

MOBILITY-ONLINE APPLICATION MANUAL FOR INCOMING STUDENTS


All incoming exchange students at Ulm University have to register themselves via our online tool 'Mobility Online' well before the application deadline.

Mobility-Online was designed so that the workflow is self-explanatory and any candidate should be able to work with it without having to read a long manual. If you still have concerns or discover technical problems, please contact our support address: **mobility-online@uni-ulm.de**.

The link to our online application form was sent to you via e-mail!

1. STEP

Complete the online application form for exchange students. Please note that all fields marked with a (*) must be completed to submit your application. Once your application form has been completed, click on the 'Send Application' button below the application form to submit your application.

Online application for exchange students  ulm university universität **uulm**

All fields marked with (*) must be completed.

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

| | |
|--------------------|--|
| Art der Bewerbung | <input checked="" type="radio"/> Incomings <input type="radio"/> Outgoings * |
| Art der Person | <input checked="" type="radio"/> Students <input type="radio"/> Teachers * |
| Exchange programme | Erasmus+ Studierendenmobilität Studium (SMS) * |
| Academic year | 2019/2020 * |
| Semester | <-- Please select --> * |

Personal Information

| | |
|----------------------------------|------------------------|
| Family Name / Last name | <input type="text"/> * |
| | <input type="text"/> * |
| | ⋮ |
| First name of your contact | <input type="text"/> |
| Last name of your contact | <input type="text"/> * |
| Relationship | <input type="text"/> * |
| E-mail address of contact person | <input type="text"/> * |
| Phone number of contact person | <input type="text"/> * |

