

APPLICATION PROCEDURE

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2024-2025

To apply for exchange studies at VILNIUS TECH, you have to complete and submit VILNIUS TECH [online application](#).

Sign up and activate your account by clicking a unique activation link sent to your e-mail. If you do not receive any e-mail with activation link, please check your spam box first and inform us afterwards.

APPLICATION DEADLINE

Deadline for **Autumn** semester students

June 15th

Deadline for **Spring** semester students

November 30th

Since it may take 2-3 weeks for both universities to confirm your selected study plan, please **start the application procedure as soon as possible**.

IMPORTANT! For course descriptions, please visit our [website](#).

There are 10 faculties in VILNIUS TECH and each faculty has an academic coordinator.

If you have any questions on a course details or if you intend to come for a final thesis/project, please contact the faculty coordinator this course/study field belongs to before submitting your application.

List of coordinators and their contact details can be found [here](#).

Please note that:

- You can choose courses from different faculties as long as they are approved by your Home university.
- Due to the possible timetable overlaps, you might have to change your study plan after arrival. You will be given 3 weeks after the beginning of semester to change your Learning Agreement.
- We do not need original documents to be sent by post - scanned copies are enough.
- Online applications cannot be downloaded as a PDF file.

For more information, please contact us at exchange@vilniustech.lt

DOCUMENTS TO UPLOAD

While completing our online application, you will be required to upload the following documents:

1. Copy of your passport or ID card
Non-EU nationals have to upload passport copy only, ID cards are not accepted.
2. Transcript of Records
It is a record of the grades you received in your Home university prior your exchange (at least 2 previous semesters).
3. English language certificate
The document has to confirm a minimum [B2 level of CEFR](#). Students are required to submit one of the certificates with the following minimum scores: [IELTS 6.0](#), [TOEFL Paper 513/TOEFL iBT 65/TOEFL CBT 183](#), [TOEIC 605](#) or a certificate issued by the language department of the sending institution confirming at least CEFR B2 level of language proficiency. Erasmus+ Online Linguistic Support (OLS) language certificates are [not](#) accepted.
4. Bachelor/Master diploma copy. [For Master/PhD students only](#).
5. Portfolio. [For Architecture students only](#).
For attending any of the project studios at the Faculty of Architecture, you are required to submit your architectural work portfolio. Please include a short CV, academic projects in architecture consisting of a short description, drawings and visuals. You can also include projects from professional activity in architecture, for example, during your internship, voluntary work, as well as other artistic endeavours. You can only upload files up to [4 MiB](#) in size each from the following types: [JPEG](#), [GIF](#), [PNG](#), [TIFF](#), [PDF](#). Please make sure that the image is not blurry or distorted and has plenty of contrast. Remember that they should be legible when printed out.

Please [do not](#) send your portfolio to us by e-mail – all documents have to be uploaded to online application.

LEARNING AGREEMENT

Learning Agreement (LA) is a crucial document for your exchange studies. Please discuss both VILNIUS TECH courses and Recognition part with your university's academic coordinator before completing your online application. Once your study plan is confirmed by VILNIUS TECH faculty coordinator, it cannot be edited anymore. So be careful while completing your application and submit it only after you are sure that all details are correct and approved by your Home university.

The process of having the final version of your Learning Agreement:

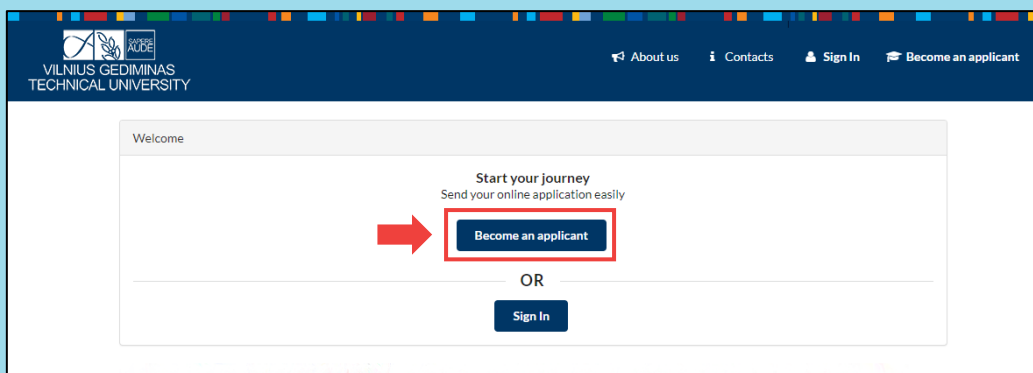
1. Submitting your VILNIUS TECH online application;
2. Completing your LA via Online Learning Agreement (OLA) / Erasmus+ App or another platform used by your Home university (for Erasmus+ participants);
3. Uploading the signed LA to VILNIUS TECH online application.

