Instructions for filling the application form for Masters and Doctoral Programmes at FEP

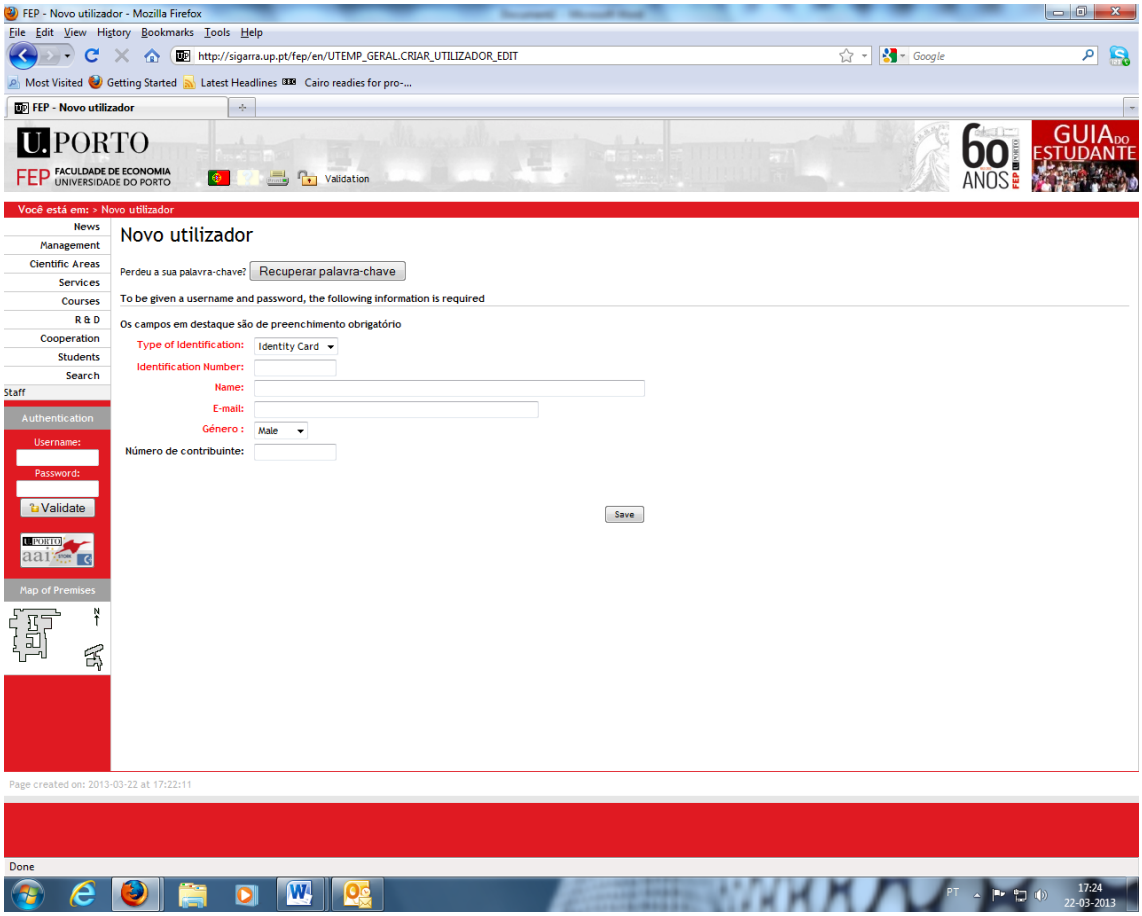
Please use INTERNET EXPLORER since some functions may not work properly in other browsers

For any queries or information about the application procedure, please contact admissions@fep.up.pt

