INSTRUCTION MANUAL FOR ENROLLMENT AND REGISTRATION IN CLASSES USING INFORESTUDANTE

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

After the final ranking list is published, applicants will be notified and given information regarding their registration and enrolment. If the final list is disclosed on the established date, accepted applicants must enroll and register within the time-frame established in the calendar published on the *"Information for Applicants to the UC"* webpage. If the list is disclosed on a later date, applicants placed will be informed about the new registration deadline.

IMPORTANT NOTE: There are no provisional or conditional registrations at the University of Coimbra. Please consider your options carefully, because if you proceed with the registration for the curricular units, after you SEAL your registration a binding annual payment plan is generated which you will be obliged to pay. In case of withdrawal of your registration, release of payment only applies to the months following the date of withdrawal.

If you are offered a place but do not enroll and register within the timeframe indicated in the notification, you will lose your place. However, you will be able to copy your application onto the next call for applications (if existent) with no additional costs.

Access at InforEstudante and confirm if you were ACCEPTED on the International Master of Applied Ecology (login with your pre-registration information or your regular InforEstudante account). The result of your admittance application as well as the admitted list are available in the personal area.

Registration

- ✓ **Registration is done through InforEstudante.**
- ✓ **Use the following information to login:**

  Username = university email address
  Password = (use the password you selected when you registered)

- ✓ **After logging in to InforEstudante click on the link <Academic Desk >> Enrollment> and choose the course.**
- ✓ **Follow the on-screen instructions: you must select the classes that you will attend on the 1st semester at UC as well as the classes that you will attend on the 2nd semester at CAU.**
- ✓ **When you are finished click on SUBMIT to finalize your enrollment. Only after completing these steps will you be officially enrolled.**

- **UC Student ID**

After you complete your registration you can request your UC Student ID and take advantage of the UC Student benefits. It is available immediately on InforEstudante, in electronic format - Multipurpose Certificate (it proves your enrolment for next academic year).

See left side of the menu and click on "Certificates" under the "Academic Service" options. Then select the course in which you are enrolled and click on the "Generate New Certificate" link. Under "Type of Certificate", select "Multipurpose Certificate".

- **Acceptance Letter**

After enrolment and registration, and the payment of the corresponding amounts, students can download the *Acceptance Letter* for free following these steps:

Login > Academic Service > Documents > Generate a new document request > Acceptance letter > Generate document > Confirm the requested data > Continue > Continue > Download

- **Registration Fee**

The registration fee of 20€ (twenty euros), which includes student insurance, must be paid after the student completes his registration for classes. Data for payment are created after registration and are available under the "*Tuition and Fees*" menu on InforEstudante. The deadline to pay this fee is the same as the deadline for the 1st tuition instalment payment.

After completing this process, you will be a UC student. Congratulations and Welcome!

VERY IMPORTANT:

ⓘ Selected students, after registration and after their arrival at the University of Coimbra, have until December 31st (of the 1st academic year) to validate the uploaded documents during application by presenting the originals directly to Academic Management Services during the hours for in-person assistance. Your Government ID or Citizen card must be verified in-person by Academic Services as well as the resident permit of visa (if applicable).
You must bring the original documents and their copies so that their authenticity may be verified. The original documents will always be returned to you.

Which documents are mandatory?

- **Presentation of the Identification Document,**
- **An identification document with a photo,**
- **Presentation of the Vaccination record (comprising the tetanus vaccine),**
- **Other documents requested during the application procedure (e.g. diploma degree and transcript of records).**

ⓘ **In the case of graduation diplomas obtained in a country outside the European Union, these documents should be 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. Please go to IMAE website and check this information.**

Deadlines:

After the 31st December deadline has passed, Academic Management Services verifies if all documents have been submitted, and if they have, updates the student's file on InforEstudante to COMPLETED status. You can check your status under "File Status", via the link Academic Information >> Academic Data.

If your status is INCOMPLETE (in red), no official documents can be issued to you (certificate of completion, other certificates, verifications) while this status remains.

A student can submit documents at any time, thereby updating his/her status to complete, and documents can be issued immediately.

OTHER INFORMATIONS

- ### Registration changes

You can change your registration through InforEstudante between August and October (for the 1st semester courses) and until March (for the 2nd semester courses). During this period, you can make any changes of registration consisting in "Add and/or Remove" courses without paying any fees (the exact period for these changes is defined each year, this information will be given together with the registration steps).

- ### Tuition fees

At the time of registration, the tuition fee payment plan is created as well as the payment obligation divided into instalments.

Tuition fee for nationals of a European Union (EU-28*) country: 4.500€/year.
Tuition fee for nationals from a non-EU-28 country: 9.000€/year.

Tuitions are paid each year according to the rules of the University of Coimbra as follows:

- **30% of the fee is paid upon registration (mandatory).**
- **The remaining 70% is paid monthly between September and March.**

Important note: ***Students that do not comply with the rules above are excluded from the Field Course in Tropical Ecosystems.***

Tuitions are paid to the University of Coimbra and cover (*i*) the registration fees in all the universities of the consortium where students will develop their IMAE program, (*ii*) insurance costs; (*iii*) all travel, and logistic costs associated to the field trips, (iv) logistic costs associated with the farewell party.

Tuitions will not include (*i*) housing in the different countries, (*ii*) travel between countries (when moving between semesters or to the farewell party).

What happens if your tuition fee payments are late?

You will pay *Late Payment Interests*, concerning the instalments paid beyond the deadlines provided for in the UC Regulation, which are in the payment plan available at InforEstudante at the time of the registration.

No certificate, declaration or kind of information concerning a certain cycle of studies/course may be issued for a student that has a late payment, except for those concerning the payment of tuition fees/price.

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

- ## Grants

Students choosing the University of Saskatchewan as the institution to spend their second IMAE year and develop their thesis in fertilizer research have the opportunity to apply to a CREATE-SAFER programme grant.

Please check IMAE website for more information: https://www.imae.online/application

*** European Union countries (EU-28): Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania; Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom. In this group are also included nationals from other countries but having an EU-28 country as double nationality.**

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