

Instructions for settlement with the library for books not returned on time (overdue fee) for students

Step 1:

Log in to AIS



ACADEMIC INFORMATION SYSTEM

Login for students*

Login

* Using unified KTU registration system

Login for employees*

Login

* Using unified KTU registration system

- Study programmes and courses administration

Step 2:

Select the section *Settlement with the University > Detailed*

Outstanding payments
No outstanding payments.

All payments »

Orders / Decrees

- › R8220240213 Regarding the allocation of support (promotion) 2025-01-09
- › R8220240130 Regarding the allocation of support (promotion) 2024-10-25
- › D1520220059 Regarding the admission to the first year of the first cycle stu

All orders »

Settlement with the University

This section is relevant only for students of final semester and for those who terminate their studies before the end of their learning agreement.

Library:
Faculty of Mathematics and Natural Sciences: Settled
Dormitory: Did not reside in a dormitory
Student identity card: Not confirmed

Detailed »

Internships

- › Internship ads
- › Data of practical training agreements
- › WANTED platform

Step 3:

Order the receipt for the overdue fee

Settlement with the University

This section is relevant only for students of final semester and for those who terminate their studies before the end of their learning agreement.

Library

Overdue fee: 1,20Eur

[Order the receipt](#)



After receiving your request, a payment voucher will be issued on the same working day. The invoice will be uploaded to the section *Outstanding payments > All payments*. Invoices are not issued on weekends or statutory holidays.

Unreturned publications:

Publication title	Return until
Edukologijos mokslas KTU : 40 metų kelias / Kauno technologijos universitetas. Edukologijos institutas.	2025.01.23

Step 4:

The system provides a notification that the receipt has been ordered

Settlement with the University

This section is relevant only for students of final semester and for those who terminate their studies before the end of their learning agreement.

Library

Overdue fee: 1,20Eur

[invoices issued: 1,20Eur](#)



Unreturned publications:

Publication title	Return until
Edukologijos mokslas KTU : 40 metų kelias / Kauno technologijos universitetas. Edukologijos institutas.	2025.01.23

Step 5:

We receive a notification to KTU email that the receipt has been prepared and uploaded to AIS

Dear Client,

Debt payment voucher which you ordered is prepared and can be found in the Academic Information System, in the section *Outstanding payments > All payments*.

Information: phone number (8 37) 300655, e-mail: biblioteka@ktu.lt

Sincerely
Library

Step 6:

The payment receipt is provided in the section *Outstanding payments > All payments*. Payment terms can be viewed by clicking on the MS Word or HTML links, payment can be made online as well.

Outstanding payments 1,20 Eur

Information about the fee paid is seen within two working days after your payment

1,20 Eur > [Fine for overdue payment \(without deduction\)](#)

[All payments »](#)



Payments

[show all payments](#)

Type of payment	Doc. No.	Issued		Pay until	Paid		Print
		total amount, Eur	date		total amount, Eur	date	
Fine for overdue payment (without deduction)	92554089125	1,20	23/01/2025				Make online payment MS Word HTML

