



NOVA FCSH

Step by step user's guide
for the online application

2019/20

Incoming Exchange Students

June 2019

Student Support Division
International Students & Exchange Office

Step 1 – Enter the online platform of NOVA FCSH - <https://infoestudante.fcsch.unl.pt/nonio/security/login.do> and click register as a new user

Welcome to Inforestudante

Username

Password

[Forgot your password?](#)

Enter

Inforestudante

InforEstudante is a web application designed to support the students of the Faculdade de Ciências Sociais e Humanas. It is part of the NONIO system used by the Academic Management Services of the University.

- Apply to courses;
- Matriculations and registrations;
- Access course grades;
- Access Class Registration, Schedule and Summaries;
- Access courses information;
- Obtain your Diploma Supplement;

New User?

If this is **the first time** that you access this service and you do not know your username or password please selected this [link](#).

If you **do not have** Inforestudante access and wish to:

- Apply to a degree;
- Apply to isolated courses;
- Access the old students network;
- Efetuar um requerimento de Não Estudante.

Register

Help

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

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

Step 2 – Register for incoming exchange



Degree Application

- Applications for international students (1st Cycle Studies and Integrated Masters);
- Applications to 2nd and 3rd Cycles (Master and Ph. D courses);
- Change of Course, Readmission and Transfer;
- Special Qualifications for access to higher education.

Apply



Isolated Courses

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

Apply



Alumni

Access to Infoestudante by **former students** of the Faculdade de Ciências Sociais e Humanas. The Infoestudante is the support platform for the Faculdade de Ciências Sociais e Humanas students and is part of the NONIO system used in Faculdade de Ciências Sociais e Humanas's Academic Management. It allows:

- Degree applications;
- Consult grades;
- Participate in discussion forums;

Register



Non-Student Requirements / Incoming Exchange

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



Step 3 – Fill in with your personal data – please be careful writing down all the info, specially your name, ID number and e-mail, as you cannot change them afterwards! *are mandatory fields!

On-line Registry - Faculdade de Ciências Sociais e Humanas

Do NOT change this check box!

*** Registry:** Please indicate why you are registering. This will allow us to redirect you to the correct menus:

- ☐ Course Application
- ☐ Isolated Disciplines Applications
- ☐ Access to Rede de Antigos Estudantes (Rede Faculdade de Ciências Sociais e Humanas) - Only for former students
- ☒ 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](#)
[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

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

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

Step 4 – This is what you will see once the registration is complete.

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UNIVERSIDADE NOVA DE LISBOA

| PT EN

✓ **You registration is completed!**
An e-mail with a temporary password was sent to "[redacted]@gmail.com".
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.

Welcome to Inforestudiante

@gmail.com

Password

[Forgot your password?](#)

Enter

Inforestudiante

InforEstudiante is a web application designed to support the students of the Faculdade de Ciências Sociais e Humanas. It is part of the NONIO system used by the Academic Management Services of the University.

Apply to courses

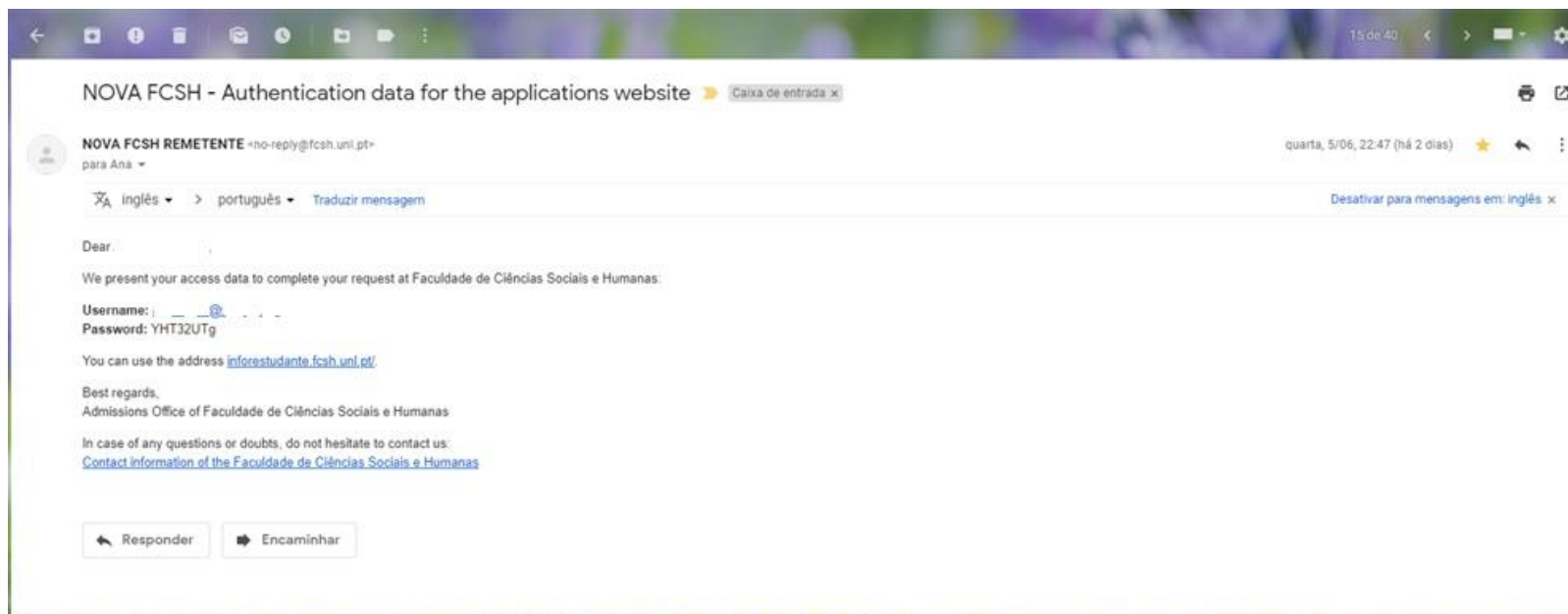
New User?

