Mobility Online Registration Guide

- Global Exchange Program -

Dear Students,

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

Before You Start:

☑ **You should already have received an email with a personalized link to Mobility-Online which leads you to the registration page.**
☑ If you have any questions, **please check this guide first** before reaching out.
☑ For technical issues, contact globalexchange-incoming@uni-bonn.de.

Step 1: Complete Your Registration and Choosing a Login and Password

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.

Step 2: Complete Your Personal Information

Important: Before proceeding with your application, you must confirm the **data protection declaration**.

1. Click **[Personal Information]** and enter your details.
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.

Step 3: Complete Your Online Application

1. Click **[Complete Application]** to proceed.

2. Click **[Edit]** to fill in the required fields.
3. Click **[Save]** to submit your application.
   ✉ You will receive a confirmation email listing the required documents to upload in the next step.

Step 4: Upload Required Documents

Your application is only complete once you upload all required documents to **Mobility-Online**.
- Click **[Upload]** to proceed.
- Follow the instructions on the next pages to upload your documents.
   📌 Please ensure that your files meet the **format and size requirements**.

📅 **Application Deadline:**

Winter semester: **31 May**
Summer semester: **30 November**

Note: You do not have to upload all documents at once; you may complete the upload at a later time.

Final Step: Submitting Your Application

→ Click **[Back to previous page]** to finalize your application.
📌 **At this point, modifications are very limited.**
✉ Further instructions will be sent via email in **June (for winter semester) / December (for summer semester)**.

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!