



## **NOVA FCSH**

Step by step user's guide  
for the online application

2020/21

Incoming Exchange Students

May 2020

Student Support Division

International Students & Exchange Office

DAA.MA.11.01

If you never were a student at NOVA FCSH, you need to register for an Inforestudante account – please click the Apply button below “Mobility Program”;



Versão de Testes

| EN PT



### Degree Application

- Applications for international students (1st Cycle Studies and Integrated Masters);
- Applications to 2<sup>nd</sup> and 3<sup>rd</sup> Cycles (Master and Ph. D courses);
- Applications to Postgraduate Specialization Courses;
- Applications to Pos-doc;



### Mobility Program

You can use this place to apply to Faculdade de Ciências Sociais e Humanas in the ambit of mobility programs.

Apply



### Isolated Courses

You can use this place to apply to Faculdade de Ciências Sociais e Humanas in the ambit of isolated courses.

Apply



### Non-Student Requirements

Access to specific services such as equivalence or registration of foreign degree, proof of aggregation, for who has never been a Student of Faculdade de Ciências Sociais e Humanas.

Register

You should register with your data, without changing the registry check button;

## Versão de Testes

### On-line Registry - Faculdade de Ciências Sociais e Humanas

**\* 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
- Requerimento de Não Estudante

**\* Complete Name:**

**\* Nationality :**

**\* Type of Identif. Document:**

**\* Issue Country:**

**\* Identification Number:**

**Date of validity:**   dd-mm-yyyy

**Security Code:**  
  
 [Get new security code](#)

If you need help do not hesitate to contact our services:

 [Contact Information of Faculdade de Ciências Sociais e Humanas](#)

**Versão de Testes**

\* Nationality :

\* Type of Identif. Document:

\* Issue Country:

\* Identification Number:

Date of validity:

  dd-mm-yyyy

Security Code:



 [Get new security code](#)

 [Get a audio version of the security code](#)

\* Security Code:

Enter all characters displayed in the image.

\* E-mail:

Will be used as the primary tool for communication.

\* Required fields



Register

Cancel

You will receive an e-mail containing a temporary password in the e-mail inbox you registered with (please check the SPAM folder if you don't receive it in a couple of minutes);

The screenshot shows a web interface for 'Versão de Testes' (Test Version) of 'Inforestudante'. At the top, a green notification box with a checkmark icon contains the text: 'You registration is completed! An e-mail with a temporary password was sent to [redacted]@hotmail.com'. Below this, it says: '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.' The main heading is 'Welcome to Inforestudante'. Below the heading are three input fields: the first contains '[redacted]@hotmail.com', the second is labeled 'Password', and the third is labeled 'Forgot your password?'. A teal 'Enter' button is positioned below the password field. The background of the page is a blurred image of a library with bookshelves and tables.

Click the "Incoming Mobility" Menu at Inforestudante;

The screenshot displays the NOVA FCSH InforEstudante user interface. At the top left is the NOVA FCSH logo. A red banner in the top center reads "Versão de Testes". To the right of the banner is a user profile icon and the text "Sign out | PT EN". The left sidebar contains the "InforEstudante" menu with sections: "General" (Personal Data, Notifications), "Applications" (Degrees, Incoming Mobility, Isolated Courses), and "Academic Service" (Tuition Fees, Requests). A green arrow points to the "Incoming Mobility" menu item. The main content area features two white boxes: "Academic Service" with the message "There is no relevant information that requires your attention" and "Notifications" with the message "There are no unread notifications." The footer at the bottom shows "Last Access: 01-02-2020 21:50" on the left and "2020 - NOVA FCSH" on the right.

Click "New Application";

The screenshot displays the user interface for the NOVA FCSH Incoming Exchange 2020/21 application. At the top left is the NOVA FCSH logo. A red banner in the top center reads "Versão de Testes". On the top right, there is a user profile icon, a redacted name, and links for "Sign out" and "PT EN".

The left sidebar contains a navigation menu under "InforEstudante":

- General
  - Personal Data
  - Notifications
- Applications
  - Degrees
  - Incoming Mobility** (highlighted)
  - Isolated Courses
- Academic Service
  - Tuition Fees
  - Requests

The main content area shows the breadcrumb "Start > Incoming Mobility Applications" and a redacted foreign identity card number. Below this is a blue tab labeled "Incoming Applications". The main content area contains a white box with the heading "Incoming Mobility Applications" and the text "No student applications for incoming mobility found." A green arrow points from this text to a grey button labeled "New application".

Fill in your data – if your City/University is not listed, please contact [mobilidade@fcsch.unl.pt](mailto:mobilidade@fcsch.unl.pt);

Notifications

**Incoming Applications**

## Versão de Testes

Step 1

### New application under a mobility program

\* **Mobility type:**  Sigma Agile  Erasmus+  Other Mobility program

\* **Academic year:** 2020/2021

\* **Regime:** 1st Semester

\* **Type of mobility:** Study

\* **Duration of mobility:** From  of  till  of

**Country of Home Institution:**

**City of Home Institution:**

\* **Home Institution:**

\* Required fields

Last Access: 01-02-2020 21:50 2020 · NOVA FCSH ·

(cont.)

