

BEFORE THE MOBILITY

A step-by-step guide to help you navigate the application and documentation process of your exchange studies abroad.

STEP 1

APPLICATION FORM TO HOST UNIVERSITY

After completing the application form, the student sends a PDF or print screen to outgoing@mruni.eu

The host university takes care of the application procedure. The student must fulfil all application requirements and submit the application to the host university. In case of issues, the student must contact the host university's coordinator for incoming students.



STEP 2

OLA - ONLINE LEARNING AGREEMENT FOR STUDIES

The student must select the offered courses at the hosting university, intercommunicate pertinence of selected courses with academic Erasmus+ coordinator, fill in OLA/LA, and send a PDF copy of final OLA/LA with 3 signatures to outgoing@mruni.eu

The hosting university may not require the OLA document, but it must be approved by all 3 parties (student, your faculty Vice-Dean, and the coordinator at the host university), as a mandatory annex to the financial agreement.

Important: If your prechosen study subject is changed or no longer available, the Learning Agreement must be changed during the first month of studies abroad. These changes are made by completing the second part of the agreement "during the mobility" for both OLA and LA. The document must be confirmed by the student, Vice-Dean at MRU, and coordinator at host university, and be sent to International Office at outgoing@mruni.eu

STEP 3

ACCEPTANCE CONFIRMATION

The student must send a PDF copy or forward the acceptance e-mail to outgoing@mruni.eu

The acceptance confirmation may be an official acceptance letter, confirmed OLA or LA, or an e-mail sent to the student. In it, the hosting university confirms the student is admitted, indicates the duration of studies, and provides other information.



STEP 4

VALID TRP OF LITHUANIA AND VISA OF HOST COUNTRY

The student must send a PDF copy of valid TRP of Lithuania and valid VISA of the host country to outgoing@mruni.eu

- For Non-EU citizens: PDF copy of valid TRP of Lithuania and valid VISA of host country;
- For EU citizens: PDF copy of valid TRP of Lithuania/EU Card and valid VISA (for KA107)

Students going for any Erasmus+ mobility activity MUST have a Temporal Residence Permit of Lithuania (TRP) valid during the entire mobility for studies period.

You might also have to apply for relevant permission in the host country (e.g. visa), if such is a requirement of the host country for incoming students for longer than 90 days. Check if and when you need to apply for visa and temporary residence permits for studies at the Partner University.

If the Embassy requires you to provide a document that contains information on the amount of your Erasmus+ grant, please request it by e-mail outgoing@mruni.eu

STEP 5

HEALTH INSURANCE POLICY

The student must send a PDF of health insurance card or other suitable health insurance policy to outgoing@mruni.eu

The student is obliged to obtain health (first aid and medical expenses) insurance policy in the country of the host university for the entire period of mobility.

Basic coverage is provided for EU citizens through the European Insurance Card. Other country citizens must obtain a private health insurance. We strongly recommend to obtain the insurance policy that covers repatriation and specific medical intervention expenses.



STEP 6

BANK ACCOUNT DETAILS

The student sends their Lithuanian bank account details to **outgoing@mruni.eu** in PDF or .doc format.

In order for the International Office to draw up an Erasmus+ student grant agreement under which a student is paid an Erasmus+ study scholarship, the student must complete a personal and financial data form.

Your bank account and bank card should be valid throughout the entire mobility period.



STEP 7

REQUEST FORM FOR ERASMUS+ GRANT

The student must fill in the request, indicate the duration of the study mobility, sign the request, seek out the signature of the faculty's Vice-Dean, and send the request in PDF format to **outgoing@mruni.eu**

MRU shall provide a Grant for undertaking a physical mobility activity ONLY. Each student has to indicate study mobility dates as exact as possible. It is not recommended to indicate whole academic year. Since student's physical presence in Hosting university might be shorter than whole academic year and student may have to return grant.

The study period dates can include the beginning of the introductory week. The introductory week is included only if it does not exceed 7 days and is indicated in the acceptance confirmation.

The study period dates can include the beginning of the semester (lectures) and the end of the first examination session or the date of the last examination of subjects he/she chose on OLA/LA.

The request can be submitted only after signing by the vice-dean of the faculty!



STEP 8

PROJECT PARTICIPANT QUESTIONNAIRE

The questionnaire is only obligatory for KA107 activity participants.

The student must print out a template of the questionnaire and fill it in by hand in blue ink. Then, the student must sign it and bring the original document (filled in by hand) to the International Office Room No. I-302.

The Grant for outgoing students for Erasmus+ studies might be paid from the European Structural Funds project. Each scholarship recipient must complete a participant questionnaire and bring the original to the International Office (I-302 Room).



STEP 9

GRANT AGREEMENT SIGNED BY STUDENT

The student must read the grant agreement, sign it with a qualified e-signature, and send it in PDF format to **outgoing@mruni.eu**

We recommend signing the Grant agreement with e-qualified signatures. It can also be signed directly to PDF with „fill and sign“ tool.



AND... THAT'S IT!

You have successfully completed all the steps required for the documentation of your mobility studies!

Next, the International Office will confirm the signed agreement and submit it for signature of MRU Authorities.