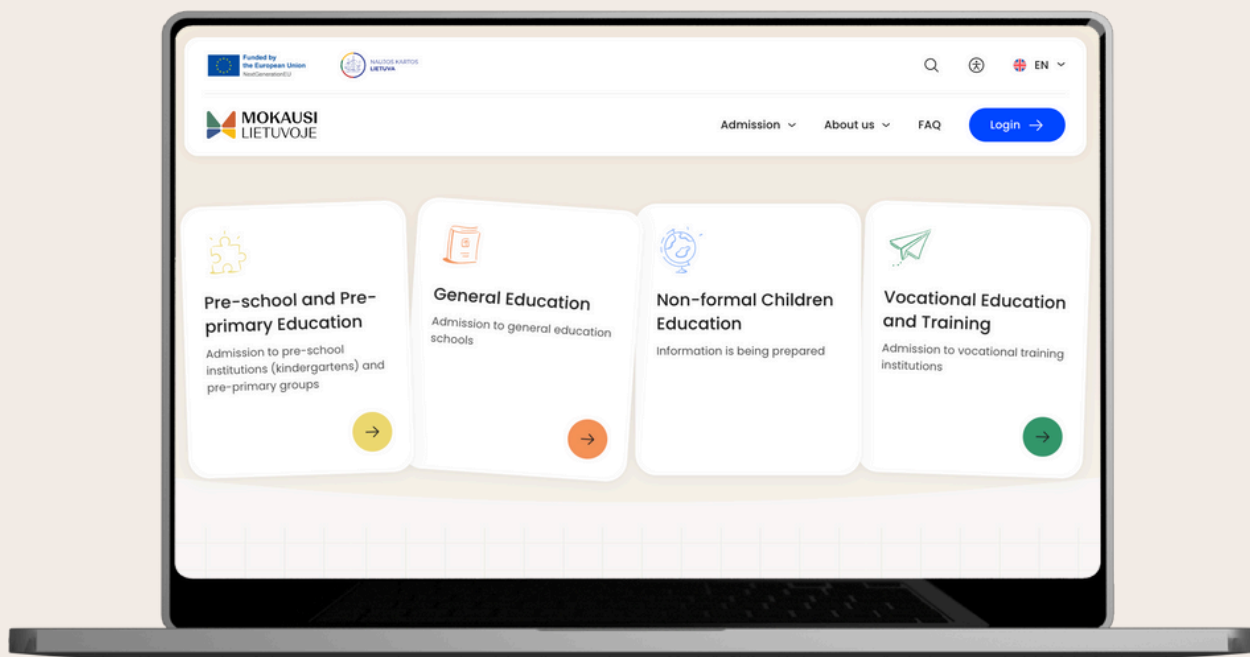


# Application Instructions



## Admission to Vocational Training Programmes

v.1.0 2025-01

# KEY TERMS

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## CPIS INFORMATION SYSTEM

Centralised Information System for admission to educational programmes. The system is accessible via [mokausi.lt](http://mokausi.lt).



## E-GOVERNMENT GATEWAY

The portal that is designed to access administrative and public electronic services. Users wishing to submit applications for studying under educational programmes can authenticate themselves using one of the available methods on the e-Government Gateway portal. If you do not have a means to use the e-Government Gateway services, learn more [here](#).



## WIZARD

A progress bar in the CPIS information system that displays the progress of the application form, i.e., the completed and remaining steps until the successful submission of the application.

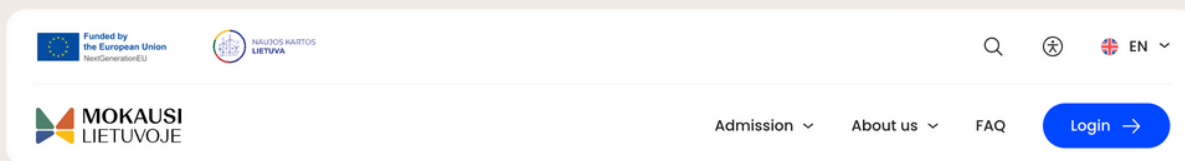


## STUDY APPLICATION

A list of preferred educational institutions for studying specific education and training programmes. Applications are submitted electronically via the CPIS information system.

