

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:

15 May for 1st semester (winter semester) or the full academic year
1st November for 2nd 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 [this registration guide](#). All information and instructions can be found on our website as well:

https://www.uni-bonn.de/studying/international-students/erasmus/copy_of_how-to-apply

In case of technical problems contact

Lieselotte Brandis (incoming-assist@uni-bonn.de) or Carina Rong (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 his/her Mobility-Online account at the University of Bonn until the application deadline, at the latest.


Application Deadline

Winter Term: May, 15th

Summer Term: November, 1st

Step 3: Confirmation Erasmus Departmental Coordinator Bonn

- ✓ If the student is accepted, he/she will receive a confirmation by the Erasmus Departmental Coordinator in Bonn usually within 2-4 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.