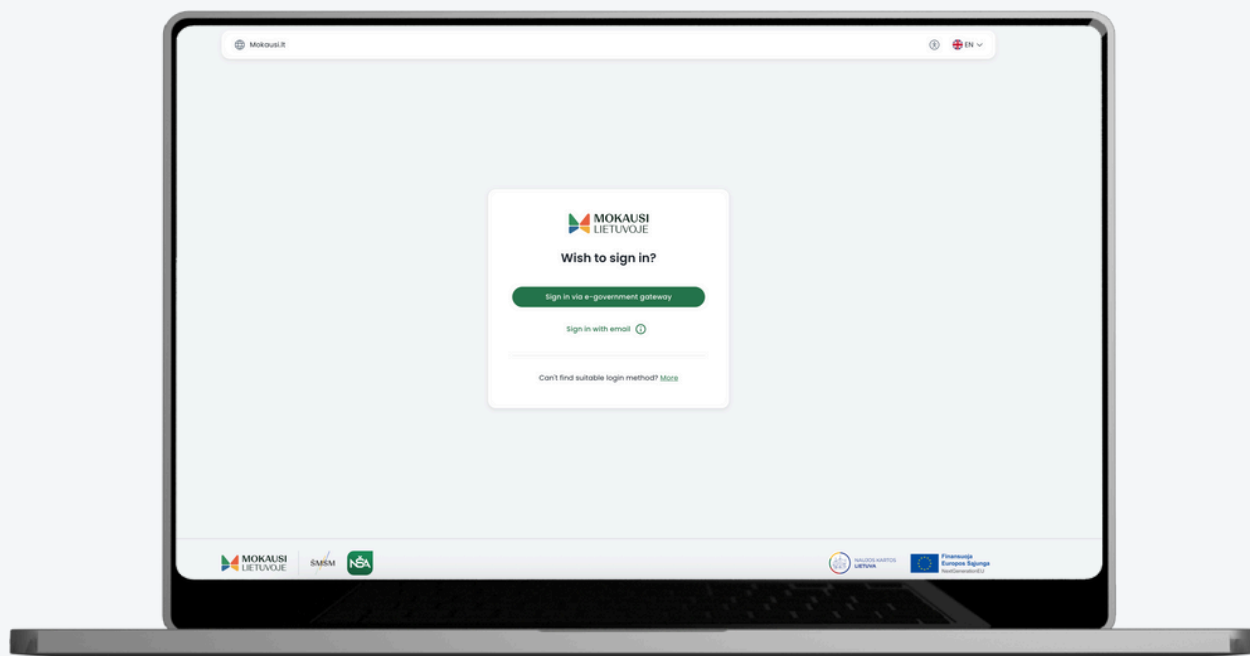




# Application Instructions



## Admission to Vocational Training Programmes

v.2.0 2025-05

# KEY TERMS

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## CPIS

Centralised Information System for admission to educational programmes. The system is accessible via *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.

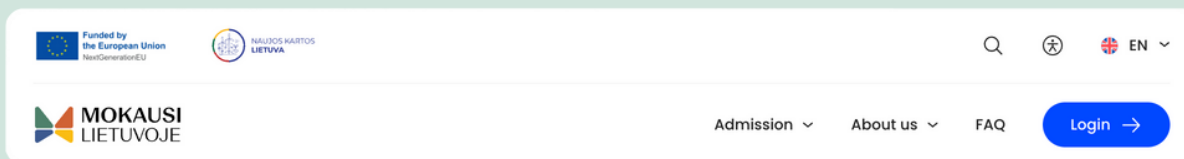


## STUDY APPLICATION

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

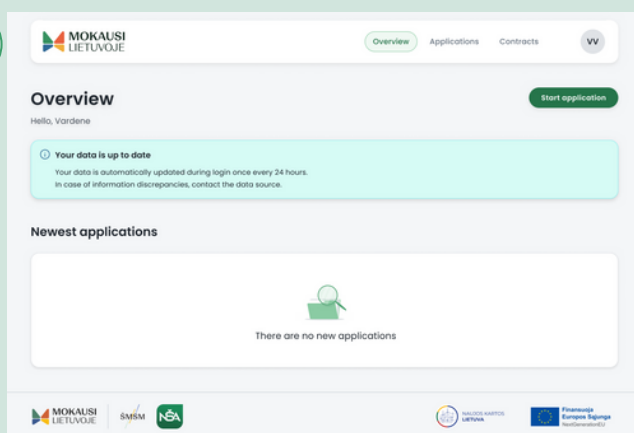


On the page that opens, click the **SIGN IN VIA E-GOVERNMENT GATEWAY** button. Use the available authentication method, such as e-banking.



