Instructions on how to fill in the Online Application – Erasmus+ Incoming

In order to get access to the online application, you first have to Create an Account within our internal system (**Fenix**).
Fill in the requested data and create your users account.

Account Creation

Create Account

Given Names *	
Family Names *	
Identification Document Type *	⌄
Identification Number *	
Birth Date *	📅
Gender *	◯ Male ◯ Female
Country *	⌄
Phone Number *	Portugal (+351) ⌄
E-mail *	
E-mail Confirmation *	
Password *	
Password Confirmation *	
	☐ I'm not a robot — reCAPTCHA Privacy - Terms

✔ Submit

- After submitting all requested data you will receive a confirmation email, with your given username (for example: *bennu39575*).
Click on the provided link on the email and, in the webpage that appears, insert your <u>username</u> (for example: *bennu39575*) and <u>password</u>.

- Once logged in you will be able to see the available applications that are active. The one you should create is the one for the **Erasmus Incoming 2018/2019**.

- Read the presented information and, once you are ready and have with you all the necessary documents create your application.

- Insert the <u>access code</u> given to you in our email with the instructions and continue.

- You will see that the Application Form is divided into 5 parts:
  - Applicant Information;
  - Academic Information;
  - Language Competence;
  - Additional Information;
  - Application Documents.

I. **Applicant Information**
    Fill in all required personal detail fields with your updated information (specially your email address)
II. **Academic Information**
    Fill in all required fields about your current academic situation. In case you have doubts regarding the Erasmus+ Code of your University you should contact your home University.
III. **Language Competence**
     Fill in all required fields, accurately and corresponding to the truth.
IV. **Additional Information**
    Fill in all required fields.
V. **Application Documents**
    In order for your application to be complete the following documents must be uploaded:

<u>Transcript of Academic Records</u> (in English) duly issued and verified by your home University. This document should contain the list of courses, with grades, you have completed at your home institution by the time you are applying;

<u>Motivation Letter</u> (explain, in few words, the reasons that led you to choose the Faculty of Sciences for your Erasmus period of Studies);

<u>Pass Photo</u>;

<u>Language Certificate 1.</u> This document must confirm your knowledge of Portuguese or English according with the CEFR levels. In case of have knowledge of Portuguese, please attach the

certificate. Otherwise, attach a Certificate of Proficiency in English. B1 level is the minimum required for the acceptance of your application.

Language Certificate 2. In case you have more than one language certificate please upload one of them here.

- After submitting the online application, you will receive an automatic e-mail informing that your application has been completed successfully. In case you don't receive this e-mail or in case you have technical problems, please let us know (internacional@ciencias.ulisboa.pt).