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 (imae-contact@uc.pt) from the IMAE office at the University of Coimbra.
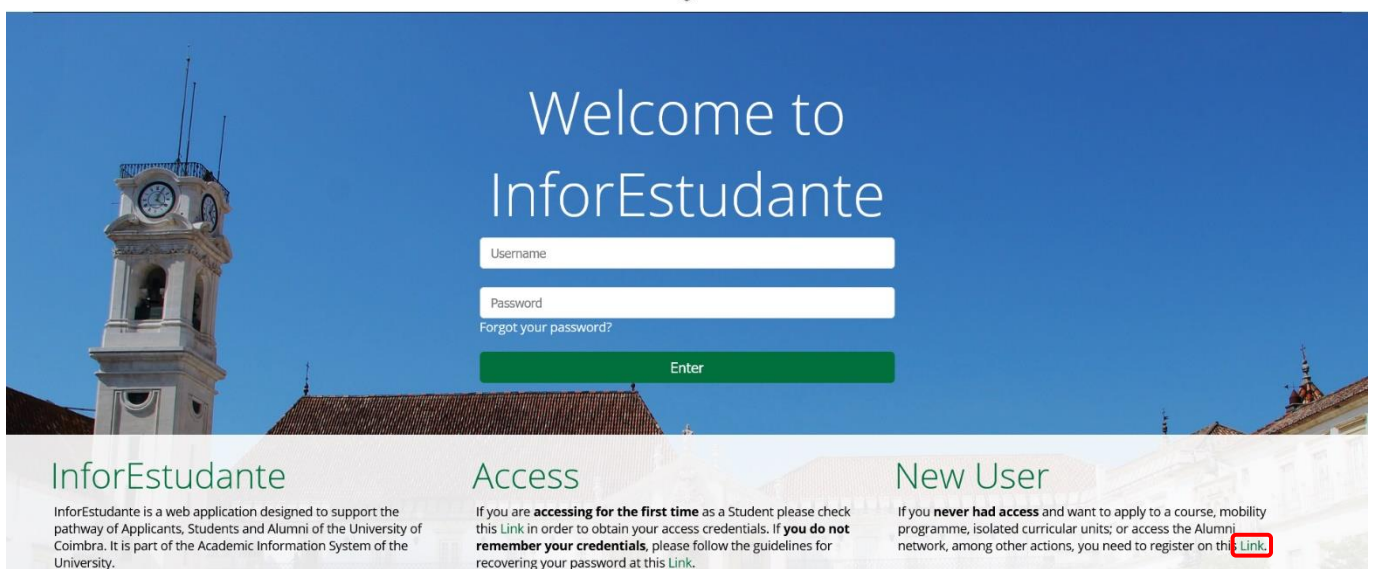*Email subject: IMAE application UC Platform*

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

1. Identification on the system

a) If you already have access to InforEstudante, you can perform your application directly. Follow the instructions starting on point 3.

b) 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).

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. <u>This will be the main communication tool between the University and the applicant and/or future student</u>.

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.

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.

Proceed by entering your personal data. The fields marked with an asterisk * are compulsory.

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…

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".
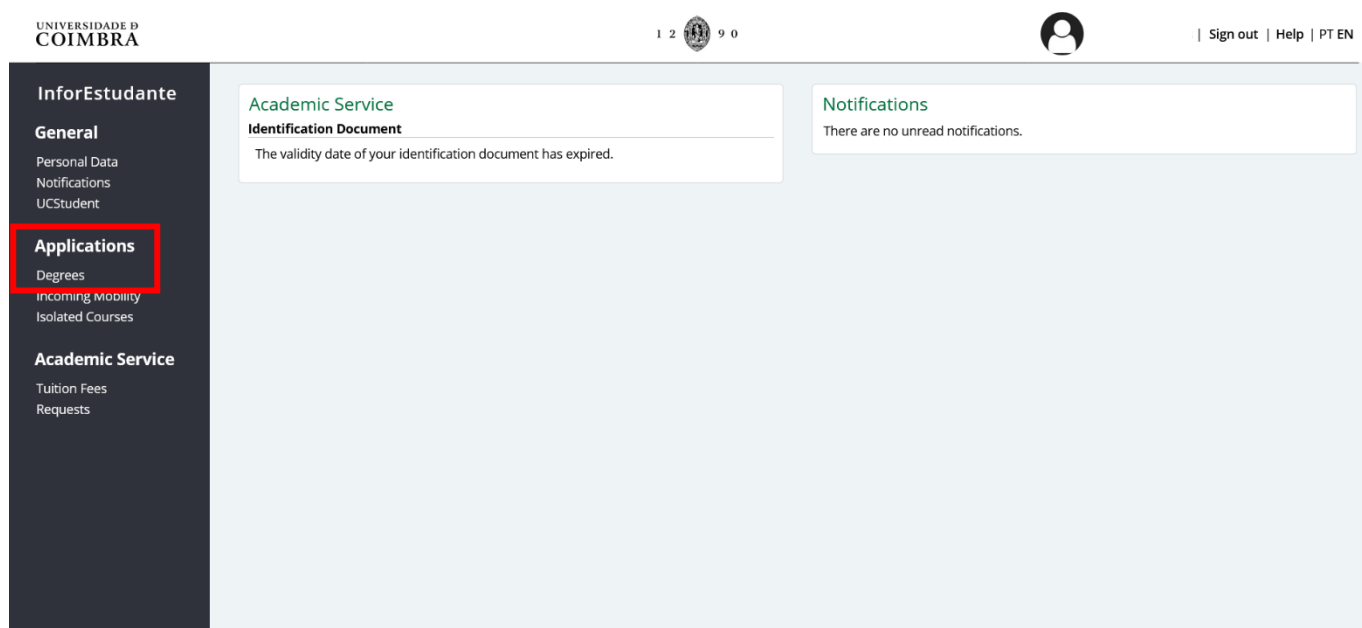
This is the last step of your personal data. After this, all your personal details are displayed on the screen. If you close your session, you will need to log in again using the password you chose in the beginning of your registration.

