

# 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 [globalexchange-outgoing@uni-bonn.de](mailto:globalexchange-outgoing@uni-bonn.de). 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 [link](#)<sup>1</sup>.

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

<sup>1</sup> [https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz\\_bew\\_pers=S&kz\\_bew\\_art=OUT&aust\\_prog=DA-Studium&sprache=en](https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz_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 link](#)<sup>2</sup> 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>2</sup> <https://mobility-international.uni-bonn.de/mobility/SOPCheckOIOSAMLServlet?identifier=BONN01&sprache=en>

Application selection								Search results 
Select application								
Last name, First name, Degree	Program	Academic year	Home institution	Host institution	Study field	Stay from	Stay to	
Teststudent, Test	Global Exchange Program	2023/2024	Rheinische Friedrich-Wilhelms-Universität Bonn	Pontificia Universidade Católica do Rio Grande do Sul (PUCRS)	Anglistik/English Studies	Oct 1, 2023	Mar 31, 2024	<input checked="" type="checkbox"/>
Teststudent, Test	Global Exchange Program	2023/2024	Rheinische Friedrich-Wilhelms-Universität Bonn	University of Toronto	Anglistik/English Studies	Oct 1, 2023	Mar 31, 2024	<input type="checkbox"/>

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.

Applicant details

Family name

Test\_GEP

Field of study

English Studies - ANGLI

First name

Test\_Global

Country for which you are applying

Australia

Date of birth (dd.mm.yyyy)

20.03.2001

I. Priority: name of host university

AU ANU - Australian National University

Country of home university

Germany

Home university

D BONND1 - University of Bonn

Show application work-flow

Open/close all

Application and selection

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Online Application

20.03.2025

Show/edit application

?

Online registration confirmed via email

20.03.2025, Automatically generated

Personal information

Complete

Further application details

Duration of stay: 2 semesters

Upload of application documents

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

- ✓ 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 not need to upload them in any particular order.

Family name <b>Cornesse_test</b>	Field of study <b>English Studies - ANGLI</b>
First name <b>Laura_test</b>	Country for which you are applying <b>Japan</b>
Date of birth (dd.mm.yyyy) <b>01.01.1990</b>	U. Address: Name of host university <b>JP KYOTO - Kyoto University</b>
Country of home university <b>Germany</b>	
Home university <b>D BONN01 - University of Bonn</b>	

  

Show application work flow <span>Open/Close all</span>		
✓	Personal information	<a href="#">Complete</a>
✓	Further application details	<a href="#">Complete</a>
✓	Duration of stay: 2 semesters	<a href="#">Answer</a>
<b>Upload of application documents</b> <span>9 / 10</span>		
✓	Motivation letter	28.09.2023, Laura_test Cornesse_test <a href="#">Upload</a>
✓	Curriculum vitae (in English, max. two pages)	28.09.2023, Laura_test Cornesse_test <a href="#">Upload</a>
✓	Transcript of records (with average grade)	28.09.2023, Laura_test Cornesse_test <a href="#">Upload</a>
✓	Language certificate OR confirmation of examination date	28.09.2023, Laura_test Cornesse_test <a href="#">Upload</a>
✓	Certificate of enrollment	28.09.2023, Laura_test Cornesse_test <a href="#">Upload</a>
✓	Bachelor certificate	28.09.2023, Laura_test Cornesse_test <a href="#">Upload</a>
✓	Reference: Please name your reference.	28.09.2023, Laura_test Cornesse_test <a href="#">Enter</a>
✓	Application checklist	28.09.2023, Laura_test Cornesse_test <a href="#">Upload</a>
<p>After completing your application in the following step, no changes will be possible anymore. Please make sure that you have given all necessary information and uploaded all documents before confirming the completion of your online application.</p>		
✓	Complete online application	28.09.2023, Laura_test Cornesse_test <a href="#">Confirm</a>

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.