# LOGIN TO THE CPIS

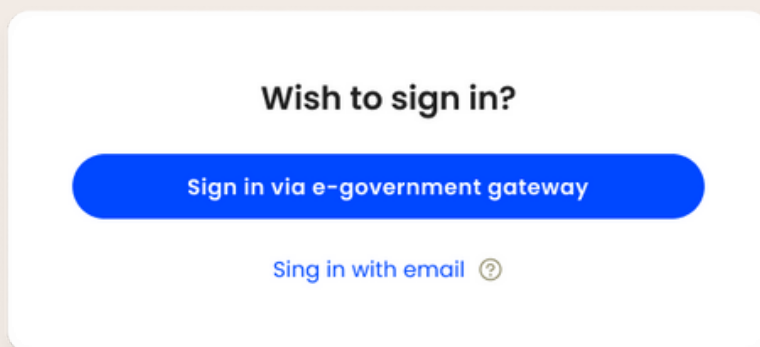
1



Visit the mokausi.lt website.

Click the **LOGIN** button located in the upper right corner of the screen.

2

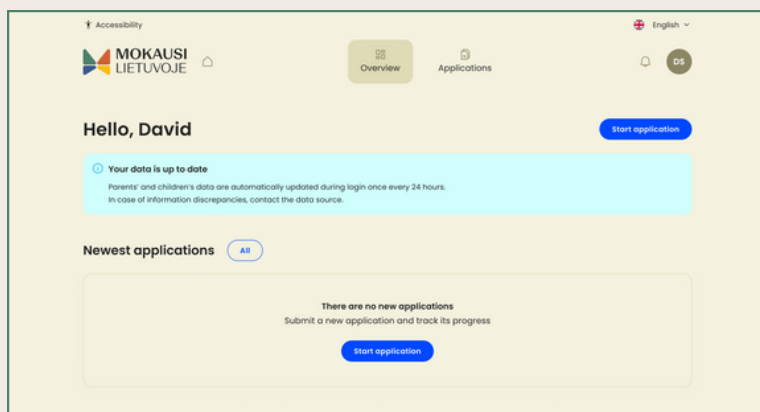


On the page that opens, click the **SIGN IN VIA E-GOVERNMENT GATEWAY** button. Use the available authentication method, such as e-banking.



If you are unable to authenticate via the e-Government Gateway, please contact the preferred vocational training institution for access. Learn more [here](#).

3



Once you agree to the privacy policy, you will be directed to the overview page. To begin filling out the study application, click the **SUBMIT APPLICATION** button.

# PERSONAL INFORMATION

Fill out the personal information form:

**MOKAUSI LIETUVOJE**

### Filling application

Application information

Check and fill in personal information

Applicant

1 David Smith (36 y.o.)

Application type

2 Admission to a vocational training institution

Start of education

3 2025-2026

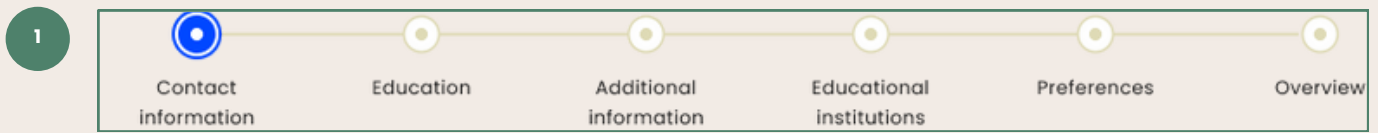
Close Next 4

1. Specify the **applicant**.

2. Select the **application type**. Applicants for vocational training programmes will see the pre-selected **Admission to Vocational Training Institution** application type.

3. The **start of education** is pre-selected (2025-2026).

4. Click the **NEXT** button. In the next window, the application completion wizard will appear, guiding you through the application process and displaying your progress.



### Filling application

Contact information

Check contact information

Phone number

+370 677 11 944 3

Contact email

david.smith@email.com 4

5

close   Next

2

Applicant  
David Smith (36 y.o.)

Application type  
Admission to a vocational education institution

Start of education  
2025-2026

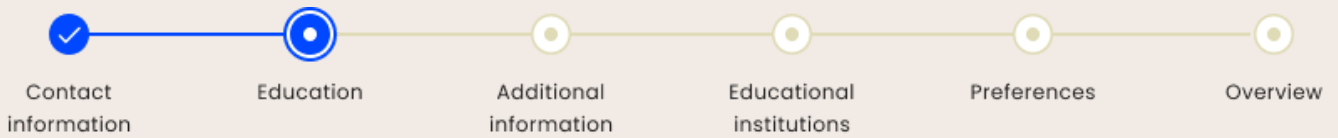
Terms of admission  
[ŠMSM Law acts](#)

Provide your contact details:

1. The **application completion wizard** or **progress bar** shows the progress of the application. The current step is highlighted in blue.
2. While filling out the application, you will see a card with the applicant's information and the admission procedure document. Click on the link to the **Vocational Training Institutions' procedure document** to learn more about the admission process.
3. Provide your **mobile phone number**.
4. Provide your **email address**. You will receive emails at this address regarding changes to the status of your application.
5. Click the **NEXT** button.



