



**Ciências**  
**ULisboa**

Faculdade  
de Ciências  
da Universidade  
de Lisboa

# APPLICATION GUIDE

POSTGRADUATE COURSES | MASTER'S DEGREES

Academic Year 2026/2027



## **TABLE OF CONTENTS:**

- ✓ **INTRO**
- ✓ **APPLICATIONS DEADLINES**
- ✓ **INSTRUCTIONS – SUBMITTING APPLICATION STEP BY STEP**
- ✓ **CONDITIONAL APPLICATIONS**
- ✓ **PUBLICATION OF RESULTS**
- ✓ **AFTER THE PUBLICATIONS OF RESULTS:**
  - **DEPOSIT PAYMENT**
  - **CHOISE OF COURSES**



## INTRO

- **If you are a ULisboa Science student:**
  - ✚ You must *log* in to your student area so that all the data is uploaded directly to the application platform;
- **If you are not ULisboa Science student:**
  - ✚ You should consult the instructions at “[Instructions – Submitting applications step by step](#)”;
  - ✚ Enter a valid e-mail address - you will receive information about the status of your case here.

### HOW TO ACCESS TO THE APPLICATION PROCESS:

After login in to [fenix.ciencias.ulisboa.pt](https://fenix.ciencias.ulisboa.pt) you should access the “**Application**” section and duly fill in all the fields in the various tabs that make up the process.

- If you do not receive the e-mail confirming your application, you should report this to the following contacts:
  - [candidatura-pg@ciencias.ulisboa.pt](mailto:candidatura-pg@ciencias.ulisboa.pt);
  - [suporte@ciencias.ulisboa.pt](mailto:suporte@ciencias.ulisboa.pt).

## NOTICE:

In order for your application to go through without any problems, you should read this **Application GUIDE** carefully.

## APPLICATIONS DEADLINES

### ➤ 1<sup>ST</sup> PERIOD

**Applications:** 09<sup>th</sup> of March to 10<sup>th</sup> of April of 2026

**Requirements:** Bachelor's degree completed and proven by the respective mandatory certificates.

- ✓ Applicants should consult the specific requirements for admission to the master's degree program they wish to enroll in.

### Important Points:

- ✚ "Substitute" ("Suplente") candidates in the 1st period **will not be considered candidates for the following periods of the same master's programme** to which they applied, unless they **submit a new application** (you should consult the application dates for the following periods);
- ✚ After the start of the 2<sup>nd</sup> application period, there will be no change to the results of the 1<sup>st</sup> period for candidates who have been placed in "Substitute" ("Suplente") status;

### ➤ 2<sup>ND</sup> PERIOD

**Applications:** 22<sup>nd</sup> of June to 17<sup>th</sup> of July of 2026

**Requirements:** Bachelor's degree completed and proven by the respective mandatory certificates.

- ✓ Applicants should consult the specific requirements for admission to the master's degree program they wish to enroll in.

### ➤ 3<sup>RD</sup> PERIOD (ONLY AVAILABLE FOR COURSES WITH VACANCIES)

**Applications:** 24<sup>th</sup> to 28<sup>th</sup> of August of 2026

**Requirements:** Bachelor's degree completed and proven by the respective mandatory certificates.

- ✓ Applicants should consult the specific requirements for admission to the master's degree program they wish to enroll in.

## INSTRUTIONS – SUBMITTING APPLICATION STEP BY STEP

### 1. CREATE ACCOUNT

- + [I'm a science student](#)
- + I'm a science student, without valid credentials (candidates who are not currently enrolled in ULisboa Science study cycles) – should access to the following link <https://balcaoc.ciencias.ulisboa.pt/servico/criar-conta-utilizador> to reactivate your account. Automatic account reactivation uses your mobile phone number and/or personal email address. If these contacts are not in our systems or are out of date, you will need to request activation directly at the IT Services Office (room 1.2.10). You can then access the application form in the “Applicant” section.
- + I'm not a Science student:
  - Create account at <https://fenix.ciencias.ulisboa.pt/accountCreation>
  - You will receive credentials (format: User bennuXXX) by e-mail (if you don't receive them request a resend at <https://fenix.ciencias.ulisboa.pt/passwordResetRequest>)
  - Click at [I'm a science student](#)