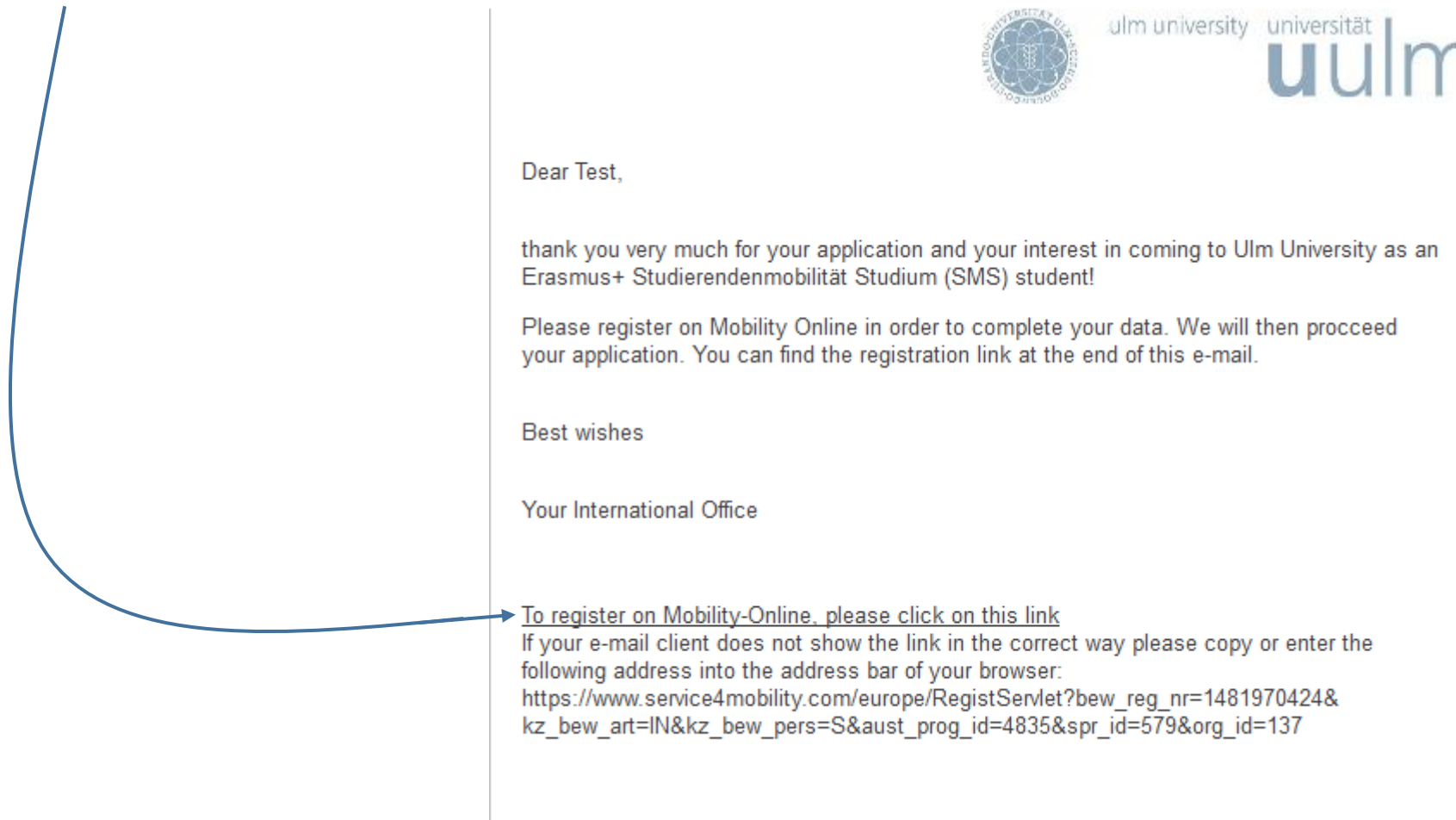
Declaration of Consent

I herewith agree that Ulm University may store and process my personal data in the mobility-online database and that the staff in charge may use these data for managing the Erasmus+ programme. *

Link zur Datenschutzerklärung:
<https://www.uni-ulm.de/footermenu/impressum-datenschutz/datenschutz/>
Hier finden Sie die Informationen über Erhebung von personenbezogenen Daten:
[Informationspflicht bei Erhebung von personenbezogenen Daten](#)

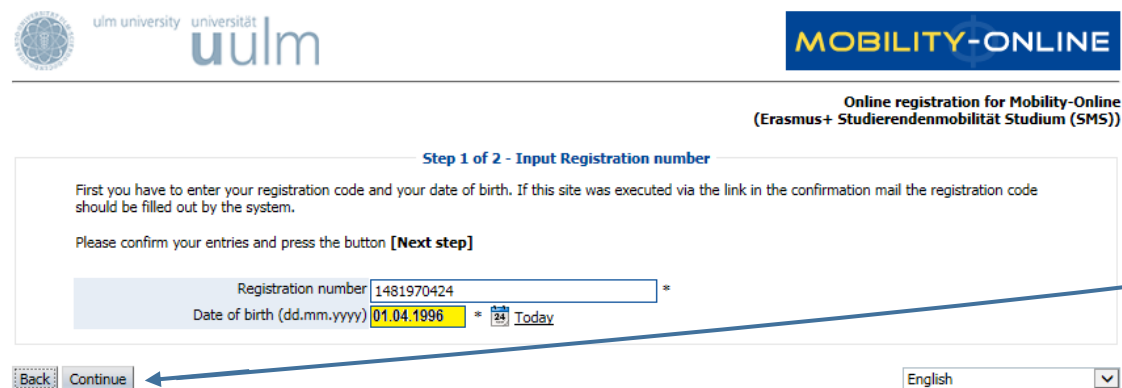
2. STEP

After submitting the application form, you will receive a confirmation e-mail (see below). To complete your application, you will have to register yourself in the Mobility Online system to create your personal account. The registration link is being mentioned at the bottom of the confirmation mail.