If you have already provided your contact details in your account, the contact fields will be automatically filled. Please double-check your information and click **NEXT**.



## Review the education information:

If you obtained your education **in Lithuania in 2010 or later**, the information confirming your qualifications will be retrieved automatically. If you wish to add additional documents, you can do so manually (see [here](#)).

### Filling application

Education

Fill in your education details

i Your information is up to date. The last update completed: 2024-11-21, 11:11 1

⚠ **Important**  

The **competition score** is calculated based on the evaluations of general education subjects and exams (if secondary education has been completed). If your general education evaluations were not obtained from the registries, please attach a document and enter the evaluations manually.

For **upper secondary education** obtained **outside Lithuania**, it is necessary to attach documents confirming the education obtained and a SKVC academic recognition certificate in ADOC format.

For **lower secondary or other education** acquired **outside Lithuania**, it is necessary to submit documents confirming the education obtained. Academic recognition of education will be carried out by the vocational training institution chosen as the first preference.

**General education programmes** + Add

2

**Matriculation certificate**  
**Secondary education - 2011**

Name of educational institution  
Vilniaus gimnazija

[View](#)

**Vocational qualification** + Add

3

**Higher education** + Add

4

5

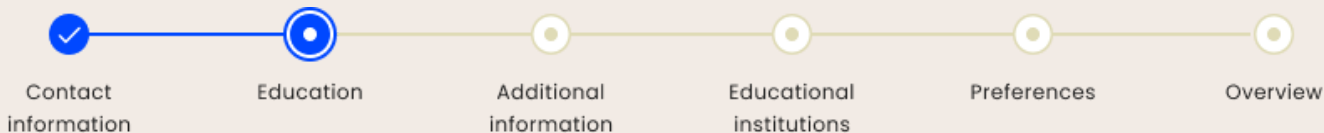
← Back
Close
Next

In the Education step, you can see:

1. System note: The data update date.
2. Completed **general education programmes** and related documents (if completed and registered).
3. Acquired **vocational qualifications** and related documents (if obtained and registered).
4. Acquired **higher education** and related documents (if obtained and registered).
5. The **NEXT** button. Click the button to continue filling out the application.



If you notice any discrepancies in your education information, please contact the educational institution that provided the data. Once the changes are implemented, the information will be updated automatically in the system.



If you do not see the documents confirming your education:

If you obtained your education in Lithuania before 2010 or obtained education abroad, please provide documents confirming your qualifications.

**Filling application**  
Education

Fill in your education details

**Important**  
The competition score is calculated based on the evaluations of general education subjects and exams (if secondary education has been completed). If your general education evaluations were not obtained from the registries, please attach a document and enter the evaluations manually.  
For upper secondary education obtained outside Lithuania, it is necessary to attach documents confirming the education obtained and a SKVC academic recognition certificate in ADOC format.  
For lower secondary or other education acquired outside Lithuania, it is necessary to submit documents confirming the education obtained. Academic recognition of education will be carried out by the vocational training institution chosen as the first preference.

**General education programmes** 1 + Add

**Add education**

Do not forget to input the evaluations/grades associated with the attached document, as they are important for calculating your competition score.

Name of educational institution 2  
Vilniaus Gabijos gimnazija

Year of education obtained 3  
2007

Type of educational document 4  
High school diploma and supplement / Secondary education certificate

5 Upload document

**Subjects**

Title	Grade
Select	0

+ Add

**Matriculation examination**

Title	Level	Grade
Select	Select	0

+ Add

Save Cancel 8

**Vocational qualification** + Add

**Higher education** + Add 9

← Back Close Next

1. Click **+ Add** next to the education you want to validate by attaching the documents manually.

2. Specify the **name of educational institution**, where you obtained your education.

3. Specify the **year of obtaining your education**.

4. Select the **type of educational document** you will attach. Certain types of documents will require you to enter your grades.

