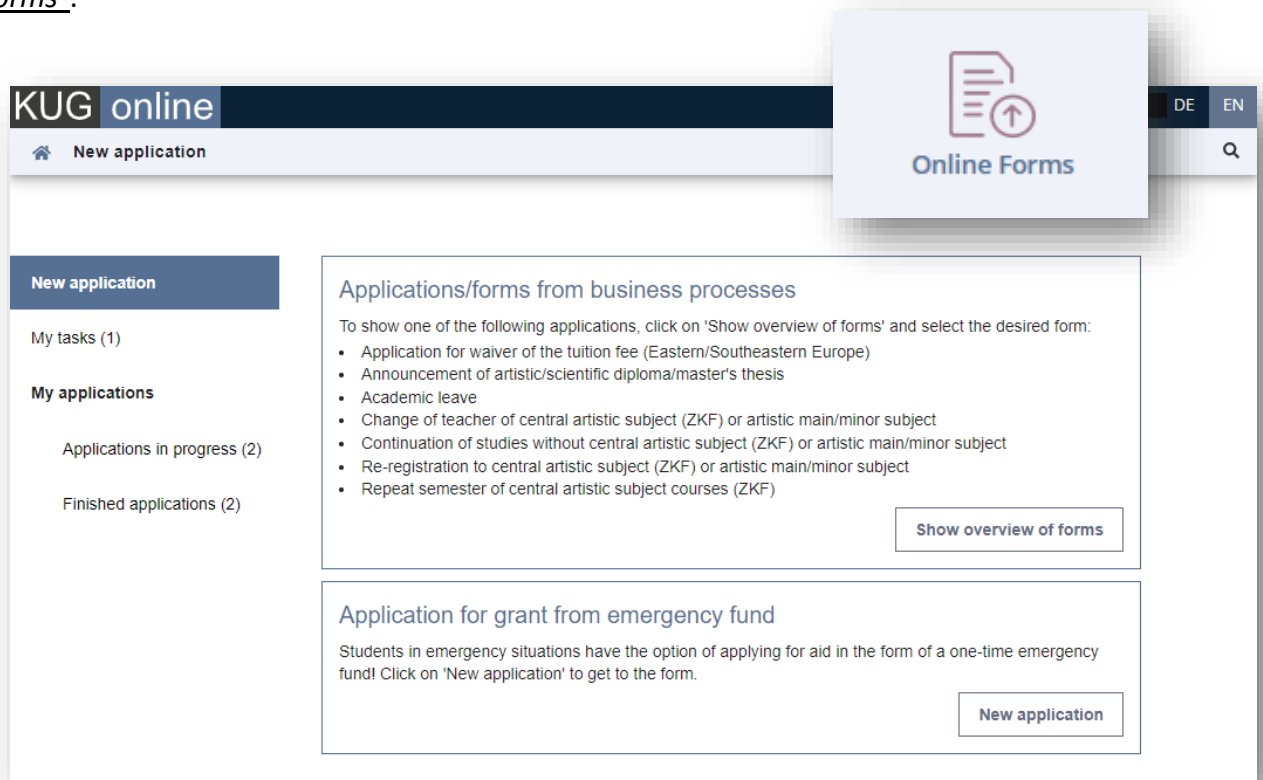# Online Forms

Application for grant from emergency fund

In the application *"Online Forms"* you can submit applications/forms relevant for your studies and see their processing status. To do so, log in to KUGonline and open the application *"Online Forms"*.
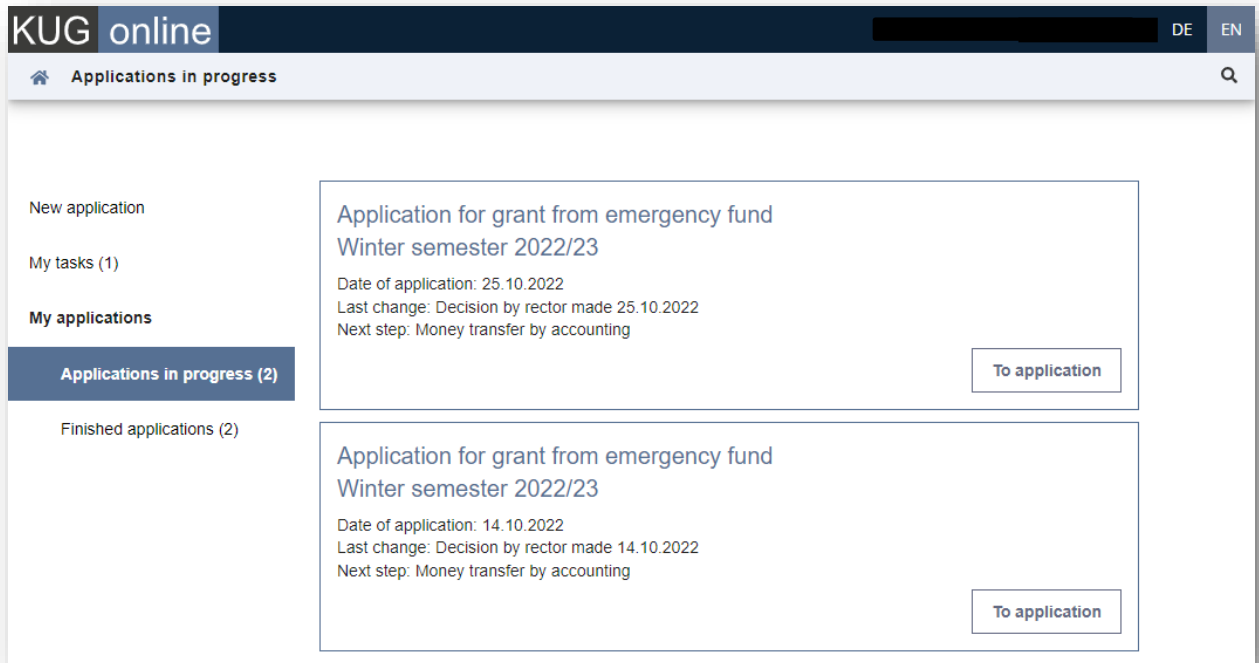

1. New application

To submit an *"Application for grant from emergency fund"*, open the menu item **"New application"** and click on the button *"New application"* at the desired form. Fill in the individual pages with the requested information:

- ■ Description of your financial emergency situation (text input or PDF).
- ■ Selection of the person who will submit a letter of recommendation for you.
  Don't forget to inform the desired person before submitting your application!
- ■ Enter your bank details.
  These will only be used in case of approval and will be treated confidentially.

With the buttons *"Next"* and *"Back"* you can scroll between the pages and adjust your entries. On the last page, please check your entries and submit the application by clicking the *"Send request"* button. From this point on, editing is no longer possible.

2. View submitted applications

Once you have sent the application, it is located under **"Applications in progress"**. There you can also see where the application is currently located and what the next steps are. By clicking on *"To application"* you can open it again and view the edits already made, e.g. the recommendation of the teacher.

As soon as a decision has been entered, you will be informed separately by e-mail.

Please note that all communication will take place via your KUGonline email address.

In the event of approval, your bank details will then be forwarded to the accounting department with the request for transferring the assured amount. Once this has been carried out, the application is considered completed and can be viewed in the menu item **"Finished applications"**.

Contact and support

If you have any questions, please contact notfallfonds@kug.ac.at.