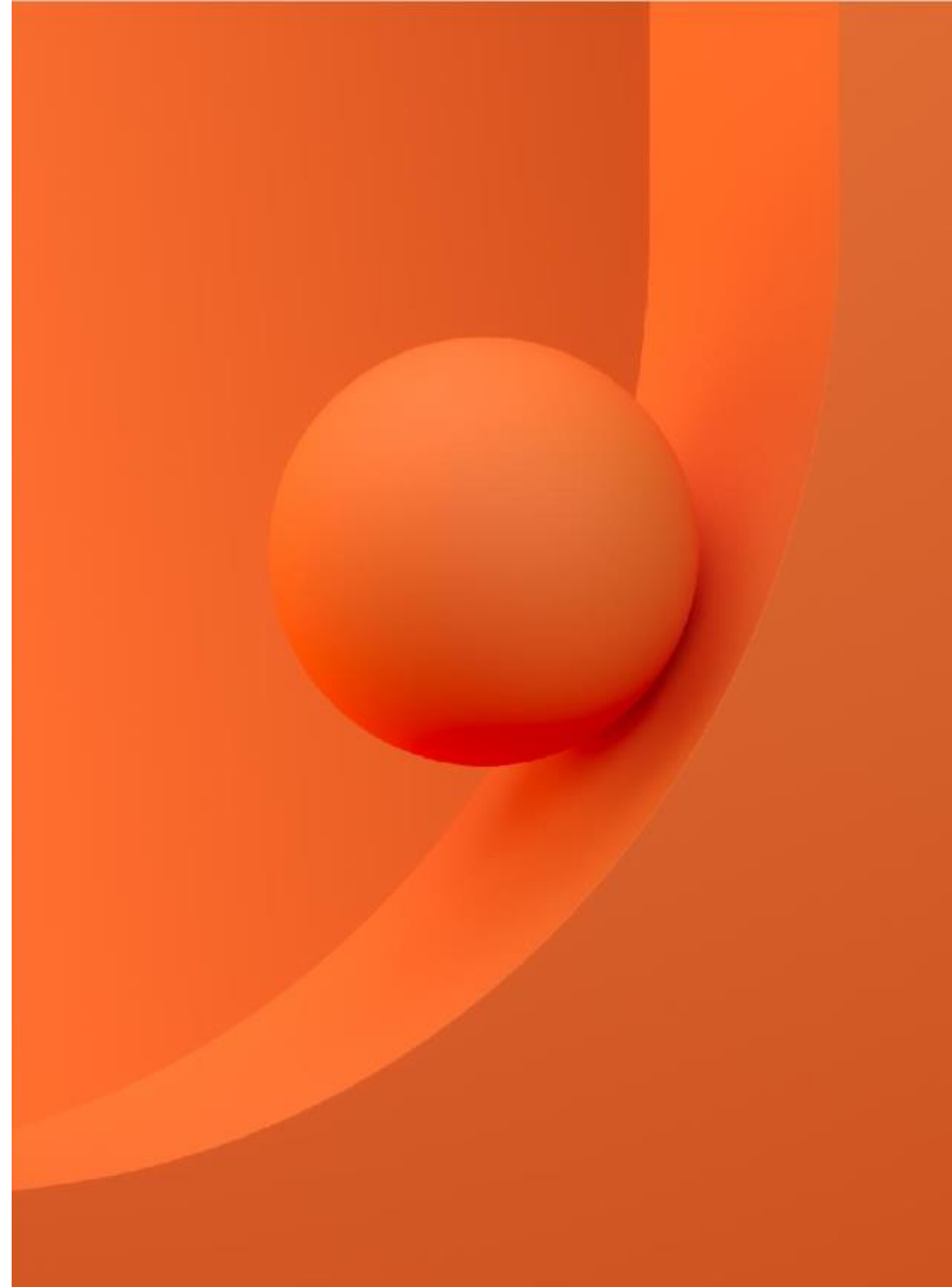




Mykolas Romeris  
University

# Guide to the Mobility-Online Application for Exchange Studies

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



# Step 1 Application Data



## Application for a student exchange

for exchange program **Application for Exchange Studies**



All fields marked with (\*) must be completed.

### 1 Application details ✓

### 2 Personal details

### 3 Data concerning contact person in case of emergency

### 4 Data concerning current study and social engagement

### 5 Previous studies or traineeships abroad

### 6 Data concerning planned stay

### 7 Motivation and Other Statements

### Application details

Type of application \*

☐ Incoming ☒ Outgoing

Type of person \*

☒ Student ☐ Teachers

Exchange programme \*

Application for Exchange Studies

Academic year \*

2026/2027

Semester \*

Spring 2027



Cancel application

Continue

In the first section of the application process, you should indicate the following:

- Exchange Programme:**  
**Application for Exchange Studies:**  
period abroad will be i for a full semester

The fields **Type of person: Student** and **Type of application: Outgoing** will be automatically pre-filled.

Choose the correct **Academic Year** and **Semester** before continuing.

Click on "**Continue**".

The application can be found [here](#)

All fields marked with (\*) must be completed.

