



External Relations Office
ero@uac.pt

University of the Azores (UAc)

External Relations Office

Incoming Students

TUTORIAL FOR THE ONLINE APPLICATION IN INFORESTUDANTE

March 2023





If you have never been a student at UAc, you must create your student account on our platform, [Infoestudante \(here\)](#).

Click on Register and click the **Apply** button, below **“Mobility Program”**

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UNIVERSIDADE
DOS AÇORES

PT EN

Degree Application

- Applications for international students (1st Cycle Studies and Integrated Masters);
- Applications to 2nd and 3rd Cycles (Master and Ph. D courses);
- Change of Course, Re-admission and
- Special Qualifications for access t

Apply

Mobility Program

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

Apply

Isolated Courses

You can use this place to apply to University of the Azores in the ambit of isolated courses.

Apply

Non-Student Request

Access to specific services such as registration in competitions for special tenders over 23 and pre-requirement or aptitude tests for local contests.

Register

1. You should register with your personal data. Do not change the Registry check button;
2. Insert your full name: birth names first and surnames / family names after (Ex: Maria Stone);
3. Click **Register**;

On-line Registry - University of the Azores

*** 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
- Non-Student Request

*** Complete Name:**


*** Nationality:**

*** Type of Identif. Document:**

*** Issue Country:**

*** Identification Number:**

Date of validity: dd-mm-yyyy

Security Code:


*** Security Code:**
Enter all characters displayed in the image.

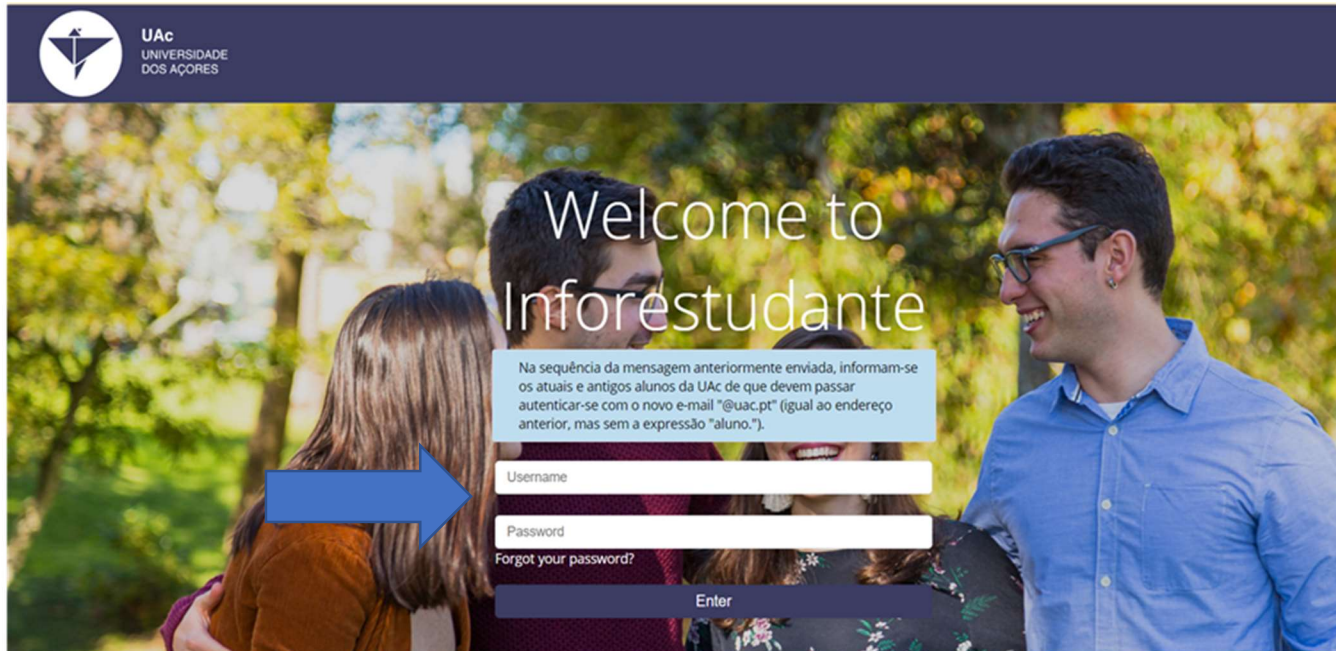
*** E-mail:**
Will be used as the primary tool for communication.