**Versão de Testes** Step 1

### New application under a mobility program

\* **Mobility type:**  Sigma Agile  Erasmus+  Other Mobility program

\* **Mobility Program:** Erasmus+ ▼

\* **Academic year:** 2020/2021

\* **Regime:** 1st Semester

\* **Type of mobility:** Study

\* **Duration of mobility:** From Septemt ▼ of 2020 ▼ till January ▼ of 2021 ▼

**Country of Home Institution:** Spain ▼

**City of Home Institution:** Madrid ▼

\* **Home Institution:** ▼  
Universidad Autónoma de Madrid  
Universidad Carlos III de Madrid  
Universidad Complutense de Madrid  
Universidad Nacional de Educación a Distancia  
Universidad Rey Juan Carlos



Select the agreement under which you will register at NOVA FCSH as a mobility student and fill in all the data of your coordinator at your home institution;

**Academic Service**

- Tuition Fees
- Requests

### Select field of study and bilateral agreement for this application

| Bilateral agreement  | Field of study  |                                     |
|--|---|-------------------------------------|
|  | History of art (código desatualizado) (227)<br><i>Cycle(s): 1st cycle, 2nd cycle</i><br><i>Duration of mobility: 5 meses</i>            | <input type="checkbox"/>            |
| <a href="#" style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 3px;">Download</a> | Journalism and information, not further defined (0320)<br><i>Cycle(s): 1st cycle, 2nd cycle</i><br><i>Duration of mobility: 5 meses</i> | <input checked="" type="checkbox"/> |
|  | Audio-visual techniques and media production (0211)<br><i>Cycle(s): 1st cycle, 2nd cycle</i><br><i>Duration of mobility: 5 meses</i>    | <input type="checkbox"/>            |

**\* Coordinator of field of study at Home Institution:**

**\* Name:**

**Function:**

**\* Contact(s):**

**Address:**

\* Required fields

Fill in with the necessary data.

### My Courses

- General Information
- Summaries
- Support Materials
- Forums
- Work Submission
- Assessment Registration
- Attendance
- Diary

### Applications

- Degrees
- Outgoing Mobility
- Incoming Mobility**
- Isolated Courses

### Academic Service

- Documents
- Registrations
- Submit Dissertation / Theses
- Registrations in Examination
- Registrations Classes

**Versão de Testes**

#### Language competence

\* Portuguese Knowledge level:

\* Mother language:

Another(Other) Language(s):

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#### Other questions

\* Do you consider yourself to have a disability, impairment or long-term medical condition?:  Yes  No  Prefer not to say

\* Degree followed at Home Institution:

\* Degree level at Home Institution:

\* Required fields

Now you will need to chose the subjects you will atend at NOVA FCSH – maximum 30 ECTS per semester or 60 per academic year + the Portuguese course for foreigners (6 ECTS per semester and subject to extra fees). **This is your first Learning Agreement, once you arrive in Lisbon you will be able to change the courses you chose at this point, don't worry!**

You should not choose the Portuguese course at this point (you will need to take level tests before that) – if you are interested in the Course, [please visit the website](#) and/or contact [cursoportugues@fcs.unl.pt](mailto:cursoportugues@fcs.unl.pt).

You should choose the name(s) of the degree(s) of the subjects you wish to attend – the names of the degrees start with “Bachelor in” “Master in” or “PhD in” and then hit “Search” – all the subjects of that degree will be listed and you can select the ones you need.

You can find the information about the subjects at [our Program Catalog](#).

Notifications

Applications

Degrees

**Incoming Mobility**

Isolated Courses

Academic Service

Tuition Fees

Requests

Incoming Applications

Versão de Testes

▢ Step 4

**i** At this point you must **search and add to your list the course units you wish to attend** during your mobility period. It is possible to filter your search for the course units, by code and by name of the course unit, among other filters.

Select course units

You have not selected any course unit so far. Please use search tool bellow to select the course units in which you wish to enroll.

