

## Guide Application Online

1 – Ask for a temporary login (username and password) on link below:

[https://sigarra.up.pt/fmup/en/utemp\\_geral.criar\\_utilizador\\_edit](https://sigarra.up.pt/fmup/en/utemp_geral.criar_utilizador_edit)

The temporary login will be automatically emailed to you in a few minutes.

2 – Enter your credentials at the Authentication area at the bottom left of the page and press “Iniciar sessão”.

3 - Choose the programme you want to apply and click on **Apresentar Candidatura / Submit Application** at the bottom of the page.

**Deadlines**

Start date for submitting applications: 2015-05-18  
 Deadline for submitting applications: 2015-09-07  
 Deadline for posting the notice with results of placements: 2015-09-25

**Fees**

Fee: Second a third cycles (fixed) 55 €

**Contact for further information**

Academic Division  
 Email: dalmap@med.up.pt  
 Telephone: +351 225 513 604  
 Fax: +351 225 513 605

**Number of vacancies**

Admission Scheme	Vacancies
Regime de Ingresso em Doutoramento	15

Submit application

←

4 – Complete your application form. **Red fields are mandatory and must be completed**, however all fields (with the exception of the taxpayer no.) are to be properly filled for successful application submission.

**Notes:** Click over the button and must enter a search text. These fields will be automatically filled.

**Applicants who do not have Portuguese taxpayer number, must type 999999990.**

- News
- Legislation
- Management Bodies
- Academic Departments
- Non Academic Departments
- Courses
- Courses 2015/16
- R & D
- R&D Projects
- Search
- Cooperation
- Authentication
- Username: Ana Martins
- Terminar sessão

### Online applications

**Doctoral Programme in Forensic Sciences (PDCF) 2015/16 - Admission scheme in Doctoral Programme - 1st Phase**

**Os campos a vermelho são de preenchimento obrigatório**

**Personal information**

Name:

Identity Card:  -  -  (País de emissão)

**Taxpayer no.:**

Nationality: Portugal

Date of birth: 1982-05-29

Gender: Female

Telephone contact: Mobile phone

Country (Residence): Portugal

Type of address (Residence): Residência Oficial

Street (Residence): Rua de Monte Catvo

Parish ((Residence): Cedofeita Porto Porto

Postal Code (Residence): 4050 - 401 - PORTO


Country of origin: Porto Porto

Portugal (If you were born in Portugal, name the parish, otherwise name the country)

Shortcut

- See List
- Add Page


## 5 – Upload files

















For instance, if you have more than one letter of recommendation or any type of you should convert all of them in one single file (.pdf). Click on the  button, then over the “Upload document” button. Once uploaded to Documents in your personal area, select the documents and press “>>” to pass them onto Documents associated with the process. When done, close the dialog box.

**Notes:** You cannot upload multiple files, per item.

If you do not have a Portuguese taxpayer number, **you should attach** a copy of **the passport** in the “Documento de identificação/Identity card” and “Cartão de contribuinte/Taxpayer no.” fields.

Scanned documents

 You can only enter documents in JPEG, DOC, PDF and ZIP formats

Name	File	Change
Documento de identificação (bilhete de identidade; cartão de cidadão; passaporte);		
Cartão de contribuinte (no caso de não apresentar cartão de cidadão)		
Certidão comprovativa da licenciatura que é titular, com indicação da respetiva média final, expressa de 0 a 20 valores e arredondada às unidades		
Curriculum vitae		
Documento comprovativo do grau de mestre e ou de doutor, se aplicável (este documento não exclui a necessidade de apresentar o a certidão comprovativa da licenciatura que é titular)		
Curriculum profissional de relevância para o curso a que se candidata, devidamente comprovado		
Letters of recommendation (Optional)		
Other documents deemed relevant to ranking criteria		

Documents

Documents in your personal area


















Files: 0; Size: 0KB

>>

<<

Documents associated with the process

Files: 0; Size: 0KB

Name	File	Change
passaporte);		
cidadão)		
unidades		
um vitae		
enciatura		
é titular)		
mprovado		
(Optional)		
ng criteria		

**6 – Press “Save” to continue and then “Submit” to submit the application.**

**Notes:** Before submitting your application, you can edit or cancel the application.

**Attention:** After submission, no more changes will be allowed and once canceled the application, you cannot apply again.

**7** – You have to pay an application fee, according to the table of emoluments of the UP: €55.00 for **2<sup>nd</sup> and 3<sup>rd</sup> cycles** per course.

### **Wire Payments (International Students ONLY)**

Beneficiary Name: Faculdade de Medicina do Porto

*Banking information:*

Name: Caixa Geral de Depósitos

NIB: 003501030002959673057

IBAN: PT50003501030002959673057

SWIFT Code: CGDIPTPL

Please **send an e-mail** to [tesouraria@med.up.pt](mailto:tesouraria@med.up.pt) (CC: [dafmup@med.up.pt](mailto:dafmup@med.up.pt)) **and** ensure that you **include your full name, programme's name** that you applied and wire transfer of emolument **and attach the wire transfer confirmation** and a copy of your Application Form.

### **Attention!**

The images presented on this document only serve as an example.