



INSTRUCTION MANUAL FOR PERFORMING AN APPLICATION USING INFORESTUDANTE

Any questions regarding the application process using InforEstudante, should be sent by email to Miss Liliana Almeida (imaie-contact@uc.pt) from the IMAE office at the University of Coimbra.
Email subject: IMAE application UC Platform

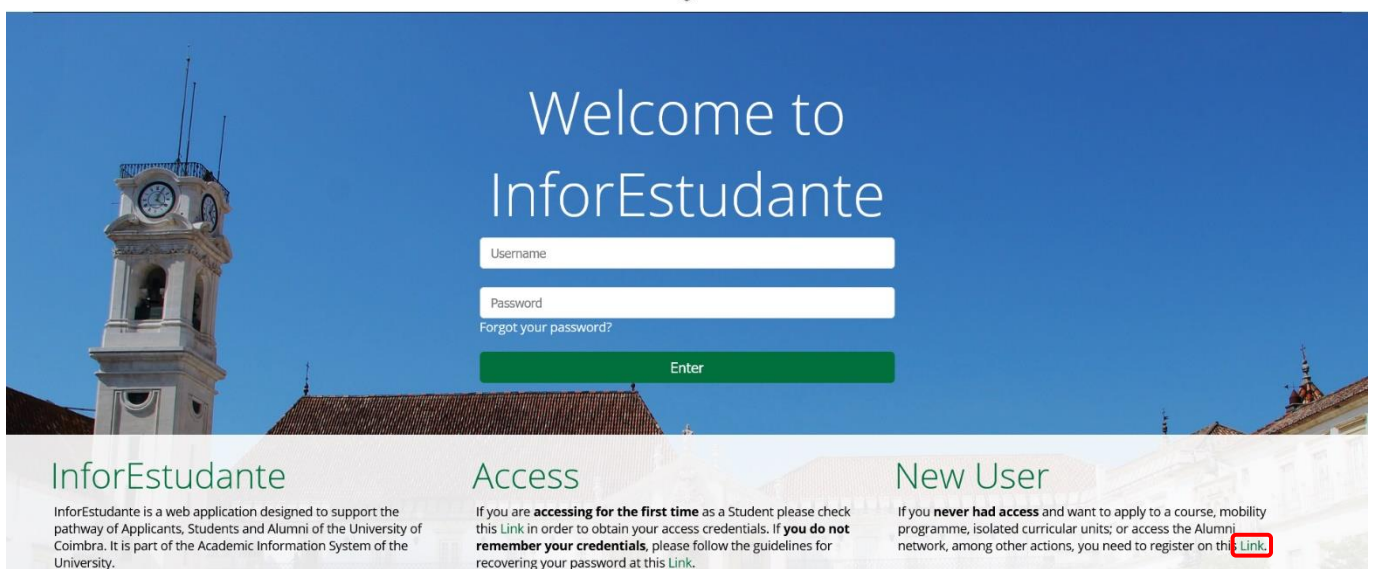
Access <https://www.uc.pt/go/candidaturas> and follows the steps below.

1. Identification on the system

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

2. Registration of Users with no access to InforEstudante

Make sure that you have an e-mail account suitable for using on the system. For registering, click on [Link](#) (under **New User**).



Welcome to InforEstudante

Username

Password

[Forgot your password?](#)


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 the [Link](#).

On the following window you must click on the **Apply** button under **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.

UNIVERSIDADE DE COIMBRA 1 2 9 0 Help | PT EN



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

On-line Registry - University of Coimbra

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

- Applications under a mobility program
- Course Application
- Isolated Disciplines Applications
- Access to Old Students Network (Rede UC) - You can get more information about the Alumni network at <https://alumni.uc.pt/>
- 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: yp27p

*** Security Code:**
 Enter all characters displayed in the image.

*** E-mail:**
 Primary tool for communication.

* Required fields

Register

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.

The screenshot shows the top navigation bar of the University of Coimbra website, including the logo and the text "UNIVERSIDADE DE COIMBRA UNIVERSITY OF COIMBRA" and "Help | PT EN". A green notification banner at the top states: "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." Below the banner is a large blue area with a clock tower image on the left. The text "Welcome to Inforestudante" is centered. Below the text are two input fields: the first is empty, and the second is labeled "Password". A link "Forgot your password?" is positioned below the password field. A green "Enter" button is at the bottom of the form.

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.

