

Mobility-Online Application Guide

Step-by-step instructions to ensure successful completion of the Mobility-Online application process for your exchange studies.



Step 1

Application Details

Application for a student exchange

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/Staff *
Exchange programme	Application for Exchange Studies ▾ *
Academic year	2023/2024 ▾ *
Semester	Autumn 2023 ▾ *

In this first dedicated section of the application form you must indicate:

The Type of Application:	Outgoing
The Type of Person:	Student
Exchange Program:	Application for Exchange Studies
Academic Year:	2023/2024
Semester:	Autumn 2023



Step 2

Personal Details

Personal details

Matriculation number *

please enter your student number from the e study book

Personal No *

National identity card number, Passport number for international students

Last name * ?

First name *

Gender Male Female Undefined *

Date of birth *

Nationality (Citizenship) <-- Please select --> *

If Nationality is not Lithuania: Will your TRP or TRC be valid during the mobility? Yes No/not applicable

Country of birth (Country of origin) <-- No choice -->

Email address * ?

Same E-mail address for check *

In this section you must fill in your:

- **MRU-provided Matriculation Number** (can be found in your *My Studies eStudy book*).

- **Lithuanian Personal Code**

If you are MRU International student:

- For non-EU citizens: TRP - Temporary Residence Permit;
- For EU citizens: TRC - Temporary Residence Certificate.

If you are MRU student with Lithuanian citizenship - ID card/passport

- **Name, surname, gender, date of birth;**

- **Nationality (Citizenship);**

- Select **YES** if your documents TRP or TRC will be valid during the 2023/24 Autumn semester mobility;
- Select **NO/NOT APPLICABLE** if your TRP or TRC will not be valid during the 2023/24 Autumn mobility.
- For MRU students with Lithuanian citizenship: select **NO/NOT APPLICABLE**.

- **Validity date of your TRP or TRC;**

- **Country of birth**



Step 3

Emergency Contact

— Data concerning contact person in case of emergency

Last name of contact person	<input type="text"/>	*
First name of contact person	<input type="text"/>	*
Relationship	<input type="text"/>	*
Telephone number of contact person	<input type="text"/>	*
Email address of contact person	<input type="text"/>	*

We strongly advise you to choose a member of your immediate family or other trusted person (must be at least 18 years old) who can be contacted in case of an emergency. You must also indicate your relation to this individual, their e-mail address, and telephone number.

DO NOT write your own e-mail.

Step 4

Study Data

— Data concerning current study and social engagement

Country of home institution	<input type="text" value="Lithuania"/> *
Home institution	<input type="text" value="VILNIUS06 - Mykolas Romeris University"/> *
Home Academic Unit/Faculty	<input type="text" value="<-- No choice -->"/>
Study level	<input type="text" value="<-- Please select -->"/> *
Study programme	<input type="text" value="<-- Please select -->"/> *
Form of Studies	<input type="radio"/> Full time <input type="radio"/> Part time *
Funding form of Studies	<input type="radio"/> State-funded <input type="radio"/> State-non-funded *
Year of studies	<input type="text"/> *
Are you a mentor of foreign students at MRU?	<input type="radio"/> Yes <input type="radio"/> No *
Do you participate in any other MRU students research, volunteering or public activity (cultural/sport activity)?	<input type="radio"/> Yes <input type="radio"/> No *

You must indicate:

- **Country and name of home institution;**
- **Name of the Academic unit you enrolled in;**
- **Study level at Home University:**
 - First cycle/Bachelor's or equivalent level (EQF-6): matches with Bachelor's Degree (3-4 years);
 - Second cycle/Master's or equivalent level (EQF-7): matches with the Master of Degree (2 or 5 years);
 - Short cycle within the first cycle/Short-cycle tertiary education (EQF-5): matches with high school diploma;
 - Third cycle/Doctoral or equivalent level (EQ-8): matches with Ph.D;
 - Not elsewhere classified.
- **Form of studies** (full or part time student);
- **Funding of studies** (state or non-state);
- **Year of studies** (e.g. 1, 2, or 3).

Please indicate if you are a mentor of foreign students at MRU, or if you participate in any MRU research, sport, cultural, volunteering or public activities.

