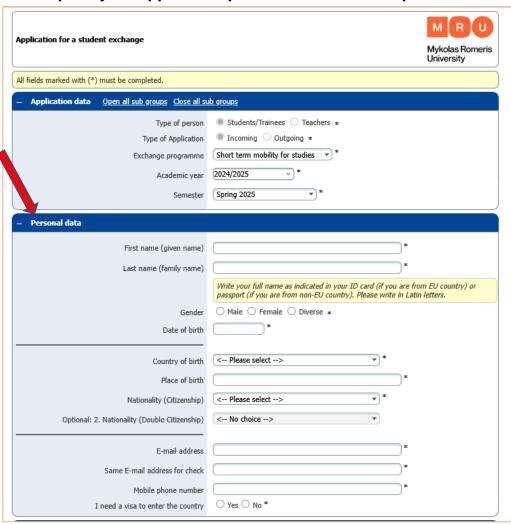
Application Guide for Short-Term Study Mobility at MRU

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=IN&aust_prog=SHORT_SMS&s_prache=en

To complete your application please follow these steps:



Personal Information: Provide your details and an emergency contact.

Study Information: Fill in your home university and program details, along with your Coordinator's contact.

Special Needs: Let us know if you have any specific requirements.

Motivation: Shortly share why you've chosen Mykolas Romeris University for your Short-Term Study Mobility experience.

Once completed, review your information, check the boxes, and click **Send application.**

on by the student		
rm that all information on the application form is correct and complete.	*	
e that my legally consigned and collected ata will be managed by the University for tration and other purposes related to the assurance of my study process.	*	
pplication	POWERT BY	Send application

Applicants will receive automated emails from the Mykolas Romeris University (Mobility Online) system containing further instructions.

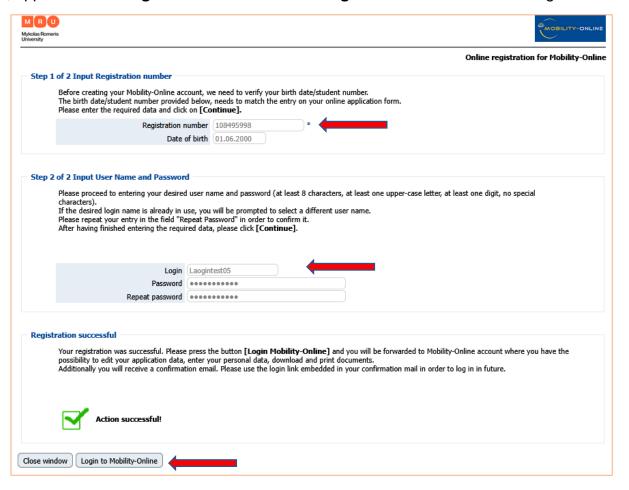


Please note that emails received from Mykolas Romeris University during the application process are sent automatically from a no-reply address and cannot be answered.

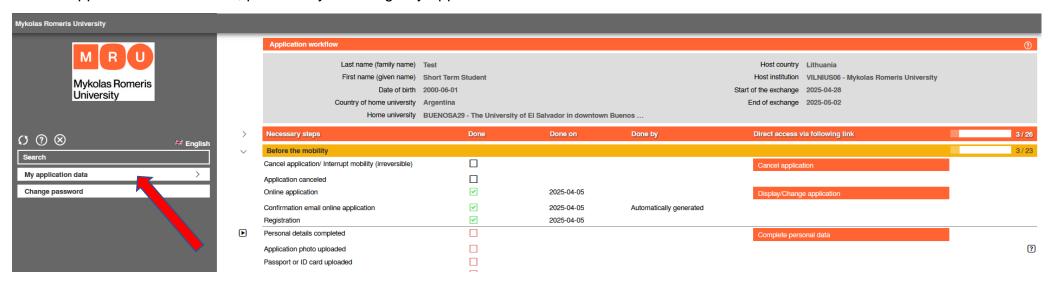
If you have any questions related to the application process, you are welcome to contact us at erasmus@mruni.eu

For any **academic-related inquiries** or other details about the short-term mobility program or Blended Intensive Programme (BIP), please reach out directly to the contact person or coordinator of the specific BIP listed here, or to responsible faculty contact persons for other short-term mobility programs.