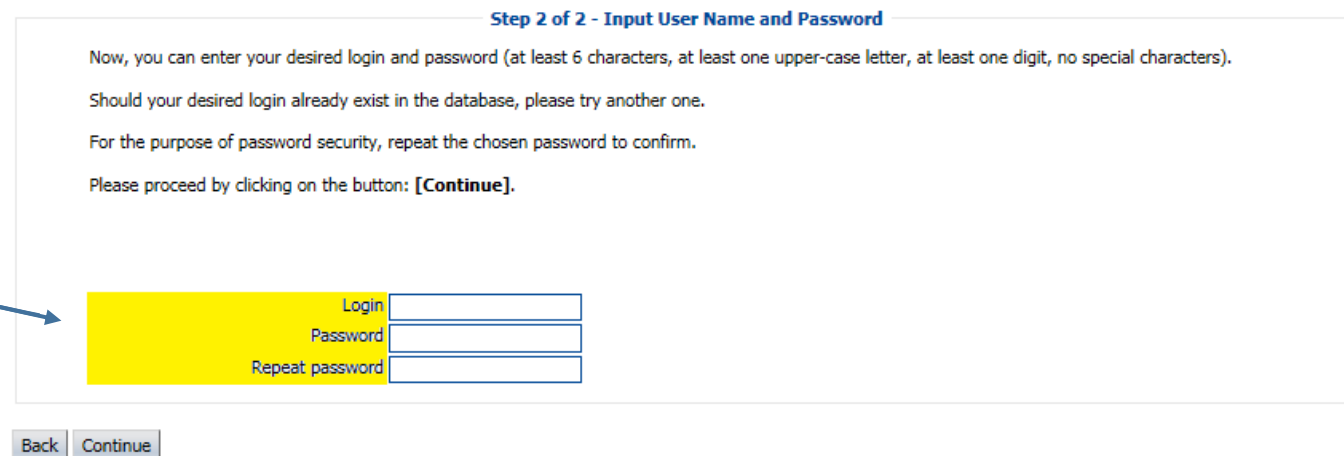


3. STEP

Once you have selected the registration link for Mobility Online, the screen below pops up. You will have to fill in your date of birth to be able to register yourself in Mobility Online. Click on the 'continue' button to proceed

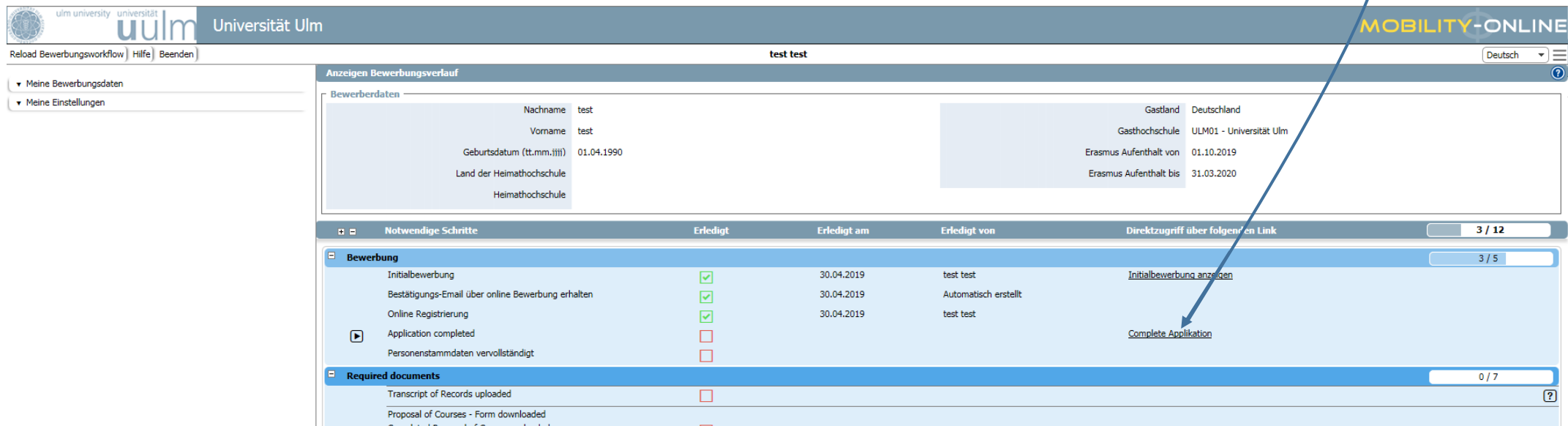


In the 2nd step of the registration procedure you will have to enter your user name and password. You can create your user name and password yourself. Please note that your password must be at least 6 digits, at least one number and at least one upper case letter and no special characters. Once you have completed your login and password press the 'continue' button.



4. STEP

Once you have registered yourself, you can log into Mobility Online. Make sure you always use the link mentioned in the first e-mail you received (see step 2). Now you get an overview of your workflow in Mobility Online. Click on the link **Complete Application** to proceed with completing your application.



