

Mobility-Online Application Guide

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



Step 1

Application Data

Application for a student exchange

All fields marked with (*) must be completed.

| Application data | |
|---------------------|---|
| Type of person | <input checked="" type="radio"/> Students/Trainees <input type="radio"/> Teachers * |
| Type of Application | <input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing * |
| Exchange programme | Erasmus+ studies (SMS) * |
| Academic year | 2022/2023 * |
| Semester | <-- Please select --> * |

In the first section of the application process, you should indicate the following:

Type of person: Student

Type of Application: Incoming

Exchange Programme: Select accordingly

- **Erasmus+ studies (SMS):** select if you are from an Erasmus+ programme country university and your university has nominated you;
- **Erasmus+ studies KA107 studies (SMS):** select if you are from Erasmus+ partner country university and your university has nominated you;
- **Bilateral Exchange:** select if you are from a university that has a bilateral agreement with MRU and your university has nominated you;
- **Free mover:** select if you are from a university that does not have an agreement with MRU.

Academic Year: Select accordingly

Semester: Select accordingly

Bear in mind that all fields marked with (*) must be filled in before proceeding.



Step 2

Personal Data

Personal data

| | | |
|---|---|-----|
| First name (given name) | <input type="text"/> | * |
| Last name (family name) | <input type="text"/> | * |
| Gender | <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Diverse | * |
| Date of birth | <input type="text"/> | * |
| Country of birth | <input type="text" value="<-- Please select -->"/> | * |
| Place of birth | <input type="text"/> | * |
| Nationality (Citizenship) | <input type="text" value="<-- Please select -->"/> | * |
| Optional: 2. Nationality (Double Citizenship) | <input type="text" value="<-- No choice -->"/> | |
| E-mail address | <input type="text"/> | * ? |
| Same E-mail address for check | <input type="text"/> | * |
| Mobile phone number | <input type="text"/> | * ? |
| Foreign residencies | <input type="radio"/> Yes <input checked="" type="radio"/> No | * ? |
| I need a visa to enter the country | <input type="radio"/> Yes <input type="radio"/> No | * |

In this section you must fill in your given name, family name, gender, date of birth, country and city of birth, nationality, and second nationality (optional).

E-mail and personal phone number are required fields. It is recommended to indicate an e-mail that is easily accessible to you and that you check often. If needed, it can be changed later on.

Step 3

Emergency Contact

| – Contact person in case of emergency | |
|---------------------------------------|------------------------|
| Last name | <input type="text"/> * |
| First name | <input type="text"/> * |
| Relation to you | <input type="text"/> * |
| E-mail address | <input type="text"/> * |
| Telephone number | <input type="text"/> * |

Note:

We strongly advise you to choose a member of your immediate family or other trusted person 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 your studies

| | | |
|--|--|---|
| Country of home university | <input type="text" value="<-- Please select -->"/> | * |
| Home university | <input type="text" value="<-- Please select -->"/> | * |
| Faculty at the home institution | <input type="text"/> | * |
| Study program at the home institution | <input type="text"/> | * |
| Study level at the home university | <input type="text" value="<-- Please select -->"/> | * |
| Area of degree to be awarded at graduation | <input type="text" value="<-- Please select -->"/> | * |
| Start of studies at the home university | <input type="text"/> | * |
| Number of semesters completed so far | <input type="text"/> | * |
| First name of coordinator at your home university (if not in the list) | <input type="text"/> | * |
| Last name of coordinator at your home university (if not in the list) | <input type="text"/> | * |
| Position of Coordinator at home university | <input type="text"/> | * |
| E-Mail adress of coordinator at your home university | <input type="text"/> | * |
| Phone number of Coordinator at home university | <input type="text"/> | * |

In this section you must fill in all information regarding your Home University, starting with the country it is located in.

State the exact city and name of the University and then indicate the faculty (e.g., faculty of law), as well as the study program at the home University (the name of your Bachelor's or Master's Degree).