Step 5

Information on Previous Studies

— Previous studies or traineeships abroad

Have you already studied abroad under Erasmus+ programme?

Yes No *

Have you already undertaken a placement (internship/traineeship) abroad under Erasmus+ programme?

Yes No *

This section requires you to indicate whether or not you have applied for an Erasmus studies program or internship/traineeship program in the past.

Step 6

Data Concerning Planned Stay Pt. I

– Data concerning planned stay

Exchange programme (1. choice)	<div style="border: 1px solid #ccc; padding: 2px;"> Erasmus+ studies (SMS) ▼ * </div> <div style="background-color: #ffffcc; padding: 5px; font-size: 0.8em; margin-top: 5px;"> <i>MRU student participating in exchanges under Bilateral Agreements continues paying tuition fee to MRU (according to provision of contract between MRU and student (non-citizen of the Republic of Lithuania for studies) during the semester abroad. Bilateral partner university exempts the student from tuition fee (registration fee may be applicable). All mobility related costs (travel, visa, insurance, accommodation, living and any other) must be covered by participating student. All collected credits and study results (grades) shall be recognized and will show on the Diploma Supplement upon graduation from MRU.</i> </div>
Country of host institution (1. choice)	<div style="border: 1px solid #ccc; padding: 2px;"> Turkey ▼ * </div>
Host institution (1. choice)	<div style="border: 1px solid #ccc; padding: 2px;"> ISTANBU21 - Yeditepe University ▼ 🇹🇷 * </div>
Faculty at host institution (1. choice)	<div style="border: 1px solid #ccc; padding: 2px;"> Faculty of law </div>
Language of studies at host institution (1. choice)	<div style="border: 1px solid #ccc; padding: 2px;"> English ▼ * </div>
Language proficiency (1. choice)	<p> <input type="radio"/> A1 <input type="radio"/> A2 <input type="radio"/> B1 <input checked="" type="radio"/> B2 <input type="radio"/> C1 <input type="radio"/> C2 <input type="radio"/> Native Language * </p>
Preliminary study plan (list of course units during the exchange period with ECTS credits)	<div style="border: 1px solid #ccc; padding: 2px;"> Banking law 6 ECTS Law and Technology 6 ECTS Intellectual property rights 6 ECTS </div> <p>There are still 918 characters available</p> <div style="background-color: #ffffcc; padding: 5px; font-size: 0.8em; margin-top: 5px;"> <i>Please list the course units and ECTS credits you intend to study at Host institution (1. choice) in the following format: 1. Name of course unit (xx ECTS); 2. Name of course unit (xx ECTS).</i> </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div> <p>There are still 1000 characters available</p> <div style="background-color: #ffffcc; padding: 5px; font-size: 0.8em; margin-top: 5px;"> <i>Please comment if institution of your choice has offered suitable courses in your study area in foreign language before, describe how you intend to organize your studies at institution of your choice.</i> </div>
If at the present time you are not able to provide this information, describe how you intend to organize your studies abroad.	<div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div>

Here you are required to fill in data concerning your planned stay.

First, you must select Erasmus+ Studies (SMS) as your exchange program and then indicate first destination (your first choice), Host Institution country, and Host Institution name.

Choose the language of studies at Host Institution and level of proficiency. At the end, indicate the list of the courses that you are going to take with the relative ECTS credits.

If you aren't able to describe the list of courses, please describe how you are going to manage the studies program abroad in a maximum of 1000 characters.

Step 7

Data Concerning Planned Stay Pt. II

Exchange programme (2. choice)

Country of host institution (2. choice)

Host institution (2. choice)

Language of studies at host institution (2. choice)

Language proficiency (2. choice) A1 A2 B1 B2 C1 C2 Native Language *

Stay from (2. choice)

Stay to (2. choice)

Preliminary study plan (list of course units during the exchange period with ECTS credits)

There are still **1000** characters available

Please list the course units and ECTS credits your intend to study at Host institution (1. choice) in the following format: 1. Name of course unit (xx ECTS); 2. Name of course unit (xx ECTS).