1 Application details ✓

2 Personal details

3 Data concerning contact person  
in case of emergency

4 Data concerning current study  
and social engagement

5 Previous studies or traineeships  
abroad

6 Data concerning planned stay

7 Motivation and Other  
Statements

### Personal details

Matriculation number / Student number \*

123456789

First name (as in Passport) \*

TEST NAME

Last name (Family name) \*

TEST LAST NAME

please write in your last name as in your passport

In this section, please enter your **student number**, **first name** (as shown in your passport; for Lithuanian students, use the name with Lithuanian characters; for other students, enter it without special characters), and **last name (family name)**.

## Step 2.1 Personal Details



Gender \*

☒ Male ☐ Female ☐ Undefined

Date of birth \*

2026-07-02

Nationality (Citizenship) \*

\*Other

Country of birth (Country of origin)

\*Other

If Nationality is not Lithuania: Will your TRP or TRC be valid during the mobility?

☒ Yes ☐ No/not applicable

Email address \*

testname@gmail.com

Same E-mail address for check

testname@gmail.com

Previous Continue

In this section, you must fill in your gender, date of birth and nationality (citizenship).

If your nationality is not Lithuanian, indicate whether your Temporary Residence Permit (TRP) or Temporary Residence Card (TRC) will remain valid throughout your mobility period. Select "**Yes**" or "**No/Not applicable**" as appropriate.

Next, **fill in your e-mail address** (you will be asked to confirm it),.It is recommended to provide an e-mail address that is easily accessible to you and that you check often. If needed, you can change it later.

Click on "**Continue**".

# Step 3 Emergency Contact Data

M R U

In this section, provide **Emergency Contact information**.

We strongly advise you to choose a member of your **immediate family** or another trusted person who can be contacted **in case of an emergency**.

**(Acceptable emergency contacts:  
Mother/Father,  
Sister/Brother,  
Husband/Wife,  
Grandparents)**

You must also indicate your **relationship to this individual**, their first name, last name, e-mail address, and telephone number.

**Please note that this should not be your own e-mail address.**

All fields marked with (\*) must be completed.

1 Application details ✓

2 Personal details ✓

3 Data concerning contact person in case of emergency ✓

4 Data concerning current study and social engagement !

5 Previous studies or traineeships abroad

6 Data concerning planned stay

7 Motivation and Other Statements

Data concerning contact person in case of emergency

Last name of contact person \*  
TEST EMERGENCY LAST NAME ✓

First name of contact person \*  
TEST EMERGENCY NAME ✓

Relationship \*  
MOTHER/FATHER ETC. ✓

Telephone number of contact person \*  
3222323232 ✓

Email address of contact person \*  
TESTemergency@emergency.contact ✓

powered by  
MOBILITY-ONLINE

Previous Continue

Click on "Continue".

# Step 4 Data concerning current study and social engagement

All fields marked with (\*) must be completed.

1 Application details ✓

2 Personal details ✓

3 Data concerning contact person in case of emergency ✓

4 Data concerning current study and social engagement ●

5 Previous studies or traineeships abroad

6 Data concerning planned stay

7 Motivation and Other Statements

## Data concerning current study and social engagement

Country of home institution \*

Lithuania

Home institution \*

VILNIUS06 - Mykolas Romeris University

Faculty \*

SUA - Sudovian Academy

Study programme \*

Accounting and Finances\_SUA

Study level \*

First cycle / Bachelor's or equivalent level (EQF-6)

