



Ciências
ULisboa

Faculdade
de Ciências
da Universidade
de Lisboa

APPLICATION GUIDE

POSTGRADUATE COURSES | MASTER'S DEGREES

Academic Year 2025/2026



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 you should access the “**Application**” section and duly fill in all the fields in the various tabs that make up the process.

NOTICE:

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

➤ 1ST PERIOD

Applications: 10 of March to 11 of April of de 2025

Requirements: Completed degree and presentation of degree conclusion certificates and course units **OR**

CONDITIONAL APPLICATIONS

– See information on page 8

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 2nd application period, there will be no change to the results of the 1st period for candidates who have been placed in “Substitute” (“Suplente”) status.

➤ 2ND PERIOD

Applications: 23 of June to 18 of July of 2025

Requirements: Completed degree and presentation of degree conclusion certificates and course units **OR**

CONDITIONAL APPLICATIONS

– See information on page 8

➤ 3RD PERIOD (ONLY AVAILABLE FOR COURSES WITH VACANCIES)

Applications: 25 to 29 of August of 2025

Requirements: Completed degree and presentation of degree conclusion certificates and course units **OR**

CONDITIONAL APPLICATIONS

- See information on page 8

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 ON THE NEXT PAGE;** ^{1 2 3}
- ✓ Certificate of Degree Subjects ^{1 2 3} / Diploma Supplement – **CONDITIONAL APPLICATIONS SEE INFORMATION ON THE NEXT PAGE;**
- ✓ 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** ^{2 3} 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.

¹ 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.

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

³ 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 Word, 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.*

- + For the first application, you must pay the application fee of €40.00. If you submit more than one application, the amount for each additional application is €20.00.
- + Payment should be made via:
 - **ATM reference;**
 - **bank transference by ATM's, Internet or any Bank** (*exclusive* payment for candidates who do not live in Portugal). In this case, you must submit proof of payment in your application, *by uploading it* in the corresponding tab.



- ✚ Payments must be made **solely and exclusively** during the period corresponding to the application phase

Payments made during the 1st period *will not be accepted* to pay for applications submitted in the 2nd or 3rd periods.

- ✚ Payment of the application fee (**1st, 2nd periods or 3rd period**), must be made within the deadlines indicated in the application.

If the application fee is paid *after the closing date for applications* (1st, 2nd periods or 3rd period), your application *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

➤ 1ST PERIOD

Applications: 10 March to 11 April 2025

Requirements:

- ✓ Applicants with a **minimum of 138 ECTS** completed;
- ✓ Bachelor's Degree **completed by 31 July 2025**.

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)”.

Importante 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 2nd application period, there will be no change to the results of the 1st period for applicants who have been placed in “Substitute” (“Suplente”) status.

Applicants **admitted conditionally must send** their degree completion certificate and course units to candidatura-pg@ciencias.ulisboa.pt by **11 August 2025**.

➤ 2ND PERIOD

Applications: 23 June to 18 July 2025

Requirements:

- ✓ Applicants with a **minimum of 162ECTS** 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 2025**.

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)”.

Applicants **admitted conditionally must send** their degree completion certificate and course units to candidatura-pg@ciencias.ulisboa.pt by **11 August 2025**.

➤ **3RD PERIOD (ONLY AVAILABLE FOR COURSES WITH VACANCIES)**

Applications: 25 to 29 August 2025

Requirements:

- ✓ Applicants who are still able to complete their degree in September and **under the 2024/25 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)”.

Applicants **admitted conditionally must send** their degree completion certificate and course units to candidatura-pg@ciencias.ulisboa.pt **before the dates set for the 3rd period enrolment/registration**.

IMPORTANT NOTE:

The degree completion certificate must state that the academic year of completion was 2024/25 **or, alternatively**, applicants can submit a declaration issued by the Higher Education Institution where the degree was obtained, stating that the course was completed in the academic year 2024/25.

WARNINGS

- Applicants who have made **conditional applications and who are admitted** will remain on **conditional application until** the respective certificates of completion and curricular units are **sent by email UNTIL 11 AUGUST 2025**;
- Applications will be **excluded in cases where the applicants don't respect the date set for sending**, by email, their certificate(s) of completion and course units;
- All communications or **sending** of Certificates should be made to the following email address [**candidatura-pg@ciencias.ulisboa**](mailto:candidatura-pg@ciencias.ulisboa.pt).



PUBLICATION OF RESULTS

- + Applications 1st period - results until 30 April 2025
- + Applications 2nd period - results until 04 August 2025
- + Applications 3rd period - results until 10 September 2025.

Browse the [application results 2025/2026](#)

AFTER THE PUBLICATION OF RESULTS

1. DEPOSIT PAYMENT

As stipulated in the [Despacho D/20/2024](#), after being informed of their admission, admitted applicants (1st, 2nd e 3rd 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 publicised.

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. CHOISE 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) of the course they wish to join/enrol 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.