

# 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



## 1. Register on VMU Mobility-Online platform

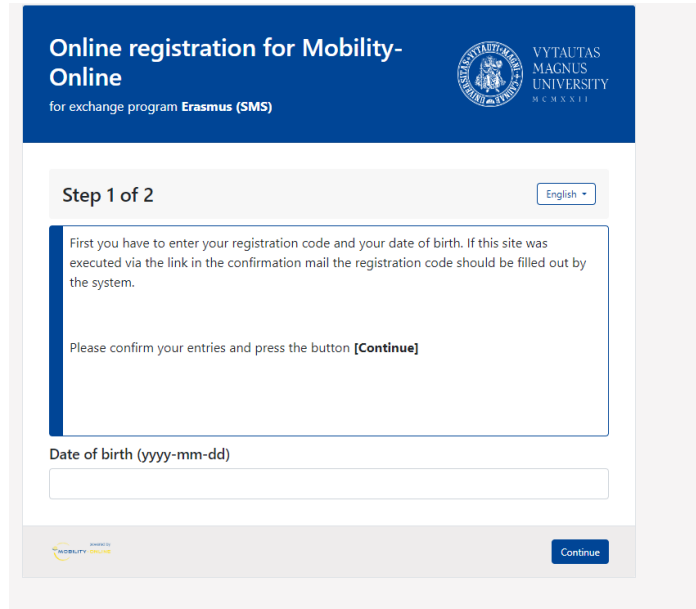
- Please follow the link provided in the email you have received.  
Example:

[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](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)

- Enter your Date of Birth (yyyy-mm-dd):



The screenshot shows a web form titled "Online registration for Mobility-Online" for the Erasmus (SMS) program. The header includes the Vytautas Magnus University logo and name. The form is in "Step 1 of 2" and is set to "English". The main text instructs the user to enter their registration code and date of birth, noting that the code is pre-filled if accessed via a confirmation link. Below this, there is a "Date of birth (yyyy-mm-dd)" input field and a "Continue" button. A small logo for "ERASMUS+ MOBILITY ONLINE" is visible in the bottom left corner of the form area.

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

VYTAUTAS  
MAGNUS  
UNIVERSITY  
MCMXXII

Step 1 of 2 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+ MOBILITY ONLINE Continue

- 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.

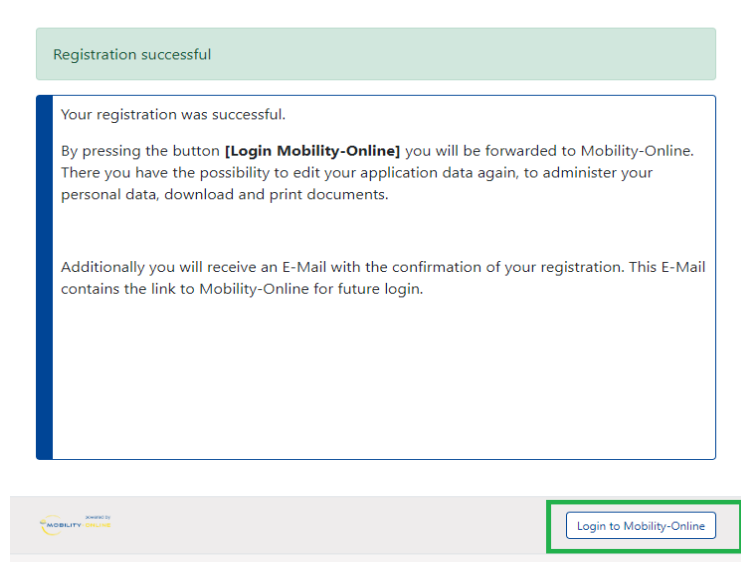
**Password**

The length should be between 8 and 100 characters.

**Repeat password**

 [Continue](#)

- 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.

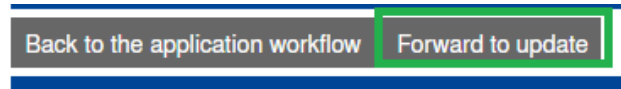
 [Login to Mobility-Online](#)

## 2. Fill out your Application form

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

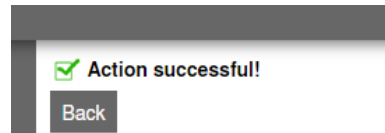
Before the mobility - Application and registration				3 / 15
Online application	<input checked="" type="checkbox"/>	2024-03-27		
Online application confirmed per e-mail	<input checked="" type="checkbox"/>	2024-03-27	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	2024-03-27		
Application information completed	<input type="checkbox"/>			<a href="#">Complete application information</a>
Personal details completed	<input type="checkbox"/>			
Course information filled out	<input type="checkbox"/>			
Personal 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"/>			
E-mail about pre-acceptance letter received	<input type="checkbox"/>			
Learning agreement uploaded	<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