Complete the remaining fields by entering the name of your Erasmus Coordinator, his/her position at the university level with his/her e-mail address, as well as his/her phone number.

Step 5

Stay Information

– Information on the planned stay

| | |
|------------------------------------|---|
| Host country | <input type="text" value="Lithuania"/> * |
| Host institution | <input type="text" value="VILNIUS06 - Mykolas Romeris University"/> * |
| Department / Faculty | <input type="text" value="<-- No choice -->"/> |
| Area of study | <input type="text" value="<-- Please select -->"/> * |
| Study level at the host university | <input type="text" value="<-- Please select -->"/> * |

In this section, you must fill in the information regarding your stay in the country that you have chosen for the Mobility Erasmus program. The application system has already pre-selected Lithuania (Host country) and Mykolas Romeris University (Host institution).

Thus, you will only have to indicate the faculty and area of study and indicate the type of degree course of your selected study program.

If you are unsure what your faculty is, leave the field blank. We will fill it in for you according to your study data.

Step 6

Other Information

- Accomodation

Accommodation

I will arrange my own accommodation
 I will stay on Campus (MRU student house)
 not decided yet *



In this part you are required to indicate whether you have already found an apartment or similar accommodation in Vilnius, and whether you are going to stay there or the University Campus Accommodation (MRU Student House).

If you plan to stay on campus, please check the option so we can allocate enough rooms in the dormitory. You will still need to reserve it later on (about a month before arrival).

- Introductory programme

I take part in the introductory program

Yes No *



Here you are required to indicate whether you intend to participate in the Introductory Week program for Erasmus students. The introductory week typically takes place one week before the start of the semester.

- Other/Medical Information

Do you have a disability and need special help? If yes, please explain

Yes No *



In this section, you are requested to divulge if you have any disabilities or special needs, of which Mykolas Romeris University needs to be informed.

If you need to report a Specific learning disability (SLD) select YES, and contact the Coordinator of Incoming Students at incoming@mruni.eu

Step 7

Motivation & Confirmation

– Motivation

Motivation *

There are still **1000** characters available



Please provide a short motivation (maximum 1000 characters) about your reasons for choosing Mykolas Romeris University for your Erasmus program.

– Confirmation by the student

I hereby confirm that all information on the application form is correct and complete. *

Hereby I agree that my legally consigned and collected personal data will be managed by the University for studies administration and other purposes related to the assurance of my study process. *



Upon correct completion of all the previous fields, please check the boxes after reading them carefully.

Cancel application  Send application



Click **SEND APPLICATION**.

Step 8

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 9

Input Registration Number

M R U Mykolas Romeris University

MOBILITY-ONLINE

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 *

Date of birth (yyyy-mm-dd) * 24 Today

Back Continue

English

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 the same exact date of birth you stated in the prior application to login to proceed.

Step 10

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 date of birth) 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 11

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 ?

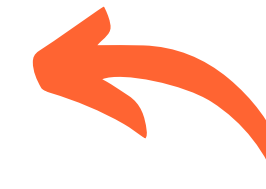
| | |
|----------------------------|-----------------------|
| Last name (family name) | Host country |
| First name (given name) | Host institution |
| Date of birth | Start of the exchange |
| Country of home university | End of exchange |
| Home university | |

