

Mobility-Online

Application manual for Erasmus+ teaching visits in EU/EEA countries

Step-by-step instructions to ensure successful completion of the Mobility-Online application process for the 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 – Complete your Workflow by uploading your Mobility Agreement

! If you are willing to apply to more than one institution, you have to fill a separate application form on the Mobility Online once again.

! If you do not complete all steps, your application will not be received and considered.

Log in with your VMU credentials



English ▼

Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Username

Password

Login

Help! I don't remember my password.

Without your username and password you cannot authenticate yourself for access to the service. There may be someone that can help you. Consult the help desk at your organization!

Before filling the Mobility Agreement document

Please note that first of all you have to log in on the [Mobility Online \(MO\) platform](#).

- On the MO platform you will be able to see the list of institutions that have agreements with your academic subdivision.
- Only after selecting the institution you are interest in, you will have to complete your Mobility Agreement and upload it to the MO platform.
- Your workflow on the MO platform will be open and possible to edit until the competition deadline.
- Mobility Agreement must be uploaded signed by the applicant and the head of subdivision.

Step 1 - Application for teaching mobility

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

First of all, please complete your data (see further slides for examples).

! Please note that you will be able to choose the institution only after selecting the host country.


! Please note that you can only select institutions listed on the Mobility Online system that have agreements with your academic subdivision.

More information about *fewer opportunities* can be found here: [in Lithuanian](#), [in English](#).

Step 1.1 - Application for teaching mobility

Application for teaching mobility

for exchange program **Erasmus 131 (STA)**



All fields marked with (*) must be completed.

- Data concerning your application**
- Personal data
- Data on the current teaching activity
- Data on the planned teaching activity

Data concerning your application

Type of application *

Incomings Outgoings

Type of person *

Students Teachers/Staff

Exchange programme *


Erasmus 131 (STA) ▾

Academic year *

2025/2026 ▾

Semester *

<-- Please select --> ▾

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[Cancel application](#) [Continue](#)

Step 1.2 - Application for teaching mobility

1 Data concerning your application ✓

2 **Personal data** ●

3 Data on the current teaching activity

4 Data on the planned teaching activity

Personal data

First name * ✓

Last name * ✓

Academic title

Please indicate one of the following titles: • Associate professor • Professor • Assistant Professor • Lecturer • Assistant Lecturer • Academic Staff • Instructor • Research assistant professor • Emeritus

Seniority * ▼

Date of birth * ✓

Format: yyyy-mm-dd

Gender * Male Female Unidentified

Nationality * ▼

E-mail address * ✓

Same e-mail address for verification ✓


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](#)

Step 1.3 - Application for teaching mobility

Application for teaching mobility

for exchange program **Erasmus 131 (STA)**



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All fields marked with (*) must be completed.

- 1 Data concerning your application ✓
- 2 Personal data ✓
- 3 **Data on the current teaching activity**
- 4 Data on the planned teaching activity

Data on the current teaching activity

Home country *

Lithuania

Home university *

KAUNAS01 - Vytautas Magnus University

Academic division *

HMF - Faculty of Humanities

Academic subdivision *

HMF_1 - Department of Cultural Studies


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[Previous](#) [Continue](#)

Step 1.4 - Application for teaching mobility

Application for teaching mobility

for exchange program Erasmus 131 (STA)



All fields marked with (*) must be completed.

1 Data concerning your application ✓

2 Personal data ✓

3 Data on the current teaching activity ✓

4 Data on the planned teaching activity

Data on the planned teaching activity

Host country *
Bulgaria

Host institution *
SOFIA06 - Sofia University St. Kliment Ohridski

Must be partner of your academic division

Is your teaching visit planned at one of the Transform4Europe alliance institution? *
 yes no

[List of the Transform4Europe alliance institutions](#)

Are you participating in Erasmus+ staff mobility for teaching for the first time? *
 yes no

Do you teach at VMU in English or other foreign language? *
 yes no

Have you already arranged a teaching visit at the time of selection (will submit a fully agreed / signed Teaching Mobility Agreement)? *
 yes no


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. *

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Previous Send application

Step 1.5 - Application for teaching mobility

 Action successful!

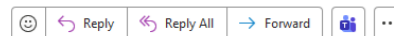
Thank you for your application! You will receive an e-mail in a few minutes containing all necessary information regarding further steps.