The screenshot shows the "Define New Password" form. The header includes the University of Coimbra logo, the year "1219", and a user profile icon with "Sign out | Help | PT EN". The form title is "Define New Password". A blue information box contains the text: "In order to enhance your access security, please define a new password." The form has two required fields: "* New password:" and "* Password confirmation:". A note states: "It must have 8 characters or more, and at least an upper-case letter, a lower-case letter and a number." A green "Change" button is below the fields. A footer note says: "* Required fields". On the right, a help box contains: "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: Marisa Barrocas

* Gender: Male Female

* Date of birth: dd-mm-yyyy

Nationality and Identification Document

* Nationality: Portugal

Type: Portuguese Citizen card

Issue Country: Portugal

Date issued: dd-mm-yyyy

Number: 06132824

Place of Issue:

Expire date: dd-mm-yyyy

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

* 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.](#)

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 latter 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. **However, don't forget that future transcripts of records and the certificate will be sent to the main address.**

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

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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.

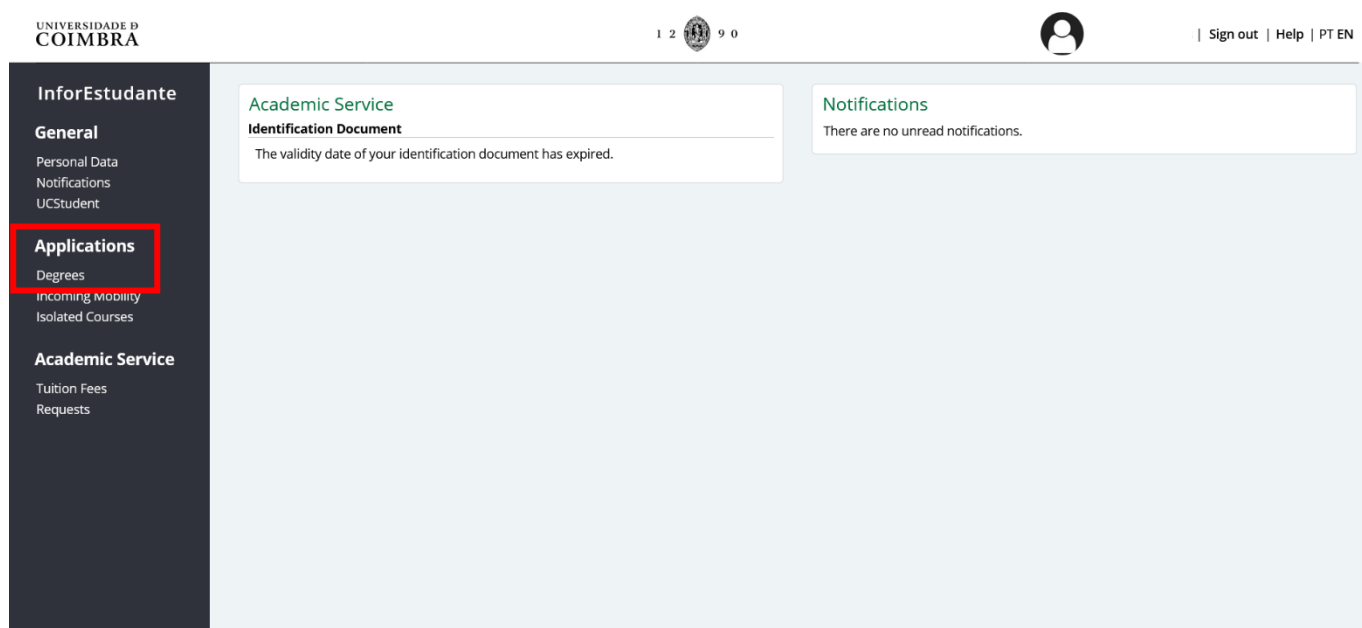
[Contact Information of U.C.](#)

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.**

3 – Application

If you already have access to InforEstudante, look for **Applications** (on the left side menu) and then click on **Degrees**.



