

How to Register on the Mobility-Online Portal

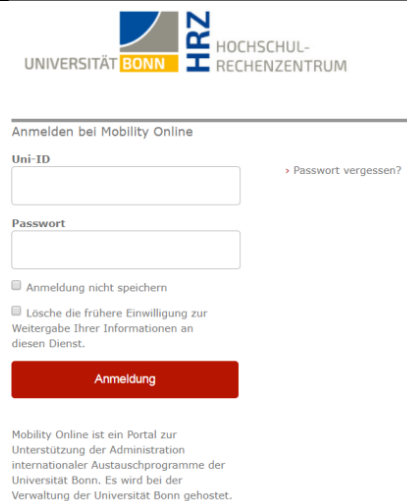
Dear Buddies (students of Bonn),

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.

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



UNIVERSITÄT **BONN** HRZ HOCHSCHUL-RECHENZENTRUM

Anmelden bei Mobility Online

Uni-ID [» Passwort vergessen?](#)

Passwort

Anmeldung nicht speichern

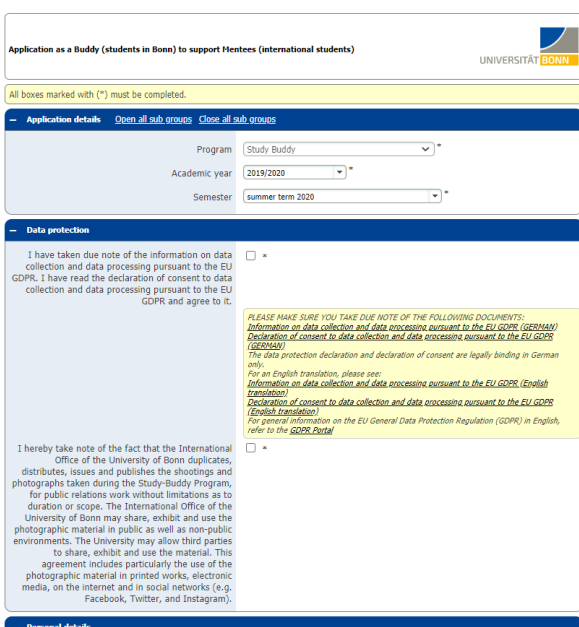
Lösche die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.

Anmeldung

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: https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=STUDY_BUDDY&sprache=de
English: https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=STUDY_BUDDY&sprache=en
 Or click the link on the [Study Buddy website](#).
- ✓ 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



Application as a Buddy (students in Bonn) to support Hentees (international students)

UNIVERSITÄT **BONN**

All boxes marked with (*) must be completed.

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

Program: Study Buddy *

Academic year: 2019/2020 *

Semester: summer term 2020 *

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. *

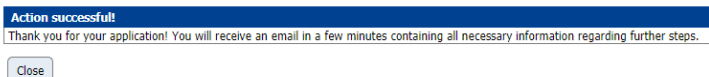
PLEASE MAKE SURE YOU TAKE DUE NOTE OF THE FOLLOWING DOCUMENTS:
 Information on data collection and data processing pursuant to the EU GDPR (GERMAN)
 Declaration of consent to data collection and data processing pursuant to the EU GDPR (GERMAN)
 The data protection declaration and declaration of consent are legally binding in German only.
 For an English translation, please see:
 Information on data collection and data processing pursuant to the EU GDPR (English translation)
 Declaration of consent to data collection and data processing pursuant to the EU GDPR (English translation)
 For general information on the EU General Data Protection Regulation (GDPR) in English, refer to the [GDPR article](#)

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); *

Personal details

- ✓ 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.**
- ✓ 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 [\[Send application\]](#).
- ✓ 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) to the address you have provided in the registration form. This email contains the **access link** to your Mobility-Online account:



Thank you very much for your interest in the Study-Buddy Program!

Next steps

Dear Buddy,

We have received your registration and will process it immediately. We will contact you as soon as we have checked your profile and found a Mentee (international student) for you. We kindly ask you for your patience. In the meantime, you are very welcome to inform your friends about the Study-Buddy Program and motivate them to participate as well, so that as many international students as possible will find a suitable Buddy!

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

Best regards,

Your Study-Buddy Team

—
University of Bonn
International Office
International Students and Study Programs

Office: Poppelsdorfer Allee 53, 53115 Bonn (Germany)
Email: study-buddy@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: Complete your personal information in your Mobility-Online account

- ✓ After logging into your Mobility-Online account, the following page will appear:

Necessary steps	Done	Done on	Done by	Direct access via following link
Application and selection				
Online Application	<input checked="" type="checkbox"/>	25.05.2020		Show/Hide application
Personal information	<input type="checkbox"/>			Confirm

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

Back to the application workflow
edit

Personal details

Last name

First name

Gender

 male female diverse

Date of birth

E-mail address

Nationality

Communication language

- ✓ 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 4: Access Mentee contact information

- ✓ Once the Study-Buddy team has successfully matched you with one or more Mentees, you will be notified via email and provided access to the **contact information of your Mentee(s), which you can download as PDF files in the Workflow**.

Query 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: Buddy
 Date of birth (dd.mm.yyyy): 25.05.2001
 Country of home university: Germany
 Home university: D BONN01 - University of Bonn

Field of study: Mathematics - MATHEM
 From which date on are you available to mentor an international student?: 01.08.2020
 Until which date are you available to mentor an international student?: 31.03.2021

Necessary steps	Done	Done on	Done by	Direct access via following link
Application and selection				
Online Application	✓	25.05.2020		Show/edit application
Personal information	✓	18.05.2020	Buddy Test	Confirm Download
Contact details of your Mentee	□			

Step 5: 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.

Query 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	Field of study	Mathematics - MATHEM
First name	Buddy	From which date on are you available to mentor an international student?	01.08.2020
Date of birth (dd.mm.yyyy)	25.05.2001	Until which date are you available to mentor an international student?	31.03.2021
Country of home university	Germany		
Home university	D BONN01 - University of Bonn		

Necessary steps	Done	Done on	Done by	Direct access via following link	3 / 4
Application and selection					
Online Application	<input checked="" type="checkbox"/>	25.05.2020		Show/edit application	3 / 3
Personal information	<input checked="" type="checkbox"/>	18.05.2020	Buddy Test	Confirm	
Contact details of your Mentee	<input checked="" type="checkbox"/>	25.05.2020	Buddy Test	Download	
After the semester					
Feedback questionnaire	<input type="checkbox"/>			Complete	0 / 1

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

Query 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	Field of study	Mathematics - MATHEM
First name	Buddy	From which date on are you available to mentor an international student?	01.08.2020
Date of birth (dd.mm.yyyy)	25.05.2001	Until which date are you available to mentor an international student?	31.03.2021
Country of home university	Germany		
Home university	D BONN01 - University of Bonn		

Necessary steps	Done	Done on	Done by	Direct access via following link	5 / 5
Application and selection					
Online Application	<input checked="" type="checkbox"/>	25.05.2020		Show/edit application	3 / 3
Personal information	<input checked="" type="checkbox"/>	18.05.2020	Buddy Test	Confirm	
Contact details of your Mentee	<input checked="" type="checkbox"/>	25.05.2020	Buddy Test	Download	
After the semester					
Feedback questionnaire	<input checked="" type="checkbox"/>	25.05.2020	Buddy Test	Complete	2 / 2
Certificate of Attendance	<input checked="" type="checkbox"/>	25.05.2020	Buddy Test	Download	