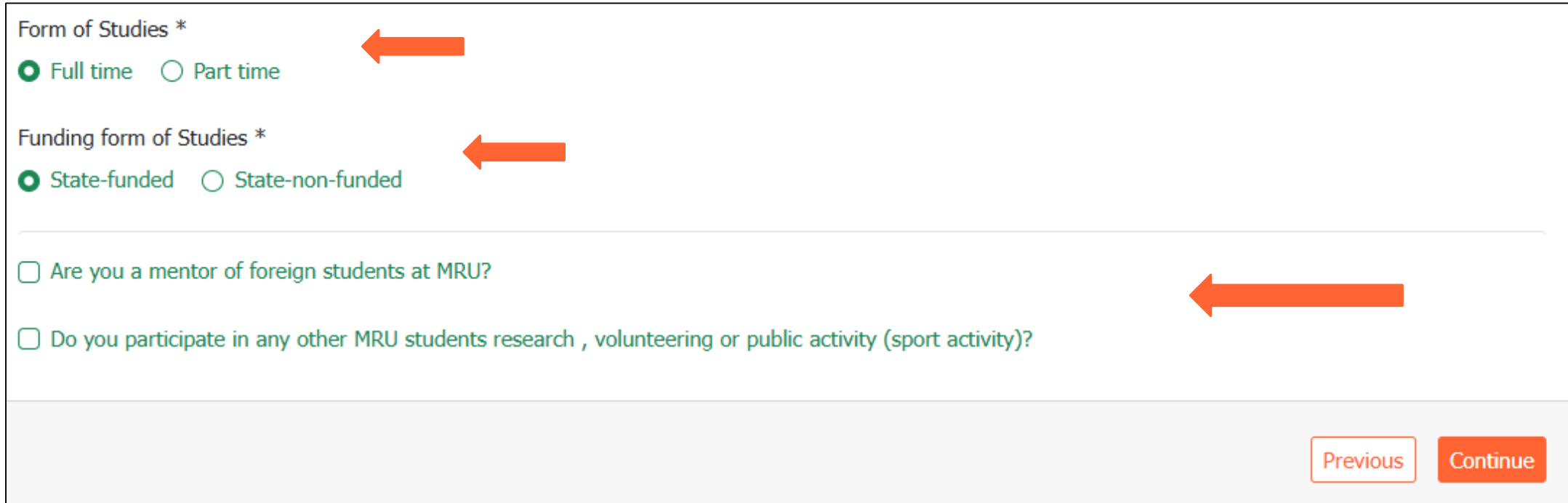
Year of studies \*

2

Form of Studies \*

Here you will need to fill in details about your **Home University**.

Country of your home university and the university will be prefilled. You will need to **enter your faculty, name of your study programme, study level (Bachelor's, Master's or PhD), and year of study.**



Form of Studies \*

☒ Full time ☐ Part time

Funding form of Studies \*

☒ State-funded ☐ State-non-funded

☐ Are you a mentor of foreign students at MRU?

☐ Do you participate in any other MRU students research , volunteering or public activity (sport activity)?

Previous Continue

The form is a light gray box with a white background. It contains two sections of radio buttons and two checkboxes. Four orange arrows point to the 'Full time' radio button, the 'State-funded' radio button, the 'Are you a mentor...' checkbox, and the 'Continue' button.

Then, indicate your Form of Studies (Full-time or Part-time) and your Funding Form (State-funded or State-non-funded).

Tick the relevant checkbox(es) if applicable.

Click on "**Continue**".

# Step 5 Previous studies or traineeships abroad



All fields marked with (\*) must be completed.

1 Application details ✓

2 Personal details ✓

3 Data concerning contact person in case of emergency ✓

4 Data concerning current study and social engagement ✓

5 Previous studies or traineeships abroad

6 Data concerning planned stay

7 Motivation and Other Statements

### Previous studies or traineeships abroad

Have you already studied abroad under Erasmus+ programme? \*

☒ Yes ☐ No

University

Stay from

Stay to

Have you already undertaken a placement (internship/traineeship) abroad under Erasmus+ programme? \*

☒ Yes ☐ No

In this section, you will be asked to provide information about your previous Erasmus+ study or traineeship mobility.

Select "**Yes**" or "**No**" for both questions. If you select "Yes", complete the additional fields that appear regarding your previous Erasmus+ study or traineeship mobility before clicking "**Continue**".

Traineeship from

Traineeship to

Previous Continue

## Step 6 Data concerning planned stay

In this section, indicate your planned mobility and select up to three partner universities in order of preference.



### Application for a student exchange

for exchange program **Application for Exchange Studies**



All fields marked with (\*) must be completed.

1 Application details ✓

2 Personal details

3 Data concerning contact person in case of emergency

4 Data concerning current study and social engagement

5 Previous studies or traineeships abroad

6 Data concerning planned stay

7 Motivation and Other Statements

#### Data concerning planned stay

Exchange programme (1. choice) \*

<-- Please select -->

MRU student participating in exchanges under Bilateral Agreements continues paying tuition fee to MRU (according to provision of contract between MRU and student (non-citizen of the Republic of Lithuania for studies) during the semester abroad. Bilateral partner university exempts the student from tuition fee (registration fee may be applicable). All mobility related costs (travel, visa, insurance, accommodation, living and any other) must be covered by participating student. All collected credits and study results (grades) shall be recognized and will show on the Diploma Supplement upon graduation from MRU.

Country of host institution (1. choice) \*

<-- Please select -->

If you are applying for a KA171 scholarship for mobility to partner countries outside the European Union, you must choose your destination only from the list published for that specific call (please check the list carefully). If you choose a non-European Union partner not included in the KA171 list for the current year, you may still go on exchange, but at your own expense, and your mobility will be treated as mobility to bilateral partners.

To study at universities in Programme Countries (mostly EU and associated countries), select **“Erasmus+ studies KA131”**. For studies at higher education institutions in third countries not associated with the Erasmus+ Programme, select **“Erasmus+ KA171 studies”**. Choosing **“Bilateral Exchange”** in the application indicates that students will fund their studies independently.

Select the **Country of the Host Institution**,

# Step 6 Data concerning planned stay



Host institution (1. choice) \*

<-- Please select -->

Faculty at host institution (1. choice) \*

Language of studies at host institution (1. choice) \*

<-- Please select -->

Language proficiency (1. choice) \*

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

Preliminary study plan (list of course units during the exchange period with ECTS credits)

Please list the course units and ECTS credits your intend to study at Host institution (1. choice) in the following format: 1. Name of course unit (xx ECTS); 2. Name of course unit (xx ECTS). ATTENTION: Please visit the host university's website and find information which is relevant only for exchange incoming students (language of instructions and a list of courses host university offers)!

