

## How to Register on the Mobility-Online portal

Dear Mentees (international students),

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

In case of technical or general questions on the Study Buddy Program, please contact [study-buddy@uni-bonn.de](mailto:study-buddy@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: Click the link on the home page

#### Links to online forms:

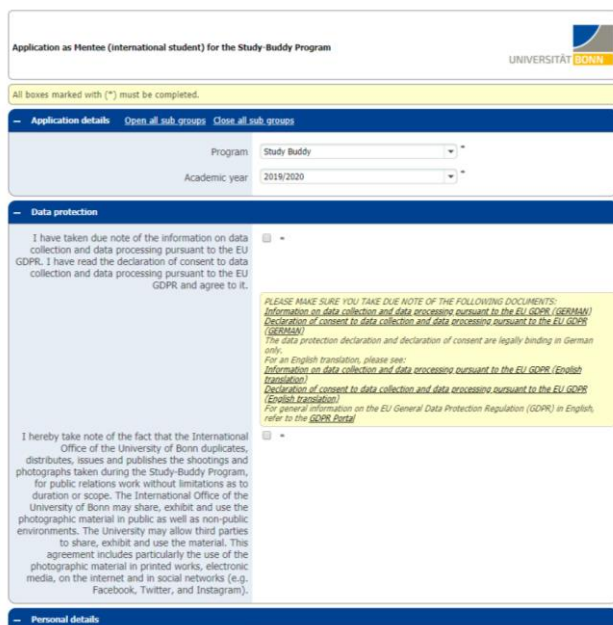
German

[https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifizier=BONN01&kz\\_bew\\_pers=S&kz\\_bew\\_art=IN&aust\\_prog=STUDY\\_BUDDY&sprache=de](https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifizier=BONN01&kz_bew_pers=S&kz_bew_art=IN&aust_prog=STUDY_BUDDY&sprache=de)

English

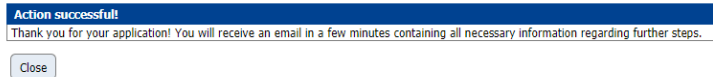
[https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifizier=BONN01&kz\\_bew\\_pers=S&kz\\_bew\\_art=IN&aust\\_prog=STUDY\\_BUDDY&sprache=en](https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifizier=BONN01&kz_bew_pers=S&kz_bew_art=IN&aust_prog=STUDY_BUDDY&sprache=en)

