

Application for an Erasmus+ semester abroad during the academic year 2025/26 – guide for students

Applications for an Erasmus+ semester abroad at a partner university are processed using the database Mobility Online. The deadline for applications is 31.01.2025 for WiSe 2025/26 and/or SuSe 2026.

In this guide, we explain the most important technical steps in the application process.

We wish you every success with your application!

Your International Office

Search for Partnerships Via the World Map

Before you start on your application, you can find out about partner universities and existing co-operations on our world map:

https://www.service4mobility.com/europe/PortalServlet?identifier=BIELEFF01&showPartner=0&showAll=0&sprache=de&preselectTab=ver_nav_button

The screenshot shows the 'Austauschmöglichkeiten' (Exchange Opportunities) search interface. It is divided into two main sections: 'Vorselektion' (Pre-selection) and 'Karte' (Map).

Vorselektion (Pre-selection):

- Studienjahr (Study Year):** A dropdown menu with '<-- Alle -->' (All) selected.
- Programm (Program):** A dropdown menu with '<-- Alle -->' (All) selected.
- Studienrichtung (Study Direction):** A dropdown menu with '<-- Alle -->' (All) selected.
- Land (Country):** A dropdown menu with '<-- Alle -->' (All) selected.
- Studienniveau (Study Level):** Three buttons: 'Bachelor', 'Master', and 'Doktoratsstudium' (Doctoral Studies).
- Suche (Search):** A text input field labeled 'KEYWORD' and a 'Suche starten' (Start Search) button.

Karte (Map):

- A world map showing partner university locations marked with numbered circles.
- Locations 2, 4, 6, and 7 are marked with green circles.
- Location 213 is marked with an orange circle.
- A blue location pin is placed over Germany.
- A zoom control with '+' and '-' buttons is visible in the top left corner of the map.

Here you can use the filter for fields of study, study levels and regions to find the partner universities that are suitable for you.

The Application Form

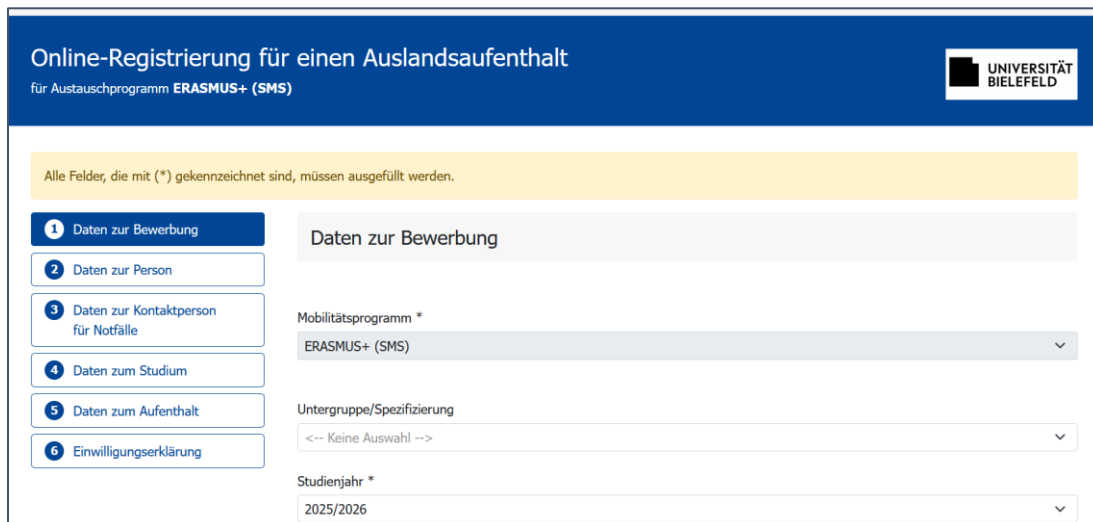
First of all, enter your application data in the application form:

https://www.service4mobility.com/europe/BewerbungServlet?identifizier=BIELEFE01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&sprache=de

The application form is only available online during the application period (until 31.01.2025).

