

Nomination Manual: Mobility-Online

Dear partner,

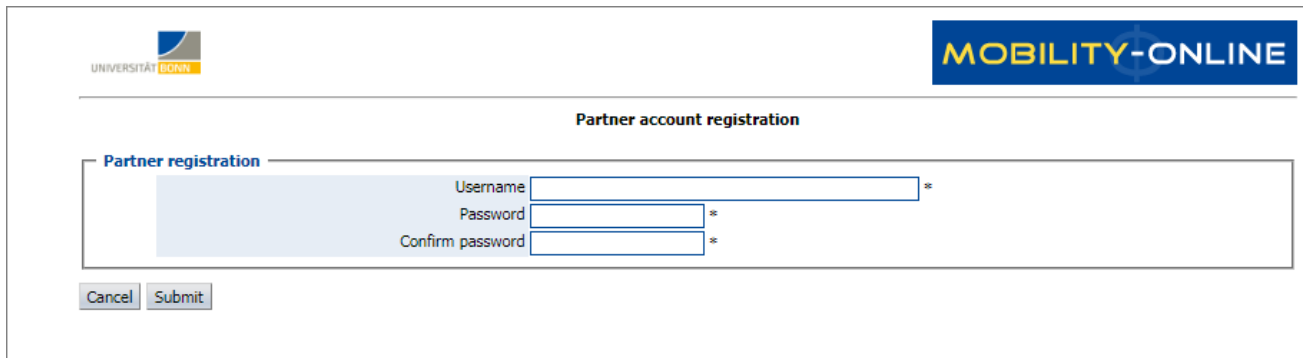
This step-by-step guide will show you how to nominate your students for the Global Exchange Program at the University of Bonn with our online system, Mobility-Online.

Overview

1. One-time Registration
2. Logging in after registration
3. How to nominate
4. Administer nominations
5. Address

Step 1: **One-time** Registration

- ✓ You received the activation link for your Mobility-Online account via email. This link will enable you to register as a user for Mobility-Online. **The link will lead you to the following page:**



The screenshot shows the 'Partner account registration' page of the Mobility-Online system. At the top left is the University of Bonn logo, and at the top right is the 'MOBILITY-ONLINE' logo. The main heading is 'Partner account registration'. Below it, there is a section titled 'Partner registration' which contains three input fields: 'Username', 'Password', and 'Confirm password'. Each field has an asterisk (*) indicating it is required. At the bottom left of the form are two buttons: 'Cancel' and 'Submit'.

- ✓ **No registration link?** Please send an email requesting your registration details to globalexchange-incoming@uni-bonn.de
- ✓ Please choose your username and password. You will need both to log into your personal Mobility-Online account. **Please keep your username and password safe for future access!**
- ✓ A red error notice will be displayed at the top of the form indicating if you missed or incorrectly filled out anything.
- ✓ After sending your registration, you will be able to log on to your Mobility-Online account with your username and password at <https://mobility-international.uni-bonn.de/mobility/>

Step 2: Logging in after registration

- ✓ After the one-time registration, you do not need to register again. Instead, you can use your username and password to log in at: <https://mobility-international.uni-bonn.de/mobility/>

The link will lead you to the following login page:

UNIVERSITÄT BONN

MOBILITY-ONLINE

Language: English ▼

Login:

Password:

Close Reset Login Forgot your password?

Rheinische Friedrich-Wilhelms-Universität Bonn | 53113 Bonn, Regina-Pacis-Weg 3, Deutschland
Tel 0228 730 | noreply@uni-bonn.de | <http://www.uni-bonn.de>

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

ATTENTION!! 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.

Weiterführende Informationen und Anleitung für die Registrierung im Online-Portal:
Further Information and a guide for registration:

Erasmus-Auslandsstudium (Outgoings)	www.erasmusstudium.uni-bonn.de -> Formulare
Erasmus-Auslandspraktikum (Outgoings)	www.erasmuspraktikum.uni-bonn.de -> Bewerbung
Erasmus-Incomings	www.erasmus.uni-bonn.de -> Bewerbung
Erasmus-Dozentenmobilität	Intranet
Erasmus-Personalmobilität	Intranet
Junior Year Program	Anmeldung