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Sign out | Help | PT EN

InforEstudante

General

- Personal Data
- Notifications
- UCStudent

Applications

- Degrees
- Incoming Mobility
- Isolated Courses

Academic Service

- Tuition Fees
- Requests

Academic Service

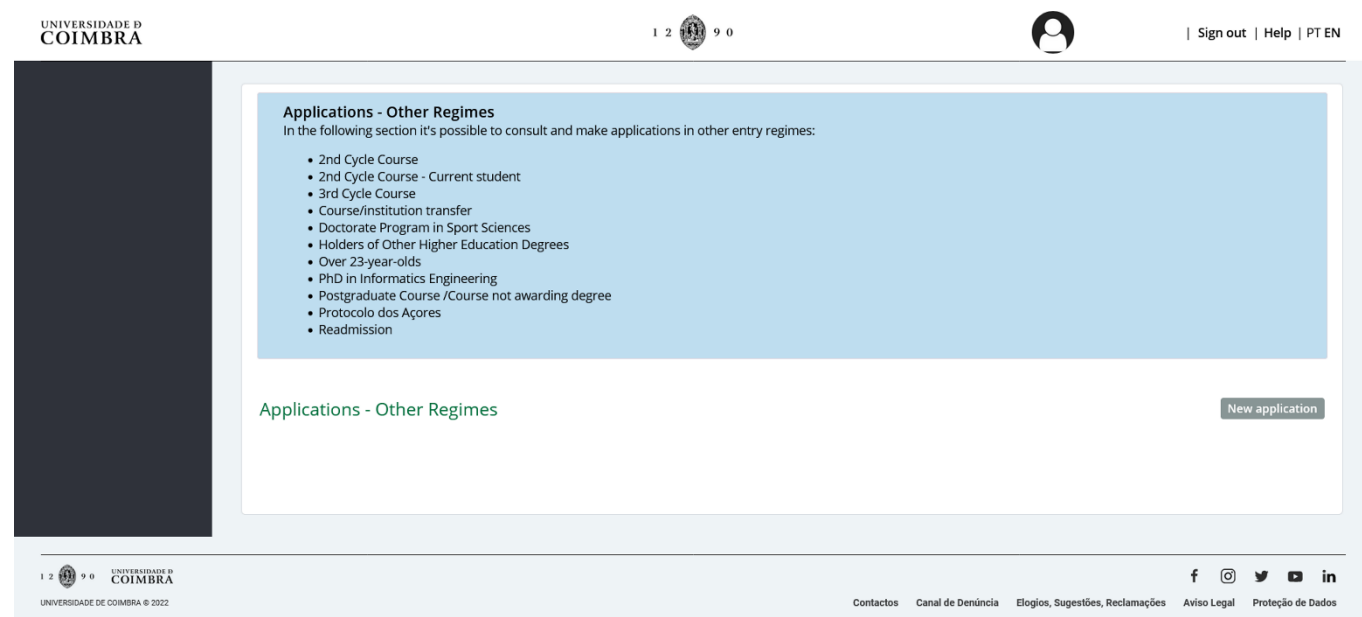
Identification Document

The validity date of your identification document has expired.

Notifications

There are no unread notifications.

Click on **New application** in the section **Applications – other regimes**.



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Applications - Other Regimes

In the following section it's possible to consult and make applications in other entry regimes:

- 2nd Cycle Course
- 2nd Cycle Course - Current student
- 3rd Cycle Course
- Course/institution transfer
- Doctorate Program in Sport Sciences
- Holders of Other Higher Education Degrees
- Over 23-year-olds
- PhD in Informatics Engineering
- Postgraduate Course /Course not awarding degree
- Protocolo dos Açores
- Readmission

Applications - Other Regimes

New application

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Contactos Canal de Denúncia Elogios, Sugestões, Reclamações Aviso Legal Proteção de Dados

f @ t v in

Fill in all fields as follows:

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InforEstudante

General

- Personal Data
- Notifications
- UCStudent

Applications

- Degrees
- Incoming Mobility
- Isolated Courses

Academic Service

- Tuition Fees
- Requests

Start > Applications > Course and regime

Applications

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](#)

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[Contactos](#) [Canal de Denúncia](#) [Elogios, Sugestões, Reclamações](#) [Aviso Legal](#) [Proteção de Dados](#)


In the field "Course" you should choose *International Master in Applied Ecology*.

Click *Continue*.

Read carefully and attentively the application announcements and select the option that states you have read them.

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 | Sign out | Help | PT EN

InforEstudante

General

- Personal Data
- Notifications
- UCStudent

Applications

- Degrees
- Incoming Mobility
- Isolated Courses

Academic Service

- Tuition Fees
- Requests

Start > Applications > Application data > Change application

2C_20236472 - International Master in Applied Ecology

Application data

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: 2023/2024

Course: International Master in Applied Ecology

Phase: 1st call

Regime: 2nd Cycle Course

Next, you should read the information regarding the attribution of credits. Select **"I declare that I have read the information presented regarding the attribution of credits."**

In the field **"If your application is accepted, do you want credit for your subjects (...)?"** choose **NO** (this is only applicable for students applying to a bachelor's degree).



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.)

Can you submit a conditional application? Yes, this is possible for applicants who do not collect all the documents until the end of the application deadline. The conditional application is carried out by indication of the applicant.

If you are missing any documents or you have not yet received your diploma, but you think you will have all the documentation until the final seriation list is available, you should mark the option **"NO"** and upload, in the respective field, a letter explaining which documents are missing and when they will be obtained.



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:

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

If applicants do not collect the required documents or do not ascertain the completion of the course until the date indicated at InforEstudiante, they may carry over their application into the subsequent call if there is one. Only the applicants who submit the missing documents within the deadline mentioned can be included on the final seriation list.