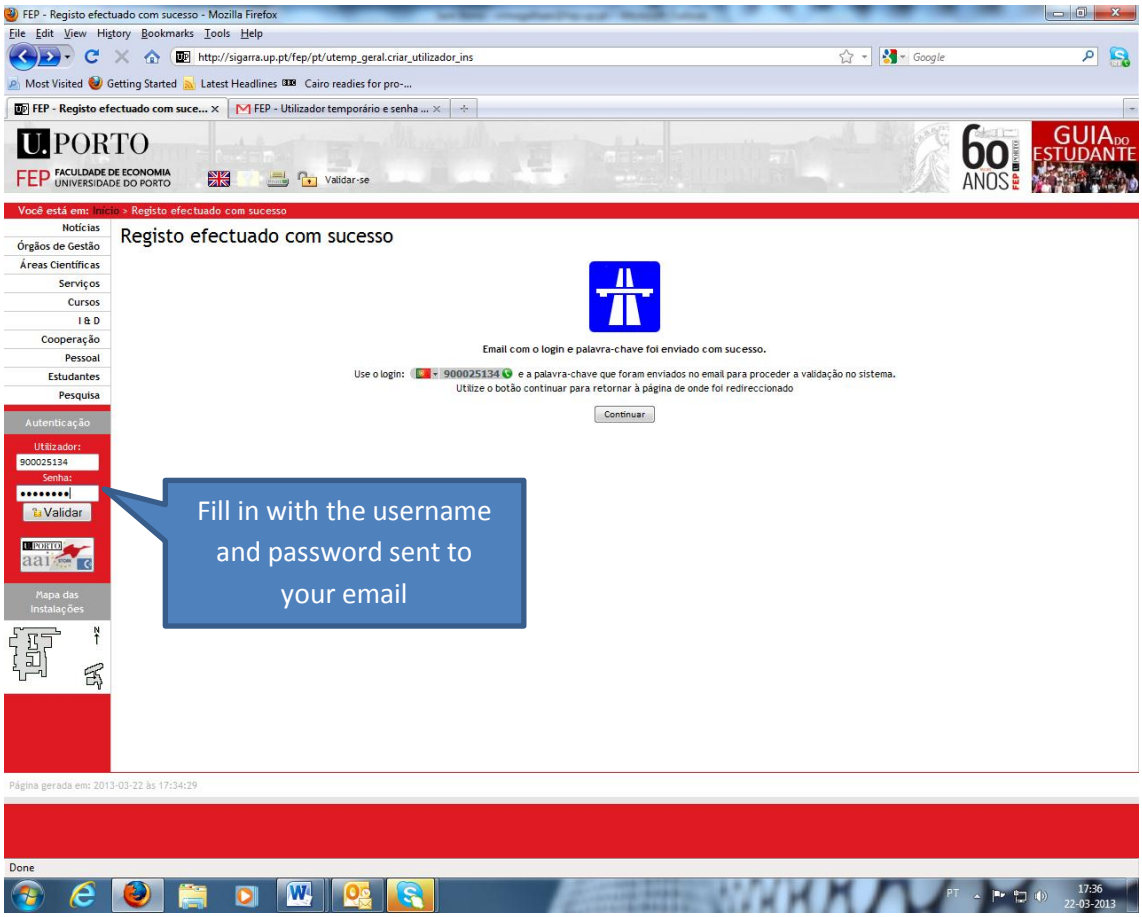
Authentication

If you don't have a username and password, please ask for it at

http://sigarra.up.pt/fep/en/UTEMP_GERAL.CRIAR_UTILIZADOR_EDIT



Please fill the fields in red with your data.

