

Erasmus+ studies online application instructions *STEP BY STEP*

1. Press **Create New Account**.

Sign in for users with e-banking, mobile or electronic signature

SIGN IN

Username *

Password

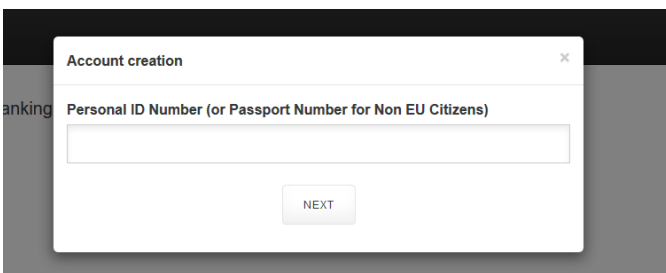
SIGN IN

CREATE NEW ACCOUNT

Forgot your password?

* - an email with which you have registered in this system
- for current students and graduates VMU username

2. Insert your **Personal ID / Passport Number** (official identification number).



3. Enter required information (enter your name and surname as it is written in your ID/passport (**use only Latin alphabet**)) and choose **“CREATE NEW ACCOUNT”**.

Account creation

Name

Surname

Email (username)

e.g. name.surname@gmail.com

Password

Minimum length 8 characters

Confirm password

Enter number

CREATE NEW ACCOUNT

4. If your account creation was successful, go to your email inbox and press provided link for the account activation then **sign in with your Username (e-mail) and Password.**

An activation link has been sent to the email address you provided. If you haven't received an email, write to support@vdu.lt
The link expires in 2 days and you will need to create account over again.

Sign in for users with e-banking, mobile or electronic signature

SIGN IN

Username *

Password

SIGN IN

CREATE NEW ACCOUNT

Forgot your password?

* - an email with which you have registered in this system
- for current students and graduates VMU username

5. Choose **Incoming-Application for Erasmus Study Exchange (from EU / EEA countries).**

Outgoing-Personal Data Form - Study Exchange

Outgoing-Personal Data Form - Traineeship

Outgoing-Application for Erasmus Student Traineeship (EU countries)

Outgoing-Application for Erasmus Recent Graduate Traineeship (EU countries)

Unclassified student application

Outgoing-Application for Erasmus Study Exchange (EU countries)

Outgoing-Application for Traineeship (non-EU countries)

Outgoing-Application for Bilateral and Erasmus Study Exchange (non-EU countries)

Incoming-Application for Erasmus Study Exchange (from EU / EEA countries)

Incoming-Application for Erasmus Study Exchange (from non - EU / EEA countries)

Outgoing-Application for Short Term and Summer Courses

Incoming-Application for Bilateral Study Exchange

6. Insert required **personal information.**

Incoming-Application for Erasmus Study Exchange (from EU / EEA countries)

Name Surname

Gender * Citizenship * Date of Birth *

Personal ID Number (Passport number for Non EU Citizens) * Place of birth *

Street * Home number * City *

Postal code * Country * Mailing address valid until *

Phone number *

Study cycle * Faculty at Vytautas Magnus University * Length of studies *

Broad field of education * Coordinator at the university

I am student with disability / special needs, i. e. with mental (intellectual, cognitive, learning), physical, sensory or other.

Link to ISCED-F page

Narrow field of education according to ISCED *

7. Please find the ISCED code on the website and enter it (choose "Link to ISCED-F page").

8. Please **mark** the required statements (second one should be marked only if applicable).

9. Please **indicate courses** you are planning to study at **Vytautas Magnus University**. Please note that the same courses must be indicated in your Online Learning Agreement (OLA) (link to the page -> <https://learning-agreement.eu>), otherwise your application form will not be confirmed.

By selecting this I confirm that courses selected at the application form matches the courses indicated in OLA.

Choose the following option if you are coming for final thesis preparation at VMU

Course list (View)

First study subject at VMU *

Name of the first subject at your university *

Semester *

Number of ECTS credits *

Second study subject at VMU

Name of the second subject at your university

Semester

Number of ECTS credits

Third study subject at VMU

Name of the third subject at your university

Semester

Number of ECTS credits

Fourth study subject at VMU

Name of the fourth subject at your university

Semester

Number of ECTS credits

Fifth study subject at VMU

10. Please **indicate courses from your Home University** which will be recognized after the exchange period. Include information about the **semester** and **number of ECTS** as well.

11. Fill in **information about your Home University**.

Follow this link to find Erasmus+ code for the university

Erasmus+ university code

Name of the sending Institution *

Sending institution faculty

Mailing address (Street, House No., City, Postal code) *

Name and last name of the coordinator *

Telephone number of the coordinator *

Email address of the coordinator *

Country of sending Institution *

Name of the sending institution in English (if applicable)

12. Please note that the information you are giving regarding accommodation IS NOT the application for the dormitory at Vytautas Magnus University. You will get additional information about application for the dormitory to your e-mail later.

Accommodation *

Emergency contact persons name and surname *

Emergency contact persons relationship to you *

Emergency contact persons phone number *

Emergency contact persons email address *

13. Please upload your **fully signed Online Learning Agreement (OLA)** downloaded from the platform (<https://learning-agreement.eu>). Please note that signed OLA is not a confirmation that you are officially accepted for Erasmus+ studies at Vytautas Magnus University. Official acceptance documents, provided you are accepted, will be sent to you after the application deadline.

14. Please upload **Transcript of records, Proof of English proficiency and Copy of ID/Passport**.

Note! You will be able to access your application form and to upload all the required documents (OLA, Transcript of records, Proof of English proficiency and Copy of ID/Passport) until the application deadline. After the deadline application form will be closed and it will be not possible to upload or change any files. If all the required documents are not in the system, your application will not be accepted. DO NOT send your documents to coordinators e-mails.

Learning agreement document
 BROWSE
(Document must be uploaded as one file)

Transcript of records
 BROWSE
(Document must be uploaded as one file)

Proof of english proficiency
 BROWSE
(Document must be uploaded as one file)

Copy of Passport/ID
 BROWSE
(Document must be uploaded as one file)

I hereby confirm that I will submit all the required documents before application deadline. *

Hereby I, confirm that all the information given above is correct and I do not object it would be used for the institutional (VMU) needs *

File must be smaller than 8 MB.

Allowed file types: jpg jpeg png pdf doc docx odp ods rar zip 7z.

15. After completing the application form do not forget to **press SUBMIT**. If your application has been submitted successfully, you will receive an email notification about it. After submitting you will be able to sign in and correct given information.
16. Once your application form will be revised and you will be accepted for Erasmus+ studies at Vytautas Magnus University you **will receive an e-mail from your coordinator**. In order to **download your official Letter of Acceptance and signed Learning Agreement** you will have to sign into your account in the application system, so please do not forget your login credentials.