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|--|-------------------------------------|------------|-------------------------|---|
| Cancel application/ Interrupt mobility (irreversible) | <input type="checkbox"/> | | | Cancel application |
| Application canceled | <input type="checkbox"/> | | | |
| Online application | <input checked="" type="checkbox"/> | 2023-05-24 | | Display/Change application |
| Confirmation email online application | <input checked="" type="checkbox"/> | 2023-05-24 | Automatically generated | |
| Registration | <input checked="" type="checkbox"/> | 2023-05-24 | | |
| ▶ Personal details completed | <input type="checkbox"/> | | | Complete personal data |
| Application photo uploaded | <input type="checkbox"/> | | | |
| International Passport uploaded | <input type="checkbox"/> | | | |
| Transcript of Records Upload | <input type="checkbox"/> | | | |
| [OPTIONAL] Language certificate uploaded | <input type="checkbox"/> | | | |
| [OPTIONAL] Other documents uploaded | <input type="checkbox"/> | | | |
| Please upload other documents if relevant (e.g. relevant medical transcripts, European Health insurance card,...) | | | | |
| Courses from course units for study plan chosen | <input type="checkbox"/> | | | |
| Please choose the courses that you intend that you include in the learning agreement -> please consult with your home university coordinator beforehand! | | | | |
| Application form printed | <input type="checkbox"/> | | | |
| Uploads complete | <input type="checkbox"/> | | | |
| Your documents will now be checked by the International Office and we will inform you if everything is complete. | | | | |

Step 12

Click Display/Change Application

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|---|-------------------------------------|------------|-------------------------|----------------------------------|
| Cancel application/ Interrupt mobility (irreversible) | <input type="checkbox"/> | | | Cancel application |
| Application canceled | <input type="checkbox"/> | | | |
| Online application | <input checked="" type="checkbox"/> | 2023-05-24 | | Display/Change application |
| Confirmation email online application | <input checked="" type="checkbox"/> | 2023-05-24 | Automatically generated | |
| Registration | <input checked="" type="checkbox"/> | 2023-05-24 | | |
| Personal details completed | <input type="checkbox"/> | | | Complete personal data |
| Application photo uploaded | <input type="checkbox"/> | | | |
| International Passport uploaded | <input type="checkbox"/> | | | |
| Transcript of Records Upload | <input type="checkbox"/> | | | |
| [OPTIONAL] Language certificate uploaded | <input type="checkbox"/> | | | |
| [OPTIONAL] Other documents uploaded | <input type="checkbox"/> | | | |



Click DISPLAY/CHANGE APPLICATION.

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

Step 13

Fill in Application

Personal details

Back to the application workflow
Save

Personal details

Last name

First name

Gender Male Female Diverse

Date of birth

E-mail address

Nationality

Second nationality <-- Please select -->

Permanent address details

c/o

Street + House number + apartment number

P.O.Box

Additional address information

Country <-- Please select -->

Post code

City

Telephone number

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 and ID details below, and then click SAVE.

ID details

Type of ID <-- Please select -->

ID number <-- Please select -->

ID date issued

ID expiration date Today

Institution that issued ID

Back to the application workflow
Save

Step 14

Upload Application Photo

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|--|-------------------------------------|------------|-------------------------|--|
| Application canceled | <input type="checkbox"/> | | | |
| Online application | <input checked="" type="checkbox"/> | 2023-05-24 | | Display/Change application |
| Confirmation email online application | <input checked="" type="checkbox"/> | 2023-05-24 | Automatically generated | |
| Registration | <input checked="" type="checkbox"/> | 2023-05-24 | | |
| Personal details completed | <input checked="" type="checkbox"/> | 2023-05-24 | | Complete personal data |
| Application photo uploaded | <input type="checkbox"/> | | | Upload application photo |
| International Passport uploaded | <input type="checkbox"/> | | | Upload a |
| Transcript of Records Upload | <input type="checkbox"/> | | | |
| [OPTIONAL] Language certificate uploaded | <input type="checkbox"/> | | | |
| [OPTIONAL] Other documents uploaded | <input type="checkbox"/> | | | |

Once you have completed your personal data, a new option will appear prompting you to upload an application photo.

Once you click it, you will be taken to an upload landing page, where you will be expected to upload a clear photo in accessible formats (.jpg, .jpeg, .png). Do not upload files that are too large, as that can cause the system to lag and crash.

