

## INSTRUCTION MANUAL FOR PERFORMING AN APPLICATION USING INFORESTUDANTE

Any questions regarding the registration process using InforEstudante, should be sent by email to Miss Liliana Almeida ([imaec-contact@uc.pt](mailto:imaec-contact@uc.pt)) from the IMAE office at the University of Coimbra.  
*Email subject: IMAE application UC Platform*

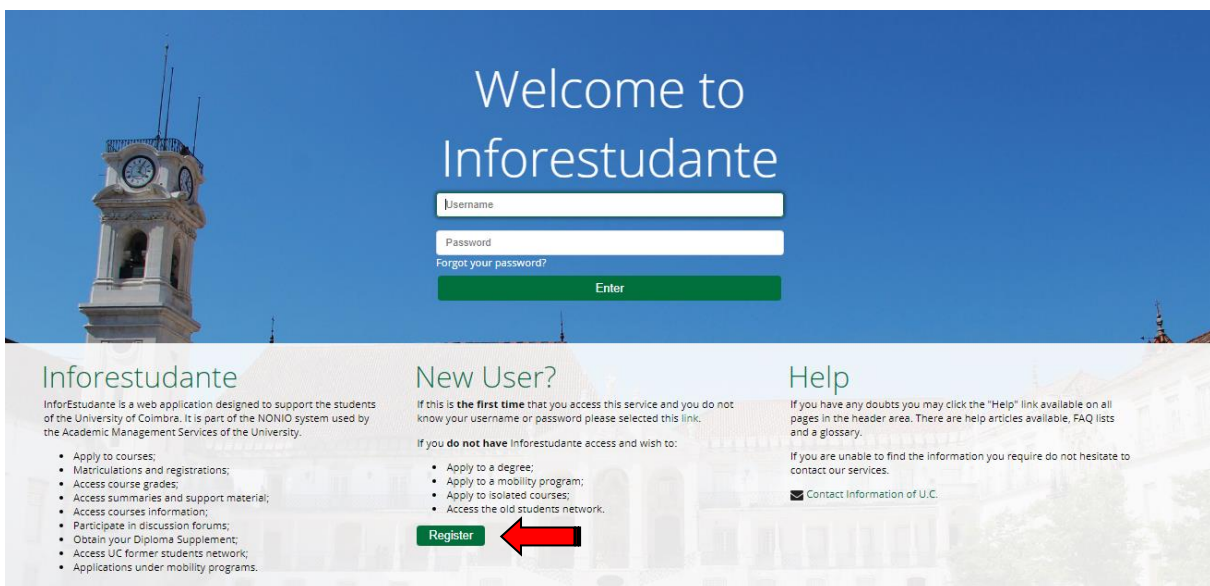
Access <https://www.uc.pt/go/candidaturas> and follows the steps below.

### 1. Identification on the system

- If you already have access to InforEstudante, you can perform your application directly. Follow the instructions starting on point 3.
- If this is your first time on InforEstudante, follow the instructions starting on point 2.

### 2. Registration of Users with no access to InforEstudante

Make sure that you have an e-mail account suitable for using on the system. For registering, click on **Register**.



Welcome to  
Inforestudante

Username  
Password  
Forgot your password?  
Enter

**Inforestudante**  
InforEstudante is a web application designed to support the students of the University of Coimbra. It is part of the NONIO system used by the Academic Management Services of the University.

- Apply to courses;
- Matriculations and registrations;
- Access course grades;
- Access summaries and support material;
- Access courses information;
- Participate in discussion forums;
- Obtain your Diploma Supplement;
- Access UC former students network;
- Applications under mobility programs.