Preliminary study plan (list of course units during the exchange period with ECTS credits) 2. choice

There are still **1000** characters available

Please list the course units and ECTS credits your intend to study at Host institution (2. choice) in the following format: 1. Name of course unit (xx ECTS); 2. Name of course unit (xx ECTS).

If at the present time you are not able to provide this information, describe how you intend to organize your studies abroad (2. choice).

the master's degree programmes. I plan to follow 5 courses but I have to ask the test site for confirmation of the willingness to follow the following.

There are still **727** characters available

Please comment if institution of your choice has offered suitable courses in your study area in foreign language before, describe how you intend to organize your studies at institution of your choice.

In the following section you are required to indicate your second destination choice (according to priority). Select Erasmus Studies (SMS), indicate the Host Institution country and Host Institution name.

Choose the language of studies at the Host Institution and level of proficiency. Then, indicate the list of courses you are going to take with the relative ECTS credits.

Indicate the stay date (start and end) of the second choice. You should indicate the date that the Introductory week is going to take place, until the end of the exam period.

As is shown in this example, if you are not able to list the course units and ECTS credits, please describe if the Host Institution has offered a suitable course in your study area in a foreign language, describing how you are going to manage the study program abroad.

Step 8

Data Concerning Planned Stay Pt. III

Exchange programme (3. choice)

Country of host institution (3. choice)

Host institution (3. choice)

Language of studies at host institution (3. choice)

Language proficiency (3. choice) A1 A2 B1 B2 C1 C2 Native Language *

Stay from (3. choice)

Stay to (3. choice)

Preliminary study plan (list of course units during the exchange period with ECTS credits)

There are still **875** characters available

Please list the course units and ECTS credits your intend to study at Host institution (1. choice) in the following format: 1. Name of course unit (xx ECTS); 2. Name of course unit (xx ECTS).

There are still **1000** characters available

Please list the course units and ECTS credits you intend to study at Host institution (2. choice) in the following format: 1. Name of course unit (xx ECTS); 2. Name of course unit (xx ECTS).

There are still **1000** characters available

Please comment if institution of your choice has offered suitable courses in your study area in foreign language before, describe how you intend to organize your studies at institution of your choice.

If at the present time you are not able to provide this information, describe how you intend to organize your studies abroad (3. choice).

The third part requires you to indicate your third destination choice. First, select Erasmus Studies (SMS) in the exchange program. Indicate the Host Institution country and Host Institution name.

Choose the language of studies at Host Institution, as well as level of proficiency.

Indicate the stay date (start and end) of the third choice. You should indicate the date of the Introductory week and the end of the exam period.

At the end, indicate the list of courses that you are going to take with the relative ECTS credits.

Step 9

Motivation and Other Statements

Motivation and Other Statements

Motivation statement

This experience it will allow me to grow and develop, obtaining greater sense of responsibility, thus achieving a higher degree of confidence and maturity than at present.

There are still **829** characters available

Describe why do you want to study abroad at particular institution.

Have you familiarized yourself with the conditions of funding for this programme? *

Do you agree with the funding conditions of the programme? *

If you were not allocated the mobility grant, would you agree to go to study with a zero grant, i.e. only having a status of an exchange student? (in this case you will cover all your expenses from personal means, but you will be entitled to all the rights of the exchange student) Yes No *

Have you already submitted or plan to submit an application for a grant to study abroad to any other funding body? Yes No *

By submitting this application I certify that all the data provided in the application are real and correct. *

I agree that my personal data can be used for organizing the exchange and may be transferred to third parties (host institution; Erasmus+ national agency; European Commission) *

I have no financial debts to Mykolas Romeris University at the time of application submission. *

I understand that during the exchange programme period students must pay their

Provide your personal motivation about your reasons for choosing the Erasmus program and justify your 1, 2, and 3 choices at a maximum of 1000 characters.

Proceed by checking all the mandatory boxes, and then click SEND APPLICATION.

Cancel application

Powered by MOBILITY-ONLINE

Send application



Step 10

Await E-mail Link



Once you complete the aforementioned registration process, you will receive an e-mail to the e-mail address you have specified with further instructions.

