

# Nomination procedure for partners

Nominations must be submitted via our Mobility Online portal. If you have already registered in the past, you do not need to register again. You can simply log in at any time and proceed with the nomination. For future nominations, you only need to access the nomination form via the link provided below.

If you are not registered yet, please contact us!

Nominations are only possible during the designated nomination/application periods:

- Winter semester: 1 March – 15 June
- Summer semester: 1 November – 15 January

If no active nomination period is available at the moment, this will be indicated by an error message in the system.

Should there be any changes regarding the individuals responsible for nominations at your institution, please feel free to inform us by email, specifying the name and email address of the person who should receive the registration invitation.

## Nominate your students:

1. Click the button below to begin the nomination, or copy and paste this link (<https://www.service4mobility.com/europe/login?identifier=BREMEN04&sprache=en>) into your browser.
2. Enter your credentials and log in
3. If the nomination form is not already visible, open it by clicking on *My Mobility-online > Nomination form* on the left side of the page.
4. After entering the student information confirm your nomination by clicking on the button 'create application'
5. If you wish to nominate more than one student, please repeat the process starting at step 3

[Click here to start nomination](#)

## Application procedure for students

Once we have received the nomination, we will review it. You will be informed of the decision in a timely manner. If the nomination is accepted, the student will receive the necessary information on the application process. The next steps will be the actual application leading to the final decision on their admission.

## Any Questions?

If you have any further questions, please do not hesitate to [contact](#) us!