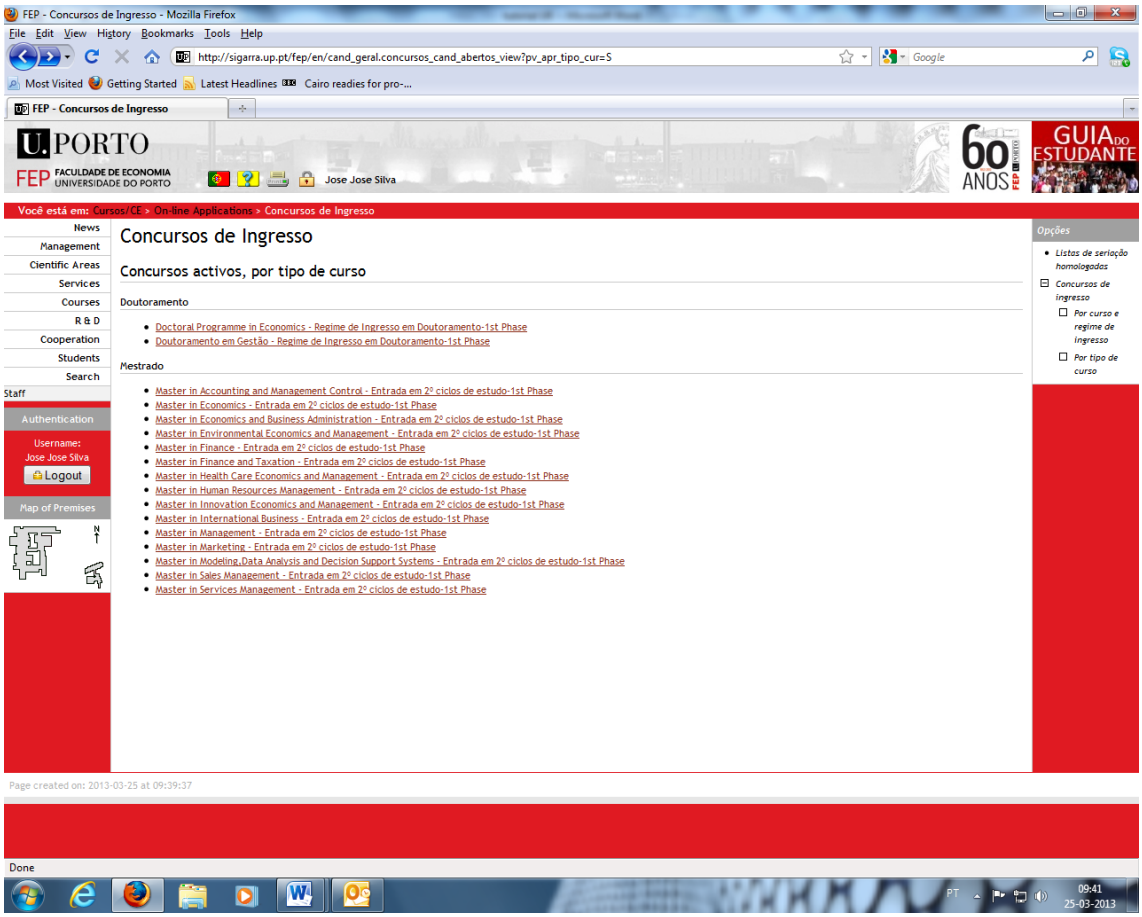


If you see this image, it means that you already received an email (in Portuguese) with your username (utilizador) and password (senha). Please fill the box on the left side.

Application

Access the link

http://sigarra.up.pt/fep/en/cand_geral.concursos_cand_abertos_view?pv_apr_tipo_cur=S



Choose the programme you wish to apply to. You will then see a list with the information and documents required for the application (in Portuguese). This same information is available in English in the application form so please click in the button “Submit Application” on the bottom of the page.

Once you are in the application form you must fill all the mandatory fields (in red).

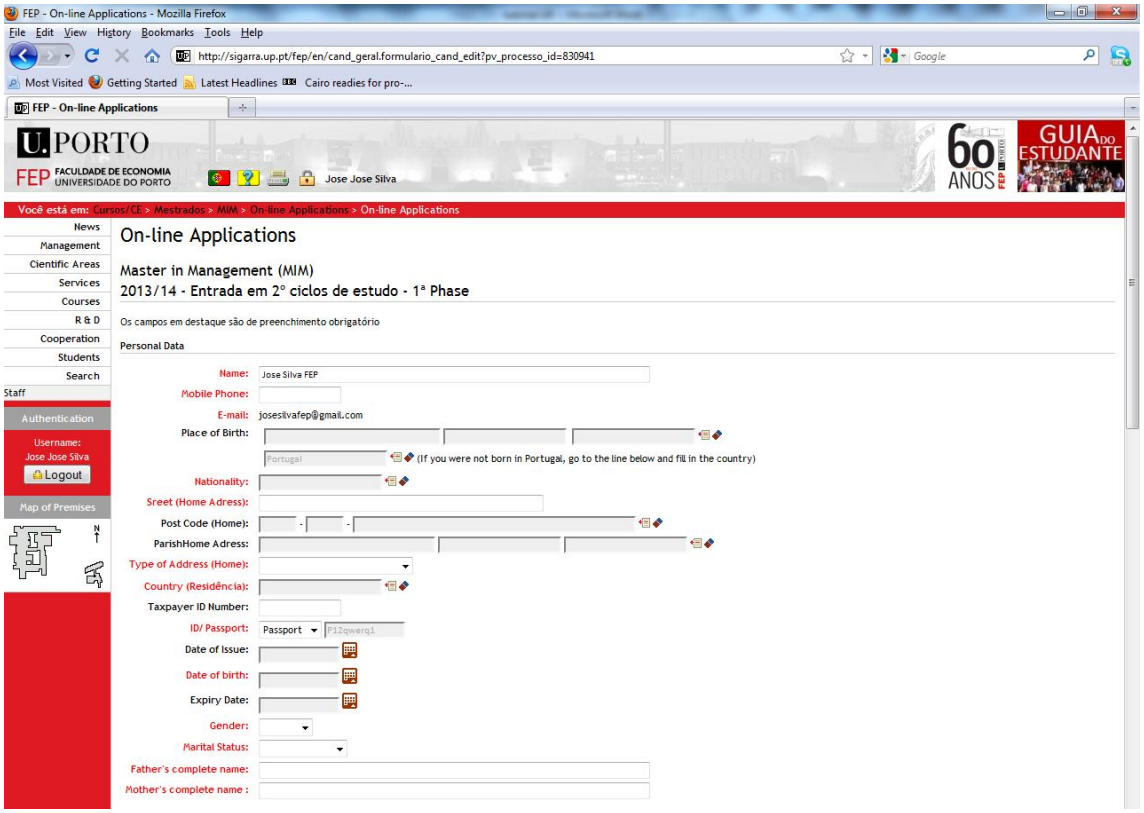
General tips

In the fields where a Country has to be mentioned, the options are in Portuguese. Please check the Portuguese translation.

