



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 (imae-contact@uc.pt) from the IMAE office at the University of Coimbra.
Email subject: IMAE application UC platform

Access <https://inforestudante.uc.pt/nonio/security/login.do> and follow the steps below.

1. Identification on the system

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

2. Registration of New User

Make sure that you have an e-mail account suitable for using on our system. For registering, click on the link below "New User".

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COIMBRA

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Help | PT EN

Welcome to InforEstudante

Username

Password

[Forgot your password?](#)

Enter

InforEstudante

InforEstudante is a web application designed to support the pathway of Applicants, Students and Alumni of the University of Coimbra. It is part of the Academic Information System of the University.

Access

If you are **accessing for the first time** as a Student please check this Link in order to obtain your access credentials. If you **do not remember your credentials**, please follow the guidelines for recovering your password at this Link.

New User

If you **never had access** and want to apply to a course, mobility programme, isolated curricular units; or access the Alumni network, among other actions, you need to register on this [Link](#).

On the following window you must click on the <Apply> button of the “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.

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Degree Application

If you want to apply to a non-degree course or to the 1st, 2nd and 3rd cycle of studies by means of the UC contests: such as the Special Contest for International Applicants concerning Bachelor's/Integrated Master's degrees, access to PhD and Master's degree courses, readmission, change of institution/course pair.

[Apply](#)



Mobility Program

If you are a Student of a higher education institution and want to apply to the University of Coimbra within the scope of national and international mobility programmes, please begin your application in this area.

[Apply](#)



Isolated Courses

If you are over 16 years old and want to attend one or more isolated curricular units of one or more cycles of studies at the UC, please begin your application here. The payment per curricular unit is made at the moment of your registration, if you are admitted.

[Apply](#)





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On-line Registry - University of Coimbra

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

- Applications under a mobility program
- Course Application
- Isolated Disciplines Applications
- Access to Old Students Network (Rede UC) - Only for former students
- Non-Student Request
- Enrollment in specific courses for students who have been sent a code that allows the operation

*** 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.

* Required fields

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

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.](#)

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.



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

* Password confirmation:

* Required fields

[Change](#)

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:

* Gender: Male Female

* Date of birth: dd-mm-yyyy

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.

Nationality and Identification Document

* Nationality:

Type: Portuguese Citizen card

Issue Country: Portugal

Date issued: dd-mm-yyyy

Number:

Place of Issue:

Expire date: dd-mm-yyyy

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

* Required fields

Continue Back

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 later on. Continue...

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Start > Personal Data

Personal Data

i 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. **REMINDER: future transcripts of records and the certificate will be sent to the main address.**

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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.](#)

Start > Personal Data

Personal Data

Change address Search Postal Code

* Address Type: Address during class time

Country: Portugal

* 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.

Start > Personal Data

Personal Data

Official E-mail

E-mail: |

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.

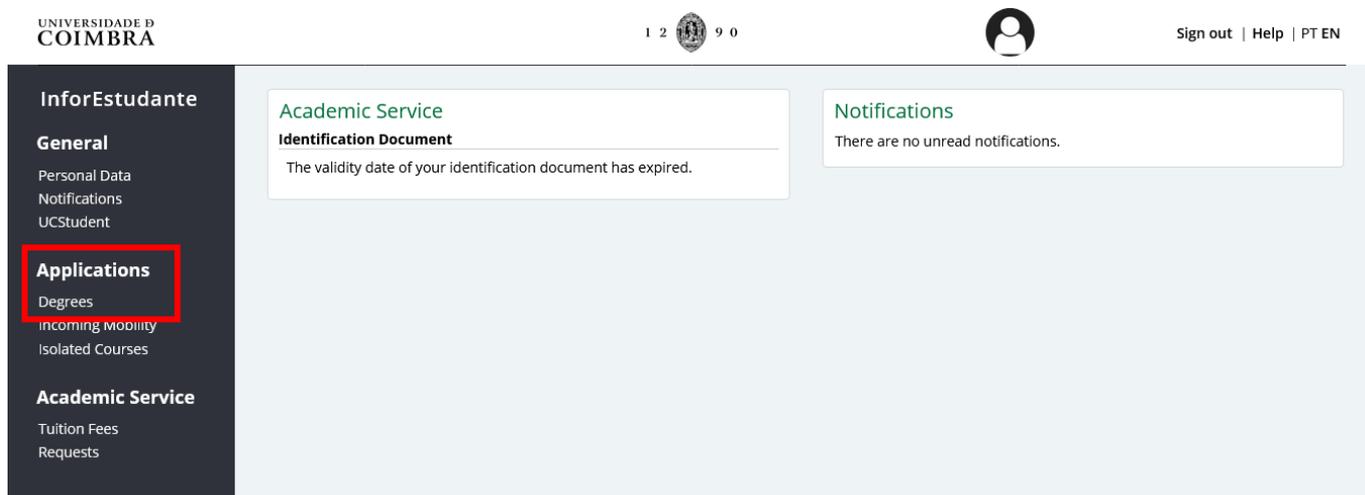
Your e-mail address will only be valid if the status shown is "confirmed".