### Step 2: Enter your information to register online

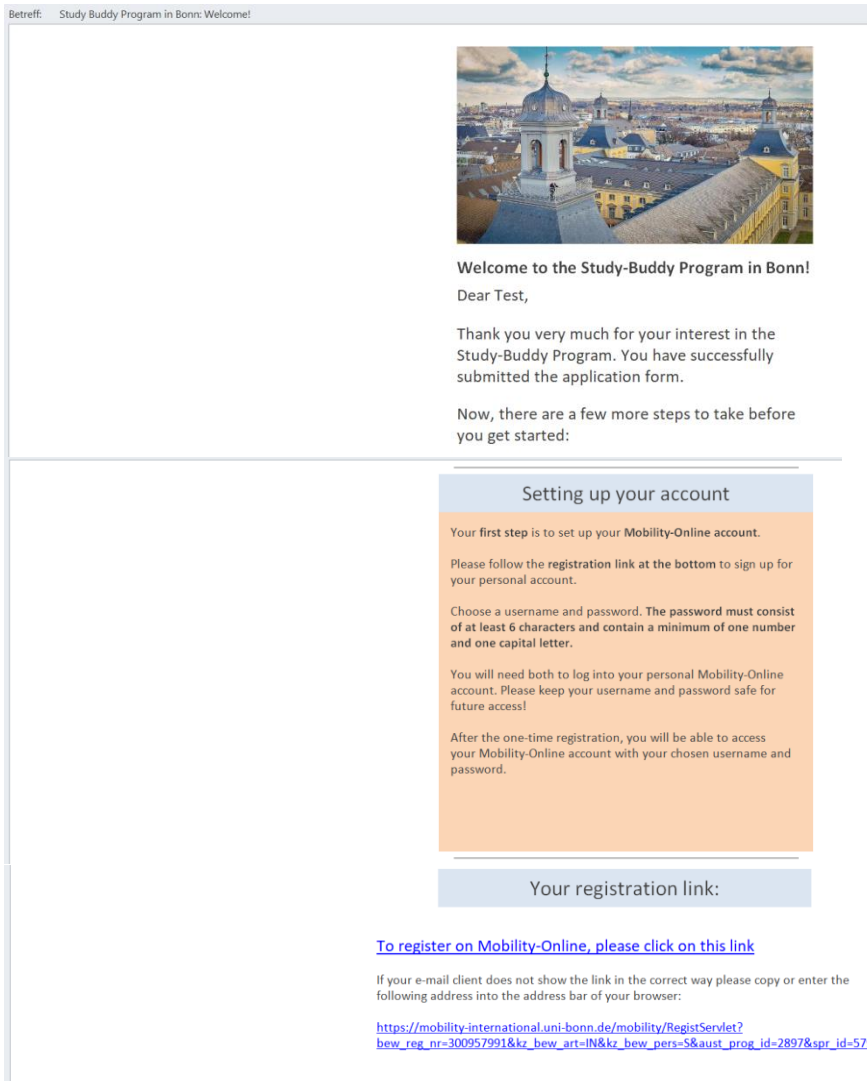


- ✓ After clicking the link, you will be directed to the **online form**:
- ✓ Please carefully complete the online form. The International Office will process your information as provided in the online form. **Please also note the provided info in the form.**
- ✓ Please make sure you take due note of the [declaration of consent](#) and [information on data collection and processing](#) pursuant to the EU GDPR.
- ✓ If you cannot submit your registration form, check for an error message at the top of the form.
- ✓ Confirm your information by pressing **[Submit registration]**.

- ✓ You will receive the following notification:



- ✓ After submitting your registration, you will receive an automatically generated confirmation email (subject: "Study Buddy Program in Bonn: Welcome!", sent by [study-buddy@uni-bonn.de](mailto:study-buddy@uni-bonn.de)) to the address you have provided in the registration form. This email contains the **access link to Mobility-Online**:



- ✓ 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**. The **registration code** has been entered automatically.

UNIVERSITÄT BNN

**MOBILITY-ONLINE**

Online registration for Mobility Online  
(Study Buddy)

**Step 1 of 2 - Input Registration number**

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]**

Registration number

Date of birth (dd.mm.yyyy)

Back Continue English

- ✓ Now **choose your user name** and **password**:
  - If your **user name** already exists, try another user name.
  - The **password** must consist of min. 6 characters and contain numbers, upper- and lower-case letters. 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.

**Step 2 of 2 - Input User Name and Password**

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


Back Continue

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

**Registration successful**

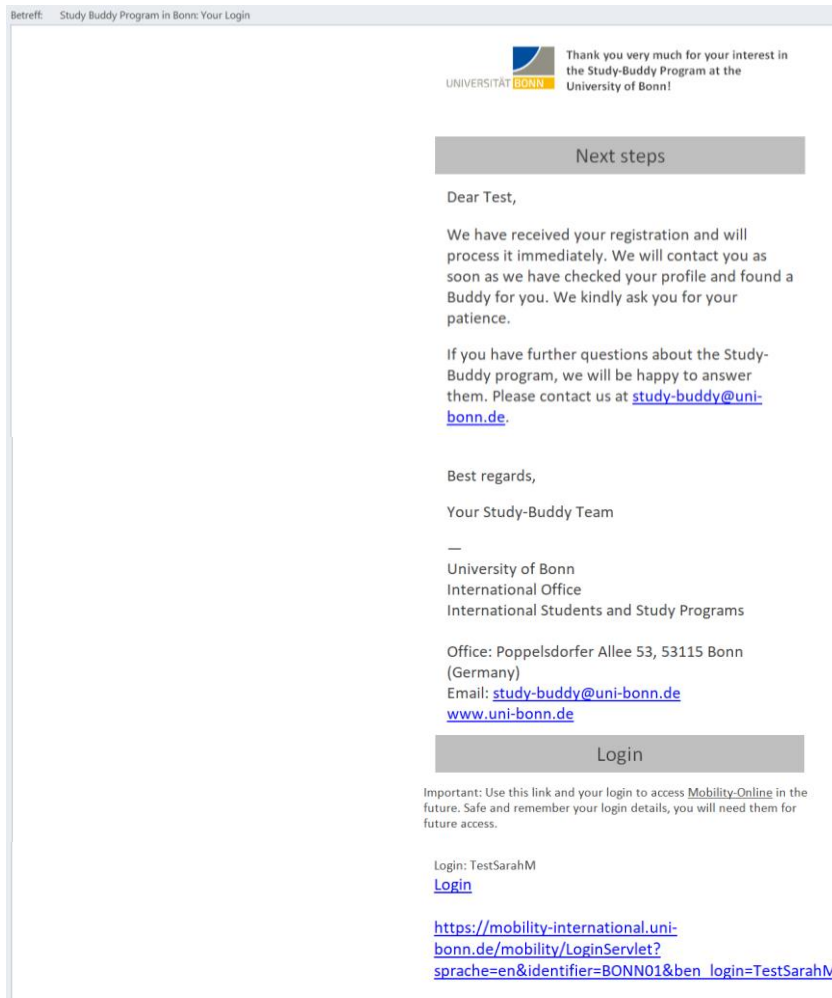
Your registration was successful.  
By pressing the button [Login Mobility Online] you will be forwarded to Mobility Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an email with the confirmation of your registration. This email contains the link to Mobility Online for future login.

 **Action successful!**

Close window Login to Mobility Online

- ✓ 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.



