



Mykolas Romeris  
University

# Mobility-Online Guide for Selected Students

## Short-term Mobility

Step-by-step instructions to ensure the successful completion of the Mobility-Online application process for **Outgoing exchange students** at Mykolas Romeris University.

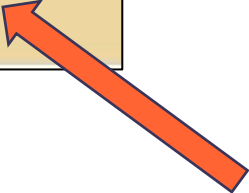
International Office Student Mobility Unit  
Email.: [outgoing@mrni.eu](mailto:outgoing@mrni.eu)  
Room: I-302;  
Ph.: (370 5) 271 4579;

# Step 1 Confirm

## — Before the mobility

☐ Application documents sent to partner institution

Please confirm that you have sent your application documents to the receiving university. If not, confirm that you have reviewed the required documents. Confirm that you are getting ready to submit them on time.



Confirm that you have sent your application documents to the partner institution.

If you have not submitted them yet, confirm that you have reviewed the required documents and are ready to submit them on time.

## Step 1.1 Confirm Document Submission

Applications outgoing

Application documents

I confirm that I have sent my application documents to the parter institution. ☐

Back

Forward to update



Applications outgoing

Application documents

I confirm that I have sent my application documents to the parter institution. ☒

Back

Update



Click "**Forward to update**" to activate the confirmation step. If you have already sent your application documents to the partner institution, tick the **checkbox** and click "**Update**".

If you have not sent them yet, complete the submission first, then return to this page to confirm it.



## Step 2 Upload the Signed Learning Agreement

**Before the Mobility: PDF Learning Agreement** 0 / 1

This step is NOT applicable for ERUA short mobilities.  
For all other exchange programmes is aplicable ONLY if:

- **your receiving university is outside Europe (non-EU countries, like South Korea, Japan, Canada etc.).**
- OR**
- your receiving European university does not use EWP (Erasmus Without Paper) functionality and can not sign online (digital) learning agreement yet.

Before you start preparation of your Learning Agreement for European destination:

- **Reach out to Coordinator of Outgoing Students (for studies) via [outgoing@mruni.eu](mailto:outgoing@mruni.eu) to clarify if your receiving university use the EWP and can sign online (digital) learning agreement. If yes, you go to a step "Before the Mobility: Digital Learning Agreement" and complete your learning agreement as DLA.**

☐ Learning Agreement Signed by All parties uploaded (fully confirmed) [Upload Learning Agreement Signed by All parties](#)

**Allocation of documents**

Back Save

Learning Agreement Signed by All parties uploaded (fully confirmed)

Upload name  
Learning Agreement (Before the mobility)

Allowed file types  
All file types allowed

File  

40.4 KB  
B7AB35F8EB6...

Back Save

If this step applies to you, click the upload link and upload your fully signed **Learning Agreement.**

## Step 3 Complete Your Digital Learning Agreement (DLA)

Before the Mobility: Digital Learning Agreement
0 / 5

**This step is NOT applicable for ERUA short mobilities.**

**STEP IS NOT VALID IF YOUR RECEIVING UNIVERSITY IS OUTSIDE EUROPE!**

Tip on completion of DLA:  
Fill in the Digital (Online) Learning Agreement by writing **ONE course unit per a row**.

If your receiving university is OUTSIDE EUROPE, you must complete earlier workflow step "Before the Mobility: PDF Learning Agreement" and then proceed to "Before the Mobility: Acceptance letter and Grants" (below).

|                                                                                                        |                                                                                                       |                                                                                     |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Contact persons and language knowledge for Digital Learning Agreement entered | <a href="#">Enter contact persons and and language knowledge for Digital Learning Agreement</a>       |  |
| <input type="checkbox"/> Courses for Digital Learning Agreement entered and digitally signed           | <a href="#">Enter courses for Digital Learning Agreement and digitally sign your course selection</a> |  |
| <hr/>                                                                                                  |                                                                                                       |                                                                                     |
| <input type="checkbox"/> Course selection approved by the home institution                             |                                                                                                       |                                                                                     |
| <input type="checkbox"/> Course selection approved by the partner institution                          |                                                                                                       |                                                                                     |
| <input type="checkbox"/> Overview: Approved courses (DLA Before the Mobility)                          | <a href="#">Show digital learning agreement</a>                                                       |  |

ONLY AFTER THE DLA is fully signed by three parties, changes to the learning agreement can be requested. DO NOT request changes, if your original Digital (online) learning agreement is NOT YET signed by all three parties.