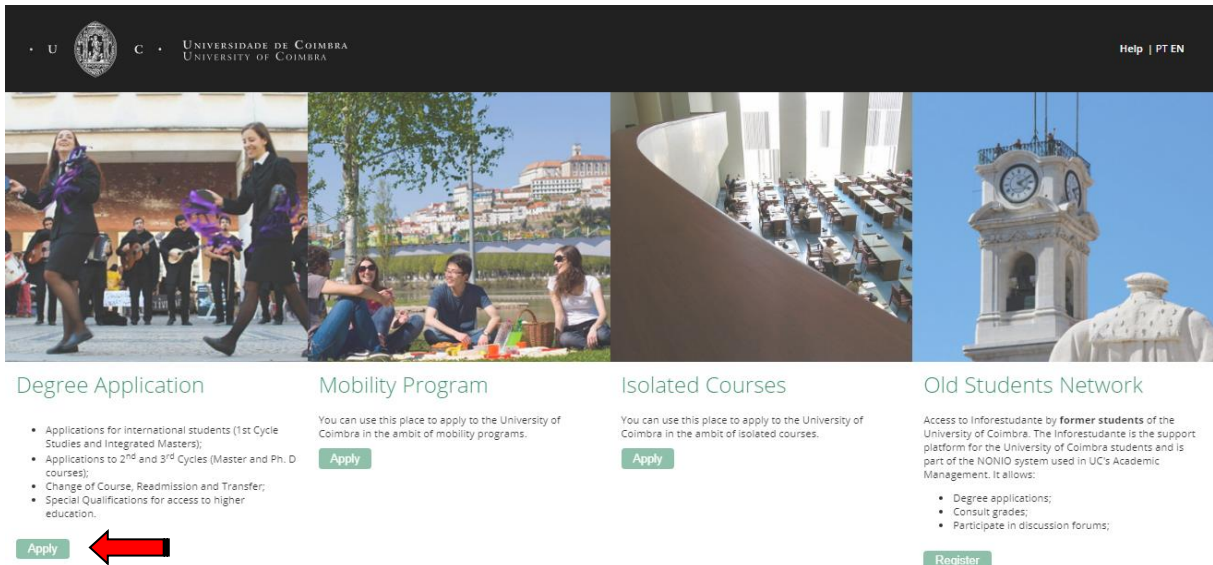
**New User?**  
If this is **the first time** that you access this service and you do not know your username or password please selected this link:  
If you **do not have** Inforestudante access and wish to:

- Apply to a degree;
- Apply to a mobility program;
- Apply to isolated courses;
- Access the old students network.

Register

**Help**  
If you have any doubts you may click the "Help" link available on all pages in the header area. There are help articles available, FAQ lists and a glossary.  
If you are unable to find the information you require do not hesitate to contact our services.  
✉ Contact Information of U.C.

On the following window you must click on the **Apply** button under **Degree Application** option. Then you need to indicate your personal data and your e-mail address. Please indicate a valid, frequently used e-mail address. This will be the main communication tool between the University and the applicant and/or future student.



The image shows a navigation menu for the University of Coimbra website. At the top, there is a header with the university's logo and name in Portuguese and English, and a 'Help | PT EN' link. Below the header are four main categories, each with a representative image and a description:

- Degree Application:** Includes a list of application types (International students, 2nd and 3rd cycles, Change of Course, etc.) and a green 'Apply' button. A red arrow points to this button.
- Mobility Program:** Includes a description and a green 'Apply' button.
- Isolated Courses:** Includes a description and a green 'Apply' button.
- Old Students Network:** Includes a description and a green 'Register' button.

## On-line Registry - University of Coimbra

\* Registry: Please indicate why you are registering. This will allow us to redirect you to the correct menus:

- Applications under a mobility program
- Course Application
- Isolated Disciplines Applications
- Access to Old Students Network (Rede UC) - Only for former students
- Requerimento de Não Estudante

\* Complete Name:

\* Nationality:

\* Type of Identif. Document:

\* Issue Country:

\* Identification Number:

Date of validity:  dd/mm/yyyy

Security Code:

[Get new security code](#)

[Get a audio version of the security code](#)

\* Security Code:

Enter all characters displayed in the image.

\* E-mail:

Primary tool for communication used by the University.

If you have any doubts you may click the "Help" link available on all pages in the header area. There are help articles available, FAQ lists and a glossary.

If you are unable to find the information you require do not hesitate to contact our services.