If at the present time you are not able to provide this information, describe how you intend to organize your studies abroad. \*

Please comment if institution of your choice has offered suitable courses in your study area in foreign language before, describe how you intend to organize your studies at institution of your choice.

**Host Institution** – select your chosen partner university **from the drop-down menu**.

**Faculty** – indicate, if available, the faculty where you can find the most suitable courses.

**Language of Studies** – select the language in which your studies should take place.

**Language Proficiency** – indicate your level of proficiency in that language.

**Preliminary Study Plan** – list the **course names and their ECTS numbers** you plan to take at the host university.

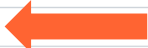
If a course list is not available, please provide information about the **preferred university** to demonstrate that you have carefully reviewed the study opportunities it offers. Make sure to check:  
Does the university offer enough suitable courses?  
Will you be able to earn the required number of ECTS credits (**30 ECTS per semester**)?  
Will the studies be in a language you are proficient in?

# Step 6 Data concerning planned stay

Exchange programme (2. choice) 

<-- No choice --> 

Country of host institution (2. choice) \*

<-- Please select --> 

Host institution (2. choice) \*

<-- Please select --> 

Faculty at host institution (2. choice) \*



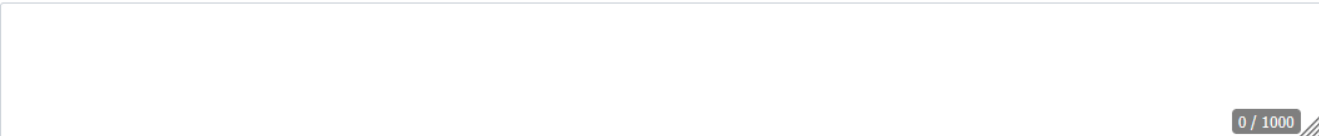
Language of studies at host institution (2. choice) \*

<-- Please select --> 

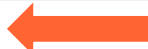
Language proficiency (2. choice) \*

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

Preliminary study plan (list of course units during the exchange period with ECTS credits) 2. choice

 0 / 1000

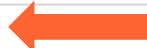
Country of host institution (3. choice)

<-- No choice --> 

Host institution (3. choice)

<-- No choice --> 

Faculty at host institution (3. choice)



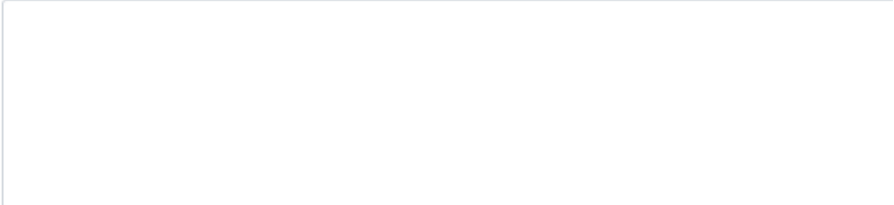
Language of studies at host institution (3. choice)

<-- No choice -->

Language proficiency (3. choice)

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

Preliminary study plan (list of course units during the exchange period with ECTS c



Please be aware, that you have 2 MANDATORY Institutions to choose.  
The 3<sup>rd</sup> is OPTIONAL (we highly advise to choose anyway).

# Step 7 Motivation and Other Statements

## Application for a student exchange

for exchange program **Short term mobility for studies**



All fields marked with (\*) must be completed.

1 Application details ✓

2 Personal details ✓

3 Data concerning contact person in case of emergency ✓

4 Data concerning current study and social engagement ✓

5 Previous studies or traineeships abroad ✓

6 Data concerning planned stay ✓

7 Motivation and Other Statements ●

### Motivation and Other Statements

Motivation statement \*

0 / 1000

Describe why do you want to study abroad at particular institution.

The length should be between 1 and 1000 characters.

☐ Have you familiarized yourself with the conditions of funding for this programme? \*

Please fill out this mandatory field.

In this section, complete your Motivation Statement by explaining why you would like to study at the selected host institution.

## Step 7.1 Motivation and Other Statements

☐ Have you familiarized yourself with the conditions of funding for this programme? \*

Please fill out this mandatory field.

☐ Do you agree with conditions of funding the programme? \*

Please fill out this mandatory field.

☐ By submitting this application I certify that all the data provided in the application are real and correct. \*

Please fill out this mandatory field.

☐ I agree that my personal data are used for the purposes of and organization of exchange programme organization and can be transferred to third parties (Host institution; Erasmus+ national agency, European Commission). \*

Please fill out this mandatory field.

☐ I have no financial debts to Mykolas Romeris University at the time of application submission. \*

Please fill out this mandatory field.

☐ I understand during the exchange programme period students must pay their regular tuition fee at the sending university (MRU). All students going abroad for Erasmus+ mobility period shall not be charged any tuition, registration, examination or access to laboratory or library facilities fees at the receiving university. At the receiving university students may be charged of a small fee (on the same basis as local students) for costs such as insurance, student unions membership or the use of study-related materials and equipment. Under other exchange programmes the conditions of the bilateral agreement apply. \*

Please fill out this mandatory field.

