

Mobility-Online Application manual

Step-by-step instructions to ensure successful completion of the Mobility-Online application process for your exchange studies at VMU.

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



VYTAUTAS
MAGNUS
UNIVERSITY
MCMXXII



Complete your registration

- Please follow the link provided in the email you have received.
Example:

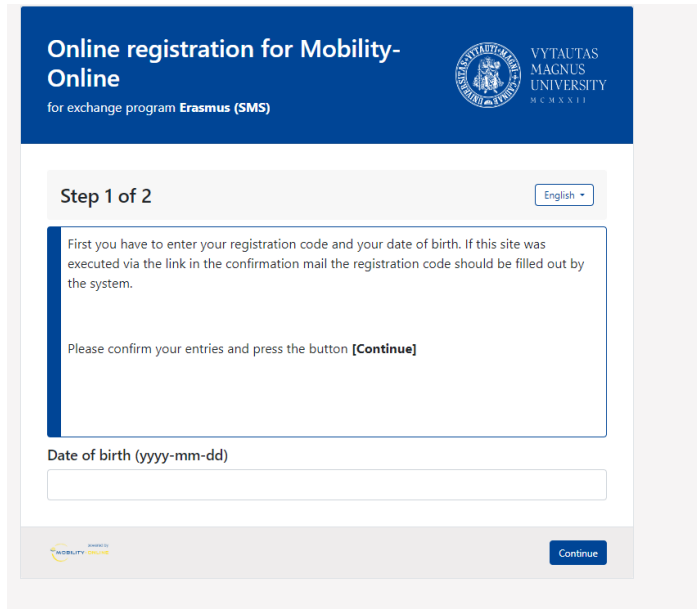
[To register on Mobility-Online, please click on this link](#)

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=1028765638&kz_bew_art=IN&kz_bew_pers=S&aust_prog_id=3490&spr_id=579

Complete your registration

- Enter your Date of birth (yyyy-mm-dd)





Online registration for Mobility-Online
for exchange program **Erasmus (SMS)**

English ▾

First you have to enter your registration code and 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.

Please confirm your entries and press the button **[Continue]**

Date of birth (yyyy-mm-dd)

 ERASMUS+  ERASMUS+

Continue

Complete your registration

- Create your Login and password

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

The length should be between 3 and 100 characters.

Password

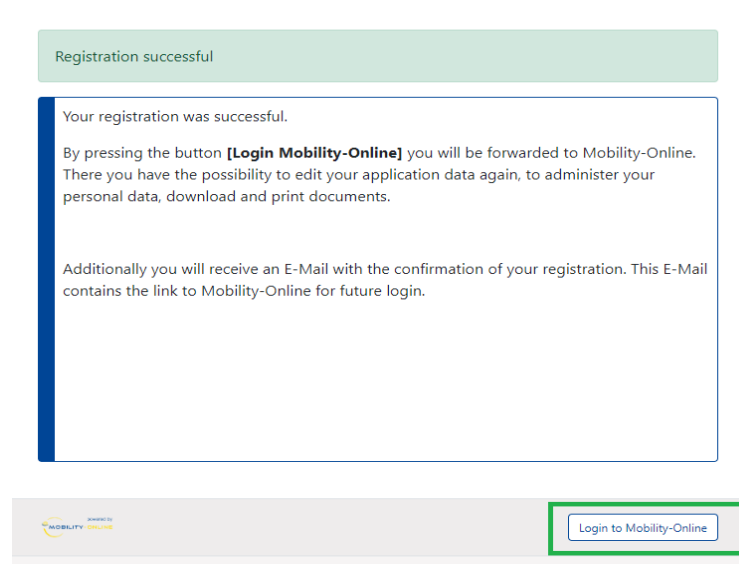
The length should be between 8 and 100 characters.

Repeat password

 **Continue**

Complete your registration

- After successfully completing your registration, please choose „Login to Mobility Online“.




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.

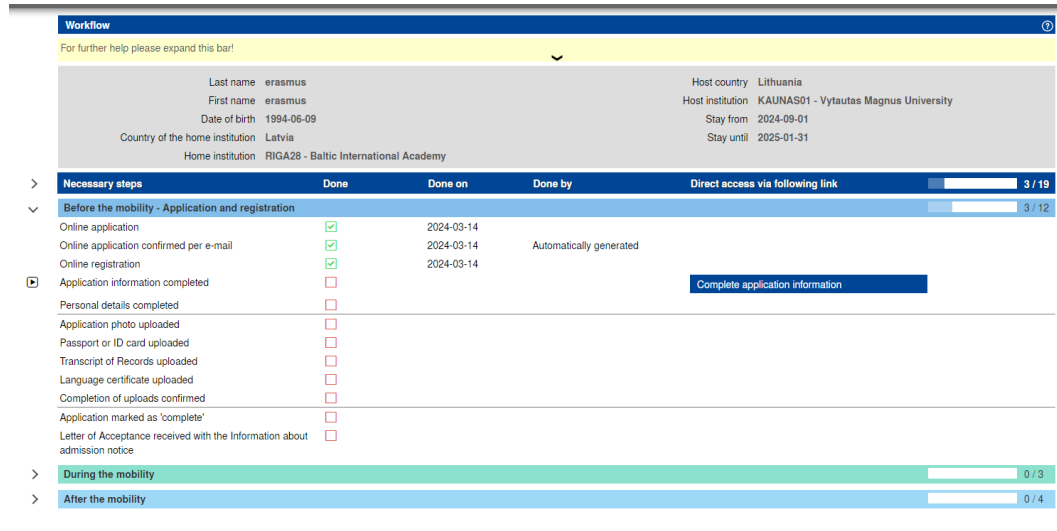
Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.

