



UNIVERSIDADE D
COIMBRA

INCOMING MOBILITY APPLICATION
TUTORIAL STEP BY STEP



Step 1

Access the web platform for Incoming Mobility applications:

<https://inforestudante.uc.pt/nonio/security/login.do>

Most likely you will be a "new user", click register!

Welcome to
Inforestudante

Username

Password

[Forgot your password?](#)

Enter

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 a mobility program;
- Apply to isolated courses;
- Access the old students network;
- Make a Non-Student Request.

Register

Step 2

Choose on the menu - Mobility Program.



Mobility Program

You can use this place to apply to the University of Coimbra in the ambit of mobility programs.



Step 3

Proceed with the registration and make sure to choose - *Application under a mobility program*.

On-line Registry - University of Coimbra

*** 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

Access to Old Students Network (Rede UC) - 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:**

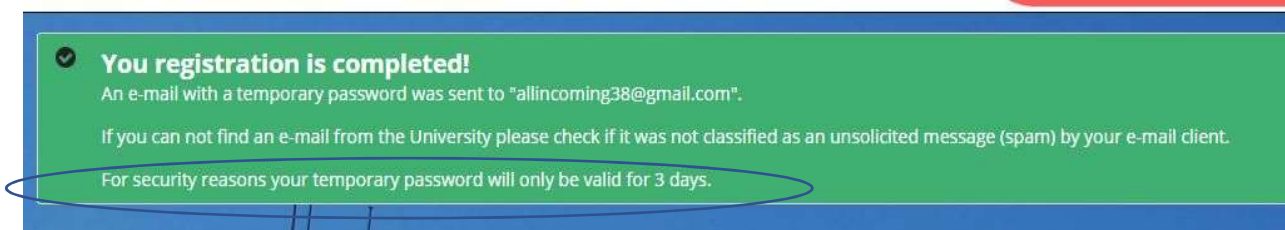
Primary tool for communication.

* Required fields

Step 4

You will receive the credentials to enter the system in your mailbox.

Please note that the temporary password will only be available during 3 days!



Step 5

Proceed after reading the information on the data requested.

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 UC former students network.

This information will be processed automatically. The forms must be completed in full.

The University of Coimbra 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](#)

Step 6

Proceed with the personal data and note that all fields marked with red asterisk are required fields!

Personal Data

Personal Information

Complete Name: John Smith

* Gender: Male Female

* Date of birth: 12-04-2000 dd-mm-yyyy

Nationality and Identification Data

* Nationality: Croatia

Type: Passport

Issue Country: Croatia

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: XX000000

Place of Issue:

* Expire date: 31-12-2021 dd-mm-yyyy

* Required fields

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

Value added tax identification number

Step 7

Although the system allows to submit your photo later, we strongly advise you to do so at this stage. Your photo is required to provide you with the student card upon arrival.

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

Step 8

Add your photo.

Personal Data

Edit Loaded Picture

Original Picture:



Crop

Restore

Final Result: After selecting the desired area of the picture, press the Crop button and watch the end result in this area.

Save

Back

Step 9

Complete your personal data with the address information. Please note that all fields marked with red asterisk are required fields!

Personal Data

Official address
No addresses defined.

[Add Address](#)

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

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

Personal Data

Add address

* Address Type:

Country:

* Address line 1:

Address line 2:

Address line 3:

* Town/City:

State/Area:

Postal code:

* Required fields

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

Step 10

At this point it is required information on the application issues: for other types of Mobility outside the frame of Erasmus programs you should choose *Other mobility program*. In this case you will be requested to specify *Mobility Program*, it is advisable to get this information previously with your Institution. Look carefully at the requested information.

New application under a mobility program

* Mobility type: Erasmus+ Other Mobility program

* Academic year:

Regime:

Type of mobility:

* Duration of mobility: From To

Country of Home Institution:

City of Home Institution:

* Home Institution:

* Required fields

Choose Study or Placement

You must choose 1st semester, full academic year, or 2nd semester

You must indicate according to the Regime above

Step 11

In this step you will give information on the mobility agreement between your Institution and the University of Coimbra.

i At this point you must select the **bilateral agreement** between your home institution and the University of Coimbra, **under which you are applying**. If you need help you may see the list of protocols selecting the icons . If no bilateral agreement is suitable, you can only select one **Field of study**.

Select field of study and a bilateral agreement for this application

Bilateral agreement	Field of study
<input type="button" value="Download"/>	All fields of studies (0000) Cycle(s): 1st cycle, 2nd cycle, 3rd cycle

* Coordinator of field of study at Home Institution:

* Required fields

You will have to select here the appropriate agreement, if there are several.

And proceed with the detailed information on the issue.

At this point you must select the **bilateral agreement** between your home institution and the University of Coimbra, **under which you are applying**. If you need help you may see the list of protocols selecting the icons . If no bilateral agreement is suitable, you can only select one **Field of study**.

Select field of study and a bilateral agreement for this application

Bilateral agreement

Field of study

Download

All fields of studies (0000)

Cycle(s): 1st cycle, 2nd cycle, 3rd cycle



* Coordinator of field of study at Home Institution:

* Name:

Function:

* Contact(s):

Address:

* Required fields

Step 12

Other questions are required at this stage.

Language competence

* Portuguese Knowledge level:

* Mother language:

Another(Other) Language(s):

If you choose Yes you will have to apply in this platform afterwards. Please take note of this address.