[Contact Information of U.C.](#)

\* Required fields:

[Register](#) [Cancel](#)

Next, the system will send a message to the provided email address indicating your user account and password. Use this data to enter your private account and proceed with your application.

**You registration is completed!**  
An e-mail with a temporary password was sent to  
If you can not find an e-mail from the University please check if it was not classified as an unsolicited message (spam) by your e-mail client.  
For security reasons your temporary password will only be valid for 3 days.

# Welcome to Inforestudante

Username:

Password:

[Forgot your password?](#)

[Inforestudante](#) [New User?](#) [Help](#)

InforEstudante is a web application designed to support the students | If this is the **first time** that you access this service and you do not | If you have any doubts you may click the "Help" link available on all

Please notice that, to have access to your application, you must change your password. Save and proceed to the following windows, where you can enter your personal data.

## Define New Password

**i** In order to enhance your access security, please define a new password.

**\* New password:**

**\* Password confirmation:**

It must have 8 characters or more, and at least an upper-case letter, a lower-case letter and a number.

\* Required fields

If you have any doubts you may click the "Help" link available on all pages in the header area. There are help articles available, FAQ lists and a glossary.

If you are unable to find the information you require do not hesitate to contact our services.

[Contact Information of U.C.](#)

Proceed by entering your personal data. The fields marked with an asterisk \* are compulsory.

Start > Personal Data

## Data gathering and processing

### Personal Data

In order to use the service we ask you to write some personal information. After filling the information you will have access to all the features such as the ability to make course applications, applications under a mobility program or registration in the UC former students network.

This information will be processed automatically. The forms must be completed in full.

The University of Coimbra is the recipient of this information.

All identified persons have the right to access their personal information. (Art. 22, 27 e 28 - Law n. 10/91 of 29/04).

Continue

If you have any doubts you may click the "Help" link available on all pages in the header area. There are help articles available, FAQ lists and a glossary.

If you are unable to find the information you require do not hesitate to contact our services.

Contact information of U.C.

## Personal Data

### Personal Information

Complete Name: Marisa Barrocas

\* Gender:  Male  Female

\* Date of birth:  dd-mm-yyyy

### Nationality and Identification Document

\* Nationality: Portugal

Type: Portuguese Citizen card

Number: 06132824

Issue Country: Portugal

Place of Issue:

Date issued:  dd-mm-yyyy

Expire date:  dd-mm-yyyy

\* VAT Number: Portugal  Alter the VAT Number issuing country (by default the country of the nationality)

\* Required fields

Continue

Back

If you have any doubts you may click the "Help" link available on all pages in the header area. There are help articles available, FAQ lists and a glossary.

If you are unable to find the information you require do not hesitate to contact our services.

Contact information of U.C.

If you have dual nationality, one of which being Portuguese, but do not have a Portuguese Tax Identification Number (NIF), you can select the option **Alter the VAT Number issuing country** and select the country corresponding to the nationality through which you obtained this number and enter the identification number of the tax authorities of that nationality.

In case you do not have a tax identification number at all, you can still proceed with your application by selecting **Do not define the VAT number / No issued VAT Number**.

You can add a profile picture or choose to submit latter on. Continue...

U C UNIVERSIDADE DE COIMBRA UNIVERSITY OF COIMBRA Marisa Barrocas | Sign out | Help | PT EN

Start > Personal Data

### Personal Data

**The submission of the picture is not mandatory at this stage. It can be submitted later on.**  
The picture will be validated by the academic services.

Upload Picture

\* Method:  Webcam  
 File  
 Submit later

\* Required fields

[Continue](#) [Back](#)

If you have any doubts you may click the "Help" link available on all pages in the header area. There are help articles available, FAQ lists and a glossary.

If you are unable to find the information you require do not hesitate to contact our services.

Contact Information of U.C.

Select **Change** to include your official address.

You can add as many addresses as you wish, such as, for instance, your parents' address, your vacation address, or the address in which you live or lived in Coimbra in any given year. **However, don't forget that future transcripts of records and the certificate will be sent to the main address.**

U C UNIVERSIDADE DE COIMBRA UNIVERSITY OF COIMBRA Marisa Barrocas | Sign out | Help | PT EN

Start > Personal Data

### Personal Data

Official address [Change](#)

No addresses defined.