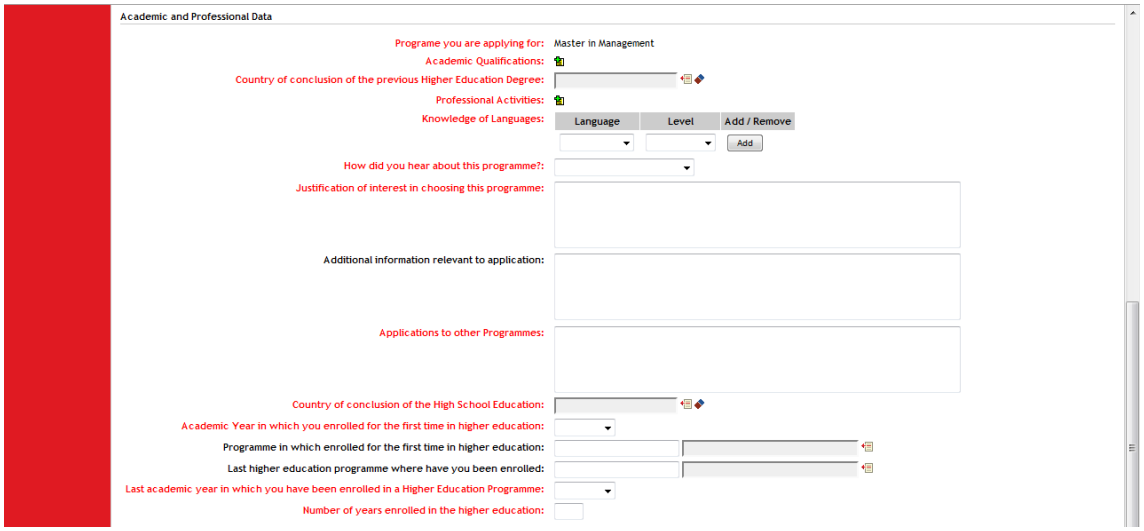
During the filling of the application form applicants can save the data already inserted and do not have to insert all the information in one single moment.

The application form is divided in 4 areas.

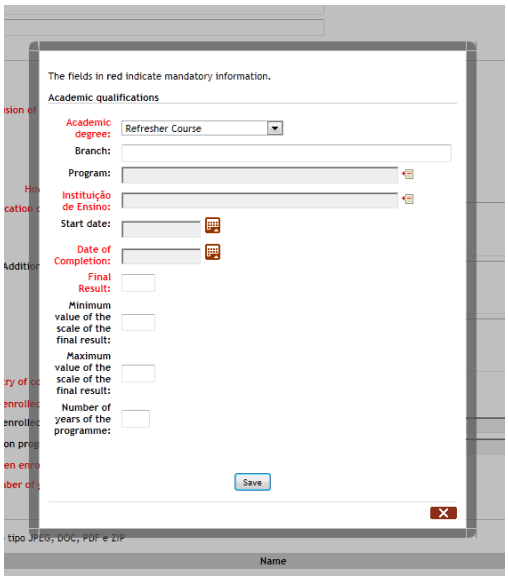
1) Personal Information:



