

## General Information on Completing the Outgoing Process for Short-Term Study Mobility (BIP)

### 1. Submission of the Application

To initiate the process for Short-Term Study Mobility, students must complete and submit their application by accessing the following link:

Application Form at

[https://www.service4mobility.com/europe/BewerbungServlet?identifier=VILNIUS06&kz\\_bew\\_pers=S&kz\\_bew\\_art=OUT&aust\\_prog=SHORT\\_SM&sprache=en](https://www.service4mobility.com/europe/BewerbungServlet?identifier=VILNIUS06&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SHORT_SM&sprache=en)

Upon registration and creation of login credentials (username and password), applicants will receive automated emails from the MRU Mobility Online system containing further instructions. By following these instructions, applicants will be guided to the application environment, where they should proceed by selecting "My application data."

**Mykolas Romeris University**

**MRU**  
Mykolas Romeris University

Search  
My application data  
Change password

**Application workflow**

Last name (Family name)	Testas	Study programme	Law and Police Activities (Pre-trial process)
First name (given name)	Laura	Country of host institution (1. choice)	Germany
Date of birth	1982-06-08	Host institution (1. choice)	-358333188- - TestCompany
Country of home institution	Lithuania	Stay from (1. choice)	2025-03-03
Home institution	VILNIUS06 - Mykolas Romeris University	Stay to (1. choice)	2025-03-07

**Necessary steps**

	Done	Done on	Done by	Direct access via following link	2 / 37
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 documents marked as complete by the International Office	<input type="checkbox"/>				
Application allocated to partner institution	<input type="checkbox"/>				
Application nominated at partner institution	<input type="checkbox"/>				
<b>Before the mobility</b>					0 / 1
Application documents sent to partner institution	<input type="checkbox"/>				
<b>Before the Mobility: PDF Learning Agreement</b>					0 / 1
<b>Before the Mobility: Digital Learning Agreement</b>					0 / 5
<b>Before the Mobility: Acceptance letter and Grants</b>					0 / 10
<b>During the Mobility</b>					0 / 2
Certificate of Arrival template downloaded	<input type="checkbox"/>				
Certificate of Arrival uploaded	<input type="checkbox"/>				
* Datos nurodytos (atvykimo – arrival į UU ir išvykimo – departure iš UU) patvirtinime "Certificate of Attendance" PRIVALO SUTAPTİ su datomis nurodytomis finansinėje sutartyje. Certificate of Attendance forma (turi patvirtinti UU) (galima 5 dienų paklaida).					
* The dates specified in the student's grant agreement for the Erasmus+ study period (indicating arrival and departure at the host university) must be identical to the dates confirmed by the host institution in the Certificate of Attendance. A deviation of up to 5 days is permissible and will be accepted without affecting the grant or the recognition of the study period. However, if the discrepancy exceeds 5 days, the grant will be recalculated accordingly.					
<b>After the mobility</b>					0 / 6
Duration Certificate uploaded	<input type="checkbox"/>				

**After the mobility**

Duration Certificate uploaded

In the column "Direct access via following link," the required action is indicated. Once the action is completed, the checkbox turns green.

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MRU

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English

Search

My application data

Change password

Application workflow

Last name (Family name)

Testas

Study programme

Law and Police Activities (Pre-trial process)

First name (given name)

Laura

Country of host institution (1. choice)

Germany

Date of birth

1982-06-08

Host institution (1. choice)

-358333188- - TestCompany

Country of home institution

Lithuania

Stay from (1. choice)

2025-03-03

Home institution

VILNIUS06 - Mykolas Romeris University

Stay to (1. choice)

2025-03-07

Necessary steps	Done	Done on	Done by	Direct access via following link	
Before the Mobility: upload of required application documents, check of uploaded application documents by IO and allocation to the partner university					
Online application	<input checked="" type="checkbox"/>	2025-02-03		Show application	3 / 37
Confirmation e-mail of online application	<input checked="" type="checkbox"/>	2025-02-03	Automatically generated		
Online registration	<input checked="" type="checkbox"/>				
Personal master data completed	<input checked="" type="checkbox"/>	2025-02-03	Laura Testas	Complete personal master data	
Click on the link 'Complete personal data' and fill in further necessary information.					
Confirmation of English language proficiency uploaded	<input type="checkbox"/>			Upload language certificate	
(IELTS, TOEFL, DUOLINGO) or Grade of MRU unit (study subject) examination according to the MRU study plan, example: Professional Foreign Language (English)/Profesinė užsienio kalba (anglų)					
Proof of previous studies uploaded	<input type="checkbox"/>			Upload proof of previous studies	
Application form printed	<input type="checkbox"/>			Download application form	
Final application submitted	<input type="checkbox"/>			Submit final application	
Application documents submitted	<input type="checkbox"/>				

To update or modify information, select "**Forward to update.**" After making the changes, save them by clicking "**Save.**"

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English

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My application data

Change password

Applications outgoing

Application documents

I confirm that I have completed my application documents. ☐

Back

Forward to update

Other Required Actions in the Mobility Online Platform

### **1. Uploading Required Documents**

**Language Certificate:** In the "Upload Language Certificate" section, you may submit either a screenshot of your English grade from your study record or complete a self-assessment through the Online Language Support (OLS) test. OLS provides language assessment and learning activities. Click the link to get started: <https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language> Set up your profile on the EU Academy → Log in → Join the Community → Resume → English Learning Community and Resources (look below) → Resume → English Placement Test.

**Proof of Previous Studies:** In the "Upload Proof of Previous Studies" section, you may upload a screenshot from your [e-study book](#).

### **2. Submission of the Short-Term Study Mobility Request**

The request form is attached to the info email. Please complete and sign it, then send it to your academic Erasmus+ coordinator via email. Once signed by the Vice-Dean, upload the document to the "Application workflow" section in Mobility Online.

### **3. Insurance Requirements**

After obtaining insurance valid in the host country, upload a copy of the insurance policy to the "Application workflow" section in Mobility Online.

During the mobility period, participants must have valid health insurance covering the entire study period in the host country (the European Health Insurance Card is accepted). Additionally, liability insurance and accident insurance are recommended.

### **4. Acceptance letter**

Please upload it to section Acceptance letter, as well as PDF learning agreement.

### **5. Grant Agreement**

Once your application is submitted through Mobility Online, we will proceed with preparing your Grant agreement for short-term study mobility. The agreement will be sent to your email. After signing it, you are kindly asked to upload the signed version to the Mobility Online platform.

If you have any questions or encounter difficulties, do not hesitate to contact us at [outgoing@mruni.eu](mailto:outgoing@mruni.eu)

A video consultation can also be arranged if needed.