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Reload Bewerbungsworkflow) Hilfe) Beenden) test test Deutsch

▼ Meine Bewerbungsdaten
▼ Meine Einstellungen

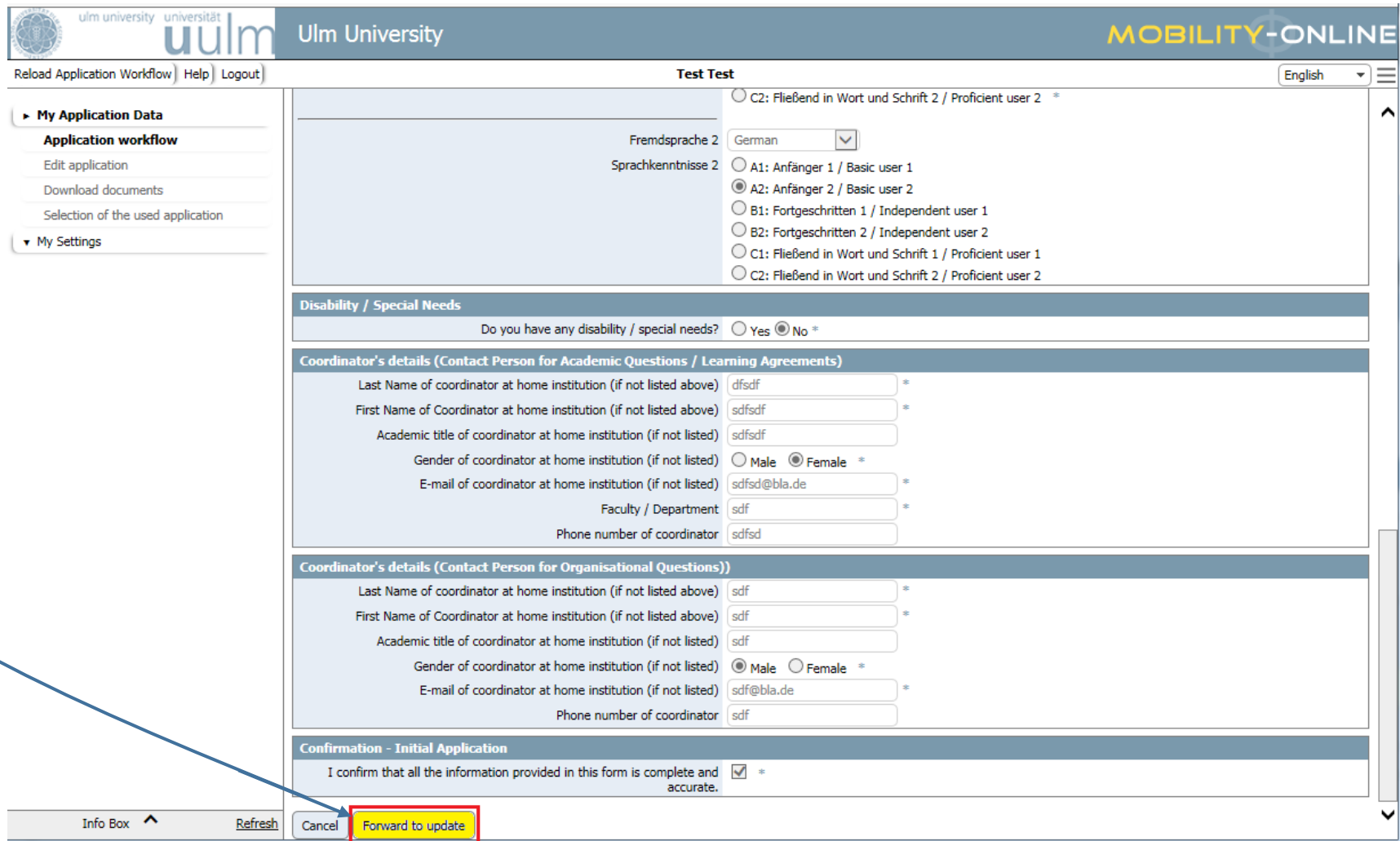
Anzeigen Bewerbungsverlauf

Bewerberdaten

| | | | |
|---------------------------|------------|------------------------|-------------------------|
| Nachname | test | Gastland | Deutschland |
| Vorname | test | Gasthochschule | ULM01 - Universität Ulm |
| Geburtsdatum (tt.mm.iiij) | 01.04.1990 | Erasmus Aufenthalt von | 01.10.2019 |
| Land der Heimathochschule | | Erasmus Aufenthalt bis | 31.03.2020 |
| Heimathochschule | | | |