If this is **the first time** that you access this service and you do not know your username or password please selected this [link](#).
If you **do not have** Inforestudiante access and wish to:


Help

If you need help do not hesitate to contact our services:
✉ [Contact Information of Faculdade de Ciências Sociais e Humanas](#)

Step 5 – You will receive an e-mail with this info in the mailbox of your registry



Step 6 – Enter Inforestudante with the password you received in your e-mail and complete your registry

PT EN

You registration is completed!
An e-mail with a temporary password was sent to "██████████@gmail.com".
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.

Welcome to Inforestudante

[Forgot your password?](#)

Inforestudante

InforEstudante is a web application designed to support the students of the Faculdade de Ciências Sociais e Humanas. It is part of the NONIO system used by the Academic Management Services of the University.

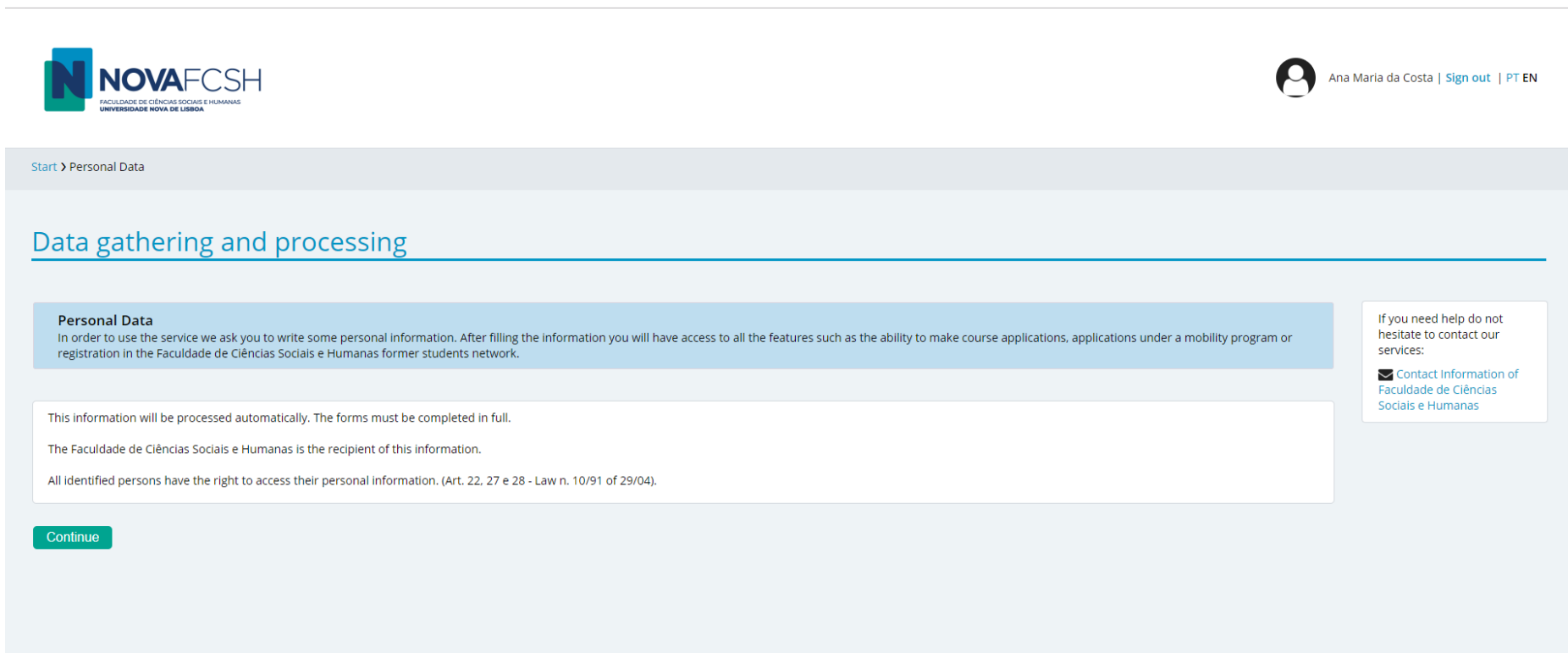
New User?

If this is **the first time** that you access this service and you do not know your username or password please selected this [link](#).
If you **do not have** Inforestudante access and wish to:

Help

If you need help do not hesitate to contact our services:
✉ [Contact Information of Faculdade de Ciências Sociais e Humanas](#)

Step 7 – After changing your password to one of your choosing (that you should keep closely with you always), this screen will be presented:



The screenshot shows the 'Personal Data' step of the application process. The header includes the NOVA FCSH logo and the user's name 'Ana Maria da Costa' with links for 'Sign out' and language options 'PT' and 'EN'. The main heading is 'Data gathering and processing'. A blue box titled 'Personal Data' explains that users must provide personal information to access features like course applications. A white box contains a disclaimer stating that information is processed automatically, the forms must be completed in full, the Faculty of Social and Human Sciences is the recipient, and all identified persons have the right to access their personal information. A green 'Continue' button is at the bottom left. A help box on the right provides contact information for the Faculty of Social and Human Sciences.

