Registration Guide
- Erasmus Incomings -

Dear students,

This guide aims at explaining you the steps necessary for the registration in our data base for your Erasmus stay in Bonn.
If you have questions concerning the faculty/study field you are applying for in Bonn, please turn to your international coordinator at your home university or your Erasmus departmental coordinator in Bonn.

In case of technical problems contact incoming-assist@uni-bonn.de or erasmus-incoming@uni-bonn.de).

If you have any questions concerning the registration, <u>please read this guide first</u>. Please understand that the International Office is only able to answer **questions that cannot be clarified by the following explanations**.

PLEASE NOTE:
The Online Application Form is only available between 07:00 a.m. and 10:00 p.m. (Central European Time). If you cannot reach the website, it is usually because you are trying outside of its availability. Please try again later between 07:00 a.m. and 10:00 p.m.

Step 1:

https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz_bew_pers=S&kz_bew_art=IN&aust_prog=SMS&sprache=en
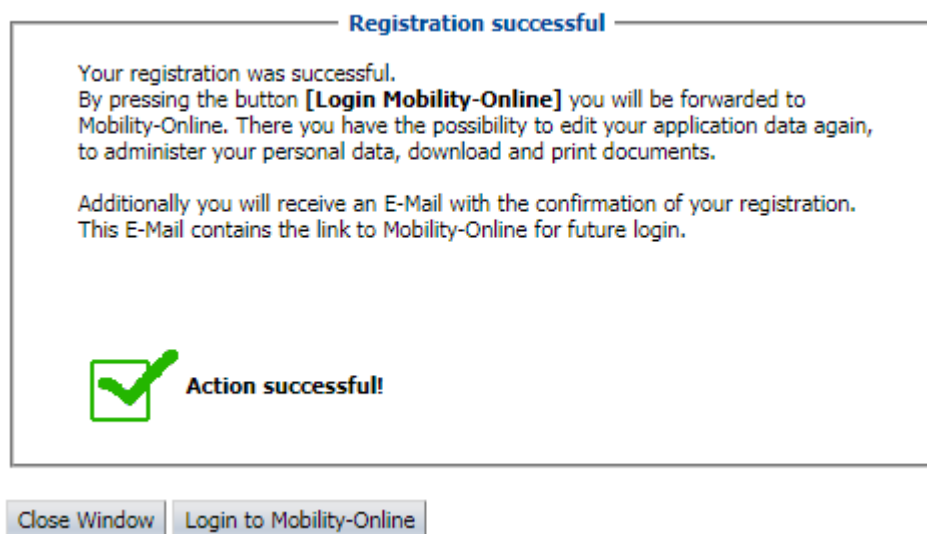
Step 2: Fill in your data for the online registration

- ✓ Please fill in the online-form carefully.
  The information you give is used by the International Office for organizational purpose. **Please take note of the help texts in the document.**

> If you are not sure about data concerning your **study in Bonn**, please contact your **coordinator at your home university**.

- ✓ Confirm your data by pushing the button **[Send application]**.
- ✓ Afterwards, an **e-mail** is sent to the e-mail-address indicated in the form.

Step 3: Set up your login details to get to the application workflow

✓ Click on the **link to register on Mobility-Online in your e-mail**.

✓ Fill in your **date of birth**. The **registration number** is given already.

✓ Set up your **login details**.

  o If the **username** already exists, please try another one.

  o The **password** must consist of at least 6 characters, containing at least one number and one capital letter.

✓ Submit your application by pushing the button **[continue]**. If the registration is successful, you will get another **e-mail as confirmation**. At the same time this field appears:

Registration successful

Your registration was successful.
By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.

✓ Action successful!

Close Window | Login to Mobility-Online

✓ Click on **[Login to Mobility-Online]** and you get to **the application workflow**. Here you can see the different steps of your registration and can check if they are already done.

Necessary steps	Done	Done on	Done by	Direct access via following link	3 / 5
Online Application	✓	02.03.2018	Your Name	Show/change data	
Received E-Mail confirmation of online application	✓	02.03.2018	Automatically generated		
Online registration	✓	02.03.2018	Your Name		
▶ Complete personal details	☐			Personal details	
Completion of Application	☐				

Step 4: Complete your details of registration

✓ Click on **[Personal details]** to fill in your home address. Afterwards, please click on **[Create]**. If the action was successful, return to the **application workflow**.

> Please fill in your data **carefully!** Only few data can still be changed at a later stage.

✓ Click on **[Completion of Application].** In order to fill in further information, use the button **[Forward to update]**.

- ✓ If you want to add an **emergency contact**, please tick the box and fill in the fields popping up.
- ✓ Click on **[Update]** to submit your information.
- ✓ **Another registration confirmation** is sent via e-mail.

Step 5: Print the nomination form, have it signed, upload it in Mobility-Online

- ✓ Return to the application workflow.
- ✓ Please download the nomination form by clicking **[print out]**.
- ✓ Print out the document and have it signed by your coordinator from your home university.

> **Application Deadline**
> Winter Term: **May, 15th**
> Summer Term: **November, 1st**

- ✓ You need to upload a scan of the nomination form into your Mobility-Online account. Please do not sent it to the Erasmus Departmental Coordinator in Bonn by e-mail.

Step 6: Your application cannot be modified anymore!

- ✓ By clicking on **[print out]** your registration is completed. You can **only modify few data still**.
- ✓ All **steps are now successfully completed**.

Online Application	✓	24.04.2019		Show/change data
Email confirmation of online application received	✓	24.04.2019	Automatically generated	
Online registration	✓	24.04.2019		
Complete personal details	✓	24.04.2019		Personal details
Application details	✓	24.04.2019		Show application data
Please print out the nomination form and let the Erasmus Coordinator at your home university sign and stamp the form.	✓	24.04.2019		print out
Upload signed nomination form	✓	24.04.2019		Upload

- ✓ Information on **further steps is sent via e-mail in June/November**.

If you want to see your data after the registration, …

… please use this field to login. Fill in your chosen login-details to see your data.

UNIVERSITÄT BONN

MOBILITY-ONLINE

Language	English ▼
Login	
Password	

Close   Reset   Login   Forgot your password?

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