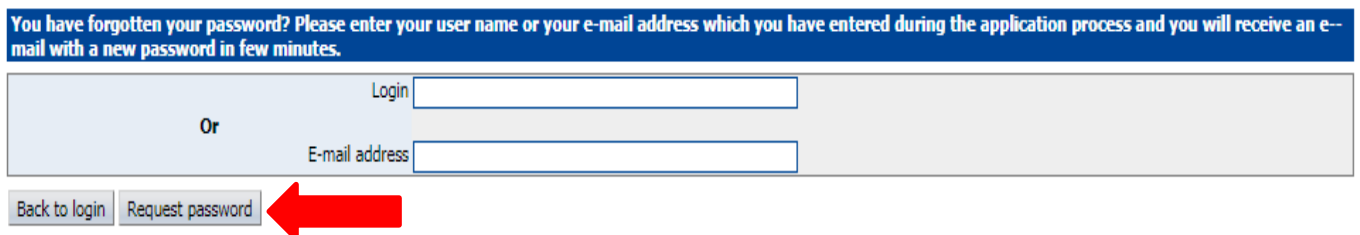
- ✓ Select "English" as the language before logging in. After logging in, you can nominate students for the Global Exchange Program.

Step 3: Forgot your password?

- ✓ In case you have forgotten your password, you can easily request a new one. Please follow this [link](#).
- ✓ Please choose the option “Forgot your password?”



- ✓ Now you can enter your username or e-mail address in order to request a new password:



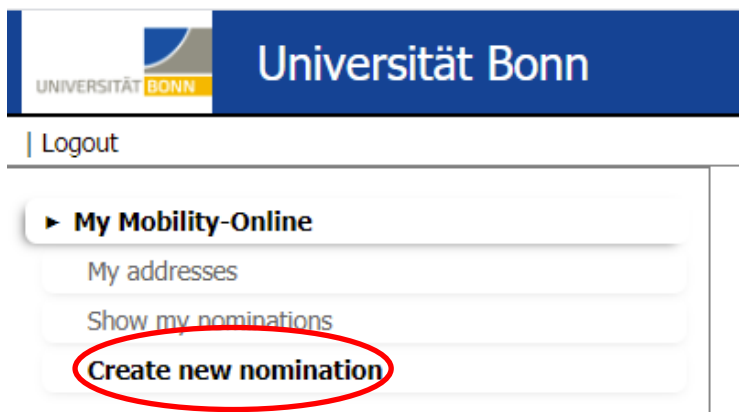
- ✓ With your **old** username and **new** password you can now log in to your account and start nominating your students.

Step 4: How to nominate

- ✓ After your login, you will see this start page:



- ✓ Please click on the left-hand sidebar to open the drop-down menu and choose which action you would like to perform. In the next steps we will show you how to create a new nomination:



- ✓ You can now fill in the nomination form. Please make sure that the personal information of your student(s) is correct since they will be used to contact students during their application process.

- ✓ For further assistance, **please pay attention to the help bubbles included throughout the nomination process.**

All boxes marked with (*) must be completed.

Nomination

[Open all sub groups](#) [Close all sub groups](#)

Creating a *

Type of application ☒ Incomings ☐ Outgoings *

Type of mobility ☒ Students ☐ Teachers *

Host country *

Host institution *

Program *

Country of home university *

Home university *

Year *

Duration of stay *

Family name of student *

First name of student *

Date of birth *

DD.MM.YYYY - Day.Month.Year

Gender ☐ Male ☐ Female ☐ other *

E-mail address of student *

Please make sure the data is correct, since we will use it to contact students.

- ✓ Please be aware of some important details of the form:

1. Program: “Global Exchange Program” should automatically appear on your form.

Program

*

2. Duration of stay: Please click on the following drop-down menu in order to select the appropriate duration:

- a) If your student(s) is /are staying for **1 semester** select either **Winter Term** or **Summer Term**
- b) If your student(s) is /are staying for **2 semesters** choose the appropriate beginning of your student’s stay in the drop-down menu: either **Winter Term (WS)** or **Summer Term (SoSe)**

Year

*

Duration of stay

*

<-- Please select -->

winter term 2021/2022

winter term 2021/2022 and summer term 2022

Family name of student

*

First name of student

*

- ✓ Example of a filled in form:

Nomination

UNIVERSITÄT BONN

All boxes marked with (*) must be completed.

