SETTLEMENT WITH THE UNIVERSITY

When leaving the University a student has settle with:

1. **Library.** Return the publications back to the library, make a payment for delayed publications (if any) and confirm in KTU Academic Information System not to take library publications home-held anymore (*the confirmation process is explained below*).

2. **Facuity.** Make the outstanding tuition fee payments (in any).

3. **Dormitory.** Make the outstanding rent payments (if any), inform Dormitory’s administrator about your departure date, return the room key and the entrance card to the Dormitory administrator or the door-keeper.

4. **Student Union.** Return Lithuanian Student Identity Card (LSIC/LSP) (if you had it) to KTU Student Union.

In order to see your status with the University, go to Academic Information System and click on „Settlement with the University → Details“ in the bottom of the window (Figures 1 and 2).

Fig. 1. KTU Academic Information System

Fig. 2 Settlement with the University
IMPORTANT! Put a tick and confirm not to take library publications home-held anymore (Figure 3).

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**Settlement with the University**

**Library**
- Active (the possibility to take Library publications home-held is not announced)
- I confirm, that I will not take Library publications home-held anymore.

**School of Economics and Business**
- Settled

**Faculty of Social Sciences, Arts and Humanities**
- Settled

**Dormitory**
- Debt: 160,00Lt.

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Fig. 3. Settlement with the University details

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**Return of Lithuanian Student Identity Card**

You can return Lithuanian Student Identity Card (LSIC/LSP) in one of the office listed below:

**KTU Student Union (K. Donelaičio St. 73, in the basement of Central Administration Building):**
- Monday – Thursday 10.00 – 17.00,
- Friday 10.00 – 15.00.

**KTU Student Leisure Centre (Studentų St. 69):**
- Monday – Friday 10.00 – 18.00.

**KTU Student Information Centre (Studentų St. 50, room 168):**
- Monday – Thursday 9.00 – 17.00,
- Friday 9.00 – 15.45.