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UNIVERSIDADE NOVA DE LISBOA

Ana Maria da Costa | [Sign out](#) | [PT](#) [EN](#)

[Start](#) > Personal Data

Data gathering and processing

Personal Data
In order to use the service we ask you to write some personal information. After filling the information you will have access to all the features such as the ability to make course applications, applications under a mobility program or registration in the Faculdade de Ciências Sociais e Humanas former students network.

This information will be processed automatically. The forms must be completed in full.
The Faculdade de Ciências Sociais e Humanas is the recipient of this information.
All identified persons have the right to access their personal information. (Art. 22, 27 e 28 - Law n. 10/91 of 29/04).

[Continue](#)

If you need help do not hesitate to contact our services:
✉ [Contact Information of Faculdade de Ciências Sociais e Humanas](#)

Step 8 – If you are not a Portuguese citizen, you don't need to enter your VAT number as you register – just tick the signaled box

Start > Personal Data

Personal Data

Personal Information

Complete Name: Ana Maria da Costa

*** Gender:** ☐ Male ☐ Female

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

If you need help do not hesitate to contact our services:
✉ [Contact Information of Faculdade de Ciências Sociais e Humanas](#)

Nationality and Identification Document

*** Nationality:**

Type: Portuguese Citizen card

Issue Country: Portugal

Date issued: dd-mm-yyyy

*** VAT Number:** ☒ Alter the VAT Number issuing country (by default the country of the nationality)

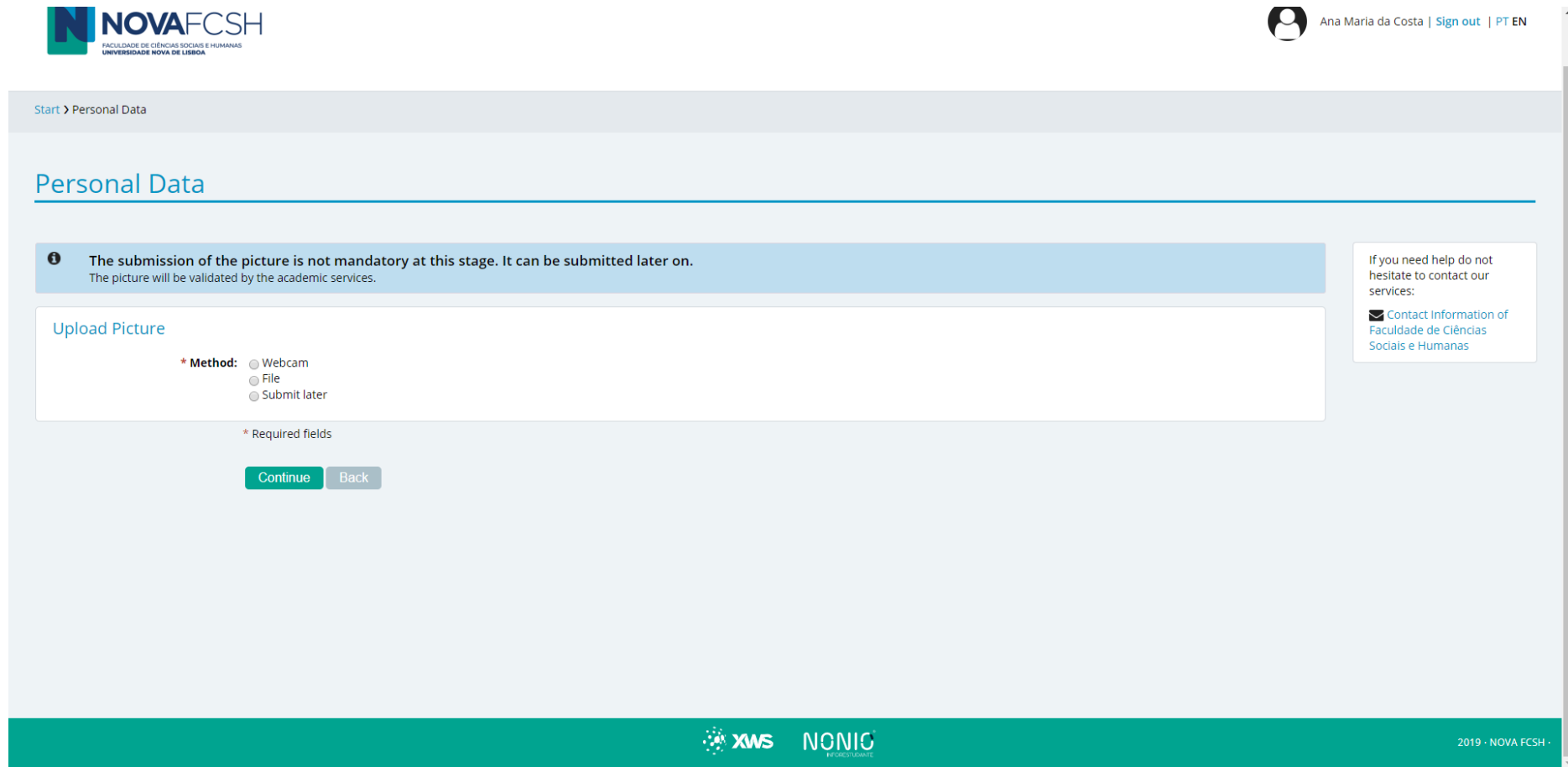
☐ Do not define the VAT Number / No issued VAT Number

Number: 30137446

Place of Issue:

*** Expire date:** dd-mm-yyyy

Step 9 – Submit a picture – not mandatory at this stage but it will be necessary along the way – choose a front face picture, as you would use for you passport or ID card!