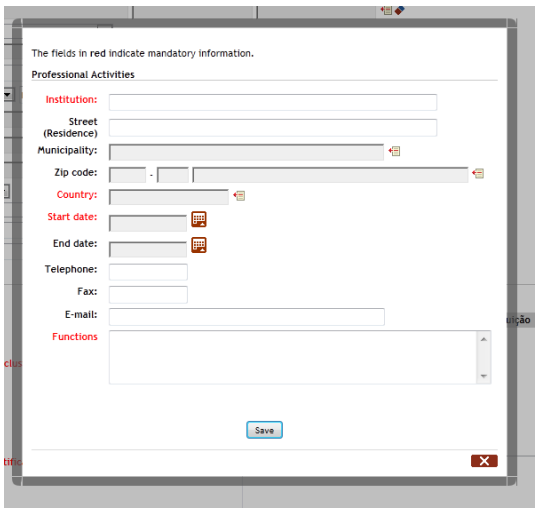
2) Academic and Professional data



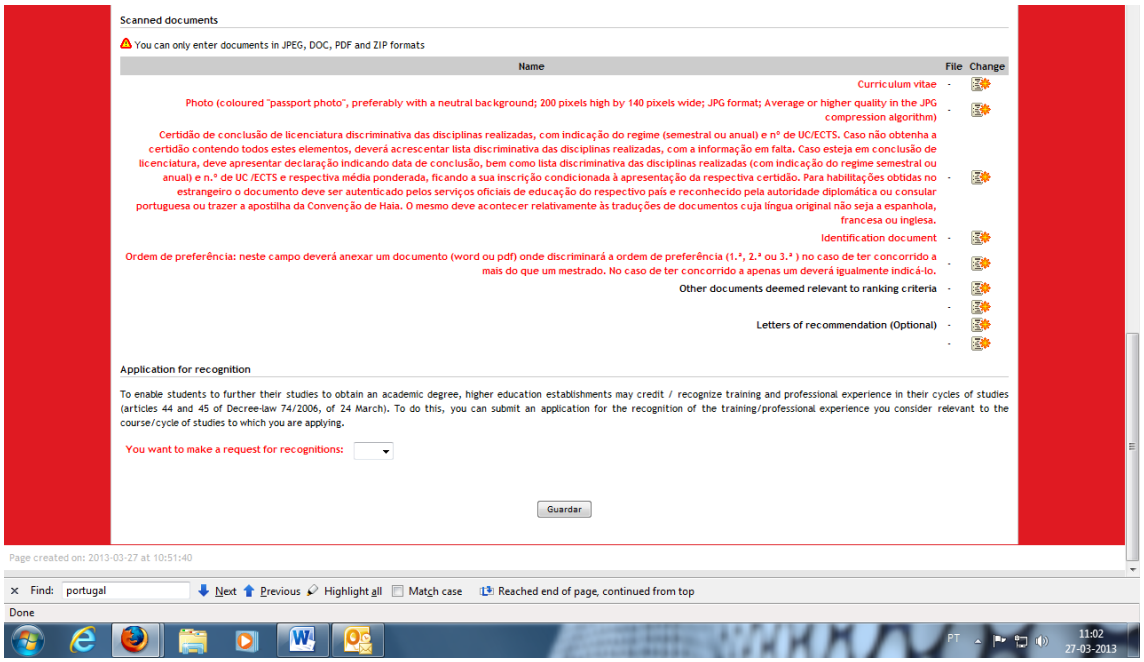
In the “Academic Qualifications” field the following information must be filled for each programme the student has completed. Please note that in the field “Educational Establishment”, students with diplomas from Universities not listed must choose the option “desconhecida”.



In the “Professional Activities” field the following information must be filled for each professional experience. Since this is a mandatory field, applicants with no professional experience must complete it with the information regarding the last educational experience as a student.



3) Scanned documents



In this section applicants should upload the relevant documents for completing the application. Documents to be uploaded should be in one of the following formats: JPEG; DOC; PDF and ZIP.

Please find bellow a description of the required actions in this section:

Curriculum vitae – please upload CV

Photo (coloured "passport photo", preferably with a neutral background; 200 pixels high by 140 pixels wide; JPG format; Average or higher quality in the JPG compression algorithm) – Please upload a photo

Certidão de conclusão de licenciatura discriminativa das disciplinas realizadas, com indicação do regime (semestral ou anual) e nº de UC/ECTS. Caso não obtenha a certidão contendo todos estes elementos, deverá acrescentar lista discriminativa das disciplinas realizadas, com a informação em falta. Caso esteja em conclusão de licenciatura, deve apresentar declaração indicando data de conclusão, bem como lista discriminativa das disciplinas realizadas (com indicação do regime semestral ou anual) e n.º de UC /ECTS e respectiva média ponderada, ficando a sua inscrição condicionada à apresentação da respectiva certidão. Para habilitações obtidas no estrangeiro o documento deve ser autenticado pelos serviços oficiais de educação do respectivo país e reconhecido pela autoridade diplomática ou consular portuguesa ou trazer a apostilha da Convenção de Haia. O mesmo deve acontecer relativamente às traduções de documentos cuja língua original não seja a espanhola, francesa ou inglesa. – Please upload all your diplomas as one single document. Candidates who are still finishing the undergraduate degree should upload a declaration stating the estimated conclusion date, all the curricular units made, their grade and the correspondent ECTS. Please note that diplomas written in languages other than English, French or Spanish must be accompanied by a translation in

Portuguese. In case of admission, applicants with foreign diplomas without the Haia Endorsement must authenticate it in a Portuguese Embassy or Consulate.