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.**

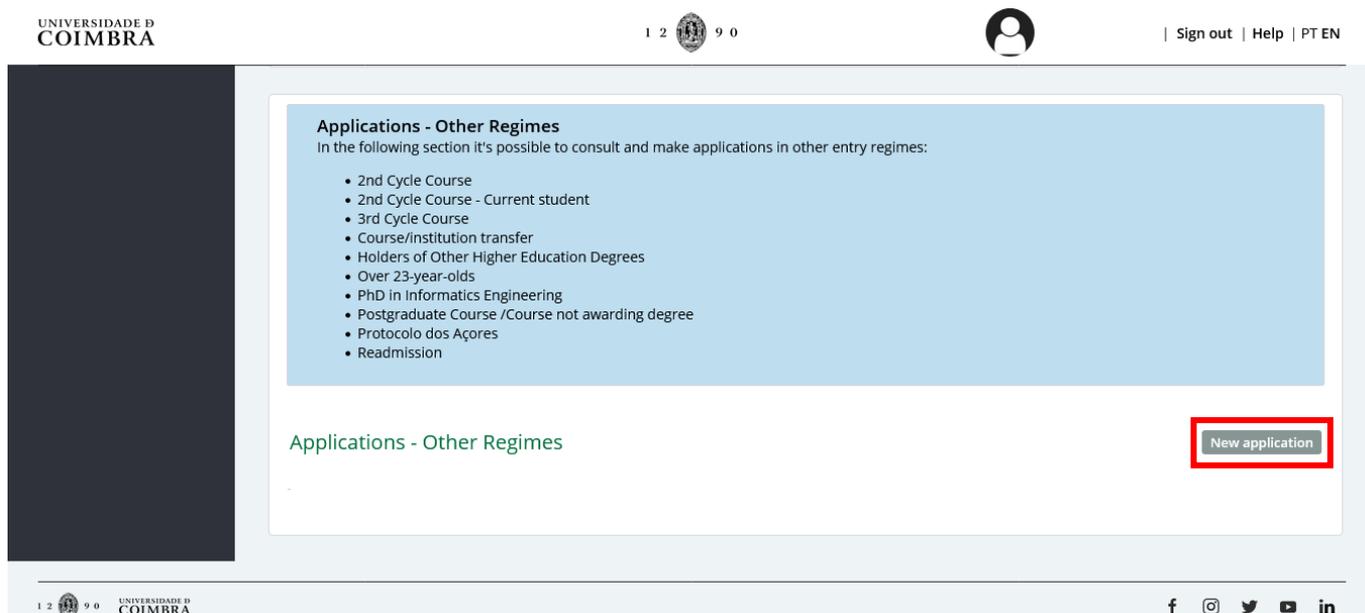
3 – Application

If you already have access to InforEstudante, look for **<Applications>** and then click **<Degrees>**.