## Step 4: Complete your personal information in your Mobility-Online account

- ✓ Once you have registered, you can log into your Mobility-Online account. The following page will appear.

**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	TestSarahM	Field of study	Art History - KUNSTG
First name	Test	Country of host institution	Germany
Date of birth (dd.mm.yyyy)	01.01.1990	Host institution	D BONN01 - University of Bonn
Country of Home Institution	Algeria	Date of arrival in Bonn	01.06.2020
Home institution	-300957991- - University of Alaier		

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>Application and selection</b>				
Online Application	<input checked="" type="checkbox"/>	14.05.2020		<a href="#">Show/edit application</a>
Personal information	<input type="checkbox"/>			<a href="#">Confirm</a>

Click [confirm] to complete your personal information and initiate the matching process.

- ✓ In the next step, we ask you to **confirm your personal information**. This step is required to enable the matching process in our database (matching Buddies with Mentees and vice versa).

- ✓ You will be directed to the following page:

**Edit personal information**

**Personal details**

	Last name	TestSarahM
	First name	Test
	Gender	<input type="radio"/> male <input type="radio"/> female <input checked="" type="radio"/> diverse
	Date of birth	01.01.1990
	E-mail address	<span style="background-color: black; color: black;">[REDACTED]</span>
	Nationality	Germany ▼
	Communication language	English ▼

Back to the application workflow
Create

- ✓ After entering your information, click Create . You will receive the following notification after correctly entering your information:

**Action successful!**

Your personal data has been stored successfully.

Back to the application workflow

- ✓ Click Back to the application workflow to get back to the Overview menu to check your registration progress.
- ✓ This **successfully completes your registration for the Study 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 5: Access Buddy contact information

- ✓ Once the Study 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 PDF files in the Workflow**.

**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: Testlauf	Field of study: Asian Studies/Chinese Studies - Asiat./Islam. Kunstgeschichte - ISLAMW
First name: Mentee	Country of host institution: Germany
Date of birth (dd.mm.yyyy): 25.05.2001	Host institution: D BONN01 - University of Bonn
Country of Home Institution: Australia	Date of arrival in Bonn: 01.06.2020
Home Institution: AU UNSW - University of New South Wales	

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>Application and selection</b>				
Online Application	✓	25.05.2020		<a href="#">Show/edit application</a>
Personal information	✓	25.05.2020	Mentee Testlauf	<a href="#">Confirm</a>
Information on your Buddy	✓	25.05.2020	Mentee Testlauf	<a href="#">Download</a>

## Step 6: Fill in Feedback questionnaire and download certificate of attendance

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

**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	Testlauf	Field of study	Asian Studies/Chinese Studies - Asiat./Islam. Kunstgeschichte - ISLAMW
First name	Mentee	Country of host institution	Germany
Date of birth (dd.mm.yyyy)	25.05.2001	Host institution	D BONN01 - University of Bonn
Country of Home Institution	Australia	Date of arrival in Bonn	01.06.2020
Home institution	AU UNSW - University of New South Wales		

Necessary steps	Done	Done on	Done by	Direct access via following link	Progress
<b>Application and selection</b> (3 / 3)					
Online Application	✓	25.05.2020		<a href="#">Show/edit application</a>	
Personal information	✓	25.05.2020	Mentee Testlauf	<a href="#">Confirm</a>	
Information on your Buddy	✓	25.05.2020	Mentee Testlauf	<a href="#">Download</a>	
<b>After the semester</b> (1 / 2)					
Feedback questionnaire	✓	25.05.2020	Mentee Testlauf	<a href="#">Complete</a>	

- ✓ Only after you have filled in the feedback form, you can download your **Study-Buddy certificate of participation**.

**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	Testlauf	Field of study	Asian Studies/Chinese Studies - Asiat./Islam. Kunstgeschichte - ISLAMW
First name	Mentee	Country of host institution	Germany
Date of birth (dd.mm.yyyy)	25.05.2001	Host institution	D BONN01 - University of Bonn
Country of Home Institution	Australia	Date of arrival in Bonn	01.06.2020
Home institution	AU UNSW - University of New South Wales		

Necessary steps	Done	Done on	Done by	Direct access via following link	Progress
<b>Application and selection</b> (3 / 3)					
Online Application	✓	25.05.2020		<a href="#">Show/edit application</a>	
Personal information	✓	25.05.2020	Mentee Testlauf	<a href="#">Confirm</a>	
Information on your Buddy	✓	25.05.2020	Mentee Testlauf	<a href="#">Download</a>	
<b>After the semester</b> (2 / 2)					
Feedback questionnaire	✓	25.05.2020	Mentee Testlauf	<a href="#">Complete</a>	
Certificate of Attendance	✓	25.05.2020	Mentee Testlauf	<a href="#">Download</a>	

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

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

Language: English ▼

Login:

Password:

Close
Reset
Login

Forgot your password?

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 Tel 0228 730 | [noreply@uni-bonn.de](mailto:noreply@uni-bonn.de) | <http://www.uni-bonn.de>