UNIVERSITÄT BIELEFELD
International Office

Application for an Erasmus+ semester abroad during the academic year 2027/28 – 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 01.02.2027 for WiSe 2027/28 and/or SuSe 2028.

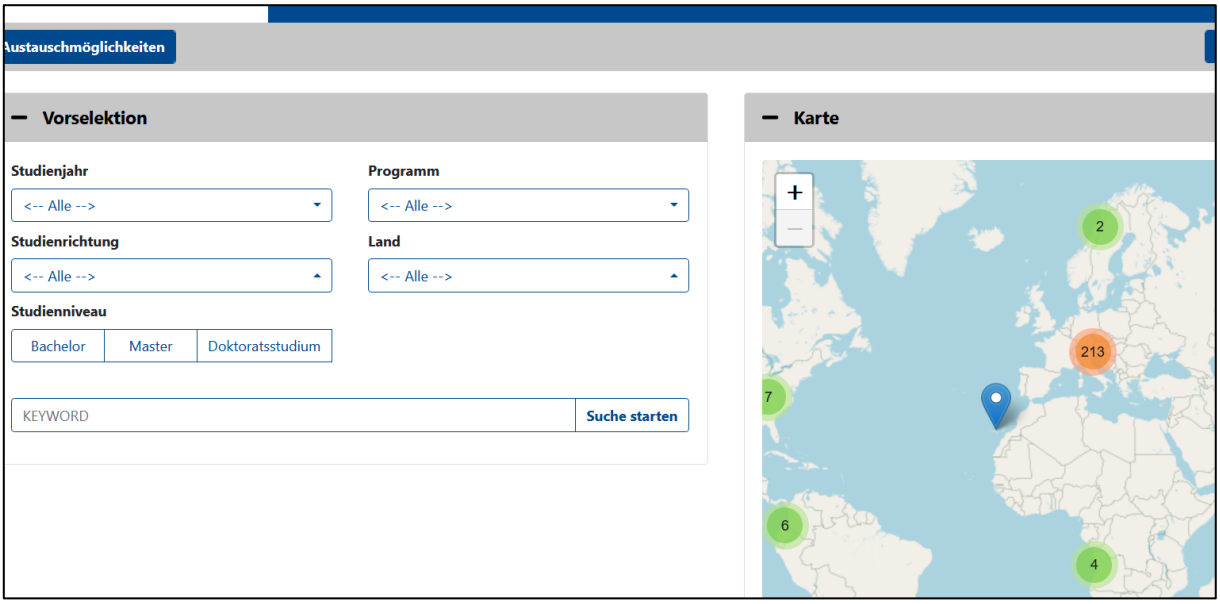
In this guide, we explain the most important technical steps in the application process.

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=BIELEFE01&showPartner=0&showAll=0&sprache=de&preselectTab=ver_nav_button



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

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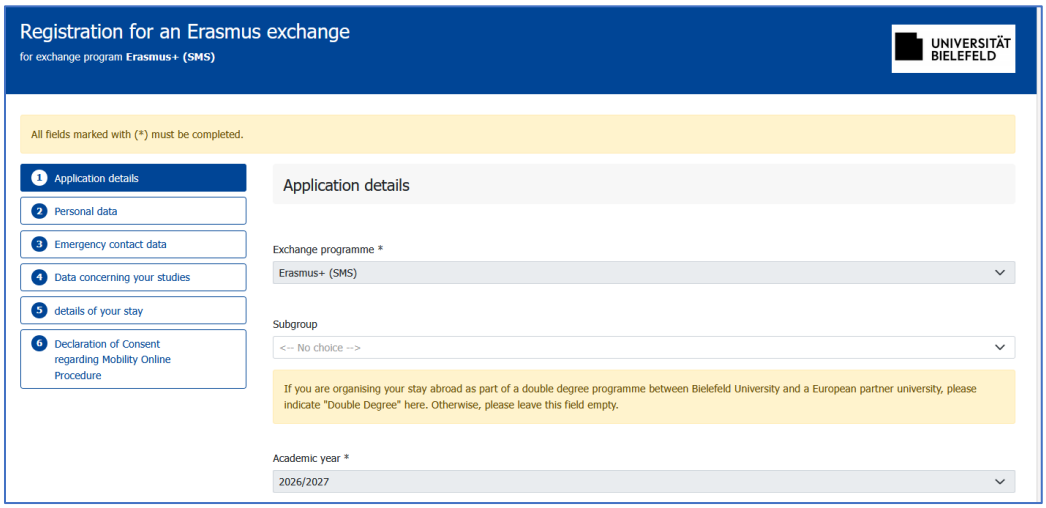
The Application Form

The first step in your application is to click on the link to the application form:

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

From here, you will be automatically redirected to the Bielefeld University login website. Please log in there with your university login details. (for further information: https://www.uni-bielefeld.de/einrichtungen/bits/services/aus/web-authentifizierung/index.xml)