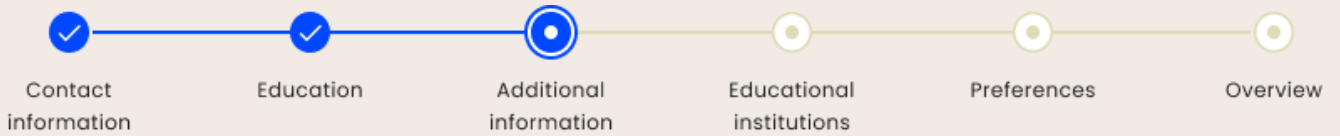
5. Click **Upload document** and upload copies of the documents confirming your education.

6. Fill in the **subjects and grades** received (if applicable). **IMPORTANT:** provided information is included in the calculation of the competition score.

7. Enter the grades of matriculation examination (if applicable).

8. Once you have finished entering the information, click **SAVE** to save the entered data.

9. Click **NEXT**.



**Provide additional information:**

Providing additional information during the application submission is not mandatory. However, once you receive an invitation to study and sign a study contract with the vocational training institution, you will need to provide the relevant documents to the educational institution at the start of the academic year.

**Filling application**  
Additional information

Provide additional information (not mandatory) ?

- Work experience 1 + Add
- Medical certificates 2 + Add
- Special educational needs 3 + Add
- Recommendations from Pedagogical Psychological or Educational Support Service ? 4 + Add
- I intend to work while studying 5
- I am a foreign national 6 + Add
- Other/additional documents ? 7 Upload document

← Back Close Next 8

**I am a foreign national** 6

Add

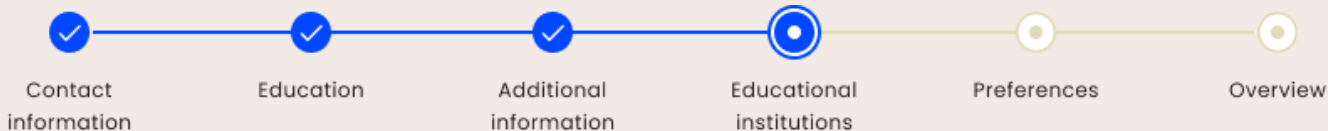
Current situation

I

- I have applied for or have a temporary residence permit or status certificate in Lithuania
- I have a permanent residence permit in Lithuania
- I am under temporary protection in Lithuania

1. Add **work experience** as needed.
2. Attach **medical certificates**.
3. Indicate if you have **special educational needs**.
4. Add any recommendations you have from or **the Pedagogical Psychological Service** or the **Educational Support Service**.
5. Indicate if you intend to **work during your studies**.
6. If you are not a **Lithuanian citizen**, expand the section and select the option that best describes your situation.
7. Add **additional documents** if needed.
8. Click the **NEXT** button.





Select the study programmes and/or modules:

**Filling application**  
Educational institutions

Choose 1 to 3 institutions and their programmes/modules

Selected

- Šilutės profesinio mokymo centras  
T43083102 - Apdailininko modulinė profesinio mokymo programa
- Kauno informacinių technologijų mokykla  
T43083102 - Programinės įrangos testuotojo modulinė profesinio mokymo programa

Q Search

Vocational training location  
Select

Vocational training institution  
Šilutės profesinio mokymo centras Jonavos politechnikos mokykla  
Kauno informacinių technologijų mokyklap

**Šilutės profesinio mokymo centras** State funded

Initial educational programme  
**T43083102 - Akvatūros ūkio darbuotojo modulinė profesinio mokymo programa**

Training location  
Mokyklos g. 3, Šilutės r. sav., Šilutės sen., Pagrynių k.

Cancel Detailed information

**Jonavos politechnikos mokykla** State funded

Initial educational programme  
**T43083102 - Apdailininko modulinė profesinio mokymo programa**

Training location  
Kauno informacinių technologijų mokykla, Jonava

Choose Detailed information

**Kauno informacinių technologijų mokykla** Funded personally

Continuing educational programme  
**T43083102 - Programinės įrangos testuotojo modulinė profesinio mokymo programa**

Entrance test and assessment of motivation

Training location  
Kaunas, Laisvės al. 33

Cancel Detailed information

Rows per page: 5 1-3 out of 3

Back Close Next

1. Use the search and filtering options to find the desired study programmes and modules.

2. You will see the search results in a list.

3. The type of funding for the programme or module is specified.

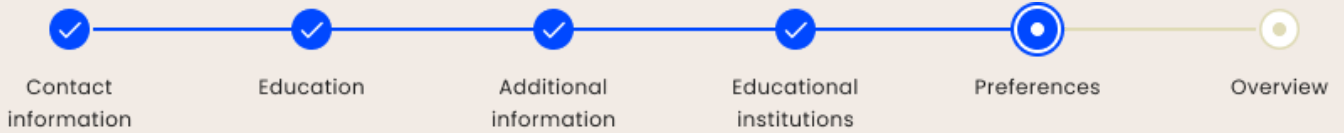
4. Get familiar with the desired programme or module by clicking on **Detailed information**.