If this step applies to you, complete your **Digital Learning Agreement** by following each workflow step in order.

**Digital Learning Agreement (DLA) = Online Learning Agreement (OLA)**

Enter the required information, add your courses, and obtain the necessary approvals from your home and host institutions.

While waiting for the DLA to be fully signed, you may proceed with the next steps!

## Step 4 Enter Mobility Information

Applications outgoing
Upd

Back
Update

Data concerning current study and social engagement

Year of studies

Data concerning planned stay

Language of studies at host institution

Language proficiency
☐ A1
☐ A2
☒ B1
☐ B2
☐ C1
☐ C2
☐ Native Language

Stay from
Today

Stay to
Today

Learning Agreement

Responsible person for Learning Agreement at Mykolas Romeris University

Responsible person for Learning Agreement at Partner institution

Attention: In case you enter the wrong contact person at the partner institution, your DLA cannot be signed! Please contact your host institution and make sure who is responsible for signing your DLA there.

If not in the list: First name of responsible person for Learning Agreement at Partner institution

If not in the list: Last name of responsible person for Learning Agreement at Partner institution

If not in the list: E-mail of responsible person for Learning Agreement at Partner institution

Back
Update

Enter your current year of study, the language and proficiency level of your studies at the host institution, and the exact dates of your mobility period.

Then, select the responsible persons for the **Learning Agreement** at Mykolas Romeris University and your partner institution. Make sure to select the correct contact person at your partner institution, as choosing the wrong person may prevent your DLA from being signed.

## Step 5 Add Your Planned Courses

☐ Courses for Digital Learning Agreement entered and digitally signed

Enter courses for Digital Learning Agreement and digitally sign your course selection



**Edit learning agreement**

|                  |                             |
|------------------|-----------------------------|
| Last name        | TEST LAST NAME              |
| Home institution | Sudovian Academy            |
| Host institution | Beijing Forestry University |
| Academic year    | 2026/2027                   |

All courses

Table A (Courses at the receiving institution) ?

Create new course at the host institution...



Click “**Create new course at the host institution...**” to add the courses you plan to take during your mobility. (**Table A**)

Table B has to be kept empty.

## Step 5. Enter Host Institution Course Details

Edit learning agreement

Host institution
Beijing Forestry University - BEIJIN...
Study area
Finance
Study programme
Accounting and Finances\_SUA
Academic year
2026/2027
Semester
Autumn 2026

Course unit code at the host institution
There are still 159 characters available

Course unit title at the host institution
There are still 359 characters available

Number of credits at the host university
1,00

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

Link to course at the host institution
There are still 99962 characters available

Short description for virtual component
There are still 961 characters available

Close
Save

Action successful!
Record created

Enter the details of **the courses** you plan to take at the host institution, including the **course code** (BIP ID), **title** (BIP name), number of ECTS **credits**, course level (optional).

If applicable, also provide a short description of the virtual component.

## Step 5. Complete Table A

**Edit learning agreement**

|                  |                             |
|------------------|-----------------------------|
| Last name        | TEST LAST NAME              |
| Home institution | Sudovian Academy            |
| Host institution | Beijing Forestry University |
| Academic year    | 2026/2027                   |

**+ Information concerning EWP**

All courses

Table A (Courses at the receiving institution) ?

Create new course at the host institution...

Course package 1

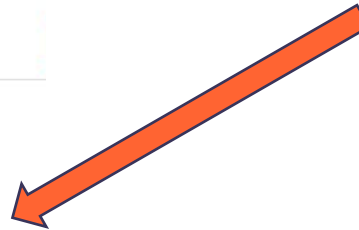
| Course no./host                                                                                                                                                                                                     | Course unit title at the host institution | Credits                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------|
|   <u>Course unit code at the host institution</u> | Course unit title at the host institution | 1,00  |
| Sum:                                                                                                                                                                                                                |                                           | 1,00                                                                                     |

Add Course

Back

Final check before signing the DLA (student)

Once you have completed Table A, click "**Final Check Before Signing the DLA (Student)**" to review your Learning Agreement before signing.