Nomination

Open all sub groups Close all sub groups

Creating a Nomination *

Type of application ☒ Incomings ☐ Outgoings *

Type of mobility ☒ Students ☐ Teachers *

Host country Germany *

Host institution D BONN01 - University of Bonn *

Program Global Exchange Program *

Country of home university Japan *

Home university JP WASEDA - Waseda University *

Year 2021/2022 *

Duration of stay winter term 2021/2022 *

Family name of student Bond *

First name of student James *

Date of birth 01.01.1999 *

DD.MM.YYYY - Day,Month,Year

Gender ☒ Male ☐ Female ☐ other *

E-mail address of student bond007@gmail.com *

Please make sure the data is correct, since we will use it to contact students.

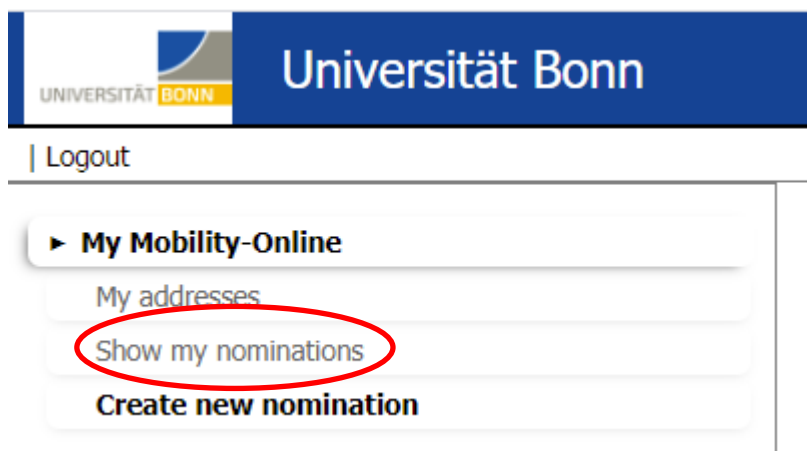
Cancel Create nomination

- ✓ After you have finished filling out the nomination click on

Create nomination

Step 5: Administer nominations

- ✓ After you created a nomination you can check and administer the student's data. You will be able to change and add data:
- ✓ Go to "Show my nominations" on the left side



Select the nomination you would like to review or change by clicking on the underlined name:

Search	<-- Select all -->	<-- Select all -->	<-- Select all -->	<-- Select all -->		
Last name, First name, <u>Program</u>	Program	Home.Inst.	Host.Inst.	Academic year	Stay from	Stay to
<u>Bond, James</u>	Global Exchange Program	JP WASEDA	D BONN01	2021/2022	01.10.2021	28.02.2022

- ✓ You are now in the student's nomination and can change the student's data by clicking on **edit**.
Now you can edit the form.

Show my nominations Display

edit

Type of application: ☒ Incomings ☐ Outgoings *
 Type of mobility: ☒ Students ☐ Teachers *
 Host country: Germany *
 Host institution: D BONN01 - University of Bonn *

Personal information

Family name: Bond *
 First name: James *
 Email: bond007@gmail.com *
 Date of birth: 01.01.1999 *
 Place of birth: *
 Country of birth: <-- Please select --> *
 Gender: ☒ Male ☐ Female ☐ Diverse *
 Current degree program: ☐ Bachelor ☐ Master ☐ PhD *
 Language of communication: <-- Please select --> *
 Country of home university: Japan *
 Home university: JP WASEDA - Waseda University *
 Year of high-school graduation (Abitur, Baccalaureat, A-levels, etc.): *
 Field of Studies (Major): *
 Field of Studies (Minors): *
 How many semesters will you have been enrolled at your home university by the time of your departure? ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 *

Program Details

I apply for the following program: Global Exchange Program *
 Academic year: 2021/2022 *
 I want to complete the following semesters in Bonn: winter term 2021/2022 *
 I want to study in Bonn for a duration of ... semesters: ☒ 1 ☐ 2 *
 I register for the orientation course: ☐ Yes ☒ No *
 Beginning of stay: 01.10.2021 *
 End of stay: 28.02.2022 *
 Mobility type: ☒ PHYSICAL ☐ VIRTUAL ☐ BLENDED
 Begin Virtual Mobility: *
 End Virtual Mobility: *
 My level of German is: ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 *
 I have been learning German for ... month(s)/years: ☐ less than 6 months ☐ 6 months - 1 year ☐ 1 - 2 years ☐ more than two years *

Bilateral agreement

Bilateral agreement: D BONN01 - JP WASEDA - 000

Cancel **edit**

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- ✓ To save your changes click on **save**.