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

## 1.Fill out the application information form:

**Application information**  
Select the person, request type, and year of study

① Vocational training is provided to students aged 14 and older.

1 Recipient of education services  
Vardene Pavardene (34 y.o.)

2 Application type  
Admission to a vocational training institution

3 Academic year  
2025-2026

4

Close Next →

1. Specify the **recipient of education services**.

2. Select the **application type**. Applicants for vocational training programmes select the **Admission to Vocational Training Institution** application type.

3. The **academic year** is pre-selected (2025-2026).

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

## 2. Provide your contact details:

● Contact information > ○ Education > ○ Additional information > ○ Educational institutions > ○ Preferences ○ Overview

**Application submitter**

Application submitter  
**Vardene Pavardene**

Phone number  
+370 000 00000 2

Contact email  
vardene@mokausi.lt 3

**Application information** 1

Recipient of education services  
**Vardene Pavardene**

Application submitter  
**Vardene Pavardene**

Application type  
**Admission to a vocational training institution**

Academic year  
**2025-2026**

ŠMSM Law acts

Close 4 Next →

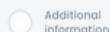
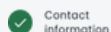
1. While filling out the application, you will see a card with the applicant's information and the admission procedure document. Click on the link to the Vocational Training Institutions' procedure document to learn more about the admission process.

2. Provide your **mobile phone number**.

3. Provide your **email address**. You will receive emails at this address regarding changes to the status of your application.

4. Click the **NEXT** button.

### 3. 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 below).

**Education**  
Fill in your education details

The **competitive 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

From registry 1  
Miesto high school - 2011 View

**Vocational qualification** 2 Add

**Higher education** 3 Add 4

Close Back Next

1. Completed general education programmes and related documents (if completed and registered).

2. Acquired vocational qualifications and related documents (if obtained and registered).

3. Acquired higher education and related documents (if obtained and registered).

4. The **NEXT** button. Click the button to continue filling out the application.

- ! If you obtained your education in Lithuania before 2010 or obtained education abroad, please provide documents confirming your qualifications. Click **Add** next to the education you want to validate by attaching the documents manually.

**General education programmes**

**Add education**

Name of educational institution Year of education obtained  
High school 2007 1

Type of educational document  
Matriculation certificate and supplement / Secondary education certificate

**Documents (1)** 2 Add

Certificate

**Subject assessments** 3

Title Grade  
Select 0

Add

**Graduation exam grades** 4

Title Level Grade  
Select Select 0

Add

☐ I confirm that I cannot provide grades and I agree to participate in the admission process without a competitive score (the competitive score will be 0). 5

Cancel Save

1. Indicate the name of the educational institution, the year of graduation, and select the type of educational document you will attach.

2. Click **Add** to upload copies of the documents confirming your education.

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

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

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

*The applicant may choose not to provide this information. In such a case, the applicant acknowledges that they will participate in the admission process without a competitive score.*

#### 4. Provide additional information:

✓ Contact information > ✓ Education > **Additional information** > ○ Educational institutions > ○ Preferences > ○ Overview

- ❗ 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.

**Additional information**  
Provide additional information (not mandatory) ⓘ

1. Work experience ⓘ Add

2. Medical certificates ⓘ Add

3. Special educational needs ⓘ Add

4. Recommendations from a Pedagogical psychological office or an Educational support office ⓘ Add

5. I am a foreign national ⓘ Add

6. Other/additional documents ⓘ Add

7. ☐ I intend to work while studying ⓘ

8. Close Back Next

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

#### 5. Select the study programmes and/or modules:

✓ Contact information > ✓ Education > ✓ Additional information > **Educational institutions** > ○ Preferences > ○ Overview

**Educational institutions**  
Choose 1 to 3 institutions and their programmes/modules ⓘ

1. Search... Filter

2. Initial educational programme ⓘ State funded

Vilniaus paslaugų verslo profesinio mokymo centras  
P42021102 – Automobilių elektros įrengimų remontinio modulinė profesinio mokymo programa

Training location  
Didlaukio g. 84, Vilnius

3. Detailed information ⓘ Choose

4. Initial educational programme ⓘ Funded personally

Vilniaus paslaugų verslo profesinio mokymo centras  
P42021102 – Automobilių elektros įrengimų remontinio modulinė profesinio mokymo programa

Stojamieji testai ir motyvacijos vertinimas ⓘ

Training location  
Didlaukio g. 84, Vilnius

5. Detailed information ⓘ Choose

6. Close 0/3 Back Next

1. Use the search and filtering options to find the desired programmes and modules.
2. The type of funding for the programme or module is specified.
3. Get familiar with the desired programme or module by clicking on Detailed information.
4. 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.
5. If the programme requires taking an entrance test, you will see a notification.
6. After selecting the desired programmes or modules, click the **NEXT** button.

## 6. Review and edit your preference list:

✓ Contact information > 
 ✓ Education > 
 ✓ Additional information > 
 ✓ Educational institutions > 
 ● Preferences > 
 ○ Overview

**Preferences**

Initial educational programme State funded

Vilniaus paslaugų verslo profesinio mokymo centras  
P42021102 – Automobilių elektros įrengimų remontininko modulinė profesinio mokymo programa

Training location  
Didlaukio g. 84, Vilnius

☐ I would like to get a dormitory accommodation

Priority number: 1 Detailed information Remove

Initial educational programme Funded personally

Vilniaus paslaugų verslo profesinio mokymo centras  
P42021102 – Automobilių elektros įrengimų remontininko modulinė profesinio mokymo programa

Training location  
Didlaukio g. 84, Vilnius

Entrance test and assessment of motivation Choose

☒ I would like to get a dormitory accommodation

Priority number: 2 Detailed information Remove

Uždaryti ← Atgal Toliau →

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

Entrance test and assessment of motivation

Choose date, time, and location

Search...

Educational institution	Type	Date and time	Address/link	Contacts	Comments	
Institution 1	Test for a developer	2025-07-02, 9:00	Remotely: <a href="#">link</a>	+370600000000	Required to login 5 min. before the session	<span>Choose</span>
Institution 2	Test for a tester	2025-07-02, 9:00	Remotely: <a href="#">link</a>	+370600000000	-	<span>Choose</span>

Selection of test date and time

3

Initial educational programme Funded personally

Vilniaus paslaugų verslo profesinio mokymo centras  
P42021102 – Automobilių elektros įrengimų remontininko modulinė profesinio mokymo programa

Training location  
Didlaukio g. 84, Vilnius

Entrance test and assessment of motivation

Education institution  
Kauno informacinių technologijų mokykla

Date and time  
2025-07-02, 9:00 Test for tester

Contacts  
+370600000000 Address/link  
[www.link.lt](http://www.link.lt)

Comment  
Required to login 5 min. before the session

Edit

☐ I would like to get a dormitory accommodation

Priority number: 3 Detailed information Remove

The selected test date and time have been added to the list of preferences.

### 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.

## 7. Review and submit your application:

✓ Contact information > ✓ Education > ✓ Additional information > ✓ Educational institutions > ✓ Preferences > **Overview**

**Overview**  
Verify your information and submit the application

**Application information**

Recipient of education services  
**Vardene Pavardene**

Academic year  
**2025-2026**

Application type  
**Admission to a vocational training institution**

**Contact information**

Application submitter  
**Vardene Pavardene**

Phone number  
**+37000000000**

Contact email  
**vardene@mokausi.lt**

**Education**

General education programmes

From applicant  
**High school - 2018**

Vocational qualification

From registry  
**Institution - 2020**

**Additional information**

No information added

**Preferences**

Initial educational programme

Vilniaus paslaugų verslo profesinio mokymo centras  
**P42021102 - Automobilių elektros įrengimų remontinio modulinė profesinio mokymo programa**

Priority number  
**1**

Training location  
**Didlaukio g. 84, Vilnius**

Initial educational programme

Kauno informacinių technologijų mokykla  
**T43083102 - Programinės įrangos testuotojo modulinė profesinio mokymo programa**

Priority number  
**2**

Training location  
**Laisvės al. 33, Kaunas**

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

Close Back Submit


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**

recipient of education services  
**Vardene Pavardene**

Application submitter  
**Vardene Pavardene**

Academic year  
**2025-2026**

Application type  
**Priėmimas į profesinio mokymo įstaigą**

Reference number  
**PR-P200000-00000**

All applications

### 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.