# Step 6 Review and Sign Your DLA

Release courses for EWP: TEST LAST NAME, TEST NAME

General information

English

|                       |                                               |                    |               |                            |                                                  |
|-----------------------|-----------------------------------------------|--------------------|---------------|----------------------------|--------------------------------------------------|
| Student               | Last name(s)                                  | First name(s)      | Date of birth | Nationality                | Gender                                           |
|                       | TEST LAST NAME                                | TEST NAME          | 02.07.2026    | LT                         | Male                                             |
|                       | testname@gmail.com                            |                    | Study cycle   | Field of education (ISCED) | Field of education (clarification)               |
|                       |                                               |                    | Bachelor      | 0411                       | Accounting and taxation                          |
| Sending Institution   | Name                                          | Faculty/Department | Erasmus code  | Country                    | Administrative contact person name; email; phone |
|                       | Mykolas Romeris University (Sudovian Academy) | faculty at MRU     | LT VILNIUS06  | Lithuania                  | faculty academic coordinator                     |
| Receiving Institution | Name                                          | Faculty/Department | Erasmus code  | Country                    | Administrative contact person name; email; phone |
|                       | Beijing Forestry University                   | -                  | -             | China                      | testname@gmail.com                               |

The level in the language zh which the student has already mastered or will master by the start of the stay:

A1 ☐ A2 ☐ B1 ☒ B2 ☐ C1 ☐ C2 ☐ Native Speaker ☐

Mobility type and duration

|                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mobility type                                                                                                                                                                                                                                                                                                                                             | Estimated duration (to be confirmed by the Receiving Institution)                                                                                                                         |
| <ul style="list-style-type: none"> <li>Semester(s) <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/></li> <li>Blended mobility with short-term physical mobility <input type="checkbox"/></li> <li>Short-term doctoral mobility [X] / Virtual component (only if applicable) <input type="checkbox"/></li> </ul> | Planned period of the physical mobility: <ul style="list-style-type: none"> <li>from [day (optional)/month/year] 29/07/2026</li> <li>to [day (optional)/month/year] 23/09/2026</li> </ul> |

Study Programme at the Receiving Institution

Mobility type: Semester(s)

Close

Sign and Transfer

✓ Action successful!  
Courses released successfully.

Review all the information displayed on the final check page to ensure that your personal details, sending and receiving institution information, mobility period, and selected courses are correct.

If you notice any errors, go back and make the necessary changes before proceeding. Once everything has been verified, click "**Sign and Transfer**" to electronically sign your Digital Learning Agreement and submit it to your sending and receiving institutions for approval.

# Step 7 Course Selection Approved by the Home Institution

|                          |                                                      |                                         |                                                 |
|--------------------------|------------------------------------------------------|-----------------------------------------|-------------------------------------------------|
| ✓                        | Course selection approved by the home institution    |                                         |                                                 |
| <input type="checkbox"/> | Course selection approved by the partner institution |                                         |                                                 |
| ✓                        | Overview: Approved courses (DLA Before the Mobility) | 2026-07-28, TEST NAME<br>TEST LAST NAME | <a href="#">Show digital learning agreement</a> |

ONLY AFTER THE DLA is fully signed by three parties, changes to the learning agreement can be requested. DO NOT request changes, if your original Digital (online) learning agreement is NOT YET signed by all three parties.

Once both your **Home Institution** and **Partner Institution** have approved your course selection, both approval statuses will be marked as complete. Your Digital Learning Agreement is now fully approved by all required parties, and you may proceed with the next stages of your mobility.

## Step 8 Changes to the Learning Agreement

### — Digital Learning Agreement Changes (Optional)

0 / 1

☐ Optional: Changes to Learning Agreement requested[Optional: Request changes to Learning Agreement](#)

Attention: Please keep in mind that Changes to the digital learning agreement are only possible once there is a fully signed DLA before the mobility from all sides!

If you need to make changes to your Learning Agreement during the mobility, you can request them in this section.

