

Mobility-Online Application manual for Erasmus+ teaching 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)

!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 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.

! If you are applying for Erasmus+ teaching mobilities in EU/EEA and in non-EU/EEA countries, you have to **fill a separate application form and register for Mobility Online once again.**

Step 1 - Application for teaching mobility

- You can access the application form by [following this link](#).

Application for teaching mobility

All fields marked with (*) must be completed.

— **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 * |
| Academic year | 2024/2025 * |
| Exchange programme | Erasmus 171 (STA) * |
| 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">• Associate professor• Professor• Assistant Professor• Lecturer• Assistant Lecturer• Academic Staff• Instructor• Research assistant professor• Emeritus |
| 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"/> * |

Step 1 - Application for teaching 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 Erasmus+ teaching 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.

I am staff with fewer opportunities

Check if it applies to the statement, please notice that at later state of application you might be asked to provide a document
[Description of groups of persons with fewer opportunities](#)

— Data on the current teaching activity

Home country *

Home university *

Academic division *

Academic subdivision *

— Data on the planned teaching activity

Host country (First choice) *

Host institution (First Choice) *

Host Country (Second choice) *

Host institution (Second choice) *

Have you participated in Erasmus+ teaching visit in non-EU/EEA countries? Yes No *

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

Language of teaching *

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

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



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

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, 2nd floor (visiting address)
Donelaicio g. 58, LT-44248 Kaunas, Lithuania (postal address)
Phone: +370 37 327 988
E-mail: 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



Choose this link in
your email to register
your application

Step 2 – Online registration for Mobility Online

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

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



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Step 1 of 2 English ▾

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.

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

Date of birth (yyyy-mm-dd)

 POWERED BY
MOBILITY ONLINE Continue

Step 2 – Online registration for Mobility Online

Create your username and password and press „Continue“.

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



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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



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MOBILITY ONLINE

Now you can login to the Mobility Online system

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



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Registration successful

Your registration was successful.

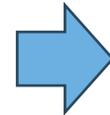
By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

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, 2nd floor (visiting address)

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

Phone: +370 37 327 987

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 |
|---|-------------------------------------|------------|-------------------------|--|
| > Necessary steps 3 / 6 | | | | |
| ∨ Before the mobility - Application and registration 3 / 5 | | | | |
| Online application | <input checked="" type="checkbox"/> | 2024-05-22 | | Show/update application data |
| 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"/> | | | Answer Questionnaire |
| Application selected for further process | <input type="checkbox"/> | | | |
| > Before the mobility - Upload and print documents 0 / 1 | | | | |

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

| | | | | |
|---------------------------------------|---|------------|-------------------------|------------------------------|
| Online application | ✓ | 2024-05-24 | | Show/update application data |
| Confirmation email online application | ✓ | 2024-05-24 | Automatically generated | |
| Online registration | ✓ | 2024-05-24 | | |
| Justification of the visit | ✓ | 2024-05-24 | EEtest EDDtest | Answer/Update Questionnaire |

After you complete the questionnaire, 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"/> | 2024-05-24 | | Show/update application data |
| Confirmation email online application | <input checked="" type="checkbox"/> | 2024-05-24 | Automatically generated | |
| Online registration | <input checked="" type="checkbox"/> | 2024-05-24 | | |
| Justification of the visit | <input checked="" type="checkbox"/> | 2024-05-24 | EEtest EDDtest | Answer/Update Questionnaire |

After you complete the questionnaire, your application is finished. Please wait for the results of the competition.

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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