*** Required fields**

If you need help do not hesitate to contact our services:



4. You will receive an e-mail containing a temporary password in the e-mail inbox you registered with (please check the SPAM folder if you don't receive it in a couple of minutes);
5. After receiving the password, log in Inforestudante;



6. In your first access, you will have to fill in additional personal information to complete your student profile in the platform. You just need to follow the instructions;



7. Once your Student profile is complete, you may start the application process to UAc. For that, click the **“Incoming Mobility”** option at Inforestudante;

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Versão de Testes

Sign out | EN PT

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- Degrees
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- Incoming Mobility**
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Academic Service

Academic Service

There is no relevant information that requires your attention

Quality

There are no surveys to answer.

Notifications

There are no unread notifications.



8. Click “New Application”;

The screenshot displays the 'InforEstudante' web application interface. At the top, there is a dark blue header with the UAc logo and name on the left, a red banner with the text 'Versão de Testes' in the center, and a user profile icon with a 'Sign out' link on the right. The main content area is divided into a left sidebar and a main panel. The sidebar contains navigation menus for 'General', 'My Courses', and 'Applications'. The 'Applications' menu is expanded, showing 'Incoming Mobility' as the selected option. The main panel shows the 'Incoming Applications' section, which currently displays 'No student applications for incoming mobility found.' A blue arrow points to a 'New application' button located in the top right corner of this section.

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Start > Incoming Mobility Applications

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Incoming Applications


Incoming Mobility Applications

No student applications for incoming mobility found.

New application




9. Fill in the requested information. If the City or your Home University are not listed, please contact ero@uac.pt;



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Start > Incoming Mobility Applications > New application

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Incoming Applications

Step 1

New application under a mobility program

* Mobility type: Erasmus+ Other Mobility program

* Academic year: 2023/2024

* Regime: 1st Semester

* Type of mobility: Study

* Duration of mobility: From Septeml of 2023 till Februar of 2024

Country of Home Institution: Czech Republic

City of Home Institution: Praha

* Home Institution:

* Required fields

Continue Back

10. Select the bilateral agreement according to your nomination and under which you will register at UAc as a mobility student. Then, fill in **the information** of the mobility coordinator from your home institution;

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Start > Incoming Mobility Applications > New application

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Step 2

i At this point you must select the **bilateral agreement** between your home institution and the University of the Azores, **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	
	Biological and related sciences (051) Cycle(s): 1st cycle, 2nd cycle Duration of mobility: 5 months	<input checked="" type="checkbox"/>
	Environmental sciences (0521) Cycle(s): 1st cycle, 2nd cycle Duration of mobility: 5 months	<input type="checkbox"/>

*** Coordinator of field of study at Home Institution:**

*** Name:**

Function:

*** Contact(s):**

Address:

* Required fields



11. Fill in with the requested information;

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Start > Incoming Mobility Applications > New application

Incoming ApplicationsStep 3

Language competence

*** Portuguese Knowledge level:**

*** Mother language:**

Another(Other) Language(s):

Other questions

*** Do you wish to apply for accommodation using the institution web portal:** Yes No
Obs.: <https://servicosonline.uac.pt/>

*** 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

11.1 Accommodation

If you wish to apply to the UAc's student residence, please select yes. To stay in our residences, it's mandatory to apply at <https://servicosonline.uac.pt>

Please note, that the application for the accommodation is done in a different platform, thus, another registration is required. Therefore, you cannot use the same username and password given for the Inforestudante application.

You must register first in order to log in (menu Sign up, and click on New Registration).

The number of rooms for mobility students are limited, thus, students must apply as soon as possible.

Applications received will be handled by order of submission.

Be sure to check, before you leave, if you have your reservation confirmed! For more information please contact sase.alojamento@uac.pt

Click **"Continue"**;

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Other questions

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

Obs.: <https://servicosonline.uac.pt/>

* 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:

Another

* Required fields

Continue Back

12. COURSE SELECTION / LEARNING AGREEMENT

Now you will select/enrol for the courses you wish attend at UAC, according to your Learning Agreement. After your arrival at the Azores **and during the first 30 days of the semester**, you will be able to change your courses enrolment and then make the Learning Agreement changes - During Mobility.

