

# How to nominate Erasmus students at the University of Bonn?

## Information for incoming students and their Erasmus coordinators

**i** The nomination and application is one single process at the University of Bonn and is done via an online system.

### APPLICATION DEADLINES:

**1<sup>st</sup> May** for 1<sup>st</sup> semester (winter semester) or the full academic year  
**1<sup>st</sup> November** for 2<sup>nd</sup> semester (summer semester)

### [Instructions for nomination/application at the University of Bonn:](#)

Please understand that the International Office is only able to answer **questions that cannot be clarified by the registration guide and the following explanations.**

## Step 1: Student fills in his/her data for the online registration

The student follows the necessary steps for the registration. They are explained in the registration guide which can be found on our website, as well as other information and instructions:

[www.uni-bonn.de/erasmus-europe-in](http://www.uni-bonn.de/erasmus-europe-in) → Application

In case of technical problems contact

[incoming-assist@uni-bonn.de](mailto:incoming-assist@uni-bonn.de) or [erasmus-incoming@uni-bonn.de](mailto:erasmus-incoming@uni-bonn.de).

## Step 2: Coordinator signs the application form – student uploads it into account

- ✓ The student is asked to print the nomination form at the end of the registration process
- ✓ The Coordinator from the home university needs to sign the document
- ✓ The student uploads a scan of the signed nomination form into their Mobility-Online account at the University of Bonn until the application deadline, at the latest.

### Application Deadline

Winter Term: **May, 1<sup>st</sup>**

Summer Term: **November, 1<sup>st</sup>**

## Step 3: Confirmation Erasmus Departmental Coordinator Bonn

- ✓ If the student is accepted, they will receive a confirmation by the Erasmus Departmental Coordinator in Bonn usually within 4 weeks after the nomination deadline.
- ✓ Depending on the field of study, additional documents may be required (e.g. a certificate of language proficiency). The Departmental Coordinator will notify the student about this.

 Only after having received this confirmation, the student will have been **fully accepted as an Erasmus student** at the University of Bonn.

- ✓ 4-6 weeks after the application deadline, the **International Office will send further information** to the students on how to organise and prepare their arrival in Bonn.