In the e-mail, you will find a link necessary to continue the application process.

Step 11

Input Registration Number



Online registration for Mobility-Online

Step 1 of 2 Input Registration number

Before creating your Mobility-Online account, we need to verify your birth date/student number. The birth date/student number provided below, needs to match the entry on your online application form. Please enter the required data and click on **[Continue]**.

Registration number	<input type="text"/>	*
Matriculation/Registration/Student number	<input type="text"/>	

After clicking the link in the e-mail, you will be taken to this landing page.

Your registration number will be filled in for you automatically.

You must indicate your matriculation/student number to proceed with the registration.

Step 12

Input User Name and Password

Step 2 of 2 Input User Name and Password

Please proceed to entering your desired user name and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).
 If the desired login name is already in use, you will be prompted to select a different user name.
 Please repeat your entry in the field "Repeat Password" in order to confirm it.
 After having finished entering the required data, please click **[Continue]**.

Login	<input type="text"/>
Password	<input type="password"/>
Repeat password	<input type="password"/>

If the previous information (i.e. your student number) is correct, you will be prompted to create your login credentials.

To do this, simply input a username (must be unique) and password of your choice.

The password must be at least 8 characters long and contain at least one capital letter.



Step 13

Login to Mobility-Online

Registration successful

Your registration was successful. Please press the button **[Login Mobility-Online]** and you will be forwarded to Mobility-Online account where you have the possibility to edit your application data, enter your personal data, download and print documents. Additionally you will receive a confirmation email. Please use the login link embedded in your confirmation mail in order to log in in future.



Action successful!

Close window

Login to Mobility-Online

Once you have completed the previous steps, a window will appear indicating that your registration has been successful.

Next, you must click LOGIN TO MOBILITY-ONLINE to proceed with the application process.

You will be redirected to the following page:

Mykolas Romeris University



Mykolas Romeris University

English

Search

My application data >

Change password



Application workflow
?

Last name	Study programme	
First name	Country of host institution (1. choice)	
Date of birth	Host institution (1. choice)	
Country of home institution	Stay from (1. choice)	
Home institution	Stay to (1. choice)	

	Done	Done on	Done by	Direct access via following link
> Necessary steps 2 / 11				
v Before the Mobility: Upload of Documents, check of documents and allocation at partner university 2 / 11				
Online application	<input checked="" type="checkbox"/>	2023-05-30		Show application ?
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	2023-05-30	Automatically generated	
Online registration				
▶ Personal master data completed	<input type="checkbox"/>			Complete personal master data

Please click on the button 'Complete personal data' and fill in further necessary information.

Language certificate uploaded	<input type="checkbox"/>
ID card/passport uploaded	<input type="checkbox"/>
Application form printed	<input type="checkbox"/>
Application documents submitted	<input type="checkbox"/>
Application documents marked as complete by the International Office	<input 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.

Application allocated to partner institution	<input type="checkbox"/>
Application nominated at partner institution	<input type="checkbox"/>

Step 14

Click Complete Personal Master Data

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the Mobility: Upload of Documents, check of documents and allocation at partner university				
Online application	<input checked="" type="checkbox"/>	2023-05-30		Show application
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	2023-05-30	Automatically generated	
Online registration				
Personal master data completed	<input type="checkbox"/>			Complete personal master data
Please click on the button 'Complete personal data' and fill in further necessary information.				
Language certificate uploaded	<input type="checkbox"/>			
ID card/passport uploaded	<input type="checkbox"/>			
Application form printed	<input type="checkbox"/>			
Application documents submitted	<input type="checkbox"/>			
Application documents marked as complete by the International Office	<input type="checkbox"/>			

Click COMPLETE PERSONAL MASTER DATA.



This will open up a new window in which you are going to input basic information regarding your mobility.



Step 15

Fill in Application

Personal details

Last name

First name

Gender Male Female Diverse

Date of birth 

E-mail address

Nationality

Second nationality

Permanent address details

Street + House number + apartment number

Country

Post code

City

Mobile phone number

In this form, you must fill in all the necessary fields, and specify as much information as is applicable to your particular situation.

