

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**.

Declaration by the student

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

I declare 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.



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

A screenshot of the 'Online registration for Mobility-Online' page. The page has a header with the MRU logo and 'Mobility-Online' logo. The main content is divided into three sections. The first section, 'Step 1 of 2 Input Registration number', contains instructions and two input fields: 'Registration number' (with value '108495998') and 'Date of birth' (with value '01.06.2000'). A red arrow points to the asterisk between the fields. The second section, 'Step 2 of 2 Input User Name and Password', contains instructions and three input fields: 'Login' (with value 'Laogintest05'), 'Password', and 'Repeat password'. A red arrow points to the 'Login' field. The third section, 'Registration successful', contains a green checkmark icon and the text 'Action successful!'. At the bottom, there are two buttons: 'Close window' and 'Login to Mobility-Online', with a red arrow pointing to the 'Login to Mobility-Online' button.

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)	<input type="checkbox"/>			Cancel application
Application canceled	<input type="checkbox"/>			Display/Change application
Online application	<input checked="" type="checkbox"/>	2025-04-05		
Confirmation email online application	<input checked="" type="checkbox"/>	2025-04-05	Automatically generated	
Registration	<input checked="" type="checkbox"/>	2025-04-05		
Personal details completed	<input type="checkbox"/>			Complete personal data
Application photo uploaded	<input type="checkbox"/>			
Passport or ID card uploaded	<input type="checkbox"/>			

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

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English

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Cancel application/ Interrupt mobility (irreversible)	<input type="checkbox"/>			Cancel application
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Online application	<input checked="" type="checkbox"/>	2025-04-05		
Confirmation email online application	<input checked="" type="checkbox"/>	2025-04-05	Automatically generated	
Registration	<input checked="" type="checkbox"/>	2025-04-05		
Personal details completed	<input checked="" type="checkbox"/>	2025-04-05	Short Term Student Test	Complete personal data
Application photo uploaded	<input type="checkbox"/>			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	Autumn 2025	<-- Select all -->	ERUA...
Academic year	Semester	Study area	Course unit

After choosing the Course Unit – save.

Close

Save

Further 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 displays the MRU Mobility Online application interface. On the left, the MRU logo (Mykolas Romeris University) is visible, along with a search bar and links for 'My application data' and 'Change password'. The main content area is titled 'Applications Incoming' and 'Internal Fields'. It contains a text block explaining that for ERUA short-term mobilities, a Learning Agreement is not mandatory, but a temporary technical solution requires selecting one of two options. The first option is 'I confirm that I submitted my online learning agreement' (radio button). The second option is 'My university is not connected to the digital learning agreement yet and I therefore want to upload my learning agreement as a PDF' (radio button, which is selected). Below the text, there are 'Back' and 'Forward to update' buttons.

For participants in ERUA short-term mobilities, a Learning Agreement is not mandatory. As a temporary technical solution, please select the second option below “My university is not connected to the digital Learning Agreement yet and I therefore want to upload my Learning Agreement as a PDF”, even if you will not upload any document.

Important: Students applying for **ERUA mobility** should **skip the steps for downloading the Learning Agreement template and uploading the completed Learning Agreement**, as these **steps are not required for ERUA mobility**.

Only for mobilities where a Learning Agreement is required - 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.
We'll also double-check the planned study plan (courses or BIP's) for your short-term stay. Notifications will be sent via email, and you can always track your [application workflow](#)

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	





Mykolas Romeris
University



English

Search

My application data

Change password



Edit learning agreement

Last name
Home institution
Host institution
Academic year

Test
Law School
Mykolas Romeris University
2024/2025

First name
Country of the home institution
Country of host institution
Name of Semester

Short Term Student
Argentina
Lithuania
Spring 2025

All courses

8,00 Credits total for 2 courses

Search

[Reset all filters](#)

Search

Search

<-- Select all -->

<-- Select all -->

Search

Course unit title at the home institution

Course no./home

Acad.year

Semester

Credits

No data available in table

Show 30 entries [Display all records](#)

Showing 0 to 0 of 0 entries

[First](#) [Previous](#) [Next](#) [Last](#)

Back

Enter further courses...



Edit learning agreement

Host institution

Study area

Study programme

Academic year

Semester

Course unit code at the home institution

There are still **197** characters available

Course unit title at the home institution

There are still **397** characters available

Number of lessons at the home institution

Number of credits at the home institution

Course level at the home institution ☐ 1st year ☐ 2nd year ☐ 3rd year ☐ 4th year ☐ 5th year

Reason for change

Close

Save



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!