Previous

Send application

Then, read each statement carefully and tick the corresponding checkbox to confirm your understanding and agreement with the funding conditions, data processing, financial obligations, and programme requirements.

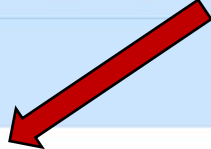
Once all required fields have been completed, click „**Send application**".

## Step 8 Application Submission Confirmation

### Action successful!

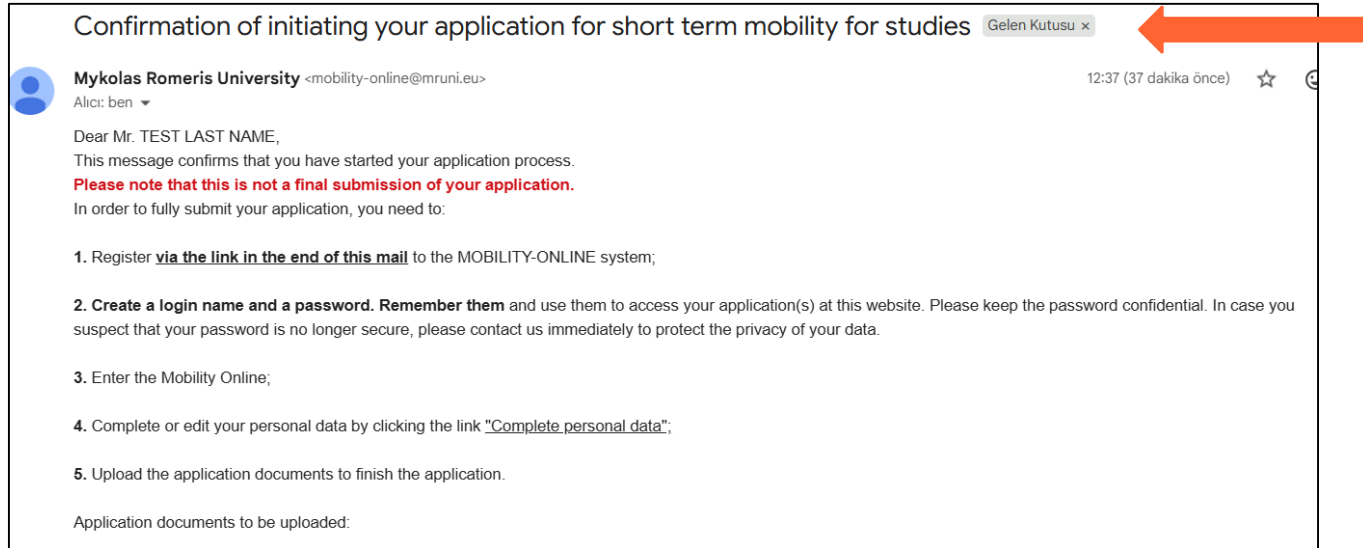
Thank you for your application! You will receive an e-mail in a few minutes containing all necessary information regarding further steps.

Close



**Application initiated – further steps required to finalize submission**

# Step 9 Confirmation of Application



Once received this e-mail.

Please read it carefully.

You will now need to **complete your profile** on Mobility-Online by:

- **creating your login and password.**

- Transcript of records in English of your previous studies so far, **if previous studies were not in MRU**;
- **if you are MRU International student** - Copy of valid TRP (Temporary Residence Permit (for non-EU citizens)) or TRC (Temporary Residence Certificate (for EU citizens ));
- **if you are MRU student with Lithuanian citizenship** - Copy of ID document (passport/card) ;
- Confirmation of English language proficiency (IELTS, TOEFL, DUOLINGO) **or** Grade of MRU study subject, which is already taken as part of your MRU study plan. For example: Professional Foreign Language (English)/Profesinė užsienio kalba (anglų);
- Confirmations of participation in any other MRU students research – public activity (cultural/sport activity);
- Other documents, if needed.

After uploading the necessary documents, you should wait for the approval email from Mykolas Romeris University.

Should you have any questions concerning the application process, please contact [outgoing@mruni.eu](mailto:outgoing@mruni.eu);

Good luck in the application process!

\*\*\*do not reply to this letter. in case of questions please forward them to email [outgoing@mruni.eu](mailto:outgoing@mruni.eu) \*\*\*

Kind regards,

MRU International Office

[To register on Mobility-Online, please click on this link](#)



**Click here to register**

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

[https://www.service4mobility.com/europe/RegistServlet?bew\\_reg\\_nr=1561337155&kz\\_bew\\_art=OUT&kz\\_bew\\_pers=S&aust\\_prog\\_id=9988&spr\\_id=579](https://www.service4mobility.com/europe/RegistServlet?bew_reg_nr=1561337155&kz_bew_art=OUT&kz_bew_pers=S&aust_prog_id=9988&spr_id=579)

# Step 10 Login in Mobility Online



## Online registration for Mobility-Online

for exchange program **Short term mobility for studies**



All fields marked with (\*) must be completed.

Identification data

English ▾

**i** Before you can create your Mobility-Online user account, we need to verify your registration number.  
The registration number is already pre-filled with the number you received in your registration email.  
The registration number shown below must match the one you received via email.

