

Dear students,

Before you start the online application, you should carefully read the "Important Information about the ERASMUS application procedure" compiled on our website (<https://www.uni-bremen.de/en/studies/starting-your-studies/international-studies/studying-abroad/erasmus-exchange>).

## **1. Online Application**

When you click on the link "Erasmus Online Application Form" on our website, you will be automatically directed to the application form.

Application for a student exchange

Universität Bremen

All fields marked with (\*) must be completed.

Application Open all sub groups Close all sub groups

Type of person  Students/Trainees  Teachers \*

Exchange programme Erasmus student exchange \*

Academic year 2023/2024 \*

Bewerbungen sind nur für das akademische Jahr 2022/23 möglich!

Personal Data

Matriculation number \*

Surname/Family Name/Last Name \*

First name \*

Date of birth (dd.mm.yyyy) \*

E-mail address \*

Please enter a valid E-Mail-Adress!

After completing the form, click on "Submit Application" at the bottom of the screen.

Shortly after submitting your application, you will receive the following automatically generated e-mail in which you will be asked to register with Mobility Online:

**From:** noreply@uni-bremen.de [mailto:noreply@uni-bremen.de]

**Sent:**

**To:**

**Subject: Your online application for an Erasmus exchange**

Dear Ms. ... ,

Thank you for your application for an Erasmus exchange.

Please register at our online application server MOBILITY-ONLINE via the attached link and the registration code **at the end of this mail.**

Please follow the link and complete your application by entering all necessary personal data.

**The login-password of your choice needs to have at least 6 characters including one number and one capital.**

Please be aware that your application can only be processed after successful registration and after filling in all required data.

Best regards

Your Erasmus Team

International Office

University of Bremen

[Click on this link here to register with Mobility-Online](#)

**Please note: As this is an automatically generated e-mail, this email may be transferred to the spam folder by your server. Please contact us ([outgoing@uni-bremen.de](mailto:outgoing@uni-bremen.de)) if you do not receive this e-mail!**

## 2. Registration

If you click on the registration link, you will be directed to the following Mobility Online web page:

You will be given an automatically generated registration code.

Below this code please enter your matriculation number and press „continue“. In the next table you create your own username and password.

If your registration was successful, you will receive the following automatically generated email:

**From:** [noreply@uni-bremen.de](mailto:noreply@uni-bremen.de) [mailto:noreply@uni-bremen.de]

**Sent:**

**To:**

**Subject:** Your registration with Mobility Online was successful

Dear sir / madam ...

You have successfully registered with Mobility Online and can now log into your user account.

The link to your account can be found at the end of this email.

You can now perform the subsequent application steps.

If the link does not work for your mail client, please copy the following line into the address bar of your browser:

<https://www.service4mobility.com/europe/LoginServlet>

Yours sincerely

Your International Office

University of Bremen

## 3. Upload of application documents

By following the link in the e-mail above, you will be guided to your application workflow. You can access this page any time to check the status of your application and to make subsequent changes.

Please complete your application by uploading the relevant documents supporting your application. The blue circles with the question marks at the right margin of the page contain further information about the task.

Changes to your application details are possible until the end of the online application period on 15<sup>th</sup> February.

Print the application form and submit it (signed!) along with all other documents to the **Erasmus-Coordinator at your Department.**

Please do not change any application data after you have submitted your paper application. Only the data on your paper copy are relevant for the allocation of Erasmus exchange places!

**The International Office does not need paper applications!**

#### **4. Formal check**

After the 15<sup>th</sup> February your application will be formally checked by us. The formal check is confirmed by another automatically generated e-mail:

**From:** noreply@uni-bremen.de [mailto:noreply@uni-bremen.de]

**Sent:**

**To:**

**Subject:** Your online application at the University of Bremen - pending

Dear sir / madam ...

Your application for an ERASMUS study course was formally checked and marked.

You can always check the status of your application by using this link:

To Login Page

If the link does not work, please copy the following line into the address bar of your browser:

<https://www.service4mobility.com/europe/LoginServlet>

Yours sincerely

International Office

University of Bremen

After the formal check of your application, you cannot change your application data any more.

For further questions regarding the application process, please contact us (see below).

Your ERASMUS-Team

#### **Contact:**

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