5. Add the desired programme or module to your preference list by clicking the **CHOOSE** button. You can apply for no more than three study programmes or modules.

6. If the programme requires taking an **entrance test**, you will see a notification.

7. Click **CANCEL** if you want to remove the selected programme or module from your preference list.

8. After selecting the desired programmes or modules, click the **NEXT** button.



## Review and edit your preference list:

### Filling application

#### Preferences

**1**

Priority number  **Kauno informacinių technologijų mokykla**

Continuing education programme State funded

**T43083102 - Programinės įrangos testuotojo modulinė profesinio mokymo programa**

Training location  
Kaunas, Laisvės al. 33

I would like to get a dormitory accommodation **2**

Entrance test and assessment of motivation **3** [+ Choose](#)

[Remove](#) [Detailed information](#)

**4**

Priority number  **Šilutės profesinio mokymo centras**

Continuing education programme State funded

**T43083102 - Akvatūros ūkio darbuotojo modulinė profesinio mokymo programa**

Training location  
Mokyklos g. 3, Šilutės r. sav., Šilutės sen., Pagrynių k.

I would like to get a dormitory accommodation

[Remove](#) [Detailed information](#)

You can add an additional programme/module to your preference list

[Choose](#) **5**

← Back
Close
Next **6**

1. If needed, change the **priority number** of the educational institutions or programmes, where no. 1 represents the highest priority and no. 3 represents the lowest.

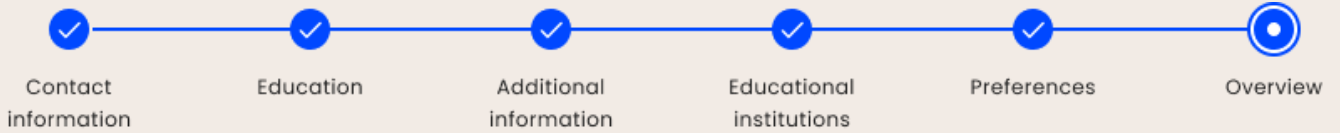
2. Check the box if you wish to receive accommodation in a **dormitory**. For more information, contact a vocational training institution of your interest.

3. If you select a programme that requires taking an entrance test, you can **choose** and **edit** the test details at this step.

4. You can **remove** programmes or modules added to your preference list.

5. If fewer than three programmes or modules are included in your preference list, click **CHOOSE** to add more preferences.

6. Once you have completed your preferences, click the **NEXT** button.



## Review and submit your application:

### Application information

Applicant: David Smith  
Start of education: 2025-2026  
Application type: Admission to a vocational training institution

### Contact details

Phone number: +37067711944  
Contact email: birute.basanaviciene@email.lt

### Education

Matriculation certificate: Vidurinio mokslo atestatas - 2011  
Name of educational institution: Vilnius gymnasium

### Additional information

Work experience: 12

### Preferences

1. Kauno informacinių technologijų mokykla  
Tęstinio mokymo programa: T43083102 - Programinės įrangos testuotojo modulinė profesinio mokymo programa  
Profesinio mokymo įstaigos vieta: Kaunas, Laisvės al. 33  
Stojamieji testai ir motyvacijos vertinimas: Testas testuotojui  
Sulaukimo įstaiga: Kauno informacinių technologijų mokykla  
Data ir laikas: 2024-07-02, 9:00  
Adresas/Nuoroda: www.nuoroda.lt  
Kontaktai: +37067711948  
Pastaba: [icon]

2. Šilutės profesinio mokymo centras  
Continuing education programme: T43083102 - Akvatūros ūkio darbuotojo modulinė profesinio mokymo programa  
Education location: Mokyklos g. 3, Šilutės r. sav., Šilutės sen., Pagrinių k.  
 I would like to get a dormitory accommodation

I confirm that the information provided in this application is correct, and I undertake to update it if any of the information changes.

1. To edit information, click **Edit** next to the corresponding information section.

2. **Confirm** that the provided information is correct.

