

## **Academic year 2010/2011 - Application Procedures**

Mobility Students - Lifelong Learning Program/Other Exchange Students

<http://www.uc.pt/en/driic/Acordos>

Please check at the site above if your Institution is our partner within the LLP Program or within other Exchange Program; that is **the first condition** to go on with your Application Procedure!

### **1. Application Procedure:**

Students wishing to participate in a period of studies in our University and belonging to a partner Institution are required to fill in the Application Form **ONLINE**.

To start your application you will have to follow three steps:

- a) register in our data base on-line
- b) fill in the application on-line
- c) print the final document and have it signed and stamped at your Home Institution **and send it to us**

Before you start **be sure to get:**

#### **I**

Your Institution's approval for your application to the mobility period;

#### **II**

- Full name of your Institution;
- The exact program under which you are applying (LLP program, bilateral protocol, MAUI, etc.)

#### **III**

Your own contacts: name, passport/identification number, address, e-mail, telephone number;

#### **IV**

Your Plan of Studies/Learning Agreement chosen: visit the site [www.uc.pt/ects](http://www.uc.pt/ects) to choose the course names and codes (if available).

## V

Check the list of our local coordinators in case you need to ask some question or answer any question you have regarding the courses:

[http://www1.ci.uc.pt/ects/informacao\\_institucional/coordenadores/index.php](http://www1.ci.uc.pt/ects/informacao_institucional/coordenadores/index.php)

### 2. Deadlines:

The final deadlines to receive the Application Forms and other documents are:

1<sup>st</sup> Semester - 1<sup>st</sup> of June

2<sup>nd</sup> Semester - 1<sup>st</sup> of November

### 3. Academic Calendar:

**1st Semester/Academic year** - begins in September/October, depending on the Faculties; the 1st Semester ends in January for the examination period **which may go on through February**. All mobility students are strongly advised to arrive on the **1st of September** to attend the Portuguese Intensive Course **which may not be available for free**.

**2nd Semester** - begins on the first days of February and goes on till the end of May when the first examination period begins, **the examination period may go through June and sometimes July**. In some Faculties there is also an examination period in September for those students who want to apply.

**Christmas Holidays:** Two weeks, one before and one after Christmas;

**Easter Holidays:** Two weeks, one before and one after Easter Sunday;

It is advisable to contact each Faculty to confirm this information! <http://www.uc.pt> and <http://www.uc.pt/ects/>

### 4. Accommodation:

Mobility students may apply for housing in University Residences for a maximum of 30 days (they can apply for a shorter period); students must fill in this item in the application on-line.

## **5. Language Requirements:**

To provide students with adequate language skills, the University of Coimbra organises, every year, **Intensive Language Preparation Courses** - at the beginning of 1st Semester during the month of September; and at the beginning of the 2<sup>nd</sup> Semester during the month of February (it may not occur every year!). Please fill in this item in the application on-line.

**Please note that these courses may not be available for free for mobility students;**

**Portuguese as a Foreign Language** - This is a semester course available to all foreign students attending the University of Coimbra and who wish to have Portuguese in their **plan of studies**. It is worth **6 ects** credits and the name of the course is **Lingua Portuguesa** (available in four levels).

After completing your enrolment on-line **be sure to:**

### **I**

Print the **Application Form;**

### **II**

Have the Application Form **signed and stamped** by your local Institutional and Departmental Coordinators;

### **III**

Send it to us together with your **Academic Curriculum;**

You may send it by regular mail, fax or by e-mail as digital documents(.pdf document or compressed .jpeg):

Divisão de Relações Internacionais  
Universidade de Coimbra  
Colégio de S. Jerónimo  
P.O. Box: 3026

3001-401 Coimbra  
Portugal  
Tel.: +351 239 857001 Fax: +351 239 857002  
E-mail: [contact\\_ri@uc.pt](mailto:contact_ri@uc.pt)  
<http://www.uc.pt/driic>

**If you are not an EU citizen be sure to:**

After receiving the Acceptance Documents - Letter of Acceptance and Visa Document, request at your nearest embassy a **Visa for Studies**. Please note that without this Visa document it will not be possible to enrol you at the University of Coimbra!

Please note that although the Portuguese law allows citizens from different third countries to enter as tourists, without any Visa, it **states clearly that for study purposes Visa is compulsive!**

**6. After arrival**

Come to our Office within our working hours: 9h30m till 12h and 14h30m till 17h.

**DRI**/International Relations Office  
Colégio de S. Jerónimo  
Largo D. Dinis  
PÓLO I - University of Coimbra

Bring your letter of acceptance and identification document or passport with you!



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