

Instructions for Mobility-Online – Application for Financial Aid

Step 1: Click on the registration link:

English	https://www.service4mobility.com/europe/BewerbungServlet?identifier=REGENSBURG02&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=BEI&sprache=en
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Step 2: Fill out the application form:

Application for a student exchange
for exchange program Grant

OTH
REGENSBURG

All fields marked with (*) must be completed.

1 Application details

2 Personal data

3 Residence and Employment Information

4 Marital status

5 Details about the Parents

6 Current higher education

7 Previous higher education

8 Information on the financial situation

9 Requested funding and current application status

10 Personal obligation

Application details

Type of application *
☐ Incomings ☒ Outgoings

Type of person *
☒ Students/Trainees ☐ Teachers

Exchange programme
Grant

Academic year *
2024/2025

Application semester *
<-- Please select -->

powered by
MOBILITY-ONLINE

Cancel application Continue

Once you have filled in all fields and submitted your application, the following message will appear:

1 Action successful!

Thank you filling out your online form. You will receive further information by email

Close

Step 3: Check your student email account (firstname.lastname@st.oth-regensburg.de) and wait for an email from noreply@sop.co.at:

Ihre Online-Bewerbung - Registrierungsbestätigung

Von: OTH Regensburg <noreply@sop.co.at> Im Auftrag von service-international-office@oth-regensburg.de

Gesendet: Mittwoch, 17. September 2025 15:20

An: vorname.nachname@st.oth-regensburg.de

Betreff: Ihre Online-Bewerbung - Registrierungsbestätigung

Sehr geehrte Frau **Nachname**,

Sie haben sich erfolgreich bei unserem Online-Bewerberportal von Mobility-Online registriert.

Bitte Loggen Sie Sich jetzt ein und vervollständigen Sie Ihre Personenstammdaten, ansonsten kann Ihr Bewerbung nicht weiter bearbeitet werden!

Den **Link** zum Mobility Online **Login** finden Sie am **Ende dieser Mail**. Um sich einzuloggen (um zum Beispiel Änderungen an der Bewerbung vorzunehmen) müssen Sie immer diesen Link verwenden!

Bei Fragen zu Ihrer Bewerbung in Mobility Online wenden Sie sich bitte an service-international-office@oth-regensburg.de.