When selecting the courses you must comply with the following criteria:

- The selection of courses must be from the School you were nominated to by your home University;
- It's only possible to select a maximum of two courses from other Schools, as long as the Schools are located in the same campus/island;
- It's not possible to choose courses from other Schools located in different islands/campus;
- **Maximum: 36 ECTS** (students coming for one semester only) or 66 ECTS per year (students coming for one academic year);
- You may choose courses from different levels (bachelor or master) as long as the courses are available;

Language of instruction and language proficiency: At the UAc the language of instruction is portuguese, however, we provide a tutorial system in english to Erasmus students. Therefore, in order to communicate properly and attend classes successfully, during your mobility period, it's absolutely important having the following language proficiency upon your arrival: Portuguese level B1 or English level B1.

DO NOT choose the Portuguese course at this point (you need to apply and pay the course's fee before enrolling). If you are interested in the Portuguese Course, please apply at Inforestudante (in "Degrees"). For further assistance/informations about the course and applications please contact directly dominique.ar.faria@uac.pt or derrick.mendes@uac.pt

12.1 You can filter the courses by a) Course/Degree or by b) Organic Unit / Faculty or by c) Name or Code of the course

a) Filter by Course/Degree:

- Select the name of the degree/program. They are ordered alphabetically, and start with “Bachelor in...” and “Master in...”

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Step 4

i 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.

Select course units

You have not selected any course unit so far. Please use search tool bellow to select the course units in which you wish to enroll.

Add course units

Course units of: Course Organic Unit

Degree: Aconselhamento em Aleitamento Materno

Organic Unit/Faculty: Bachelor in Pharmaceutical Sciences (Preparatory)

Filter by: Bachelor in Social Work

Bachelor in Psychology

Bachelor in Social Work

Bachelor in Sociology

Bachelor in Tourism

Bachelor in Veterinary Medicine (Preparatory)

Bachelor in Wildlife and Heritage

Doctorate in Insular Literatures and Cultures

Estágio - Instituto de Investigação em Ciências do Mar - Okeanos

Estágio - Instituto de Investigação em Vulcanologia e Avaliação de Riscos

Master in Agronomic Engineering

Master in Animal Science

Master in Biomedical Sciences

Master in Business Administration (MBA)

Master in Economics and Management Sciences

Master in Engineering and Management of Water Systems

Master in Environment, Health and Safety

Master in Food Safety and Technology

Master in Insular and Atlantic History (15th-20th centuries)

Master in Integrated Studies of the Oceans

- Click **“Search”** – all the subjects of that degree will be listed and you can select the courses you wish to attend.
- To select a course, click **“Add”**.
- You can find more information at our [course catalog](#).

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i 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.

Select course units

You have not selected any course unit so far. Please use search tool bellow to select the course units in which you wish to enroll.

Add course units

Course units of: Course Organic Unit

Degree: Bachelor in Biology

Organic Unit/Faculty: Academia Sénior

Filter by: Name

Search

Subject	Course	Regime	ECTS	Enroll
Animal Embryology and Histology 0101536	LBIOL	1 st Semester	6	Add
Biological Anthropology 0101507	LBIOL	1 st Semester	6	Add
Biological Control Processes 0105856	LBIOL	1 st Semester	3	Add
Biological Oceanography 0101533	LBIOL	1 st Semester	6	Add
Biostatistics 0105933	LBIOL	1 st Semester	6	Add
Cell Biology 0101589	LBIOL	1 st Semester	6	Add
Chemistry 0104625	LBIOL	1 st Semester	6	Add
Conservation Biology	LBIOL	1 st Semester	6	Add

b) Filter by Organic Unit / School

- Select the name(s) of the Organic Unit/ School of the UAc;

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Step 4

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.

Select course units

You have not selected any course unit so far. Please use search tool below to select the course units in which you wish to enroll.

Add course units

Course units of: Course Organic Unit

Degree: Bachelor in Biology

Organic Unit/Faculty: School of Sciences and Technology

Filter by:

- Academia Sénior
- Centro Okeanos
- Departamento de Línguas, Literaturas e Culturas
- EST - Ponta Delgada
- Instituto de Investigação em Vulcanologia e Avaliação de Riscos
- School of Agrarian and Environmental Sciences
- School of Business and Economics
- School of Health – Angra do Heroísmo
- School of Health – Ponta Delgada
- School of Sciences and Technology
- School of Social Sciences and Humanities

Subject					Enroll
A Profissão de Guia de Natureza 04007631					Add
Algorithms and Data Structures 0104102					Add
Anatomy and Physiology 0106014	LENF	1 st Semester	6		Add
Anatomy I 0105993	LCBM	1 st Semester	7		Add
Animal Embryology and Histology 0101536	LBIOL	1 st Semester	6		Add
Applied Mechanics II 0104962	LCEEM	1 st Semester	6		Add
Applied Research I 0105865	LCBM	1 st Semester	2		Add
Applied Research III					Add

- Click "Search" – all the courses of that School will be listed and you can select the ones you wish to attend.