| Notwendige Schritte | Erledigt | Erledigt am | Erledigt von | Direktzugriff über folgenden Link |
|--|-------------------------------------|-------------|----------------------|---|
| Bewerbung 3 / 12 | | | | |
| Initialbewerbung | <input checked="" type="checkbox"/> | 30.04.2019 | test test | Initialbewerbung anzeigen |
| Bestätigungs-E-Mail über online Bewerbung erhalten | <input checked="" type="checkbox"/> | 30.04.2019 | Automatisch erstellt | |
| Online Registrierung | <input checked="" type="checkbox"/> | 30.04.2019 | test test | |
| ▶ Application completed | <input type="checkbox"/> | | | Complete Applikation |
| Personenstammdaten vervollständigt | <input type="checkbox"/> | | | |
| Required documents 0 / 7 | | | | |
| Transcript of Records uploaded | <input type="checkbox"/> | | | ? |
| Proposal of Courses - Form downloaded | | | | |
| Completed Proposal of Courses uploaded | | | | |

In order to complete the application, you have to scroll down and click on **FORWARD TO UPDATE** first.



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Reload Application Workflow | Help | Logout | **Test Test** | English

My Application Data

- Application workflow
 - Edit application
 - Download documents
 - Selection of the used application
- My Settings

Fremdsprache 2: German

Sprachkenntnisse 2:
 C2: Fließend in Wort und Schrift 2 / Proficient user 2 *
 A1: Anfänger 1 / Basic user 1
 A2: Anfänger 2 / Basic user 2
 B1: Fortgeschritten 1 / Independent user 1
 B2: Fortgeschritten 2 / Independent user 2
 C1: Fließend in Wort und Schrift 1 / Proficient user 1
 C2: Fließend in Wort und Schrift 2 / Proficient user 2

Disability / Special Needs
Do you have any disability / special needs? Yes No *

Coordinator's details (Contact Person for Academic Questions / Learning Agreements)

Last Name of coordinator at home institution (if not listed above): dfsdf *
First Name of Coordinator at home institution (if not listed above): sdfsd *
Academic title of coordinator at home institution (if not listed): sdfsd
Gender of coordinator at home institution (if not listed): Male Female *
E-mail of coordinator at home institution (if not listed): sdfsd@bla.de *
Faculty / Department: sdf *
Phone number of coordinator: sdfsd

Coordinator's details (Contact Person for Organisational Questions)

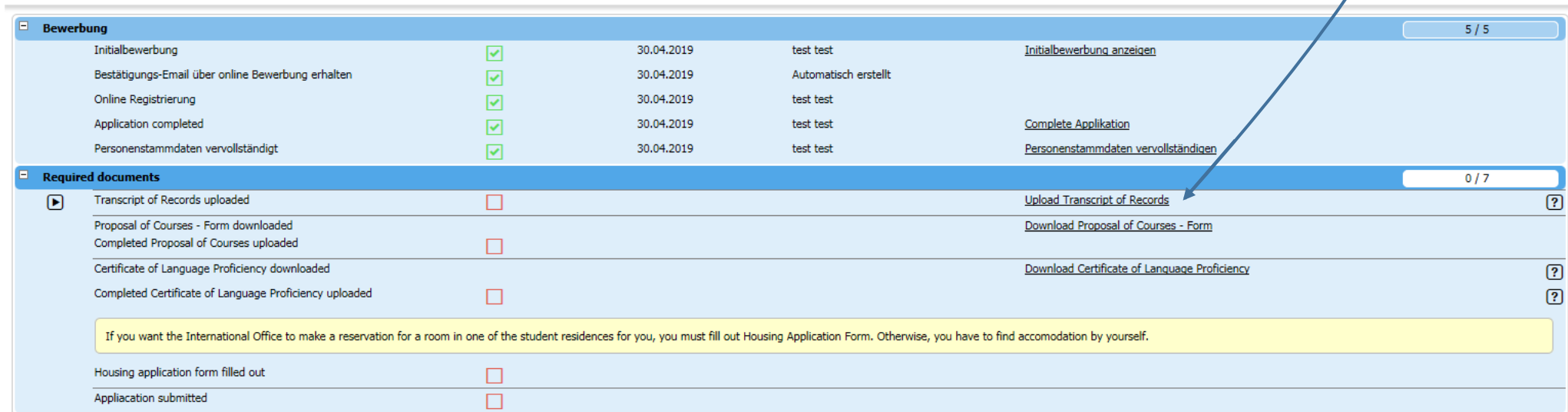
Last Name of coordinator at home institution (if not listed above): sdf *
First Name of Coordinator at home institution (if not listed above): sdf *
Academic title of coordinator at home institution (if not listed): sdf
Gender of coordinator at home institution (if not listed): Male Female *
E-mail of coordinator at home institution (if not listed): sdf@bla.de *
Phone number of coordinator: sdf

