

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. Please contact globalexchange-outgoing@uni-bonn.de if you have any questions about content or technical matters. We would ask you to understand that the International Office can only answer specific questions that are not 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 form fields in Mobility-Online, click “edit” and, after entering your information, “save.”**

Step 1: log into Mobility-Online

- ✓ Log in with your Uni-ID and password using the following [link](#)¹.

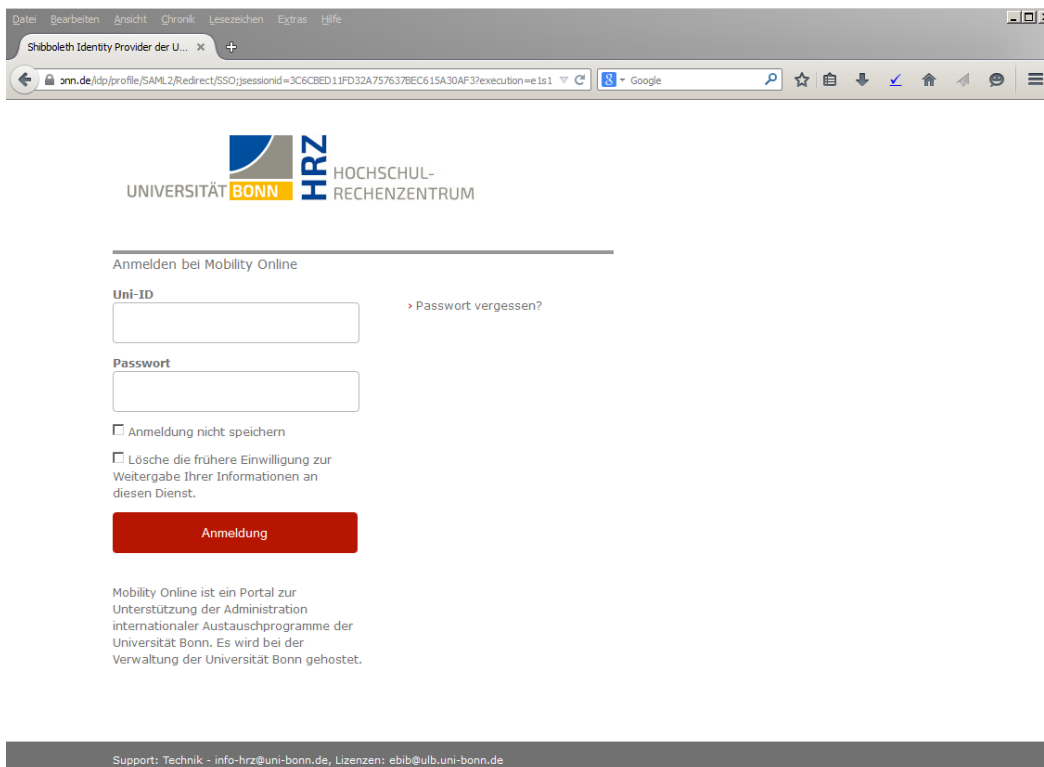


Figure 1: Mobility-Online login screen (what appears on your screen may differ from that shown here)

¹ https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifizier=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](#)² 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.

UNIVERSITÄT BONN MOBILITY-ONLINE

Englisch ▾

Login

Password

Login Forgot your password?

LOGIN für Angehörige (Studierende, Lehrende, Mitarbeiter*innen) der Universität Bonn, die sich bereits im Online-Portal registriert haben. Bitte melden Sie sich direkt mit Ihrer Uni-ID und dem dazugehörigen Passwort im Mobility Online-Portal an.

LOGIN for members of the University of Bonn (students, teachers, staff), who are already registered in the online portal. Please log into the Mobility Online-Portal with your Uni-ID and your corresponding password.