Mit freundlichen Grüßen

Ihr International Office

Login: vorname.nachname_1@st.oth-regensburg.de

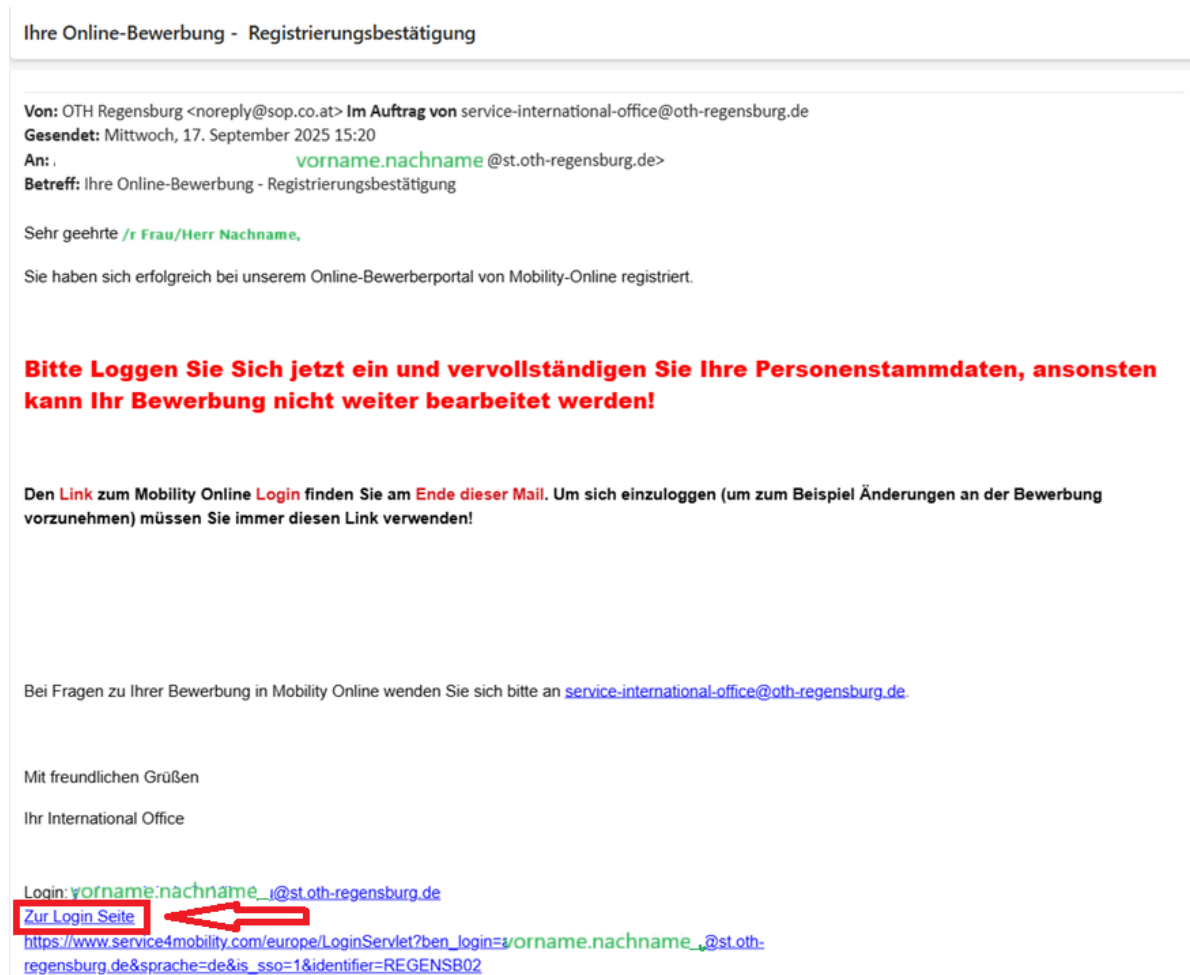
[Zur Login Seite](#)

https://www.service4mobility.com/europe/LoginServlet?ben_login=vorname.nachname_1@st.oth-regensburg.de&sprache=de&is_sso=1&identifier=REGENSB02

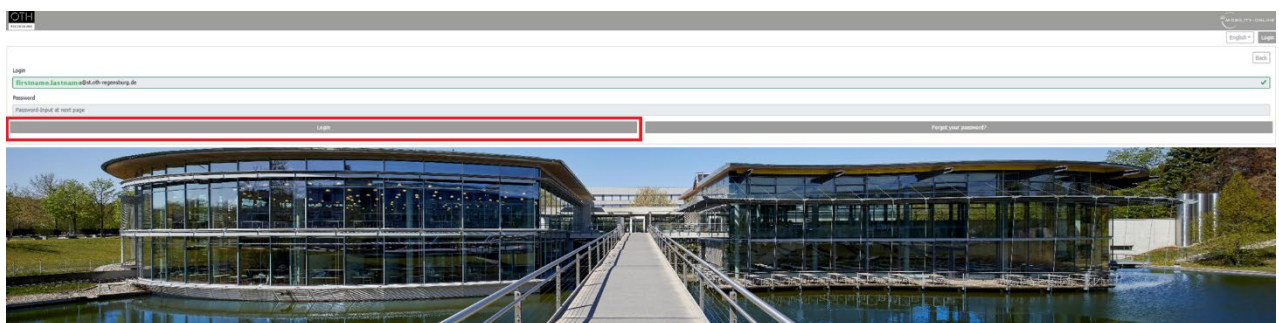
Step 4: Log in to Mobility Online using the link in the email in step 3 and complete your personal data.

