Mobility-Online
Application manual for Erasmus+ teaching visits in non-EU/EEA countries

Step-by-step instructions to ensure successful completion of the Mobility-Online application process for your 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 application by answering questionnaire

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

! If you are applying for Erasmus+ teaching mobilities in EU/EEA and in non-EU/EEA countries, you have to **fill a separate application form and register for Mobility Online once again**.

Step 1 - Application for teaching mobility

- You can accesses the application form by [following this link](#).

Step 1 - Application for teaching mobility

- More information about *fewer opportunities* can be found here: in Lithuanian, in English;

- You can choose up to 2 countries/institutions during the application procedure. Please, list them by *priority.*

- Please be aware that you can be selected only for 1 Erasmus+ teaching visit in non-EU/EEA countries;

- Answer all questions and press „Send application".

Note! you will be able to change the data in your application until the deadline of the competition.

Please check your email for the further information!

ℹ️ **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 Σ [Gautieji ×]

noreply-mobility@vdu.lt <noreply-mobility@vdu.lt>
skirta aš ▾

 Dear EDtest

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**.
Please, note that you must register and answer additional questions.
Only afterwards, your application form will be evaluated by the committee.
You will be personally informed about the selection results.

Best regards,
Erasmus+ team
Vytauto Didžiojo universitetas I Vytautas Magnus University (LT KAUNAS01)
Tarptautinių ryšių departamentas I International Cooperation Department
Putvinskio g. 23, 2nd floor (visiting address)
Donelaicio 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=1604701871&kz_bew_art=OUT&kz_bew_pers=L&aust_prog_id=3531&spr_id=579

Choose this link in your email to register your application

Step 2 – Online registration for Mobility Online

Enter your date of birth (yyyy-mm-dd) and press „Continue"

Step 2 – Online registration for Mobility Online

Create your username and password and press „Continue".

Now you can login to the Mobility Online system

Online registration for Mobility-Online

for exchange program **Erasmus 171 (STA)**

Registration successful

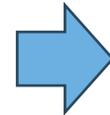Your registration was successful.

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

You will receive email about successful registration

noreply-mobility@vdu.lt <noreply-mobility@vdu.lt>

skirta aš ▼

Dear EDtest

Thank you for registering with Mobility-Online.
Please use the link at **the end of this mail** for future access to Mobility-Online!!
Please, note that you must answer additional questions.
Only afterwards, your application form will be evaluated by the committee. You will be personally informed about the selection results.

Best regards,
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Donelaicio g. 58, LT-44248 Kaunas, Lithuania (postal address)
Phone: +370 37 327 987

Step 3 – Complete your Workflow by answering questionnaire

Workflow

For further help please expand this bar!

Last name	EDtest
First name	Etest
Date of birth	1984-06-10
Home country	Lithuania
Home university	KAUNAS01 - Vytautas Magnus University

Host country (First choice)	Georgia
Host institution (First Choice)	KUTAIS01 - Akaki Tsereteli State University
Teaching activity from	2024-09-01
Teaching activity until	2025-01-31

Necessary steps	Done	Done on	Done by	Direct access via following link	3 / 6
Before the mobility - Application and registration					3 / 5
Online application	☑	2024-05-22		Show/update application data	
Confirmation email online application	☑	2024-05-22	Automatically generated		
Online registration	☑	2024-05-22			
Justification of the visit	☐			Answer Questionnaire	
Application selected for further process	☐				
Before the mobility - Upload and print documents					0 / 1

Step 3 – Answer additional questionnaire

- If you chose 2 institutions in your application form, you should complete questionnaire for both institutions separately.

- When you finish answering questions, choose "I confirm that my Erasmus+ visit is agreed with the head of my department" and then press „Create".

You application is complete!

Before the mobility - Application and registration				
Online application	☑	2024-05-24		Show/update application data
Confirmation email online application	☑	2024-05-24	Automatically generated	
Online registration	☑	2024-05-24		
Justification of the visit	☑	2024-05-24	EEtest EDDtest	Answer/Update Questionnaire

After you complete the questionnaire, your application is finished. Please wait for the results of the competition.

Note! Changes in the application form

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

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