

## Application for Erasmus+ semester abroad in academic year 2025/26 with Mobility Online - Instructions for students

The application procedure for Erasmus+ semesters abroad at partner universities runs via the Mobility Online database.

In this application procedure (deadline for applications is 31 January 2025, the portal is expected to open on 10 January 2025), you can apply for an Erasmus+ semester abroad in winter semester 2025/26 and/or summer semester 2026. These instructions 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 create your application, you can find out about partner universities and existing collaborations on our world map:

[https://www.service4mobility.com/europe/PortalServlet?identifier=BIELEFE01&showPartner=0&showAll=0&sprache=en&preselectTab=ver\\_nav\\_button](https://www.service4mobility.com/europe/PortalServlet?identifier=BIELEFE01&showPartner=0&showAll=0&sprache=en&preselectTab=ver_nav_button)

The screenshot shows the 'Austauschmöglichkeiten' (Exchange Opportunities) section of the Mobility Online portal. It features a 'Vorselektion' (Preselection) panel on the left and a 'Karte' (Map) panel on the right. The 'Vorselektion' panel includes filters for 'Studienjahr' (Study Year), 'Programm' (Program), 'Studienrichtung' (Study Direction), 'Land' (Country), and 'Studienniveau' (Study Level). The 'Studienniveau' section has buttons for 'Bachelor', 'Master', and 'Doktoratsstudium'. A 'KEYWORD' search bar and a 'Suche starten' (Start Search) button are also present. The 'Karte' panel displays a map of Europe with several numbered location markers: 2 (green), 213 (orange), 7 (green), 6 (green), and 4 (green). A blue location pin is also visible on the map.

You can filter by study programmes, study levels, countries, etc. to find the partner universities that are suitable for you.



## The application form

The first step is to your application details in the application form:

[https://www.service4mobility.com/europe/BewerbungServlet?identifizier=BIELEFE01&kz\\_bew\\_pers=S&kz\\_bew\\_art=OUT&aust\\_prog=SMS&language=en](https://www.service4mobility.com/europe/BewerbungServlet?identifizier=BIELEFE01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&language=en)

The application form only be available online during the application period (from 10 January 2025 to 31 January 2025).

IMPORTANT: Under "Faculty" and "Study programme", please enter the Faculty you wish to use for your application in this form. The partner universities available for selection in the form are based on this information.

Enter your preferred host universities in order of priority in the form. You can select up to three universities (preferred university 1, 2 and 3)

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

Please state this further application truthfully in the form:

## Registration and completion of personal data

As soon as you have sent your application form, you will receive an automatically generated Email with the request to register in Mobility Online. Follow the corresponding instructions to register.

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

Approval takes you to the so-called "workflow", in which you have overview of the steps to be completed by you, the Faculty or the IO in a "to do" list:

Vor dem Aufenthalt - Bewerbung und Registrierung					
	Online Bewerbung	<input checked="" type="checkbox"/>	27.10.2022		<a href="#">Anzeigen/Ändern der Bewerbung</a>
	Bestätigungs-Email 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"/>			<a href="#">Hier: Eingabe der persönlichen Daten vervollständigen</a>

The next step is complete your personal data (including bank details and home address) in the portal.

## Upload the application documents

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

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

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

At the end, confirm that your documents are now complete and that you no longer wish to process them. This will send your documents 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	<a href="#">Hier: Tabellarischen Lebenslauf hochladen</a>	
Motivationsschreiben hochgeladen	<input checked="" type="checkbox"/>	03.11.2022	Testbewerber 4	<a href="#">Hier: Motivationsschreiben hochladen</a>	
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	<a href="#">Hier: Transcript of Records hochladen</a>	
Sonstige Unterlagen hochladen (optional)	<input type="checkbox"/>			<a href="#">Hier: Weitere Unterlagen (Sprachzeugnis, Empfehlungsschreiben o.Ä. hochladen)</a>	
Bestätigung erfolgt, dass Bewerbungsunterlagen vollständig vorliegen.	<input type="checkbox"/>			<a href="#">HIER: Vollständigkeit der Bewerbungsunterlagen bestätigen</a>	



## Selection process

After the deadline for applications on 31 January 2025, your Faculty will then review your application.

After a formal examination, the content selection and allocation process takes place, in which you either

- Receive an email **confirming** your place at one of your three universities of choice. You then confirm or decline the place in Mobility Online.
- Received a **cancellation** by email.
- You will receive an **alternative proposal** by email, which you must confirm or reject by email and then confirm again in Mobility Online.

After your successful application, you will be registered at the partner university by the International Office. In the following weeks, you will then receive further information on the next steps from the International Office, your Faculty and your partner university.

## Contact us

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