How to Register on Mobility-Online

Dear students,

These are instructions on how to register for Erasmus Global.

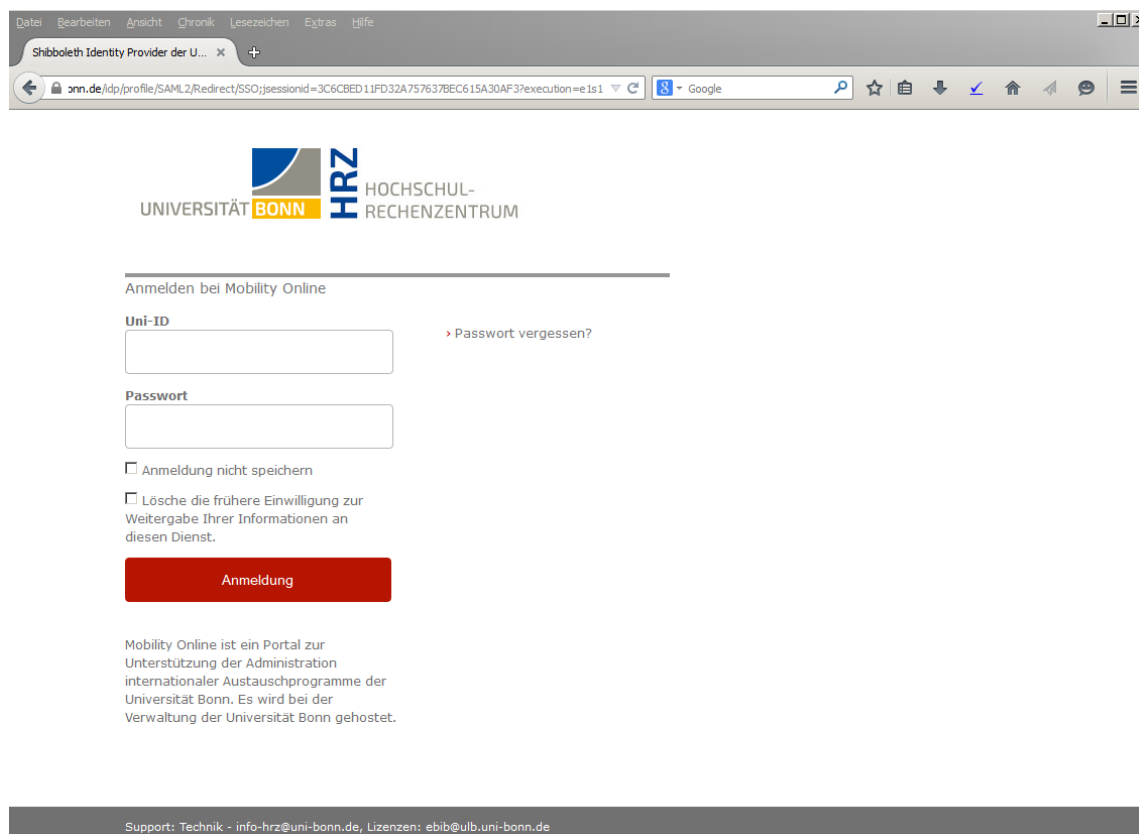In case of questions or technical issues, please contact: erasmus-outgoing@uni-bonn.de.

We thank you for your understanding that the International Office can answer individual questions only if they are not addressed in the instructions.

Please note:

- **Multiple logins in the same browser window lead to an error message. Please close your browser and open a new window.**
- **To edit forms in Mobility-Online, click "edit" and, after entering your information, "save".**

Step 1: Log into Mobility-Online

✓ Log in with your Uni ID and respective password using the following Link[1].

✓ 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).

---

[1] https://mobility-international.uni-bonn.de/mobility/BewerbungServlet?identifier=BONN01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS+KA+171&sprache=de

Step 2: Enter your information to register online:

✓ Please 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 symbol.**

✓ 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 automatically generated email (subject: *„Erasmus: Registration confirmed – next steps".*
Use the link in that email to log into Mobility-Online and complete your personal information.

✓ Click "Login" to return to the original input screen.
If you did not receive said email (please also check your spam folder), follow this Link[2] and you will be directed to the original input screen.

Step 3: Complete your personal information in Mobility-Online:

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

---

[2] https://mobility-international.uni-bonn.de/mobility/login

- ✓ After entering your information, click *"Save information"*. Once your information has been saved, click *"Return to overview"* to return to your application timeline.
- ✓ Click *„Complete and submit registration"* to save your registration and return to your application timeline.
- ✓ Click „Complete registration".
- ✓ Once you have entered all required information, the steps will be checked green in your workflow.
- ✓ You will receive an email (subject: *„Erasmus: Registration completed").*