

# Application Manual: Mobility-Online

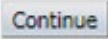
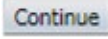
Dear students,

This step-by-step guide will show you how to apply for the University of Bonn's exchange programs with our online system Mobility-Online. You should already have received an email with a personalized link to Mobility-Online which leads you to the registration page. This guide will lead you through the registration and application process.

**In case you have any questions about the registration process, please read this manual first.** Keep in mind that due to the high volume of applications, the International Office will not be able to answer all individual questions concerning online applications.

## Step 1: Completing your registration and choosing a login and password



- Attention: The registration number is already defined by the system and cannot be changed. You do not have to enter a number in this field.
- Enter your date of birth and click on . You get to the next step, where you define your login and password.
  - The password has to fulfill the following requirements: at least 6 characters, at least one digit number, at least one upper case letter and no special characters.
- When clicking on , you have successfully created your Mobility-Online account.

## 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

## 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

## 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](#)

- You can now continue with filling out your application on Mobility-Online. You will receive a confirmation email with your login information.
- If you do not receive a confirmation email, please check your spam folder.

## Step 2: Completing your personal information in Mobility-Online

- Before you can start filling out your personal details for your study abroad application, you need to confirm the data protection declaration.

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: TestStudyAbroad

Host country: Germany

First name: TestLisa

Host institution: D BONN01 - University of Bonn

Date of birth: 02.07.1991

Country of home university: Japan

Home university: JP WASEDA - Waseda University

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	04.05.2020		<a href="#">Show/edit information</a>
▶ Data protection	<input type="checkbox"/>			<a href="#">Confirm</a>
Complete personal information	<input type="checkbox"/>			
Complete application	<input type="checkbox"/>			

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- Now you can start filling out your personal details:

**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	TestStudyAbroad	Host country	Germany
First name	TestLisa	Host institution	D BONN01 - University of Bonn
Date of birth	02.07.1991		
Country of home university	Japan		
Home university	JP WASEDA - Waseda University		

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application				<a href="#">Show/edit information</a>
Data protection			TestStudyAbroad	<a href="#">Confirm</a>
▶ Complete personal information				<a href="#">Personal information</a>
Complete application				

Click on "Personal Information" in order to complete your personal information and continue with your online registration.

- After you have finished filling out your personal details, click on [Update personal details](#). You will receive the following message, if your details are entered correctly:

**Action successful!**

Record updated

[Back to general overview](#)

### Step 3: Complete your online application

**Applicant details**

Family name	TestStudyAbroad	Host country	Germany
First name	TestLisa	Host institution	D BONN01 - University of Bonn
Date of birth	02.07.1991		
Country of home university	Japan		
Home university	JP WASEDA - Waseda University		

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	✓	04.05.2020		<a href="#">Show/edit information</a>
Data protection	✓	04.05.2020	TestLisa TestStudyAbroad	<a href="#">Confirm</a>
Complete personal information	✓		Abroad	<a href="#">Personal information</a>
▶ Complete application	□			<a href="#">Complete application</a>

Click on "Complete Application", in order to continue.

- In order to fill out the form, click on [edit](#).
- After finishing, click on [save](#) to save your application data.
- You will receive a confirmation email with a list of documents which you are asked to upload in the next step.

## Step 4: Uploading your documents for the online application

- Your application will only be complete after uploading all required [application documents](#) on Mobility-Online:

**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	TestStudyAbroad	Host country	Germany
First name	TestLisa	Host institution	D BONN01 - University of Bonn
Date of birth	02.07.1991		
Country of home university	Japan		
Home university	JP WASEDA - Waseda University		

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	04.05.2020		<a href="#">Show/edit information</a>
Data protection	<input checked="" type="checkbox"/>	04.05.2020	TestLisa TestStudyAbroad	<a href="#">Confirm</a>
Complete application			TestStudyAbroad	<a href="#">Complete application</a>
Upload application documents				<a href="#">Upload</a>
Application documents complete and reviewed by the International Office				

Click on "Upload" in order to continue.

- On the following pages you can now upload your documents. Please be aware of the format and size requirements.
- Please note: You do not have to upload all of the documents at once. You can complete your upload at a later time.
- You will receive the following message after successfully uploading all of your documents:

 **Action successful**

[Cancel](#) [edit](#) [Back to previous page](#)

**Upload der Bewerbungsunterlagen JYP (TestLisa TestStudyAbroad - Junior Year Program)** Display


Upload the following documents:

0% 1 2 3 4 5 6 100%

**Page 6 from 6**  
(Pages can also be changed by clicking on the page numbers)

**Letter of motivation**

Write a short essay on why you would like to study in Bonn, including your future career plans and non-academic motivation behind a study abroad stay - use this [template](#)

Letter of motivation:  

Created by TestLisa TestStudyAbroad on 04.05.2020; last modified by TestLisa TestStudyAbroad on 04.05.2020

[Cancel](#) [edit](#) [Back to previous page](#)

- In order to get back to the application work-flow, you need to click on [Cancel](#).
- You have now successfully completed your application and will receive an email confirming the submission of your application.