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

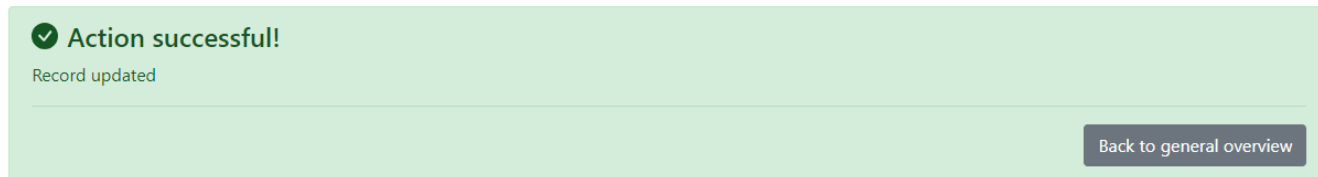
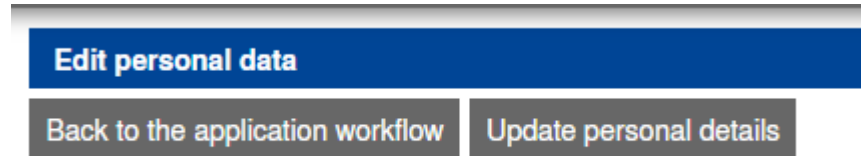


- Please note that to save your entered information, you need to choose „**create**“.

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



- Please choose „**complete personal data**“ and fill out the required information.
- Choose „**update personal details**“:





- Please choose „**fill out course information**“ and provide the required information.
- **Check** the course catalogue [HERE](#). **Note:**
  - You may select the courses **almost from all the faculties/academies**. You may select the courses in different faculties at VMU but the majority of it has to be selected in one main faculty. The exception applies to Music Academy and Faculty of Arts courses: only the students majoring in music or arts can take them.
  - Pay attention to the **location**, as courses are offered in two cities: Kaunas and Vilnius.
  - The required number of credits at VMU: **24 - 36 ECTS per semester**.

- **List** the selected courses. Choose „**Forward to update**“ at the bottom of the page.

Page 1 - Course 8 (First Semester) ▾

---

Course 1 (First Semester)

Faculty \*

-

Course title \*

[Back to the application workflow](#) [Forward to update](#) [Next page](#)

- Choose „**save**“ if you are done. Choose „save and forward“ for choosing courses for the 2nd semester at VMU (if applicable). Choose „save“ again:



- Choose „**back**“:



- **Upload the required documents** and confirm that they have been uploaded:

Personal photo uploaded	<input checked="" 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"/>

---

- Copy of your Passport.** Its validity has to exceed 3 months of the exchange period.
- Transcript of Records.** The official document with the list of courses taken, the exams passed, and the credits gained at home university. Get this official document (in English language and signed) from your university. **Note:** students who have academic debts (failed in the exams) cannot be accepted at VMU.
- Language Certificate.** Get the official Proof of English Language Proficiency (in English language and signed) from your home university or provide other test results. **Note:** your English language proficiency should be not lower than the B2 level according to the CEFR (or equivalence).

- **The 1<sup>st</sup> part** of your application has been completed.
- Please wait for a „**pre-acceptance**“ **email** from Vytautas Magnus University with the information regarding the 2nd part of the application: Learning Agreement and the final steps of completing your application.
- **Correct** the application documents and **upload them again**, *if you received a notification regarding the mistakes.*

### 3. Submit the Learning Agreement

- a) **Download** the Learning Agreement form.
- b) **Fill out** the Learning Agreement. List the same courses which have been indicated in the Mobility-Online application form.
- c) **Sign** the document and ask your home university to sign it.
- d) **Upload** the signed document to the Mobility-Online system. Choose „upload Learning Agreement“.



Learning agreement uploaded



Upload learning agreement

- e) **Correct** the document (and upload a new one) *if you received a notification regarding the mistakes* in the document.

- **The 2<sup>nd</sup> part** of your application has been completed.
- **Wait** for the VMU „**Letter of Acceptance**“ sent via e-mail.
- Please note that the admission e-mail will be sent 4 weeks after the official application deadline.



M C M X X I I

VYTAUTAS MAGNUS  
UNIVERSITY