

How to Register on the Mobility-Online

Dear Mentees (new international students),

These are step-by-step instructions on how to register for the Pro-Buddy Program of the International Office at the University of Bonn.

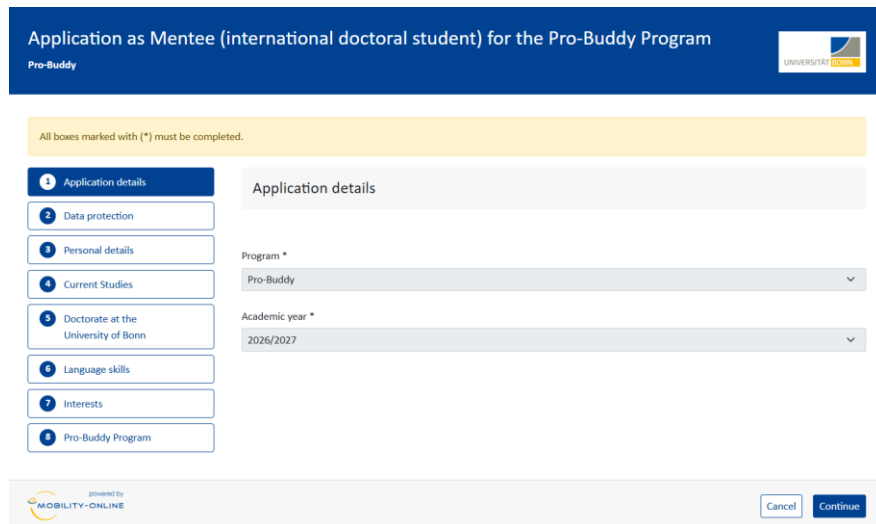
In case of technical or general questions on the Pro-Buddy Program, please contact:
pro_motion@uni-bonn.de

Step 1: Go to the online form

- ✓ Open the online form: <https://mobility-international.uni-bonn.de/mobility/pro-buddy-IN-EN>

Step 2: Enter your information to register online

- ✓ After clicking the link, you will be directed to the **online form**:



The screenshot shows the 'Application as Mentee (international doctoral student) for the Pro-Buddy Program' form. The form is titled 'Pro-Buddy' and features the University of Bonn logo. A yellow banner at the top states: 'All boxes marked with (*) must be completed.' The form is divided into two main sections: a left sidebar with numbered steps (1-8) and a main content area. The first step, 'Application details', is selected and expanded, showing two dropdown menus: 'Program *' (set to 'Pro-Buddy') and 'Academic year *' (set to '2026/2027'). The bottom of the form includes a 'powered by MOBILITY-ONLINE' logo and 'Cancel' and 'Continue' buttons.

- ✓ 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.**
- ✓ If you cannot submit your registration form, check for an error message at the top of the form.

All boxes marked with (*) must be completed.

1 Application details ✓

2 Data protection ✓

3 Personal details !

4 Current Studies !

5 Doctorate at the University of Bonn

6 Language skills

7 Interests

8 Pro-Buddy Program

Personal details

Family name *

The length should be between 1 and 50 characters.

First name *

The length should be between 1 and 50 characters.

Date of birth (dd.mm.yyyy) *

Please fill out this mandatory field.

Please enter a date in the format DD.MM.YYYY

Country of birth *

<-- Please select -->

Please fill out this mandatory field.

✓ Confirm your information on the last page 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 sent by pro_motion@uni-bonn.de to the address you have provided in the registration form. This email contains the **access link to your Mobility-Online account**:

Page 2 of 7



Welcome to the Pro-Buddy Program in Bonn!

Dear Test,

Thank you very much for your interest in the Pro-Buddy Program. You have successfully submitted the application form.

Now, there are a few more steps to take before you get started:

Setting up your account

Your **first step** is to set up your **Mobility-Online** account.

Please follow the **registration link** at the bottom to sign up for your personal account.

Choose a username and password. The password must consist of at least 6 characters and contain a minimum of one number and one capital letter.

You will need both to log into your personal Mobility-Online account. Please keep your username and password safe for future access!

After the one-time registration, you will be able to access your Mobility-Online account with your chosen username and password.

Your registration link:

[To register on Mobility-Online, please click on this link](#)

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

- ✓ This **registration link is personalized** (via your registration number) and serves your initial registration, i.e. for setting your user name and password.

Step 3: Set your login data to access the overview

- ✓ Click the **Mobility-Online registration link** in your **email**.
- ✓ Enter your **date of birth** in the format dd.mm.yyyy. The **registration code** has been entered automatically.