**Please note:** Changes to the **Digital Learning Agreement (DLA)** can only be made **after the original DLA has been fully signed by all parties before the mobility begins.**

## Step 9 Upload Your Acceptance Letter

### — Before the Mobility: Acceptance letter and Grants



Acceptance letter/e-mail (saved as PDF) from Host University  
uploaded

2026-07-28, TEST NAME  
TEST LAST NAME

[Upload acceptance letter from host university](#)

It may be an official acceptance letter or e-mail sent to you from Host University

### Allocation of documents

Back

Save

Acceptance letter/e-mail (saved as PDF) from Host University uploaded

Upload name

Acceptance Letter

Allowed file types

pdf

File



Back

Save

Upload the **acceptance letter** or acceptance e-mail you received from your Host University. If your acceptance was sent by e-mail, save the e-mail as a PDF before uploading it. Make sure the uploaded document is clear and complete.

## Step 10 Upload Your Travel Tickets

|                                                                                                                                         |                                         |                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ Travel ticket to the host country uploaded                                                                                            | 2026-07-28, TEST NAME<br>TEST LAST NAME | <u>Upload travel ticket or, if unavailable, travel plan (date and transport).</u>                                                                          |
| If the ticket is not yet available, upload a travel plan indicating the planned dates of departure and the intended means of transport. |                                         |                                                                                                                                                            |
| ✓ Travel ticket from the host country uploaded                                                                                          | 2026-07-28, TEST NAME<br>TEST LAST NAME | <u>If the tickets back are not yet available, upload a travel back plan indicating the planned dates of departure and the intended means of transport.</u> |

[Back](#) [Save](#)

Travel ticket to the host country uploaded

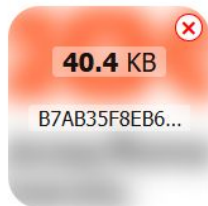
Upload name

Travel tickets

Allowed file types

All file types allowed

File

[Back](#) [Save](#)[Back](#) [Save](#)

Travel ticket from the host country uploaded

Upload name

Travel tickets return trip

Allowed file types

All file types allowed

File

[Back](#) [Save](#)

Upload your **travel ticket** to the host country. If your ticket is not yet available, upload a travel plan indicating your planned departure date and intended means of transport. Finally, upload your return travel ticket once it becomes available.

# Step 11 Upload the Short-Term Mobility Grant Request Form

☐ Request form for SHORT TERM MOBILITY Grant uploaded (with 2 signatures)

[Request form for SHORT TERM MOBILITY Grant \(with 2 signatures\)](#)

**The request for short-term mobility dates must match the days of physical activities as stated in the official program schedule or invitation letter. In addition, you must clearly indicate the planned travel dates to and from the host destination.**

Before uploading make sure that your Request has **signature of 2 persons:**

- Your signature
- Signature of academic coordinator of your faculty.

Contacts:

|                                           |                                                         |                                                                             |
|-------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>MRU Faculty</b>                        | <a href="#">Academic Mobility coordinator</a>           | <b>Contacts</b>                                                             |
| Law School                                | Study Manager: Joana Valiukaite                         | Room: V-308                                                                 |
|                                           |                                                         | Ph.: (+370 5) 271 4659                                                      |
|                                           |                                                         | E-mail: <a href="mailto:jvaliukaite@mruni.eu">jvaliukaite@mruni.eu</a>      |
| Faculty of Public Governance and Business | Vice-Dean for Studies: prof.dr. Irmantas Rotomskis      | Room: V-507                                                                 |
|                                           |                                                         | Ph.: (+370 5) 271 4657                                                      |
|                                           |                                                         | E-mail: <a href="mailto:irotom@mruni.eu">irotom@mruni.eu</a>                |
| Public Security Academy                   | Vice-Dean for Studies: Danguolė Seniutienė              | Room.: V-106                                                                |
|                                           |                                                         | E-mail: <a href="mailto:dseniutienė@mruni.eu">dseniutienė@mruni.eu</a>      |
| Faculty of Human and Social Studies       | Vice-Dean for Studies: prof. dr. Linas Selmistraitis    | Room.: V-241                                                                |
|                                           |                                                         | Tel.: (+370 5) 2714529                                                      |
|                                           |                                                         | E- mail: <a href="mailto:selmistraitis@mruni.eu">selmistraitis@mruni.eu</a> |
| Sudovian Academy                          | Advisor to Dean on Project Activities: Odeta Gluoksnyte | Room.: P. Armino str. 92, Marijampole campus                                |
|                                           |                                                         | E- mail: <a href="mailto:ode.gluo@mruni.eu">ode.gluo@mruni.eu</a>           |

Complete, sign, and upload the **Short-Term Mobility Grant Request Form**. Ensure it includes both yours (students') and the faculty coordinator's signatures.