Certain fields may already be filled in (such as your name, gender, and nationality, due to having stated them in the previous application form steps).

Fill in your permanent address details (the location in which you permanently reside within the country), as well as your current address (they may be the same).

Once you have done this, click SAVE.



Step 16

Upload Language Certificate

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the Mobility: Upload of Documents, check of documents and allocation at partner university				
Online application	<input checked="" type="checkbox"/>	2023-05-30		Show application
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	2023-05-30	Automatically generated	
Online registration				
Personal master data completed	<input checked="" type="checkbox"/>	2023-05-30		Complete personal master data
Please click on the button 'Complete personal data' and fill in further necessary information.				
Language certificate uploaded	<input type="checkbox"/>			Upload language certificate
ID card/passport uploaded	<input type="checkbox"/>			Upload ID-card or passport copy
Application form printed	<input type="checkbox"/>			
Application documents submitted	<input type="checkbox"/>			
Application documents marked as complete by the International Office	<input type="checkbox"/>			

Once you have successfully completed the prior step, a new option will appear prompting you to upload a language certificate. Click on it, choose a file in an accessible format, and press SAVE.



Step 17

Upload ID-Card or Passport Copy

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the Mobility: Upload of Documents, check of documents and allocation at partner university				
Online application	<input checked="" type="checkbox"/>	2023-05-30		Show application
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	2023-05-30	Automatically generated	
Online registration				
Personal master data completed	<input checked="" type="checkbox"/>	2023-05-30		Complete personal master data
Please click on the button 'Complete personal data' and fill in further necessary information.				
Language certificate uploaded	<input type="checkbox"/>			Upload language certificate
ID card/passport uploaded	<input type="checkbox"/>			Upload ID-card or passport copy
Application form printed	<input type="checkbox"/>			
Application documents submitted	<input type="checkbox"/>			
Application documents marked as complete by the International Office	<input type="checkbox"/>			

Continue by uploading a copy of your ID-card or passport. Click the link to open the upload page, and select the relevant file to do so. Then, click SAVE.



Step 18

Download Application Form

Necessary steps	Done	Done on	Done by	Direct access via following link
Online application	<input checked="" type="checkbox"/>	2023-05-30		Show application
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	2023-05-30	Automatically generated	
Online registration				
Personal master data completed	<input checked="" type="checkbox"/>	2023-05-30		Complete personal master data
Please click on the button 'Complete personal data' and fill in further necessary information.				
Language certificate uploaded	<input checked="" type="checkbox"/>	2023-05-30		Upload language certificate
ID card/passport uploaded	<input checked="" type="checkbox"/>	2023-05-30		Upload ID-card or passport copy
Application form printed	<input type="checkbox"/>			Download application form
Application documents submitted	<input type="checkbox"/>			
Application documents marked as complete by the International Office	<input type="checkbox"/>			

Click **DOWNLOAD APPLICATION FORM**. It will then be automatically downloaded in PFD format.