We point out that applicants may calmly add elements to their application, since there is no need to seal it immediately. However, <u>bear in mind that applications must be <mark>sealed before the end</mark> of the deadline established for applications.</u>

3 – Application

If you already have access to InforEstudante, look for *Applications* (on the left side menu) and then click on *Degrees*.
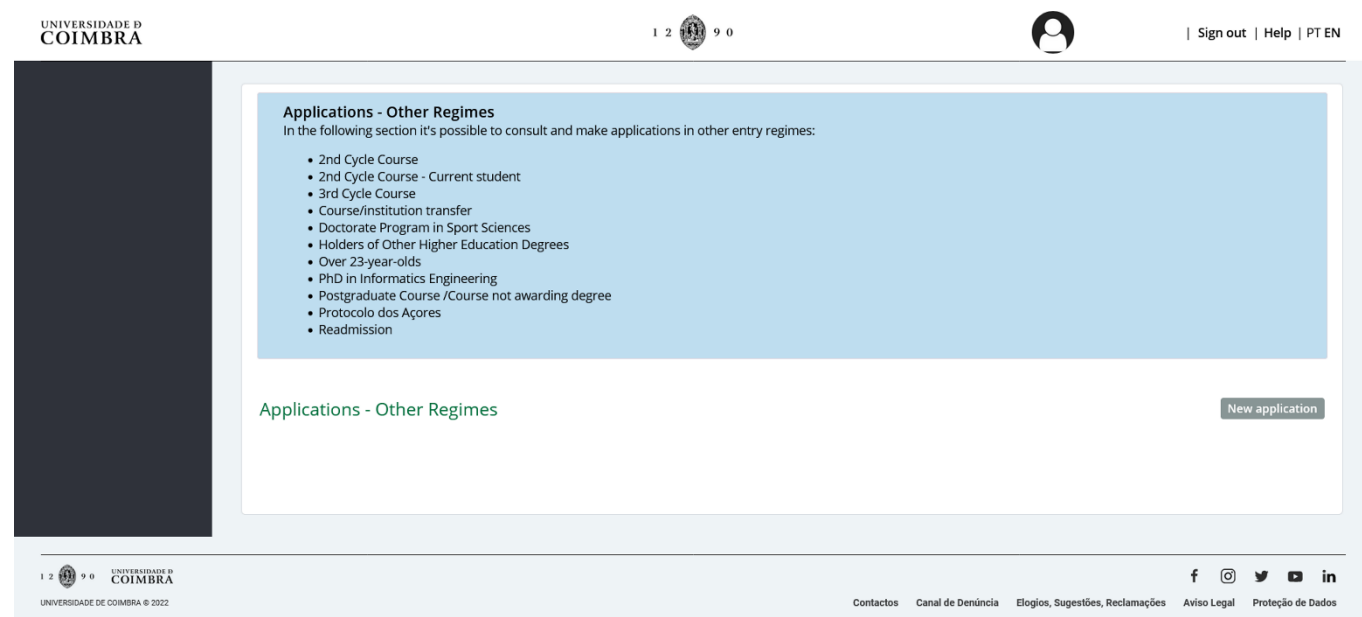
Click on *New application* in the section *Applications – other regimes*.

Fill in all fields as follows:

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.

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).

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.

If applicants do not collect the required documents or do not ascertain the completion of the course until the date indicated at InforEstudante, 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.**
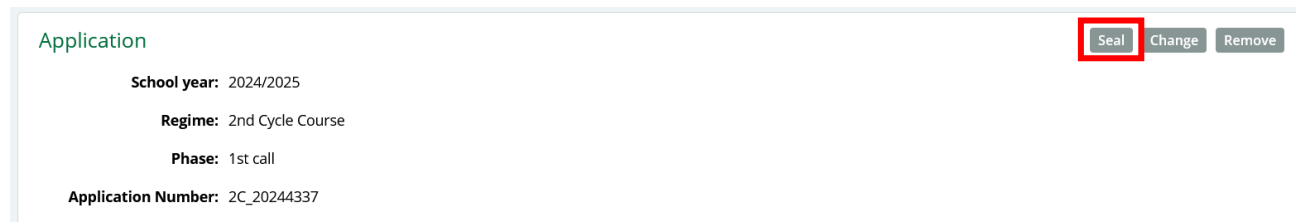
⚠ **NOTE: In the case of foreign students, these documents should be certified by the Portuguese embassy or consulate in the student's native country, or by Apostille Convention, and, if not written in Portuguese, Spanish, French or English, translated into Portuguese by a translator certified by the 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 <mark>SEAL</mark> 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*.

Application			Seal	Change	Remove
School year: 2024/2025					
Regime: 2nd Cycle Course					
Phase: 1st call					
Application Number: 2C_20244337					

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 tutions&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.

» <u>Incomplete</u>: Your application has not been sealed yet. Check if all the required documents are uploaded, as well as the motivation letter.

» <u>Not paid</u>: 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.*

» <u>In validation</u>: 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.

» <u>Validated</u>: Your application is complete and has been validated by the Academic Services. Your application is ready for the selection process.

»<u>Invalidated</u>: your application was incorrectly filled in or is lacking required documents/information.

» <u>Not admitted</u>: 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.

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