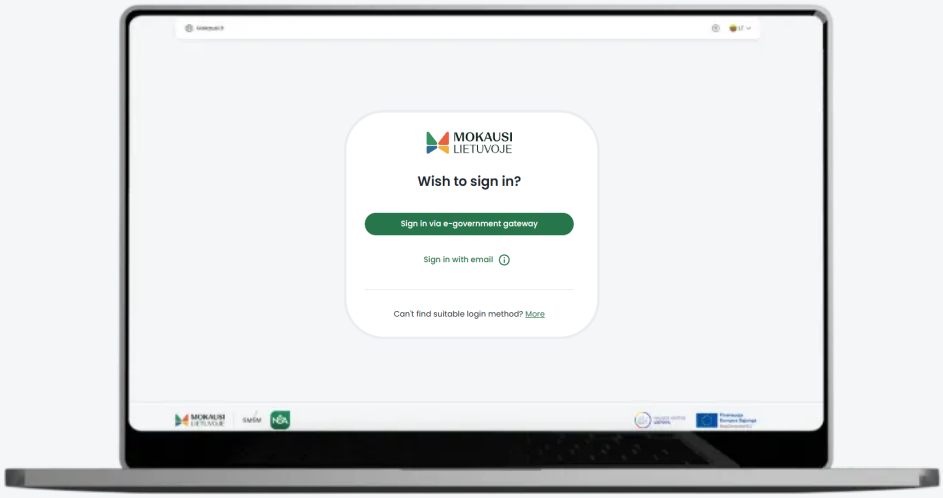
Instructions for filling out the application form



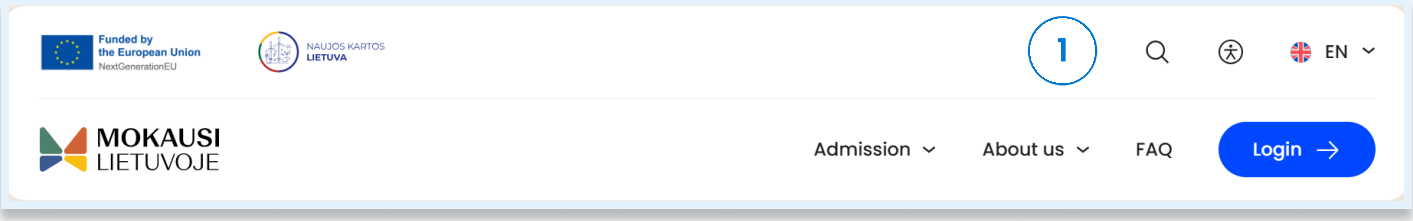
Admission to non-formal education programmes for children

V.1.0 2026-07

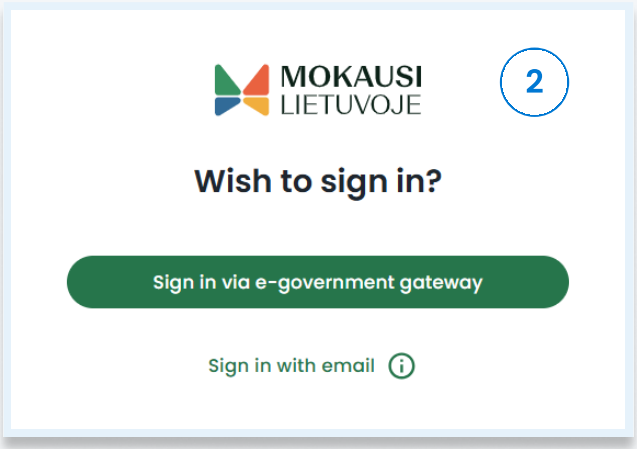
MOKAUSI LIETUVOJE | ŠMSM | Nacionalinė švietimo agentūra
NAUJOS KARTOS LIETUVA
Finansuoja Europos Sąjunga NextGenerationEU

LOG IN TO CPIS

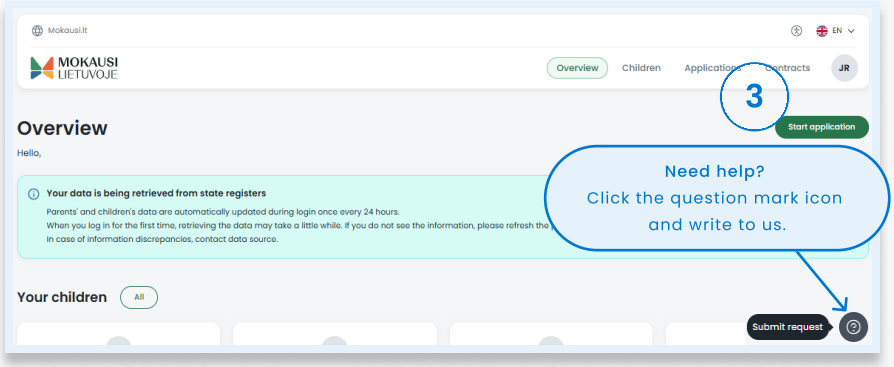
1. After visiting the Mokausi.lt website, click the button **Login** in the upper right corner of the screen.