[Back](#) [Save](#)

Request form for SHORT TERM MOBILITY Grant uploaded (with 2 signatures)

Upload name

Request form

Allowed file types

All file types allowed

File

40.4 KB

B7AB35F8EB6...

[Back](#) [Save](#)

# Step 12 Upload the OLS Language Assessment Certificate (Optional)

✓ OLS Language assessment test certificate uploaded (NOT MANADATORY) 2026-07-28, TEST NAME TEST LAST NAME [Upload OLS language assessment test certificate](#)

Back Save

OLS Language assessment test certificate uploaded (NOT MANADATORY)

Upload name

OLS test certificate

Allowed file types

pdf

File

40.4 KB

B7AB35F8EB6...

Back Save

If you have completed the **OLS** Language Assessment, upload your certificate. This step is optional and is not mandatory for all participants.

# Step 13 Confirm Your Final Mobility Dates

✓ Final dates of mobility updated/confirmed

2026-07-28, TEST NAME  
TEST LAST NAME

Please update or confirm your final dates of mobility

Specify the dates of your first and last day of the mobility. They should be the same as in your uploaded Request.

Coordinator of Outgoing Students (for studies) checks with acceptance letter and in case you made a mistake (wrote longer days than in the acceptance letter or you are actually going later than asked in the request) - coordinator may modify dates. Grant agreement must have accurate dates of physical mobility.

Review and confirm your final **mobility dates**. Make sure the confirmed dates correspond to your approved mobility period and any supporting documents submitted.

|                                                            |                                                            |
|------------------------------------------------------------|------------------------------------------------------------|
| <b>Applications outgoing</b>                               | <b>Applications outgoing</b>                               |
| <b>Data concerning current study and social engagement</b> | <b>Data concerning current study and social engagement</b> |
| Year of studies <input type="text" value="2"/>             | Year of studies <input type="text" value="2"/>             |
| <b>Data concerning planned stay</b>                        | <b>Data concerning planned stay</b>                        |
| Stay from <input type="text" value="2026-07-29"/>          | Stay from <input type="text" value="2026-07-29"/> Today    |
| Stay to <input type="text" value="2026-09-23"/>            | Stay to <input type="text" value="2026-09-23"/> Today      |
| <a href="#">Back</a> <a href="#">Forward to update</a>     | <a href="#">Back</a> <a href="#">Update</a>                |

# Step 14 Valid Passport or ID Card of Lithuania Uploaded

✓ Valid passport or ID card of Lithuania uploaded

2026-07-28, TEST NAME  
TEST LAST NAME

Back Save

Valid passport or ID card of Lithuania uploaded

By means of this upload functionality it is possible to upload your TRP (Visa) or your EU Card. These documents will be added to your application.

Upload name  
Valid passport of Lithuania

Allowed file types  
All file types allowed

File  

40.4 KB  
B7AB35F8EB6...

Back Save

Upload a copy of your **valid Lithuanian passport or ID card**.

If applicable, you may also upload your **TRP (Visa)** or **EU Card** using this upload section. After selecting the file, click **Save** to complete the upload.

☐ OPTIONAL: Other documents you would like to upload

OPTIONAL: Other documents you would like to upload

**This step is optional.**

Suggestion: the legal document for residing in the Host Country (Visa/TRP/other) where your Host University is located (can be submitted at a later time).

Upload any additional documents you wish to provide.

## Step 15 Update Your Personal Details

M R U

☐ Bank data (account details) completed [Complete bank data](#)

Bank Account Details of the Bank you are using, preferably **established in Lithuania**.  
IBAN with **LT**.

Other IBAN's can be accepted if the Country of your bank belongs to the [SEPA zone](#).

Personal details

Personal details

Bank details

Last name \*

TEST LAST NAME

First name \*

TEST NAME

Gender \*

☒ Male ☐ Female ☐ Diverse

Date of birth \*

2026-07-02

Back to the application workflow

Forward to update

Review your personal information and ensure that all required fields, including your name, bank details, gender, and date of birth, are correct.

