


Instructions for Mobility Online

Step 1: Click on the registration link:

Deutsch	https://www.service4mobility.com/europe/BewerbungServlet?identifizier=REGENSB02&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=STIBET&sprache=de
English	https://www.service4mobility.com/europe/BewerbungServlet?identifizier=REGENSB02&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=STIBET&sprache=en

Step 2: Fill out the application form:

Application for a student exchange
for exchange program STIBET



All fields marked with (*) must be completed.

- 1 Application details
- 2 Personal data
- 3 Residence and Employment Information
- 4 Current higher education
- 5 Previous higher education
- 6 Information on Scholarships and Funding
- 7 Information on the financial situation
- 8 Requested funding and current application status
- 9 Personal obligation

Application details

Type of application *
 Incomings Outgoings

Type of person *
 Students/Trainees Teachers

Exchange programme
STIBET

Academic year *
2026/2027

Application semester *
<-- Please select -->

Which STIBET scholarship are you applying for? *
<-- Please select -->

Scholarship for more equal opportunities: You have to overcome special challenges during your studies (e.g. refugees, people with disabilities, people with chronic illnesses, people with special care situations for children (0 - 12 y.o.) or family members in need of care). Scholarship for special commitment: You can demonstrate outstanding commitment in an international context (including voluntary work). Scholarship for graduation: A successful graduation is expected within 12 months.

powered by
MOBILITY-ONLINE

Cancel application Continue

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

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

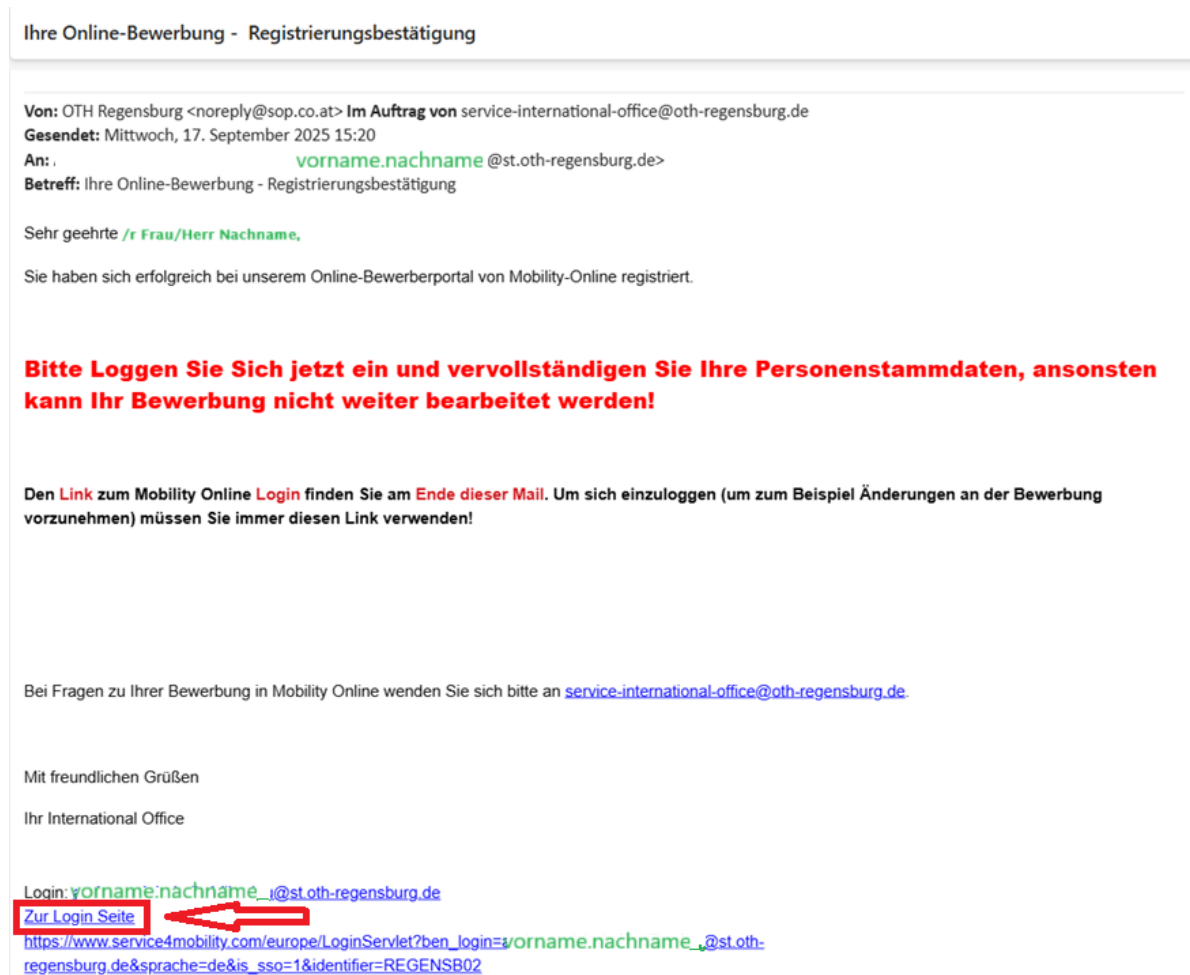
[Zur Login Seite](#)