2. On the page that opens, click the button **Sign in via e-government gateway** Use an available authorization tool, e.g. in banking.



3. Once you agree to the privacy policy, you will be directed to the overview page. To begin filling out the application, click the **Start application** .

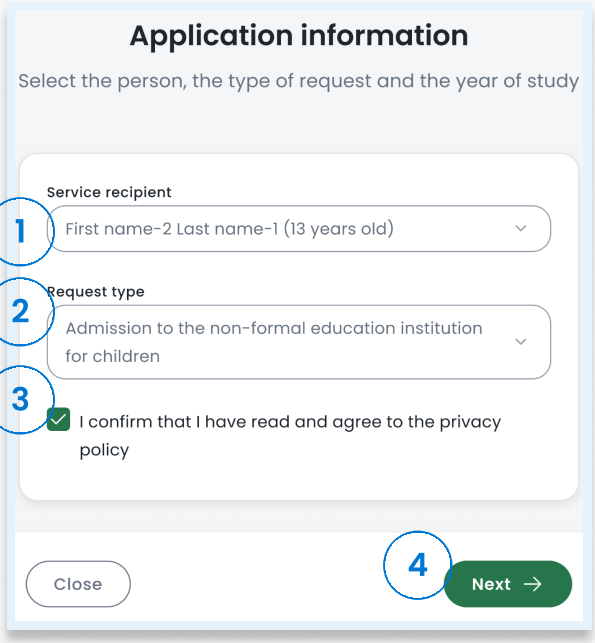


If you cannot log in through the Electronic Government Gateway, please contact the educational institution you have chosen.

COMPLETING THE APPLICATION

1. Fill out the application information:

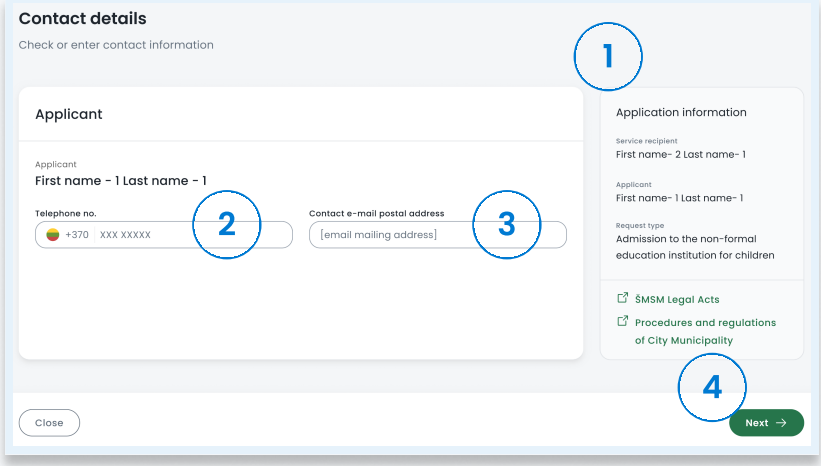
Contacts data › Personal information › Provider › Priotity criteria › Overview



1. Specify the recipient of the service.
2. Select the request type. "Admission to the programme of non-formal education of children (NFE)". Note: This option is only shown for children 6 years and older.
3. Please review the Privacy Policy and tick the checkbox to confirm that you agree to its contents.
4. Press the button Next →.

1.1. Provide contact details:



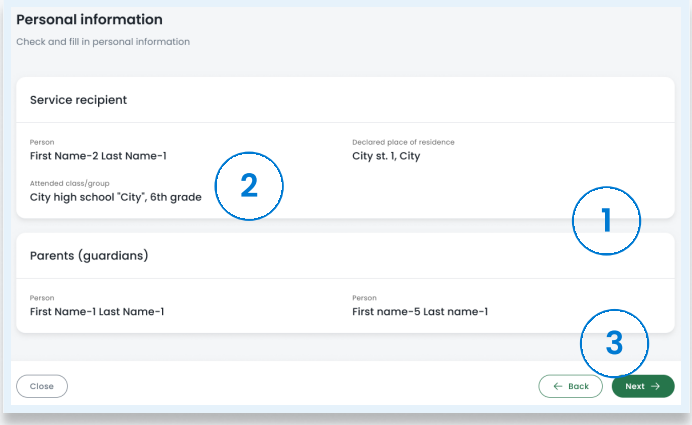


1. While completing the application, you will see a panel containing information about the application. By clicking the active links in the panel, you can find more detailed information about the admission procedure for extracurricular programmes.
2. Enter your mobile phone number.
3. Enter your email address. You will receive emails related to your request at this address.
4. Press the button Next → .