Registration number \*

1561337155

User data

**i** 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.

Create a **login**  
and a **password**.

**Please make  
sure to save  
them for future  
use.**

After that, click on  
**"Continue"**.

You will receive a  
second email  
from MRU titled  
**"Confirmation of  
Registration"**



# Step 10 Login in Mobility Online

After having finished entering the required data, please click [Continue].

Desired user name \*

Create a **username** that you will use to log in.

Desired password \*

Create a **password**.

Repeat password \*

The same password once again

Please make sure to save them for future use.



After that, click on **"Continue"**.



You will receive a second email from MRU titled **"Confirmation of Registration – Application Not Yet Submitted "**.

## Step 11 Confirmation of Registration (the 2<sup>nd</sup> e-mail)

### Confirmation of Registration – Application Not Yet Submitted

[Gelen Kutusu x](#)

**Mykolas Romeris University** <mobility-online@mruni.eu>

13:26 (3 dakika önce)

Alici: ben ▼

Dear Mr. TEST LAST NAME,

Thank **you for registering your application** for outgoing study mobility using Mobility-Online!

Mobility-Online will be your main tool for completing all necessary processes and uploading documents from the start to the end of your outgoing mobility.

Please note that your application **is not fully submitted** until you reach the step “**Final application submitted**” and “**Application documents submitted**”.

Your application is considered submitted only when the **square next to these steps turns green**.

Until then, your application is still in progress and not finalized.

Please use the link at the end of this email to access Mobility-Online and complete the finalization of your application.

Login: [testname@gmail.com](mailto:testname@gmail.com)

[Login](#)

[https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=VILNIUS06&ben\\_login=testname@gmail.com](https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=VILNIUS06&ben_login=testname@gmail.com)

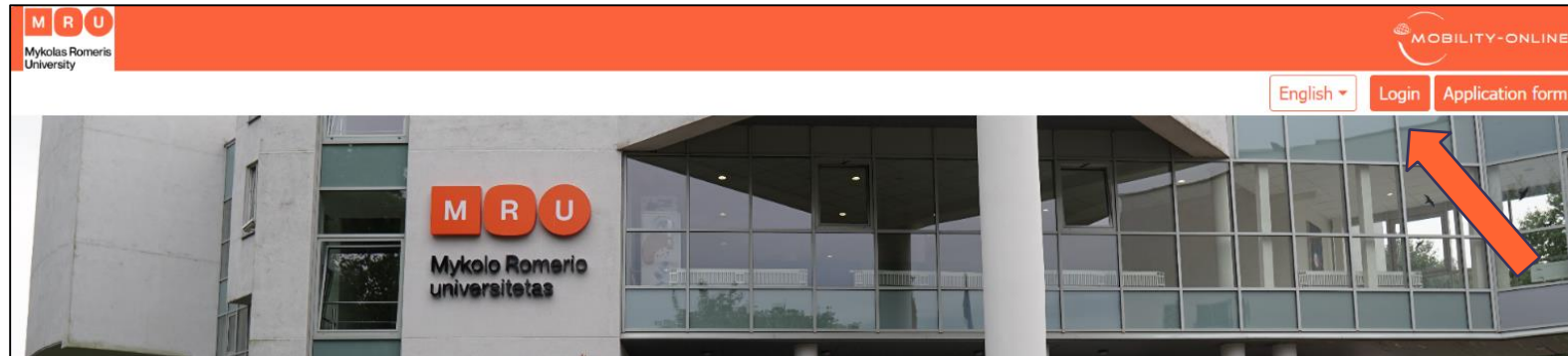


**Click here to finalize registration**

Read the e-mail.

Now **log in** using the link at the bottom of the e-mail

# Step 12 Login



Click on “**Login**” in the top-right corner.

Now **log in** (login: testname@gmail.com)

Enter your **password**, and

Click on “**Login**”

A screenshot of the MRU Mobility-Online login form. The top header is orange with the MRU logo on the left. Below the header is a white login form. The form has two input fields: 'Login' and 'Password'. The 'Login' field contains the text 'testname@gmail.com'. The 'Password' field is filled with dots. Below the input fields is a large orange button labeled 'Login'.

## Step 13 Complete Personal Data



After creating your **Mobility-Online account**, you will be redirected to your **Application Workflow**.

This page allows you to track the progress of your application and complete the remaining required steps.

As you complete each task and save the required information or upload the requested documents, the red **✗** icons will automatically change to green **✓** marks, indicating that the step has been successfully completed.

Continue completing each item in the workflow until all required tasks are marked with a green **✓**.