Step 15

Upload International Passport

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|---|-------------------------------------|------------|-------------------------|---|
| Before the mobility | | | | |
| Cancel application/ Interrupt mobility (irreversible) | <input type="checkbox"/> | | | Cancel application |
| Application canceled | <input type="checkbox"/> | | | |
| Online application | <input checked="" type="checkbox"/> | 2023-05-24 | | Display/Change application |
| Confirmation email online application | <input checked="" type="checkbox"/> | 2023-05-24 | Automatically generated | |
| Registration | <input checked="" type="checkbox"/> | 2023-05-24 | | |
| Personal details completed | <input checked="" type="checkbox"/> | 2023-05-24 | | Complete personal data |
| Application photo uploaded | <input checked="" type="checkbox"/> | 2023-05-24 | | Upload application photo |
| International Passport uploaded | <input type="checkbox"/> | | | International Passport uploaded |
| Transcript of Records Upload | <input type="checkbox"/> | | | |
| [OPTIONAL] Language certificate uploaded | <input type="checkbox"/> | | | |
| [OPTIONAL] Other documents uploaded | <input type="checkbox"/> | | | |

Once you have successfully uploaded an application photo, a section requiring a copy of your international passport will appear.

If you are from the EU or Schengen area, you may upload your ID card. Students from all other countries must upload their international passport, as it is mandatory for visa documents.

If you do not have an international passport yet, but have already applied for it, please contact the Coordinator for Incoming Students at incoming@mruni.eu



Step 16

Upload Transcript of Records

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|--|-------------------------------------|------------|---------|---|
| Registration | <input checked="" type="checkbox"/> | 2023-05-24 | | |
| Personal details completed | <input checked="" type="checkbox"/> | 2023-05-24 | | Complete personal data |
| Application photo uploaded | <input checked="" type="checkbox"/> | 2023-05-24 | | Upload application photo |
| International Passport uploaded | <input checked="" type="checkbox"/> | 2023-05-24 | | International Passport uploaded |
| Transcript of Records Upload | <input type="checkbox"/> | | | Transcript of Records Upload |
| [OPTIONAL] Language certificate uploaded | <input type="checkbox"/> | | | |
| [OPTIONAL] Other documents uploaded | <input type="checkbox"/> | | | |

Once you have successfully uploaded a copy of your international passport, a transcript of records section will appear.

Click on it, and upload a clear image in an accessible format to proceed.



Step 17

Upload Other Relevant Documents

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|--|-------------------------------------|------------|---------|--|
| Registration | <input checked="" type="checkbox"/> | 2023-05-24 | | |
| Personal details completed | <input checked="" type="checkbox"/> | 2023-05-24 | | Complete personal data |
| Application photo uploaded | <input checked="" type="checkbox"/> | 2023-05-24 | | Upload application photo |
| International Passport uploaded | <input checked="" type="checkbox"/> | 2023-05-24 | | International Passport uploaded |
| Transcript of Records Upload | <input checked="" type="checkbox"/> | 2023-05-24 | | Transcript of Records Upload |
| [OPTIONAL] Language certificate uploaded | <input type="checkbox"/> | | | Upload language certificate (optional) |
| [OPTIONAL] Other documents uploaded | <input type="checkbox"/> | | | Upload other relevant documents |

Upload any remaining necessary documentation, such as a language certificate, to complete this part of the application form.



Step 18

Choose Course Units

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|---|-------------------------------------|------------|---------|---|
| Registration | <input checked="" type="checkbox"/> | 2023-05-24 | | |
| Personal details completed | <input checked="" type="checkbox"/> | 2023-05-24 | | Complete personal data |
| Application photo uploaded | <input checked="" type="checkbox"/> | 2023-05-24 | | Upload application photo |
| International Passport uploaded | <input checked="" type="checkbox"/> | 2023-05-24 | | International Passport uploaded |
| Transcript of Records Upload | <input checked="" type="checkbox"/> | 2023-05-24 | | Transcript of Records Upload |
| [OPTIONAL] Language certificate uploaded | <input type="checkbox"/> | | | Upload language certificate (optional) |
| [OPTIONAL] Other documents uploaded | <input type="checkbox"/> | | | Upload other relevant documents |
| Please upload other documents if relevant (e.g. relevant medical transcripts, European Health insurance card,...) | | | | |
| <input type="checkbox"/> Courses from course units for study plan chosen | <input type="checkbox"/> | | | Choose course units for your study plan |