Show my nominations Update

save

Registration Global Exchange Program Open all sub-groups Close all sub-groups

Type of application: ☒ Incomings ☐ Outgoings *
 Type of mobility: ☒ Students ☐ Teachers *
 Host country: Germany *
 Host institution: D BONN01 - University of Bonn *

Personal information

Family name: Bond *
 First name: James *
 Email: bond007@gmail.com *
 Date of birth: 01.01.1999 *
 Place of birth: DD.MM.YYYY - Day,Month,Year *
 Country of birth: <-- Please select --> *
 Gender: ☒ Male ☐ Female ☐ Diverse *
 Current degree program: ☐ Bachelor ☐ Master ☐ PhD *
 Language of communication: <-- Please select --> *
 Country of home university: Japan *
 Home university: JP WASEDA - Waseda University *
 Year of high-school graduation (Abitur, Baccalaureat, A-levels, etc.): *
 Field of Studies (Major): *
 Field of Studies (Minors): *
 How many semesters will you have been enrolled at your home university by the time of your departure? ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 *

Program Details

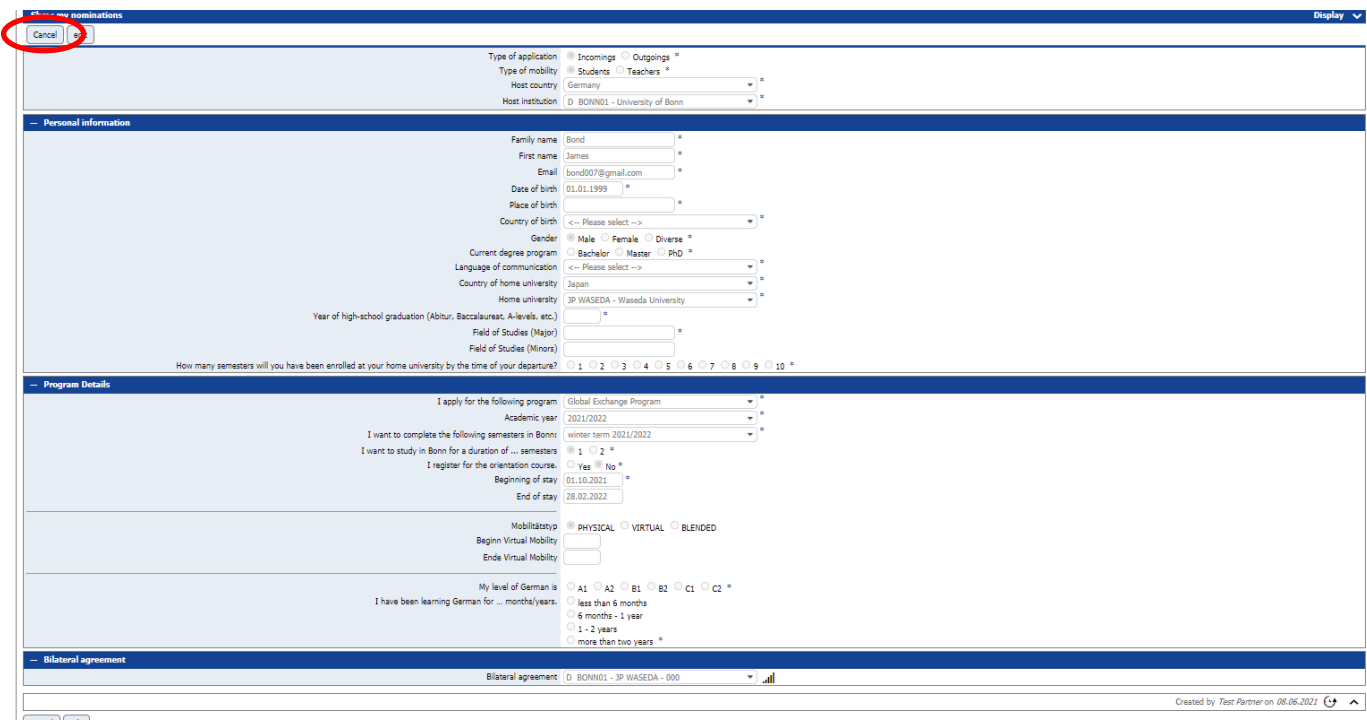
Bilateral agreement

Bilateral agreement: D BONN01 - JP WASEDA - 000

Cancel **save**

Created by Test Partner on 08.06.2021

- ✓ By clicking on  you will return to the overview menu where you will see the list of students you already nominated. Changes will not be saved.



