Dear Partners,

Warm greetings from Siauliai University!

We would like to inform you about application procedure at Siauliai University for the academic year 2016-2017.

1. **Nomination of selected students.** We do not have deadlines for nominations but we would be grateful to receive nominations from the coordinators before receiving the application documents. Nomination letter should include student’s name, surname, date of birth, study cycle, study programme. Please send nominations to intern.studies@su.lt. After receiving the nomination, the coordinator will contact the students and provide all necessary information about application procedure.

2. **Deadlines for application:** autumn semester or full academic year June 1 (for students who do not need visas), May 1 (for students who need visas); spring semester November 1 (for students who need visas), December 1 (for students who do not need visas)

3. The below listed **application documents** must be scanned and sent by e-mail (intern.studies@su.lt), we do not require hard copies:
   3.1 **Learning Agreement for Studies.** Since Learning Agreement contains all necessary information, we will not use application form anymore. Please note that we will only accept Learning agreements clearly filled in by computer. Students should check available courses at the link http://su.lt/index.php?option=com_content&view=article&id=4155&Itemid=17452&lang=en
   3.2 a scanned copy of passport or ID card;
   3.3 proof of health insurance (copy of European Health Insurance Card or copy of private health insurance).
   3.4 a digital passport photo.

4. After receiving duly filled in and signed Learning agreements and other required documents, the coordinator will send Learning agreements to the faculties for approval. If less than 5 students selected the same subject students will have only consultations with the lecturers. Signed by our part Learning agreements will be returned by e-mail to the students and their coordinators.

5. Invitation Letter will be sent by e-mail directly to the students.

6. Students do not need to apply for accommodation separately. After receiving application documents the place in the students dormitory is reserved automatically.

7. Each student will get a mentor who will help before arrival and during student’s stay in Siauliai. The mentor will contact the student not later than one month before beginning of studies.

8. **Late applications.** In case the student missed the deadlines, he/she will be accepted only with the condition that she/he will select the subjects from the available list sent by the coordinator. This list will contain the subjects that other students have selected and the student will be able to join their groups.

9. At the beginning of semester students will be able to make changes to their Learning agreements within two weeks. Later changes will not be accepted.

10. The Transcript of Records will be issued within one month after the end of semester. First, the scanned ToR will be sent to the students and Home Institutions, then hard copies will be posted to Home Institution.

Hope to continue our fruitful cooperation in the future.

*Department of International Programmes and Relations*