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.
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.

Dear Test,

thank you very much for your application and your interest in coming to Ulm University as an Erasmus+ Studierendenmobilität Studium (SMS) student!

Please register on Mobility Online in order to complete your data. We will then proceed your application. You can find the registration link at the end of this e-mail.

Best wishes

Your International Office

To register on Mobility Online, please click on this link
If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:
https://www.service4mobility.com/europe/RegistServlet?bew_reg_nr=1481970424&
KZ_Bew_art=IN&KZ_Bew_pers=S&Aust_prog_id=4835&Spr_id=579&Org_id=137
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.
In order to complete the application, you have to scroll down and click on FORWARD TO UPDATE first.
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.

<table>
<thead>
<tr>
<th>Required documents</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript of Records uploaded</td>
<td>✔️</td>
</tr>
<tr>
<td>Proposal of Courses - Form downloaded</td>
<td>✔️</td>
</tr>
<tr>
<td>Completed Proposal of Courses uploaded</td>
<td>✔️</td>
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<tr>
<td>Certificate of Language Proficiency downloaded</td>
<td>✔️</td>
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<tr>
<td>Completed Certificate of Language Proficiency uploaded</td>
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*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 accommodation by yourself.*
6. **STEP**

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