

How to register for the Certificate of Intercultural Competence for Teaching Degrees on the Mobility Online Portal

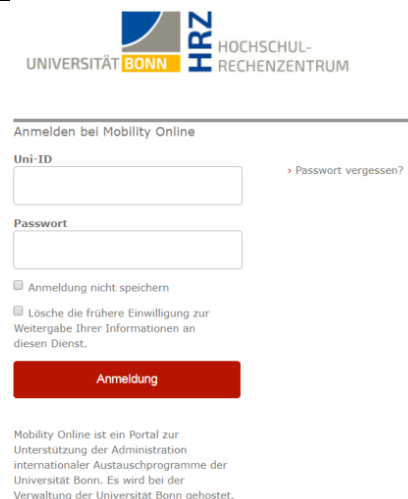
Dear teaching degree students,

These are step-by-step instructions on how to register for the **Certificate of Intercultural Competence for teaching degrees** offered by the International Office in partnership with the Bonn Center for Teacher Education (BZL) 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 left, there are logos for 'UNIVERSITÄT BONN' and 'HRZ HOCHSCHUL-RECHENZENTRUM'. Below the logos, the text 'Anmelden bei Mobility Online' is displayed. There are two input fields: 'Uni-ID' and 'Passwort'. To the right of the 'Passwort' field is a link '> Passwort vergessen?'. 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 positioned below the checkboxes. At the bottom of the page, there is a small text block: 'Mobility Online ist ein Portal zur Unterstützung der Administration internationaler Austauschprogramme der Universität Bonn. Es wird bei der Verwaltung der Universität Bonn gehostet.'

✓ 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

✓ Once you have completed your authentication, the registration form will open subsequently.

Application: Certificate for Intercultural Competence UNIVERSITÄT BONN

All boxes marked with (*) must be completed.

Application details [Open all sub groups](#) [Close all sub groups](#)

Program: Certificate for Intercultural Competence *

Academic year: 2022/2023 *

Semester of registration: Winter term 2022/2023

Data protection

* 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.

PLEASE MAKE SURE YOU TAKE DUE NOTE OF THE FOLLOWING DOCUMENTS:
[Information on data collection and data processing pursuant to the EU GDPR](#)
[Declaration of consent to data collection and data processing pursuant to the EU GDPR](#)
 For general information on the EU General Data Protection Regulation (GDPR) in English, refer to the [GDPR Portal](#)

- ✓ Please complete the online form carefully and pick **Center for Teacher Training** for the “Faculty” option when you get to the “Studies at the University of Bonn” section. The International Office will use your information exactly how you have entered it in the online form. **Please note the provided info in the form or under the inserted question mark symbols.**

Studies at the University of Bonn

Faculty	<-- Please select -->
Field of study	<-- Please select -->
Degree program (Major)	13020000 - Department of Old Catholic Studies
Second degree program (Minor), if applicable	20010000 - Faculty of Catholic Theology
Student ID number	26010000 - Faculty of Protestant Theology
Expected year of graduation	30010000 - Faculty of Law and Economics
	40010000 - Faculty of Arts
	50010000 - Faculty of Mathematics and Natural Sciences
	70010000 - Faculty of Agriculture
	80010000 - Center for Teacher Training
	98000100 - Faculty of Medicine

- ✓ 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:

Action successful!
 Thank you for your application! You will receive an email in a few minutes containing all necessary information regarding further steps.

[Close](#)

- ✓ 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: Select the Certificate of Intercultural Competence for teaching degrees and 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.
- ✓ If you would like to obtain the **Certificate of Intercultural Competence for teaching degrees**, please answer the "Question: Certificate for teacher training degree students" with "Yes" and save your details.

Necessary steps	Done	Done on	Done by	Direct access via following link
Office hours				
Should you have questions concerning the Certificate for Intercultural Competence, you are welcome to contact me via e-mail (zertifikat@uni-bonn.de) or you can book an appointment via eCampus during office hours. These take place via telephone or Zoom at the moment, every thursday from 01:00 pm to 03:30 pm as well as by arrangement.				
Online Application	<input checked="" type="checkbox"/>	09.12.2021		Show/edit application
Confirmation: You will receive the newsletter of the Certificate for Intercultural Competence.	<input checked="" type="checkbox"/>			Unsubscribe
You can unsubscribe from the newsletter at any point in time.				
<input type="checkbox"/> Question: Certificate for teacher training degree students	<input type="checkbox"/>			answer
<input type="checkbox"/> Proof of completed components	<input type="checkbox"/>			
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.				

[Back](#) [save](#)

[Master data](#) | [Pipeline](#) | [Documents \(0\)](#) | [Notes \(0\)](#) | [E-mails \(22\)](#)

Studies at the University of Bonn

Faculty: [80010000 - Center for Teacher Training](#) [\[i\]](#) *

Confirmation

Would you like to complete the Certificate for Intercultural Competence for teacher training degree students (Lehramt welttoffen)? Yes No

If you choose "no" here, you opt to complete the regular Certificate of Intercultural Competence [\(further information\)](#)

- ✓ 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".

Completed components [Complete and upload](#)

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.

- ✓ 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.

0% 20% 100%

1 2 3 4 5

Page 1 from 5
(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.

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

A: International Experience - A1: Study abroad

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

Beginning of stay 24 Today

End of stay 24 Today

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
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

- ✓ You can then also decide whether you would still like to receive the **newsletter** even after you have completed the Certificate, e.g. to find out about tips for events or opportunities to help organize International Office events. Click on “Confirm” so that you can choose between “Yes” and “No”.

After you have completed the step “Confirming information and requesting issue of the Certificate” (green check mark), the next step is for us to check your documents. If there are any documents missing or corrections necessary, we will notify you.

Your have successfully requested your Certificate to be issued. Would you like to further receive the Newsletter of the Certificate for Intercultural Competence, or would you like to unsubscribe?

[Confirm](#)

We hope you have fun collecting points for your Certificate of Intercultural Competence for teaching degrees!