### 2. CHOOSE THE COURSE THAT YOU WANT TO APPLY FOR

### 3. FILL IN AND VALIDATE ALL THE FIELDS IN THE APPLICATION TABS

### 4. COLLECT THE REQUIRED AND MANDATORY DOCUMENTS:

- ✓ *Curriculum Vitae* - extended or summarised version of the document, provided that it mentions academic and professional qualifications and additional training;
- ✓ Graduation Diploma/Conclusion Certificate – **CONDITIONAL APPLICATIONS SEE INFORMATION (PAGE 8 TO 10);** <sup>1 2 3</sup>
- ✓ Certificate of Degree Subjects <sup>1 2 3</sup> / Diploma Supplement – **CONDITIONAL APPLICATIONS SEE INFORMATION (PAGE 8 TO 10);**
- ✓ Certificate of Workload and Programme Content - stamped and signed by the higher education institution. **Mandatory document** only for candidates whose degree or legal equivalent is from a higher education institution in a country outside the European Union <sup>2 3</sup> or from a country not adhering to the Bologna process;
- ✓ Declaration on the recognition of the foreign higher education institution and the foreign higher education degree, issued by the Directorate General for Higher Education - DGES in Portugal - only for candidates whose degree or legal equivalent is from a higher education institution in a country outside the European Union or from a country not adhering to the Bologna process;



- ✓ Citizen's Card/Identity Card and Taxpayer's Card - optional
- ✓ Motivation Letter - state clearly and succinctly why you are applying for the course in question.

<sup>1</sup> Applicants whose degree or legal equivalent is from a foreign institution (outside the EU) must send the certificates / diploma certified by the Portuguese consular service of the country of origin or presented with the Hague Apostille by the competent authority of the state from which the document originates;

<sup>2</sup> Whenever Certificates / Diplomas are not issued in Portuguese, English, French or Spanish, they must be translated into one of these languages;

<sup>3</sup> Applicants who do not have a degree from ULisboa Sciences must present the original certificates to the Masters Office of the Postgraduate Studies Area of the Faculty of Sciences. Certificates can be presented as soon as they are aware of their admission to the course and have paid the deposit, and **necessarily** before the enrolment/registration start date.

## 5. SCAN AND UPLOAD TO THE APPLICATION FORM ALL THE MANDATORY DOCUMENTS

Preferably send scanned documents in PDF or image formats (e.g. jpeg, gif, png, etc.).

*Applications that do not have all the documentation attached, **will be excluded**.*

## 6. SUBMIT YOUR APPLICATION

Applicants can submit more than one application for different courses. All the applications you want to submit after the first one, are called subsequent applications (an option you must select after submitting the first application).

## 7. PAYMENT OF THE APPLICATION FEE

Payment must be made **upon receipt of an email**, sent via the Fénix platform, by the Masters Office of the Postgraduate Studies Area of the Faculty of Sciences. The date of payment of the application fee is independent of the dates set for submission of the application.

### INFORMATION:

- ✚ **DEADLINE** for payment of the application fee: 2 days after notification;
- ✚ Payment of the application fee (1st, 2nd, or 3rd phase) must be made within the dates indicated in the application;
- ✚ **FEES** - application fee:
  - 1st application - €40.00;



- Subsequent applications - €20.00 (all applications submitted after the 1st are considered subsequent applications).
- ✚ Payment must be made by:
  - **ATM reference;**
  - **Bank transfer via ATM, Internet, or at any bank branch** (payment *exclusively* for applicants who do not reside in Portugal). In this case, you must submit the respective proof of payment with your application *by uploading it to the corresponding tab*.
- ✚ Payments must be made **solely and exclusively** during the application period. Payments made during the first phase for applications submitted in the second or third phase *will not be accepted*.
- ✚ All applications for which payment of the fee has been made after the deadline indicated in the application (2 days) and after the deadline for submission of applications will be excluded.

