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

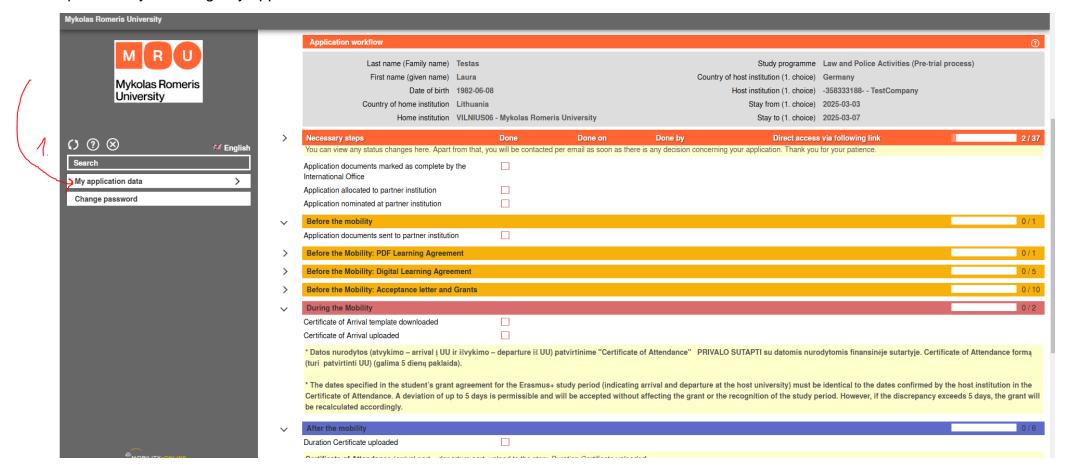
1. Submission of the Application

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

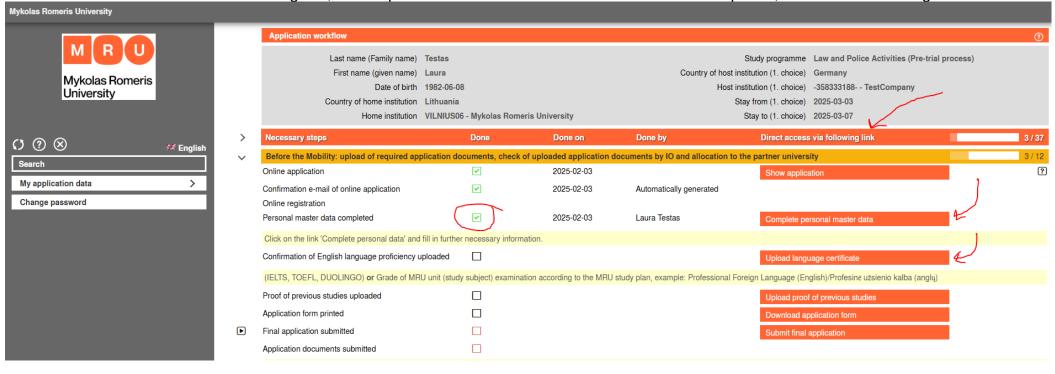
Application Form at

https://www.service4mobility.com/europe/BewerbungServlet?identifier=VILNIUS06&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SHORT_SM S&sprache=en

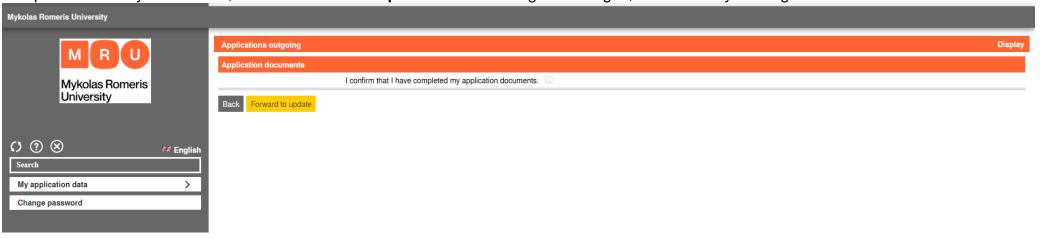
Upon registration and creation of login credentials (username and password), applicants will receive automated emails from the MRU Mobility Online system containing further instructions. By following these instructions, applicants will be guided to the application environment, where they should proceed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



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



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



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 \rightarrow Log in \rightarrow Join the Community \rightarrow Resume \rightarrow English Learning Community and Resources (look below) \rightarrow Resume \rightarrow English Placement Test.

Proof of Previous Studies: In the "Upload Proof of Previous Studies" section, you may upload a screenshot from your <u>e-study book</u>.

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
A video consultation can also be arranged if needed.