

## Short-term grants abroad (KWA grant)

# USER GUIDE FOR APPLICATIONS IN MOBILITY ONLINE

You can apply for a KWA grant (short-term grant abroad) via the **Mobility Online** tool. The registration link can be found on the website of the International Office, in the section Short-term grants abroad (KWA), under [→Organisation - Application](#).

### What is Mobility Online?

**Mobility Online** is an online mobility management program, which displays all the required steps for administering your application, from the application to the end of your stay. It is used throughout the entire process, ranging from the online application to the upload of the final documents. **Every applicant follows their individual workflow step by step. Therefore, you can always see the current step and what still needs to be done.** Moreover, you may need to take additional steps about which you are informed in the information sheets in the Mobility Online tool and notification e-mails.

### Logging in via the website of the International Office

You have to log in to the application system via Mobility Online using **your u:account UserID and password**. When logging in with your student account, your personal and study-related data are directly imported from **u:space** so that you do not have to enter them yourself. You log in via the [website of the International Office](#).

When clicking the links provided on the website of the International Office, you are prompted to enter your u:account user details. Login is based on the access protocol OAuth2, which gives Mobility Online access to your data. This additional authentication **guarantees that your data are secure**.

[Quicklinks](#)[OAuth2 an der Universität Wien](#) | [Ihr u:account](#) | [Passwort vergessen](#) | [Benutzungsordnung](#)

Sie sind hier: [Universität Wien](#) > [Auth](#)

### Login Universität Wien

u:account-UserID

u:account-Passwort

[Anmelden](#)


[Passwort vergessen?](#)

#### Kontakt

[ZID-Helpdesk](#)[Kontaktieren Sie uns](#)  
[Erreichbarkeit](#)

After logging in, you have to grant Mobility Online access to your data. Click the → **Genehmigen (Authorize)** button (at the bottom of the page).

## Genehmigung notwendig für mobility.univie.ac.at



• Administrative Kontakte: [os.cibis@univie.ac.at](mailto:os.cibis@univie.ac.at)

Sie werden zu folgender Seite weitergeleitet, wenn Sie **Genehmigen** klicken:  
<https://mobility.univie.ac.at/mobility/SOPCheckUWienServlet>

Zugriff erforderlich auf:

- mit meiner Identity einloggen
- grundlegende Profil-Information
- E-Mail-Adresse
- Geburtsdatum
- Matrikelnummer
- Nationalität
- Akademische Titel
- Privatadresse
- Inskribierte Studienrichtungen inkl. Semesteranzahl

Wenn Sie einzelne Kategorien abwählen, können Sie die gewählte Seite unter Umständen nicht nutzen.

Diese Entscheidung merken:

- Diese Entscheidung merken, bis ich sie widerrufe.
- Diese Entscheidung eine Stunde lang merken.
- Beim nächsten Mal wieder fragen.

Zugriff für mobility.univie.ac.at genehmigen?

### → Students having an employee account, please note:

If you also have an employee account (FirstName.LastName@univie.ac.at), please do not use this account, but sign in using your **student account**. Please also take into account the following: You cannot be logged in as employee and student in the same browser at the same time due to the → **single sign-on authentication** at the University of Vienna. If you are logged in with your employee account, you have to close all browser windows and sign in with your student account instead. You may also use another browser or your browser's incognito mode.

## Creating an application and registering in Mobility Online

After having logged in, you can create an application for the KWA grant (short-term grant abroad). Select the exchange programme → **Short-term grants abroad (KWA)**.



Application for a student exchange



All fields marked with (\*) must be completed.

Data concerning the application

Type of application	<input type="radio"/> Incomings <input checked="" type="radio"/> Outgoings *
Type of person	<input checked="" type="radio"/> Students <input type="radio"/> Teachers *
Exchange program	Kurzfristige Wissenschaftliche Auslandsstipendien *
Call	Call 1 (15.Oktober) *
Academic year	2022/2023 *

Personal data

Matriculation number	<input type="text"/>
Last name	<input type="text"/>
First name	<input type="text"/>
Gender	<input checked="" type="radio"/> male <input type="radio"/> female <input type="radio"/> other
Date of birth (dd.mm.yyyy)	<input type="text"/>
Age	<input type="text"/> *
E-mail	<input type="text"/> * ?
Same e-mail address for verification	<input type="text"/> *

Details of the receiving institution

Country	<-- Please select --> *
Receiving Institution	<-- No choice -->
Receiving institution	<input type="text"/> *
Street	<input type="text"/> *
ZIP Code	<input type="text"/> *
City	<input type="text"/> *
Größe des Unternehmens (Anzahl Beschäftigte)	<-- Please select --> *
Organisationstyp	<-- Please select --> *
Economic sector	<-- Please select --> *

Please check whether the receiving institution is already listed. If not, please fill in the corresponding fields in the "Details of the receiving institution" section.

Details of the stay

Start of the stay	<input type="text"/> *
End of the stay	<input type="text"/> *

Cancel



Send application



You must complete the entire application form. **Receiving institution:** If you are staying abroad at an international university, you can usually select it already from the menu. Please check if your university is listed in the menu before creating a new dataset for the university.

Please note that the **duration** of a KWA grant must be at least 14 days but no more than three months. The system checks this.

After completing all fields, click → **Send application**. You receive an e-mail containing a **registration confirmation** and **instructions on finalising your application** in Mobility Online. **Click the link in the e-mail to log in to Mobility Online again to finalise your application.**

## Contact and support

**International Office of the University of Vienna**

**Email:** [kwa@univie.ac.at](mailto:kwa@univie.ac.at)

**Tel:** 0043 1 4722 18201

**Web:** <https://kwa.univie.ac.at>