

## How to Register on the Mobility-Online portal

Dear students,

These are step-by-step instructions on how to register at the mobility portal of the International Office at the University of Bonn, allowing you to apply for an Erasmus grant for your traineeship abroad.

If you have questions on your Erasmus stay abroad, please contact your Departmental Erasmus Coordinator.

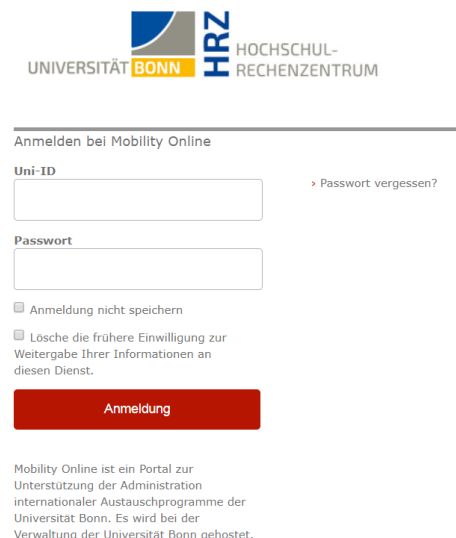
In case of technical issues, please contact [auslandspraktikum@uni-bonn.de](mailto:auslandspraktikum@uni-bonn.de).

**If you have questions on how to register, please read these instructions first.** As the International Office processes a high number of registrations (more than 500) at once, **individual questions can only be answered if they are not addressed in the instructions.**

**In case you are re-registering for another mobility,** please do **not** log into your already existing account but use the link to the online form provided below which you then fill in and send off (like the first time you registered for a stay abroad).

Once you sign in to your account later on you will have the option to choose which one of the different mobility-registrations you want to see and edit (depending on the year of study and exchange programme).

### Step 1: Login on the mobility portal home page



The screenshot shows the login page for the Mobility Online portal. At the top, there is a logo for the University of Bonn and the HRZ (Hochschul-Rechenzentrum). Below the logo, the text 'Anmelden bei Mobility Online' is displayed. There are two input fields: 'Uni-ID' and 'Passwort'. To the right of the 'Passwort' field, there is a link '> Passwort vergessen?'. Below the input fields, there are two checkboxes: 'Anmeldung nicht speichern' and 'Lösche die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.'. At the bottom, there is a red button labeled 'Anmeldung'. Below the button, there is a small text block: '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:  
[https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifizier=BONN01&kz\\_bew\\_pers=S&kz\\_bew\\_art=OUT&aust\\_prog=SMP&sprache=en](https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifizier=BONN01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMP&sprache=en)
- ✓ 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

- ✓ Please carefully complete the online form. The International Office will process your information as provided in the online form. **Please note the provided info texts in the form or under the inserted question mark symbols.**
- ✓ If you cannot submit your registration form, look for an **error message at the top of the form.**
- ✓ After submitting your registration, you will receive an email that is automatically generated by the mobility portal: *"Erasmus: confirmation of your registration and further steps"*, sent by [noreply.erasmus@uni-bonn.de](mailto:noreply.erasmus@uni-bonn.de).

Use the link in that email to log into the mobility portal and complete your personal information. **The link leads to the following page:**

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/mobility/SOPCheckOIOSAMLServlet?identifier=BONN01&sprache=en> to get back to the original input screen.

**If you have issues with the registration link, try opening the link in another browser or restarting the original browser.**

### Step 3: Complete your personal information in the online portal

**Applicant details**

Family name: SarahweilTest	Field of study: English Studies - ANGLI	Type of mobility: Student
First name: Test	Host country: Israel	Student ID number: 12345
Date of birth (dd.mm.yyyy): 01.01.1990	Host institution: IL TelAviv01 - Tel Aviv University	ESI (European Student Identifier)
Country of home university: Germany	Beginning of your studies abroad: 01.10.2022	
Home university: D BONN01 - University of Bonn	End of your studies abroad: 30.03.2023	

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>Registration</b>				
Online Application	✓	10.08.2022		<a href="#">Show/edit application</a>
Online registration confirmed via email	✓		Automatically generated	
Online application successful	✓			
<b>Complete personal information</b>	<input type="checkbox"/>			<a href="#">Personal information</a>
Certificate of enrollment	<input type="checkbox"/>			
Complete your registration	<input type="checkbox"/>			

Click "Personal Information" to complete your personal information and continue your online registration.

- ✓ After entering your information, press **Update personal details**. You will receive the following notification after correctly entering your information:

**Aktion erfolgreich durchgeführt!**  
Ihre Personenstammdaten wurden erfolgreich angelegt.

[Zurück zur Übersicht](#)

- ✓ Click [Back to the application workflow](#) to get back to the Overview menu to check your registration progress.

### Step 4: Complete your online registration

**Registrierungsphase**

Online-Anmeldung	✓	08.03.2017	Tina Beispielmann	<a href="#">Anzeigen/Ändern der Anmeldung</a>
Bestätigungs-E-Mail über online-Anmeldung erhalten	✓	08.03.2017	Automatisch erstellt	
Online-Anmeldung erfolgt	✓	08.03.2017	Tina Beispielmann	
Angaben zur Person vervollständigen	✓	08.03.2017	Tina Beispielmann	<a href="#">Angabe vervollständigen</a>
Registrierung vervollständigen und abschließen	<input type="checkbox"/>			<a href="#">Abschluss der Registrierung</a>
Online-Registrierung abgeschlossen	<input type="checkbox"/>			

Click here to complete your registration.

- ✓ After completing all the boxes in the registration form, please check "Complete registration" and save the form.

- ✓ This step completes your registration for your Erasmus studies abroad. Once your registration is completed, all steps will be checked green in the Mobility-Online portal.

Notwendige Schritte	Erledigt	Erledigt am	Erledigt von	Direktzugriff über folgenden Link
<b>Registrierungsphase</b>				
Online-Anmeldung	✓	10.03.2017	Tina Beispielmann	<a href="#">Anzeigen/Ändern der Anmeldung</a>
Bestätigungs-E-Mail über online-Anmeldung erhalten	✓	10.03.2017	Automatisch erstellt	
Online-Anmeldung erfolgt	✓	10.03.2017	Tina Beispielmann	
Angaben zur Person vervollständigen	✓	10.03.2017	Tina Beispielmann	<a href="#">Angaben zur Person</a>
Registrierung vervollständigen und abschließen	✓	10.03.2017	Tina Beispielmann	<a href="#">Abschluss der Registrierung</a>
Online-Registrierung abgeschlossen	✓	10.03.2017	Tina Beispielmann	

- ✓ After completing your registration, you will receive a **confirmation via email with information on further proceedings.**

You do not need to print your online registration PDF or have it signed by your Departmental Erasmus Coordinator.