

# Mobility Online Registration Guide

## - Erasmus Incomings -

Dear Students,

Welcome to the University of Bonn! This guide will walk you through the registration process in our **Mobility Online** tool for your Erasmus stay.

### Before You Start

- ✓ **Only register if you have already been nominated** for an Erasmus stay at the University of Bonn by your home university.
  - ✓ If you have any questions, **please check this guide first** before reaching out.
  - ✓ For technical issues, contact [erasmus-incoming@uni-bonn.de](mailto:erasmus-incoming@uni-bonn.de).
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### Step 1: Online Application

Click the link below to access the Mobility Online application form:  
[Mobility-Online application form](#)

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### Step 2: Fill in Your Data

Carefully complete the online form. The details you provide are **used for organizational purposes**, so make sure everything is accurate.

✎ If you're unsure about study-related details, please contact your **Erasmus coordinator at your home university**.

➡ Click **[Send Application]** once you have filled in the form.

✉ You will receive a confirmation email.

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### Step 3: Set Up Your Login Details


1. Open the **confirmation email** and click on the registration link.
2. Enter your **date of birth** and verify the **registration number** (this is pre-filled).
3. Choose a **username** (if your first choice is taken, try a different one).
4. Create a **secure password** (minimum 6 characters, including at least **one number and one capital letter**).
5. Click **[Continue]** to submit your registration.

✓ Once successful, you will receive another confirmation email. Click **[Login to Mobility Online]** to enter your application workflow.

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## Step 4: Complete Your Registration Details

**Important:** Some details **cannot be changed later**, so check everything carefully!

1. Click **[Personal Details]** and enter your **home address**, then click **[Create]**.
2. Return to the application workflow.
3. Click **[Complete Application Form]**, then use **[Edit]** to add further information.
4. Click **[Save]** to submit your details.  
 You will receive confirmation email.

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## Step 5: Submit Your Nomination Form

1. Go back to your application workflow.
2. Click **[Print Out]** to download the **nomination form**.
3. Print the form and have it **signed by your Erasmus coordinator at your home university**.
4. **Upload a scanned copy** of the signed nomination form to your Mobility Online account.



### Application Deadlines:

**Winter semester:** May 1st

**Summer semester:** November 1st

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## Final Step: Completing Your Registration



Click **[Update]** to finalize your registration.



**At this point, modifications are very limited.**



Further instructions will be sent via email in **June (for winter semester) / December (for summer semester)**.

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### Need to Check Your Registration Data Later?

Simply log in to your account using your chosen login details.

We look forward to welcoming you to Bonn!