Remember you'll have to select courses from the School you have been nominated to, considering the bilateral agreement signed by both universities (see page 11 of this Tutorial). To select a course, click **Add**.

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c) Filter by Name or Code of the course

You can filter courses in a specific Course/Degree containing a specific word or words:

Ex: To list subjects from the degree Bachelor in Biology containing the word “biology” in the name.

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i 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.

Select course units

You have not selected any course unit so far. Please use search tool bellow to select the course units in which you wish to enroll.

Add course units

Course units of: Course Organic Unit

Degree: Bachelor in Biology

Organic Unit/Faculty: School of Sciences and Technology

Filter by: Name

Subject	Course	Regime	ECTS	Enroll
Cell Biology 0101589	LBIOL	1 st Semester	6	<input type="button" value="Add"/>
Conservation Biology 0101555	LBIOL	1 st Semester	6	<input type="button" value="Add"/>
Invertebrate Biology 0105979	LBIOL	1 st Semester	6	<input type="button" value="Add"/>
Microbiology 0101556	LBIOL	1 st Semester	6	<input type="button" value="Add"/>
Molecular Biology Techniques 0101524	LBIOL	1 st Semester	6	<input type="button" value="Add"/>
Molocular Biology 0104558	LBIOL	1 st Semester	6	<input type="button" value="Add"/>

Once you've selected all the courses you need, please click **“finish”** in the bottom of the page.

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Add course units


Course units of: Course Organic Unit

Degree: Bachelor in Biology

Organic Unit/Faculty: Academia Sénior

Filter by: Name

Subject	Course	Regime	ECTS	Enroll
Cell Biology 0101589	LBIOL	1 st Semester	6	✓
Conservation Biology 0101555	LBIOL	1 st Semester	6	✓
Invertebrate Biology 0105979	LBIOL	1 st Semester	6	✓
Microbiology 0101556	LBIOL	1 st Semester	6	✓
Molecular Biology Techniques 0101524	LBIOL	1 st Semester	6	✓
Molucular Biology 0104558	LBIOL	1 st Semester	6	✓



13. Add a photo (passport-type!) – **mandatory** and fill the requested information.

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Versão de Testes

[Confirm and close application](#) [Visit historic of status](#)

Application | Status: **Not closed and confirmed**

[Edit information](#) [Add photo](#)



Application number: IN_2023_0002

Picture Status:

Mobility Program: Erasmus+

Academic year: 2023/2024

Regime: 1st Semester

Type of mobility: Study

Duration of mobility: desde Setembro de 2023 até Maio de 2024

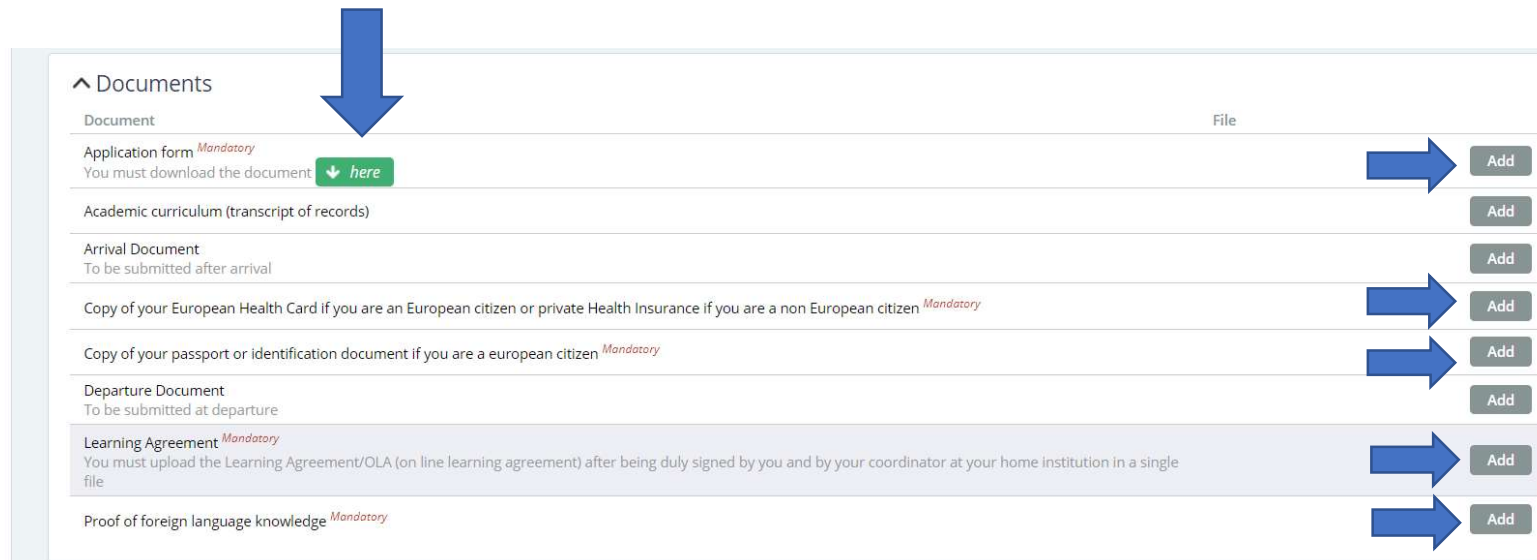
Home Institution: Charles University in Prague
CZ_PRAHA07 | Praha (Czech Republic)

Bilateral agreement:










Field of study: Biological and related sciences
051

Coordinator of field of study at Home Institution: zxczfffff
fcsdfs
Contact(s): sdfsdfsd
Address: fsdfdsf

14. Download your application form. The application form doesn't need to be signed, just Upload it once you have downloaded it;
15. Upload a digital copy of your passport or ID card;
16. Upload a digital copy of your language certification;
17. Upload a digital copy of your European Health Insurance card or your private health insurance (in case you are not EU citizen);
18. Upload a digital copy of your LA/OLA once is signed by you and by the responsible person from your home University (**applications with LA/OLA without signatures/confirmation will not be accepted**).