Confirmation - Initial Application
I confirm that all the information provided in this form is complete and accurate. *

Info Box ^ Refresh Cancel **Forward to update**

5. STEP

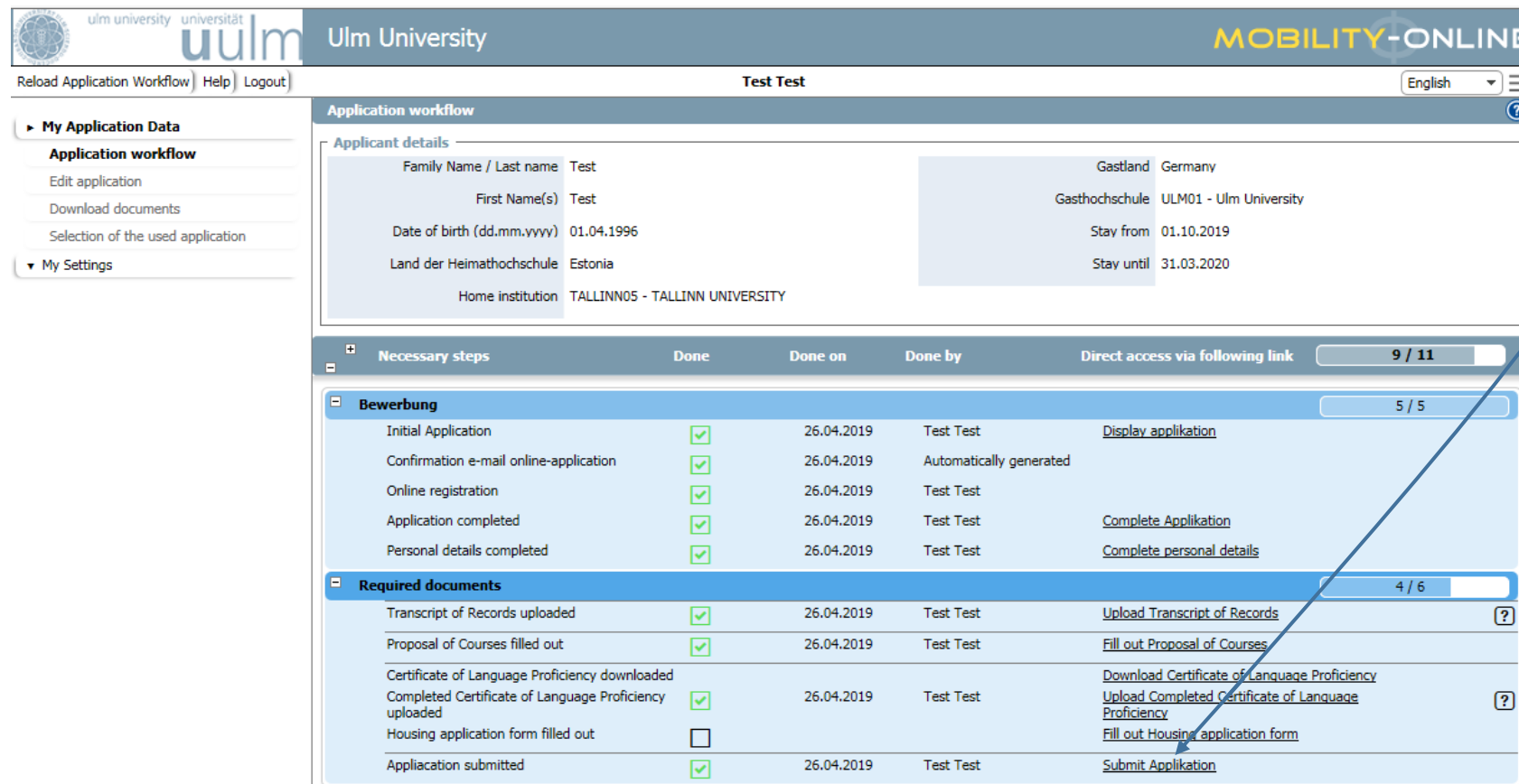
Once your application and personal details have been completed, you will have to upload necessary documents and to fill out forms. You will be able to do one step at a time.