Start > Personal Data

Personal Data

i The submission of the picture is not mandatory at this stage. It can be submitted later on.
The picture will be validated by the academic services.

Upload Picture

* Method: ☐ Webcam
☐ File
☐ Submit later

* Required fields

[Continue](#) [Back](#)

If you need help do not hesitate to contact our services:
✉ [Contact Information of Faculdade de Ciências Sociais e Humanas](#)

XWS NONIO
2019 · NOVA FCSH

Step 10 – Add your address – please complete with your HOME address preferably, as it is the one less probable to change during your mobility



Ana Maria da Costa | [Sign out](#) | [PT](#) [EN](#)

[Start](#) > Personal Data

Personal Data

Official address

No addresses defined.

Mark: To continue your null you must define an official address.

[Continue](#)

[Back](#)

[Add Address](#)

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

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

Personal Data

Add address

* Address Type:

Country:

* Address Type:

* Postal code:

Town/City:

Street:

Floor/Door Number/Lot:

Other elements:

* Required fields

[Save](#)


[Back](#)

[Search Postal Code](#)

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

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

Step 10 (cont.)



Ana Maria da Costa | [Sign out](#) | [PT](#) [EN](#)

Start > Personal Data

Personal Data

Home address (Official)

Address: Rua Capitão Humberto de Ataíde, 20, 2º esquerdo


Town/City: Lisboa

Country: Portugal

Postal code: 1170-071 LISBOA

[Add Another Address](#)
[Change](#)

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

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

[Continue](#) [Back](#)

Step 11 – Add an official contact, other than your registry e-mail

Start > Personal Data

Personal Data

Official E-mail

E-mail: [redacted]@gmail.com

Situation: **Confirmed**

Official contact (2)

Contact:

(2) - You are strongly recommended to specify an official contact.

Add

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

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

Start > Personal Data

Personal Data

Add contact

* Contact Type: E-mail

* Contact: E-mail

Internal Number

Mobile phone

Telephone

Save **Back**

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

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

Step 12 – Personal register completed! Now apply for your mobility at the next steps

Personal Data

Personal Information

Complete Name: Ana Maria da Costa

E-mail: [redacted]@gmail.com

Date of birth: 19-06-2001

Nationality and Identification Document

Nationality: Portugal

Type: Portuguese Citizen card

Issue Country: Portugal

Date issued:

VAT Number: Sem VAT Number definido.

Number: [redacted]

Place of Issue:

Expire date: 20-06-2025

Official address

Address: Rua Capitão Humberto de Ataíde, 20, 2º esquerdo

Town/City: Lisboa

Country: Portugal

Postal code: 1170-071 LISBOA

Contact

Contact Type: E-mail

Contact: [redacted]

[Finish](#) [Back](#)

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

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



Step 13 - Choose the correct form – Application for incoming mobility – if you leave Inforestudiante and return to fill in your application for mobility please click the signaled “Requests” menu



InforEstudante

General

[Personal Data](#)
[Notifications](#)

Applications

[Degrees](#)
[Incoming Mobility](#)
[Isolated Courses](#)

Academic Service

[Tuition Fees](#)

[Requests](#)

[Start](#) > [Requests](#) > [Add request](#)

Requests

Add request

* Type:


* School Year:

* Required fields

[Save](#) [Back](#)



Step 14 - Choose the scope – Our Faculty – Faculdade de Ciências Sociais e Humanas



FACULDADE DE CIÊNCIAS SOCIAIS E HUMANAS
UNIVERSIDADE NOVA DE LISBOA

Ana Filipa Costa | [Sign out](#) | [PT](#) [EN](#)

InforEstudante

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Academic Service
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[Requests](#)

