



UNIVERSIDADE D COIMBRA

FREE MOVER MOBILITY APPLICATION

TUTORIAL STEP BY STEP



Step 1

Access the web platform for Incoming Mobility applications:

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

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

Welcome to Infoforestudante

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** Infoforestudante 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.



Apply

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
- ☐ 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: kmycp

[Get new security code](#)

[Get a audio version of the security code](#)

* Security Code:

Enter all characters displayed in the image.

* E-mail:

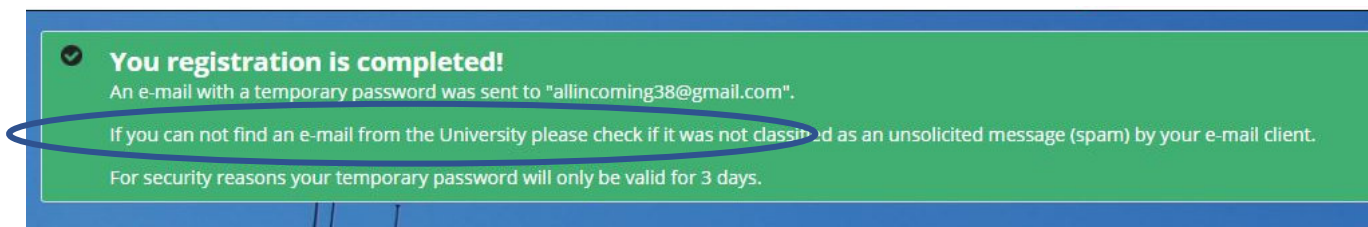
Primary tool for communication.

* 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: 
 * VAT Number:  Croatia ☐ Alter the VAT Number issuing country (by default the country of the nationality)
 0000000000000 ☐ 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](#)

Note: A speech bubble points to the VAT Number field with the text: "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:



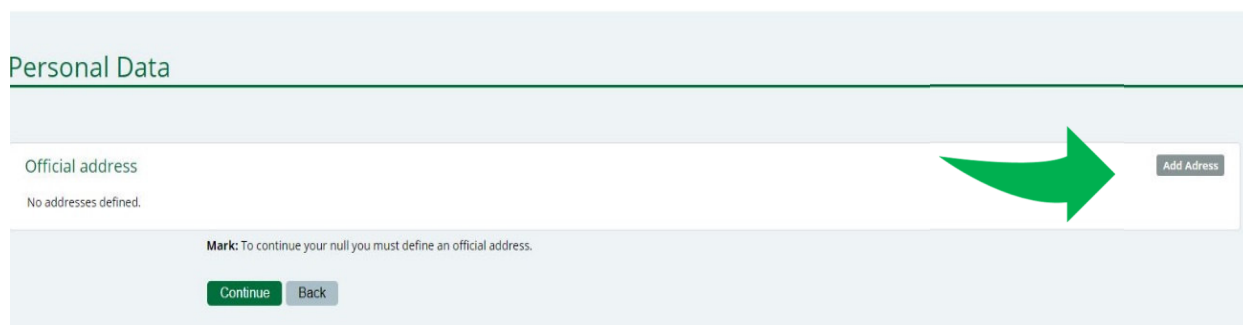
[Crop](#) [Restore](#)