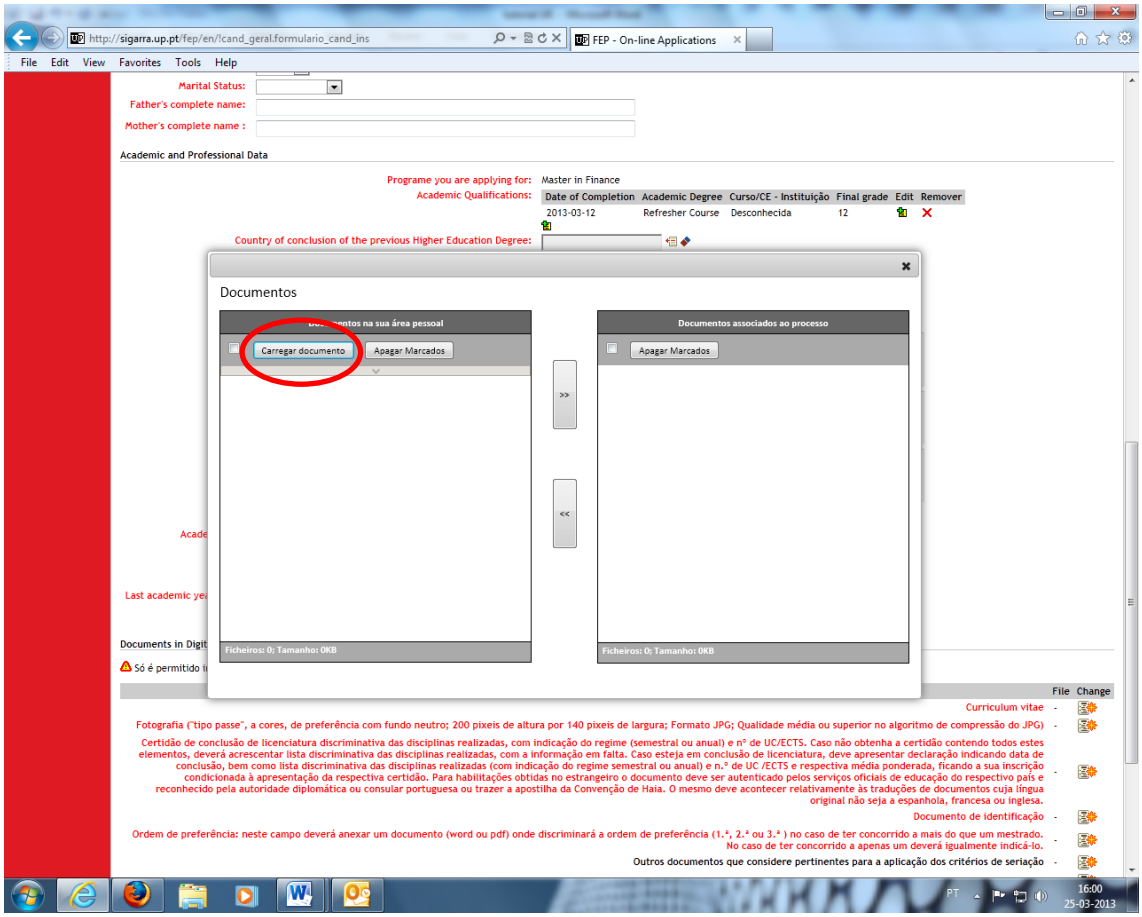
Identification document- upload the ID Card or Passport

Ordem de preferência: neste campo deverá anexar um documento (word ou pdf) onde discriminará a ordem de preferência (1.ª, 2.ª ou 3.ª) no caso de ter concorrido a mais do que um mestrado. No caso de ter concorrido a apenas um deverá igualmente indicá-lo. – Please upload a document that states the priority (1st, 2nd or 3rd option) given to the programme of reference in the current application form. In case of unique application please mention "1st / only option".

