

How to register on the Mobility-Online Portal

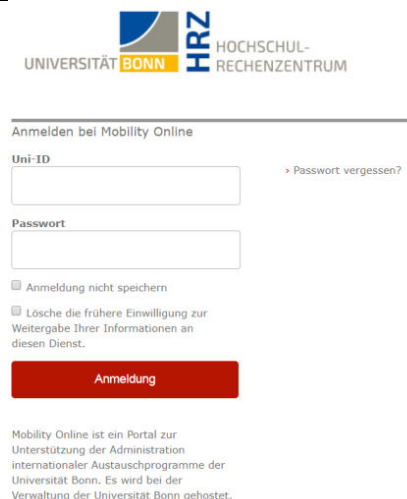
Dear students,

These are step-by-step instructions on how to register for the Certificate of Intercultural Competence of the International Office at the University of Bonn.

In case of technical or general questions on the Certificate of Intercultural Competence, please contact zertifikat@uni-bonn.de.

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

Step 1: Login on the Mobility-Online portal home page



The screenshot shows the login page for the Mobility-Online portal. At the top, there is a logo for the University of Bonn and the HRZ (Hochschul-Rechenzentrum). Below the logo, the text 'Anmelden bei Mobility Online' is displayed. There are two input fields: 'Uni-ID' and 'Passwort'. A link '> Passwort vergessen?' is next to the password field. Below the input fields, there are two checkboxes: 'Anmeldung nicht speichern' and 'Lösche die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.'. A red button labeled 'Anmeldung' is at the bottom. At the very bottom, there is a paragraph of text explaining the purpose of the Mobility Online portal.

✓ Log in with your **Uni ID** and respective **password** at:

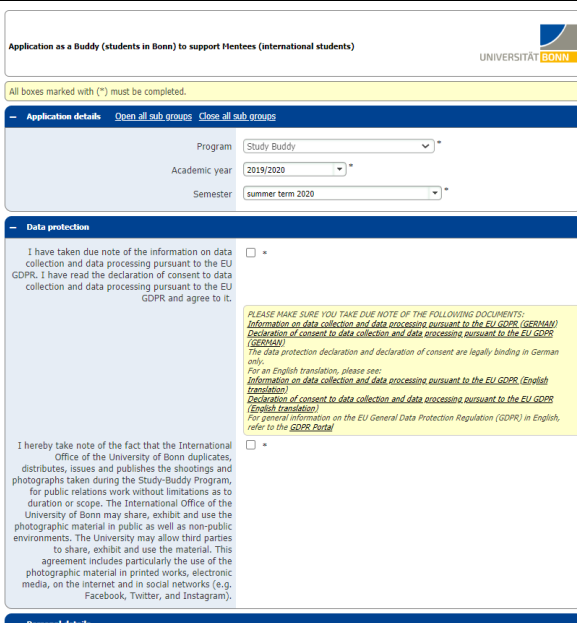
[German](#)

[English](#)

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)

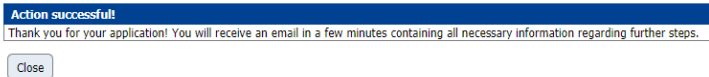
Step 2: Enter your information to register online



The screenshot shows the online registration form. At the top, there is a header 'Application as a Buddy (students in Bonn) to support Hantees (international students)' and the University of Bonn logo. Below the header, there is a yellow box with the text 'All boxes marked with (*) must be completed.' and a link 'Close all sub groups'. The form is divided into several sections: 'Application details', 'Data protection', and 'Personal details'. The 'Application details' section has three dropdown menus: 'Program' (Study Buddy), 'Academic year' (2019/2020), and 'Semester' (summer term 2020). The 'Data protection' section has a checkbox for 'I have taken due note of the information on data collection and data processing pursuant to the EU GDPR. I have read the declaration of consent to data collection and data processing pursuant to the EU GDPR and agree to it.' and a checkbox for 'I hereby take note of the fact that the International Office of the University of Bonn duplicates, distributes, issues and publishes the shootings and photographs taken during the Study-Buddy Program, for public relations work without limitations as to duration or scope. The International Office of the University of Bonn may share, exhibit and use the photographic material in public as well as non-public environments. The University may allow third parties to share, exhibit and use the material. This agreement includes particularly the use of the photographic material in printed works, electronic media, on the internet and in social networks (e.g. Facebook, Twitter, and Instagram)'. The 'Personal details' section is partially visible at the bottom.

- ✓ Once you have completed your authentication, the registration form will open subsequently.
- ✓ Please carefully complete the online form. The International Office will process your information as provided in the online form. **Please note the provided info in the form or under the inserted question mark symbols.**
- ✓ If you cannot submit your registration form, check for an error message at the top of the form.
- ✓ Confirm your information by pressing **[Send application]**.

- ✓ You will receive the following notification:



- ✓ After submitting your registration, you will receive an automatically generated **confirmation email** (subject: "Certificate of Intercultural Competence: Welcome!", sent by zertifikat@uni-bonn.de) to the address you have provided in the registration form. This email contains the **access link** to your Mobility-Online account:



Dear Test,

Thank you for your interest in the Certificate for Intercultural Competence!

We have received your registration and will process it immediately.

