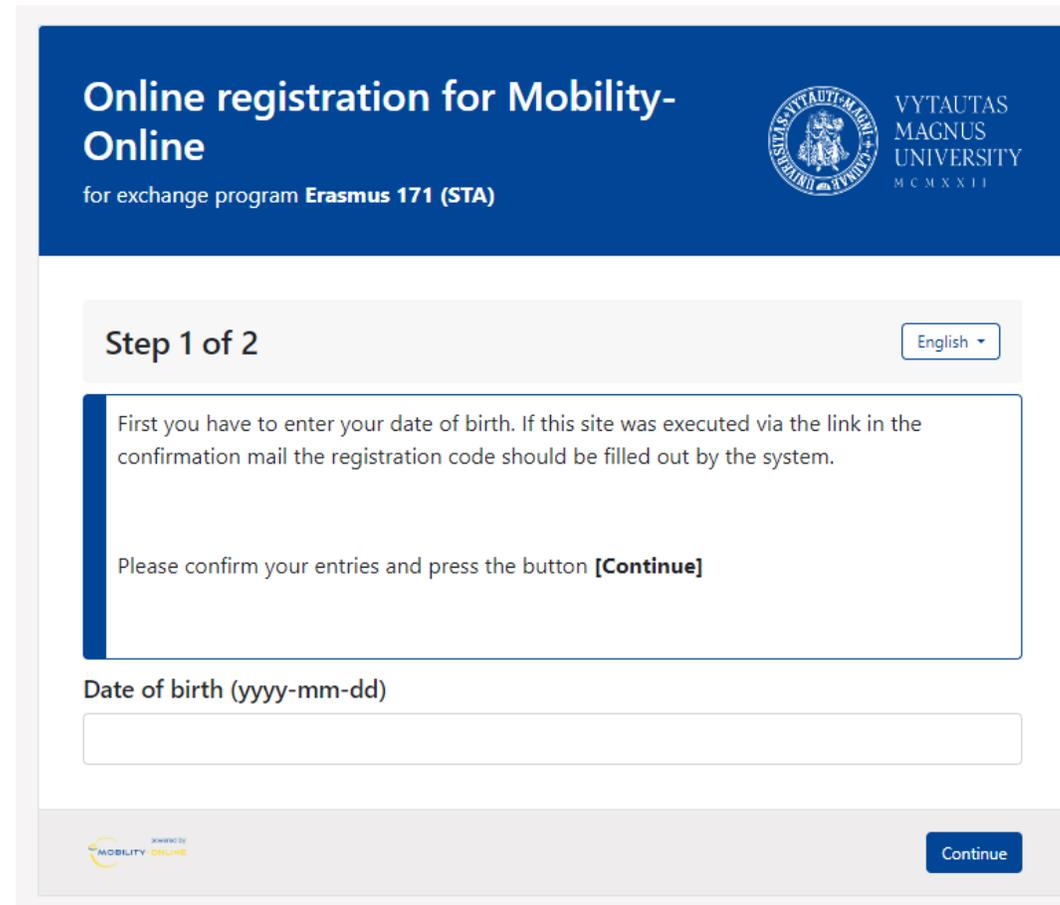
[To register on Mobility-Online, please click on this link](#)

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

[https://mobility.vdu.lt/mobility/RegistServlet?bew\\_reg\\_nr=1604701871&kz\\_bew\\_art=OUT&kz\\_bew\\_pers=L&aust\\_prog\\_id=3531&spr\\_id=579](https://mobility.vdu.lt/mobility/RegistServlet?bew_reg_nr=1604701871&kz_bew_art=OUT&kz_bew_pers=L&aust_prog_id=3531&spr_id=579)

## Step 2 – Online registration for Mobility Online

Enter your date of birth (yyyy-mm-dd) and press „Continue“



The screenshot shows a web form for online registration. At the top, there is a blue header with the text "Online registration for Mobility-Online" and "for exchange program Erasmus 171 (STA)". To the right of the header is the Vytautas Magnus University logo. Below the header, the page is titled "Step 1 of 2" and includes a language dropdown menu set to "English". The main content area contains instructions: "First you have to enter your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system." Below this, it says "Please confirm your entries and press the button [Continue]". There is a text input field labeled "Date of birth (yyyy-mm-dd)". At the bottom left, there is a logo for "MOBILITY ONLINE" and at the bottom right, there is a blue "Continue" button.

