

Mobility-Online

Application manual for Erasmus+ teaching visits in EU/EEA countries

Step-by-step instructions to ensure successful completion of the
Mobility-Online application process for the Staff Mobility (STA)

**!In case you have any questions about how to submit an
application, please read this manual first.**



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Application Steps

Step 1 – Complete Application Form for Erasmus+ Teaching Mobility

Step 2 – Register for Mobility Online

Step 3 – Complete your Workflow by uploading your Mobility Agreement

! If you are willing to apply to more than one institution, you have to fill a separate application form and register for Mobility Online once again.

! If you do not complete all steps, your application will not be received and considered.

Before filling the Mobility Agreement document

Please note that first of all you have to register on the [Mobility Online \(MO\) platform](#).

- On the MO platform you will be able to see the list of institutions that have agreements with your academic subdivision.
- Only after selecting the institution you are interest in, you will have to complete your Mobility Agreement and upload it to the MO platform.
- Your workflow on the MO platform will be open and possible to edit until the competition deadline (see the slide No. 11).
- Mobility Agreement must be uploaded signed by the applicant and the head of subdivision.

Step 1 - Application for teaching mobility

You can access the application form by following this [link](#). First of all, please complete your data (later you will be able to change it if needed) then choose „Send application“.

! Please note that you will be able to choose the institution only after selecting the host country.

! Please note that you can only select institutions listed on the Mobility Online system that have agreements with your academic subdivision.

Application for teaching mobility

All fields marked with (*) must be completed.

Data concerning your application [Open all sub groups](#) [Close all sub groups](#)

Type of application Incomings Outgoings *

Type of person Students/Trainees Teachers *

Academic year *

Exchange programme *

Semester *

Personal data

First name *

Last name *

Academic title

Please indicate one of the following titles:

- Associate professor
- Professor
- Assistant Professor
- Lecturer
- Assistant Lecturer
- Academic Staff
- Instructor
- Research assistant professor
- Emeritus

Seniority *

Date of birth *

Format: yyyy-mm-dd

Gender Male Female Unidentified *

Nationality *

Send application

More information about *fewer opportunities* can be found here: [in Lithuanian](#), [in English](#).

Please check your email for the further information!


i 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



Confirmation of Application

 noreply-mobility@vdu.lt
To: Monika Lisuskaite



Dear Destytojas

Thank you very much for your application!

In order to further process your application please register to MOBILITY-ONLINE [through the link attached at the end of this mail.](#)

Best regards,
Erasmus+ team
Vytauto Didžiojo universitetas | Vytautas Magnus University (LT KAUNAS01)
Tarptautinių ryšių departamentas | International Cooperation Department
Putvinskio g. 23, 2nd floor (visiting address)
Doneičio g. 58, LT-44248 Kaunas, Lithuania (postal address)
Phone: +370 37 327 988
E-mail: erasmus@vdu.lt

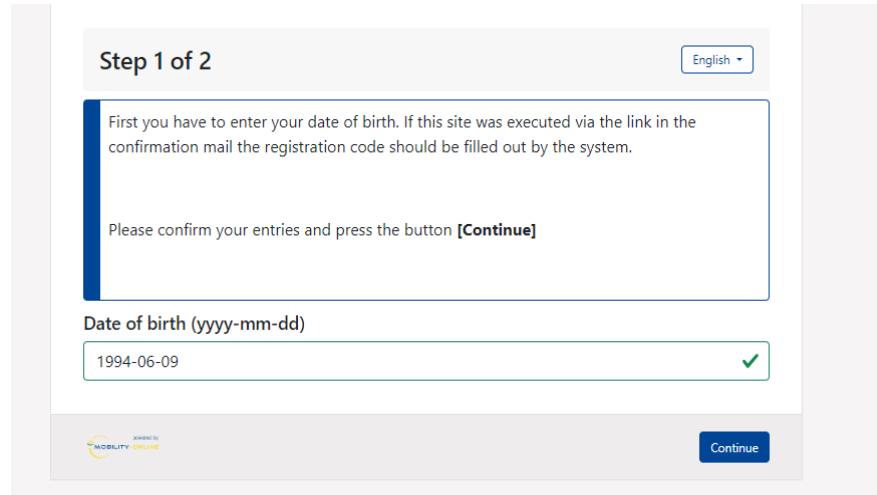
[To register on Mobility-Online, please click on this link](#)