Online registration for Mobility Online

for exchange program **Pro-Buddy**



Step 1 of 2

1

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail, the registration code should be filled out by the system.

Please confirm your entries and press the button **[Continue]**

Date of birth (dd.mm.yyyy)



Continue

✓ Now choose your **user name** and **password**:

Online regis Pro-Buddy ility Online

for exchange program **Study Buddy**



Step 2 of 2

1

Now you have to choose your user name and your password.

If the username already exists, please try another one.

Due to password security you have to enter the password twice.

Please confirm your entries and press the button **[Continue]**

Login

Password

Repeat password



Continue

The **password** must consist of min. 8 characters and contain at least one number and at least one upper-case letter. Please do not use special characters.

- If your user name is already taken or your password does not meet all requirements, you will receive an error message.

Password is equal to login. Please choose another password!

The password does not meet the requirements (at least 8 characters, at least one number, at least one upper case letter and no special characters)!

- ✓ Click “**continue**” to submit your registration.
- ✓ Upon successful registration, the following box will appear:

- ✓ Click “**login to mobility online**” to be directed to your **application overview**. Here, you can view the individual steps of your application and whether they have been completed.
- ✓ With your registration, you will receive **another confirmation email** with an access link for future logins.

 Thank you very much for your interest in the Pro-Buddy Program at the University of Bonn!

Dear Test,

We have received your registration and will process it immediately.

In the next step, please confirm your personal information. You can find the link at the bottom of this email. This step is required to enable the matching process in our database (matching Buddies with Mentees and vice versa).

We will contact you as soon as we have checked your profile and found a Buddy for you. We kindly ask you for your patience.

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

Best regards,

Your Pro-Buddy Team

—

University of Bonn
International Office
International Students and Study Programs

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

Login

Important: Use this link and your login to access [Mobility-Online](#) in the future. Safe and remember your login details, you will need them for future access.

Login 

- ✓ This **successfully completes your registration for the Pro-Buddy Program**. Once your registration is completed, all steps will be checked green in the Mobility-Online portal. Printing the online registration PDF file is not necessary.

Step 4: Access Buddy contact information

- ✓ Once the Pro-Buddy team has successfully matched you with a Buddy, you will be notified via email and provided access to the **contact information of your Buddy**, which you can download as a PDF file in your **Mobility-Online workflow**.

Applicant details		
Family name TestMentee	Field of study Political Sciences and Sociology - POLITO	
First name Mentee	Country of host institution Germany	
Date of birth (dd.mm.yyyy) 01.01.2005	Host institution D BONN01 - University of Bonn	
Country of home institution International	Date of arrival in Bonn 01.04.2025	
Home institution NN - No home university		

Show application work flow		Open/Close all
Application and selection		1 / 4
✓ Online Application	20.05.2025	Display/edit
☐ Information on your Buddy		Download
☐ FAQ's		Download
☐ Factsheet		Download
During the semester		0 / 1
☐ Introduction (pdf-file)		Download

Step 5: Fill in Feedback questionnaire and download certificate of attendance

- ✓ At the end of each semester we will ask you to fill out the **feedback questionnaire** on Mobility-Online, you will be notified via email.

Applicant details		
Family name Test	Field of study Molecular Cell Biology (and Biotechnology) M.Sc. - BIOTEM	
First name Bud	Country of host institution Germany	
Date of birth (dd.mm.yyyy) 01.04.1997	Host institution D BONN01 - University of Bonn	
Country of home institution India	Date of arrival in Bonn 03.04.2025	
Home institution -1192729357 - University of Delhi, India		

Show application work flow		Open/Close all
+ Application and selection		5 / 5
+ During the semester		1 / 1
- After the semester		0 / 1
☐ Feedback questionnaire		Complete

- ✓

- Applicant details

Family name TestMentee	Field of study Political Sciences and Sociology - POLITO
First name Mentee	Country of host institution Germany
Date of birth (dd.mm.yyyy) 01.01.2005	Host institution D BONN01 - University of Bonn
Country of home institution International	Date of arrival in Bonn 01.04.2025
Home institution NN - No home university	

+ Show application work-flow Open/Close all

- + Application and selection 4 / 4
- + During the semester 1 / 1
- After the semester 1 / 3

	20.05.2025, Mentee TestMentee	
☒ Feedback questionnaire		Complete
☐ Certificate of Attendance (German)		Download
☐ Certificate of Attendance (English)		Download

If you want to view your information after having registered...

...use this link to log in. Enter your chosen login data to view your information:

mobility-international.uni-bonn.de/mobility/login



Login Information

Englisch ▾

Login

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