## WARNINGS

- Throughout the application process, candidates ***are notified by email*** of the status of their application, which can be consulted in the candidate's area.

## CONDITIONAL APPLICATIONS

### ➤ 1<sup>ST</sup> PERIOD

**Applications:** 09<sup>th</sup> of March to 10<sup>th</sup> of April 2026

**Requirements:**

- ✓ Applicants with a **minimum of 138 ECTS** completed;
- ✓ Bachelor's Degree **completed by 31 July 2026**.

Additional documents required:

- *Proof indicating the course units passed, the total number of ECTS completed and the course average (Bachelor's degree) to date (document taken from the academic system properly identified - name of applicant, institution and course).*
  - ULisboa Science students can obtain this document directly from Fénix at “myFenix - » Services -» Requisitions -» Proof of Academic Achievement (Comprovativo Aproveitamento Curricular)”.

### Important Notes:

- ✚ “Substitute” (“Suplente”) applicants in the 1st period **will not be considered candidates** for the following periods of the same master's programme to which they applied, unless they **submit a new application** (you should consult the application dates for the following periods);
- ✚ After the start of the 2<sup>nd</sup> application period, there will be no change to the results of the 1<sup>st</sup> period for applicants who have been placed in “Substitute” (“Suplente”) status.
- ✚ Conditionally admitted candidates **must attach** their Bachelor's Degree Certificate and course completion certificate **to their application** (online via Fénix\*) **by August 10, 2026**.

### ➤ 2<sup>ND</sup> PERIOD

**Applications:** 22<sup>th</sup> of June to 17<sup>th</sup> of July 2026

**Requirements:**

- ✓ Applicants with a **minimum of 162 ECTS** completed or
- ✓ Applicants whose degree completion depends solely on the assessment in a project/internship/seminar/final degree work or the release of grades of course units carried out in ERASMUS+ mobility;
- ✓ Bachelor's Degree **completed by 31 July 2026**.



Additional documents required:

- *Proof indicating the course units passed*, the total number of ECTS completed and the course average (Bachelor's degree) to date (**document taken from the academic system properly identified - name of applicant, institution and course**).
  - ULisboa Science students can obtain this document directly from Fénix at “myFenix - » Services -» Requisitions -» Proof of Academic Achievement (Comprovativo Aproveitamento Curricular)”.
- In the case of candidates whose degree completion depends solely on the assessment of a project/internship/seminar/final degree project or the release of grades for courses taken under the ERASMUS+ mobility program, *they must also attach supporting documentation*.

**Important Note:**

- ✚ Conditionally admitted candidates **must attach** their Bachelor's Degree Certificate and course completion certificate **to their application** (online via Fénix\*) **by August 10, 2026**.

➤ **3<sup>RD</sup> PERIOD (ONLY AVAILABLE FOR COURSES WITH VACANCIES)**

**Applications:** 24<sup>th</sup> to 28<sup>th</sup> of August 2026

**Requirements:**

- ✓ Applicants who are still able to complete their degree in September and **under the 2025/26 academic year or**
- ✓ whose graduation depends solely on the assessment in a project/internship/seminar/final paper, to be held in September.

Additional documents required:

- *Proof indicating the course units passed*, the total number of ECTS completed and the course average (Bachelor's degree) to date (**document taken from the academic system properly identified - name of applicant, institution and course**).
  - ULisboa Science students can obtain this document directly from Fénix at “myFenix - » Services -» Requisitions -» Proof of Academic Achievement (Comprovativo Aproveitamento Curricular)”.
- In the case of candidates whose degree completion depends solely on the assessment of a project/internship/seminar/final degree project or the release of grades for courses taken under the ERASMUS+ mobility program, *they must also attach supporting documentation*.

