

## Instructions—applying International Summer School

Dear Student,

These instructions explain exactly how to apply online for the International Summer Schools. For questions related directly to the scholarship and application procedure, please email [international-summer-school@uni-hamburg.de](mailto:international-summer-school@uni-hamburg.de)

Fill out the application form and then click “Sent application”



How did you learn about our summer school?

- professors / lecturers
- Universität Hamburg Department of International Affairs
- DAAD
- internet
- flyer / brochures
- information event
- postings
- newsletter / email
- other \*

How did you learn about our summer school?  \*

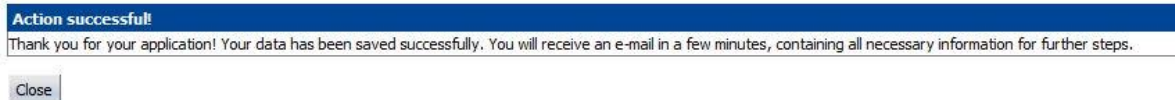
Others

Cancel application

**MOBILITY-ONLINE**  
powered by

Send application

A window will appear with the following text, and an email will be sent to you



**Action successful!**  
Thank you for your application! Your data has been saved successfully. You will receive an e-mail in a few minutes, containing all necessary information for further steps.

Close

Follow the instructions in this email

Dear Ms. Test,

Thank you for your application.

Register now using our online application portal *Mobility-Online*. Just use the link at the end of this email. To create a user account, please select a username and password.

**The password you select must be at least 6 characters long and contain at least 1 number and uppercase letter!**

Your application can only be processed after a successful registration and after completing all the required data.

With kind regards,

Your International Summer School Team

[To register for Mobility-Online, please click on this link](#)

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

[https://www.service4mobility.com/europe/RegistServlet?bew\\_reg\\_nr=929487794&kz\\_bew\\_art=IN&kz\\_bew\\_pers=S&aust\\_prog\\_id=5748&spr\\_id=579](https://www.service4mobility.com/europe/RegistServlet?bew_reg_nr=929487794&kz_bew_art=IN&kz_bew_pers=S&aust_prog_id=5748&spr_id=579)

To register, enter your date of birth and click “Continue”

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number	<input type="text" value="929487794"/>	*
Date of birth (dd.mm.yyyy)	<input type="text" value="09.09.2000"/>	*  Today

English

Then select a login name and password. You will need this login information to log into Mobility Online in the future.

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number	<input type="text" value="929487794"/>	*
Date of birth	<input type="text" value="09.09.2000"/>	

Step 2 of 2 - Input User Name and Password

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).

Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.

Login	<input type="text" value="TestSummerSchools"/>	
Password	<input type="password" value="....."/>	
Repeat password	<input type="password" value="....."/>	

After registration has been completed, the following window will open, and you will receive the following email. You may now log in to Mobility Online and edit your application.

**Step 1 of 2 - Input Registration number**

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number  \*  
Date of birth

**Step 2 of 2 - Input User Name and Password**

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).

Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.

Login   
Password   
Repeat password

**Registration successful**

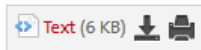
Your registration was successful.

By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.



**Action successful!**



Dear Ms. Test,

Thank you for your application for the international summer school at Universität Hamburg.

You have successfully registered and can use your login-data now. You can login at any time to check your status and change your application.

The login info and the link for future access to the web portal can be found at **at the end of this e-mail**.

Furthermore please use only the specified link in this e-mail. The link to the application form and the link to the portal for editing the application are different.

Please complete your personal master data by clicking on "Complete/change personal details" button and upload the required documents.

With kind regards,  
Your International Summer School Team

Login: TestSummerSchools

[Login](#)

[https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=HAMBURG01&ben\\_login=TestSummerSchools](https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=HAMBURG01&ben_login=TestSummerSchools)

To log in, click the link in the email, or click on the link below:

[https://www.service4mobility.com/europe/LoginServlet?org\\_id=89&sprache=de&isEmbedded=0&loginType=S&identifier=HAMBURG01](https://www.service4mobility.com/europe/LoginServlet?org_id=89&sprache=de&isEmbedded=0&loginType=S&identifier=HAMBURG01)

This will open the following window: Please enter the login information you provided during registration.

U+H  
Universität Hamburg  
DER FORSCHUNG | DER LEHRE | DER BILDUNG

MOBILITY-ONLINE

Language: English

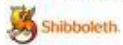
Login: TestSummerSchools

Password: ●●●●●●

Close Reset Login Forgot your password?

Universität Hamburg | 20148 Hamburg, Mittelweg 177, Deutschland  
Tel +49 40 42838-0 | [io@uni-hamburg.de](mailto:io@uni-hamburg.de) | <http://www.uni-hamburg.de/>

Alle **Outgoings** der Universität Hamburg mit bestehenden Bewerbungen müssen sich mit dem Benutzernamen und Passwort Ihres Hochschul-Accounts der Universität Hamburg bei Mobility Online anmelden. Hier geht's zum [LOGIN](#)



Click on the link “Complete / change personal details” to add or modify your personal details. In the following window, click “Create” to add or modify personal details such as your address and telephone number.

**Application workflow**

Applicant details	
Family name	Test
First name	Bewerbung
Date of birth (dd.mm.yyyy)	09/09/2000
Country of the home institution	China
Home institution	CNSHANGHA02 - Fudan University
Host country	Germany
Host institution	HAMBURG01 - Universität Hamburg
Summer School	Biological Transitions

**Necessary steps**      Done      Done on      Done by      Direct access via following link      2 / 14

**General**      0 / 1

**Application and Registration**      2 / 3

Please complete your personal master data here by clicking on "Complete/change personal details" button. Then click on the section "application documents" to upload the documents.