Other questions

* Do you wish to apply for accommodation using the UC web portal: Yes No

Obs.: <https://portaldossas.uc.pt/meuprocesso/#!/home/pedidoAlojamento>

* 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

Step 13

At this stage you will have to choose your plan of studies, if you have indicated a study period. For a period of placement, no disciplines will be added.

It is recommended beforehand to identify the study program and courses you will want to attend.

The Portuguese language course is optional,

At this point you must **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.

If you wish to attend the semester course of **Portuguese** as Foreign Language please look under - disciplines at the Organic Unit 'Faculty of Humanities', and then by the name 'Língua Portuguesa (erasmus)' selecting the level you consider most suitable. Please note that this course is not for free. It may not be available for all incoming students.

Select course units
You have not selected any course unit so far. Please click on the 'Add' button to add course units to your list.

Add course units

Course units of: Course Organic Unit

Degree: [UCLabs] PLANNING, DEVELOPMENT AND IMPLEMENTATION OF LEARNING SCENARIOS IN B-LEARNING CONTEXTS - BASIC CONCEPTS

Organic Unit/Faculty: College of Arts

Filter by: Name

Search

Finish Back

You may choose to search either by name of the course or by Faculty

Step 14

At this stage and after finish choosing the disciplines, you will have to add the requested documents: Application Form after download and signatures of student and coordinator/responsible at home University; Transcript of Records; Identification document. The EHIC is strongly recommended.

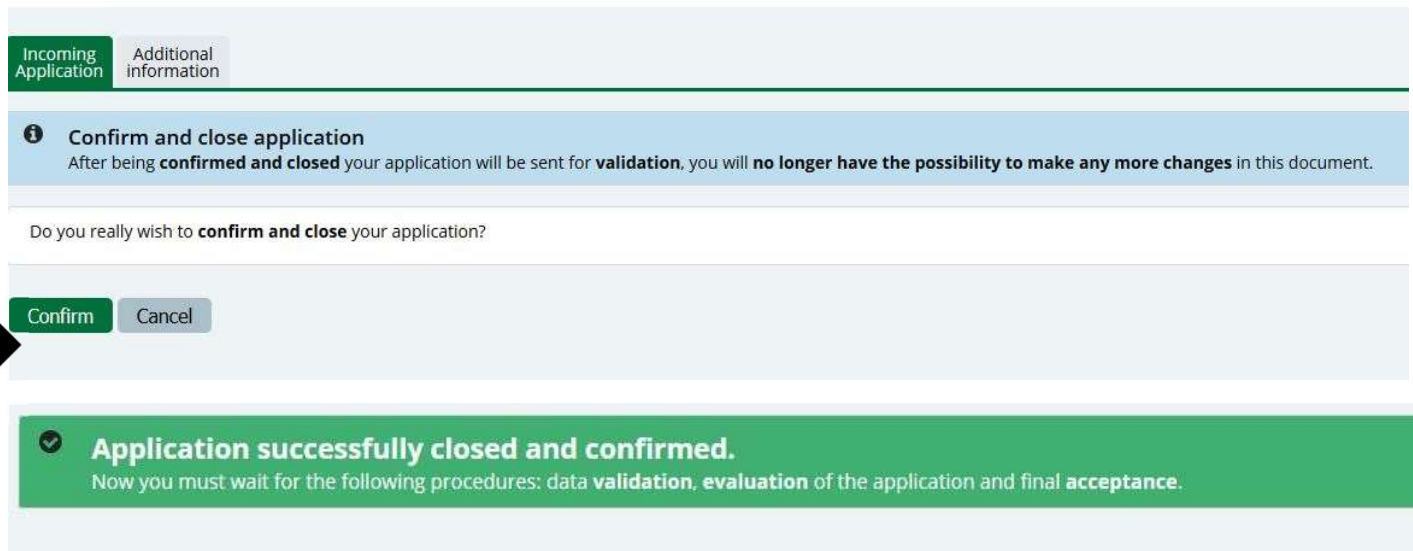
Documents

Document	File
Application form <i>Mandatory</i> 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.	Add
Academic curriculum-Transcript of Records (you can use a printed version from your academic system) <i>Mandatory</i>	Add
Copy of your passport or Identification Document (if you are a European citizen) <i>Mandatory</i>	Add
European Health Insurance Card (EHIC)	Add
Other Application Form, if applicable If you also need the forms from your own University signed, please upload them here	Add

Don't forget that first you have to download the form, sign it, get the signature of the responsible person at your Uni and only after that add it here.

Step 15

Now it is possible to close and confirm the application. Only after closing and confirming the application it will be possible for us to submit it for approval!



The screenshot shows a web application interface. At the top, there are two tabs: "Incoming Application" (active) and "Additional information". Below the tabs is a blue information banner with a white 'i' icon, titled "Confirm and close application". The text below the banner reads: "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." Below this is a question: "Do you really wish to **confirm and close** your application?". At the bottom of the dialog are two buttons: "Confirm" (highlighted with a black arrow) and "Cancel". Below the dialog is a green success banner with a white checkmark icon, titled "Application successfully closed and confirmed." The text below the banner reads: "Now you must wait for the following procedures: data **validation**, **evaluation** of the application and final **acceptance**."

You will be able to visit the status of your application using your credentials in the system. As indicated at the beginning and during registration stage, you will have 3 days to change the given password to one of your choice. Keep your credentials in a safe place, otherwise you will not be able to access the application later.

For further information or to request help please use our contacts:

Email: dri.intstudy@uc.pt

Skype: DRI_Incoming_students_mobility_1

Skype: DRI_Incoming_students_mobility_3

We are waiting for you!