Cancel

Type of application: ☐ Incoming ☐ Outgoing *

Type of mobility: ☐ Students ☐ Teachers *

Host country: Germany *

Host institution: D BONN01 - University of Bonn *

Personal information

Family name: bond *

First name: James *

Email: bond007@gmail.com *

Date of birth: 01.01.1999 *

Place of birth: *

Country of birth: <-- Please select --> *

Gender: ☒ Male ☐ Female ☐ Diverse *

Current degree program: ☐ Bachelor ☐ Master ☐ PhD *

Language of communication: <-- Please select --> *

Country of home university: Japan *

Home university: JP WASEDA - Waseda University *

Year of high-school graduation (Abitur, Baccalaureat, A-levels, etc.): *

Field of Studies (Major): *

Field of Studies (Minors): *

How many semesters will you have been enrolled at your home university by the time of your departure? 1 2 3 4 5 6 7 8 9 10 *

Program Details

I apply for the following program: Global Exchange Program *

Academic year: 2021/2022 *

I want to complete the following semesters in Bonn: winter term 2021/2022 *

I want to study in Bonn for a duration of ... semesters: 1 2 *

I register for the orientation course: ☒ Yes ☐ No *

Beginning of stay: 01.10.2021 *

End of stay: 28.02.2022 *

Mobilisator type: ☒ PHYSICAL ☐ VIRTUAL ☐ BLENDED

Begin Virtual Mobility: *

End Virtual Mobility: *

My level of German is: ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 *

I have been learning German for ... months/years: ☐ less than 6 months ☐ 6 months - 1 year ☐ 1 - 2 years ☐ more than two years *

Bilateral agreement

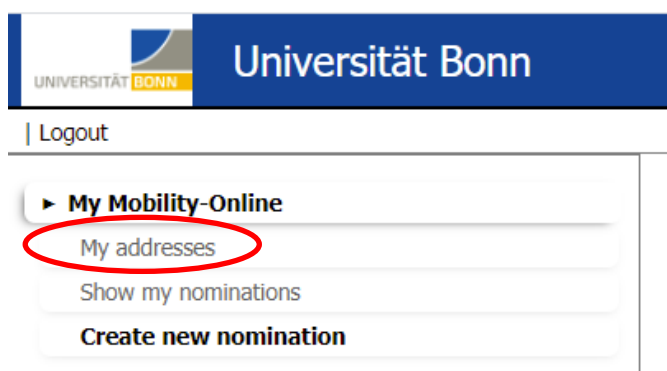
Bilateral agreement: D BONN01 - JP WASEDA - 000

Created by Test Partner on: 08.06.2021

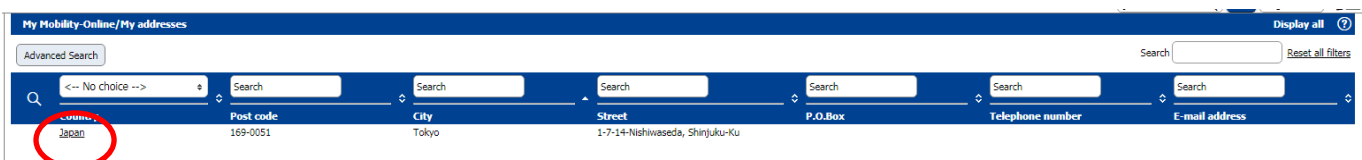
Cancel **edit**

Step 6: Address

- ✓ Under this menu item your university's address and contact information is recorded.



- ✓ In order to view the full address and contact information please click on the underlined country name.



My Mobility-Online/My addresses Display all

Advanced Search Search Reset all filters

<-- No choice --> Search Search Search Search Search Search

Japan Post code: 169-0051 City: Tokyo Street: 1-7-14-Nishiwaseda, Shinjuku-Ku P.O.Box: Telephone number: E-mail address:

