

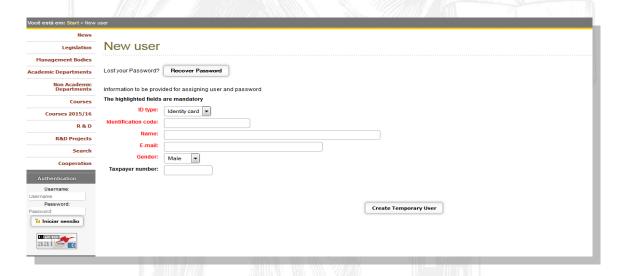
DIVISÃO ACADÉMICA

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

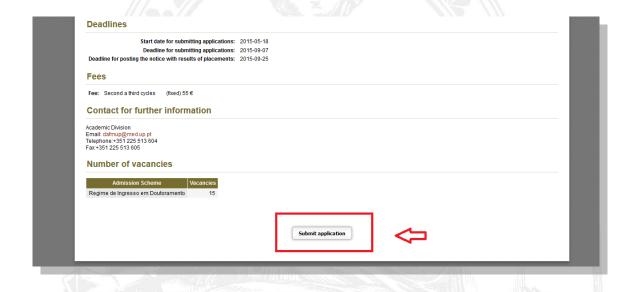
The temporary login will be automatically emailed to you in a few minutes.



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



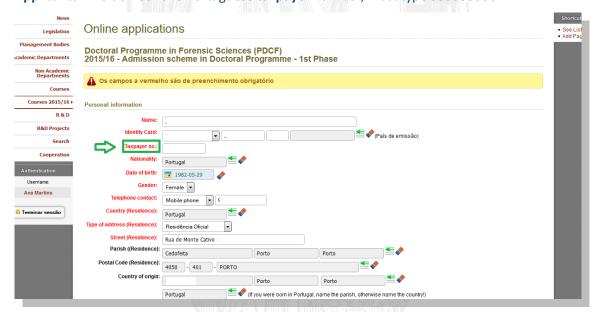
3 - Choose the programme you want to apply and click on **Apresentar Candidatura / Submit Application** at the bottom of the page.



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.

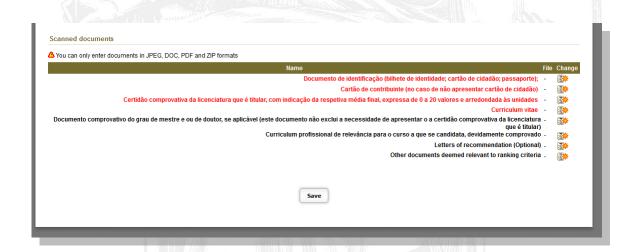


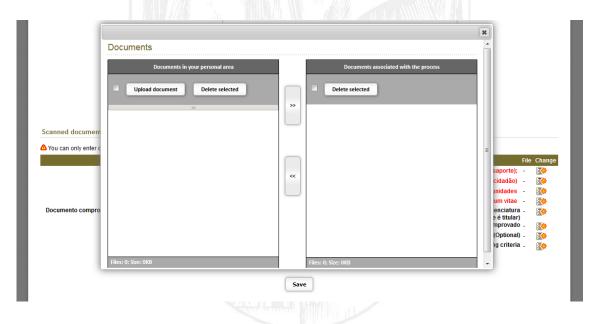
5 - Upload files

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.





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 2nd and 3rd 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** (CC: <u>dafmup@med.up.pt</u>) **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.