Online application	<input checked="" type="checkbox"/>	10.01.2019	Bewerbung Test	<a href="#">Show/Change application</a>
Online registration	<input checked="" type="checkbox"/>	10.01.2019	Bewerbung Test	
Personal details completed	<input type="checkbox"/>			<a href="#">Complete/change personal details</a>

**Application documents**      0 / 8

**Personal details**

[Back to the application workflow](#)   [Create](#)

**Personal details**

Last name: Test

First name: Bewerbung

Academic title:

Gender:  Male  Female

Date of birth: 09.09.2000

E-mail address: Sandra.Hoengen@uni-hamburg.de

Nationality: Germany

Communication language: English

**Permanent address details**

Street: street

P.O.Box:

Country: Germany

Post code: 12345

City: Hamburg

Telephone number: 12345676

Mobile phone number:

**Current address details**

[Copy permanent address](#)

c/o:

Street: way

Additional address information:

Country: Germany

Post code: 54321

City: Bochum

Telephone number: 12345676

[Back to the application workflow](#)   [Create](#)

Click “Create” to confirm and “back to the application workflow” in the next view.

**Action successful!**  
Your personal data have been stored successfully.

Back to the application workflow

Once you have updated your personal details, you can upload the documents needed to apply for the International Summer School. Click on the link to the right to upload the first document.

The screenshot shows a progress bar at the top with 'Necessary steps' and '3 / 14'. Below it, the 'Application documents' section is expanded, showing a list of documents to be uploaded. An orange arrow points to the 'Upload CV' link.

Necessary steps	Done	Done on	Done by	Direct access via following link
General	0 / 1			
Application and Registration	3 / 3			
Application documents	0 / 8			

Please complete your personal master data here by clicking on "Complete/change personal details" button. Then click on the section "application documents" to upload the documents.

Online application	<input checked="" type="checkbox"/>	10.01.2019	Bewerbung Test	Show/Change application
Online registration	<input checked="" type="checkbox"/>	10.01.2019	Bewerbung Test	
Personal details completed	<input checked="" type="checkbox"/>	15.01.2019	Bewerbung Test	Complete/change personal details

Please upload the the indicated applications documents one after another before the application deadline. Permitted formats: pdf, gif, jpeg, jpg, png

Only applications completed in full and submitted by the deadline will be considered in the next application round.

- CV uploaded [Upload CV](#)
- Short motivational statement (200- 250 words) uploaded
- Upload Transcripts of Records with grade point average (GPA)
- Language certificate or proof that you are/were enrolled on an English-language study program uploaded
- Accommodation

A window will then open in which you can search for your documents and upload your curriculum vitae (possible formats: PDF, GIF, JPEG, JPG, PNG). When you have selected the desired file on your computer, click on “Create.”

The screenshot shows a dialog box for uploading a document. The 'Upload name' is 'Curriculum vitae', the 'Owner' is 'Ostkhgkg, test', and the 'File' is 'test.pdf'. An orange arrow points to the 'Create' button.

Upload name: Curriculum vitae

Owner: Ostkhgkg, test

File: test.pdf

Cancel Create

Repeat this procedure to upload the other documents, one by one.

After uploading all necessary documents you can enter the accommodation information by clicking “Specify accommodation details” and Forward to update” in the next window.

**Application documents** 4 / 8

Please upload the the indicated applications documents one after another before the application deadline. Permitted formats: pdf, gif, jpeg, jpg, png

Only applications completed in full and submitted by the deadline will be considered in the next application round.

CV uploaded	<input checked="" type="checkbox"/>	15.01.2019	Bewerbung Test	<a href="#">Upload CV</a>
Short motivational statement (200- 250 words) uploaded	<input checked="" type="checkbox"/>	15.01.2019	Bewerbung Test	<a href="#">Upload Short motivational statement (200- 250 words)</a>
Upload Transcripts of Records with grade point average (GPA)	<input checked="" type="checkbox"/>	15.01.2019	Bewerbung Test	<a href="#">Transcripts of Records with grade point average (GPA) uploaded</a>
Language certificate or proof that you are/were enrolled on an English-language study program uploaded	<input checked="" type="checkbox"/>	15.01.2019	Bewerbung Test	<a href="#">Upload language certificate or proof that you are/were enrolled on an English-language study program</a>
Accommodation	<input type="checkbox"/>			<a href="#">Specify accommodation details</a>

Select your package, click “Hereby I confirm the correctness of the above information. The payment is due after the confirmation of participation” and confirm with a click “Update”

**Applications outgoing** Update

Cancel Update

**Interne Bemerkungen**

Program Fees - Accommodation - Global Modernisms and Biological Transitions

Package A: 4-week program incl. accommodation at the B&B Hotel Altona (single room: 27 nights and 27x breakfast) - Program Fees 2.750 EUR  
 Package B: 4-week program incl. accommodation in a shared 3 bedroom apartment - Program Fees 2.200 EUR  
 Package C: 4-week program without accommodation - Program Fees: 950 EUR

Hereby I confirm the correctness of the above information. The payment is due after the confirmation of participation.

Cancel Update

P.S. If you want to cancel your application, click “Cancel your application” in the “General” tab. Please note, however, that this cancellation is irrevocable.

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>General</b> 8 / 24				
Cancel your application (irrevocable)	<input type="checkbox"/>			<a href="#">Cancel your application (irrevocable)</a>
printed application form	<input type="checkbox"/>			<a href="#">Print application form</a>
<b>Bewerbung und Registrierung</b> 5 / 5				

Please complete your personal master data here by clicking on "Complete/change personal details" button after you confirmed that you read and accepted the funding conditions for a degree