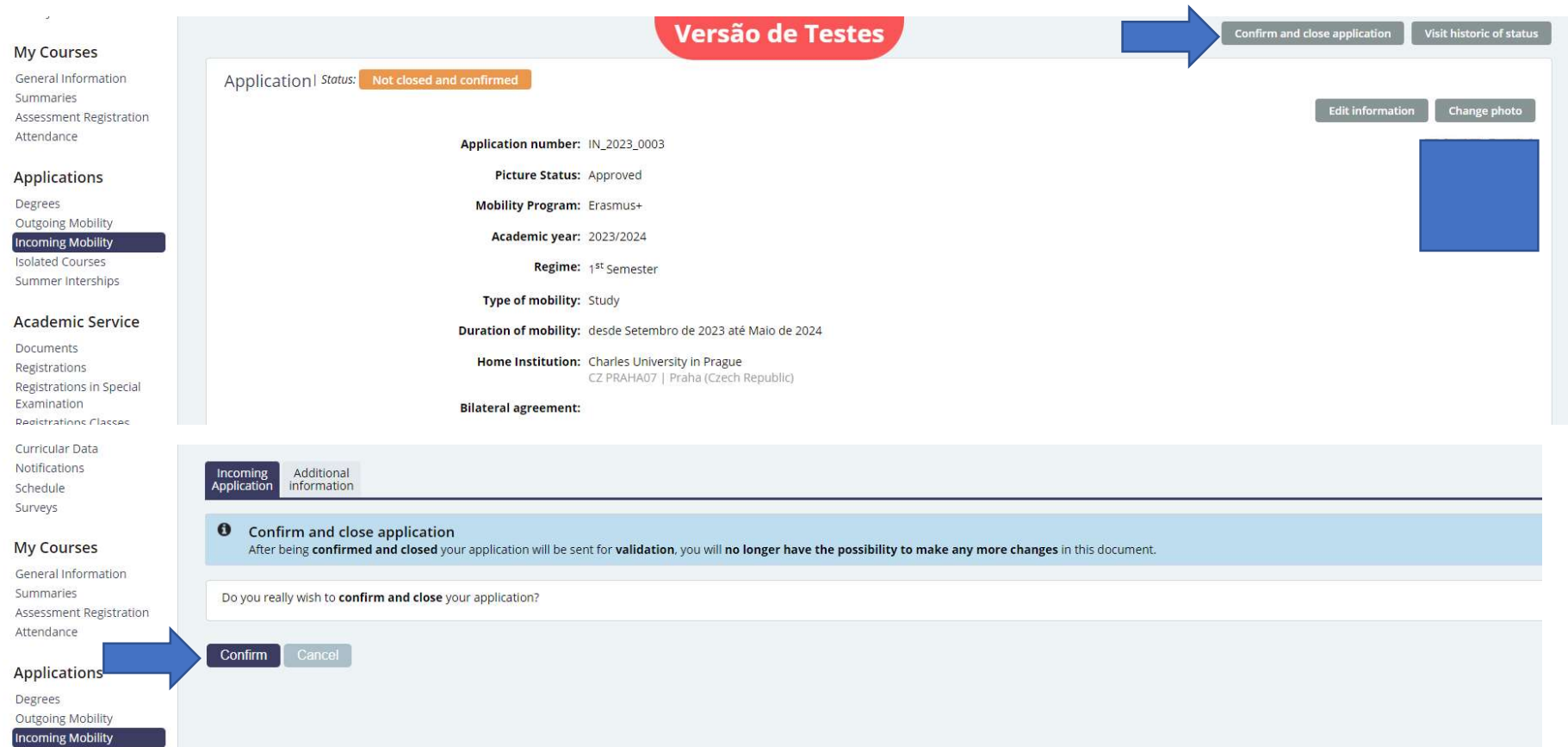


The screenshot shows a 'Documents' section with a list of required documents. A large blue arrow points to the 'Application form' row. The 'Application form' row includes a green button with a download icon and the text 'here'. Other rows have blue arrows pointing to their respective 'Add' buttons.

Document	File
Application form <i>Mandatory</i> You must download the document  here	
Academic curriculum (transcript of records)	
Arrival Document To be submitted after arrival	
Copy of your European Health Card if you are an European citizen or private Health Insurance if you are a non European citizen <i>Mandatory</i>	
Copy of your passport or identification document if you are a european citizen <i>Mandatory</i>	
Departure Document To be submitted at departure	
Learning Agreement <i>Mandatory</i> You must upload the Learning Agreement/OLA (on line learning agreement) after being duly signed by you and by your coordinator at your home institution in a single file	
Proof of foreign language knowledge <i>Mandatory</i>	

19. Your application is now ready – you just need to close it! Click **“Confirm and close application”**.

This is a mandatory step, essential to the acceptance of your mobility! If you do not confirm and close your application, it will not be considered.



The screenshot displays a web interface for managing mobility applications. On the left, a navigation menu includes sections for 'My Courses', 'Applications', and 'Academic Service'. The 'Applications' section is active, with 'Incoming Mobility' highlighted. The main content area is titled 'Versão de Testes' and shows application details for 'IN_2023_0003'. The status is 'Not closed and confirmed'. A blue arrow points from the 'Confirm and close application' button in the top right to the 'Confirm' button in the bottom confirmation dialog. The dialog asks, 'Do you really wish to confirm and close your application?' and provides 'Confirm' and 'Cancel' options.

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Application! Status: **Not closed and confirmed**

Application number: IN_2023_0003
Picture Status: Approved
Mobility Program: Erasmus+
Academic year: 2023/2024
Regime: 1st Semester
Type of mobility: Study
Duration of mobility: desde Setembro de 2023 até Maio de 2024
Home Institution: Charles University in Prague
CZ_PRAHA07 | Praha (Czech Republic)
Bilateral agreement:

Confirm and close application Visit historic of status

Edit information Change photo

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?

Confirm Cancel



And that's all!

The External Relations Office will now verify your application. Pay attention to your e-mail.

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✔ **Application successfully closed and confirmed.**
Now you must wait for the following procedures: data **validation**, **evaluation** of the application and final **acceptance**.

Application! Status: **Waiting for validation**

Application number: IN_2023_0003

Picture Status: Approved

Mobility Program: Erasmus+

Academic year: 2023/2024

Regime: 1st Semester

Type of mobility: Study

Duration of mobility: desde Setembro de 2023 até Maio de 2024

Home Institution: Charles University in Prague
CZ PRAHA07 | Praha (Czech Republic)

See you soon!

If you have any questions, please contact ero@uac.pt