

## Instructions on Applying for an Erasmus Study Placement Abroad

### Step 1: find out about your application process

You must look on the web pages or go along to the office hours of [your Erasmus Departmental Coordinator](#) to obtain information on the following:

- **Application deadlines**
- **Criteria**
- **Details you need to provide**
- **Application documents**

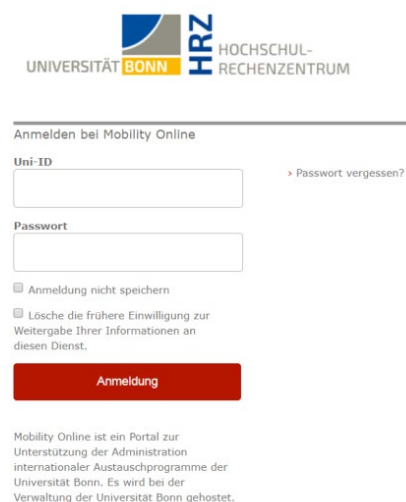
These will vary from department to department.

Please read these instructions first if you have any questions. If you cannot find an answer to your questions in these instructions or from the information that you get from the Erasmus web pages, please contact your Erasmus Departmental Coordinator.

If you want to submit another application for an Erasmus mobility, do **not** log into your existing Mobility-Online account. Instead, please follow the link provided by your Erasmus Departmental Coordinator and fill in and send off the online form that it takes you to.

When you log into your Mobility-Online account subsequently, you will be able to choose which of your registrations (i.e. for which academic year and exchange program) you would like to view and edit.

### Step 2: click on the link to the online form and log in



- ✓ You will be sent the link to the online application by your Erasmus Departmental Coordinator.
- ✓ Log in with your **Uni-ID** and respective **password**.
- ✓ Accept the user regulations and transmission of information. (If you have logged in via the single sign-on system Shibboleth before, e.g. on the USL website, this step will not appear.)

### Step 3: complete the online form

- ✓ Please fill in the online form carefully, **following all the instructions in the yellow info boxes and bearing in mind any additional information from your Erasmus Departmental Coordinator.**
- ✓ If you find yourself unable to submit your application form, look for an **error message at the top.**
- ✓ After submitting the online form, you will receive an **email with “Erasmus Registration confirmed – next steps” in the subject line** and the sender `noreply.erasmus@uni-bonn.de`.

This email will contain the link that you can use from now on to log into the Mobility-Online database to complete your application and upload relevant documents.

**The link leads to the following page:**

Click on **LOGIN** to be taken to the University IT screen for entering your Uni-ID.

UNIVERSITÄT BONN

L... Englisch ▾

Login

Login

Password

Password

**LOGIN** für Angehörige (Studierende, Lehrende, Mitarbeiter\*innen) der Universität Bonn, die sich bereits in Online-Portal registriert haben. Bitte melden Sie sich direkt mit Ihrer Uni-ID und dem dazugehörigen Passwort im [Mobility Online-Portal](#) an.

**LOGIN** for members of the University of Bonn (students, teachers, staff), who are already registered in the online portal. Please log into the [Mobility Online-Portal](#) with your Uni-ID and your corresponding password.

- ✓ If you did not receive this email (check your spam folder too), go to <https://mobility-international.uni-bonn.de/mobility/login> to get straight to the login page.
- ✓ If you are seeing error messages or having problems with the registration links, experience suggests that it might help to open the link in a different browser or to completely close your current browser and then reopen it.

## Step 4: complete your application in your Mobility-Online account

- ✓ The overview fields above your application workflow (shown in gray) will contain some of your personal details and information on your planned stay abroad. At the moment, however, you will only be able to see the standard start and end dates for the academic year in Bonn. These will not be replaced with the exact dates of your stay abroad until later on in the application workflow.