**Mark:** To continue your null you must define an official address.

[Continue](#) [Back](#)

If you have any doubts you may click the "Help" link available on all pages in the header area. There are help articles available, FAQ lists and a glossary.

If you are unable to find the information you require do not hesitate to contact our services.

Contact Information of U.C.

U C UNIVERSIDADE DE COIMBRA UNIVERSITY OF COIMBRA Marisa Barrocas | Sign out | Help | PT EN

Start > Personal Data

### Personal Data

Change address [Search Postal Code](#)

\* Address Type:

Country:

\* Address Type:  Regular  P.O. Box

\* Postal code:  -

Town/City:

Street:

Floor/Door Number/Lot:

Other elements:

\* Required fields

[Save](#) [Back](#)

If you have any doubts you may click the "Help" link available on all pages in the header area. There are help articles available, FAQ lists and a glossary.

If you are unable to find the information you require do not hesitate to contact our services.

Contact Information of U.C.

Your e-mail address will only be valid if the status shown is “confirmed”.

Start > Personal Data

## Personal Data

Official E-mail

E-mail: li\_d\_19@hotmail.com

Situation: **Confirmed**

Official contact (2) Change

Contact:

(2) - You are strongly recommended to specify an official contact.

Continue Back

If you have any doubts you may click the "Help" link available on all pages in the header area. There are help articles available, FAQ lists and a glossary.

If you are unable to find the information you require do not hesitate to contact our services.

Contact Information of U.C.

This is the last step of your personal data. After this, all your personal details are displayed on the screen. If you close your session, you will need to log in again using the password you chose in the beginning of your registration.

We point out that applicants may calmly add elements to their application, since there is no need to seal it immediately. However, bear in mind that applications must be sealed before the end of the deadline established for applications to that course.

### 3 – Application

If you already have access to InforEstudante, look for **Applications** (on the left side menu) and then click on **Degrees**.

U C UNIVERSIDADE DE COIMBRA UNIVERSITY OF COIMBRA Marisa Barrocas | Sign out | Help | PT EN

#### InforEstudante

**General**

- Personal Data
- Notifications

**Applications**

- Degrees ←
- Incoming Mobility
- Isolated Courses

**Academic Service**

- Tuition Fees
- Requests

Academic Service

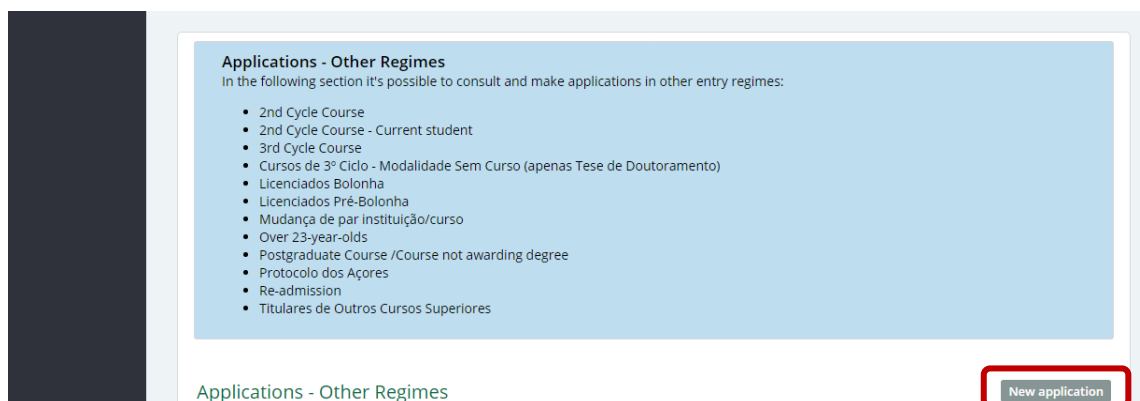
Applications

You have 1 applications in courses to officialize.

