

Application Guide for Short-Term Study Mobility at MRU

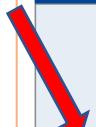
To initiate the process for Short-Term Study Mobility, students must complete and submit their application by accessing the following link:

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

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

Academic year *

Semester *

— 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 *

Place of birth *

Nationality (Citizenship) *

Optional: 2. Nationality (Double Citizenship)

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**.

on 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 administration and other purposes related to the assurance of my study process. *

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

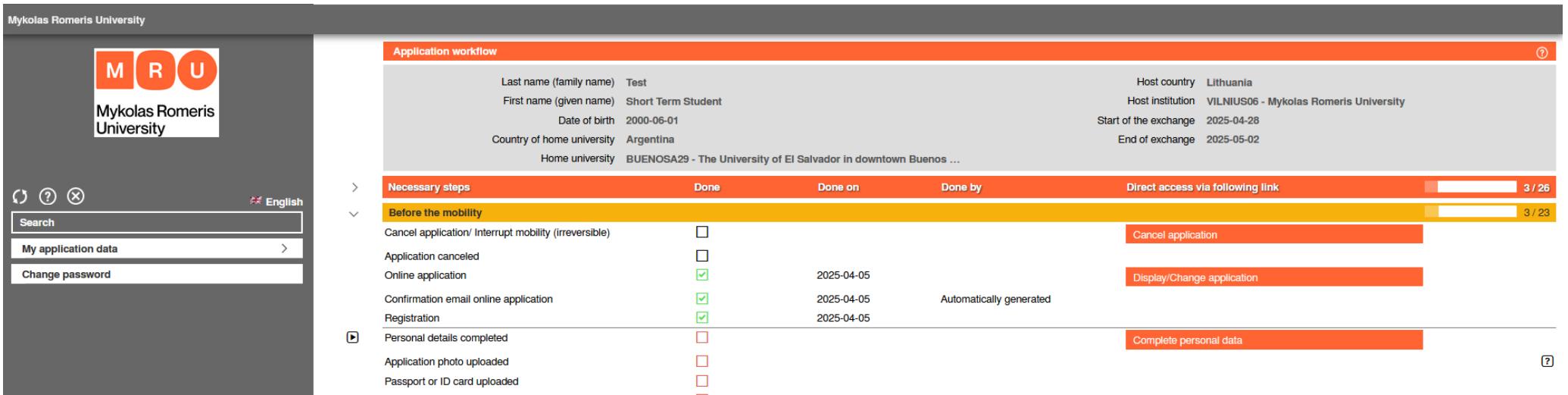
For any academic-related inquiries or other details about the short-term mobility program or Blended Intensive Programme (BIP), please reach out directly to the contact person or coordinator of the specific BIP listed [here](#), or to responsible [faculty](#) contact persons for other short-term mobility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

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

The screenshot shows the 'Online registration for Mobility-Online' process. It consists of three main steps:

- Step 1 of 2 Input Registration number**: A registration number '108495998' is entered into a field. A red arrow points to this field.
- Step 2 of 2 Input User Name and Password**: A 'Login' field contains 'Laogintest05' and a 'Password' field contains a masked password. A red arrow points to the 'Login' field.
- Registration successful**: A message states: '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.' A red arrow points to the 'Login to Mobility-Online' button.