Add course units

Course units of:  Course  Organic Unit

**Degree:** A1 - Breakthrough - Semester Course - Portuguese Language Course ▼

**Organic Unit/Faculty:** Department of Anthropology ▼

**Filter by:** Name ▼

Search

Continue
Back

(cont.) You can choose subjects from different courses, but at least one needs to be from the area of studies under which you have been nominated to our School. Once you've selected all the subjects you need, please click "continue" in the bottom of the page;

**Academic Service**

Tuition Fees

Requests

**Versão de Testes**

**Select course units**

| Subject                     | Course | Regime       | ECTS |                        |
|-----------------------------|--------|--------------|------|------------------------|
| Media Discourse<br>01101782 | LCC    | 1st Semester | 6    | <a href="#">Remove</a> |

**Add course units**

**Course units of:**  Course  Organic Unit

**Degree:** Bachelor in Communication Sciences ▼

**Organic Unit/Faculty:** Department of Anthropology ▼

**Filter by:** Name ▼

[Search](#)

| Subject                          | Course | Regime       | ECTS | Enroll              |
|----------------------------------|--------|--------------|------|---------------------|
| Interactive Media<br>01101892    | LCC    | 1st Semester | 6    | <a href="#">Add</a> |
| Media Discourse<br>01101782      | LCC    | 1st Semester | 6    |                     |
| Media in Mutation<br>01101808    | LCC    | 1st Semester | 6    | <a href="#">Add</a> |
| History of the Media<br>01101771 | LCC    |              | 6    | <a href="#">Add</a> |

Fill in your data and add a photo – a passport type photo please, for the issuing of your student card and correct identification. Click “finish”;

**Incoming Mobility**  
Isolated Courses

**Academic Service**  
Tuition Fees  
Requests

**Versão de Testes**

**Personal data**

**Photo:** 

**\* Marital status:**

**\* Father's full name:**   Unknown

**\* Mother's full name:**   Unknown

**\* Name on the Student Card:**

If your application is accepted, a student card will be issued. The name on the card may only present full names of the student or abbreviations of those names, in the same order of appearance. Only 21 characters are allowed.  
Example: José A. S. Almeida

**\* Required fields**

Download your application form, that must be duly signed by yourself and your coordinator at your home university. Upload it once it is signed. Upload a digital copy of your passport or ID card;

Field of study: journalism and information, not further defined

**Versão de Testes**

Coordinator of field of study at: Hans Stein  
 Home Institution: Contact(s): teste@gmail.com

^ Course units

| Subject                     | Course | Regime       | ECTS | Edit information |
|-----------------------------|--------|--------------|------|------------------|
| Media Discourse<br>01101782 | LCC    | 1st Semester | 6    |                  |

^ Documents

| Document  | File                               |
|---|------------------------------------|
| Application form <i>Mandatory</i><br>You must download the document <a href="#">↓ here</a> and upload it AFTER being duly signed by you and by your coordinator at your home Institution, in a single file. | <input type="button" value="Add"/> |
| Copy of your passport or identification document if you are a european citizen <i>Mandatory</i>   | <input type="button" value="Add"/> |

(cont.)

### Applications

Degrees

**Incoming Mobility**

Isolated Courses

### Academic Service

Tuition Fees

Requests

**Incoming Application** Additional information

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#### Attach document

**Document:** Application form *Mandatory*  
You must download the document [↓ here](#) and upload it AFTER being duly signed by you and by your coordinator at your home Institution, in a single file.

**\* File:**  Nenhum ficheiro selecionado

Only files under 250MB are allowed

*\* Required fields*

### Applications

Degrees

**Incoming Mobility**

Isolated Courses

### Academic Service

Tuition Fees

Requests

**Incoming Application** Additional information

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#### Attach document

**Document:** Copy of your passport or identification document if you are a european citizen *Mandatory*

**\* File:**  Nenhum ficheiro selecionado

Only files under 250MB are allowed

*\* Required fields*

Your application is now ready – you just need to close it! **This is a pivotal step, essential to our acceptance of your mobility!**

**Incoming Application** | Additional information

Application | Status: **Not closed and confirmed**

Application number: IN\_2020\_0003  
Picture Status: Approved  
Mobility Program: Erasmus+  
Academic year: 2020/2021  
Regime: 1th Semester  
Type of mobility: Study  
Duration of mobility: From September of 2020 till January of 2021

Buttons: Confirm and close application, Visit historic of status, Edit information, Change photo

**Incoming Application** | Additional information

**Confirm and close application**  
After being **confirmed and closed** your application will be sent for **validation**, you will **no longer have the possibility to make any more changes** in this document.

Do you really wish to **confirm and close** your application?

Buttons: Confirm, Cancel

And that's it! Our office will now process your application – please be alert to your registration e-mail for any notifications from our platform – this is a crucial means of communication with you.

## Applications

Degrees

Incoming Mobility

Isolated Courses

## Academic Service

Tuition Fees

Requests

Incoming Application | Additional information

**Application successfully closed and confirmed.**  
Now you must wait for the following procedures: data **validation**, **evaluation** of the application and final **acceptance**.

Visit historic of status

Application | Status: **Waiting for validation**

**Application number:** IN\_2020\_0003

**Picture Status:** Approved

**Mobility Program:** Erasmus+

**Academic year:** 2020/2021

**Regime:** 1th Semester

**Type of mobility:** Study



See you soon at NOVA FCSH!

Should you have any questions or difficulties, please contact [mobilidade@fcsb.unl.pt](mailto:mobilidade@fcsb.unl.pt).