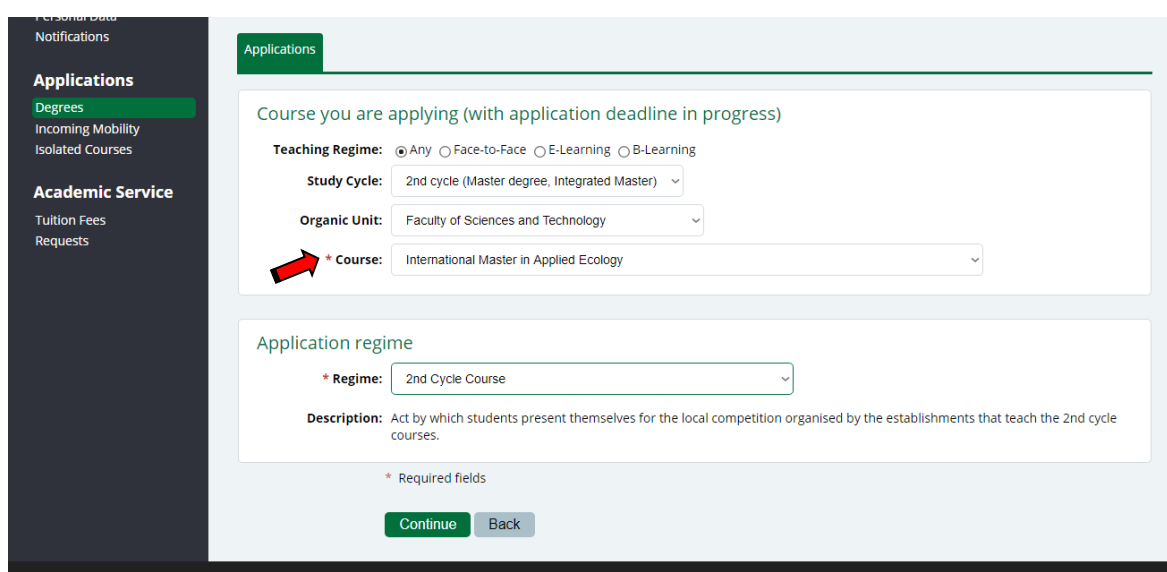
Notifications

There are no unread notifications.

Click on **New application** in the second section **Applications – other regimes**.



Fill in all fields as follows:



In the field “Course” you should choose **International Master in Applied Ecology**.

Click **Continue**.

In the “Application” section when you are asked “**If your application is accepted, do you want credit for your subjects?**” choose **NO** (this is only applicable for students applying to a bachelor’s degree).

Below, on the section “**Higher Education Qualification**” you will find a compulsory subheading (“**Application based on subparagraph d)**”) for 2<sup>nd</sup> cycle applications. This subheading is intended only for applicants who do not have the required access qualifications for the course to which they are applying and who apply based on the relevant professional curriculum. So, **click YES in case you have not finished you Bachelor’s and you expect to do so before August** (you have to justify why you expect to end in August) **OR** **if your degree is not related to any field of Biology or Ecology** (in this case you must show by your CV and motivation letter that you have knowledge about the basic concepts in applied ecology and biosciences).



You should click **NO** if you already have your bachelor's degree, and it is related to the fields mentioned behind.

**NOTE:** The field "Final Average" means your final bachelor's grade. The grade you put here is not a problem, the only condition is it should be higher than 10, which in our scale (0-20) means you "passed". During the evaluation, we will check the final grade of your BSc in the certificate and/or transcripts and convert it (making all the candidates comparable).

InforEstudante

Start > Applications > New application

Marisa Barrocas  
Portuguese Citizen card - 06132824

Applications

Application Print the application announcement

School year: 2018/2019

Course: Master's degree in Biology

Phase: 2nd stage

Regime: 2nd Cycle Course

\* If your application is accepted, do you want credit for your subjects?  yes  No

You should request credits (equivalences) in case you consider you should be credited the prior academic and professional results in the new course to which you are applying to (e.g.: if you have completed similar disciplines in other superior course, or, if you are reapplying to the application's course, etc.)