**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.

Family name	Erasmustest_1	Field of study	English Studies - ANGLI	Student ID number	12345
First name	Test_Schulung_1	Host country		ESI (European Student ...)	urn:schac:personalUniqueCode:int...
Date of birth (dd.mm.yy...)	01.01.1990	Host institution			
Country of home univer...	Germany	Beginning of your studi...	01.10.2025		
Home university	D BONN01 - University of Bonn	End of your studies abr...	30.09.2026		

Necessary steps	Done	Done on	Done by	Direct access via following link	2 / 2
> Registration					2 / 2

Necessary steps	Done	Done on	Done by	Direct access via following link	1 / 4
✓ Registration					1 / 4
Online Application	<input checked="" type="checkbox"/>	08.10.2024		<a href="#">Display/edit</a>	
Important! Please enter an address in Germany as permanent address, so we can send letters by post to this address during your stay abroad.					
▢ Address	<input type="checkbox"/>			<a href="#">Enter/update</a>	
Application documents	<input type="checkbox"/>				
It is essential that you find out in advance about the application requirements, documents to be submitted and deadlines for your department. Please ensure that all information and documents are complete and correct before confirming the completion of your online application. Once your application has been submitted, no further changes are possible. Applications that are incomplete and/or not submitted on time cannot be considered.					
Submit application	<input type="checkbox"/>				

- ✓ In the topmost step (“Online Application”), you can click on “Display/edit”

[Display/edit](#)

to take another look at the information you entered on the online form and amend it if need be. You will only be able to do this prior to submitting your application.

- ✓ After entering your home address and address during the semester (or updating them if you have already entered address details into the database), click on “Update personal details”:

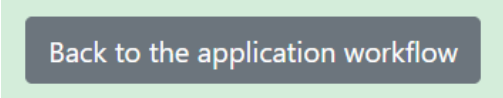
[Update personal details](#)

The following message appears:

✓ **Action successful!**  
Your personal data has been stored successfully.

[Back to the application workflow](#)

- ✓ Click on “Back to the application workflow”



to get back to the menu, where you can see how far through your application you are.

## Step 5: upload your application documents

	Necessary steps	Done	Done on	Done by	Direct access via following link		2 / 4
✓	Registration						2 / 4
	Online Application	<input checked="" type="checkbox"/>	08.10.2024		<a href="#" style="background-color: #004a99; color: white; padding: 2px 5px;">Display/edit</a>		
Important! Please enter an address in Germany as permanent address, so we can send letters by post to this address during your stay abroad.							
	Address	<input checked="" type="checkbox"/>	08.10.2024	Jennifer_Test_EN Hartmann_Test_EN	<a href="#" style="background-color: #004a99; color: white; padding: 2px 5px;">Enter/update</a>		
▶	Application documents	<input type="checkbox"/>			<a href="#" style="background-color: #004a99; color: white; padding: 2px 5px;">Upload</a>		
It is essential that you find out in advance about the application requirements, documents to be submitted and deadlines for your department. Please ensure that all information and documents are complete and correct before confirming the completion of your online application. Once your application has been submitted, no further changes are possible. Applications that are incomplete and/or not submitted on time cannot be considered.							
	Submit application	<input type="checkbox"/>					

- ✓ Upload your application documents **as PDF files** (max. 5 MB).
- ✓ All applicants will need to submit a curriculum vitae in table form and a transcript of records (e.g. an extract from BASIS). Individual departments will also specify any additional compulsory or optional application documents to upload.

Upload application documents (Jennifer\_Test\_EN Hartmann\_Test\_EN - Erasmus (Europa plus) - Studium (SMS KA 131))
Insert

Back to the application workflow
Create

Generally obligatory documents are a Curriculum Vitae in tabular form and a Transcript of Records (e.g. BASIS excerpt). Please contact your Erasmus Departmental Coordinator in advance to find out which other application documents you need to upload. Only documents in PDF format can be uploaded.

Curriculum vitae \*

Transcript of Records \*

If you are submitting certificates for several foreign languages, please combine them into one pdf file.