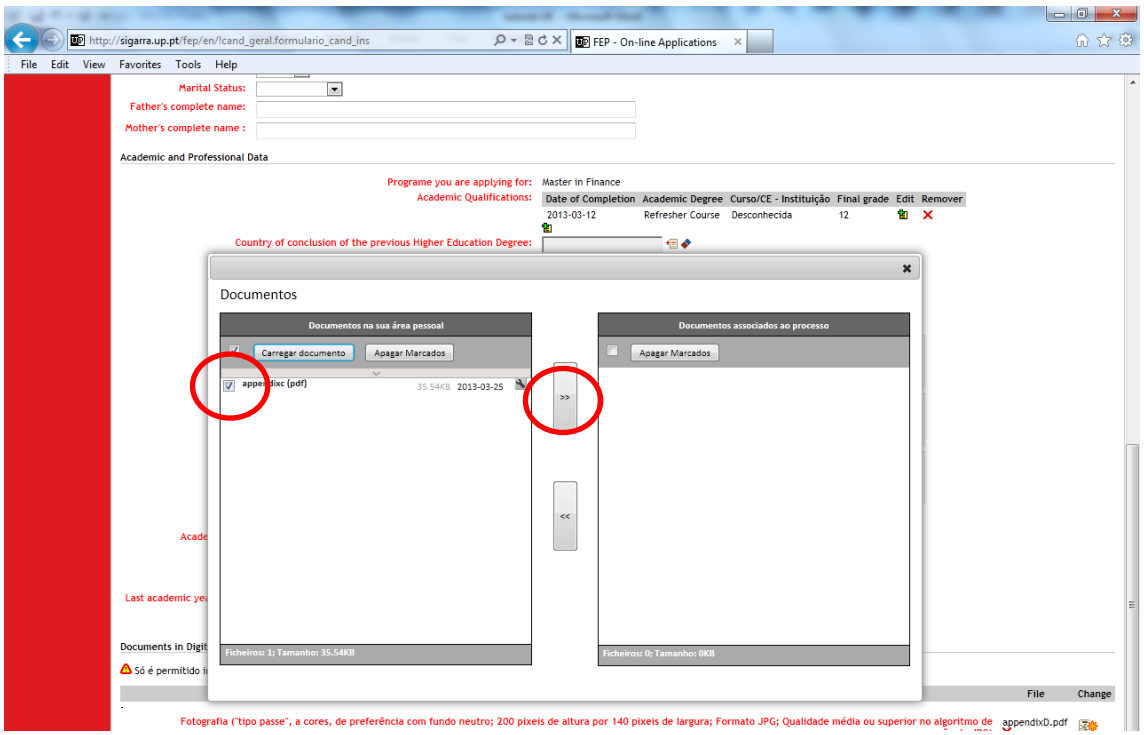
Other documents deemed relevant to ranking criteria– Please upload other important documents for the application.

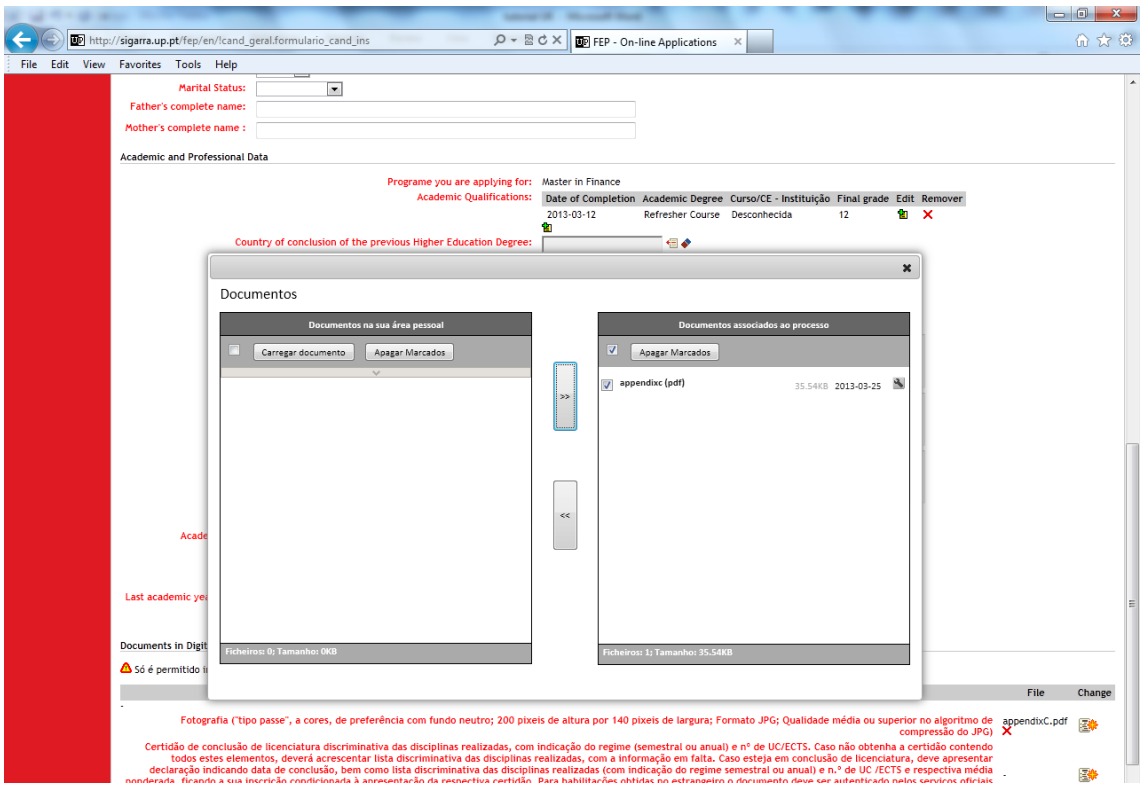
Letters of recommendation (Optional) – Please upload the recommendation letters (Optional)

To upload documents please click on the icon . A new window opens and applicant should click on "carregar documento" button to choose the file.



