

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&sprache=en

To complete your application please follow these steps:

Application for a student exchange

MRU
Mykolas Romeris University

All fields marked with (*) must be completed.

Application data [Open all sub groups](#) [Close all sub groups](#)

Type of person ☒ Students/Trainees ☐ Teachers *

Type of Application ☒ Incoming ☐ Outgoing *

Exchange programme Short term mobility for studies *

Academic year 2024/2025 *

Semester Spring 2025 *

Personal data

First name (given name) *

Last name (family name) *

Write your full name as indicated in your ID card (if you are from EU country) or passport (if you are from non-EU country). Please write in Latin letters.

Gender ☐ Male ☐ Female ☐ Diverse *

Date of birth *

Country of birth <-- Please select --> *

Place of birth *

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

Optional: 2. Nationality (Double Citizenship) <-- No choice -->

E-mail address *

Same E-mail address for check *

Mobile phone number *

I need a visa to enter the country ☐ Yes ☐ No *

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**.

Confirmation by the student

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

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

application  **Send application**

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

   FROM	SUBJECT
Mykolas Romeris University	Confirmation of Application

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



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	108495998	*
Date of birth	01.06.2000	

Step 2 of 2 Input User Name and Password

Please proceed to entering your desired user name and password (at least 8 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	Laogintest05
Password	*****
Repeat password	*****

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

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

Mykolas Romeris University

MRU

Mykolas Romeris University

English

Search

My application data

Change password

Application workflow

Last name (family name)Test

First name (given name)Short Term Student

Date of birth2000-06-01

Country of home universityArgentina

Home universityBUENOSA29 - The University of El Salvador in downtown Buenos ...

Host countryLithuania

Host institutionVILNIUS06 - Mykolas Romeris University

Start of the exchange2025-04-28

End of exchange2025-05-02

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Cancel application/ Interrupt mobility (irreversible)	☐			Cancel application
Application canceled	☐			
Online application	☒	2025-04-05		Display/Change application
Confirmation email online application	☒	2025-04-05	Automatically generated	
Registration	☒	2025-04-05		
Personal details completed	☐			Complete personal data
Application photo uploaded	☐			
Passport or ID card uploaded	☐			

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.

Mykolas Romeris University

MRU

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English

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Online application	☒	2025-04-05		Display/Change application
Confirmation email online application	☒	2025-04-05	Automatically generated	
Registration	☒	2025-04-05		
Personal details completed	☒	2025-04-05	Short Term Student Test	Complete personal data
Application photo uploaded	☐			Upload application photo

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.

Registration		2025-04-05	2025-04-05	2025-04-05	2025-04-05
Personal details completed	✓	2025-04-05	Short Term Student Test	Complete personal data	
Application photo uploaded	✓	2025-04-05	Short Term Student Test	Upload application photo	?
Passport or ID card uploaded	✓	2025-04-05	Short Term Student Test	Passport or ID card uploaded	
Transcript of Records or Proof of Enrolment upload	✓	2025-04-05	Short Term Student Test	Transcript of Records or Proof of Enrolment Upload	
▶ Courses from course units for study plan chosen	□			Choose course units for your study plan	?

MOBILITY-ONLINE

English

Search

My application data >

Change password

Search	Search	<-- Select all -->	<-- Select all -->	Search
Course unit title at the host institution	Course no./host	Acad.year	Semester	Credits
No data available in table				
Showing 0 to 0 of 0 entries				
First	Previous	Next	Last	

Back

Enter further courses...

Display additional search fields

2025/2026 Academic year

Autumn 2025 Semester

<-- Select all --> Study area

ERUA... Course unit

After choosing the Course Unit – save.

PDF Word HTML Excel CSV

Show 30 entries Display all records

Close 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.”

The screenshot shows the MRU Mobility Online application workflow interface. On the left is a sidebar with the MRU logo (Mykolas Romeris University) and navigation links: Search, My application data, and Change password. The main content area has a header with 'Applications incoming' and an 'Update' button. Below this is a section titled 'Internal Fields' with a horizontal line. The text 'I want to submit my learning agreement in the following way:' is followed by two radio button options: 'I confirm that I submitted my online learning agreement' and 'My university is not connected to the digital learning agreement yet and I therefore want to upload my learning agreement as a PDF'. At the bottom of the main area are 'Back' and 'Update' buttons.

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:

Courses from course units for study plan double-checked	✓	2025-04-05	Short Term Student Test	Final check of course units for your study plan
Correctness of course 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'll track your stay and handle any changes (if needed) in your study plan.

▼	During the Mobility
	Stay abroad started ☒
	E-Mail about pre-departure received ☒

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.

	▼	After the mobility
		Stay abroad ended ☒

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!