Highest Educational Qualification

\* Educational Qualification: Licenciatura

You must select a higher studies qualification (complete).

\* Country Course Completion: Portugal

\* Institution: Universidade de Coimbra - Faculdade de Ciências e Tecnologia (0501)

\* Course: Biologia (9011) - Licenciatura de Bolonha - 1.º ciclo

Attention the listed courses depend on the literary habilities and institution. Make sure those elements are selected correctly and confirm the course designation in your diploma (the fields's or specialization's designation is not relevant)

None of the institutions or listed courses

\* Date of conclusion: 28-06-2013 dd-mm-yyyy

If there is no exact completion date (e.g. when the highest literary qualification is secondary education or equivalent) you must enter an approximate date (however, make sure the completion year you enter is correct).

\* Final Average: 14 You should convert your average for the scale 0-20

\* Application based on Subparagraph d):  yes  No

Subparagraph (d) is intended only for candidates who do not have the educational qualification required by the course they are applying for, and who apply based on the relevant professional curriculum.

Indicate what is your level of English proficiency.

The next fields "Scholarships and awards", "Professional Experience" and "References" are optional.

You should continue filling in your application.

Now it's important that you close – **SAVE** - your application so that it can be assessed by our offices and submitted to the selection process.



Reference N.º 3

Name:

Institution:

Relation with the applicant:

E-mail:

Telephone:

\* Required fields

Carefully read the following notice and proceed.

**InforEstudante**

**General**

Personal Data

Notifications

**Applications**

Degrees

Incoming Mobility

Isolated Courses

**Academic Service**

Tuition Fees

Requests

Start > Applications > New application

Marisa Barrocas

Portuguese Citizen card - 06132824

Applications

Warning about sealing (submit) the application

- Attention** before the service can process your application, you must **upload your motivation letter**, **attach the necessary documents** and, finally, **seal** your application.
- During the application period you can change the information related to this application, as long as the application is not sealed (completed). You can also delete it at any time until the start of the classification process.
- Only after the application is **sealed** is **payment** allowed.
- Your application will be analyzed after being **sealed** and **paid**. The application must be **paid until 30-07-2018** (you can access payment data after the application has been sealed).

Continue

If you wish you can now change your application or remove it. If you decide to proceed, now is when you should upload the mandatory documentation for your application. **Without all the mandatory documents uploaded, the application will not be submitted to the selection process and, consequently, it will be invalidated.**

There is an individual field for the motivation letter. You can either upload your letter or write it directly on the website (**IMAE coordinators prefer the first choice**).

Review your data.

\* Motivation letter Add  
 No motivation letter yet specified.

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Documents to deliver

Document Name	Delivery mode	File Submitted
Additional letter can be provided if needed, explaining particular issue(s) and/or missing document(s)		Add
Application form duly filled (downloaded from the IMAE website) (MANDATORY) *		Add
Certificate of the required degree and a copy translated into English, (MANDATORY, except if the origin course is a course taught at the University of Coimbra)		Add
Certification of English proficiency (IELTS, TOEFL, Cambridge or other) (MANDATORY except for applicants from countries where English is a native language)		Add
Copy of Identity Card, Citizen Card or Passport (MANDATORY only for international applicants) (Portuguese Citizen card)		Add
Curriculum vitae in EuroPass format ( <a href="http://europass.cedefop.europa.eu/">http://europass.cedefop.europa.eu/</a> ) *		Add
Transcript of records and a copy translated into English, (MANDATORY, except if the origin course is a course taught at the University of Coimbra)		Add
Two letters of recommendation *		Add

**Warning:** If you do become our student, it is mandatory that the original documents are sent to or presented in the relevant office, so that the Individual Process can be completed.

\* Required fields

All the required documents (marked with \*) must be uploaded directly on the platform, otherwise your application will not be considered valid. See IMAE website to check for those documents that are mandatory. Please **DO NOT send** documents by email.

Please note that you need to upload directly on the system a file for each one of the required documents. Therefore, if you do not have a specific document, you must upload a letter explaining why the document is missing.