## Step 15.1 Enter Your Bank Details

Personal details

Update

Personal details ✓

Bank details

Bank name \*

TEST BANK NAME ✓

Account number \*

TEST ACCOUNT NUMBER ✓

BIC/SWIFT \*

IBAN \*

(personal number as allocated by the bank (PLEASE check your agreement with the bank – it may be either your personal number in your Lithuanian Temporary residence permit, in your passport or a special number generated by the bank) \*)

Name of the account holder \*

TEST LAST NAME, TEST NAME

Back to the application workflow

Update personal details

Provide your bank account information, including the bank name, account number, BIC/SWIFT code, IBAN, and account holder's name. Review all details carefully and click "**Update Personal Details**" to save the information.

# Step 16 Upload Your Health Insurance

✓ Health/medical insurance policy OR European Health Insurance Card uploaded 2026-07-28, TEST NAME TEST LAST NAME Upload Health/medical insurance policy OR European Health Insurance Card

Below provided text is an excerpt from the real Grant agreement (2023 KA131/KA171 Call) form:

## ARTICLE 6 – INSURANCE

6.1 The organisation shall make sure that the participant has adequate insurance coverage either by providing itself the insurance, or by making an agreement with the receiving organisation for the latter to provide the insurance, or by providing the participant with the relevant information and support to take an insurance on their own. **The participant shall have adequate insurance coverage.** The participant is mandatorily obliged to obtain health (first aid and medical expenses) **insurance policy valid in the country of host university/organization for the entire period of mobility.** The participant may additionally obtain any other health or travel related insurance coverage. The participant is informed that for a period of stay in hosting country, a minimum insured amount of the medical insurance contract (policy) needs to be at least 30.000,00 Eur, and the insurance contract must guarantee that all basic medical assistance costs and travel expenses which may arise in connection with the return, for health reasons, of a foreigner to homeland (medical transportation, including escort by medical brigade or a doctor) will be covered. The participant is strongly recommended to obtain the insurance policy which covers repatriation and specific medical intervention expenses.

6.2 Insurance coverage shall include at minimum a **health insurance** and a **liability insurance** and an **accident insurance**. Acknowledgement that health insurance coverage has been or will be included in this agreement by providing a copy of health insurance policy. In the case of intra-European mobility, the participant's national health insurance will include a basic coverage during the stay in the country through the European Health Insurance Card. However, this coverage may not be sufficient for all situations, for example in case of repatriation or special medical intervention or in case of international mobility. In that case, a complementary private health insurance may be needed. Liability and accident insurances cover damages caused by the participant or to the participant during their stay in the country. The regulation of these insurances is in place in different countries and participants run the risk of not being covered by standard schemes, for example if they are not considered to be employees or self-employed in their receiving organisation. In addition to the above, insurance against loss or theft of documents, travel tickets and luggage is recommended. The National Agency may amend Article 6.2 if they deem it necessary to adapt the default requirements to the national context.

6.3 **The responsible party for taking the insurance coverage is: the participant. Insurance provider(s), insurance number, and insurance policy are mandatory to be provided before signing this agreement.**

Upload your valid health/medical insurance policy or European Health Insurance Card (EHIC). Ensure that your insurance is valid for the entire mobility period and covers the minimum requirements specified in your **Grant Agreement**.

Back Save

Health/medical insurance policy OR European Health Insurance Card uploaded

Upload name  
Health medical insurance policy

Allowed file types  
All file types allowed

File  

40.4 KB

B7AB35F8EB6...

Back Save

## Step 17 Grant Agreement Received by E-mail

✓ Grant agreement received per mail

Dear Mr. TEST LAST NAME,

Hereby we are enclosing Grant agreement document.

Please carefully read the following instructions on how to properly sign and upload the signed Grant Agreement to Mobility-Online:

Review the Grant Agreement:

Ensure your personal, mobility, and bank account information is correct. If you find any mistakes, please contact [outgoing@mruni.eu](mailto:outgoing@mruni.eu) immediately.

If all information is accurate, proceed to sign the agreement using one of the following options:

Option 1: Download or print **all pages** of the agreement and sign with BLUE ink on the signature page. After signing, scan all pages into one PDF document. Upload the formed PDF document to your Mobility Online by opening the "display application workflow" section and clicking on the actions in the column: "Direct access via the following link."

