

Application for a PROMOS partial scholarship Instructions for students on the procedure in Mobility Online

The administrative process for applying for a PROMOS scholarship is carried out at Bielefeld University via the Mobility Online database.

These instructions explain the most important technical steps.

We wish you a profitable stay abroad!

Your International Office

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?identifizier=BIELEFE01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=PROMOS&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:

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 before 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 International Office in a "to do" list:

— Before the mobility - Application and registration			
✓	Online application	07.10.2025	Show/Change application
✓	Confirmation e-mail online-application	07.10.2025, Automatically generated	
✓	Online registration	07.10.2025	
□	Personal details completed		Complete personal data

After registering, complete your personal details (including your home address) in the portal.

Then download the emergency contact form and upload the document signed by your contact person.

Application documents

To complete your application, you must now upload the documents required for the respective type of mobility (study, internship, etc.) to Mobility Online one after the other until you reach the step 'Application being processed by the International Office':

✓	Confirmation of the host institution uploaded	07.10.2025, Anna Testanna_PROMOS_english	Upload confirmation of the host institution
✓	Learning Agreement template downloaded (for studies)	07.10.2025, Anna Testanna_PROMOS_english	Download Learning Agreement template
✓	Learning Agreement uploaded	07.10.2025, Anna Testanna_PROMOS_english	Upload Learning Agreement
✓	Transcript of Records (ToR) uploaded	07.10.2025, Anna Testanna_PROMOS_english	Upload Transcript of Records
□	Application being processed by the International Office		

Your application documents for PROMOS funding are complete and will be checked by the International Office.

After review by the International Office, you will receive either an acceptance or rejection. In the case of acceptance (without a specific scholarship amount yet), please accept the funding and provide your bank details for payment:

✓	Application selected for funding by International Office	07.10.2025, Anna Rusche	
✓	Nomination accepted/declined	07.10.2025, Anna Rusche	Accept/decline nomination
✓	Bank account completed	07.10.2025, Anna Rusche	Complete bank account

You will then receive your scholarship documents by email. Please upload the signed scholarship agreement:

✓	signed scholarship agreement uploaded	07.10.2025, Anna Rusche	Upload signed scholarship agreement
□	Necessary documents for funding are present at the International Office		

The IO will then pay out your grant.

After the mobility

After your mobility, you must upload the following documents to Mobility Online:

- Confirmation of Participation
- Experience report & consent form
- Transcript of Records of the host university

— After the mobility			
✓	Confirmation of Participation uploaded	07.10.2025, Anna Rusche	HERE: Upload Confirmation of Participation
✓	Experience report uploaded	07.10.2025, Anna Rusche	HERE: Upload experience report
The report will be checked by the International Office Bielefeld and then posted online on the website portal as uploaded by you. By uploading your report, you accept these terms.			
✓	Consent form for the report uploaded	07.10.2025, Anna Rusche	HERE: Upload consent form for the report
□	Transcript of Records of the host university uploaded		HERE: Upload Transcript of Records of the host university
□	Stay abroad finished		

Once your documents have been checked by the International Office, your stay abroad is officially finished.

Contact for technical questions or problems

- International Office, Bielefeld University
Team Förderprojekte
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