

ENROLMENT INSTRUCTIONS

If you have been accepted on one of our courses, click on "online enrolments" and log on using your ID number.

- You will be asked to fill in identification details for the faculty, as well as the RAIDES survey (this is an annual national survey for all higher education establishments, which aims to give an accurate picture of higher education regarding enrolled and graduate students).

The next step is printing proof of enrolment, as well as the Multibanco/ATM reference numbers, in order to pay the first tuition fee instalment, academic insurance and administration costs. Enrolment is only valid if these first payments are made. If payment is not made within the stipulated deadline, the place will be made available to another candidate.

The following documents should be sent by e-mail in a single PDF by 31st July:

- Copy of citizen card or other identification document;
- Copy of vaccination card with an indication that tetanus shots are up to date;
- Copy of qualifications certificate (certificate of completion of Bachelor's/Master's degree) with final grade;
- Proof of fiscal address.

From this year onwards, tuition fee receipts without a student's fiscal address and tax number will not be tax-deductible.

Enrolment statements can only be issued after the first tuition fee instalment is paid and these documents have been sent. The academic department will send an e-mail to all students confirming enrolment, as well as a student number, which allows the enrolment statement to be printed online.

Students who live outside Portugal can pay via bank transfer, using the same IBAN provided to pay the application fee. Students who do this should include the proof of transfer in the PDF of the required documents.

Candidates whose enrolment is dependent on the Recognition of Foreign Qualifications should also include a copy of proof of the request for recognition in the above-mentioned PDF.