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

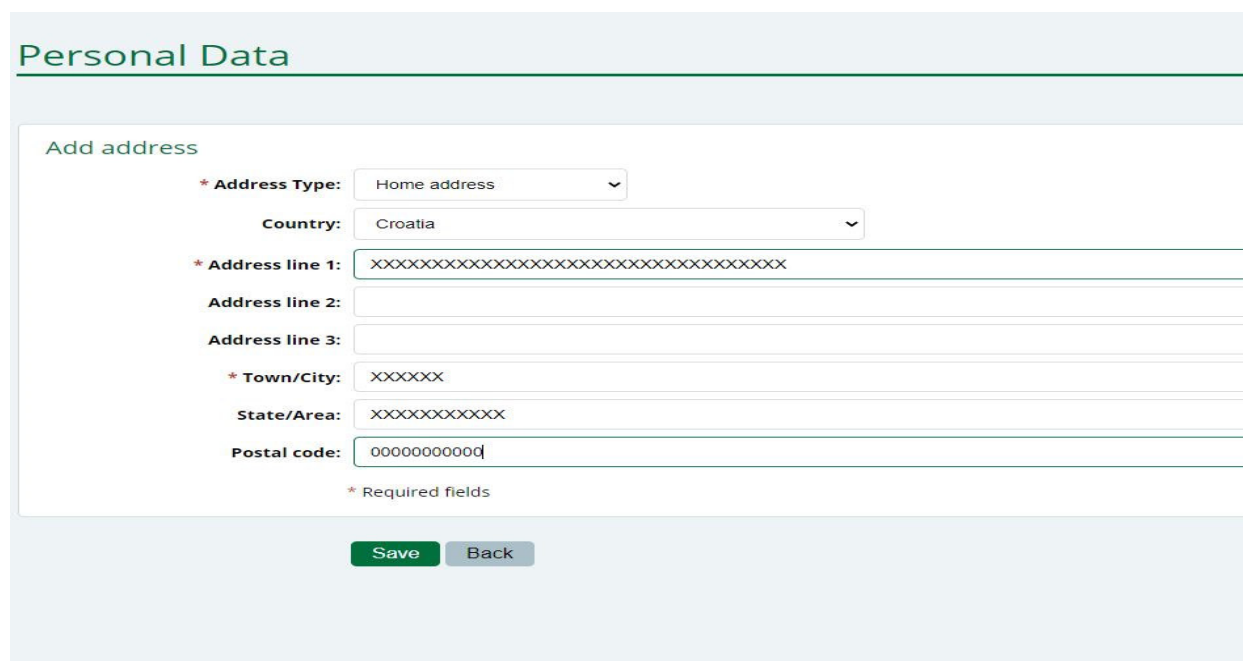
No addresses defined.

Add Address

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

Continue **Back**

Click in add address and then select in Address type, *Home Address*



Personal Data

Add address

* Address Type: Home address

Country: Croatia

* Address line 1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Address line 2:

Address line 3:

* Town/City: XXXXXX

State/Area: XXXXXXXXXXXX

Postal code: 0000000000

* 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*, which in this case you will be the Free Mover program. 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

Continue

Back

Please note that when selecting the Free Mover programme the following image will appear:



Warning

The Free Mover program implies that students within this program have to pay tuitions fees at the University of Coimbra! To know the cost of the course units you wish to attend please contact through the email:



dri.intstudy@uc.pt

This message intends to inform you how to find out how much you will have to pay for the study plan you will choose.

Step 11

In this step you will have to select the field of studies under which you are applying to the University of Coimbra.

Incoming Applications

Select field of study

* Field of study:

* Coordinator of field of study at Home Institution:

* Required fields

Continue Back

Step 2

And then proceed with filling the detailed information of your home Coordinator.

Incoming Applications

Step 2

Select field of study

* Field of study: All fields of studies (0000) ▼

* Coordinator of field of study at Home Institution:

* Name:

Function:

* Contact(s):

Address:

* Required fields

Step 12

Other answers are required at this stage.

Language competence

* Portuguese Knowledge level: ▼

* Mother language:

Another(Other) Language(s): Add another language

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

Continue Back

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

Step 13

At this stage you will have to choose your study plan.

The Portuguese language course is optional.

At this point you must **search and 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 the 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 select at least one course unit.

Add course units

Course units of: ☒ Course ☐ Discipline

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 choosing the curricular units, you will have to add the requested documents: the Application Form, which you must download from the platform duly signed by yourself and your home coordinator/responsible; the Transcript of Records; the 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 University 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 will it be possible for us to submit it to the UC's Coordinator for final approval!

Incoming Application
Additional information

ⓘ **Confirm and close application**
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.

Do you really wish to **confirm and close** your application?



✓ **Application successfully closed and confirmed.**
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.

After the acceptance, students can download the Acceptance Letter from <https://inforestudante.uc.pt> for free following these steps:

Login > Applications > Incoming Mobility > Details > Acceptance Documents > Download

When available in your <https://inforestudante.uc.pt>, pick one of the arrival confirmation sessions and register. Your presence in the session is mandatory so that we can confirm your official enrolment in the University of Coimbra!

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

Email: dri.intstudy@uc.pt

We are waiting for you!