Once uploaded, check the box on the left side of the file name and click on the » button.



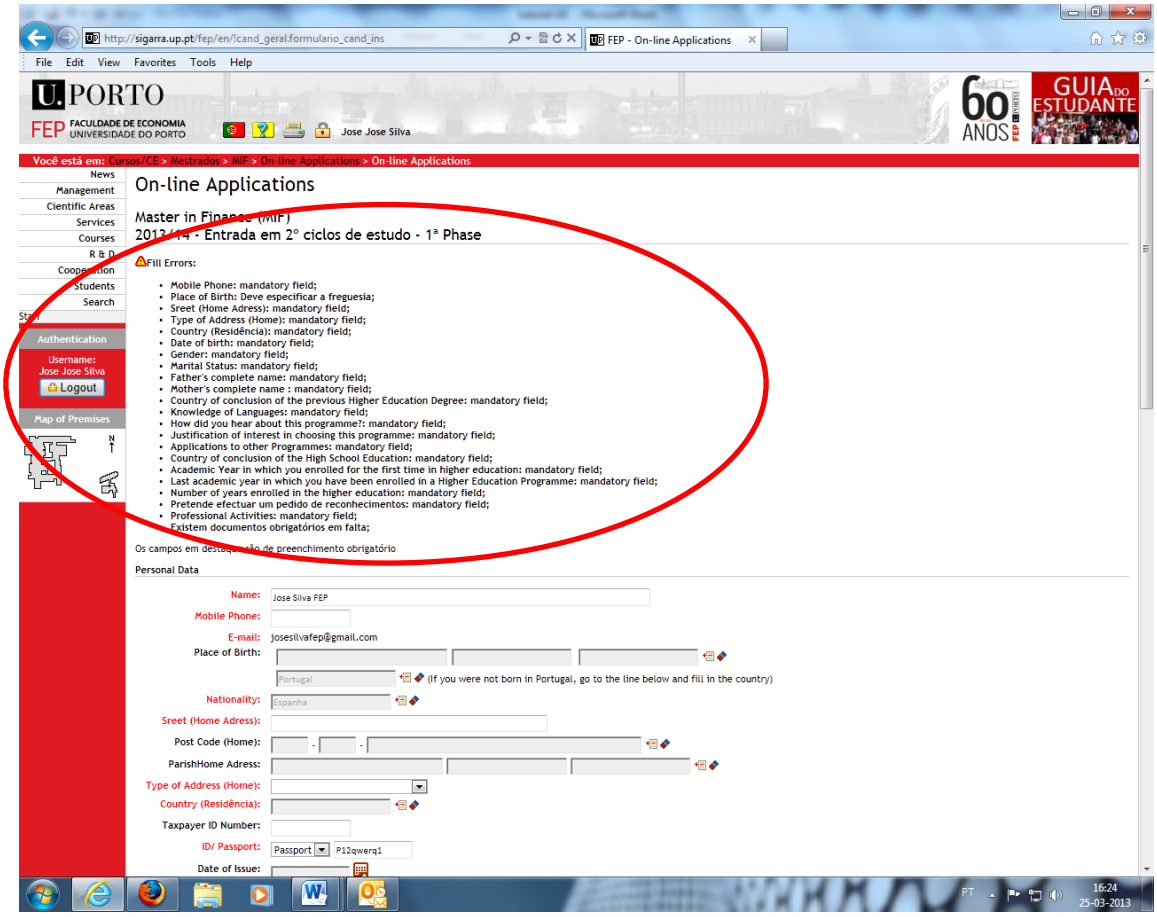


Repeat the operation for all the other documents.

4) Application for recognition

This field addresses applicants who wish to request the accreditation of courses or relevant professional experience according to the Portuguese Law. FEP services suggest that students start this process after their admission is confirmed not at this early stage. So, please choose the option “No”. Please be aware that choosing the option “Yes” requires the upload of further documents and information.

By clicking on the Button “guardar” (save), applications which are not complete will receive a list of errors that must be corrected.



In case of no error applicants can click on the button “Submit”.

Each submission to a programme is due to pay the application fee of 55 €. The application to n ≤ 3 programmes involves the payment of the amount of n x 55 €.

Foreign candidates should send an e-mail to admissions@fep.up.pt requesting information about the procedure to follow to proceed with the payment of the application fee by bank transfer.

Applications are valid after the payment.