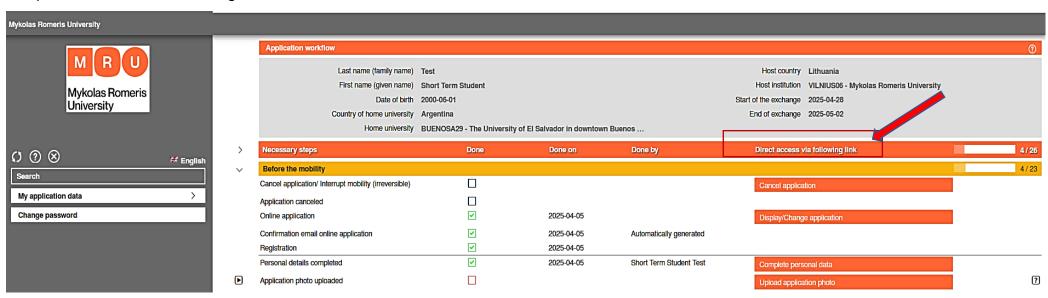
By following these instructions, applicants will be guided to finalization of registration and creation of Login and Password



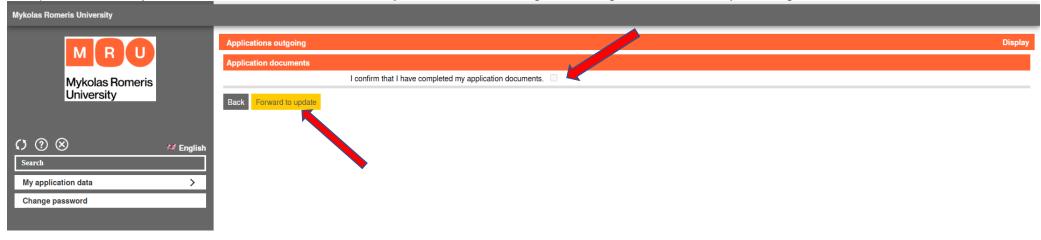
On the application environment, proceed by selecting "My application data."



In the column "Direct access via following link" the **required action is indicated**. Click on the action and complete it. 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

Will be accomplished by Following the necessary steps the "Direct access via following link" column.

Start by completing your personal data, where you will:

Enter your home address details.

Provide identification document information.

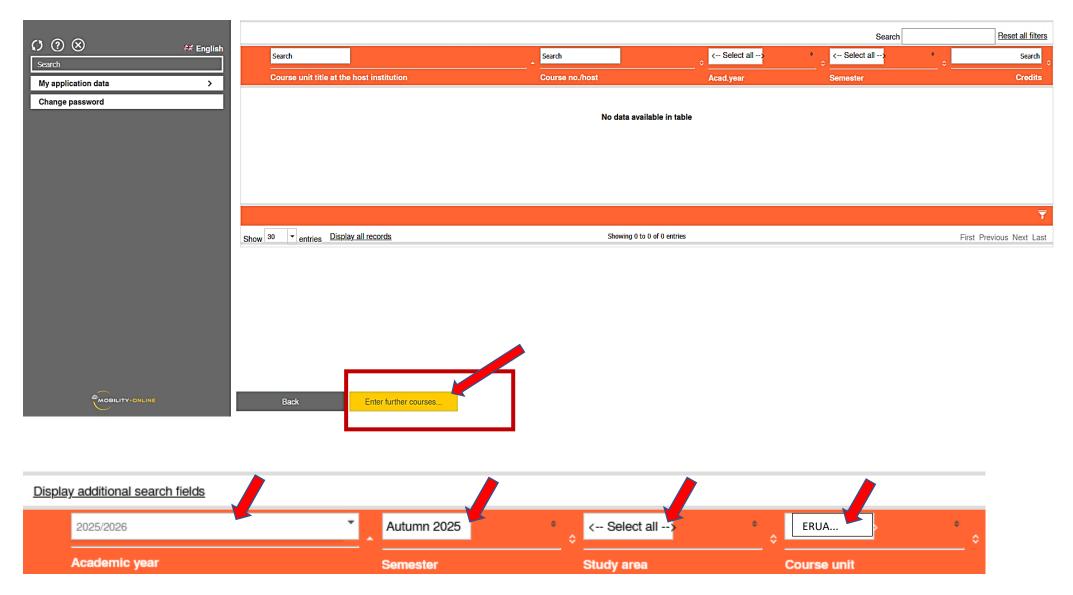
Once your personal data is completed, proceed to:

Upload a photo of yourself and a copy of your ID.

Upload your **Transcript of Records** or proof of enrolment from your home university.

