# How to Register on Mobility-Online

Dear Students,

Applications for the Global Exchange Program are submitted via the Mobility-Online application portal. This guide provides step-by-step instructions for what to do if you would like to apply for the Global Exchange Program.

If you have any questions about the application or technical issues with the portal, contact <a href="mailto:globalexchange-outgoing@uni-bonn.de">globalexchange-outgoing@uni-bonn.de</a>. Please understand that the International Office can only respond to individual questions that are not already addressed in this guide.

#### Please note:

- Multiple logins in the same browser window lead to an error message. Please close your browser and open a new window.
- To edit your information in Mobility-Online, click "edit" and, after entering your information, "save."
- If you have already applied for this or another program via Mobility-Online, you cannot log in with your existing account. Instead, you must complete the registration process again as described below.

### **Step 1: log into Mobility-Online**

✓ Log in with your Uni-ID and password using the following <u>link</u>¹.

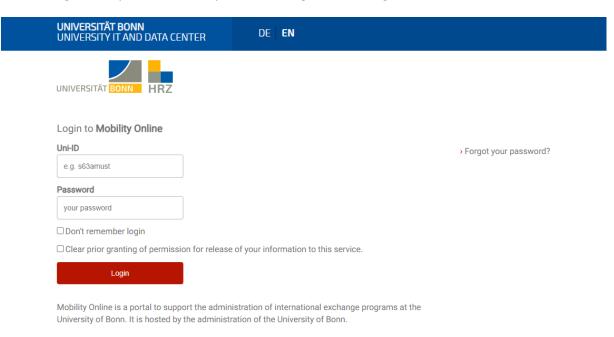


Figure 1: Mobility-Online login screen (what appears on your screen may differ from that shown here)

<sup>&</sup>lt;sup>1</sup> <a href="https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz">https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz</a> bew pers=S&kz bew art=OUT&aust prog=DA-Studium&sprache=en

✓ Accept the user regulations and transmission of information (If you have logged in via the single sign-on system Shibboleth before, e.g. at the USL, you will not see this step).

#### Step 2: enter your information to register online

- ✓ Please complete the online form. The International Office will use your information exactly as you have entered it. Please also read the help texts provided in the form or under the "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 automatically generated email (subject: "Global Exchange Program: Registration confirmed next steps").
  Use the link in that email to log into Mobility-Online and complete your personal information. If you did not receive this email (please also check your spam folder), please follow this link² and you will be directed to the original input screen.
- ✓ Click on "Login" to return to the original input screen from step 1, from which you can now access your online application.

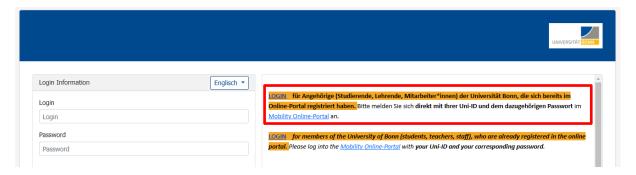


Figure 2: Logging into Mobility-Online (what appears on your screen may differ from that shown here)

## Applying to (an) additional country group(s) with a different application deadline

- ✓ If you would like to apply to countries with different application deadlines (e.g. Canada and Australia), you will need to create an additional application profile for each country group/application deadline by repeating steps 1 and 2.
- ✓ Once you have completed step 2, you will be able to choose which application to edit after you have logged in. Although your personal details will usually already have been entered, you will be able/required to check them again and fill in any missing information (step 3) before you continue with steps 4 and 5.
- Please note that you will need to upload each set of application documents individually and submit each application separately (steps 4 and 5) if you are sending off multiple applications for different country groups.

<sup>&</sup>lt;sup>2</sup> <u>https://mobility-international.uni-bonn.de/mobility/SOPCheckOIOSAMLServlet?identifier=BONN01&sprache=en</u>



Figure 3: Multiple applications (what appears on your screen may differ from that shown here)

# Step 3: complete your personal information in Mobility-Online

✓ Click on "Personal information -> Complete" to add any missing personal details and continue your application.

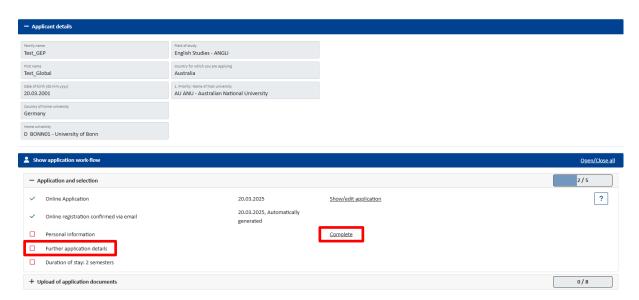


Figure 4: Completing your personal information in Mobility-Online (what appears on your screen may differ from that shown

- ✓ After entering your information, click on "Update personal details". Once your information has been saved, click on "Back to the application workflow".
- ✓ Here, you will now need to fill in all "Further application details" and answer any additional questions you may have been asked.
- ✓ You will only be able to move on to step 4 (uploading your application documents) once you have completed everything under "Application and selection."

#### Step 4: upload your application documents to the portal

✓ Your application documents can now be uploaded as **PDF files**. You do <u>not</u> need to upload them in any particular order.

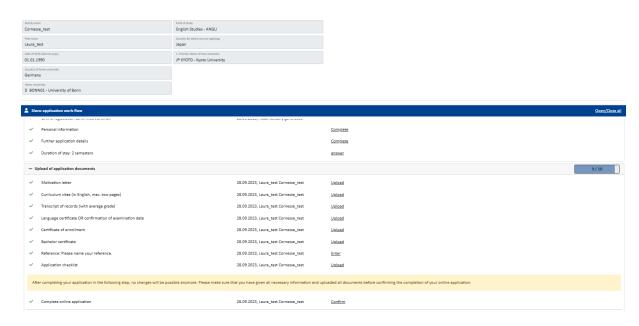


Figure 5: Uploading application documents (what appears on your screen may differ from that shown here)

# Step 5: send off your application

- ✓ As soon as all of your details have been filled in and all your documents uploaded, you can submit your application by clicking on "confirm" at the "Complete online application" stage and confirming on the following page that the information you have provided is correct. After you have clicked on "save," your application will automatically be locked and you will no longer be able to edit it.
- ✓ You will receive a confirmation email with "Global Exchange Program: Application completed" in the subject line.
- ✓ Incomplete applications cannot be considered.