**After registration, you have 3 days to complete all the required steps.**

Applicant details
Refresh

Last name (Family name)  
TEST LAST NAME

Study programme  
Accounting and Finances\_SUA

First name (as in Passport)  
TEST NAME

Country of host institution  
China

Date of birth  
2026-07-02

Host institution  
BEIJING04 - Beijing Forestry University

Country of home institution  
Lithuania

Stay from  
2026-07-29

Home institution  
VILNIUS06 - Mykolas Romeris University

Stay to  
2026-09-23

Application workflow
Open/Close all

Before the Mobility: upload of required application documents, check of uploaded application documents by IO and allocation to the partner university
4 / 14

|                                             |                                         |                                               |   |
|---------------------------------------------|-----------------------------------------|-----------------------------------------------|---|
| ✓ All uploaded documents                    |                                         | <a href="#">Display/download documents</a>    |   |
| ✓ Online application                        | 2026-07-27                              | <a href="#">Show application</a>              | ? |
| ✓ Confirmation e-mail of online application | 2026-07-27,<br>Automatically generated  |                                               |   |
| Online registration                         |                                         |                                               |   |
| ✓ Personal master data completed            | 2026-07-27, TEST NAME<br>TEST LAST NAME | <a href="#">Complete personal master data</a> |   |

Click on the link 'Complete personal data' and fill in further necessary information.

## Step 13.1 Complete Personal Data

Personal details

Display

Personal details

Permanent address details

Personal details

Permanent address details

Last name \*

TEST LAST NAME

First name \*

TEST NAME

First name (official)

TEST NAME

Gender \*

☒ Male ☐ Female ☐ Diverse

Date of birth \*

2026-07-02

E-mail address \*

testname@gmail.com

Nationality

\*Other

Second nationality

<-- No choice -->

Communication language \*

English

(personal number as allocated by the (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)

Start filling in your **personal details**.  
Keep in mind that this data is going  
to be used for your **GRANT  
AGREEMENT** (if applicable)!

## Step 13.2 Complete Personal Data

Personal details

Update

Personal details ✓

Permanent address details

Permanent address details

Street + House number + apartment number \*

aaaa

Additional address information

Country \*

Lithuania

Post code \*

01100

City \*

Vilnius

Mobile phone number \*

32223233232

Back to the application workflow

Update personal details

After filling in **click to update personal details**

✓ Action successful!

Record updated

Back to general overview

# Step 14 Confirmation of English Language Proficiency

✓ Confirmation of English language proficiency uploaded

2026-07-27, TEST NAME  
TEST LAST NAME

[Upload language certificate](#)



(IELTS, TOEFL, DUOLINGO) or Grade of MRU unit (study subject) examination according to the MRU study plan, example: Professional Foreign Language (English)/Profesinė užsienio kalba (anglų)

## Allocation of documents

Back

Save

Confirmation of English language proficiency uploaded

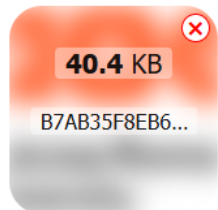
Upload name

Confirmation of language proficiency

Allowed file types

All file types allowed

File



Upload a document  
confirming your **English**  
**language proficiency.**

Back

Save

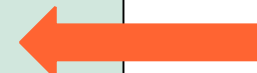


Action successful!

Record created

[Back to general overview](#)

[Enter next record](#)



# Step 15 Valid TRP/TRC of Lithuania for Non-Lithuanian Citizens

☐ Valid TRP/TRC of Lithuania for non-Lithuanian citizens [Upload valid TRP/TRC](#) 

**Mandatory for non-LT citizens!**

**If you are MRU degree-seeking student with foreign citizenship (non-LT), please upload:**

- Valid Temporary Residence Permit of Lithuania, TRP (for non-EU citizens);
- Valid Temporary Residence Certificate of Lithuania, TRC (for EU citizens);

**If you are MRU degree-seeking student with foreign citizenship (non-LT) who is present in Lithuania and you are still waiting for your above-mentioned TRP/TRC:**

- Instead of the TRP/TRC or Visa of Lithuania, kindly submit details regarding your current status of Lithuanian TRP/TRC. Please provide a print screen from your **MIGRIS** (Migration Department under the Ministry of the Interior of the Republic of Lithuania) account displaying this information.

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

Valid TRP/TRC of Lithuania for non-Lithuanian citizens

 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

TRP (Visa)/EU Card

Allowed file types

jpg, tiff, svg, jpeg, png, pdf, gif

File

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

Non-Lithuanian citizens must upload a valid Lithuanian residence document:

**Non-EU citizens:** Valid Temporary Residence Permit (TRP)

**EU citizens:** Valid Temporary Residence Certificate (TRC)

If the student is still waiting for their TRP/TRC, they should upload a **screenshot from their MIGRIS account showing the current status of their TRP/TRC application.**

**Please note that MIGRIS is not the TRP/TRC itself. It is only used as proof of the application/status while the residence document is still pending.**

# Step 16 Proof of Previous Studies Uploaded

☐ Proof of previous studies uploaded

[Upload proof of previous studies](#)

Allocation of documents

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

Proof of previous studies uploaded

Upload name

Transcript of records at home institution

Allowed file types

jpg, tiff, svg, jpeg, png, pdf, gif

File

40.4 KB  
B7AB35F8EB6...

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

Upload a document confirming your previous studies, such as a **transcript or diploma**.

Action successful!