IMPORTANT! Incomplete applications will not be processed.

a) Click on the link in the email:



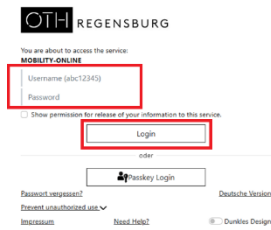
b) Do not fill in the password here, but click the “Login” button:



c) Enter your student RZ code (*abc12345*) and password:

<https://sdp.hs-regensburg.de/dp/profile/SAML2/Redirect/SSO?execution=e1s1&lang=en>

88



OTH REGensburg

You are about to access the service:

MOBILITY-ONLINE

Username (abc12345)

Password

☐ Show permission for release of your information to this service

Login

or

Key Login

Passwort vergessen?

Present unauthorized use

Impressum

Need Help?

Deutsche Version

© Dunkles Design

Step 5: Fill out the personal data

a) First, click "Continue to change":

Applications outgoing

Design-Mode disabled Display

Personal details

Permanent address details

Current address details

Bank details

Personal details

Last name * Second surname *

First name * First name (official)

Gender * ☐ Male ☐ Female ☐ Diverse ☐ Other Date of birth *

E-mail address * Nationality *

firstname.lastname@st.oth-regensburg.de

Second nationality Communication language *

Tax-ID *

Back Read data from 3rd party system Forward to update

b) Then fill in all fields: personal information, home address, study address, and bank details. Then click "Make changes."

Applications outgoing

Design-Mode disabled Display

Personal details

Permanent address details

Current address details

Bank details

Personal details

Last name * Second surname *

First name * First name (official)

Gender * ☐ Male ☐ Female ☐ Diverse ☐ Other Date of birth *

E-mail address * Nationality *

firstname.lastname@st.oth-regensburg.de

Second nationality Communication language *

Tax-ID *

Back Read data from 3rd party system Forward to update

Step 6: Upload the required documents to the application process work-flow.

Query application work flow

Applicant details

Last name: _____ Study program: _____
 First Name: _____ Country of the university (1): _____
 Date of birth (dd.mm.yyyy): _____
 Country of currently attending university: _____
 Currently attending university: OTH - Ostbayerische Technische Hochschule Regensburg

Necessary steps

Necessary steps	Done	Done on	Done by	Direct access via following link
Confirmation E-Mail application	☒	17.09.2025	Automatically generated	
Online registration	☒	17.09.2025		
Personal Data	☒	17.09.2025	Andromeda-Ludmila Liberlou	Complete personal data
Upload current enrolment certificate	☐			Upload enrolment certificate
Upload transcript of records (Notenspiegel)	☐			
Upload statement describing your personal situation	☐			
Upload copy of passport or ID	☐			
Upload copy of visa/residence permit	☐			
Upload bank statements for the last 3 months	☐			

After this step, your documents will be reviewed by the International Office. Please be patient and wait for our feedback.
 If additional optional steps apply to you, please complete them before uploading your bank statements. Please note that incomplete applications cannot be accepted.

The optional steps/documents are only required if they apply to your personal situation.
 Please only upload relevant documents if you have provided information in your application that relates to a specific life situation.
 In this case, you are required to provide appropriate documentation to support your information.

Upload birth certificate(s) of your child(ren) (optional) ☐
 Upload proof of single parent status (optional) ☐
 Upload medical certificates / health documentation in German or English (optional) ☐

Upload individual documents in PDF format:

Allocation of documents

Back Create

Upload current enrolment certificate

Upload name
 Immatrikulationsbescheinigung aktuell

Allowed file types
 All file types allowed

File

Drag your files here
 Or Search files

Back Create

Step 7: Wait for the International Office's decision once all documents have been uploaded. The decision will be sent to your student email address.