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 grou	<u>ps</u>
Type of person Exchange programme Academic year	 Students/Trainees Teachers * Erasmus student exchange * 2023/2024 * Bewerbungen sind nur f ür das akademische Jahr 2022/23 m
— Personal Data	
Matriculation number Surname/Familiy Name/Last Name First name Date of birth (dd.mm.yyyy) E-mail address	<pre>* * * * * * * * * * * * * * * * * * *</pre>

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:

Sent To:

Subject: Your online application for an Erasmus exchange

Dear Ms. ...

Thank you for your application for an Erasmus exchange.

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

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

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) 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:

	Online registration for Hobility (Erasmus student exc			
ep 1 of 2 - Input Registration numb	er			
First you have to enter your registration was executed via the link in the confirm out by the system.	n code and your matriculation number. If this site nation mail the registration code should be filled			
Please confirm your entries and press th	he button [Contino]			
Registration number				

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] 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 apllication 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.

University of Bremen						
Universität Bremen	Show Application Work-Flow					
	Surname/Family Name/ First name Date of birth (dd.mm.yyyy) Country of the sending i Sending institution BREMEN01 - Universit	ty of Bremen	Study field (during your Country of the host insti Host institution (1. choice) Planned start of stay ab Planned end of stay abr	Kunst-Medien-Ästhetische Bi 01.02.2023 30.06.2023	lidung, E-mail address	
⑦ ⊗ ⊭ English	Necessary steps	Done	Done on	Done by	Direct access via following link	
	Online-Application	~	29.01.2022		Display/Edit Application Data	
	Confirmation E-Mail Online-Application	~	29.01.2022	Automatically generated		
My Application Data	Online-Registration	•	29.01.2022			
Change password	CV uploaded	~	06.02.2022		upload CV	
	Letter of motivation uploaded		11.02.2022		Motivationsschreiben hochladen	
	Transcript of Records uploaded (without signature)	~	29.01.2022		Upload Transript of Records	
	Language certificate(s) uploaded	~	29.01.2022		Upload language certificate(s)	
	Application form printed	•	11.02.2022		Print Application Form	
	Application formally checked		16.02.2022			

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 15th February.

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

<u>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!</u>

The International Office does not need paper applications!

4. Formal check

After the 15th 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: <u>https://www.service4mobility.com/europe/LoginServlet</u>

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:

Barbara Hasenmüller

Erasmus Coordinator Tel: 0421-218-60362 E-Mail: <u>euprog@uni-bremen.de</u>

Emilia Paderewska-Albers Tel: 0421-218-60367 Student assistant Alina Demke E-Mail: <u>outgoing@uni-bremen.de</u>