Step 19

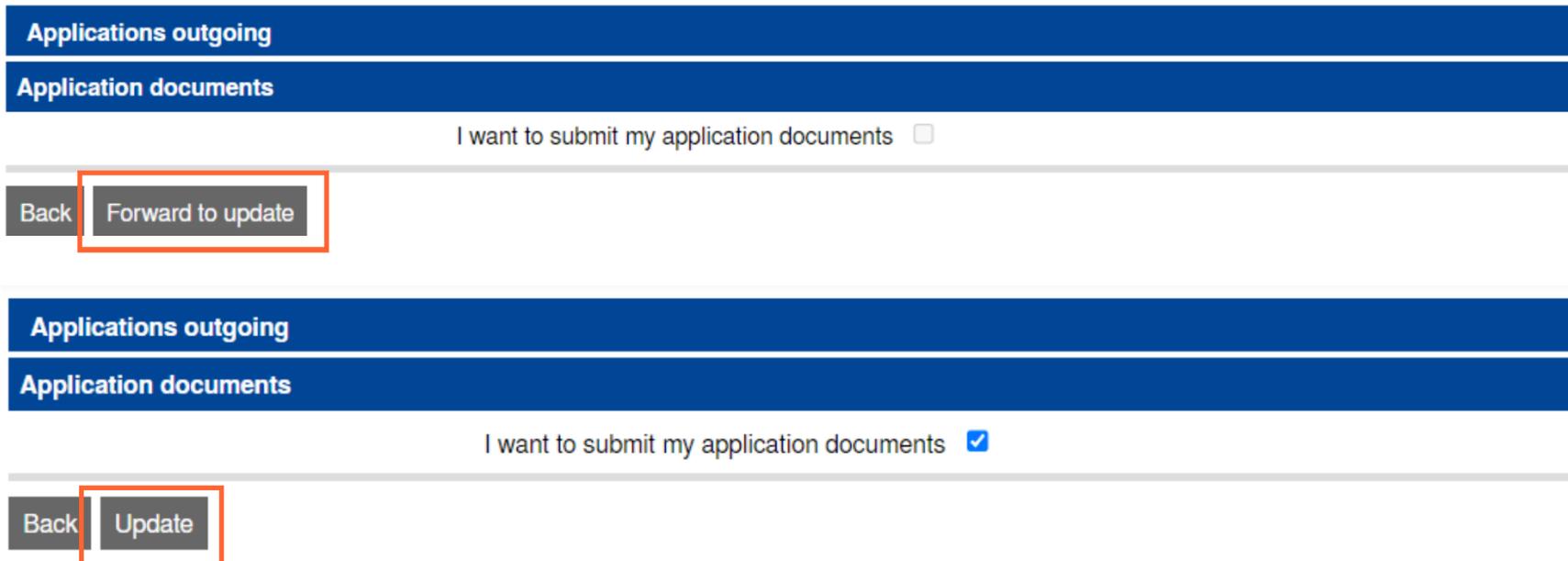
Submit Application Documents

Necessary steps	Done	Done on	Done by	Direct access via following link
Online application	<input checked="" type="checkbox"/>	2023-05-30		Show application
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	2023-05-30	Automatically generated	
Online registration				
Personal master data completed	<input checked="" type="checkbox"/>	2023-05-30		Complete personal master data
Please click on the button 'Complete personal data' and fill in further necessary information.				
Language certificate uploaded	<input checked="" type="checkbox"/>	2023-05-30		Upload language certificate
ID card/passport uploaded	<input checked="" type="checkbox"/>	2023-05-30		Upload ID-card or passport copy
Application form printed	<input checked="" type="checkbox"/>	2023-05-30		Download application form
Application documents submitted	<input type="checkbox"/>			Submit application documents
Application documents marked as complete by the International Office	<input type="checkbox"/>			

Click **SUBMIT APPLICATION DOCUMENTS**. It will redirect you to a new tab, where you will need to check mandatory boxes.

Step 20

Provide Confirmation

The image shows two screenshots of a web application interface. The top screenshot shows a navigation bar with 'Applications outgoing' and 'Application documents' tabs. Below the tabs is a form with the text 'I want to submit my application documents' and an unchecked checkbox. At the bottom of the form are two buttons: 'Back' and 'Forward to update', with the latter highlighted by a red box. The bottom screenshot shows the same interface, but the checkbox is now checked. The 'Forward to update' button has been replaced by an 'Update' button, which is also highlighted by a red box.

Once you click **SUBMIT APPLICATION DOCUMENTS**, you will be taken to the following pop-up page. Click **FORWARD TO UPDATE**.



Here, you will be able to check the box confirming the documentation. Once you have done that, click **UPDATE**.



Step 21

Await Further Instructions

Language certificate uploaded	<input checked="" type="checkbox"/>	2023-05-30
ID card/passport uploaded	<input checked="" type="checkbox"/>	2023-05-30
Application form printed	<input checked="" type="checkbox"/>	2023-05-30
Application documents submitted	<input checked="" type="checkbox"/>	2023-05-30
Application documents marked as complete by the International Office	<input type="checkbox"/>	

Upload language certificate

Upload ID-card or passport copy

Download application form

That's it! You have completed the entirety of the application and we have received your information.

Please **WAIT** for an e-mail from the Coordinator for Outgoing Students to proceed.