

Mobility-Online Manual for selected students

Congratulations on being accepted for Erasmus+ studies in EU/EEA countries!

These are the step-by-step instructions to ensure successful preparation for your exchange studies.

! In case you have any questions about further process after being selected for Erasmus+ studies, please read this manual before contacted the Internationak Cooperation department coordinator.



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Step 1 – Confirm your allocation

- You have been allocated to one of your selected partner institutions.
- If you agree with the allocation, please login to your Mobility-online account to confirm the allocation as soon as possible.

Information about allocation

The IO will get in touch with you once the allocation to a host university has been done. We thank you for your patience in the meantime.

Confirm allocation to host university

[Confirm allocation](#)

Please answer the question in order to confirm your allocation to the selected host university.

Application nominated at partner institution

We hereby inform you that your International Office has nominated you at the selected host institution. Please continue to consult your emails as well as your account to follow the rest of the process.

Info from host university received

Step 2 - Nomination

After you confirm your allocation, the International Cooperation department will nominate you to the Host institution when possible. You will see if your nomination has been sent on your workflow:

Application nominated at partner institution



This square will become green when you will be nominated.

We hereby inform you that your International Office has nominated you at the selected host institution. Please continue to consult your emails as well as your account to follow the rest of the process.

Step 3 – Application for the Host institution

- After being nominated, students must individually find out and follow the application procedure and the application deadline in the partner University where they will go for exchange. **Partner universities most of the time send the application information to students via email.**
- After receiving the information from partner University (or finding it online), please confirm that the information has been received and continue with further steps.

Info from host university received

Applied to the host university

Received info about documents to present to home university (VMU)

VMU International Office will get in touch with you about the documents to prepare. Please confirm reception of this information once you have been sent the email. Please be advised that you can only confirm once you have received the letter.

Step 4 – Follow the remaining steps on the Mobility-Online platform

- After applying to the Host University and receiving information from VMU regarding the documents that you must submit to VMU International Cooperation department, please **follow the steps on the Mobility-Online platform** regarding the documents you must submit to VMU and other information.

If you are having any issues with the system – contact Erasmus+ coordinator!

EVF, SMF, TF, PMDF, ŽŪA:

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! Your coordinator will answer your email as soon as possible. Please be patient 😊



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