The screenshot shows the InforEstudante dashboard. At the top left is the logo for UNIVERSIDADE D COIMBRA. In the center is the year 1290 with a circular emblem. On the right is a user profile icon and the text 'Sign out | Help | PT EN'. The left sidebar contains a menu with 'InforEstudante' at the top, followed by 'General' (Personal Data, Notifications, UCStudent), 'Applications' (highlighted with a red box, containing Degrees, Incoming mobility, and Isolated Courses), and 'Academic Service' (Tuition Fees, Requests). The main content area has two boxes: 'Academic Service' with a sub-section 'Identification Document' stating 'The validity date of your identification document has expired.', and 'Notifications' stating 'There are no unread notifications.'

Click on **<New application>** in the section **“Applications – other regimes”**.



The screenshot shows the 'Applications - Other Regimes' page. At the top left is the logo for UNIVERSIDADE D COIMBRA. In the center is the year 1290 with a circular emblem. On the right is a user profile icon and the text '| Sign out | Help | PT EN'. The main content area has a blue box with the title 'Applications - Other Regimes' and the text 'In the following section it's possible to consult and make applications in other entry regimes:'. Below this is a list of bullet points: '2nd Cycle Course', '2nd Cycle Course - Current student', '3rd Cycle Course', 'Course/institution transfer', 'Holders of Other Higher Education Degrees', 'Over 23-year-olds', 'PhD in Informatics Engineering', 'Postgraduate Course /Course not awarding degree', 'Protocolo dos Açores', and 'Readmission'. Below the blue box is the text 'Applications - Other Regimes' and a 'New application' button (highlighted with a red box). At the bottom left is the logo for UNIVERSIDADE D COIMBRA and at the bottom right are social media icons for Facebook, Instagram, Twitter, YouTube, and LinkedIn.

Fill in all fields as follows:

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Course you are applying (with application deadline in progress)

Study Cycle: 2nd cycle (Master degree, Integrated Master) ▾

Organic Unit: Faculty of Sciences and Technology ▾

*** Course:** International Master in Applied Ecology ▾

Note:The entry field "Study Cycle" and "Organic Unit" are only intended to restrict the Courses that are presented in the list of Courses. If in doubt, keep the option "all" selected in these same entry fields to view all Courses with current application deadlines.

Application regime

*** Regime:** 2nd Cycle Course ▾

Description: Regime destined for applicants to 2nd cycle courses (Master's degree).

* Required fields

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

Click *<continue>*.

You should then read the **"Application Announcements"** carefully and put a tick in the mandatory box, declaring that you have read the document.

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InforEstudante

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Start > Applications > New application

Marisa Barrocas
Portuguese Citizen card - 06132824

Applications

Application Announcements

To proceed with your application **you should read the application announcement** for the course(s) you are applying for. The application announcement contain important information about the entire application process.

[Application Announcement - International Master in Applied Ecology \(Download\)](#)

Note: The application announcement will be available to print whenever you access the details of the application.

* I declare that I have read the application announcement(s).

Application

School year: 2022/2023

Course: International Master in Applied Ecology

Likewise, after carefully reading the information about the awarding of credits, you should put a tick in the box.



Information regarding the attribution of credits

In order to apply for accreditation of previously completed course units, it is mandatory to add the necessary documentation for analysis, namely the certificate of completion of other study cycles and programs and workloads of these units, with the respective classification. If the units are taught at the University of Coimbra in study cycles in the Bologna model (and after 2007/2008), it is not necessary to attach documents. Accreditation is based on the recognition of the level of training and skills, and suitability for the scientific areas of the study cycle. The training to be credited must be at the same level of the study cycle to which you are applying and not of a lower qualification level (e.g., if you are applying for a master's degree, you cannot be accredited by degree units)

Declaro que li a informação apresentada respeitante à atribuição de creditações.

Credits for previous training and/or professional experience

* If your application is accepted, do you want credit for your subjects based on previous school education and/or professional experience? Yes No

You should only 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 curricular units in other superior course, or, if you are reapplying to the application's course, etc.)

Continue the process, reading the information given carefully and completing the data requested.



Application conditioned by insufficient educational qualifications - Course in conclusion

If you do not have the required academic qualifications (course is still being concluded) but you are able to complete it before the scheduled date for making the final ranking list available, you can apply conditionally.