Start > Requests > Add request

Requests

Add request

* **Type:** Application for incoming mobility

* **Scope:**

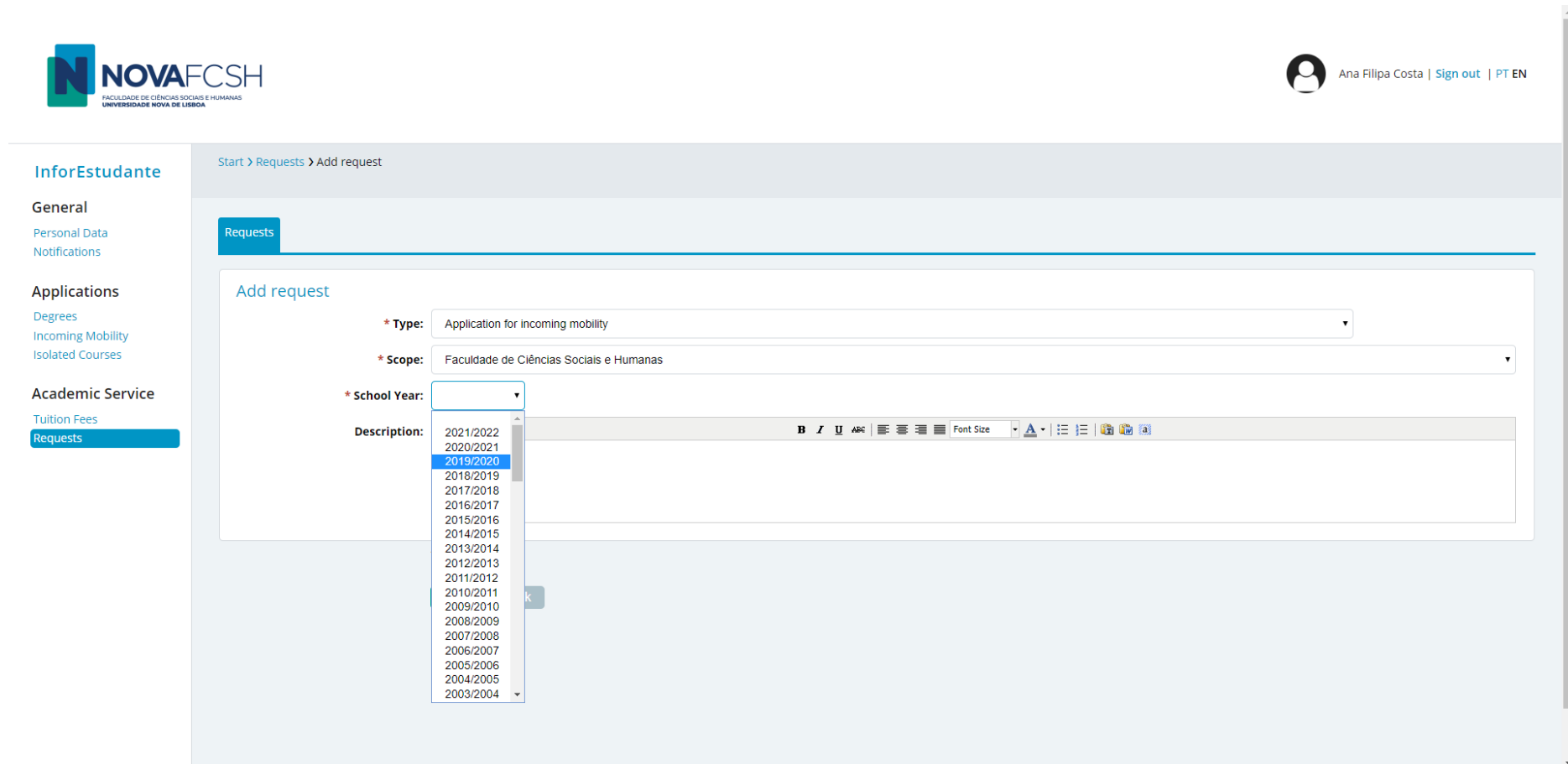
* **School Year:** Faculdade de Ciências Sociais e Humanas

Description:

*** Required fields**

Save **Back**

Step 15 - Choose the correct academic year – 2019/20



The screenshot shows the 'Add request' form in the NOVA FCSH Incoming Exchange 2019/20 application. The user is Ana Filipa Costa, and the language is set to PT. The form is titled 'Add request' and has a 'Requests' tab selected. The form fields are as follows:

- * Type:** Application for incoming mobility
- * Scope:** Faculdade de Ciências Sociais e Humanas
- * School Year:** A dropdown menu is open, showing a list of academic years from 2003/2004 to 2021/2022. The year 2019/2020 is highlighted.
- Description:** A text area with a rich text editor toolbar (bold, italic, underline, link, unlink, font size, color, background color, bulleted list, numbered list, indent, outdent, undo, redo, print, help) and a text input field.

The left sidebar contains the following navigation links:

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

Step 16 - Choose the applicable Mobility Program for you

InforEstudante

General

[Personal Data](#)
[Notifications](#)

Applications

[Degrees](#)
[Incoming Mobility](#)
[Isolated Courses](#)

Academic Service

[Tuition Fees](#)
[Requests](#)

[Start](#) > [Requests](#) > Add request

Requests

Add request

* **Type:**

* **Scope:**

* **School Year:**

* **Mobility Program**

* **Home institution**

* **Field of study**

* **Study Cycle**

* **Starting Date of Mobility Period**

* **End of Mobility Period End Date**

* **Expected Arrival Date**

Description:

B **I** **U** **ABC** **Font Size** **A** **U** **B** **A**

Step 17 - Choose your home university from the drop list



InforEstudante

General

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[Isolated Courses](#)

Academic Service

[Tuition Fees](#)
[Requests](#)

[Start](#) > [Requests](#) > Add request

Requests

Add request

* Type:

* Scope:

* School Year:

* Mobility Program

* Home institution

* Field of study

* Study Cycle

* Starting Date of Mobility
Period

* End of Mobility Period
End Date


* Expected Arrival Date


Description:

France (Limoges) - Université de Limoges (F LIMOGES01)
France (Lyon) - Université Lumière (Lyon II) (F LYON02)
France (Marseille) - Aix-Marseille Université (F MARSEIL84)
France (Montpellier) - Université de Montpellier (F MONTPEL54)
France (Montpellier) - Université Paul Valéry - Montpellier III (F MONTPEL03)
France (Nancy) - Université de Lorraine (F NANCY43)
France (Nantes) - Université de Nantes (F NANTES01)
France (Nice) - Université Nice Sophia Antipolis (F NICE01)
France (Paris) - École des Hautes Études en Sciences Sociales - EHESS (F PARIS057)
France (Paris) - École Pratique des Hautes Études (EPHE) (F PARIS054)
France (Paris) - L'École Nationale Supérieure d'Architecture de Paris La Villette (ENSAPLV) (F PARIS126)
France (Paris) - Sciences Po - Institut d'Études Politiques de Paris (F PARIS014)
France (Paris) - Sorbonne Université (F PARIS468)
France (Paris) - Université de la Sorbonne Nouvelle (Paris III) (F PARIS003)
France (Paris) - Université Paris 1 Panthéon-Sorbonne (F PARIS001)
France (Paris) - Université Paris 8 Vincennes-Saint-Denis (F PARIS008)
France (Paris) - Université Paris Diderot - Paris-7 (F PARIS007)
France (Paris) - Université Paris Nanterre (F PARIS010)
France (Paris) - Université Paris-Est Créteil - Val de Marne (Paris XII) (F PARIS012)
France (Perpignan) - Université de Perpignan VIA Domitia (F PERPIGN01)

