

# Mobility Online Registration Guide - Erasmus Incomings -

Dear students,

This guide explains the steps necessary for the registration in our Mobility online tool for your Erasmus stay in Bonn.

**Please only register, if you have already been nominated for an Erasmus stay at University of Bonn by your home university.**

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

In case of technical problems contact [erasmus-incoming@uni-bonn.de](mailto:erasmus-incoming@uni-bonn.de).

## Step 1: Online application

The following link leads you to our *Mobility Online* application form:

[https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz\\_bew\\_pers=S&kz\\_bew\\_art=IN&aust\\_pr og=SMS&sprache=en](https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz_bew_pers=S&kz_bew_art=IN&aust_pr og=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.**

- ✓ Confirm your data by click on the button **[Send application]**.
- ✓ Afterwards, an **email** is sent to your email address you have given in the form.

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

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


- ✓ Click on the **link to register on Mobility Online in your email**.
- ✓ Fill in your **date of birth**. The **registration number** is given already.
- ✓ Set up your **login details**.
  - If the **username** already exists, please try another one.
  - The **password** must consist of at least 6 characters, containing at least one number and one capital letter.

- ✓ Submit your registration by clicking on the button **[continue]**. If the registration is successful, you will get another **email 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
Online Application	<input checked="" type="checkbox"/>	02.03.2018	Your Name	<a href="#">Show/change data</a>
Received E-Mail confirmation of online application	<input checked="" type="checkbox"/>	02.03.2018	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	02.03.2018	Your Name	
 Complete personal details	<input type="checkbox"/>			<a href="#">Personal details</a>
Completion of Application	<input type="checkbox"/>			

#### 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**.
- ✓ Click on **[Complete application form]**. In order to fill in further information, use the button **[Edit]** at the bottom of the page.
- ✓ Click on **[Save]** to submit your information.
- ✓ **Another registration confirmation** is sent via email.

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

#### 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, 15<sup>th</sup>  
 Summer Term: November, 1<sup>st</sup>

- ✓ 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 via e-mail.

**Step 5: Your application cannot be modified anymore!**

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



Necessary steps	Done	Done on	Done by	Direct access via following link	5 / 5
Online Application	✓	26.08.2019	██████████	<a href="#">Show/change data</a>	
Email confirmation of online application received	✓	26.08.2019	Automatically generated		
Online registration	✓	26.08.2019	██████████		
Complete personal details	✓	26.08.2019	██████████	<a href="#">Personal details</a>	
Application details	✓	26.08.2019	██████████	<a href="#">Show application data</a>	

You can check the data given in your online application via the link "Show application data". Please note that after submitting your application, only certain data can be changed (see link "Show/change data"). If you need to change other data, please contact the International Office.


- ✓ Information on **further steps is sent via email in June/December**.


**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.

Language: English ▼

Login:  

Password:  

Close
Reset
Login

[Forgot your password?](#)