Close

Step 1.6 - Application for teaching mobility

Please use the link at the email that you have received

Confirmation of Registration



kt 2025-10-30 09:58

Dear Surname,

Thank you for registering with Mobility-Online.

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

Your application form will be evaluated by the commission at your academic subdivision and you will be personally informed about the 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

Login: gabriele.damijoniene

[Login](#)

https://mobilityvdu.lt/mobility/LoginServlet?ben_login=gabriele.damijoniene&sprache=en&is_sso=1&identifier=KAUNAS01

Step 2.1 – Upload your Mobility Agreement to the Mobility Online



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In this overview you can see all tasks for a successful application in the necessary order. You can also see in your workflow if the step has already been completed or not. If this is the case, it is also indicated, who has completed the step and when this step has been completed.


The program to complete the next necessary step in your application workflow can be opened via the link in the column 'Direct access via following link'.

– Applicant details [Refresh](#)

Last name Surname	Host country Bulgaria	Teaching activity from 2026-02-01	Teaching activity until 2026-06-20
First name Gabriele	Host institution SOFIA06 - Sofia University St. Kliment Ohridski		

Workflow [Open/Close all](#)

– Before the mobility - Application and registration 3 / 5

<input checked="" type="checkbox"/> Online application	2025-10-30	Show/update application data
<input checked="" type="checkbox"/> Confirmation email online application	2025-10-30, Automatically generated	
<input checked="" type="checkbox"/> Online registration	2025-10-30	
<input type="checkbox"/> Mobility agreement uploaded		Upload Mobility Agreement 

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

<input type="checkbox"/> Application selected for further process	
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+ Before the mobility - Upload and print documents 0 / 1

English


Search

Workflow

Edit application

Change password

Step 2.2 – Your application is finished. Please wait for the results of the competition.



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English

Search

Workflow

Edit application

Change password

In this overview you can see all tasks for a successful application in the necessary order. You can also see in your workflow if the step has already been completed or not. If this is the case, it is also indicated, who has completed the step and when this step has been completed.

The program to complete the next necessary step in your application workflow can be opened via the link in the column 'Direct access via following link'.

– Applicant details Refresh

Last name Surname	Host country Bulgaria	Teaching activity from 2026-02-01	Teaching activity until 2026-06-20
First name Gabriele	Host institution SOFIA06 - Sofia University St. Kliment Ohridski		

Workflow Open/Close all

– Before the mobility - Application and registration 4 / 5

<input checked="" type="checkbox"/> Online application	2025-10-30	Show/update application data
<input checked="" type="checkbox"/> Confirmation email online application	2025-10-30, Automatically generated	
<input checked="" type="checkbox"/> Online registration	2025-10-30	
<input checked="" type="checkbox"/> Mobility agreement uploaded	2025-10-30, Gabriele Damijonienė	Upload Mobility Agreement

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

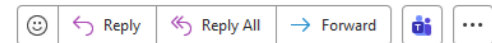
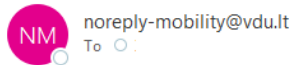
Application selected for further process

+ Before the mobility - Upload and print documents 0 / 1

Application is completed!

Thank you for completing the application, you should receive an email confirming it. Please wait for further information from the Mobility Online system regarding the selection process.

Mobility Agreement successfully uploaded



kt 2025-10-30 10:02

Thank you, your Mobility Agreement has been received.

Your Mobility Agreement will be reviewed by the International Cooperation Department and you will be personally informed about the further process.

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

Note! Changes

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

>	Necessary steps	Done	Done on	Done by	Direct access via following link	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			
]	Mobility agreement uploaded	<input type="checkbox"/>			Upload Mobility Agreement	
	Application selected for further process	<input type="checkbox"/>				

Edit application

Back Forward to update

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

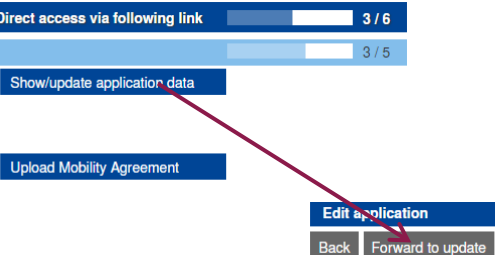
Type of application Incomings Outgoings *

Type of person Students/Trainees Teachers *

Academic year *

Exchange programme *

Semester *





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