Your acceptance to VILNIUS TECH will be confirmed with the Acceptance/Invitation letter, which is sent automatically within few days after you upload your fully signed Learning Agreement.



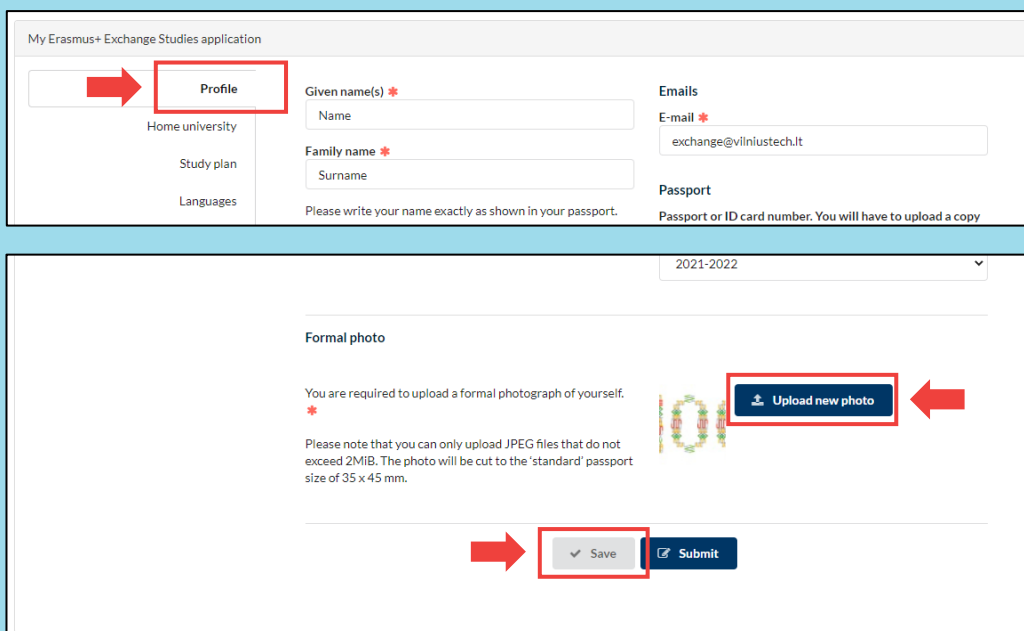
VILNIUS TECH ONLINE APPLICATION STEP-BY-STEP

1. Create your account at exchange.vgtu.lt



2. Activate your account by clicking a unique activation link sent to your e-mail. If you do not receive any e-mail with activation link, please check your spam box first and inform us afterwards.

3. Complete your profile with the personal details and upload your photo in the Profile tab at the bottom of the page. Save it and go to the next tab.



4. Complete the Home university tab and save it.

The screenshot shows the 'Home university' tab of the application form. The left sidebar has 'Home university' selected. The main content area is divided into three sections: 'Home university details', 'Coordinator at your home university', and 'Programme details'. Each section contains several input fields with red asterisks indicating required fields. At the bottom, there are 'Save' and 'Submit' buttons, both highlighted with red boxes and arrows.

My Erasmus+ Exchange Studies application

Profile

Home university

Study plan

Languages

Documents

Motivation

Other

Please provide the requested information about your current studies at your home university (sending institution), the study programme you are currently enrolled in as well as the contact details of the coordinator at your home university.