2. Review personal information:

Contacts data > Personal information > Provider > Priotity criteria > Overview

1. Check the personal details, parent/guardian details, and place of residence information.
2. Check the Class/Group field and wait for the system to automatically update the information from the Student Register.
3. After verifying the information, press the button Next .

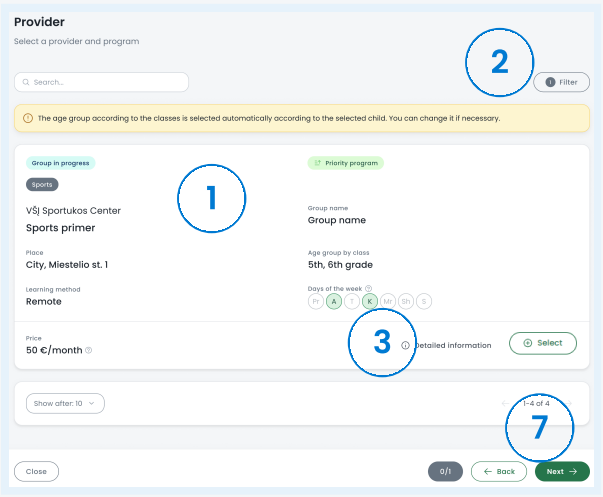


- Class/group information is automatically retrieved from the Student Register. If it is not displayed, please wait a moment or refresh the page.
- Personal data is automatically retrieved from state registers.
- If the system cannot find information about your place of residence, you will need to enter the address manually. In this case, a form containing the required field "Declared Place of Residence Address" will be displayed. After completing this field, you will be redirected to the Review page.
- If your place of residence has not been declared, dashes (–) will be displayed in the relevant fields.

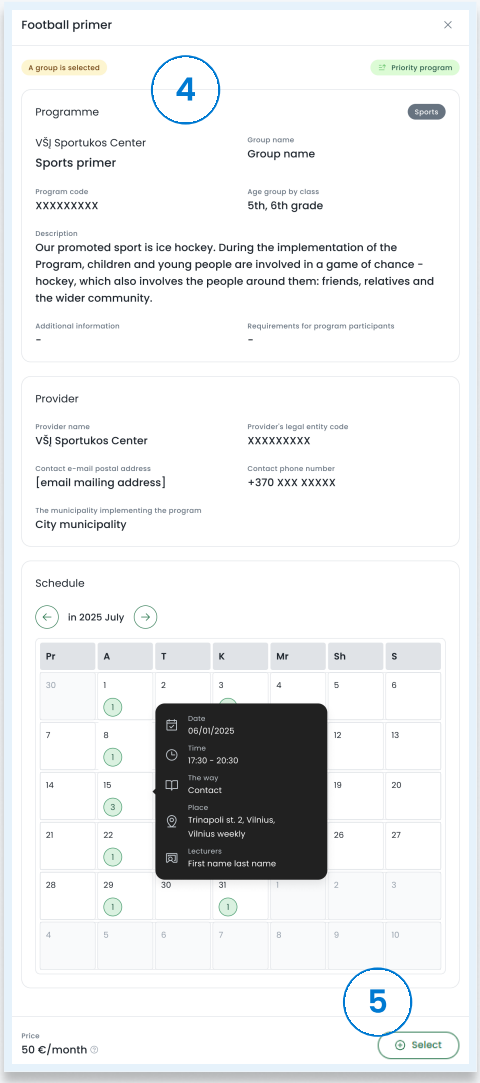
3. Select a provider and program:

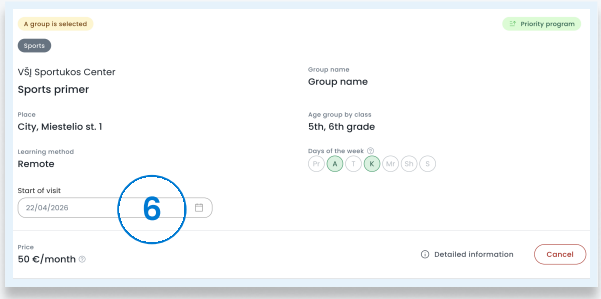
Contacts data › Personal information › Provider › Priotity criteria › Overview

- A separate application must be submitted for each programme. It is recommended to submit no more than five applications.
- The Non-Formal Education voucher can be applied to only one programme.
- The age group is automatically selected based on the service recipient, but it can be changed using the filter.



