

# Study On, Ukraine!

## Step by Step Application Guide



**Step 1:** Register in Mobility Online with this [ONLINE FORM](#)

Application for a student exchange

FH Bielefeld  
University of Applied Sciences

All fields marked with (\*) must be completed.

**Application data**

Exchange programme: Erasmus SMS

Academic year: 2022/2023

Start semester: WiSe 2022/23

Duration of stay in semesters: 1

from: 01.09.2022

to: 28.02.2023

**Personal data**

Student ID: \*

First name(s) (according to your passport): \*

Last name(s) (according to your passport): \*

Sex:  Male  Female  Transsexual  Other \*

Date of birth (dd.mm.yyyy): \*

Place of birth: \*

Country of birth: <- Please select -> \*

Nationality: <- Please select -> \*

E-mail address: \*

Same e-mail address for verification: \*

## TIPS FOR REGISTRATION

1. **Exchange Programme:** Ukraine Programme
2. **Academic Year:** 2021/2022
3. **Start Semester:** SoSe 2022 (01.03.-31.08.2022)
4. **Home Coordinator:** Your contact at the Ukraine University
5. **Fields marked with\*:** **MUST be filled in**, others are optional.

## Gaining Access to Mobility Online

Step 2: Finish the online form by clicking "Send Application".

Step 3: Receive automated e-mail with Mobility Online username and password. Follow link.

Step 3: Login via this [website](#):



# Finishing your Application

Your Mobility Online Workflow has 2 sides:

## LEFT

Here you will find what you need to do to finish your application.

After every step, another red box will turn green.

## RIGHT

Here are the links you need to follow to complete a step on the left.

The first one will be: "Complete entering personal details".

The screenshot shows a table with columns: Necessary steps, Done, Done on, Done by, and Direct access via following link. The first two rows are completed, with green checkmarks in the 'Done' column. Below the table, there are instructions and information for students, including a 'Good job!' message and an 'Important!' note about travel insurance. At the bottom, there are three rows of tasks with red boxes in the 'Done' column, indicating they are not yet completed.

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Registration finished	<input checked="" type="checkbox"/>			<a href="#">Display/Change application data</a>
Personal details completed	<input checked="" type="checkbox"/>			<a href="#">Complete entering personal details</a>
<b>Good job!</b> You have already completed the first steps. Whenever you have finished a new step the checkbox will turn green. Please upload the documents in the given order. Please make sure that your health insurance covers your stay in Germany. You will have the opportunity to apply for German health insurance in your first week in Bielefeld. If you would like to make use of that option, kindly insure cover upon arrival in Germany.				
<b>Information for Turkish/Serbian/Tunisian students:</b> There is an agreement between Germany and your country to cover insurance during your stay. Please make sure to hand in papers about this agreement. If you stating "I hereby commit to uploading my AT/11 insurance as soon as I receive it."				
<b>Important:</b> Travel Insurances do not cover your studies in Germany and are not accepted. Private insurances often do not cover all expenses for your stay and must be checked by the host institution to see if they are suit				
<input type="checkbox"/> Health Insurance uploaded	<input type="checkbox"/>			<a href="#">Upload Health Insurance</a>
Passport uploaded	<input type="checkbox"/>			
Transcript of Records uploaded	<input type="checkbox"/>			

**Step 1:** Enter your personal details

**Step 2:** Upload your health insurance/Refugee Status

**Step 3:** Upload your passport/ID

**Step 4:** Upload your Transcript of Records or Enrolment Confirmation of your Ukrainian University

**Step 5:** Download the template for a learning agreement and choose courses you are interested in taking.

**Step 6:** Upload your Learning Agreement

# FINISHED.

Your application is finished. We will now check your papers. If your papers are all there, you will receive information on how to finalize your enrolment:

You will be enrolled as a student once you have paid the semester contribution of 320 €. We will send you the bank info. From a European bank account, the transfer is free. We suggest that you transfer as fast as possible so you can receive your university login-data and take part in uni life at Bielefeld UAS.