



Your stay at KU

Mobility Online · Complete each step in order

PHASE 1 | Complete your registration

- 1 ☐ **Submit the registration form**
Complete and submit the online form, including all required personal details.
[Register here](#)
- 2 ☐ **Create your username and password**
Open your registration confirmation email. Click the link at the very bottom of the email and create your personal username and password.
- 3 ☐ **Log in and upload proof of contact with your KU host**
Log in to Mobility Online using your new username and password. Upload an invitation from your host chair or research institute, or relevant email correspondence with your KU host saved as a PDF file.
[Log in to Mobility Online](#)
- 4 ☐ **Wait for approval**
The Welcome Center will review and approve your registration. Wait for the approval email before continuing to Phase 2.

PHASE 2 | Help us prepare your stay

- 5 ☐ **Log in and complete your housing information**
After receiving the approval email, indicate whether you need housing support. If you arrange your own accommodation, enter your local address in Eichstätt or Ingolstadt once confirmed.
[Log in to Mobility Online](#)
- 6 ☐ **Upload your ID card or passport**
Upload a clear copy of your national ID card or the personal details page of your passport. Complete this step before requesting services.
- 7 ☐ **Select your requested services**
Available services depend on the planned duration of your stay. A KU guest IT account and a University Library user card require a minimum stay of **14 days**.

All information and documents belong in Mobility Online.

Your stay is managed exclusively through the platform to support secure handling of your personal data and documents. Complete the required steps so we can prepare your stay.



Register



Log in