1. Each programme card displays the status, subject, provider, location, format, price, age group, and schedule, alongside the ⓘ Detailed information and Select buttons.
2. If needed, use search or filters to find programmes.
3. Click on the link ⓘ Detailed information .
4. Review the detailed programme information, schedule, and price.
5. To submit an application for the activity, click the Select .
6. If necessary, change the start date of attendance.
7. After selecting the programmes, click the button Next → .





4. Check it out priority criterion

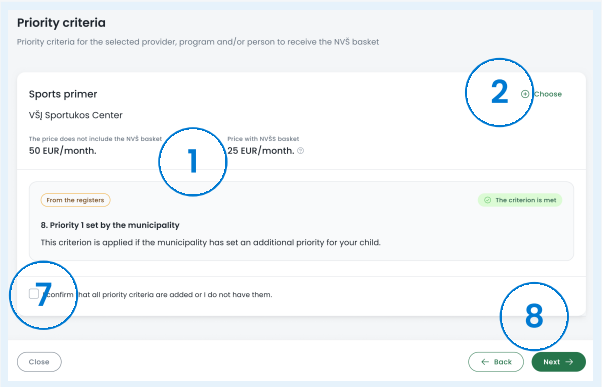
Contacts data › Personal information › Provider › Priority criteria › Overview

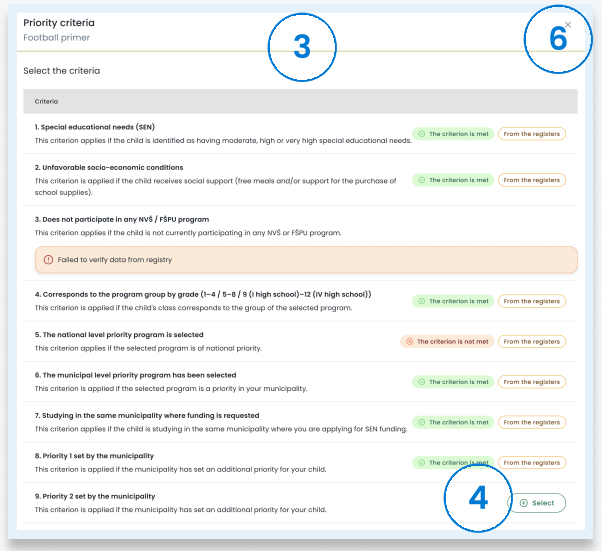
1. Review the programme price (both the full price and the price applied with the Non-Formal Education (NFE) voucher) and the admission priority criteria applicable to the programme.
2. If you wish to view a more detailed list of priority criteria or add additional criteria, click the button ⊕ Choose in the specific programme form.
   Note: if the NFE voucher has already been applied to another programme for the child, this button will not be displayed.
3. In the opened window, review which criteria are met (highlighted in green) and which are not met (highlighted in brown).
4. If the municipality has defined a criterion that is not checked automatically by the system and you meet it, select this criterion manually by clicking the button Select .
5. In the "Documents" section, click the button ⊕ Add and upload the document confirming the criterion in PDF format. If you need to replace the document, click the 🗑 Delete and upload it again.
6. After reviewing the criteria, click the × icon to return to the main priority criteria page.
7. Make sure to tick the checkbox "I confirm that all priority criteria have been added or that I do not have any."
8. After completing these steps, click the button Next → .

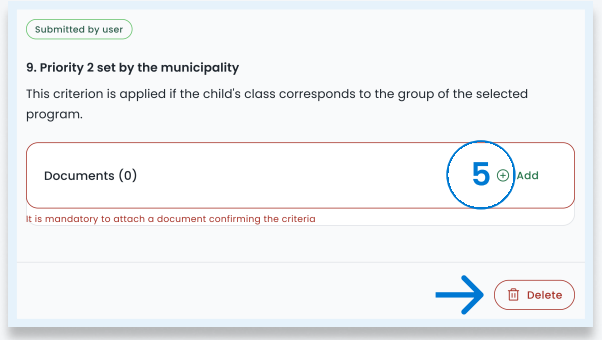
If the NFE voucher is already applied to another programme for the student:

- The system will not automatically check whether the person meets the priority criteria.
- The applicant will not be able to select additional criteria.