After successfully registering, you will be redirected back to the Mobility Online application form, which you should now complete:



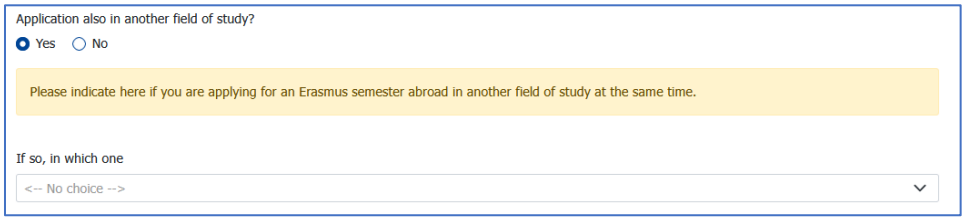
The application form is only available online during the application period (until 01.02.2027).

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:



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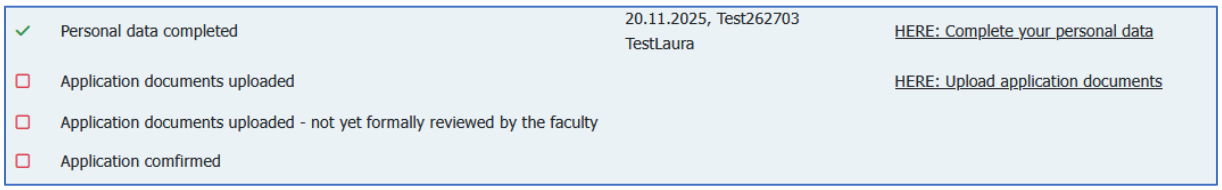
Registration and Completion of Personal Data

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:

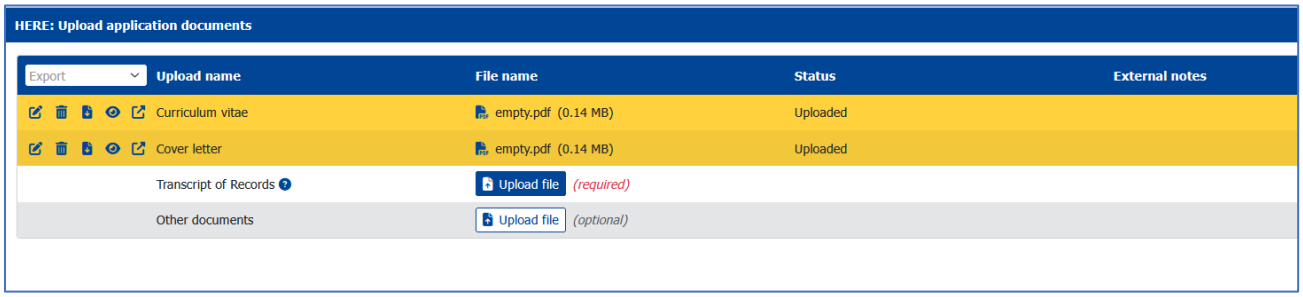


In the next step, you complete your personal data (including bank details and home address).

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
- Cover letter
- Transcript of Records
- Other 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!

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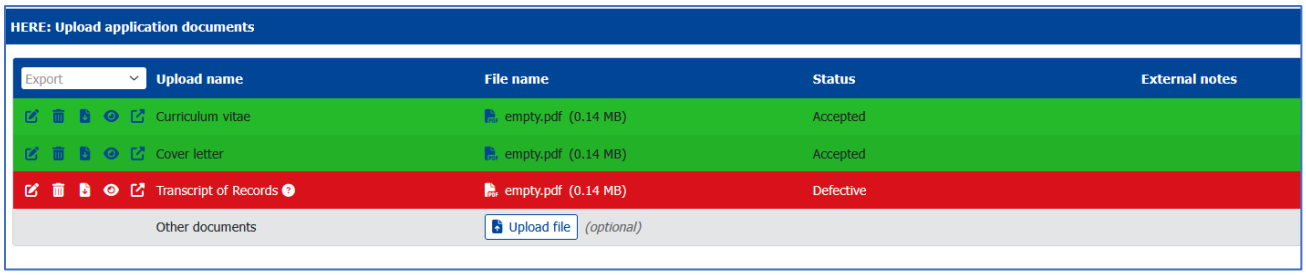
Selection Process

Your Faculty will review your application after the deadline on 01.02.2027.

First, the faculty will review your individual application documents.

If corrections or additions are necessary, you will receive an email notification. You can then view the accepted or incorrect documents and your faculty's comments and revise your documents accordingly.



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

- If you have any **technical questions or problems**, please contact the International Office:
  - Infopoint International: Mo-Thu 11-13, Student Service Center A0-307
  - Team Förderprojekte: 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.