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://mobility.vdu.lt/mobility/RegistServlet?bew_reg_nr=1609575223&kz_bew_art=OUT&kz_bew_pers=L&aust_prog_id=3491&spr_id=579

Step 2 – Online registration for Mobility Online

Enter your date of birth (yyyy-mm-dd) and press continue.



The screenshot shows a web form titled "Step 1 of 2" with an "English" language dropdown. The main instruction reads: "First you have to enter your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system." Below this, it says "Please confirm your entries and press the button [Continue]". A text input field labeled "Date of birth (yyyy-mm-dd)" contains the value "1994-06-09" and has a green checkmark on the right. At the bottom left is the "MOBILITY ONLINE" logo, and at the bottom right is a blue "Continue" button.

Step 1 of 2 English ▾

First you have to enter your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Continue]**

Date of birth (yyyy-mm-dd)

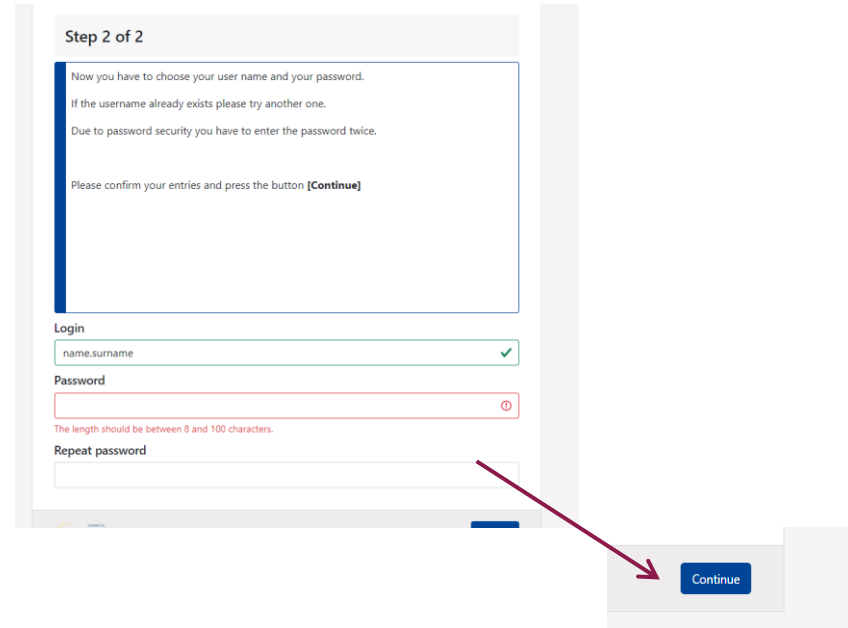
1994-06-09 ✓

POWERED BY
MOBILITY ONLINE

Continue

Step 2 – Online registration for Mobility Online

Create your username and password.