Weiterführende Informationen und Anleitung für die Registrierung im Online-Portal:
Further Information and guides for registration

Erasmus-Auslandsstudium (Europa, Outgoings)	www.uni-bonn.de/erasmus-studium
Erasmus-Auslandsstudium (Europa, Incomings)	www.uni-bonn.de/erasmus-europe-in
Erasmus-Auslandspraktikum (Europa, Outgoings)	www.uni-bonn.de/erasmus-praktikum
Erasmus-Auslandspraktikum (Europa, Incomings)	www.uni-bonn.de/erasmus-internship-in
Erasmus-Auslandsstudium (weltweit, Outgoings)	www.uni-bonn.de/erasmus-weltweit
Erasmus-Auslandsstudium (weltweit, Incomings)	www.uni-bonn.de/erasmus-worldwide-in
Erasmus-Dozentenmobilität	Confluence Uni Bonn
Erasmus-Personalmobilität	Confluence Uni Bonn
Global Exchange Program (Outgoings)	www.uni-bonn.de/globalexchange-out
Global Exchange Program (Incomings)	www.uni-bonn.de/globalexchange-in
PROMOS	www.uni-bonn.de/promos
Study-Buddy Programm	www.uni-bonn.de/studybuddy
Pro-Buddy Programm	www.uni-bonn.de/pro-motion

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

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

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.

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.

Show application work-flow						?
This overview displays all the tasks that need to be completed in order to finish your application. It also lists the tasks in order as well as indicates whether or not the step has been completed.						
Family name	Teststudent	Field of study	English Studies - ANGLI			
First name	Test	Country for which you are applying	Brazil			
Date of birth (dd.mm.yyyy)	01.01.1990	1. Priority: Name of host university	BR PUCRS - Pontificia Universidade Católica do Rio Grand...			
Country of home university	Germany	Beginning of stay abroad	01.10.2023			
Home university	D BONN01 - University of Bonn	End of stay abroad	31.03.2024			
>	Necessary steps	Done	Done on	Done by	Direct access via following link	2 / 13
✓	Application and selection					2 / 5
	Online Application	<input checked="" type="checkbox"/>	04.01.2023		Show/edit application	
	Online registration confirmed via email	<input checked="" type="checkbox"/>	04.01.2023	Automatically generated		
▾	Personal information	<input type="checkbox"/>			Complete	
	Further application details	<input type="checkbox"/>				
	Duration of stay: 1 semester	<input type="checkbox"/>				
>	Upload of application documents					0 / 8

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.

Show application work-flow
ⓘ

This overview displays all the tasks that need to be completed in order to finish your application. It also lists the tasks in order as well as indicates whether or not the step has been completed.

Family name	Teststudent	Field of study	English Studies - ANGLI
First name	Test	Country for which you are applying	Brazil
Date of birth (dd.mm.yyyy)	01.01.1990	1. Priority: Name of host university	BR PUCRS - Pontificia Universidade Católica do Rio Grand...
Country of home university	Germany	Beginning of stay abroad	01.10.2023
Home university	D BONN01 - University of Bonn	End of stay abroad	31.03.2024

Necessary steps	Done	Done on	Done by	Direct access via following link
Application and selection 5 / 14				
Online Application	<input checked="" type="checkbox"/>	04.01.2023		Show/edit application
Online registration confirmed via email	<input checked="" type="checkbox"/>	04.01.2023	Automatically generated	
Personal information	<input checked="" type="checkbox"/>			Complete
Further application details	<input checked="" type="checkbox"/>			Complete
Duration of stay: 1 semester	<input checked="" type="checkbox"/>			answer
Upload of application documents 0 / 9				
Letter of motivation	<input type="checkbox"/>			Upload
Curriculum vitae (in English, max. two pages)	<input type="checkbox"/>			Upload
Transcript of records (with average grade)	<input type="checkbox"/>			Upload
Language certificate OR confirmation of examination date	<input type="checkbox"/>			Upload
Certificate of enrollment	<input type="checkbox"/>			Upload
Bachelor certificate	<input type="checkbox"/>			Upload
Reference: Please name your reference.	<input type="checkbox"/>			Enter
Application checklist	<input type="checkbox"/>			Upload
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.				
Complete online application	<input type="checkbox"/>			Confirm

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.