B *I* U **ABC** Font Size

Step 18 - Choose your field of study (the code should match the bilateral agreement between our Faculty and yours by means of which you are applying for Erasmus+ or other program at NOVA FCSH)




 Ana Filipa Costa | [Sign out](#) | [PT](#) [EN](#)

InforEstudante

General

Personal Data

Notifications

Applications

Degrees

Incoming Mobility

Isolated Courses

Academic Service

Tuition Fees

Requests

Start > Requests > Add request

Requests

Add request

* Type:

* Scope:

* School Year:

* Mobility Program

* Home institution

* Field of study

* Study Cycle

* Starting Date of Mobility Period

* End of Mobility Period End Date

* Expected Arrival Date

Description:

Anthropology (código desatualizado) (317)

Arts (código desatualizado) (21)

Audio-visual techniques and media production (0211)

Audio-visual techniques and media production (código desatualizado) (213)

Earth sciences (0532)

Earth sciences (código desatualizado) (443)

Education (0011)

Education science (0111)

Environment (Geography) (código desatualizado) (52)

Environmental sciences (0521)

General and comparative literature (código desatualizado) (2222)

Geography (código desatualizado II) (4432)

Geography (código desatualizado) (318)

History and archaeology (0222)

History and archaeology (código desatualizado) (225)

History of art (código desatualizado) (227)

Humanities (except languages) (código desatualizado) (22)

Humanities (except languages), not further defined (0220)

Humanities (others) (código desatualizado) (228)

1st cycle

dd-mm-yyyy

dd-mm-yyyy

dd-mm-yyyy

B I U ABC Font Size

Step 19- Choose your study cycle – 1st cycle (Undergraduate)/ 2nd cycle (Masters)/ 3rd cycle (PhD)



Ana Filipa Costa | [Sign out](#) | [PT](#) [EN](#)

InforEstudante

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Academic Service

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[Start](#) > [Requests](#) > [Add request](#)

Requests

Add request

* **Type:** Application for incoming mobility

* **Scope:** Faculdade de Ciências Sociais e Humanas

* **School Year:** 2019/2020

* **Mobility Program:** Erasmus+

* **Home institution:** France (Paris) - Sciences Po - Institut d'Études Politiques de Paris (F PARIS014)

* **Field of study:** Political sciences and civics (0312)

* **Study Cycle:** 1st cycle

* **Starting Date of Mobility Period:** 1st cycle
2nd cycle
3rd cycle
Postgraduation
Superior, não conferente de grau

* **End of Mobility Period End Date:** Superior, não conferente de grau

* **Expected Arrival Date:** dd-mm-yyyy

Description:

B *I* U **ABC** | Font Size

Step 20 - Choose your starting date of mobility – **not before 09.09.2019**, date of the welcome day for incoming students

Personal Data
Notifications

Applications
Degrees
Incoming Mobility
Isolated Courses

Academic Service
Tuition Fees
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Requests

Add request

* Type:

Application for incoming mobility

* Scope:

Faculdade de Ciências Sociais e Humanas

* School Year:

2019/2020

* Mobility Program

Erasmus+

* Home institution

France (Paris) - Sciences Po - Institut d'Études Politiques de Paris (F PARIS014)

* Field of study

Political sciences and civics (0312)

* Study Cycle

1st cycle

* Starting Date of Mobility Period

09-09-2019

Setembro 2019

D	S	T	Q	Q	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Hoje

* End of Mobility Period End Date

* Expected Arrival Date

Description:

B I U ABC

Font Size

* Required fields

Save

Back

Last Access: 06-06-2019 11:38
<https://infoestudante.fcsh.unl.pt/nonio/requerimentos/adicionarAlterarRequerimento.do?method=adicionar#>

XWS NONIO

2019 · NOVA FCSH ·

Step 21 - Choose your finishing date of mobility – **not after 03.07.2020**, final date for the publication of academic results at NOVA FCSH

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Requests

Add request

* Type:

Application for incoming mobility

* Scope:

Faculdade de Ciências Sociais e Humanas

* School Year:

2019/2020

* Mobility Program

Erasmus+

* Home institution

France (Paris) - Sciences Po - Institut d'Études Politiques de Paris (F PARIS014)

* Field of study

Political sciences and civics (0312)

* Study Cycle

1st cycle

* Starting Date of Mobility Period

09-09-2019

dd-mm-yyyy

* End of Mobility Period End Date

Junho 2020

D	S	T	Q	S	S
31	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	1	2	3
5	6	7	8	9	10
					11

Hoje

* Expected Arrival Date

Description:

B

I

U

ABC

Font Size

* Required fields

Save

Back

Last Access: 06-06-2019 11:38

XWS

NONIO

2019 · NOVA FCSH ·

Step 22 - Choose your expected arrival date – **not before 02.09.2019**

Personal Data
Notifications

Applications
Degrees
Incoming Mobility
Isolated Courses

Academic Service
Tuition Fees
Requests

Requests

Add request

* Type:

Application for incoming mobility

* Scope:

Faculdade de Ciências Sociais e Humanas

* School Year:

2019/2020

* Mobility Program

Erasmus+

* Home institution

France (Paris) - Sciences Po - Institut d'Études Politiques de Paris (F PARIS014)

* Field of study

Political sciences and civics (0312)

* Study Cycle

1st cycle

* Starting Date of Mobility Period

09-09-2019

dd-mm-yyyy

* End of Mobility Period End Date

30-06-2020

dd-mm-yyyy

* Expected Arrival Date

09-09-2019

Setembro 2019

	D	S	T	Q	Q	S	S
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	

Hoje

Description:

* Required fields

Save Back

Last Access: 06-06-2019 11:38

<https://infoestudante.fcsh.unl.pt/nonio/requerimentos/adicionarAlterarRequerimento.do?method=adicionar#>

XWS

NONIO

2019 · NOVA FCSH ·

Step 23 – Choose if you want to apply for accomodation at our Halls of Residence (info on the Handbook we sent you by e-mail)

The screenshot shows a web browser window with the URL <https://infoestudante.fcsh.unl.pt/nonio/requerimentos/adicionarAlterarRequerimento.do?method=adicionar>. The page has a sidebar with navigation links: General (Personal Data, Notifications), Applications (Degrees, Incoming Mobility, Isolated Courses), and Academic Service (Tuition Fees, Requests). The main content area is titled 'Requests' and contains the 'Add request' form.

The form fields are as follows:

- * Type: Application for incoming mobility
- * Scope: Faculdade de Ciências Sociais e Humanas
- * School Year: 2019/2020
- * Mobility Program: Erasmus+
- * Home institution: Germany (Dresden) - Technische Universität Dresden (D DRESDEN02)
- * Field of study: Audio-visual techniques and media production (0211)
- * Study Cycle: 1st cycle
- * Starting Date of Mobility Period: 09-09-2019
- * End of Mobility Period End Date: 29-10-2019
- * Expected Arrival Date: 02-09-2019
- * Do you wish to apply for accomodation in the halls of residence of NOVA University Lisbon?
 - ☐ Yes
 - ☐ No
- Description: (Rich text editor)

A large red arrow points to the 'Do you wish to apply for accomodation in the halls of residence of NOVA University Lisbon?' section. At the bottom of the form, there are 'Save' and 'Back' buttons. The footer of the page includes logos for XWS and NONIO, and the text '2019 · NOVA FCSH ·'.

Step 24 - If you need to ask us for an acceptance letter for Visa purposes, you need to inform us about the possible entry date at our Hall of Residence (in case you are accepted for one of the spots) or you have any special requests, please use the "Description" box to write us and then click the SAVE button

Personal Data

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Requests

Change request

* Type:

Application for incoming mobility

* Scope:

Faculdade de Ciências Sociais e Humanas

* School Year:

2019/2020

* Mobility Program

Erasmus+

* Home institution

Spain (València) - Universitat de Valencia (E VALENCIA01)

* Field of study

Environmental sciences (0521)

* Study Cycle

1st cycle

* Starting Date of Mobility Period

15-09-2019

dd-mm-yyyy

* End of Mobility Period End Date

29-11-2019

dd-mm-yyyy

* Expected Arrival Date

09-09-2019

dd-mm-yyyy

Description:

B

I

U

ABC

Font Size

* Required fields

Save

Back

Last Access: 06-06-2019 15:06

XWS

NONIC

2019 - NOVA FCSH

Step 25 - Attach your Learning Agreement, already signed by yourself and your Home University, using the deliver button

Submitted By: Ana Maria da Costa

Processing Area:

Choose a documents configuration: Documents to be delivered

Mobility Program Erasmus+

Home institution Germany (Dresden) - Technische Universität Dresden (D DRESDEN02)

Field of study Audio-visual techniques and media production (0211)

Study Cycle 1st cycle

Starting Date of Mobility Period 09-09-2019

End of Mobility Period End Date 29-10-2019

Expected Arrival Date 02-09-2019

Do you wish to apply for accomodation in the halls of residence of NOVA University Lisbon? No

Description:

Status: Not Sealed

Documents/Attachments

Designation	Delivery mode	File	
Learning Agreement *			<div>Deliver</div>
* Mandatory filling document			

Payment Information

There are no fees registered in the system associated with the request.

Feedback

There are no feedbacks or requests registered.

Decision

There is no registered decision yet.

Notify Applicant

No Notifications found.



Step 25 (cont.) – You can [download our model to use](#), or you can use your Universities model – **please just use one Learning Agreement!** Attach the document signed by yourself and your Home University and save.

NOVAFCSH
FACULDADE DE CIÊNCIAS SOCIAIS E HUMANAS
UNIVERSIDADE NOVA DE LISBOA

Ana Maria da Costa | [Sign out](#) | [PT EN](#)

InforEstudante

Start > Requests > Details > Add document

General

Personal Data

Notifications

Applications

Degrees

Incoming Mobility

Isolated Courses

Academic Service

Tuition Fees

Requests

Requests

Add document

Document: Learning Agreement

Description: Filled informatically (not handwritten), signed by the student and also signed and stamped by the home university.
TO DOWNLOAD: [Learning Agreement](#)

Delivery mode: In digital format

* **File:** Nenhum ficheiro selecionado

* Required fields

Step 26 - **Once you are sure** your application is fully and correctly filled in, click the “SEAL” button

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InforEstudante

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

[Start](#) > [Requests](#) > [Details](#)

Requests

Request not sealed.
The requests can only be handled by the services after being sealed.

