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://inforestudante.fcsh.unl.pt/nonio/security/login.do](https://inforestudante.fcsh.unl.pt/nonio/security/login.do) and click register as a new user.
Step 2 – Register for incoming exchange

Degree Application

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

Isolated Courses

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

Alumni

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

- Degree applications
- Consult grades
- Participate in discussion forums

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.
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!
Step 4 – This is what you will see once the registration is complete.
Step 5 – You will receive an e-mail with this info in the mailbox of your registry
Step 6 – Enter Infoestudante with the password you received in your e-mail and complete your registry
Step 7 – After changing your password to one of your choosing (that you should keep closely with you always), this screen will be presented:

![Screen capture](image-url)
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.
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 your passport or ID card!
Step 10 – Add your address – please complete with your HOME address preferably, as it is the one less probable to change during your mobility.
Step 11 – Add an official contact, other than your registry e-mail

**Personal Data**

**Official E-mail**

- **E-mail:** [an email address]
- **Situation:** Confirmed

**Official contact (2)**

- **Contact:** [an empty field]
  - (2) You are strongly recommended to specify an official contact.

**Add contact**

- **Contact Type:** E-mail
- **Contact:** [an empty field]
  - Internal Number
  - Mobile phone
  - Telephone

**Save**  **Back**
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: someemail@domain.com
- Date of birth: 19-06-2001

#### Nationality and Identification Document
- Nationality: Portuguese
- Type: Portuguese Citizen card
- Number: [Redacted]
- Issue Country: Portugal
- Date issued: [Redacted]
- VAT Number: Sem VAT Number definido.
- Place of issue: [Redacted]
- Expire date: 20-06-2025

#### Official address
- Address: Rua Capitão Humberto de Almeida, 20, 2º esquerdo
- Town/City: Lisboa
- Country: Portugal
- Postal code: 1170-071 LISBOA

#### Contact
- Contact Type: E-mail
- Contact: [Redacted]

[Finish] [Back]
Step 13 - Choose the correct form – Application for incoming mobility – if you leave Infoestudante and return to fill in your application for mobility please click the signaled "Requests" menu
Step 14 - Choose the scope – Our Faculty – Faculdade de Ciências Sociais e Humanas
Step 15 - Choose the correct academic year – 2019/20
Step 16 - Choose the applicable Mobility Program for you
Step 17 - Choose your home university from the drop list
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)
Step 19- Choose your study cycle – 1st cycle (Undergraduate)/ 2nd cycle (Masters)/ 3rd cycle (PhD)
Step 20 - Choose your starting date of mobility – **not before 09.09.2019**, date of the welcome day for incoming students.
Step 21 - Choose your finishing date of mobility – **not after 03.07.2020**, final date for the publication of academic results at NOVA FCSH.
Step 22 - Choose your expected arrival date – \textbf{not before 02.09.2019}
Step 23 – Choose if you want to apply for accommodation at our Halls of Residence (info on the Handbook we sent you by e-mail)
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.
Step 25 - Attach your Learning Agreement, already signed by yourself and your Home University, using the deliver button.
Step 25 (cont.) – You can download our model to use, or you can use your Universites model – please just use one Learning Agreement! Attach the document signed by yourself and your Home University and save.
Step 26 - **Once you are sure** your application is fully and correctly filled in, click the “SEAL” button
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!
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 Inforestudante. THANK YOU!