Record created

[Back to general overview](#)

[Enter next record](#)

# Step 17 Application

|                               |                                         |                                           |
|-------------------------------|-----------------------------------------|-------------------------------------------|
| ✓ Application form printed    | 2026-07-27, TEST NAME<br>TEST LAST NAME | <a href="#">Download application form</a> |
| ✓ Final application submitted | 2026-07-27, TEST NAME<br>TEST LAST NAME | <a href="#">Submit final application</a>  |

**Allocation of documents**

[Back](#) [Forward to update](#) [Continue to delete](#)

Final application submitted

Upload name

Application form

File

OUTGOING\_APPLICATION\_STUDIES\_1\_.pdf

File size (in MB)

0.14 MB

[Back](#) [Forward to update](#) [Continue to delete](#)

**Allocation of documents**

[Back](#) [Update](#)

Final application submitted

Upload name

Application form

Allowed file types

All file types allowed

File

40.4 KB  
B7AB35F8EB6...

[Back](#) [Update](#)

**Download** the completed application form and submit the final application. **And submit** all required application documents to complete the application process.

## Step 18 Confirm

✓ Application documents submitted

2026-07-27, TEST NAME  
TEST LAST NAME



Thank you for uploading the necessary documents.

Your application is now being processed by the University's International Office.

You can view any status changes here. Apart from that, you will be contacted per email as soon as there is any decision concerning your application. Thank you for your patience.

### Applications outgoing

#### Application documents

I confirm that I have completed my application documents. ☐

Back

Forward to update



### Applications outgoing

#### Application documents

I confirm that I have completed my application documents. ☒

Back

Update



Click **Forward to update**.  
Check the box **"I confirm that I have completed my application documents."**

Click the **Update** button.



**Action successful!**

Record updated





Application documents marked as complete by the International Office



Your application has been submitted and is now being processed by the International Office.

# Step 20 Email



Dear Mr. TEST LAST NAME,

## **Congratulations!**



You have been **internally (\*)** selected to the following Host Higher Education Institution that you applied to or were recommended for by the Faculty Selection Committee:

### **Beijing Forestry University**

*\* Now your Faculty Selection Committee has completed selection procedure.*

*Academic Erasmus+ mobility coordinator of your Faculty has allocated your application to one of the places you applied to or to the place as recommended for by the Faculty Selection Committee.*

**Please log in to the Mobility-Online in order to check to which place you have been allocated and confirm if you agree to be nominated to the above mentioned higher education institution (press the "Forward to update" button first and make your final decision: accept or decline (with reason) your internal allocation to the Host University).**

**For clarification of selection results (in case of dispute), please contact the Academic Erasmus+ coordinator at your faculty (please add [outoing@mruni.eu](mailto:outoing@mruni.eu) in the copy of e-mail (Cc):**

| MRU Faculty                               | Academic Erasmus+ coordinator                      | Contacts                                                                                                       |
|-------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Law School                                | Study Manager: Joana Valiukaitė                    | Room: V-308<br>Ph.: (370 5) 271 4559<br>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<br>Ph.: (370 5) 271 4657<br>E-mail: <a href="mailto:irrotom@mruni.eu">irrotom@mruni.eu</a>         |
| Public Security Academy                   | Vice-Dean for Studies: Danguolė Seniutienė         | Room.: V-106<br>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

Kab.: V-241

Tel.: (8 5) 2714529

E-mail.: [selmistraitis@mruni.eu](mailto:selmistraitis@mruni.eu)

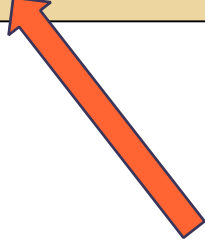
After you accept your allocation you are automatically assigned the status of **MRU selected outgoing student**.

You will receive an email informing you that the Faculty Selection Committee has completed the selection process. Log in to your Mobility-Online account and review your allocated Host Institution.

## Step 21 Accept or decline

☐ Application allocated to partner institution

[Accept or decline your allocation](#)



*Click here to accept  
or decline*

## Step 21.1 Accept or decline

M R U

The image displays two screenshots of a web form titled "Applications outgoing".

**Top Screenshot (Display state):**

- Header: Applications outgoing (left), Display (right)
- Section: Accept or decline your allocation
- Form: Accept or decline your allocation ☐ I accept my allocation ☐ I decline my allocation
- Buttons: Back, Forward to update
- Annotation: A large orange arrow points left from the "Forward to update" button.

**Bottom Screenshot (Update state):**

- Header: Applications outgoing (left), Update (right)
- Section: Accept or decline your allocation
- Form: Accept or decline your allocation ☒ I accept my allocation ☐ I decline my allocation
- Buttons: Back, Update
- Annotation: A large orange arrow points left from the "Update" button. Another large orange arrow points up to the "I accept my allocation" radio button.

Click **"Forward to update"** and choose whether to accept or decline your nomination. If you decline, you will be asked to provide a reason. If you accept, your status will be updated to **MRU Selected Outgoing Student**.

## Step 22 Confirm

☐ Application nominated at partner institution



At first stage, the International Office will review and confirm your nomination before sending your application to the partner institution. No action is required from you.



Mykolas Romeris  
University

Thank you for completing all the steps of your  
application.

Please check your email and Mobility-Online  
account regularly for updates.