If you do not have necessary qualifications by the scheduled date for making the final ranking list available, the application will not be admitted.

Highest Educational Qualification

* Do you have the required educational qualifications? Yes No (course not yet finished)

If you indicate that you do not yet have the required academic qualifications, your application will be made conditionally.

* Educational Qualification: Bachelor

You must select a **higher** studies qualification (complete).

* Country Course Completion: Portugal

* Institution:

* Course:

“Application based on subparagraph d”: as it is explained, **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.

Click <YES> in case you have not finished your bachelor's and you expect to do so before August (you must 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).



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:**  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:** 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.

Knowledge of English language

	None	Reasonable	Good	Excellent
Understanding:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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, IMAE Coordinators will check the final grade of your BSc in the certificate and/or transcripts and convert it (making all the candidates comparable).

Indicate what is your level of English proficiency. The next fields "Scholarships and awards", "Professional Experience" and "References" are optional.

Carefully read the following notice and continue.



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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 (must be **paid until** . Payment data are available after sealing.
- Your application will be analyzed after being **sealed**.

Continue

The next page shows the details of your application. Pay attention to the deadlines presented.

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Start > Applications > Application data

Application data

Status of application information

- Picture
- Motivation Letter
- Documents: 0 from 8
- Application Officialized

Application and registration deadlines

Start Date Applications:	Deadline Applications :
Deadline for changing documents (if conditional application):	Payment deadline (if applicable):
Start Date Seriation:	Deadline Seriation:
Provisional classification lists after date:	Deadline Complaints Period:
Definitive classification lists after date:	Enrollment Dates:

If you wish you can now change your application or remove it. If you decide to proceed, you should upload the mandatory documentation for your application. The application will only be validated by the Academic Management Services and then evaluated by the IMAE Coordination, after uploading all requested documents and sealing the application.

We advise you to review the information entered before sealing the application. This step is extremely important, since once your application is sealed, it cannot be changed.

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Application [Seal] [Change] [Remove]

School year: 2022/2023

Regime: 2nd Cycle Course

Phase: 2nd call

Application Number: 2C_20227318

Applying conditionally

Application made conditionally: No

Course applied for

Course: International Master in Applied Ecology

There is an individual field for the motivation letter, you can upload a PDF or write directly on the platform (the first option is preferred).

The screenshot shows the IMAE application platform interface. At the top left is the logo for UNIVERSIDADE D COIMBRA. In the center, there is a logo with the number 1290. On the right, there is a user profile icon and the text "Sign out | Help | PT EN".

The main content area is divided into two sections:

- * Motivation letter**: A section with a sub-header "No motivation letter yet specified." and an "Add" button.
- Documents to deliver**: A table with three columns: "Document Name", "Delivery mode", and "File Submitted". Each row represents a required document and includes an "Add" button.

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
Curriculum Vitae *		Add
Identity Card, Citizen Card or Passport (MANDATORY only for international applicants) (Portuguese Citizen card)		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.

All the required documents (marked with *) must be uploaded directly on the platform, otherwise your application will not be considered valid. Check IMAE website for the 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. Please go to IMAE website and check this information.

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

After sealing the application, 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.

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 motivation letter. Bear in mind that your application will only be validated after you seal it.

Unpaid: 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.

Please note: an "Incomplete" or "Unpaid" application will not be carried forward to the next stage of assessment.

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

In validation: Your application is being analyzed by the Academic Management 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 Management Services. Your application is ready for the assessment by the IMAE Coordination.

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 Coordination.

If you are "Not Placed" or "Not Admitted" but you want to try again, you do not need to do a new application. You just need to click the option that enables your application to be carried over into the next call. The application will be carried over as it is, including the appraisal and will be seriated/sorted along with the applications from the new call. It is cost-free, and it is done on InforEstudante.

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 Coordination.

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.

Do you not agree with your appraisal's results? 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>*.

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.

If you have any other question that is not answered in this tutorial, you can consult the University of Coimbra website: <https://www.uc.pt/en/applications/faq/>

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 application UC platform