Once all your documents have been uploaded, click **CHOOSE COURSE UNITS FOR YOUR STUDY PLAN** located in the section below.

You will be expected to choose your course units here, but will have the possibility to upload your learning agreement later.

You will also be able to change the selected courses if you change your mind.

Step 19

Enter Course Selection Page

All courses 0,00 Credits total for 0 courses

Search [Reset all filters](#)

| Search <input type="text"/> | Search <input type="text"/> | <-- Select all --> | <-- Select all --> | Search <input type="text"/> |
|---|-----------------------------|--------------------|--------------------|-----------------------------|
| Course unit title at the host institution | Course no./host | Acad. year | Semester | Credits |
| No data available in table | | | | |

Show 10 entries [Display all records](#) Showing 0 to 0 of 0 entries [First](#) [Previous](#) [Next](#) [Last](#)

[Back](#) [Enter further courses...](#)

You will be redirected to the following page. To open the list of available courses, click ENTER FURTHER COURSES at the bottom of the screen.

Step 20

Select Courses

| Academic year | Semester | Study level | Institution | Course no. | Study programme |
|---------------|-------------|---|---|------------|----------------------|
| 2023/2024 | Autumn 2023 | Second cycle / Master's or equivalent level (EQF-7) | Law School | 1420 | All study programmes |
| 2023/2024 | Autumn 2023 | First cycle / Bachelor's or equivalent level (EQF-6) | Mykolas Romeris University | - | All study programmes |
| 2023/2024 | Autumn 2023 | Technologies in Finance | Faculty of Public Governance and Business | 18918 | All study programmes |
| 2023/2024 | Autumn 2023 | Law Applied Critical Thinking to Global Relations and Conflicts | Mykolas Romeris University | - | All study programmes |
| 2023/2024 | Autumn 2023 | Business Studies Art of Negotiation | Faculty of Public Governance and Business | 13125 | All study programmes |
| 2023/2024 | Autumn 2023 | Informatics Artificial Intelligence in Games | Faculty of Public Governance and Business | 16606 | All study programmes |
| 2023/2024 | Autumn 2023 | Psychology Attention, Memory and Learning | Faculty of Human and Social Studies | 11424 | All study programmes |
| 2023/2024 | Autumn 2023 | Philology by Language Basic Lithuanian | Faculty of Human and Social Studies | 11926 | All study programmes |
| 2023/2024 | Autumn 2023 | Informatics Basic Sculpturing | Faculty of Public Governance and Business | 16605 | All study programmes |
| 2023/2024 | Autumn 2023 | Communication Basics of Communication Theory | Faculty of Human and Social Studies | 16058 | All study programmes |

One by one, you must choose the courses applicable to your study program.

Use the filtering system at the top of the screen to sort the courses according to your preferences.

Once you have found the suitable course, click on it to open the program details and move on to the next step.



Step 21

Save Courses

Edit learning agreement Insert

| | |
|---|---|
| Host institution | Mykolas Romeris Uni |
| Study area | Communication |
| Study programme | <-- Please select --> |
| Academic year | 2023/2024 |
| Semester | Autumn 2023 |
| Teaching language at the host institution | English |
| Link to the ECTS Description | https://stdb.mruni.eu/studiju_dalyko_aprasas.php?id=77706&l=en |
| Course unit at the host institution | 18974 - Creative Mar |
| Course unit title at the host institution | Creative Management and Leadership |
| Number of lessons at the host institution | 162,00 |
| Number of credits at the host university | 6,00 |

Close Back to course search Save

Once you click on any given course, this pop-up window will open, displaying the details of the learning agreement.

