STEP I

1) Please, follow this link https://studijos.liemsis.lt/;

By enter the system page, you will see the following image:
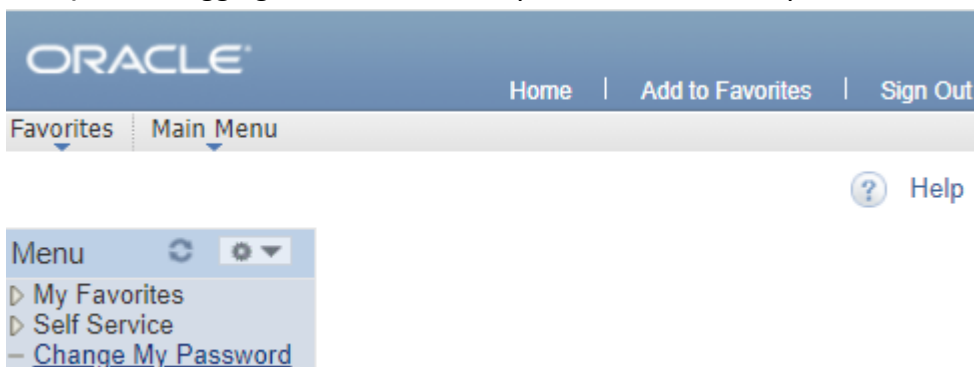
2) Enter your login User ID that you received by the email to the *User ID* box;
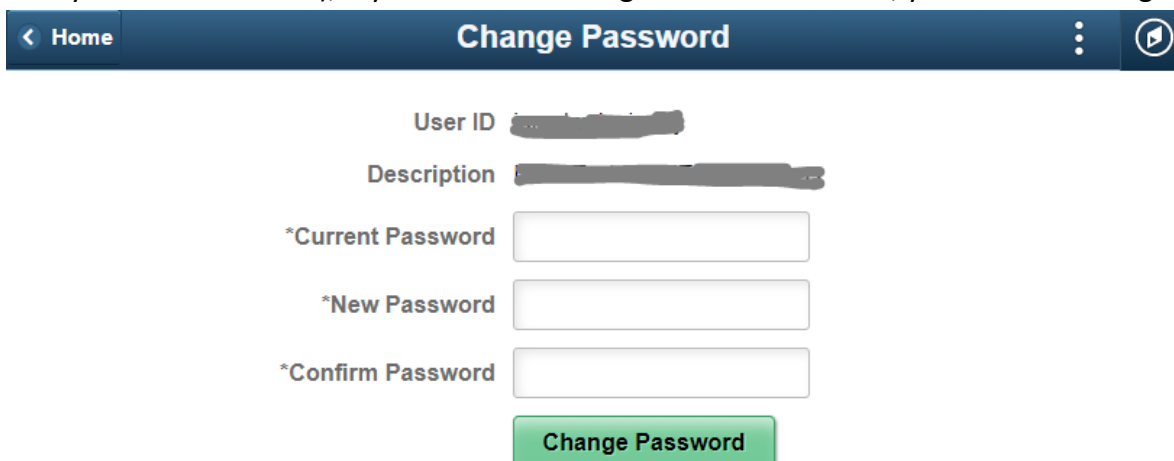3) Enter password, which you received by e-mail to the *Password* box;
4) After logging in to the internal system environment, you will see the following image:

Note: You can change your password while logged in. Memorise the password – you will log with it to the system in the future); If you click the "Change Password" button, you'll see this image:
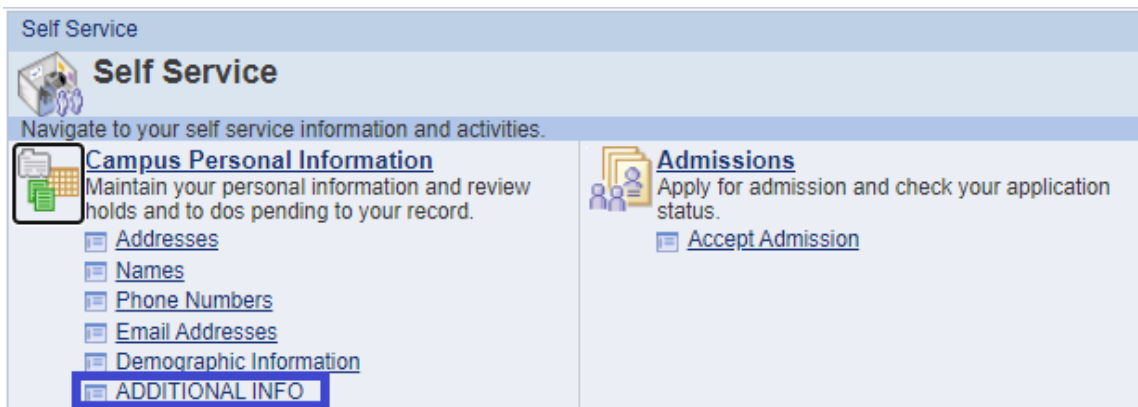

