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.

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	○ Incoming ● Outgoing *
Type of person	● Student ○ Teachers *
Exchange programme	Application for Exchange Studies ▾ *
Academic year	2023/2024 ▾ *
Semester	<-- Please select --> ▾ *
<-- Please select -->
Autumn 2023
Full academic year
Spring 2024

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

Personal data

Personal data	
Last name	_____ *
First name	_____ *
Gender	○ Male ○ Female ○ Transgender ○ Intersexual ○ Other *
Date of birth	_____ *
Place of Birth	_____ *
Citizenship	<-- Please select --> ▾ *
Double Citizenship	<-- No choice --> ▾
University e-mail address	name.surname@ktu.edu * ?
Same e-mail address for verification	name.surname@ktu.edu *
Personal e-mail address	_____ * ?

- Name and Last name comes from Academic Information Sytem – pease 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	[_____] *
First name of your contact person	[_____] *
Relationship to you	[_____] *
Telephone number of contact person	[_____] *
E-mail address of contact person	[_____] *

- 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	Lithuania ▼ *
Home institution	KAUNAS02 - Kaunas University of Technology ▼ *
Faculty	<-- Please select --> ▼ 🔢 *
Study level	<-- Please select --> ▼ *
Academic field	<-- Please select --> ▼ *
Study programme name	<-- Please select --> ▼ *
Number of academic years studied so far	[_____] *
Grade Point Average (GPA)	[_____] *
Have you previously participated in the ERASMUS+ programme?	○ Yes ○ No *
Native language	<-- Please select --> ▼ *
Foreign language (language of instruction at host institution)	<-- Please select --> ▼ *
Proficiency level	○ A1 ○ A2 ○ B1 ○ B2 ○ C1 ○ C2 ○ 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 --> ▼ *
Country of host institution (2nd choice)	<-- No choice --> ▼
Host institution (2nd choice)	<-- No choice --> ▼
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	Powered by MOBILITY-ONLINE	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

- 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	☑	Automatically generated	
Online registration			
Personal master data completed	☑		Complete personal data
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
Application form printed	☐		Print application form
Signed application form uploaded	☐		Upload signed application form
Upload of signed application form is only mandatory for PhD students!			
Upload of all documents confirmed	☑		Confirm upload of all Documents
Application documents complete	☑		

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	☑	
Online registration		
Personal master data completed	☑	Complete personal data

- Press the "Complete personal data" button.

Edit personal data

Back to the application workflow   **Forward to update**

Personal details

Last name	[ ]
First name	[ ]
Academic title	[ ]
Reported title	[ ]
Gender	○ Male ● Female ○ Other
Date of birth	[ ]
E-mail address	[ ]
Citizenship	[▼]
Second Citizenship	[<-- Please select --> ▼]

- 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	[ ]
Bank number	LT
BIC/SWIFT	[ ]
IBAN	LT
Name of the account holder	[ ]

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.

Application nominated at partner institution ☑

- 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

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

- 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 "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	▾

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

Virtual component ☐

[Close]   [Create]

- 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.

[PDF] [W] [XML] [X] [CSV]

| Back | Enter further courses... | **Final check before signing** |

- Do not forget to check and sign your Learning agreemet. 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 4 Before the Mobility

Before the Mobility

Letter of Acceptance uploaded	☑		Upload Letter of Acceptance
Info about Top-Ups/Additional Support entered	☑		Enter info about Top-Ups/Additional Support
Scholarships calculated	☑		
Insurance documents uploaded	☑		Upload insurance documents
Application for partial studies at another higher education institution submitted	☑		Confirm submission of the application
Confirmation of the first OLS test given	☑		Confirm the conduct of the 1st OLS test

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

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

🔼

Back Update

- 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.

Instruction for submission of applications
Submit a new application »
  Organisation of studies
  Study plan
  Assessments of study modules, attestation
  Justification of the absence in classes
  Partial studies, internship, research activities

Partial studies, internship, research activities

Partial studies/internship at another higher education institution ✓ ⓘ
Extension of partial studies/internship ⓘ
Recognition of the learning outcomes of partial studies ⓘ
Permission to resume studies ⓘ

- 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	☑		
Electronic Grant Agreement downloaded	☑		Download Electronic Grant Agreement
Signed Grant Agreement uploaded	☑		Upload signed Grant Agreement
Grant Agreement signed by International Office	☑		
Stay marked as started	☑		

- 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

During the Mobility - Changes

[OPTIONAL] Do you intend to carry out changes to your Learning Agreement (BEFORE THE MOBILITY)?	☑		Click to answer
▶ Changed courses at the home institution entered in the Learning Agreement	☐		Enter CHANGED courses at the home institution
Changed courses at the host institution entered in the Learning Agreement	☐		

- 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

During the Mobility - Prologation

[OPTIONAL] Information on extension provided	☑		[OPTIONAL] Provide information on extension and indicate new start and end dates
Course selection at home institution (extension) entered into learning agreement	☑		
Course selection at host institution (extension) entered into learning agreement	☑		
▶ Changed courses (extension) approved by the home institution	☐		
Changed courses (extension) approved by the host institution	☐		

- 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	☑	Upload Confirmation of Study period
Courses for the Learning Agreement (Transcript of Records) uploaded	☑	Upload Courses for the Learning Agreement (Transcript of Records)
Application to resume studies submitted	☑	Confirm the submission of the application to resume studies
Confirmation on submitted participant report in the Mobility-Tool of the EC	☑	Confirm submission of the participant report
Confirmation on second OLS test	☑	Confirm the conduct of 2nd OLS test
▶ Application completed	☐	

- 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.