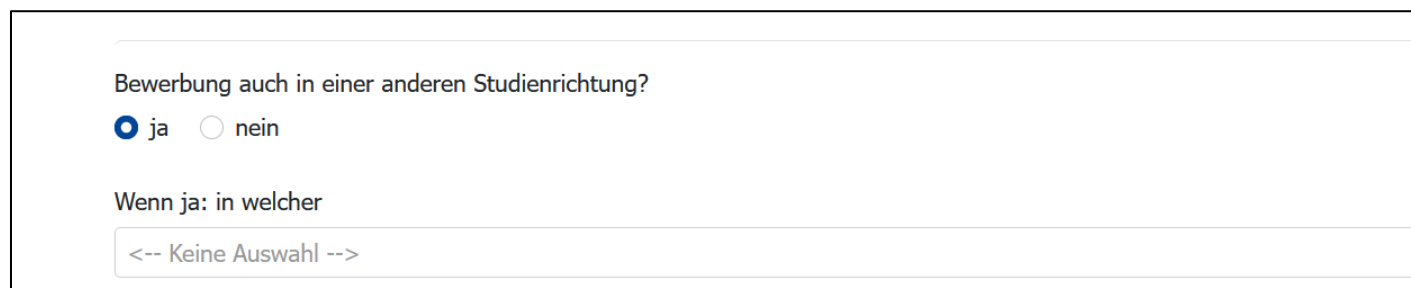
IMPORTANT: For "Faculty" and "Field of study", please indicate the Faculty through which you wish to submit this application form. The partner universities available for selection in the form are based on this information.

Please indicate in the form the host universities you wish to visit according to priority. You can select up to three Universities (preferred University 1, 2 and 3)



If you would like to apply through another Faculty, please make a separate application for this Faculty.

It is essential that you clearly state that you are submitting a further application in the form:





Registration and Completion of Personal Data

As soon as you have sent off your application form, you will receive an automatically generated e-mail asking you to register in Mobility Online and giving you corresponding instructions to follow.

This gives you permanent access which you will need repeatedly (if your application is successful) before, during and after your stay abroad.

It takes you to a workflow in which you have an overview of the steps to be completed by you or the Faculty or the International Office in a "to do" list:

Vor dem Aufenthalt - Bewerbung und Registrierung					
	Online Bewerbung	<input checked="" type="checkbox"/>	27.10.2022		Anzeigen/Ändern der Bewerbung
	Bestätigungs-E-Mail über online Bewerbung erhalten	<input checked="" type="checkbox"/>	27.10.2022	Automatisch erstellt	
	Online Registrierung	<input checked="" type="checkbox"/>	27.10.2022		
	Persönliche Daten vervollständigt	<input type="checkbox"/>			Hier: Eingabe der persönlichen Daten vervollständigen

In the next step, you complete your personal data (including bank details and home address).

Upload the Application Documents

To complete your application, you now need to upload your application documents one by one in Mobility Online:

- Curriculum vitae in tabular form
- Letter of motivation
- Transcript of Records
- Further documents (optional)

Please refer to the respective websites for more detailed information from your Faculty on the documents to be submitted.

At the end, confirm that your documents are now complete and that you do not wish to make any further alterations. Your documents will now be sent to your Faculty for review and further processing.

Only now is your application complete!

Tabellarischer Lebenslauf hochgeladen	<input checked="" type="checkbox"/>	03.11.2022	Testbewerber 4	Hier: Tabellarischen Lebenslauf hochladen	
Motivationsschreiben hochgeladen	<input checked="" type="checkbox"/>	03.11.2022	Testbewerber 4	Hier: Motivationsschreiben hochladen	
Iten Sie als Studierende*r im ersten Semester noch kein Transcript haben, erstellen Sie bitte eigenständig eine Liste der von Ihnen belegten Kurse und laden diese hoch.					
Transcript of Records hochgeladen	<input checked="" type="checkbox"/>	03.11.2022	Testbewerber 4	Hier: Transcript of Records hochladen	
Sonstige Unterlagen hochladen (optional)	<input type="checkbox"/>			Hier: Weitere Unterlagen (Sprachzeugnis, Empfehlungsschreiben o.Ä. hochladen)	
Bestätigung erfolgt, dass Bewerbungsunterlagen vollständig vorliegen.	<input type="checkbox"/>			HIER: Vollständigkeit der Bewerbungsunterlagen bestätigen	



Your Faculty will review your application after the deadline on 31.01.2025.

The application is checked for the formal aspects, then the selection and allocation process based on the content begins, in which you either

- receive an **acceptance letter by e-mail for** one of your three Universities of choice. You then confirm or decline the place in Mobility Online,
- receive a **rejection** by e-mail,
- receive an **alternative proposal by e-mail**, which you must confirm or reject by e-mail and then confirm again in Mobility Online.

After a successful application, you will be registered at the partner university by the International Office. In the weeks that follow, you will receive further information from the International Office, your Faculty and your partner university regarding the next steps.

Contact

- **For technical questions/problems**, please contact the International Office:
Jessica Kriger and Anna Rusche: laura.ronneburger@uni-bielefeld.de, 106-67818
or the Erasmus team: erasmus-outgoings@uni-bielefeld.de
- **If you have any questions regarding the content of** your application, please contact the Faculty through which you would like to apply for your Erasmus+ semester abroad.