Mobility Online Registration Guide
- Erasmus incomings (non-European) -

Dear students,

This guide explains the steps necessary for the registration in our Mobility online tool for your Erasmus stay in Bonn. Please only register, if you have already been nominated for an Erasmus stay at University of Bonn by your home university.

If you have any questions concerning the registration, please read this guide first. Please understand that the International Office is only able to answer questions that cannot be clarified by the following explanations.
In case of technical problems contact Lieselotte Brandis (incoming-assist@uni-bonn.de) or Carina Rong (erasmus-incoming@uni-bonn.de).

**Step 1: Click on the link**

[https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz_bew_pers=S&kz_bew_art=IN&aug_plan=SMS+KA+107&sprache=en](https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz_bew_pers=S&kz_bew_art=IN&aug_plan=SMS+KA+107&sprache=en)

**Step 2: Fill in your data for the online registration**

- Please fill in the online form carefully. The information you give is used by the International Office for organizational purpose. Please take note of the help texts in the document.
- Confirm your data by click on the button [Send application].
- Afterwards, an email is sent to your email address you have given in the form.

**Step 3: Set up your login details to get to the application workflow**

- Click on the link to register on Mobility Online in your email.
- Fill in your date of birth. The registration number is given already.
✔ Set up your login details.

- If the username already exists, please try another one.
- The password must consist of at least 6 characters, containing at least one number and one capital letter.

✔ Submit your registration by clicking on the button [continue]. If the registration is successful, you will get another email as confirmation. At the same time this field appears:

![Registration successful]

✔ Click on [Login to Mobility Online] and you get to the application workflow. Here you can see the different steps of your registration and can check if they are already done.

<table>
<thead>
<tr>
<th>Necessary steps</th>
<th>Done</th>
<th>Done on</th>
<th>Done by</th>
<th>Direct access via following link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Application</td>
<td>✔</td>
<td>02.03.2018</td>
<td>Your Name</td>
<td>Show/change data</td>
</tr>
<tr>
<td>Received E-Mail confirmation of online application</td>
<td>✔</td>
<td>02.03.2018</td>
<td>Automatically generated</td>
<td></td>
</tr>
<tr>
<td>Online registration</td>
<td>✔</td>
<td>02.03.2018</td>
<td>Your Name</td>
<td></td>
</tr>
<tr>
<td>Complete personal details</td>
<td></td>
<td></td>
<td></td>
<td>Personal details</td>
</tr>
<tr>
<td>Completion of Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 4: Complete your details of registration

✔ Click on [Personal details] to fill in your home address. Afterwards, please click on [Create]. If the action was successful, return to the application workflow.

✔ Click on [Complete application form]. In order to fill in further information, use the button [Edit] at the bottom of the page.

✔ Click on [Save] to submit your information.

✔ Another registration confirmation is sent via email.
Step 5: Your application cannot be modified anymore!

- By clicking on [Update] your registration is completed. You can only modify few data still.
- All steps are now successfully completed.

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</tr>
</thead>
<tbody>
<tr>
<td>Online Application</td>
<td>✓</td>
<td>26.08.2019</td>
<td>[Redacted]</td>
<td>Show/change data</td>
</tr>
<tr>
<td>Email confirmation of online application received</td>
<td>✓</td>
<td>26.08.2019</td>
<td>Automatically generated</td>
<td></td>
</tr>
<tr>
<td>Online registration</td>
<td>✓</td>
<td>26.08.2019</td>
<td>[Redacted]</td>
<td></td>
</tr>
<tr>
<td>Complete personal details</td>
<td>✓</td>
<td>26.08.2019</td>
<td>[Redacted]</td>
<td>Personal details</td>
</tr>
<tr>
<td>Application details</td>
<td>✓</td>
<td>26.08.2019</td>
<td>[Redacted]</td>
<td>Show application data</td>
</tr>
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</table>

You can check the data given in your online application via the link “Show application data.” Please note that after submitting your application, only certain data can be changed (see link “Show/change data”). If you need to change other data, please contact the International Office.

- Information on further steps is sent via email in June/December.

If you want to see your data after the registration, ...

... please use this field to login. Fill in your chosen login details to see your data.