Also, in this section "Higher Education Qualification", you will find a compulsory subheading - "Application based on subparagraph d)" - for 2nd cycle applications. This subheading is intended only for applicants who do not have the required access qualifications for the course to which they are applying and who apply based on the relevant professional curriculum. So, click YES 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).

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, we 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.

You should continue filling in your application.

Now it's important that you close – **SAVE** - your application so that it can be assessed by our offices and submitted to the selection process.

Carefully read the "*Warning about sealing (submit) the application*" and proceed. Here you find important instructions and deadlines.

If you wish you can now change your application or remove it. If you decide to proceed, now is when you should upload the mandatory documentation for your application. Without all the mandatory documents uploaded, the application will not be submitted to the selection process and, consequently, it will be invalidated.

There is an individual field for the motivation letter. You can either upload your letter or write it directly on the platform (IMAE coordination prefers the first option).

Documents to deliver

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) OR certificate issued by the HEI that awarded the BSc that the classes were lectured in English, (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 the [IMAE website](#) to know which documents are mandatory. Please **DO NOT send** any document by email.

Please note that you need to upload directly on the system a file for each one of the required documents (IMAE's coordination would be grateful if you could rename the documents accordingly). 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 files. 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.

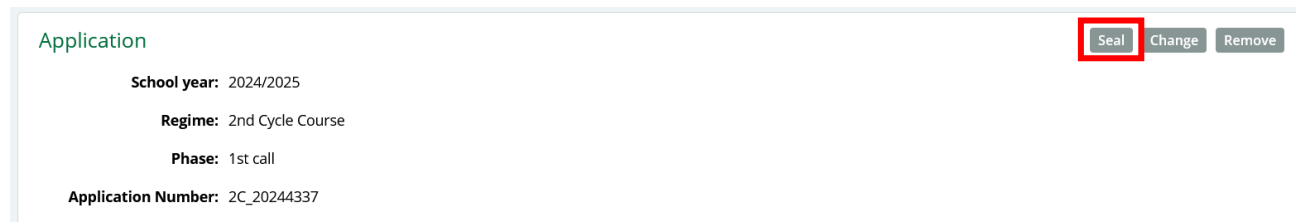
⚠ NOTE: In the case of foreign students, these documents should be certified by the Portuguese embassy or consulate in the student's native country, or by Apostille Convention, and, if not written in Portuguese, Spanish, French or English, translated into Portuguese by a translator certified by the Portuguese Diplomatic representative.

The selection criteria for your application and the weighting factor for each of the criteria are defined at the [IMAE website](#).

After all documents have been added and before sealing your application, please review the entire application. This step is extremely important, once your application is sealed, it cannot be changed. For this reason, any changes to the data entered in the application must be made prior to this operation.

Once the application has been reviewed, you must **SEAL** it. At this stage 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.

If you wish, you can print your application summary after clicking on *printing application summary*.



The screenshot shows a card titled "Application" with the following details: School year: 2024/2025, Regime: 2nd Cycle Course, Phase: 1st call, and Application Number: 2C_20244337. In the top right corner, there are three buttons: "Seal" (highlighted with a red box), "Change", and "Remove".

After sealing, the information concerning the payment of the application fee becomes available. If this payment is not made within the established deadline, the application will not be appraised by the UC.

⚠ 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

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.

» **Not paid:** 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.

⚠ Important: *Applications with these two previous statuses are not carried over into the subsequent call of applications.*

» **In validation:** Your application is being analyzed by the academic 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 Services. Your application is ready for the selection process.

» **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. You will be contacted by the IMAE consortium.

» **Placed:** Your application has already been assessed and you have been selected for coursing IMAE. You will be contacted by the IMAE consortium.

» **Fulfilled:** Your application shows that you were offered a place and you've enrolled in IMAE.

» **Forfeit:** Your application shows that you have not enrolled during the registration period.

From now on, you must enter InforEstudante regularly in order to track your status and check the selection lists according to the [established calendar](#).

...

If you consider that there is a reason to complain about the result, you can submit a substantiated complaint 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*. At the end of this period, the final ranking list is published, and you will be sent the result of your application.

If the result of your application was "*Placed/Admitted*", you will receive a notification of the deadline and guidelines to enrol and register for the course. If the result of your application was "*Not Placed/Not Admitted*", you may carry over your application into the subsequent call, without any costs, if there is one.

⚠ 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:

<https://vistos.mne.gov.pt/en/>

<http://www.uc.pt/international-applicants/estudar-viver-coimbra/mais-info/visto>

<https://aima.gov.pt/pt/estudar>

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.

Any questions regarding the application 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