After uploading the necessary documents, further you are requested to create your study plan by choosing courses for short term mobility.





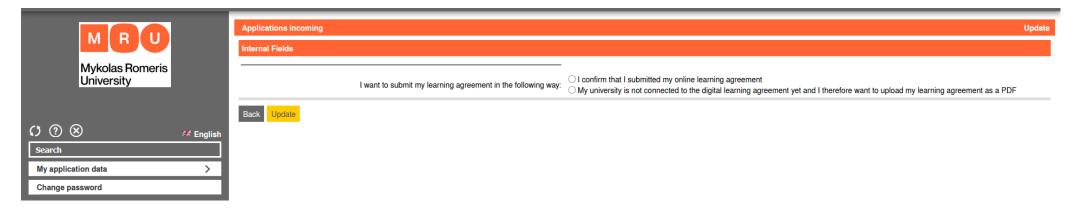
After choosing the Course Unit – save.



Further please chose the way of submitting Learning Agreement:

At the step where applicants must indicate how they will submit their Learning Agreement. They are asked to choose one of the following options:

- "My university is not connected to the digital learning agreement yet and I therefore want to upload my learning agreement as a PDF."
- "I confirm that I submitted my online learning agreement."



If a student selects the option ("My university is not connected..."), they can download a pre-filled Learning Agreement template for short-term mobility (please see the enclosed example). Students finish filling in the missing info on the pre-filled template, sign it themselves, pass it to the coordinators at their home university to sign, and contact MRU to help them collect the needed signature from the MRU part. Once the signatures are collected manually, the student uploads the fully signed Learning Agreement back into their MRU Mobility Online application workflow.

If a student selects the option ("I confirm that I submitted my online learning agreement"), they must follow their home institution's process to initiate and complete the Online Learning Agreement (OLA/DLA). Once the home institution has signed the student's OLA/DLA, MRU will receive the indication and the Learning Agreement will be available to us via the EWP connection. MRU will then connect to EWP and link the student's application in Mobility Online to the OLA/DLA, in order to have all the information belonging to one application linked together and in order to be able to complete the next necessary steps for the application. After the application and OLA/DLA are linked in EWP, the MRU Mobility Online administrator will notify and provide a link to the MRU departmental/academic coordinator to sign the student's OLA/DLA.

Once the Online Learning Agreement (OLA/DLA) has been signed by all sides, the applicant can move on to the other steps. These steps include sharing or submitting the Learning Agreement according to their home university's internal arrangements, as well as steps regarding other information such as accommodations or MRU student accounts.

Optionally upload a language certificate or any other relevant documents (e.g., medical info, European Health Insurance Card).

Enter your home university coordinator's details if not yet provided.

Print your completed application form.

Confirm all uploads in the system.

After You Submit Your Application: What Happens Next?

Once you submit your application and upload all required documents, here's how the **process continues on our side:**

Document Review

We will check your uploads and mark your application as complete. If anything is missing or unclear, we'll contact you by email.

Confirmation Email

Once everything is in order, you'll receive a confirmation email that your application is complete.

Admission Letter

After confirmation, we will generate your admission letter, which officially confirms your participation. You'll receive it by email shortly after.

Before Arrival

You'll get further information about your MRU student account.

Notifications will be sent via email, and you can always track your application workflow

It is important to continue the next steps in your account on the Mobility Online platform.

In the column "Direct access via following link", you will see the actions you need to complete. Once an action is completed, the box will turn green. For example:

1 of oxampio.				
Courses from course units for study plan double-checked	~	2025-04-05	Short Term Student Test	Final check of corse units for your study plan
Correctness of corse units for study plan confirmed	~	2025-04-05	MRU international Office	

During the Mobility

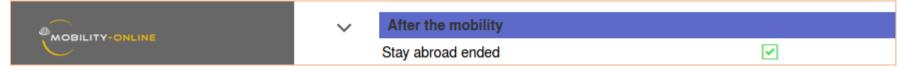
Once you arrive and your short program begins, don't forget to notify the International Office at erasmus@mruni.eu
We we'll track your stay and handle any changes (if needed) in your study plan.



If you require any documents from your sending university after your arrival, please email us, and we will arrange the necessary signatures and provide instructions on how to collect the originals.

After the Mobility

At the end of your stay we will issue final documents confirming your participation and achievements.



We're excited to **welcome you and support** you throughout your journey.

Don't hesitate to reach out at erasmus@mruni.eu if you need any assistance – we're here to help!