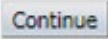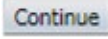# Application Manual: Mobility-Online

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 <u>read this manual first</u>. 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 **Continue** . You get to the next step, where you define your login and password.

     o 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 Continue , you have successfully created your Mobility-Online account.**

— 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.

− 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	2 / 4
Online Application				Show/edit information	
Data protection			stStudyAbroad	Confirm	
▶ Complete personal informatio				Personal information	
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	3 / 4
Online Application	☑	04.05.2020		Show/edit information	
Data protection	☑	04.05.2020	TestLisa TestStudyAbroad	Confirm	
Complete personal information	☑		Abroad	Personal information	
▶ Complete application	☐			Complete application	

> 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:**

— 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:

— 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.