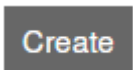
Upload foreign language certificate(s)

Letter of motivation


You can upload subject-specific application documents here if required.

Further application documents (1. file)

- ✓ Click on “Create”



and then “Back”

 **Action successful!**

[Back](#) [edit](#)

to get back to the menu, where you can see how far through your application you are.

## Step 6: submit your application

>	Necessary steps	Done	Done on	Done by	Direct access via following link	3 / 4
✓	Registration					3 / 4
	Online Application	<input checked="" type="checkbox"/>	08.10.2024		<a href="#">Display/edit</a>	
Important! Please enter an address in Germany as permanent address, so we can send letters by post to this address during your stay abroad.						
	Address	<input checked="" type="checkbox"/>	08.10.2024	Jennifer_Test_EN Hartmann_Test_EN	<a href="#">Enter/update</a>	
	Application documents	<input checked="" type="checkbox"/>	08.10.2024	Jennifer_Test_EN Hartmann_Test_EN	<a href="#">Upload</a>	
It is essential that you find out in advance about the application requirements, documents to be submitted and deadlines for your department. Please ensure that all information and documents are complete and correct before confirming the completion of your online application. Once your application has been submitted, no further changes are possible. Applications that are incomplete and/or not submitted on time cannot be considered.						
▶	Submit application	<input type="checkbox"/>			<a href="#">Confirm</a>	

- ✓ Once you are confident that all the information you have provided is correct and complete and you have uploaded all the necessary application documents, click on “Confirm” next to the step “Submit application”:

[Confirm](#)

Check the box beside “Submit application” in this step and then click on “Create” and “Back to the application workflow.”

### Submit application

Once you have submitted your application, no further changes are possible. Therefore, please ensure that all information and documents are complete and correct before confirming the completion of your online application.

Submit application \*

[Back to the application workflow](#) [Create](#)

- ✓ Your application for an Erasmus study placement abroad is thus complete for now.
- ✓ You can no longer make any changes!

>	Necessary steps	Done	Done on	Done by	Direct access via following link	2 / 2
✓	Registration					2 / 2
	Application documents	<input checked="" type="checkbox"/>	08.10.2024	Jennifer_Test_EN Hartmann_Test_EN		
It is essential that you find out in advance about the application requirements, documents to be submitted and deadlines for your department. Please ensure that all information and documents are complete and correct before confirming the completion of your online application. Once your application has been submitted, no further changes are possible. Applications that are incomplete and/or not submitted on time cannot be considered.						
	Submit application	<input checked="" type="checkbox"/>	08.10.2024	Jennifer_Test_EN Hartmann_Test_EN		

## What happens next: your Erasmus Departmental Coordinator reviews your application

- ✓ Your application will be reviewed once the application deadline set by your department has passed. This review can take several weeks. Your Erasmus Departmental Coordinator will contact you if they have any queries. Once a selection has been made, you will be told by email whether or not your application was successful. Please resist the temptation to inquire about your application while you are waiting.

## Multiple applications: a special case

- ✓ Students apply for an Erasmus study placement based on the subject they are studying. If you want to apply for an Erasmus placement in more than one subject (e.g. for English as your main subject and history as your minor), you must complete a separate online application for each one.
- ✓ Generally, you can only apply for places at universities that have partnered with your department for Erasmus purposes.  
You will only be able to apply to a partner university of a different department in absolutely exceptional cases after consulting the two Erasmus Departmental Coordinators responsible. However, the likelihood of this happening is extremely slim.  
If both Erasmus Departmental Coordinators agree to support this application from outside the usual department, you will need to create a separate online application in this case too. In it, you should enter your normal subject for which you are applying for an Erasmus placement and only select the host university that has an Erasmus partnership in place with the other department. If you create an online application for a university that does not have a partnership with your department and fail to consult your Erasmus Departmental Coordinator beforehand, this application will be deleted. This may have negative consequences for any subsequent applications you might make.