Home university details

Official name of school *
University of Malaga (School of Industrial Engineeri

Name of department / faculty / institute *
Economics

Programme details

Level of education *
Bachelor Degree Studies

Current term *
4th semester

Study area (according to ISCED) *
Law 0421

Study programme name *
Economics

Coordinator at your home university

Full name *
--

Position *
--

E-mail *
iro@iro.com

Postal address *
--

Phone number *
1574518

Mobile phone number

Fax number

Save Submit

5. Go to Study plan tab and select Study plan.

The screenshot shows the 'Study plan' tab of the application form. The left sidebar has 'Study plan' selected. The main content area contains instructions for selecting courses and filling in the recognition section. Below the instructions, there are two rows of course selection. The first row shows 'Erasmus+ Exchange Studies' with a 'Study plan' button highlighted by a red box and arrow. The second row shows 'Erasmus+ Exchange Studies' with a 'Recognition' button. At the bottom, there is a 'Submit' button.

My Erasmus+ Exchange Studies application

Profile

Home university

Study plan

Languages

Documents

Motivation

Other

Please view your mobility choice by pressing study plan.

In Study plan section please select the courses that you will study in Receiving institution (VGTU). Courses selected here will be transferred to the Table A in your Learning Agreement.

In Recognition section please fill in the courses that would normally be completed at the Sending Institution (your university) and which will be replaced by the Study Programme at VGTU. Courses that you fill in here will be transferred to the Table B in your Learning Agreement.

Erasmus+ Exchange Studies
Full year intake 2021-2022 English
University of Malaga (School of Industrial Engineering)

Study plan

Erasmus+ Exchange Studies University of Malaga (School of Industrial Engineering)

Recognition

Upon confirmation of your selected study plan, Learning Agreement will be automatically generated for printing. More information about Learning Agreement can be found [here](#)

Submit

We recommend to take not less than **20 ECTS** and not more than **35 ECTS** per semester.

6. Choose all courses you will be attending at VILNIUS TECH during your exchange and save changes.

Study Plan

Please compose your study plan by choosing all of the courses that you want to take at VGTU.

Save changes

NB! You can only take the courses from the semester you are applying for.
It is recommended to take not less than 20 ECTS and not more than 35 ECTS per semester.

You have currently chosen 6 ECTS credits

Edit Preview Final thesis

Faculty of Business Management

	Choose	VVTVB19101	Business Fundamentals	Bachelor Degree Studies	Autumn	3
		VAFIP17112	Corporate Economics	Bachelor Degree	Autumn	2

7. Go to the Recognition part.

My Erasmus+ Exchange Studies application

Profile

Home university

Study plan

Languages

Documents

Motivation

Other

Please view your mobility choice by pressing **study plan**.

In **Study plan** section please select the courses that you will study in Receiving Institution (VGTU). Courses selected here will be transferred to the Table A in your Learning Agreement.

In **Recognition** section please fill in the courses that would normally be completed at the Sending Institution (your university) and which will be replaced by the Study Programme at VGTU. Courses that you fill in here will be transferred to the Table B in your Learning Agreement.

Erasmus+ Exchange Studies
 Full year Intake 2021-2022 English
 University of Malaga (School of Industrial Engineering)

Erasmus+ Exchange Studies University of Malaga (School of Industrial Engineering)

Upon confirmation of your selected study plan, Learning Agreement will be automatically generated for printing. More information about Learning Agreement can be found [here](#)

8. Write courses which will be recognized at your Home institution.

These courses will be recognized as completed after you finish your exchange period at VILNIUS TECH.

- If your Home university does not recognize any courses completed during your exchange period, please fill in “N/A”.
 - If your Home university automatically recognizes all courses completed during your exchange period, you may fill in “Mobility window”.
- Save changes.

Recognition

Component code: 489

Component title: economics

ECTS credits: 3

Semester: Spring

+ Add new component

Save changes

9. Complete the Languages tab and save it.

My Erasmus+ Exchange Studies application

Profile

Home university

Study plan

Languages

Documents

Motivation

Other

To study in VGTU you are required to know English at least on B2 level (according to Common European Framework of Reference for Languages [read more](#))

Language required *: English

Proficiency select *: C2 - Proficient user

Additional languages

+ insert new language

Save Submit

10. Upload all required documents at the Documents tab and save them. (for uploading your Portfolio, choose type "Other").

Do not worry if the documents are "Waiting for approval". It will be approved after you submit your application.

