

How to Register on the Mobility-Online portal

Dear students,

These are step-by-step instructions on how to register with the International Office of the University of Bonn for your Erasmus studies abroad.

If you have questions on your Erasmus stay abroad, please contact your Departmental Erasmus Coordinator.

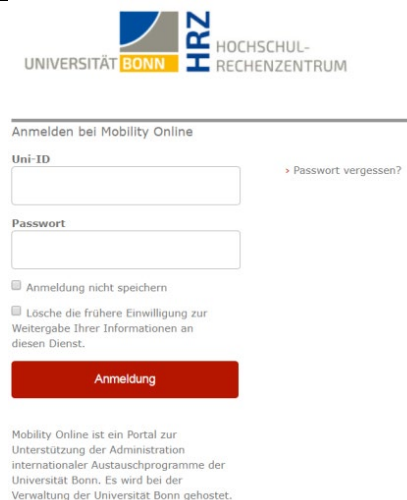
In case of technical issues, please contact outgoings-assist@uni-bonn.de.

If you have questions on how to register, please read these instructions first. As the International Office processes a high number of registrations (more than 500) at once, **individual questions can only be answered if they are not addressed in the instructions.**

In case you are re-registering for another mobility, please do **not** log into your already existing account but use the link to the online form provided below which you then fill in and send off (like the first time you registered for a stay abroad).

Once you sign in to your account later on you will have the option to choose which one of the different mobility-registrations you want to see and edit (depending on the year of study and exchange programme).

Step 1: Login on the Mobility-Online home page



- ✓ Log in with your **Uni ID** and respective **password** at:
https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifizier=BONN01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&sprache=en

or click the link on the Erasmus website.

- ✓ Accept the terms of use and transmission of information.
 (If you have logged in via the single sign-on system Shibboleth before, e.g. on the ULB website, you can skip this step)

Step 2: Enter your information to register online

- ✓ Please carefully complete the online form. The International Office will process your information as provided in the online form. **Please note the provided info texts in the form or under the inserted question mark symbol.**
- ✓ If you cannot submit your registration form, look for an **error message at the top of the form.**
- ✓ After submitting your registration, you will receive an email that is automatically generated by the Mobility-Online portal: *"Erasmus: confirmation of your registration and further steps"*, sent by noreply.erasmus@uni-bonn.de.

Use the link in that email to log into the Mobility-Online portal and complete your personal information. **The link leads to the following page.**

- ✓ If you did not receive said email (please also check your spam folder!), follow this link: <https://mobility-international.uni-bonn.de/mobility/SOPCheckOIOSAMLServlet?identifier=BONN01&sprache=en> to get back to the original input screen.

If you have issues with the registration link, try opening the link in another browser or restarting the original browser.

Step 3: Complete your personal information in your Mobility-Online account

	Done	Done on	Done by	Direct access via following link
Registration				
Online Application	✓	10.08.2022	Automatically generated	Show/edit application
Online registration confirmed via email	✓			
Online application successful	✓			
Complete personal information	✗			Personal information
Certificate of enrollment	✗			
Complete your registration	✗			

- ✓ After entering your information, press [Update personal details](#). You will receive the following notification after correctly entering your information:

- ✓ Click [Back to the application workflow](#) to get back to the Overview menu to check your registration progress.

Step 4: Complete your online registration

Online-Anmeldung	✓	08.03.2017	Tina Beispielmann	Anzeigen/Ändern der Anmeldung
Bestätigungs-E-Mail über online-Anmeldung erhalten	✓	08.03.2017	Automatisch erstellt	
Online-Anmeldung erfolgt	✓	08.03.2017	Tina Beispielmann	
Angaben zur Person vervollständigen	✓	08.03.2017	Tina Beispielmann	Angabe zur Person
Registrierung vervollständigen und abschließen	✗			Abschluss der Registrierung
Online-Registrierung abgeschlossen	✗			

- ✓ After completing all the boxes in the registration form, please check **“Complete registration”** and save the form.

- ✓ This step completes your registration for your Erasmus studies abroad. Once your registration is completed, all steps will be checked green in the Mobility-Online portal.

Notwendige Schritte	Erledigt	Erledigt am	Erledigt von	Direktzugriff über folgenden Link
Registrierungsphase				
Online-Anmeldung	✓	10.03.2017	Tina Beispielmann	Anzeigen/Ändern der Anmeldung
Bestätigungs-E-Mail über online-Anmeldung erhalten	✓	10.03.2017	Automatisch erstellt	
Online-Anmeldung erfolgt	✓	10.03.2017	Tina Beispielmann	
Angaben zur Person vervollständigen	✓	10.03.2017	Tina Beispielmann	Angaben zur Person
Registrierung vervollständigen und abschließen	✓	10.03.2017	Tina Beispielmann	Abschluss der Registrierung
Online-Registrierung abgeschlossen	✓	10.03.2017	Tina Beispielmann	

- ✓ After completing your registration, you will receive a **confirmation via email with information on further proceedings.**

You do not need to print your online registration PDF or have it signed by your Departmental Erasmus Coordinator.