User Guide
Online Application U.Porto

Support for the International Mobility Students

Dear Student,

This guide was conceived to assist you throughout your online application to a mobility period at the Universidade do Porto. Please follow all the steps, to successfully submit your Application Form.

We strongly recommend you to organize your application with the responsible for your mobility at your Home University, before accessing the online Application Form.

Explore the U.Porto website to check more useful information regarding the preparation of your mobility and consult the Foreign Student Guide.

See you in Porto!
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U.Porto

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Incoming Students Application

1. Ask for login

The first step is to ask for a temporary login (username and password) in the U.Porto website:

- at www.up.pt
  - Internacional >Life at U.Porto> Administrative Procedures -> Ask for login
  - or
  - directly through the link http://sigarra.up.pt/up_uk/COOP_ESTUDANTES_IN_GERAL_CRIAR_UTILIZADOR_TEMP_EDIT.

To ask for login you have or this you have two options (right sidebar):

- **Ask for login via e-mail:**

  ![Figure 1 – Login request via e-mail](image-url)
After completing these fields with your data, you will receive an e-mail containing a temporary username and password. For security reasons this password will expire automatically, therefore, you must create a new password to login and access your Application Form (AF).

Important:
The ID Type you will insert here is permanently saved in your Application Form.
With the new password created, **Log in** and create your online Application Form (AF).

**Figure 4 – Access your online Application Form**

- **Ask for login with National Electronic Identification Card (eID Card):**
  
  Option only available for citizens holding Electronic Identification Documents from the following Countries: Germany, Slovenia, Spain, Estonia, Finland, Iceland, Luxembourg, Portugal, Sweden.

  In order to ask for login via National eID Card, the user must fulfill three conditions:

  - hold the eID card and its authentication PIN code,
  - possess a compatible smart card reader
  - have the appropriate software to use it.

**Figure 5 – Ask for login via eID Card**
Validation with national identification card

Choose your country of origin

- DE - Deutschland
- EE - Eesti
- ES - España
- IS - Ísland
- LU - Luxembourg
- PT - Portugal
- SI - Slovenija
- FI - Suomi
- SE - Sverige

Figure 6 – Validation with eID Card

To Log in with your national Identification Card, choose your Country, Validate, and complete the following steps:

- Authorize the collection of personal data (Name, Surname and national identification ID);
- Select the national identification card's authentication certificate;
- Enter the authentication PIN code associated to the eID card;
- Authorize the collection of the data previously requested.
2. Complete your Application Form

Choose the Academic Year and the Mobility Programme you want to apply for. Red fields are mandatory and must be completed, but you are able to navigate across the Form without filling them right away. However, it is only possible to submit your application when completed all the mandatory fields.
Complete with your personal data considering that the ID type and number cannot be changed.
Provide information regarding your language skills, previous and current studies.

Choose the study period intended to spend at the U.Porto and the respective start and conclusion dates (to check the School Calendar for each Faculty please click on the link in the sidebar).
The U.Porto information is automatically completed.

Select the Faculty or Faculties, and the programme(s) you want to attend, or remove if necessary Faculty/Faculties and Programme(s).

When you select a Faculty, the box “choose a programme” provides a course list of the chosen Faculty.

**Before selecting the Faculty or Faculties and programme(s), you should always consult the U.Porto education offer and the official study plans for each. In case of any doubt about cycles of studies please visit:** [http://sigarra.up.pt/up/WEB_BASE.GERA_PAGINA?p_pagina=1001599](http://sigarra.up.pt/up/WEB_BASE.GERA_PAGINA?p_pagina=1001599).

**Note:** For placement mobility programmes, in this page you will see an editable field: “Host Institution”.
Search (Q) and select your Home University. If there is an established Cooperation Agreement it will appear on the list, if not please write the official name of your Home Institution.

*Note:* When you change a mobility programme, the Home Institution is eliminated.
Click (!) to access the study plans of a Faculty chosen on page 3 (see figure 13).

Note: For placement mobility programmes, in this page you will propose your Work Programme.

Add or remove Unit Courses (UC’s) ‍, to finish click ‍. If you wish to delete a Faculty (page 3) you must remove all UC’s of that Faculty (page 5).

Note: Please keep in mind that the recommended total of credits per semester is 30 ECTS.
If you need accommodation choose:

**University Halls of Residence** (this request justifies no legal claims for receiving a room in the U.Porto Hall of Residence) or **Private Accommodation**.

In this last page (6) you can **print** a draft version of your Application Form – option **Print Version**. This way you can save and review the inserted data, before submitting your application. After submitting your application, you will not be able to make more changes (see figure 15).

After confirming, no more changes will be allowed.
3. Print your Application

After submitting, you will access the print version (.pdf format); the next step is to collect the signatures at the Home Institution.

Besides your Application Form, duly signed and stamped (by both Local and Institutional coordinators at your Home University), you must assemble all necessary documents to complete your application:

- Transcript of Records;
- Photocopy of legal ID Card or Passport;
- European Health Insurance Card or / and Private Health Insurance;
- CV (optional);
- Motivation and/or Recommendation Letter (optional).
4. Upload File

After gathering all the documents, you should convert all of them in one single file (.pdf). Log in again in the U.Porto webpage (International > Life at the U.Porto > Administrative Procedures -> Online Application) to access your online Application Form, and upload the created file (.pdf) (see Figure 17).

Note You can only upload ONE single file (.pdf)!

![Figure 17 – Application File Upload](image)

After uploading, you have the option to delete or to replace the file. In this case, the new file replaces the previous one (see figure 17).
After uploading the file, you can follow the state of your application process, while you wait for the validation from both the Faculty or Faculties you have chosen, and U.Porto central Office.

After institutional validation it is **no longer possible to insert more files**. You may:

- Consult your Application;
- Visualize the file;
- Create Changes to the Original Application Form;
- Withdraw your Application.
5. Create Changes to the Original Application

To create changes to the original Learning Agreement or period of studies proposed:

Create Changes Form

If necessary, you may submit more than one changes request, but one at the time. When submitting a request, you will have to wait for the validation/refusal.

Note: Changes you may request:

- Changes to the Learning Agreement (add / delete Unit Courses (UC’s);
- Change of the study period Extension or Reduction (if you do not want to change your study period, you should leave the field “Type of Change” in blank);
- Add / Delete Faculties (Add UC’s in a different Faculty or Delete).

Note: If you want to remove a chosen Faculty, first you must eliminate the associated UC’s. When accessing the UC’s page (_change the _ into _). At the bottom of the page do not forget to click Submit.Only after performing this action, it will allow you to remove the Faculty.

After completing all the required fields, you may submit your Changes Form (see figure 20).
After confirming, you cannot make more changes in this form. Select the Print option (see figure 21), collect all the necessary signatures and send a scanned version by e-mail to the respective Faculty (see contacts in your Application Form).
6. Print Changes to the Original Application

At the U.Porto webpage (International > Life at the U.Porto > Administrative Procedures -> Online Application), you may follow the state of your application changes (see figure 22):

![Print Changes to the Original proposed Learning Agreement](image)

Figure 22 – Print Changes to the Original proposed Learning Agreement

In case of approval / validation, (see figure 23) you may visualize your changes form and/or create a new one:

![Validated Changes Form](image)

Figure 23 – Validated Changes Form