Option 2: Sign it digitally:

If your bank provides electronic banking, we recommend signing with an e-qualified signature using the <https://www.eparasas.lt/> or <https://www.dokobit.com/lt/> or [https://www.archyvai.lt/lt/paslaugos\\_53/adoc-dokumentai.html](https://www.archyvai.lt/lt/paslaugos_53/adoc-dokumentai.html) Another option is to use Mobile-ID issued by mobile operators in Lithuania.

Option 3: Use the "Fill and Sign" option in Adobe Reader to manage the signature on the PDF copy provided.

After signing electronically, upload the formed PDF document to your Mobility Online by opening the "display application workflow" section and clicking on the actions in the column: "Direct access via the following link."

We look forward to receiving your signed Grant Agreement through the Mobility-Online system.

Once we receive your uploaded agreement, we will collect the signatures of the responsible persons at MRU. After the agreement is signed by both parties, the grant will be paid according to the rules in the agreement.

Please use the following link to login to Mobility-Online:

[Login](#)

Bir ek • Gmail tarafından tarandı ⓘ



After receiving the Grant Agreement by e-mail, review all information, sign the document, and upload the signed PDF to Mobility-Online. Once both you and MRU have signed the agreement, your grant will be processed according to the agreement.

## Step 18 Upload the Signed Grant Agreement

|                                   |                                         |                                                    |
|-----------------------------------|-----------------------------------------|----------------------------------------------------|
| ✓ Signed grant agreement uploaded | 2026-07-28, TEST NAME<br>TEST LAST NAME | <a href="#">Upload your signed grant agreement</a> |
|-----------------------------------|-----------------------------------------|----------------------------------------------------|



Back Save

Signed grant agreement uploaded

Upload name

Signed Grant Agreement by student

Allowed file types

pdf

File

0.1 MB

OUTGOING\_A...

Back Save



Upload your **signed Grant Agreement** to Mobility-Online. Make sure the uploaded file is complete, signed, and in PDF format. Once uploaded, the agreement will be reviewed and signed by the responsible persons at MRU.

# Step 19 During the Mobility

During the Mobility
2 / 2

|                                               |                                         |                                                           |   |
|-----------------------------------------------|-----------------------------------------|-----------------------------------------------------------|---|
| ✓ Confirmation of Arrival template downloaded | 2026-07-29, TEST NAME<br>TEST LAST NAME | <a href="#">Download Confirmation of Arrival template</a> | ← |
| ✓ Certificate of Arrival uploaded             | 2026-07-29, TEST NAME<br>TEST LAST NAME | <a href="#">Upload Certificate of Arrival</a>             | ← |

\* Datos nurodytos (atvykimo – arrival į UU ir išvykimo – departure iš UU) patvirtinime "Certificate of Attendance" PRIVALO SUTAPTI su datomis nurodytomis finansinėje sutartyje. Certificate of Attendance formą (turi patvirtinti UU)

\* The dates specified in the student's grant agreement for the study mobility period (indicating arrival and departure at the host university) must be identical to the dates confirmed by the host institution in the Certificate of Attendance.

Back Save

Certificate of Arrival uploaded

Upload name

Certificate of Arrival

Allowed file types

pdf

File

0.1 MB  
OUTGOING\_A...

Back Save

Download the **Confirmation of Arrival template** and upload the signed **Certificate of Arrival** after arriving at the host institution.

Make sure that the arrival and departure dates in the **Certificate of Attendance** match the dates stated in your grant agreement.

# Step 20 After the Mobility

## — After the mobility

1 / 7

- ✓ Students must upload travel proofs confirming completed trips from Mykolas Romeris University (campus City Vilnius, Kaunas, or Marijampolė) to the mobility destination and back. All boarding passes and used travel tickets / validated proofs (flights, trains, or buses) must be compiled in one document, in chronological order.

2026-07-29, TEST NAME  
TEST LAST NAME



### Document your full trip:

- Insert scans, photos, or screenshots of each segment- all boarding passes (flights) and used travel tickets / validated travel proofs (train/bus) in one document.
- Order them chronologically, from earliest departure to final return.

### Note on Accepted Proofs of Travel:

- Air: boarding passes **for all flight segments**
- Bus/train: tickets **validated** by the carrier or other official confirmation of completed travel;
- Carpooling: **fuel receipts** issued within three days before or after each departure (from Lithuania and from the host country).