Step 2 of 2

Now you have to choose your user name and your password.
If the username already exists please try another one.
Due to password security you have to enter the password twice.
Please confirm your entries and press the button **[Continue]**

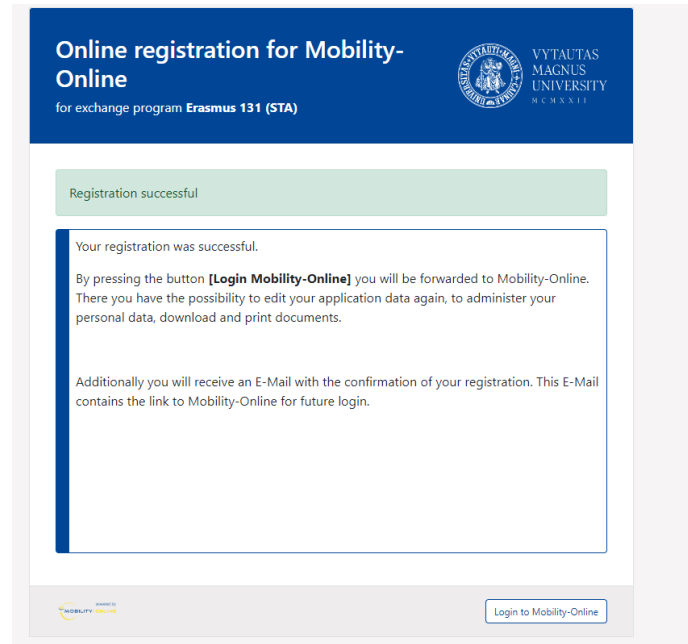
Login
name.surname ✓

Password
⊘
The length should be between 8 and 100 characters.

Repeat password

Continue

Now you can login to the Mobility Online system





Online registration for Mobility-Online
for exchange program **Erasmus 131 (STA)**

Registration successful

Your registration was successful.

By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

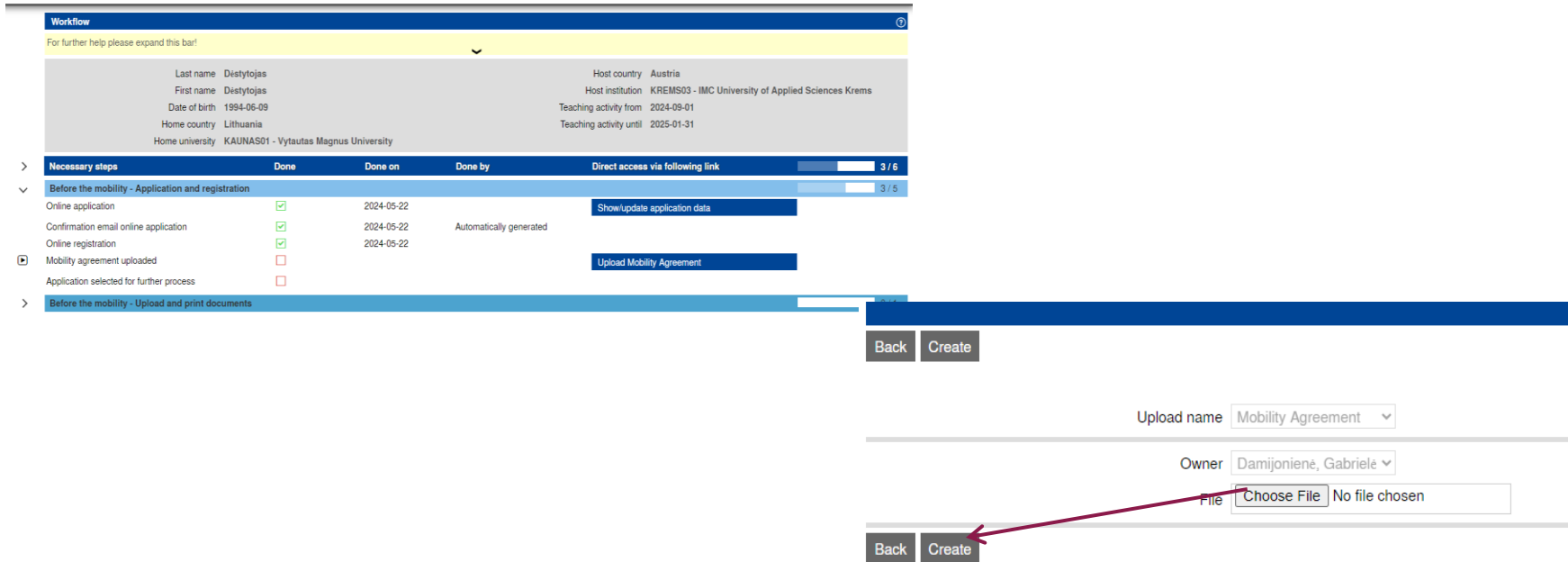
Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.