**Important Notes:**

- ✚ **Conditionally admitted** candidates **must attach** their Bachelor's Degree Certificate and course completion certificate **to their application** (online via Fénix\*) **before the dates set for enrollment/registration for the 3rd phase**.
- ✚ The Bachelor's Degree Completion Certificate must state that the academic year of completion was 2025/26. **Alternatively**, candidates may submit a statement issued by the Higher Education Institution where the degree was obtained, stating that the course was completed in the 2025/26 academic year.



**\*HOW TO ATTACH CERTIFICATES via Fénix** (after admission to the course):

1. Access the application - through Fénix (login);
2. UPLOAD the certificates (completion and course units) in the SEPARATOR: DOCUMENTS I Conditional Admission;
3. Click on the operation SUBMIT I Certificates.

**NOTE:** Certificates must be ATTACH VIA FÉNIX **by 10 AUGUST 2026.**

## WARNINGS

- Candidates who have **submitted conditional applications** (1st and 2nd PHASE of applications) and **who have been admitted**, the application is **considered conditional until they attach**, via Fénix (online), the respective *Certificates of completion and approved course units*. **DEADLINE FOR ATTACHING DOCUMENTATION - AUGUST 10, 2026;**
- All applications **that do not attach (online)** the respective certificates of completion of degree and approved course units, **and that do not comply** with the dates set for each phase, will be **EXCLUDED;**
- All communications regarding applications must be made via email to [candidatura-pg@ciencias.ulisboa.pt](mailto:candidatura-pg@ciencias.ulisboa.pt)



## PUBLICATION OF RESULTS

- ✚ Applications 1<sup>st</sup> period - results until 30 April 2026
- ✚ Applications 2<sup>nd</sup> period - results until 04 August 2026
- ✚ Applications 3<sup>rd</sup> period - results until 10 September 2026.

Browse the [application results 2026/2027](#)

## AFTER THE PUBLICATION OF RESULTS

### 1. DEPOSIT PAYMENT

As stipulated in the [Despacho D/20/2024](#), after being informed of their admission, admitted applicants (1<sup>st</sup>, 2<sup>nd</sup> e 3<sup>rd</sup> periods) are required to pay a deposit of 65.00Euros, under penalty of losing their place on the course to which they have been admitted. The deposit must be paid within a continuous period of **no more than 2 days** after the results of each application period have been publicized.

#### INSTRUCTIONS OF THE DEPOSIT PAYMENT:

- ✓ Access the application on Fenix (<https://fenix.ciencias.ulisboa.pt/>);
- ✓ On the application, click on the operation “Generate Deposit Payment”;
- ✓ Go to the “Deposit Payment Data” tab;
- ✓ Consult the ATM reference;
- ✓ Proceed with payment.

For applicants **living abroad**, the deposit must be paid by **bank transfer**.

#### Instructions:

- ✓ Access the application on Fenix (<https://fenix.ciencias.ulisboa.pt/>);
- ✓ On the application, click on the operation “Generate Deposit Payment”;
- ✓ Go to the “Deposit Payment Data” tab, to confirm the amount to be paid 65€;
- ✓ Consult the tab “Bank Transfer – deposit”, to access the bank details;
- ✓ Proceed with payment;
- ✚ **Upload proof of payment** on the tab “Bank Transfer – deposit”, and submit it.

#### Bank transfer details:

N.º IBAN: PT50003508240001225203011

SWIFT CODE/BIC: CGDIPTPL



## **2. CHOICE OF COURSES**

Applicants who submit more than one application and are admitted to more than one course must, **imperatively**, upon payment of the deposit and under penalty of not being placed, inform the Postgraduate Studies Area ([candidatura-pg@ciencias.ulisboa.pt](mailto:candidatura-pg@ciencias.ulisboa.pt)) of the course they wish to join/enroll on.

### **WARNINGS:**

- Once this payment has been made, the amount paid as a deposit will revert to the payments due, following admission, for enrolment/registration on the respective postgraduate course;
- In the event that the course to which the applicant has been admitted does not start, the deposit paid will be returned in full.