Click **SAVE** at the bottom of the screen to add the course to your personal list. Alternatively, click **BACK TO COURSE SEARCH** if you do not wish to add the selected course.

Step 22

Add Remaining Courses

All courses 30,00 Credits total for 5 courses

Search [Reset all filters](#)

| Search | Search | <-- Select all --> | <-- Select all --> | Search |
|--|-----------------|--------------------|--------------------|---------|
| Course unit title at the host institution | Course no./host | Acad. year | Semester | Credits |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Basics of Communication Theory | 16058 | 2023/2024 | Autumn 2023 | 6,00 |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Creative Management and Leadership | 18974 | 2023/2024 | Autumn 2023 | 6,00 |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Ethics and Law of Communication | 16261 | 2023/2024 | Autumn 2023 | 6,00 |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Image Management | 1335 | 2023/2024 | Autumn 2023 | 6,00 |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> New Media Communication and Journalism in the Era of Disinformation | 19575 | 2023/2024 | Autumn 2023 | 6,00 |

Showing 1 to 5 of 5 entries

Repeat the previous steps until all your courses have been added. The following is an example of what it should look like.



Step 23

Print Application Form & Confirm Uploads

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|--|-------------------------------------|------------|---------|---|
| Personal details completed | <input checked="" type="checkbox"/> | 2023-05-24 | | Complete personal data |
| Application photo uploaded | <input checked="" type="checkbox"/> | 2023-05-24 | | Upload application photo |
| International Passport uploaded | <input checked="" type="checkbox"/> | 2023-05-24 | | International Passport uploaded |
| Transcript of Records Upload | <input checked="" type="checkbox"/> | 2023-05-24 | | Transcript of Records Upload |
| [OPTIONAL] Language certificate uploaded | <input checked="" type="checkbox"/> | 2023-05-24 | | Upload language certificate (optional) |
| [OPTIONAL] Other documents uploaded | <input checked="" type="checkbox"/> | 2023-05-24 | | Upload other relevant documents |
| Please upload other documents if relevant (e.g. relevant medical transcripts, European Health insurance card,...) | | | | |
| Courses from course units for study plan chosen | <input checked="" type="checkbox"/> | 2023-05-24 | | Choose course units for your study plan |
| Please choose the courses that you intend that you include in the learning agreement -> please consult with your home university coordinator beforehand! | | | | |
| Application form printed | <input checked="" type="checkbox"/> | 2023-05-24 | | Print application form |
| Uploads complete | <input type="checkbox"/> | | | Confirm uploads |

Returning to the main page, you must click the button prompting you to print your application form.

It will then be downloaded in PDF format.

Once you have done that, click the following button **CONFIRM UPLOADS**.



Step 24

Provide Confirmation

Applications incoming Display

Confirmation by the student

I hereby confirm that the uploaded documents are complete and correct.

Back **Forward to update**

Once you click CONFIRM UPLOADS, you will be taken to the following pop-up page. Click FORWARD TO UPDATE.

Applications incoming Update

Confirmation by the student

I hereby confirm that the uploaded documents are complete and correct.

Back **Update**

Here, you will be able to select the checkmark confirming the documentation. Once you have done that, click UPDATE.



Step 25

Await Further Instructions

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|--|-------------------------------------|------------|---------|--|
| Application form printed | <input checked="" type="checkbox"/> | 2023-05-24 | | Print application form |
| Uploads complete | <input checked="" type="checkbox"/> | 2023-05-24 | | Confirm uploads |
| Your documents will now be checked by the International Office and we will inform you if everything is complete. | | | | |
| Coordinator at home university entered | <input checked="" type="checkbox"/> | | | If not yet entered on the application form: Enter coordinator at home university |

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 Incoming Students to proceed.