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Students must upload travel proofs confirming completed trips from Mykolas Romeris University (campus City Vilnius, Kaunas, or Marijampolė) to the mobility destination and back. All boarding passes and used travel tickets / validated proofs (flights, trains, or buses) must be compiled in one document, in chronological order.

Upload name

Travel tickets after the mobility

Allowed file types

All file types allowed

File

[Back](#)[Save](#)

Upload **proofs of travel** for the journey to and from the host institution, compiled into one document and arranged chronologically.

## Step 20.1 After the Mobility

✓

Duration Certificate uploaded

2026-07-29, TEST NAME  
TEST LAST NAME

[Upload Duration Certificate](#)



**Certificate of Attendance** (arrival part + departure part, upload to the step: *Duration Certificate uploaded*).

\* Datos nurodytos (atvykimo – arrival į UU ir išvykimo – departure iš UU) studento finansinėje sutartyje PRIVALO SUTAPTI su datomis, nurodytomis "Certificate of Attendance" formoje (ilgalaikio mobilumo atveju galima 5 dienų paklaida).

\* The dates indicated (arrival and departure to and from Host university) in the student's grant agreement for studies, **MUST MATCH** the dates indicated (must be confirmed by Host university) in the Certificate of Attendance form (For long-term mobility, a deviation of up to 5 calendar days is acceptable).

Also upload the **Certificate of Attendance**, including the arrival and departure sections.  
The dates must match the dates in the grant agreement.

### Accepted travel proofs include:

Boarding passes for flights  
Validated bus or train tickets  
Fuel receipts for carpooling

Back

Save

Duration Certificate uploaded

Upload name

Duration Certificate

Allowed file types

All file types allowed

File



Back

Save



## Step 21 Upload feedback

✓ Feedback document uploaded

2026-07-29, TEST NAME  
TEST LAST NAME

[Upload feedback document](#)



**Free form feedback (PDF) about your Erasmus+ experience abroad** (pros, cons, recommendations...) **with several photo(s)** (upload to the step: *Feedback*). Please note that best ones will be published:

- <https://www.facebook.com/MRUErasmus>
- <https://www.mruni.eu/en/university/internationalization/erasmus-studies-outgoing/>

Back Save

EU survey in PDF format uploaded

Upload name

EU survey in PDF format

Allowed file types

pdf

File

40.4 KB  
B7AB35F8EB6...

Back Save

Upload a **PDF or WORD feedback document** about your Erasmus+ experience abroad, including your experiences, recommendations, and several photos.

We might use your feedback to share with the prospect exchange students, so we ask you to write a useful feedback about your experience.

## Step 21.1 EU SURVEY upload

M R U



EU survey in PDF format uploaded

2026-07-29, TEST NAME  
TEST LAST NAME

[Upload EU survey in PDF format](#)

Back Save

Feedback document uploaded

Upload name  
Feedback

Allowed file types  
pdf

File  

40.4 KB

B7AB35F8EB6...

Back Save



After the BIP activity, students must complete the online EU survey. An invitation email will be sent automatically to participants after the event.

Students should complete the survey by following the link in the email. After completion, you must upload the survey in **'EU survey in PDF format uploaded'** step.

## Step 21.1 Transcript of Records (Certici)

|                                                                                                                                                  |                                |                                         |                                              |                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------|
| ✓                                                                                                                                                | Transcript of Records uploaded | 2026-07-29, TEST NAME<br>TEST LAST NAME | <a href="#">Upload Transcript of Records</a> |  |
| Transcript of Records with ECTS Credit Conversion System, get from Host University (upload to the step: <i>Transcript of Records uploaded</i> ). |                                |                                         |                                              |                                                                                     |

Participants are required to upload a **Transcript of Records** (ToR).

Transcript of Record (ToR) = Any official document confirming the achievement of ECTS—**whether expressed through grades, wording, or another form of assessment**—is considered a valid Transcript of Records for this purpose.

Back Save

Transcript of Records uploaded

Upload name

Transcript of Records

Allowed file types

pdf, jpg, doc, jpeg, docx

File

40.4 KB

B7AB35F8EB6...



Back Save



## Step 22 Application Closed

- ✓ Your mobility documents are successfully transferred to your MRU faculty
- ✓ Application closed

Once all required documents have been approved, your mobility documents are transferred to your **MRU faculty** for the recognition process, and your **Mobility Online application will be officially closed.**