**NOTE:** Always add your documents as PDF scans. For that, click **ADD** and the following window pops up. Just select “Electronic format”, browse the file, and save. Repeat for each required document.

**⚠** As the “warning” says, if you are accepted at the IMAE all the original documents must be presented in person, at the relevant office in the University of Coimbra, but that can be done later after you arrive in Coimbra.

**⚠ NOTE:** In the case of foreign students, these documents should be certified by the Portuguese embassy or consulate in the student's native country, or by Apostille Convention, and, if not written in Portuguese, Spanish, French or English, translated into Portuguese by a translator certified by the Portuguese Diplomatic representative.

The selection criteria for your application and the weighting factor for each of the criteria are defined at the IMAE website.

After all documents have been added and before sealing your application, please review the entire application. This step is extremely important, once your application is sealed, it cannot be changed. For this reason, any changes to the data entered in the application must be made prior to this operation.

**Application** 

Seal
Change
Remove
Print the application announcement

School year: 2018/2019

Regime: 2nd Cycle Course

Phase: 2nd stage

Application Number: 2C\_201816371

After the application review, you must **SEAL** your application by selecting the option *Confirm*. At this stage you will receive a reference number for your application. With this reference number you will be able to identify your application when contacting our services for any doubts that may arise.

If you wish, you can print your application summary after clicking on *printing application summary*.

You can check your application status whenever you enter InforEstudante:

» **Incomplete:** Your application has not been sealed yet. Check if all the required documents are uploaded, as well as the cover letter. Bear in mind that an application will only be validated after sealing it.

» **Not paid:** Your application has been sealed. The payment of your application fee has not been received yet. Certain processes, such as applying to UC or registering for classes, require payment of tuition, fees, or other charges to be completed.

**⚠ Note:** The application's fee (50 euros) is non-reimbursable.

You can find all the information about the tuitions&fees and payments methods here:

<http://www.uc.pt/en/academicos/propinas>

[http://www.uc.pt/en/academicos/propinas/modos\\_pagamento](http://www.uc.pt/en/academicos/propinas/modos_pagamento)

» **In validation:** Your application is being analyzed by the academic services. The validation will take place within the established deadline. This means that everything is OK from your side.

» **Validated:** Your application is complete and has been validated by the Academic Services. Your application is ready for the selection process considering the criteria defined at the IMAE website (e.g., level of English proficiency, University where you took your studies, etc.).

» **Invalidated:** your application was incorrectly filled in or is lacking required documents/information.

» **Not admitted:** Your application has not been accepted for assessment.

» **Not placed:** Your application has already been assessed and you were not selected for coursing IMAE. In this case you will be contacted by the IMAE consortium

» **Placed:** Your application has already been assessed and you have been selected for coursing IMAE. In this case you will be contacted by the IMAE consortium.

» **Fulfilled:** Your application shows that you were offered a place and registered in your course.

» **Forfeit:** Your application shows that you have not registered in your course during the registration period.

From now on, you must enter InforEstudante regularly in order to track your status and check the selection lists according to the [established calendar](#).

...

You may file a complaint regarding the result of your application within 10 working days following the publication of the provisional ranking list. To do that, you must access your InforEstudante account and, on the left-hand side of your page, under *Academic Service*, select *Requests* and add a new request by choosing the option *[Applicants] Complaint regarding application to UC*. At the end of this period, the final ranking list is published, and you will be sent the result of your application.

**⚠ IMPORTANT NOTICE ⚠** After you receive the confirmation email from the IMAE consortium stating that you were accepted, please begin to take care of you visa request (if applicable).

Info here: <http://www.uc.pt/international-applicants/estudar-viver-coimbra/mais-info/visto> and here <https://imigrante.sef.pt/en/solicitar/>.

It can take a while for the visa to be issued and you won't be able to arrive on time for the beginning of the academic year.

Any questions regarding the registration process using InforEstudante, should be sent by email to Miss Liliana Almeida ([imae-contact@uc.pt](mailto:imae-contact@uc.pt)) from the IMAE office at the University of Coimbra.  
*Email subject: IMAE application UC Platform*