

Uploads – before your scholarship starts



Please enter our **online portal** with your personal login credentials here:

➔ [Login to STIP-Online](https://asp.sop.co.at/stipendium/LoginServlet) (https://asp.sop.co.at/stipendium/LoginServlet)

If you have not yet registered, please **find the registration link** in the body of the e-mail containing your **Letter of Award**.

In case of any **technical difficulties or questions** regarding the online portal, please contact: stiponline-support@oead.at

You can find **useful information** and **contact details** in the **text box at the top** of the main page (please click on the little arrow to expand the information box).

Welcome to the online portal of the OeAD - For further information please click  

Our online portal gives you access to your personal data and scholarship documents:

Before and during your scholarship stay

- ↓ **upload** required documents
- ← **check** your **personal data**
- ← **download** documents (e.g. Letter of Award)

During and at the end of your scholarship stay

- ↓ **confirm** for Follow-up
- ↓ complete, print, sign and upload your **final report**
- ↓ share your **personal experience during your scholarship stay**
- ↓ add **keywords** with your scientific and study interests
- ↓ update your **personal data** and **your professional position after your scholarship stay**
- ↓ give consent that your current professional position is published within the [oead.map](#)
- ↓ give or revoke **consent**

You may update your profile at any time and authorize the transmission of your data and information.
 If you have any **(technical) problems or questions** in regard to this online portal, please contact us at: stiponline-support@oead.at.
 In case of **questions regarding the necessary steps or documents** please contact your OeAD Regional Office, for **questions regarding the optional steps** please write to alumni@oead.at.
 Your OeAD Team

You can find the **section to upload your documents (necessary steps)** below the information box on the main page:

The following steps should be completed before your scholarship period begins (max. 4 weeks prior): You may also upload documents after the start of your scholarship.				
Necessary steps	Done	Done on	Done by	Direct access via following link
Upload passport/ID	<input type="checkbox"/>			Upload
Upload health insurance	<input type="checkbox"/>			Upload
Upload visa/residence title	<input type="checkbox"/>			Upload
Bank account details	<input type="checkbox"/>			Fill out

1 Upload of Passport/ID

Please upload your **passport** (page with photo and name) or your **ID card** (both pages) and fill in the expiry date. Then press **save data**.

Upload passport or ID

? Please upload a copy of your **passport** (page with photo and name) or **identity card**.
For IDs, please merge both pages into one PDF and upload a single document. If you have two citizenships or a service passport, please upload both here.

Passport or ID file

No file(s) uploaded.

Passport valid until

01.12.2023 ✓

Remarks

Back Save data

2 Upload of Insurance

Please upload a copy of your **(travel) health insurance** and fill in the 'valid from' and 'valid until' fields. If your health insurance card does not have an expiry date, please enter the start and end date of your scholarship instead.

Add additional remarks if necessary. Then press **save data**.

Upload health insurance

? Please upload a copy of your **(travel) health insurance**. Your Regional Office will check this document. A valid health insurance is a precondition for the payment of your scholarship.
ATTENTION: If your current insurance has already been uploaded, please DO NOT upload it again!

Health insurance file

No file(s) uploaded.

Health insurance valid from

01.01.2023 ✓

Health insurance valid until

31.12.2023 ✓

Remarks

Back Save data



3 Upload of visa or residence permit (if applicable)



Please upload a copy of your **visa and/or residence title** and fill in the 'valid from' and 'valid until' fields. Add additional remarks if necessary. Then press **save data**.

If your visa or residence title expires, you can add a new file underneath the old document.

Upload visa / residence title

? If you have applied for and received either a **visa** or a **residence title**, please upload them here.
ATTENTION: If your visa or current residence title have already been uploaded, please do NOT upload them again!
Should your visa or residence title expire and you receive a new one, please upload them below the old document.

File Visa: No file(s) uploaded.  

Residence title file: No file(s) uploaded.  

Back **Save data**

4 Entry of bank account details (if applicable)

Please fill in your **bank account details** only if you have a SEPA bank account. Enter the name of the account holder (field is pre-filled with your name) and tick the box. Then press **submit bank account details**.

Please make sure to enter your account number correctly. If you do need to make any corrections, please contact the responsible Regional Office. Please leave the 'valid until' section as is unless you have a definite end date for your bank account.

Enter bank account details

? Please enter your **bank details** below.
ATTENTION: Scholarships can only be transferred to **bank accounts in SEPA member countries**. If you do not currently have a SEPA account, the scholarship instalments will be paid out by cheque. You can find the list of SEPA countries at

IBAN:

Account valid until: 31.12.2095 ✓

Name of the account holder: SURNAME Firstname ✓

I request the OeAD to transfer the funds payable to me to my bank account specified above and confirm that I have carefully checked my bank details and entered them correctly. I am responsible for any errors and delays due to incorrect entries. I understand that bank transfers of the OeAD will only be made to bank accounts within the SEPA area and that all disbursement data will be passed on to the Federal Ministry of Finance according to the Data Transparency Act 2012.

Back **Submit bank account details**

Thank you for your cooperation!