[Login to Mobility-Online](#)

Step 3 – Complete your Workflow by uploading your Mobility Agreement

Press “Upload Mobility Agreement” then select “Choose file” and then “Create”.



The screenshot displays a workflow management interface. At the top, a blue header bar contains the word "Workflow" and a help icon. Below this is a yellow bar with the text "For further help please expand this bar!". The main content area is a grey box containing personal and institutional details for a user named Distytojas, including last name, first name, date of birth, home country (Lithuania), host country (Austria), host institution (KREMS03 - IMC University of Applied Sciences Krems), teaching activity dates (2024-09-01 to 2025-01-31), and home university (KAUNAS01 - Vytautas Magnus University).

Below the details is a table of "Necessary steps" with columns for "Done", "Done on", "Done by", and "Direct access via following link". The table shows three main sections: "Before the mobility - Application and registration" (3/5 steps), "Before the mobility - Upload and print documents" (1/1 step), and "Before the mobility - Upload and print documents" (1/1 step). The "Mobility agreement uploaded" step is currently incomplete, with a red checkbox and a button labeled "Upload Mobility Agreement".

At the bottom of the interface, there is a file upload section. It includes a dropdown menu for "Upload name" (set to "Mobility Agreement"), a dropdown for "Owner" (set to "Damijonienė, Gabrielė"), and a file selection area with a "Choose File" button and the text "No file chosen". Below the file selection area are "Back" and "Create" buttons. A red arrow points from the "Choose File" button to the "Create" button.

Necessary steps	Done	Done on	Done by	Direct access via following link	Progress
Before the mobility - Application and registration 3 / 5					
Online application	<input checked="" type="checkbox"/>	2024-05-22		Show/Update application data	
Confirmation email online application	<input checked="" type="checkbox"/>	2024-05-22	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	2024-05-22			
Mobility agreement uploaded	<input type="checkbox"/>			Upload Mobility Agreement	
Application selected for further process	<input type="checkbox"/>				
Before the mobility - Upload and print documents 1 / 1					
Before the mobility - Upload and print documents 1 / 1					

Step 4 – Application is completed!

Thank you for completing the application, you should receive an email confirming it. Please wait for further information from the Mobility Online system regarding the selection process.

Note! Changes

! If you need to change information on your application, please choose “Show/update application data” on the Workflow and select “Forward to update”.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Application and registration 3 / 5				
Online application	<input checked="" type="checkbox"/>	2024-05-22		Show/update application data
Confirmation email online application	<input checked="" type="checkbox"/>	2024-05-22	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	2024-05-22		
Mobility agreement uploaded	<input type="checkbox"/>			Upload Mobility Agreement
Application selected for further process	<input type="checkbox"/>			

Edit application

Back Forward to update

– Data concerning your application [Open all sub groups](#) [Close all sub groups](#)

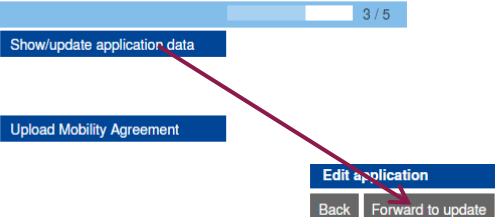
Type of application Incomings Outgoings *

Type of person Students/Trainees Teachers *

Academic year 2024/2025 ▾ *

Exchange programme Erasmus 131 (STA) ▾ *

Semester Autumn 2024 ▾ *





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