Profile

Home university

Study plan

Languages

Documents

Motivation

Other

Name	Type	Uploaded	Size
<input type="checkbox"/> click to remove Untitled.jpg confirmed	Transcript of records	2019.11.04	5.76 KB
<input type="checkbox"/> click to remove formal_photograph_u_3092_app_6555.jpg confirmed	Photo	2019.11.04	10 KB
<input type="checkbox"/> click to remove Untitled.jpg confirmed	Passport or ID card	2019.11.04	5.76 KB

0.96 disk space used

Documents to be uploaded:

1. Your photo
2. A copy of passport or ID card
3. Transcript of Records
4. English language certificate

You can only upload files up to 4 MIB in size each from the following types: JPEG, GIF, PNG, TIFF, PDF. Please make sure that the image is not blurry or distorted and has plenty of contrast. Remember that they should be legible when printed out.

The documents must be upright (not upside down) and in portrait mode (taller than wider).

Choose file type: Transcript of records

Upload new files

Save Submit

11. Complete the Motivation tab and Other, save it and finally submit your application.

The screenshot shows a web application interface with a sidebar on the left containing menu items: Profile, Home university, Study plan, Languages, Documents, Motivation (highlighted with a red box and a red arrow pointing to it), and Other. The main content area has a heading 'One of the most important parts of your application is the motivation letter...' followed by instructions and a list of bullet points. Below the text is a large empty text input area. To the right of the input area, there is a character count 'You have currently typed 0 characters', a warning box 'Only Latin characters allowed', and a note 'Please write at least 1500 characters, but not more than 4000 characters. (optional)'. At the bottom of the form, there are two buttons: 'Save' (with a checkmark icon) and 'Submit' (with a document icon), both highlighted with red boxes and red arrows pointing towards them.

12. After you submit your application, VILNIUS TECH faculty coordinator will review and confirm your study plan online.

If everything is correct, you will be notified by e-mail within 2-7 days.

13. After you receive an e-mail about confirmed study plan, you may start completing your Digital Learning Agreement via OLA/Erasmus+ App or another platform used by your Home university. The LA must match the courses you selected in VILNIUS TECH online application.

Students from non-EU universities or universities that do not use platforms for Digital Learning Agreements for competing and signing their LA should contact us by exchange@vilniustech.lt.

14. The final step is to upload the fully signed Learning Agreement to VILNIUS TECH online application.

If everything is correct, you will receive your Letter of Acceptance/ Invitation by e-mail within few days.

DIGITAL LEARNING AGREEMENT

We do accept Online Learning Agreement (OLA) format. However, [it is mandatory to complete VILNIUS TECH online application](#) first.

Summary of the application process:

1. Complete VILNIUS TECH online application (pages 5-9).
2. Wait for an e-mail that your study plan has been confirmed by your faculty coordinator at VILNIUS TECH.
3. Complete the LA via OLA/Erasmus+ App or another platform. The courses must match the ones you selected in VILNIUS TECH online application.
4. Download the [fully signed](#) Learning Agreement and upload it to VILNIUS TECH online application.
5. If everything is correct, you will receive your Letter of Acceptance/Invitation by e-mail within few days.

CONTACT INFORMATION IN OLA:

Receiving administrative contacts: Eglė Kybartaitė & Mantė Taser

E-mail: exchange@vilniustech.lt

Phone: +370 52 51 2455

Receiving responsible person: depends on the faculty – please check the list of faculty coordinators [here](#). If you are not sure about the faculty you have been allocated to, please contact us at exchange@vilniustech.lt

Position: Faculty coordinator

Country: Lithuania

Name of institution in original language:

VILNIAUS GEDIMINO TECHNIKOS UNIVERSITETAS (VILNIUS TECH)

CONTACT DETAILS

INCOMING EXCHANGE STUDENT OFFICE
SAULĖTEKIO AL. 11,
SRC (CENTRAL BUILDING) room 205
LT-10223, VILNIUS
LITHUANIA

Miss Eglė Kybartaitė

Erasmus+ Programme Senior Manager

Mrs Mantė Taser

Head of International Programmes Group

For nominations, application process and other inquiries, please contact
exchange@vilniustech.lt

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