

Registration Guide Erasmus- incomings -

Dear students,

This guide aims at explaining you the steps necessary for the registration in our data base for your Erasmus-stay in Bonn.

Please turn to your departmental coordinator at your home University if you have questions concerning the faculty/study field you are applying for in Bonn.

In case of technical problems contact

Lieselotte Brandis (incoming-assist@uni-bonn.de) or

Carina Rong (erasmus-incoming@uni-bonn.de) .

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.**

PLEASE NOTE:

The Online Application Form is very slow in the English version, unfortunately.

Please be patient and do not click any buttons again and again to speed up the process – this will not help at all!

We are sorry for this inconvenience but cannot do anything about it as it is a data base issue.

Step 1:

https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz_bew_pers=S&kz_bew_art=IN&aust_prog=SMS&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 pushing the button **[Send application]**.
- ✓ Afterwards, an **e-mail** is sent to the e-mail-address indicated in the form.

If you are not sure about data concerning your **study in Bonn**, please contact your **coordinator at your home university**.


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

- ✓ Click on the [link to register on Mobility-Online in your e-mail](#).
- ✓ 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 application by pushing the button **[continue]**. If the registration is successful, you will get another **e-mail as confirmation**. At the same time this field appears:

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 E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.

**Action successful!**

Close WindowLogin to Mobility-Online

- ✓ 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.

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	02.03.2018	Your Name	Show/change data
Received E-Mail confirmation of online application	<input checked="" type="checkbox"/>	02.03.2018	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	02.03.2018	Your Name	
 Complete personal details	<input type="checkbox"/>			Personal details
Completion of Application	<input type="checkbox"/>			

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 **[Completion of Application]**. In order to fill in further information, use the button **[Forward to update]**.

Please fill in your data **carefully!** Only few data can still be changed at a later stage.

- ✓ If you want to add an **emergency contact**, please tick the box and fill in the fields popping up.
- ✓ Click on **[Update]** to submit your information.
- ✓ **Another registration confirmation** is sent via e-mail.

Step 5: Print the nomination form, have it signed, send it to Bonn/upload it

- ✓ Return to the application workflow.
- ✓ Please download the nomination form by clicking **[print out]**.
- ✓ Print out the document and have it signed by your coordinator from your home university.

Application Deadline

Winter Term: **May, 15th**

Summer Term: **November, 1st**

- ✓ **Until the application deadline November, 1st 2019:**
You or your Erasmus coordinator needs to send the form (by email or post) **to the responsible Erasmus Departmental Coordinator** at Uni Bonn **by the application deadline**. You can find a list of all Erasmus Departmental Coordinators in Bonn following this link: www.erasmus-fachkoordinatoren.uni-bonn.de
- ✓ **From the application deadline May, 15th 2020 onwards:**
You need to upload a scan of the nomination form into your Mobility-Online account. It does not have to be sent to the Erasmus Departmental Coordinator in Bonn anymore.

Step 6: Your application cannot be modified anymore!

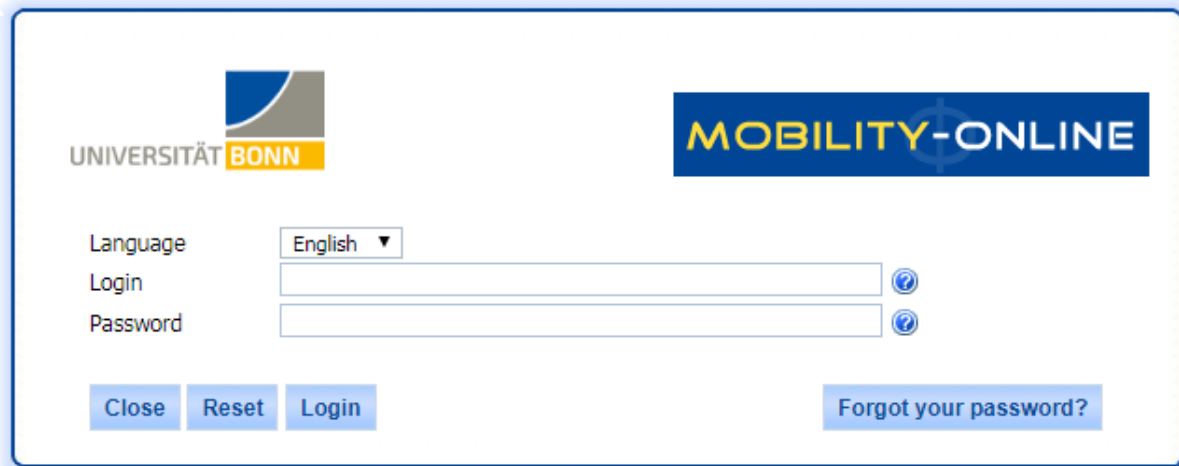
- ✓ By clicking on **[print out]** your registration is completed. You can **only modify few data still**.
- ✓ **All steps are now successfully completed.**

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	✓	02.03.2018	Your Name	Show/change data
Received E-Mail confirmation of online application	✓	02.03.2018	Automatically generated	
Online registration	✓	02.03.2018	Your Name	
Application details	✓	02.03.2018	Your Name	Show application data
<p>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.</p>				
Please print out the nomination form and have the Erasmus Coordinator at your home university sign and stamp the form.	✓	02.03.2018	Your Name	print out

- ✓ Information on **further steps is sent via e-mail in June/November.**

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.



The screenshot shows a login form for 'MOBILITY-ONLINE' at 'UNIVERSITÄT BONN'. The form includes a language dropdown menu set to 'English', input fields for 'Login' and 'Password', and buttons for 'Close', 'Reset', 'Login', and 'Forgot your password?'. The 'Login' and 'Password' fields have help icons to their right.

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