Request Details

Name of Applicant: Ana Filipa Costa

No. of Identification Doc.: 123456789 (Portuguese Citizen card)

VAT Number: 123456789 (Portugal)

Student Number:

Application No.:

Request No.:

Request Date:

Type: Application for incoming mobility

Scope: Other scope: Faculdade de Ciências Sociais e Humanas

School Year: 2019/2020

Submitted By: Ana Filipa Costa

Choose a documents configuration: Configuração de documentos a entregar

Mobility Program Erasmus+

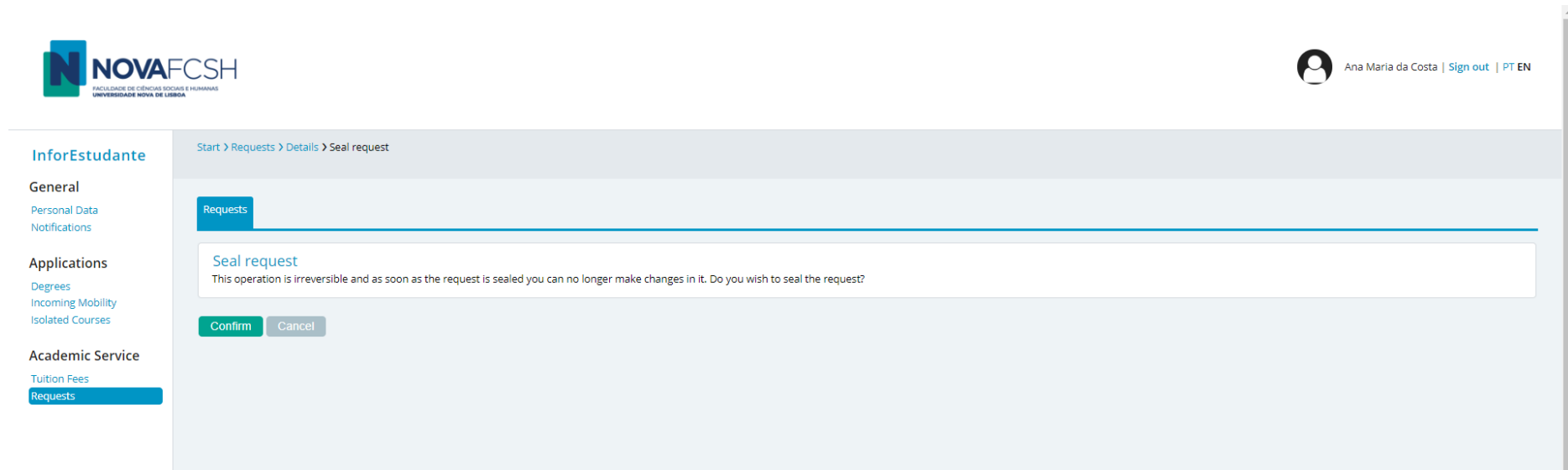
Home institution France (Paris) - Sciences Po - Institut d'Études Politiques de Paris (F PARIS014)

Seal **Change** **Remove**

Entry Method: Inforestudante

Processing Area:

Step 26 (cont.) - Once it is SEALED, your application CANNOT BE ALTERED ANYMORE by you, so be sure to only seal it once it is **really ready!**



The screenshot displays the NOVA FCSH Incoming Exchange 2019/20 application interface. The top header features the NOVA FCSH logo and the user's name, Ana Maria da Costa, with links for 'Sign out' and 'PT EN'. The left sidebar, titled 'InforEstudante', contains navigation links under three categories: 'General' (Personal Data, Notifications), 'Applications' (Degrees, Incoming Mobility, Isolated Courses), and 'Academic Service' (Tuition Fees, Requests). The 'Requests' link is highlighted. The main content area shows a breadcrumb trail: 'Start > Requests > Details > Seal request'. A 'Requests' tab is active. A white box contains the text 'Seal request' and a warning: 'This operation is irreversible and as soon as the request is sealed you can no longer make changes in it. Do you wish to seal the request?'. Below this box are two buttons: 'Confirm' (green) and 'Cancel' (grey).

Final step – Application sealed – now our Office can handle your application. You will be notified by e-mail of all steps in due time. You can also check the status of your application at your area in Inforestudiante. THANK YOU!

InforEstudiante

General

Personal Data

Notifications

Applications

Degrees

Incoming Mobility

Isolated Courses

Academic Service

Tuition Fees

Requests

Start > Requests > Details

Requests

Request sealed with success.

Request Details

Name of Applicant: Ana Maria da Costa

No. of Identification Doc.: 30137446 (Portuguese Citizen card)

VAT Number: Sem VAT Number definido.

Student Number:

Application No.:

Request No.: 8NON

Request Date: 07-06-2019

Type: Application for incoming mobility

Scope: Other scope: Faculdade de Ciências Sociais e Humanas

School Year: 2019/2020

Submitted By: Ana Maria da Costa

Choose a documents configuration: Documents to be delivered

Mobility Program Erasmus+

Home institution Germany (Dresden) - Technische Universität Dresden (D DRESDEN02)

Field of study Audio-visual techniques and media production (0211)

Study Cycle 1st cycle

Starting Date of Mobility Period 09-09-2019

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Do you wish to apply for accommodation in the halls of residence of NOVA University Lisbon? No

Entry Method: Inforestudiante

Processing Area: