

Dear students,

This step-by-step guide will show you how to submit an application for a student exchange at Kaunas University of Technology with online system Mobility-Online. [Link for application here.](#)

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

## **Step 1: Application for student exchange**

### Application details

All fields marked with (\*) must be completed.

**Application details** [Open all sub groups](#) [Close all sub groups](#)

Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing *
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teachers *
Exchange programme	Application for Exchange Studies ▾ *
Academic year	2023/2024 ▾ *
Semester	<div style="border: 1px solid #ccc; padding: 2px;">           &lt;-- Please select --&gt; ▾ *         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">           &lt;-- Please select --&gt;            Autumn 2023            Full academic year            Spring 2024         </div>

- Select the semester you are planning to go on exchange.

### Personal data

**Personal data**

Last name	<input type="text"/> *
First name	<input type="text"/> *
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender <input type="radio"/> Intersexual <input type="radio"/> Other *
Date of birth	<input type="text"/> *
Place of Birth	<input type="text"/> *
Citizenship	<-- Please select --> ▾ *
Double Citizenship	<-- No choice --> ▾
University e-mail address	name.surname@ktu.lt * <span style="border: 1px solid #ccc; border-radius: 50%; padding: 0 2px;">?</span>
Same e-mail address for verification	name.surname@ktu.lt *
Personal e-mail address	<input type="text"/> * <span style="border: 1px solid #ccc; border-radius: 50%; padding: 0 2px;">?</span>

- Name and Last name comes from Academic Information System – please check if it is correct.
- University email address comes from AIS, but sometimes it comes as a short email – if it happens please change it to your full name email KTU address.

## Contact person in case of emergency

— Contact person in case of emergency	
Last name of your contact person	<input type="text"/> *
First name of your contact person	<input type="text"/> *
Relationship to you	<input type="text"/> *
Telephone number of contact person	<input type="text"/> *
E-mail address of contact person	<input type="text"/> *

- Please enter details of the person we can contact in case we are not able to contact you. It can be your family member or another close person.

## Data concerning current study

— Data concerning current study	
Country of the home institution	<input type="text" value="Lithuania"/> *
Home institution	<input type="text" value="KAUNAS02 - Kaunas University of Technology"/> *
Faculty	<input type="text" value="&lt;-- Please select --&gt;"/> *
Study level	<input type="text" value="&lt;-- Please select --&gt;"/> *
Academic field	<input type="text" value="&lt;-- Please select --&gt;"/> *
Study programme name	<input type="text" value="&lt;-- Please select --&gt;"/> *
Number of academic years studied so far	<input type="text"/> *
Grade Point Average (GPA)	<input type="text"/> *
Have you previously participated in the ERASMUS+ programme?	<input type="radio"/> Yes <input type="radio"/> No *
Native language	<input type="text" value="&lt;-- Please select --&gt;"/> *
Foreign language (language of instruction at host institution)	<input type="text" value="&lt;-- Please select --&gt;"/> *
Proficiency level	<input type="radio"/> A1 <input type="radio"/> A2 <input type="radio"/> B1 <input type="radio"/> B2 <input type="radio"/> C1 <input type="radio"/> C2 <input type="radio"/> Native language *

- Select your faculty, study level, academic field, study programme name from the list box.
- Enter the number of academic years studied so far (if you are a master's student you need to add bachelor's study years as well, if you are a Ph.D. student you need to add bachelor's and master's study years as well).
- Grade Point Average – enter your GPA, which is written on the Academic Information system.
- Proficiency level – you need to enter foreign language level.

## Stay details

**Stay details**

Country of host institution (first choice) <-- Please select --> \*

Host institution (first choice) <-- Please select --> \*

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Country of host institution (2nd choice) <-- No choice -->

Host institution (2nd choice) <-- No choice -->

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Country of host institution (3rd choice) <-- No choice -->

Host institution (3rd choice) <-- No choice -->

Traineeship/Placement included  Yes  No \*

- You need to select at least one host institution you are applying for. It is not required to choose 3 universities, but we recommend that you include 2-3 institutions in your application to increase your chances of being selected.

Data concerning individual/special needs

**Data concerning individual/special needs**

Information about your special needs

*If you wish to apply for special needs support, please specify your physical, mental or health-related conditions here!*

- If you are planning to apply for any support for students with fewer opportunities, please specify it here. More information [here](#).

Motivation letter

**Motivation letter**

Motivation letter  \*

There are still **2500** characters available

*Please write at least 1000 characters, but not more than 2500 characters!  
Why have I chosen to apply to this programme?  
What do I expect to gain from my studies?  
Why does my background make me a suitable candidate?  
How will the programme help me to achieve my goals?*

I confirm that the information provided is correct, truthful and complete  \*

Consent to Personal data processing  \*

Cancel application  Send application

- Write a short motivation letter (1000-2500 words) and describe why you choose to apply for this programme. After that press “Send application”.

Email with login details

Dear ,  
Thank you for registering with **Mobility-Online**.

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

In order to process your application further you now need to upload the following documents to **Mobility-Online**:

1. ToR in English of your studies so far;
2. Foreign language proficiency certificate.

Best regards,  
International Relations Department of Kaunas University of Technology

Login:  
[Login](#)  
[https://mo.ktu.lt/mobility/LoginServlet?ben\\_login](https://mo.ktu.lt/mobility/LoginServlet?ben_login)

- After you have sent an application you will get a letter with information how to continue to submit an application. Please use login to Mobility Online details you received by email.

### Before the Mobility

Before the Mobility		
Online application		
Confirmation e-mail online application	<input checked="" type="checkbox"/>	Automatically generated
Online registration		
Personal master data completed	<input checked="" type="checkbox"/>	<a href="#">Complete personal data</a>
Photo uploaded	<input checked="" type="checkbox"/>	<a href="#">Upload photo</a>
Language certificate uploaded	<input checked="" type="checkbox"/>	<a href="#">Upload language certificate</a>
Transcript of Records/Proof of previous studies uploaded	<input checked="" type="checkbox"/>	<a href="#">Upload transcript and/or proof of previous studies</a>
Application form printed	<input type="checkbox"/>	<a href="#">Print application form</a>
Signed application form uploaded	<input type="checkbox"/>	<a href="#">Upload signed application form</a>
Upload of signed application form is only mandatory for PhD students!		
Upload of all documents confirmed	<input checked="" type="checkbox"/>	<a href="#">Confirm upload of all Documents</a>
Application documents complete	<input checked="" type="checkbox"/>	
Thank you for uploading the necessary documents. Your application is now being processed by the University's International Office. You can view any status changes here. Apart from that, you will be contacted per email as soon as there is any decision concerning your application. Thank you for your patience.		

- You need to submit all mandatory steps in During mobility part to participate in the selection for exchange studies.

Before the Mobility		
Online application		
Confirmation e-mail online application	<input checked="" type="checkbox"/>	
Online registration		
Personal master data completed	<input checked="" type="checkbox"/>	 <a href="#">Complete personal data</a>

- Press the “Complete personal data” button.

## Edit personal data

Back to the application workflow

Forward to update

### Personal details

Last name	<input type="text"/>
First name	<input type="text"/>
Academic title	<input type="text"/>
Reported title	<input type="text"/>
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other
Date of birth	<input type="text"/>
E-mail address	<input type="text"/>
Citizenship	<input type="text"/>
Second Citizenship	<input type="text" value=" &lt;-- Please select --&gt;"/>

- Press “Forward to update” button and fill following information: last name, first name, gender, date of birth, e-mail address, citizenship, permanent and current addresses, and personal bank account details (please take a note, that you need to write your Lithuanian bank account details – scholarships are sent only to Lithuanian bank accounts).

### Bank details

Bank name	<input type="text"/>
Bank number	<input type="text" value="LT"/>
BIC/SWIFT	<input type="text"/>
IBAN	<input type="text" value="LT"/>
Name of the account holder	<input type="text"/>

Back to the application workflow

Update personal details

- Press “Update personal details” button.

Photo uploaded



Upload photo

Language certificate uploaded



Upload language certificate

Transcript of Records/Proof of previous studies uploaded



Upload transcript and/or proof of previous studies

- Upload your photo (use jpg, gif, png, jpeg formats)

- Upload your foreign language certificate (TOEFL, CAE and IELTS, or KTU Centre of Foreign Languages issued certificate)
- Upload Transcript of Records (you can order it from KTU AIS).

NOTE if you are not able to upload documents – do not forget to press “Forward to update” button.

Upload of all documents confirmed



Confirm upload of all Documents

Application documents complete



### Application documents

I confirm that I uploaded all my documents  Yes  No

Back

Update

- Do not forget to confirm that you uploaded all documents.

Thank you for uploading the necessary documents.

Your application is now being processed by the University's International Office.

You can view any status changes here. Apart from that, you will be contacted per email as soon as there is any decision concerning your application. Thank you for your patience.

- Your application is now being processed by the University's International Office.

Dear student

Your application is incomplete due to the following reason(s): **reason of incompleteness**

Please go to the workflow and modify your application.

- Please check your emails more often, if the application was filled out incorrectly, the faculty's international relations coordinator will contact you. After that you will need to modify your application.

### Step 2 selection and nomination

Dear student,

You have been **internally (\*)** accepted to the university placement where you applied for. Please contact your Faculty International Relations Coordinator for more information about how the application process will proceed and what you should do next.

Best regards

The International Coordinator of your University

\* Now the International Coordinator of your Faculty has allocated your application to one of the places / place you applied for. Log in to the **Mobility-Online** in order to check to which place you have been allocated.

- After selection at your faculty you will receive an email with information about where you have been selected.

- After your Faculty of University International Relations Coordinator will nominate you to your mobility University you will be able to continue procedures. The nomination period depends on the host universities. Now you need to check what documents you need to prepare for the host University – Universities send this information to students, but you can also check the University’s websites.

**Step 3 Before the Mobility – Learning agreement** (for students who are going to EU Member State or third country associated to the Programme)

**Before the Mobility - Learning Agreement**

Coordinator at host university chosen [Choose coordinator at the host university](#)

Courses at the home institution entered in the Learning Agreement

Courses at the host institution entered in the Learning Agreement

Please note: The step "Courses at the host institution entered in the Learning Agreement" will only be marked as done as soon as you have signed the course selection.  
Please click on "Final check before signing" and on "Sign Learning Agreement" in order to submit your course selection for review.

Courses accepted by IO

Learning Agreement (before the mobility) signed by all parties

- As soon as the nomination were confirmed, you can start to prepare your Learning agreement on the Mobility Online system.

**Stay details**

Coordinator at Guest institution <-- No choice -->

[If not in the list]: First name of coordinator at the home institution

[If not in the list]: Last name of coordinator at the home institution

[If not in the list]: Gender of coordinator at the home institution  Male  Female  Transgender  Intersexual  Other

[If not in the list]: E-Mail of coordinator at the home institution

Back Forward to update

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- Firstly press “Choose coordinator at the host University”. In the opened window press “Forward to update” and select coordinator at the **host** institution from the listbox, if there any right down **host University** coordinator details by yourself. After that press “Update”.

**Before the Mobility - Learning Agreement** 1 / 5

Coordinator at host university chosen [Choose coordinator at the host university](#)

Courses at the home institution entered in the Learning Agreement [Enter courses at the home institution in the Learning Agreement](#)

Courses at the host institution entered in the Learning Agreement [Enter courses at the home institution in the Learning Agreement](#)

- Press “Enter courses at the home institution in the Learning Agreement”. In opened window press “Enter further courses”.

**Edit learning agreement**

Host institution

Study area

Study programme

Academic year  ?

Semester

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Course unit code at the home institution

Course unit title at the home institution

There are still **255** characters available

Number of credits at the home institution

Information about/Link to course at the home institution

There are still **2147483647** characters available

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Virtual component

- Enter "Course unit title at the home institution", "Number of credits at the home institution". Press "Create". Enter as many courses as you need.






NOTE Here you need to enter the modules you would study at KTU during your semester abroad.

Courses at the host institution entered in the Learning Agreement  [Enter courses at the host institution in the Learning Agreement](#)

Please note: The step "Courses at the host institution entered in the Learning Agreement" will only be marked as done as soon as you have signed the course selection.  
Please click on "Final check before signing" and on "Sign Learning Agreement" in order to submit your course selection for review.

- Press "Enter courses at the host institution in the Learning Agreement". In opened window press "Enter further courses".
- Enter "Course unit title at the host institution", "Number of credits at the host institution". Press "Create". Enter as many courses as you need.

NOTE Here you need to enter the modules you will study at host univeristy during your semester abroad.

- Do not forget to check and sign your Learning agreement. Press "Final check before signing" and sign your Learning agreement. Press "Sign and Transfer".

Courses accepted by IO

Learning Agreement (before the mobility) signed by all parties

- After that your faculty and host University will sign your Learning agreement on the system as well.

NOTE, all three parties need to sign your Learning Agreement – you, your faculty, and the host University. You can write to the host University to check the system ( which is called EWP) to check your learning agreement.



### Step 3 Before the Mobility – Learning agreement (Third countries not associated to the Programme)

Before the Mobility - Learning Agreement	
Coordinator at host university chosen	<input type="checkbox"/> <a href="#">Choose coordinator at the host university</a>
<input type="checkbox"/> Learning Agreement (signed by all parties) uploaded	<input type="checkbox"/> <a href="#">Upload Learning Agreement (signed by all parties)</a>
Learning Agreement (Before the mobility) approved by IO	<input type="checkbox"/>

- As soon as the nomination were confirmed, you can start to prepare your Learning agreement on the Mobility Online system.

Stay details	
Coordinator at Guest institution	<-- No choice -->
[[If not in the list]: First name of coordinator at the home institution	<input type="text"/>
[[If not in the list]: Last name of coordinator at the home institution	<input type="text"/>
[[If not in the list]: Gender of coordinator at the home institution	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender <input type="radio"/> Intersexual <input type="radio"/> Other
[[If not in the list]: E-Mail of coordinator at the home institution	<input type="text"/>

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Back [Forward to update](#)

- Firstly press “Choose coordinator at the host University”. In the opened window press “Forward to update” and select coordinator at the **host** institution from the listbox, if there any right down **host University** coordinator details by yourself. After that press “Update”.
- Press “Upload Learning Agreement (signed by all parties)”. In opened window upload signed Learning agreement and press “Create”.

### Step 3 Before the Mobility – Learning agreement (Exchange under bilateral agreements)

Before the Mobility - Learning Agreement	
Coordinator at host university chosen	<input type="checkbox"/> <a href="#">Choose coordinator at the host university</a>
<input type="checkbox"/> Learning Agreement (signed by all parties) uploaded	<input type="checkbox"/> <a href="#">Upload Learning Agreement (signed by all parties)</a>
Learning Agreement (Before the mobility) approved by IO	<input type="checkbox"/>

- As soon as the nomination were confirmed, you can start to prepare your Learning agreement on the Mobility Online system.

Stay details	
Coordinator at Guest institution	<-- No choice -->
[[If not in the list]: First name of coordinator at the home institution	<input type="text"/>
[[If not in the list]: Last name of coordinator at the home institution	<input type="text"/>
[[If not in the list]: Gender of coordinator at the home institution	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender <input type="radio"/> Intersexual <input type="radio"/> Other
[[If not in the list]: E-Mail of coordinator at the home institution	<input type="text"/>

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Back [Forward to update](#)

- Firstly press “Choose coordinator at the host University”. In the opened window press “Forward to update” and select coordinator at the **host** institution from the listbox, if there any right down **host University** coordinator details by yourself. After that press “Update”.

- Press "Upload Learning Agreement (signed by all parties)". In opened window upload signed "Plan of partial studies" and press "Create".

## Step 4 Before the Mobility

Before the Mobility		
Letter of Acceptance uploaded	<input checked="" type="checkbox"/>	<a href="#">Upload Letter of Acceptance</a>
Info about Top-Ups/Additional Support entered	<input checked="" type="checkbox"/>	<a href="#">Enter info about Top-Ups/Additional Support</a>
Scholarships calculated	<input checked="" type="checkbox"/>	
Insurance documents uploaded	<input checked="" type="checkbox"/>	<a href="#">Upload insurance documents</a>
Application for partial studies at another higher education institution submitted	<input checked="" type="checkbox"/>	<a href="#">Confirm submission of the application</a>
Confirmation of the first OLS test given	<input checked="" type="checkbox"/>	<a href="#">Confirm the conduct of the 1st OLS test</a>

You will get an email invitation to do the first mandatory online language test in the Erasmus+ OLS system.

- After your Learning agreement sign you can upload the rest of the documents. Upload Letter of Acceptance (it can also be called Admission Letter, Acceptance Letter). Please note, that the Letter of Acceptance must include your mobility period dates, if there are any add the academic calendar to the system as well. If there are any Welcome days you are planning to participate also need to be included in this document.
- NOTE if you are not able to upload documents – do not forget to press "Forward to update" button.

**Grants**

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Do you wish to apply for additional support?  Yes  No

Fewer opportunities  Yes  No

Green Travel  Yes  No

Do you need any extra travel days for your green travels?  1 extra day  2 extra days  3 extra days  4 extra days

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- Enter information about additional financial support, more information [here](#).
- NOTE – Fewer opportunities scholarship is only for students who are formally classified as sensitive members of the KTU community. Green travel scholarship is assigned only when students are going to and back from mobility places by green transportation. Return tickets are mandatory.

- Please upload the health insurance document. It must be valid for all your mobility period in the country you are going to.

<p>Instruction for submission of applications</p> <p><a href="#">Submit a new application »</a></p> <p><a href="#">Organisation of studies</a></p> <p><a href="#">Study plan</a></p> <p><a href="#">Assessments of study modules, attestation</a></p> <p><a href="#">Justification of the absence in classes</a></p> <p style="background-color: #0056b3; color: white; padding: 2px;"><a href="#">Partial studies, internship, research activities</a></p>	<p><b>Partial studies, internship, research activities</b></p> <p><a href="#">Partial studies/internship at another higher education institution</a> <span style="color: red; font-size: 2em; vertical-align: middle;">✓</span></p> <p><a href="#">Extension of partial studies/internship</a> ⓘ</p> <p><a href="#">Recognition of the learning outcomes of partial studies</a> ⓘ</p> <p><a href="#">Permission to resume studies</a> ⓘ</p>
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- Submit an application on Academic Information System, after that mark as confirmed on the Mobility Online system.

- Confirm the conduct of the 1st OLS test done.

Electronic Grant Agreement completed by IRO	<input checked="" type="checkbox"/>	
Electronic Grant Agreement downloaded	<input checked="" type="checkbox"/>	<a href="#">Download Electronic Grant Agreement</a>
Signed Grant Agreement uploaded	<input checked="" type="checkbox"/>	<a href="#">Upload signed Grant Agreement</a>
Grant Agreement signed by International Office	<input checked="" type="checkbox"/>	
Stay marked as started	<input checked="" type="checkbox"/>	

- After all previous documents were submitted you will be able to sign a financial agreement. Download Electronic Grant Agreement, sign it and upload it back to the system.

-

### **Step 5 During the Mobility - Changes**

<b>During the Mobility - Changes</b>		
[OPTIONAL] Do you intend to carry out changes to your Learning Agreement (BEFORE THE MOBILITY)?	<input checked="" type="checkbox"/>	<a href="#">Click to answer</a>
▶ Changed courses at the home institution entered in the Learning Agreement	<input type="checkbox"/>	<a href="#">Enter CHANGED courses at the home institution</a>
Changed courses at the host institution entered in the Learning Agreement	<input type="checkbox"/>	

- If any changes to the Learning Agreement are necessary they must appear in the Mobility Online system. If no changes are planned skip this step.
- As in Before Mobility – Learning agreement part here you need to enter the modules you would study at KTU during your semester abroad (even if no changes were made).
- After that enter courses you going to study at the host University and sign it.

NOTE, all three parties need to sign your Learning Agreement – you, your faculty, and the host University. You can write to the host University to check the system ( which is called EWP) to check your learning agreement.

### **Step 6 During the Mobility - Prolongation**

<b>During the Mobility - Prolongation</b>		
[OPTIONAL] Information on extension provided	<input checked="" type="checkbox"/>	<a href="#">[OPTIONAL] Provide information on extension and indicate new start and end dates</a>
Course selection at home institution (extension) entered into learning agreement	<input checked="" type="checkbox"/>	
Course selection at host institution (extension) entered into learning agreement	<input checked="" type="checkbox"/>	
▶ Changed courses (extension) approved by the home institution	<input type="checkbox"/>	
Changed courses (extension) approved by the host institution	<input type="checkbox"/>	

- If you decide to extend your mobility you need to update new start and end mobility dates.
- As in Before Mobility – Learning agreement part here you need to enter the modules you would study at KTU during your semester abroad.
- After that enter courses you going to study at the host University and sign it.

NOTE, all three parties need to sign your Learning Agreement – you, your faculty, and the host University. You can write to the host University to check the system (which is called EWP) to check your learning agreement.

- After your Learning agreement will be signed, your scholarship will be recalculated and you will need to download, sign and upload a financial agreement amendment to Mobility Online system.

## Step 6 After the Mobility

After the Mobility		
Confirmation of Study period uploaded	<input checked="" type="checkbox"/>	<a href="#">Upload Confirmation of Study period</a>
Courses for the Learning Agreement (Transcript of Records) uploaded	<input checked="" type="checkbox"/>	<a href="#">Upload Courses for the Learning Agreement (Transcript of Records)</a>
Application to resume studies submitted	<input checked="" type="checkbox"/>	<a href="#">Confirm the submission of the application to resume studies</a>
Confirmation on submitted participant report in the Mobility-Tool of the EC	<input checked="" type="checkbox"/>	<a href="#">Confirm submission of the participant report</a>
Confirmation on second OLS test	<input checked="" type="checkbox"/>	<a href="#">Confirm the conduct of 2nd OLS test</a>
<input type="checkbox"/> Application completed	<input type="checkbox"/>	

- You need to upload post-mobility documents: Confirmation of Study Period, Transcript of Records. Submit an application to resume studies on AIS (and mark it as confirmed on Mobility Online), and confirm submission of the participant report (the report will be sent to your email from the European Commission).
- After that the rest of the scholarship will be calculated.

NOTE if you are not able to upload documents – do not forget to press “Forward to update” button.