



Erasmus+



# **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.**

## Nomination Deadlines:

**1<sup>st</sup> May**  
**1<sup>st</sup> November**

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

## Instructions for nomination/application at the University of Bonn:

### Step 1:

To register online, the student first needs to create a personal account. Then, he/she can fill in the [online application form](#).

RHEINISCHE FRIEDRICH-WILHELMS-UNIVERSITÄT

Welcome

Procedure

**My application** ←

Housing

Contact

### Login

Please log in with your username and password.

Login

Username

Password

cancel

login

Forgotten your user name or password? [Please click here.](#)

**Are you not yet registered?**

If you have not yet registered, do so now in order to generate a user name and password.

register

 ←

## Step 2:

The student needs to log in to his/her personal account, complete the online form and provide all relevant data. After finalizing the application, the form needs to be transmitted with the button "send".

RHEINISCHE FRIEDRICH-WILHELMS-UNIVERSITÄT Example Logout de

Welcome  
Procedure  
My application  
Personal data  
Previous studies  
Your Studies in Bonn  
Language skills  
Consent  
Housing  
Contact

### My application

Please complete the application form with all the information required. Click on "edit" to fill out a form part.

❖ Personal data (Incomplete)	edit	view
::: Current studies (To be completed)	edit	
::: Your Studies in Bonn (To be completed)	edit	
::: German language skills (To be completed)	edit	
::: Declaration of consent (To be completed)	edit	

Once all compulsory form fields are completed, the button "send" appears with which you can submit your application. You can close your application at any time and continue it at a later stage. To do so click in this case on "close". Your application will then be automatically saved.

close



- It is possible to save the application form to work on it at a later stage.
- If mistakes were made, it is possible to fill in/submit a new application.
- **Make sure that all the data provided is correct, especially the e-mail address, because all further information will be sent via e-mail!**

## Step 3:

- The application will be created as a PDF document.
- **The student prints the online form, signs it and gets it signed by his/ her ERASMUS coordinator at his/her home university.**

## Step 4 to finalize the nomination (=application)

The ERASMUS coordinator or the student sends the signed print out (by scan/fax/post) to the according ERASMUS departmental coordinator at the University of Bonn by the above mentioned application deadlines.



- We cannot accept nominations after the mentioned deadlines. **The date of receipt at the ERASMUS departmental coordinator at the University of Bonn is critical, not the date of submitting the online application!**
- Application forms should **not** be sent to the International Office!
- Depending on the field of study, additional documents may be required (for example a certificate of language proficiency). The ERASMUS coordinator at the home institution should be able to provide this information.

## Step 5:

The application will be assessed by the ERASMUS departmental coordinator and, if accepted, the student will receive a confirmation by the ERASMUS departmental coordinator in Bonn usually within 2-4 weeks after the nomination deadline



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

## Step 6:

Four to six weeks after the application deadline, the International Office will send further information to students on how to organize and prepare their arrival in Bonn.