If it is not possible to verify the data from the register, the message "Unable to verify data from the register" is displayed next to the relevant criterion.





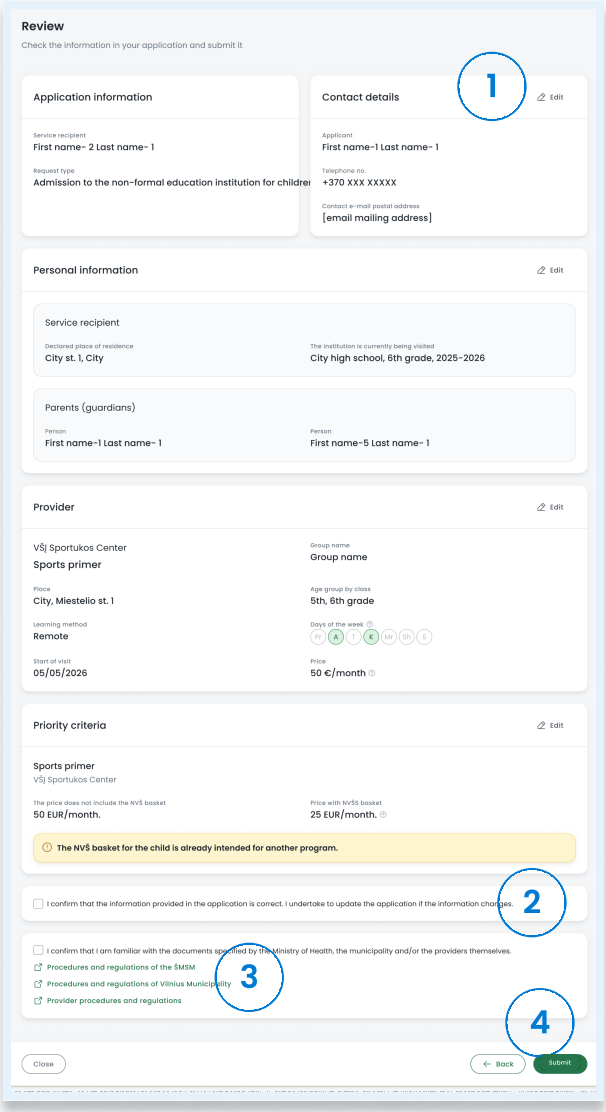


MOKAUSI LIETUVOJE | ŠMSM | Nacionalinė švietimo agentūra
NAUJOS KARTOS LIETUVA
Finansuoja Europos Sąjunga NextGenerationEU

5. Check it out and submit a request:

Contacts data › Personal information › Provider › Priority criteria › Overview

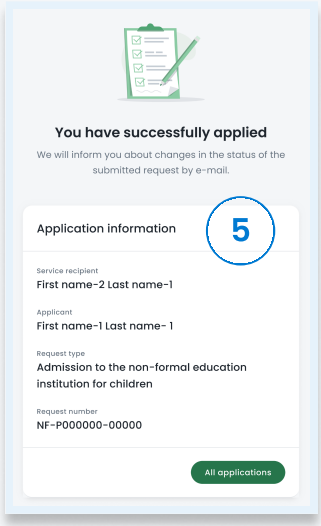
1. To edit the information, click Edit the next to the relevant information section. After clicking it, you will be redirected back to the corresponding step of the wizard to correct the data.
2. After reviewing the data, tick the checkbox confirming that the provided information is correct.
3. Click the provided links, review the specified documents, and tick the checkbox “I confirm that I am familiar with the documents specified by the Ministry of Education, Science and Sport (ŠMSM), the municipality, and/or the providers themselves.”
4. Submit the application by clicking Submit .
5. You will receive confirmation that the application has been successfully submitted and will see its unique reference number. You will also be informed of the successful submission by a separate email.



Where can I check the status of my application?

You can check the status of your application by logging in to CPIS and navigating to the APPLICATIONS section. You will also be notified by email when the status of your application changes.

IMPORTANT: Submitting an application does not guarantee that you will receive NVŠ funding. When you receive an email invitation to sign the contract, log in to your application account and sign the contract in the CONTRACTS section within the specified deadline.



MOKAUSI LIETUVOJE | ŠMSM | Nacionalinė švietimo agentūra
NAUJOS KARTOS LIETUVA
Finansuoja Europos Sąjunga NextGenerationEU