3. You can submit the application by clicking **SUBMIT**.

4. You will receive confirmation that your application has been submitted and will see a unique application number. A separate email will also be sent to notify you of the successful submission.

4

**You have successfully applied**

We will inform you of any changes in the status of your submitted application by email.

### Application information

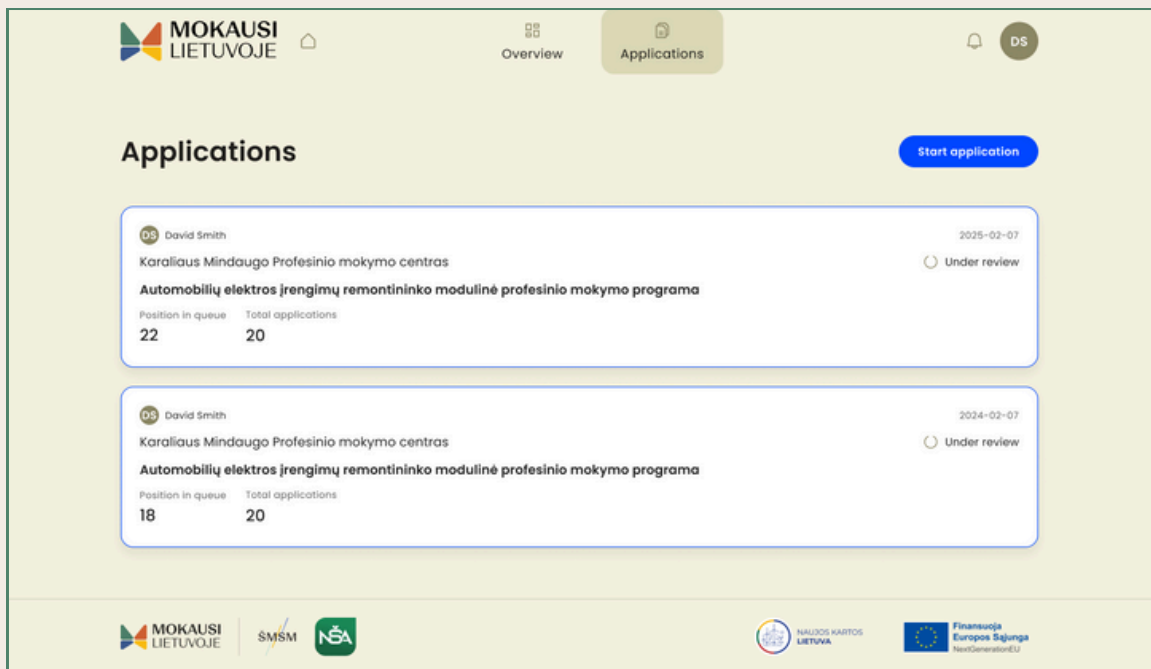
Applicant: David Smith (36 y.o.)  
Application type: Admission to a vocational training institution  
Start of education: 2025-2026  
Reference number: PR-P202412-00000

[All applications](#) [Close](#)

# FAQ

## WHERE CAN I CHECK THE STATUS OF MY APPLICATION?

You can check the status of your application by logging into the CPIS information system, find your applications under the APPLICATIONS section. You will also be notified by email if there is any change in the status of your application.



## HOW MANY INVITATIONS TO STUDY CAN I RECEIVE?

In each stage of the vocational education admission process, you can receive no more than one invitation. Due to high competition or unfilled groups in the respective programmes, it is recommended to list more than one preference in your application.

## HOW TO SIGN THE STUDY CONTRACT?


In the 2025 winter admission stage, study contracts are signed at the vocational training institution from which you received the invitation to study. The educational institution will provide you with additional information.

## I AM A FOREIGN NATIONAL. CAN I APPLY TO STUDY IN STATE FUNDED VOCATIONAL TRAINING PROGRAMMES?


You cannot apply to state funded programmes, unless exceptions apply to you. For more information, you can contact a vocational training institution that you are interested in.

# FAQ

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 **DO VOCATIONAL TRAINING INSTITUTIONS IN LITHUANIA OFFER PROGRAMMES IN LANGUAGES OTHER THAN LITHUANIAN?**

Typically, the programmes are conducted in the national language (Lithuanian). However, for more details you can contact a vocational training institution that you are interested in directly.

 **I HAVE A QUESTION FOR THE VOCATIONAL INSTITUTION. HOW CAN I CONTACT THEM?**

Visit the website of the vocational school you are interested in and submit your questions using the provided contact details.