You can now start collecting points for your certificate. Components that you have achieved before your registration, but during your studies at the University of Bonn, can also be credited.

You are very welcome to inform fellow students about the Certificate for Intercultural Competence!

If you have further questions about the Certificate, we will be happy to answer them. Please contact us at zertifikat@uni-bonn.de.

Best regards,

Your Team of the Certificate for Intercultural Competence

—
University of Bonn
International Office
International Outbound Mobility

Office: Poppelsdorfer Allee 53, 53115 Bonn (Germany)
Email: zertifikat@uni-bonn.de
www.uni-bonn.de

Login

Use the following link and your Uni-ID to access [Mobility-Online](#).

- ✓ 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:

Rheinische Friedrich-Wilhelms-Universität Bonn | 53113 Bonn, Regina-Pacis-Weg 3, Deutschland
Tel 0228 730 | noreply@uni-bonn.de | <http://www.uni-bonn.de>

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 a guide for registration:

Erasmus-Auslandsstudium (Europa, Outgoings)	www.erasmusstudium.uni-bonn.de -> Formulare
Erasmus-Auslandspraktikum (Europa, Outgoings)	www.erasmuspraktikum.uni-bonn.de -> Bewerbung
Erasmus-Auslandsstudium (weltweit)	www.erasmusweltweit.uni-bonn.de
Erasmus-Incomings	www.erasmus.uni-bonn.de -> Bewerbung
Erasmus-Dozentenmobilität	Intranet
Erasmus-Personalmobilität	Intranet
Direktaustausch	www.direktaustausch.uni-bonn.de
PROMOS	www.promos.uni-bonn.de
Junior Year Program	Anmeldung

Click **LOGIN** to return to the original HRZ input screen.

- ✓ If you did not receive said email (please also check your spam folder!), follow this link: <https://mobility-international.uni-bonn.de> to return to the original input screen.

If you have issues with the registration links or receive error messages, try opening the link in a new browser window or restarting your browser altogether.

Step 3: Upload documents to receive points for the Certificate

- ✓ After completing the registration, your participation in the Certificate of Intercultural Competence is listed in your Mobility Online account.
- ✓ It is now possible to upload information on activities that count towards the Certificate of Intercultural Competence as well as documents as proof. Please use the button "Complete and upload".

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.

Applicant details

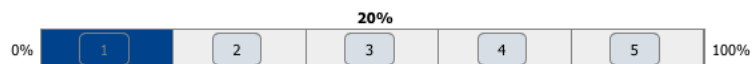
Family name: Test
First name: Test
Date of birth (dd.mm.yyyy): 01.08.1995
Field of study: Computer science - INFORM

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	27.08.2020		Show/edit application
Confirmation: You will receive the newsletter of the Certificate for Intercultural Competence.	<input checked="" type="checkbox"/>			
You can unsubscribe from the newsletter at any point in time. Just send a short notice to zertifikat@uni-bonn.de .				
▶ Proof of completed components	<input type="checkbox"/>	27.08.2020		Complete and upload

- ✓ On the following page, please click on “edit”. Please use “Save and forward” or “Save and back” to skip between the four components. In the following, component A1: Study abroad serves as example.

Back to the application workflow Print [edit](#) Next page

Please upload all documents in PDF format.



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(Pages can also be changed by clicking on the page numbers)

A: International Experience

One subcomponent must be completed. Please provide proof of completion of at least one of the three possible subcomponents by entering the required information and uploading supportive documents.

- A1: Study abroad ☒
A2: Internship abroad ☐
A3: Research stay abroad ☐

- ✓ After selecting your type of stay depending on if you participated in an Exchange program, e.g. Erasmus, or if you organized your stay abroad yourself as a Freemover, please fill in all the information needed and upload one proof of your stay.

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- A1: Study abroad ☒
A2: Internship abroad ☐
A3: Research stay abroad ☐

A: International Experience - A1: Study abroad

1. Study abroad: Type of stay ☒ Exchange program ☐ Freemover ☐ Cancel selection

Beginning of stay

End of stay

Country of host institution <-- No choice -->

City of host institution

Host institution

Please upload at least one supportive document in PDF format.

Transcript of Records

Confirmation of Stay

Certificate of enrollment at the host university

Step 4: Feedback Form

- ✓ After finishing three out of four components, please fill in the Feedback Form in Mobility Online. Please click on “complete” to open the Feedback Form. After completing the form, you can pick up your Certificate for Intercultural Competence during the office hour for the Certificate. If the office hour is not taking place in person due to precautionary measures, we will arrange a postal delivery.

Necessary steps	Done	Done on	Done by	Direct access via following link	3 / 4
Online Application	<input checked="" type="checkbox"/>	06.08.2020		Show/edit application	
Confirmation: You will receive the newsletter of the Certificate for Intercultural Competence.	<input checked="" type="checkbox"/>				
You can unsubscribe from the newsletter at any point in time. Just send a short notice to zertifikat@uni-bonn.de .					
Proof of completed components	<input checked="" type="checkbox"/>	06.08.2020	Sarah Mayer	Complete and upload	
You can subsequently enter and upload all required information and documents here. Your information and documents will be reviewed once you have confirmed all uploads and requested the issue of the Certificate of Intercultural Competence.					
▶ Feedback	<input type="checkbox"/>			Complete	