# Step 2 – Online registration for Mobility Online

Create your username (name.surname) and password same as on VDU systems and press „Continue“.

If you have already registered earlier, you can use the login credentials from earlier registration and skip this step.

Online registration for Mobility-Online  
for exchange program Erasmus 171 (STA)

Step 2 of 2

Now you have to choose your user name and your password.  
If the username already exists please try another one.  
Due to password security you have to enter the password twice.  
Please confirm your entries and press the button **[Continue]**

Login

Password

Repeat password

[Continue](#)



# Now you can login to the Mobility Online system

**Online registration for Mobility-Online**  
for exchange program **Erasmus 171 (STA)**



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MCMXXII

Registration successful

Your registration was successful.

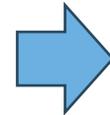
By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.

POWERED BY  


Login to Mobility-Online

## You will receive email about successful registration



noreply-mobility@vdu.lt <noreply-mobility@vdu.lt>  
skirta aš ▾

Dear EDtest

Thank you for registering with Mobility-Online.

Please use the link at the end of this mail for future access to Mobility-Online!!

Please, note that you must answer additional questions.

Only afterwards, your application form will be evaluated by the committee. You will be personally informed about the selection results.

Best regards,

Erasmus+ team

Vytauto Didžiojo universitetas | Vytautas Magnus University (LT KAUNAS01)

Tarptautinių ryšių departamentas | International Cooperation Department

Putvinskio g. 23, 2<sup>nd</sup> floor (visiting address)

Donelaicio g. 58, LT-44248 Kaunas, Lithuania (postal address)

Phone: +370 37 327 987

# If you are already registered, You will get the message as follows:

**From:** noreply-mobility@vdu.lt <noreply-mobility@vdu.lt>  
**Sent:** 12 November 2024 09:05  
**To:** Test  
**Subject:** Confirmation of Registration

Dear Test

Thank you for registering with Mobility-Online.

Please use the link at **the end of this mail** for future access to Mobility-Online!!

Please, note that you must answer additional questions.

Only afterwards, your application form will be evaluated by the committee. You will be personally informed about the selection results.

Best regards,

Erasmus+ team

Vytauto Didžiojo universitetas | Vytautas Magnus University (LT KAUNAS01)

Tarptautinių ryšių departamentas | International Cooperation Department

Putvinskio g. 23, 2<sup>nd</sup> floor (visiting address)

Donelaičio g. 58, LT-44248 Kaunas, Lithuania (postal address)

Phone: +370 37 327 987

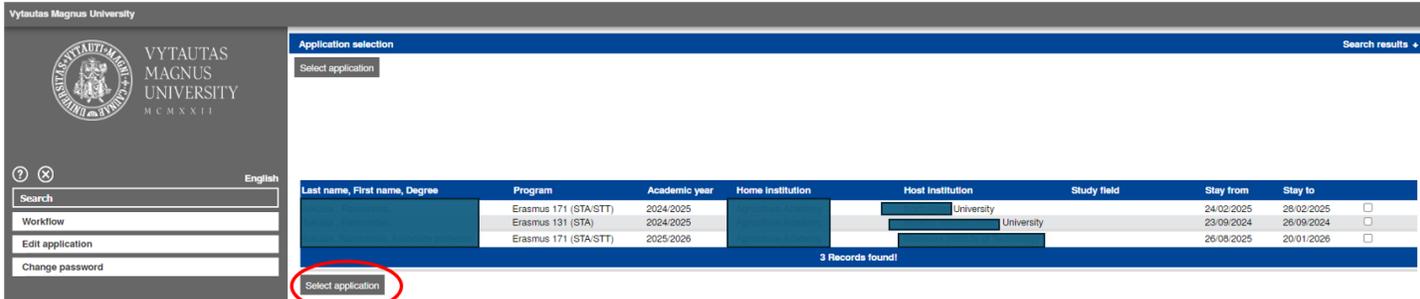
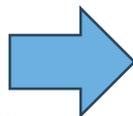
E-mail: [erasmus@vdu.lt](mailto:erasmus@vdu.lt)

Login: Test

[Login](#)

[https://mobility.vdu.lt/mobility/LoginServlet?ben\\_login=test&sprache=en&identfier=KAUNAS01](https://mobility.vdu.lt/mobility/LoginServlet?ben_login=test&sprache=en&identfier=KAUNAS01)