5) If you were in the password change box, return to the home page by clicking the "Home" button;
6) Then click on the menu item "Self Service".
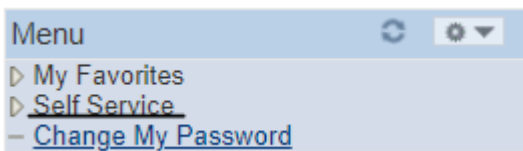
7) By clicking on the menu item "Self Service", you will see the following image:

8) Click the *ADDITIONAL INFO* tab:

a) Fill in the required details about yourself and your Emergency contact person:

Bank account number: enter your bank account number;

First name Last name: enter the name of the person to contact in case of emergency;

Relationship to the applicant: enter the relationship to this person (e.g. dad, mum, son, daughter, husband, wife, etc.);

*Email address:* enter the email address of the person in case of emergency;

Phone: enter the telephone number of the person in case of emergency.

b) Provide the documents or copies of them (if you are required to provide):

- A copy of the receipt for the paid tuition fee for Semester One (https://lmta.lt/en/english-lmta-welcomes-foreign-students/english-studies/english-tution-fees/);
- Official translation of the application documents into the Lithuanian or English language;
- A copy of the diploma and its supplement (where the applicant has graduated from a higher or post-secondary education institution);
- If recognition is done outside the LMTA, documents issued by the Centre for Quality Assessment in Higher Education (www.skvc.lt): 1) the resolution on the recognition of the academic value of the foreign qualification; and 2) the document stating the academic transcript of subjects and grades and their equivalents.

Note: S*elect Attachment Type of the document you want to attach and click on the "Add Attachment" button in the table. To add more documents, click the "+" button. Once you have added the necessary documents, click "Save" and "OK".*

9) After filling in all the required and additional fields and provided documentation (if necessary), click "Save".
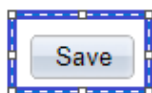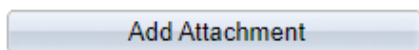
10) Then click on hyperlink, review/complete the rest of the information and accept the invitation to study at LMTA:

Click on this hyperlink to open "Accept Admission" window

Note: You can also accept an invitation by going to the following menu items: "Home" - "Self-service" - "Admissions" - "Accept Admission".
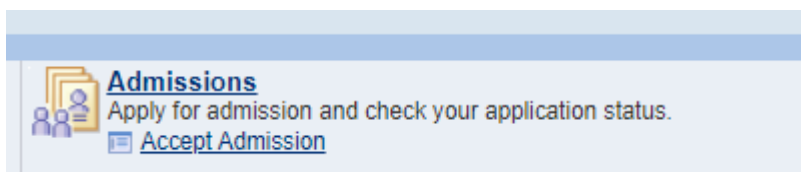
STEP II

11) After you get to the "Accept Admission" menu, please read carefully what is written in the boxes and follow the steps. **Note**: *For some study programmes, applicants will need to fill in the details of the lecturers and subjects they wish to choose before clicking on 'Details'.*

12) After completing all the necessary steps, click on "Details":

Academic Institution	Admit Term	Academic Career	Study Program	Application Number	Details
Lithuanian Academy of Music and Theatre	2023/2024 s.y. Autumn	Master	Music Performance	00073840	Details

13) Review the information and click "**Submit**":

Accept Admission

Academic Institution	Lithuanian Academy of Music and Theatre	Academic Career	Master
Admit Term	▇▇▇ s.y. Autumn	Study Program	▇▇▇
Application Number	▇▇▇	Specialisation	▇▇▇

Note: By clicking the "Submit" button, you declare your wish to study at the Lithuanian Academy of Music and Theatre, but this does not constitute the signing of a study contract. You will sign the contract through the LAMA BPO system once you have received confirmation from us that all additional information have been provided and the invitation has been submitted. By clicking the "Submit" button, you agree, that the LMTA will receive and process your personal data: your name, surname, e-mail address and phone number, bank account number; and the details of a contact person in the event of an emergency: your name, surname, phone number, e-mail address.

Submit   Back

14) **Wait for the e-mail confirmation from LMTA**, with information that you are able to conclude a study agreement with Lithuanian Academy of Music and Theatre. If you do not receive such an email within 1 working day after submitting your data, please contact admission@lmta.lt