| Bewerbung | | | | | | 5 / 5 |
|---|--|-------------------------------------|------------|----------------------|--|-------------------|
| | Initialbewerbung | <input checked="" type="checkbox"/> | 30.04.2019 | test test | Initialbewerbung anzeigen | |
| | Bestätigungs-Email über online Bewerbung erhalten | <input checked="" type="checkbox"/> | 30.04.2019 | Automatisch erstellt | | |
| | Online Registrierung | <input checked="" type="checkbox"/> | 30.04.2019 | test test | | |
| | Application completed | <input checked="" type="checkbox"/> | 30.04.2019 | test test | Complete Applikation | |
| | Personenstammdaten vervollständigt | <input checked="" type="checkbox"/> | 30.04.2019 | test test | Personenstammdaten vervollständigen | |
| Required documents | | | | | | 0 / 7 |
| <input type="checkbox"/> | Transcript of Records uploaded | <input type="checkbox"/> | | | Upload Transcript of Records | ? |
| | Proposal of Courses - Form downloaded | | | | Download Proposal of Courses - Form | |
| | Completed Proposal of Courses uploaded | <input type="checkbox"/> | | | | |
| | Certificate of Language Proficiency downloaded | | | | Download Certificate of Language Proficiency | ? |
| | Completed Certificate of Language Proficiency uploaded | <input type="checkbox"/> | | | | ? |
| If you want the International Office to make a reservation for a room in one of the student residences for you, you must fill out Housing Application Form. Otherwise, you have to find accomodation by yourself. | | | | | | |
| | Housing application form filled out | <input type="checkbox"/> | | | | |
| | Applacation submitted | <input type="checkbox"/> | | | | |

6. STEP

After you have uploaded all necessary documents and filled out all Forms, you have to submit your application.



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Reload Application Workflow | Help | Logout | **Test Test** | English

Application workflow

Applicant details

| | | | |
|----------------------------|--------------------------------|----------------|------------------------|
| Family Name / Last name | Test | Gastland | Germany |
| First Name(s) | Test | Gasthochschule | ULM01 - Ulm University |
| Date of birth (dd.mm.yyyy) | 01.04.1996 | Stay from | 01.10.2019 |
| Land der Heimathochschule | Estonia | Stay until | 31.03.2020 |
| Home institution | TALLINN05 - TALLINN UNIVERSITY | | |

Necessary steps 9 / 11

| | Done | Done on | Done by | Direct access via following link |
|--|-------------------------------------|------------|-------------------------|---|
| Bewerbung 5 / 5 | | | | |
| Initial Application | <input checked="" type="checkbox"/> | 26.04.2019 | Test Test | Display applikation |
| Confirmation e-mail online-application | <input checked="" type="checkbox"/> | 26.04.2019 | Automatically generated | |
| Online registration | <input checked="" type="checkbox"/> | 26.04.2019 | Test Test | |
| Application completed | <input checked="" type="checkbox"/> | 26.04.2019 | Test Test | Complete Applikation |
| Personal details completed | <input checked="" type="checkbox"/> | 26.04.2019 | Test Test | Complete personal details |
| Required documents 4 / 6 | | | | |
| Transcript of Records uploaded | <input checked="" type="checkbox"/> | 26.04.2019 | Test Test | Upload Transcript of Records ? |
| Proposal of Courses filled out | <input checked="" type="checkbox"/> | 26.04.2019 | Test Test | Fill out Proposal of Courses |
| Certificate of Language Proficiency downloaded | | | | Download Certificate of Language Proficiency |
| Completed Certificate of Language Proficiency uploaded | <input checked="" type="checkbox"/> | 26.04.2019 | Test Test | Upload Completed Certificate of Language Proficiency ? |
| Housing application form filled out | <input type="checkbox"/> | | | Fill out Housing application form |
| Application submitted | <input checked="" type="checkbox"/> | 26.04.2019 | Test Test | Submit Application |



After this step your application will be checked. All further steps in Mobility-Online take place after Acceptance.

Enjoy your stay at Ulm University!