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

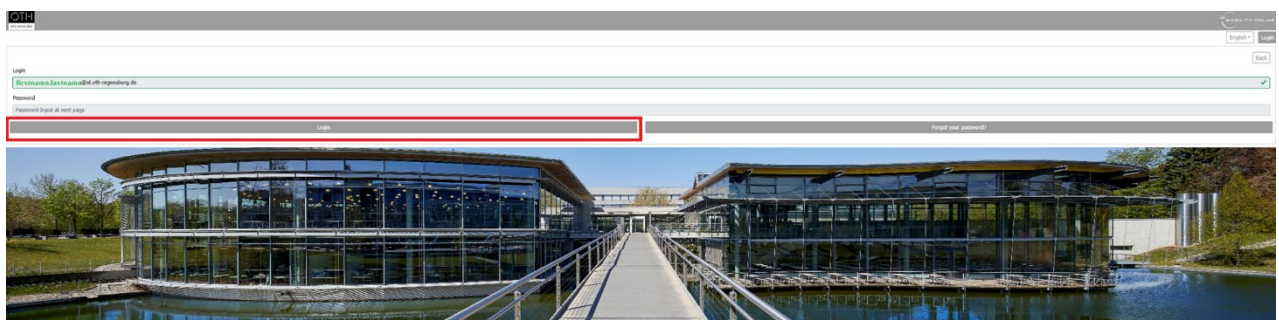
Step 4: Log in to Mobility Online using the link in the email in step 3 and complete your personal data.

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 (abc7890①) and password:

OTH REGENSBURG

You are about to access the service:

MOBILITY-ONLINE

Username (abc7890)

Password

Show permission for release of your information to this service.

oder

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 *

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 *

Second nationality Communication language *

Tax-ID *

Back Read data from 3rd party system **Forward to update**

Step 6: Upload required documents to the application process workflow.

Applicant details

Last name Studentin	Study program International Relations and Management - 84 IR -[H 20222 - P V 1]
First Name Test	
Date of birth (dd.mm.yyyy) 01.01.2000	
Country of currently attending university Germany	
Currently attending university OTH - Ostbayerische Technische Hochschule Regensburg	

Application workflow

✓ Confirmation email for online application	09.01.2024, Automatically generated	
✓ Online registration	09.01.2024	
✓ Personal Data	15.01.2024, Test Studentin	Complete personal data
<input type="checkbox"/> Upload current enrollment certificate		Upload enrolment certificate
<input type="checkbox"/> Upload transcript of records (Notenspiegel)		
<input type="checkbox"/> Upload statement describing your personal situation		
<input type="checkbox"/> Upload copy of passport or ID		
<input type="checkbox"/> Upload copy of visa/residence permit		
<input type="checkbox"/> 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.

<input type="checkbox"/> Upload birth certificate(s) of your child(ren) (optional)
<input type="checkbox"/> Upload proof of single parent status (optional)
<input type="checkbox"/> Upload medical certificates / health documentation in German or English (optional)
<input type="checkbox"/> Proof of Voluntary Work (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.

Step 8: (if funded): If you receive funding, you will receive a confirmation at your student email address with further information as well as a grant agreement (Stipendienvereinbarung). You must review this agreement, correct the details if necessary, and then sign it.

Afterwards, please upload the signed document again to Mobility Online.

Application workflow		
✓ Confirmation email for online application	09.01.2024, Automatically generated	
✓ Online registration	09.01.2024	
✓ Personal Data	15.01.2024, Test Studentin	Complete personal data
✓ Upload current enrolment certificate	16.04.2026, Anastasia Durygina	Upload enrolment certificate
✓ Upload transcript of records (Notenspiegel)	16.04.2026, Anastasia Durygina	Upload transcript of records (Notenspiegel)
✓ Upload statement describing your personal situation	16.04.2026, Anastasia Durygina	Upload statement describing your personal situation
✓ Upload copy of passport or ID	16.04.2026, Anastasia Durygina	Upload copy of passport or ID
✓ Upload copy of visa/residence permit	16.04.2026, Anastasia Durygina	Upload copy of visa/residence permit
✓ Upload bank statements for the last 3 months	16.04.2026, Anastasia Durygina	Upload bank statements for the last 3 months
<p>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.</p>		
<p>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.</p>		
<input type="checkbox"/> Upload birth certificate(s) of your child(ren) (optional)		Upload birth certificate(s) of your child(ren) (optional)
<input type="checkbox"/> Upload proof of single parent status (optional)		Upload proof of single parent status (optional)
<input type="checkbox"/> Upload medical certificates / health documentation in German or English (optional)		Upload medical certificates / health documentation in German or English (optional)
<input type="checkbox"/> Proof of Voluntary Work (optional)		Upload proof of Voluntary Work
<input type="checkbox"/> STIBET Stipendienvereinbarung		unterschiedene STIBET Stipendienvereinbarung hochladen