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



Mykolas Romeris University

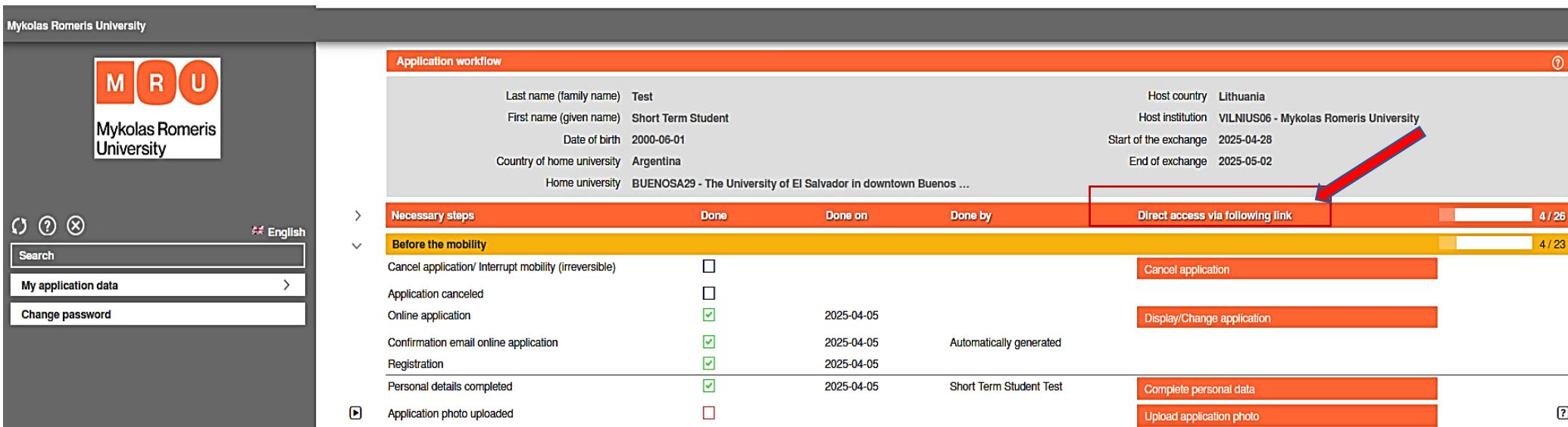
Application workflow

Last name (family name)	Test	Host country	Lithuania
First name (given name)	Short Term Student	Host institution	VILNIUS06 - Mykolas Romeris University
Date of birth	2000-06-01	Start of the exchange	2025-04-28
Country of home university	Argentina	End of exchange	2025-05-02
Home university	BUENOSA29 - The University of El Salvador in downtown Buenos ...		

Necessary steps

	Done	Done on	Done by	Direct access via following link
Cancel application/ Interrupt mobility (irreversible)	<input type="checkbox"/>			Cancel application
Application canceled	<input type="checkbox"/>			
Online application	<input checked="" type="checkbox"/>	2025-04-05		Display/Change application
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

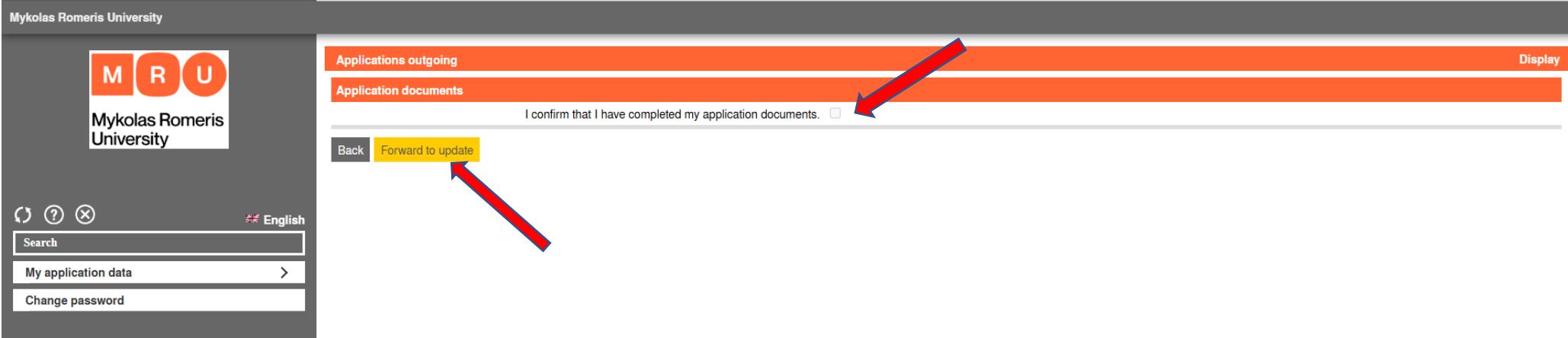
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Registration	<input checked="" type="checkbox"/>	2025-04-05		
Personal details completed	<input checked="" type="checkbox"/>	2025-04-05	Short Term Student Test	Complete personal data
Application photo uploaded	<input type="checkbox"/>			Upload application photo

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



Mykolas Romeris University

MRU
Mykolas Romeris University

Applications outgoing

Application documents

I confirm that I have completed my application documents.

Back **Forward to update**

Display

Search

My application data >

Change password

English

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:

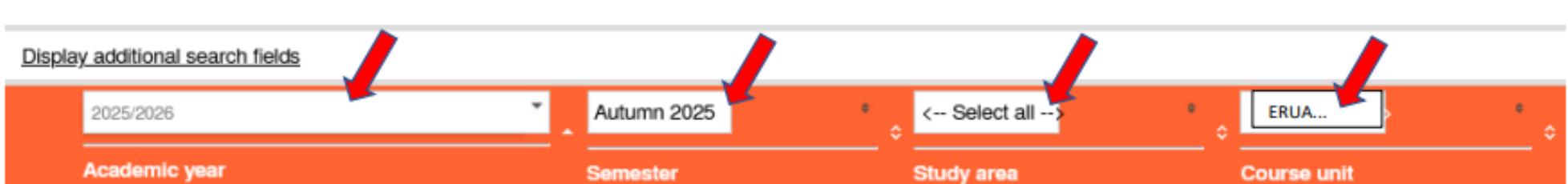
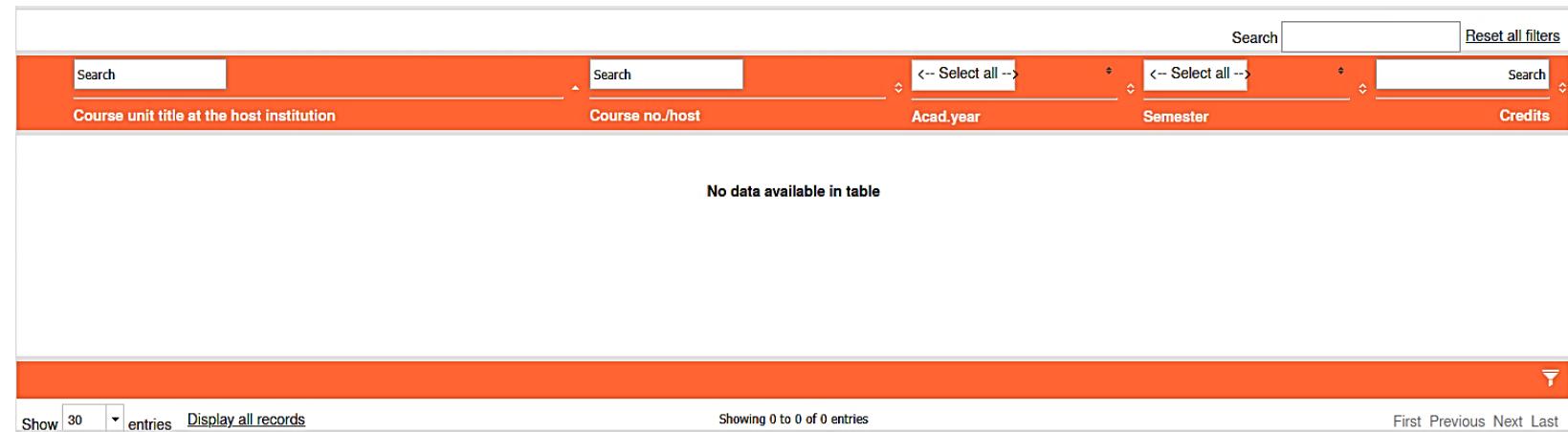
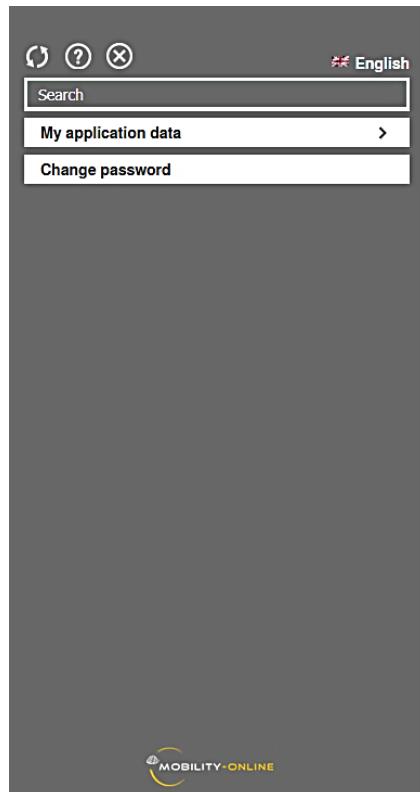
Upload a **photo of yourself** and a **copy of your ID**.

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.



Requirement	Due Date	Test	Action
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
<input checked="" type="checkbox"/> Courses from course units for study plan chosen	<input type="checkbox"/>		Choose course units for your study plan



After choosing the Course Unit – save.



Further Choose 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."

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	<input checked="" type="checkbox"/>	2025-04-05	Short Term Student Test	Final check of corse units for your study plan
Correctness of corse units for study plan confirmed	<input checked="" type="checkbox"/>	2025-04-05	MRU international Office	

Edit learning agreement

Last name	Test	First name	Short Term Student
Home institution	Law School	Country of the home institution	Argentina
Host institution	Mykolas Romeris University	Country of host institution	Lithuania
Academic year	2024/2025	Name of Semester	Spring 2025

All courses 8,00 Credits total for 2 courses

Search 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 Mykolas Romeris University - VILNI ...

Study area BIP-

Study programme BIP-A

Academic year 2024/2025



Semester Spring 2025

BIP

Course unit code at the home institution

There are still **197** characters available

BIP

Course unit title at the home institution

There are still **397** characters available

Number of lessons at the home institution

1,00

Number of credits at the home institution

3,00

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

Reason for change **<-- No choice -->**

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 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!