 ANEXAS TO
MOBILITY-ONLINE

[Login to Mobility-Online](#)

Fill in your Application form

- You can now see your workflow which looks similar to this:



Workflow

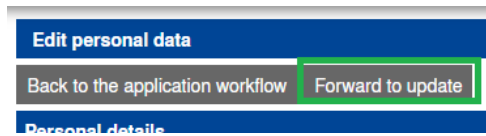
For further help please expand this bar!

Last name	erasmus	Host country	Lithuania
First name	erasmus	Host institution	KAUNAS01 - Vytautas Magnus University
Date of birth	1994-06-09	Stay from	2024-09-01
Country of the home institution	Latvia	Stay until	2025-01-31
Home institution	RIGA28 - Baltic International Academy		

Necessary steps	Done	Done on	Done by	Direct access via following link	Progress
Before the mobility - Application and registration 3 / 12					
Online application	<input checked="" type="checkbox"/>	2024-03-14			3 / 12
Online application confirmed per e-mail	<input checked="" type="checkbox"/>	2024-03-14	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	2024-03-14			
Application information completed	<input type="checkbox"/>			Complete application information	
Personal details completed	<input type="checkbox"/>				
Application photo uploaded	<input type="checkbox"/>				
Passport or ID card uploaded	<input type="checkbox"/>				
Transcript of Records uploaded	<input type="checkbox"/>				
Language certificate uploaded	<input type="checkbox"/>				
Completion of uploads confirmed	<input type="checkbox"/>				
Application marked as 'complete'	<input type="checkbox"/>				
Letter of Acceptance received with the information about admission notice	<input type="checkbox"/>				
During the mobility 0 / 3					
After the mobility 0 / 4					

Fill in your Application form

- Please choose „complete application information“ and fill the required information.
To be able to enter the information, select „forward to update“.

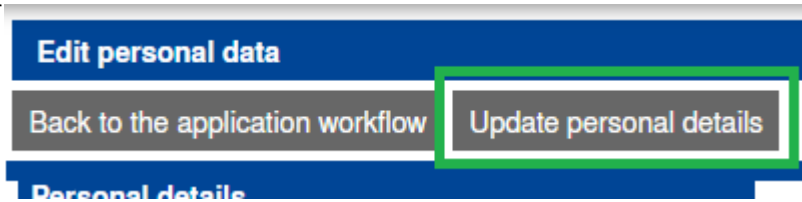


! After saving the information, you will not be able to edit it.

Workflow				
For further help please expand this bar!				
Last name	erasmus	Host country	Lithuania	
First name	erasmus	Host institution	KAUNAS01 - Vytautas Magnus University	
Date of birth	1994-06-09	Stay from	2024-09-01	
Country of the home institution	Latvia	Stay until	2025-01-31	
Home institution	RIGA28 - Baltic International Academy			
Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Application and registration				
Online application	<input checked="" type="checkbox"/>	2024-03-14		
Online application confirmed per e-mail	<input checked="" type="checkbox"/>	2024-03-14	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	2024-03-14		
Application information completed	<input type="checkbox"/>			Complete application information
Personal details completed	<input type="checkbox"/>			
Application photo uploaded	<input type="checkbox"/>			
Passport or ID card uploaded	<input type="checkbox"/>			
Transcript of Records uploaded	<input type="checkbox"/>			
Language certificate uploaded	<input type="checkbox"/>			
Completion of uploads confirmed	<input type="checkbox"/>			
Application marked as 'complete'	<input type="checkbox"/>			
Letter of Acceptance received with the information about admission notice	<input type="checkbox"/>			
During the mobility				
After the mobility				

Fill in your Application form

- Please note that to save your entered information, you need to choose to „update...“.



Fill in your Application form

- Upload the required documents and confirm that they had been uploaded.

Passport or ID card uploaded

Transcript of Records uploaded

Language certificate uploaded

Completion of uploads confirmed

- Part of your application has been completed.
Please wait for an email from Vytautas Magnus University regarding the Learning Agreement and the final steps of completing your application.



M C M X X I I

VYTAUTAS MAGNUS
UNIVERSITY