## Press „Login“ or link below and select your application for further fill-in



Last name, First name, Degree	Program	Academic year	Home institution	Host institution	Study field	Stay from	Stay to	
	Erasmus 171 (STA/STT)	2024/2025		University		24/02/2025	28/02/2025	<input type="checkbox"/>
	Erasmus 131 (STA)	2024/2025		University		23/09/2024	26/09/2024	<input type="checkbox"/>
	Erasmus 171 (STA/STT)	2025/2026				26/08/2025	20/01/2026	<input type="checkbox"/>

3 Records found!

# Step 3 – Complete your Workflow by answering questionnaire

**Workflow** ?

For further help please expand this bar!

Last name	EDtest	Host country (First choice)	Georgia
First name	Etest	Host institution (First Choice)	KUTAIS01 - Akaki Tsereteli State University
Date of birth	1984-06-10	Teaching activity from	2024-09-01
Home country	Lithuania	Teaching activity until	2025-01-31
Home university	KAUNAS01 - Vytautas Magnus University		

	Done	Done on	Done by	Direct access via following link
<span style="float: left;">&gt;</span> <b>Necessary steps</b> <span style="float: right;">3 / 6</span>				
<span style="float: left;">∨</span> <b>Before the mobility - Application and registration</b> <span style="float: right;">3 / 5</span>				
Online application	<input checked="" type="checkbox"/>	2024-05-22		<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px;">Show/update application data</a>
Confirmation email online application	<input checked="" type="checkbox"/>	2024-05-22	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	2024-05-22		
▶ Justification of the visit	<input type="checkbox"/>			<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px;">Answer Questionnaire</a>
Application selected for further process	<input type="checkbox"/>			
<span style="float: left;">&gt;</span> <b>Before the mobility - Upload and print documents</b> <span style="float: right;">0 / 1</span>				

# Step 3 – 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“.

Back to the application workflow Create

**Institution no. 1**

Please indicate topics of the lectures which you would give in hosting institution (indicate in language in which lectures would be taught) \*

There are still 4000 characters available

Please explain why you want to go for this teaching visit, why it is important, what additional value it would have for you, your department / faculty / university, what are the expected results? \*

There are still 4000 characters available

Other additional information (if applicable), related to the planned visit (e.g. previous collaboration, particular arrangements, etc.)

There are still 2000 characters available

**Institution no. 2 (if any)**

Please indicate topics of the lectures which you would give in hosting institution (indicate in language in which lectures would be taught)

There are still 4000 characters available

Please explain why you want to go for this teaching visit, why it is important, what additional value it would have for you, your department / faculty / university, what are the expected results

There are still 4000 characters available

Other additional information (if applicable), related to the planned visit (e.g. previous collaboration, particular arrangements, etc.)

There are still 2000 characters available

**Confirmation**

I confirm that my Erasmus+ visit is agreed with the head of my department.\*\*  Yes  No

Back to the application workflow Create

# You application is complete!

▼ **Before the mobility - Application and registration** 5 / 5

Online application	<input checked="" type="checkbox"/>	2024-05-22		<a href="#">Show/update application data</a>
Confirmation email online application	<input checked="" type="checkbox"/>	2024-05-22	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	2024-05-22		
Justification of the visit	<input checked="" type="checkbox"/>	2024-05-22	Etest EDtest	

Your application is finished. Please wait for the results of the competition.

# Note! Changes in the application form

! If you need to change information on your application, please choose “Show/update application data” on the Workflow and select “Forward to update”.

## Before the mobility - Application and registration

Online application	<input checked="" type="checkbox"/>	2024-05-22	
Confirmation email online application	<input checked="" type="checkbox"/>	2024-05-22	Automatically generated
Online registration	<input checked="" type="checkbox"/>	2024-05-22	
Justification of the visit	<input checked="" type="checkbox"/>	2024-05-22	Etest EDtest

Show/update application data

## Edit application

Back Forward to update

– Data concerning your application [Open all sub\\_groups](#) [Close all sub\\_groups](#)

Type of application  Incomings  Outgoings \*

Type of person  Students/Trainees  Teachers \*

Academic year 2024/2025 \*

Exchange programme Erasmus 171 (STA) \*

Semester Autumn 2024 \*



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