External Relations Office
ero@uac.pt

University of the Azores (UAc)

External Relations Office

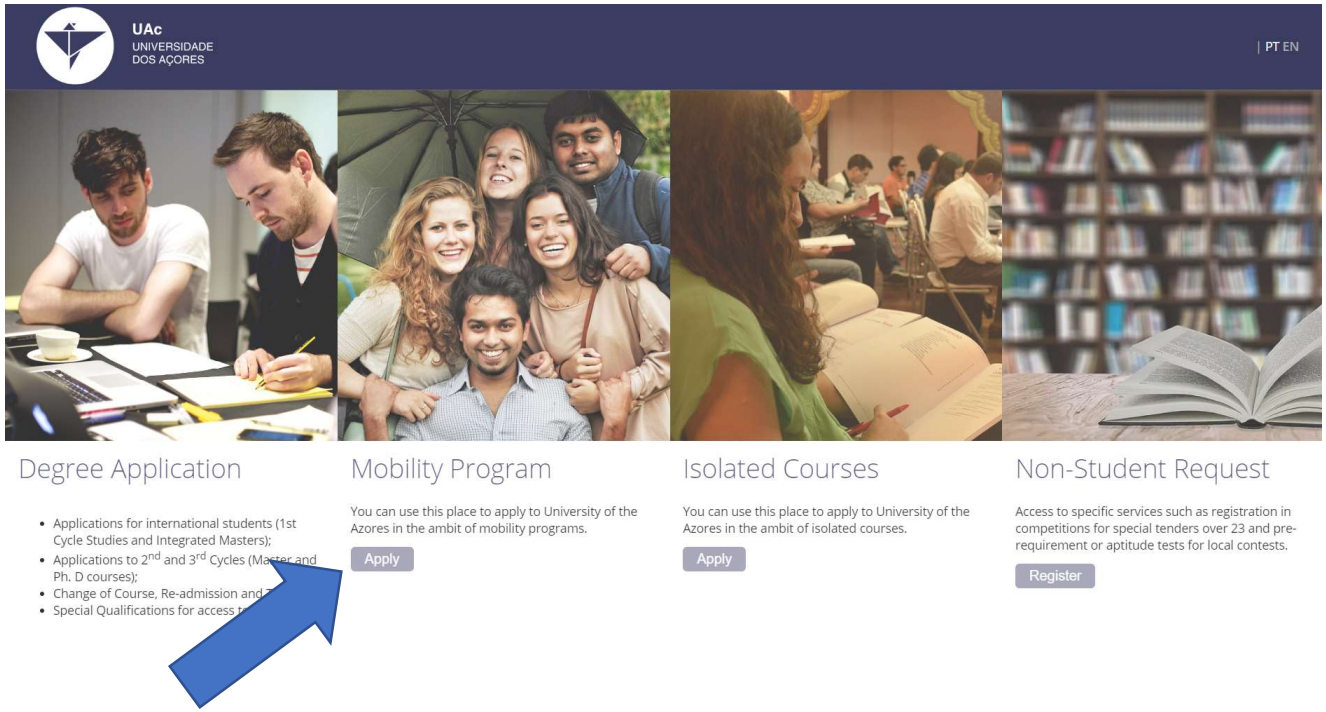
Incoming Students

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, Inforestudante (here).

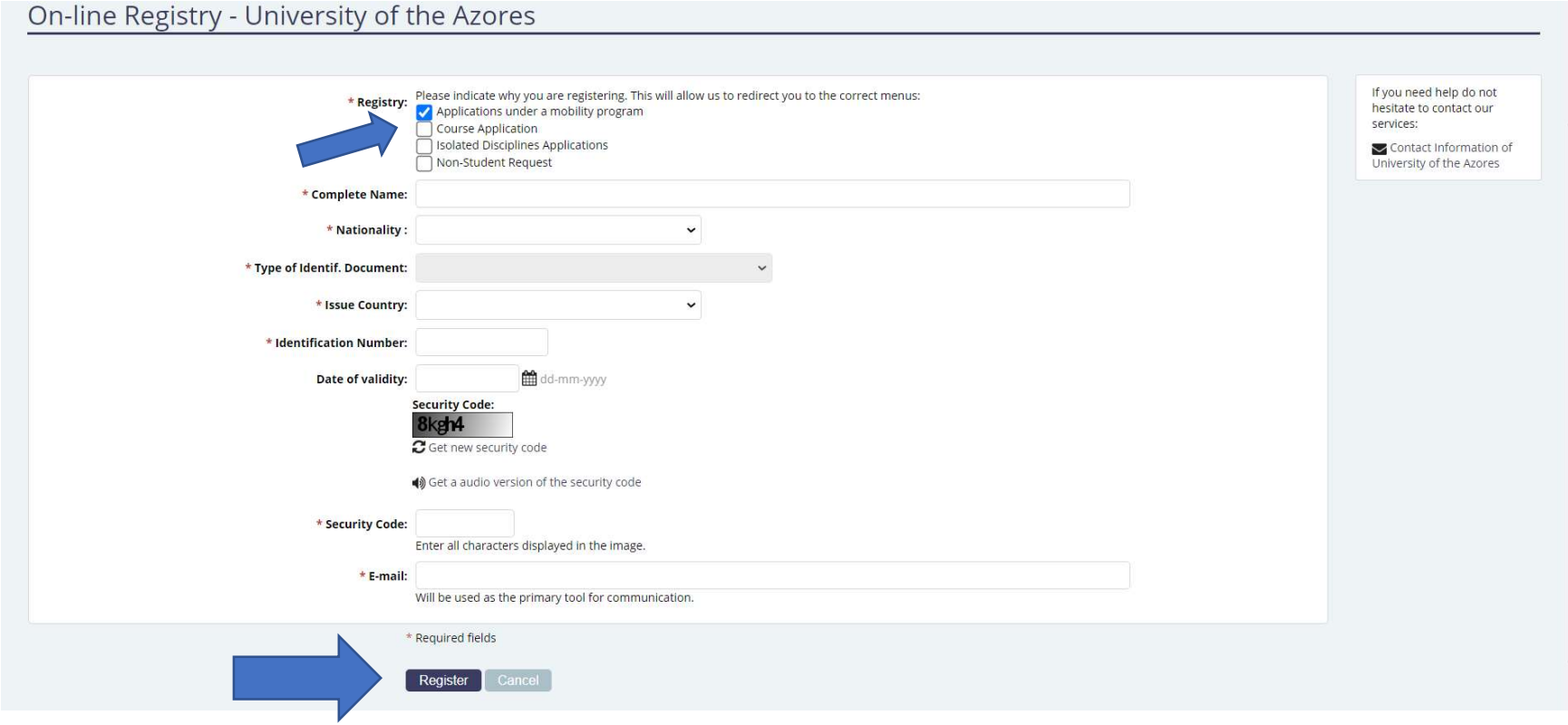
Click on Register and click the **Apply** button, below **"Mobility Program"**



1. You should register with your personal data. Do not change the Registry check button;

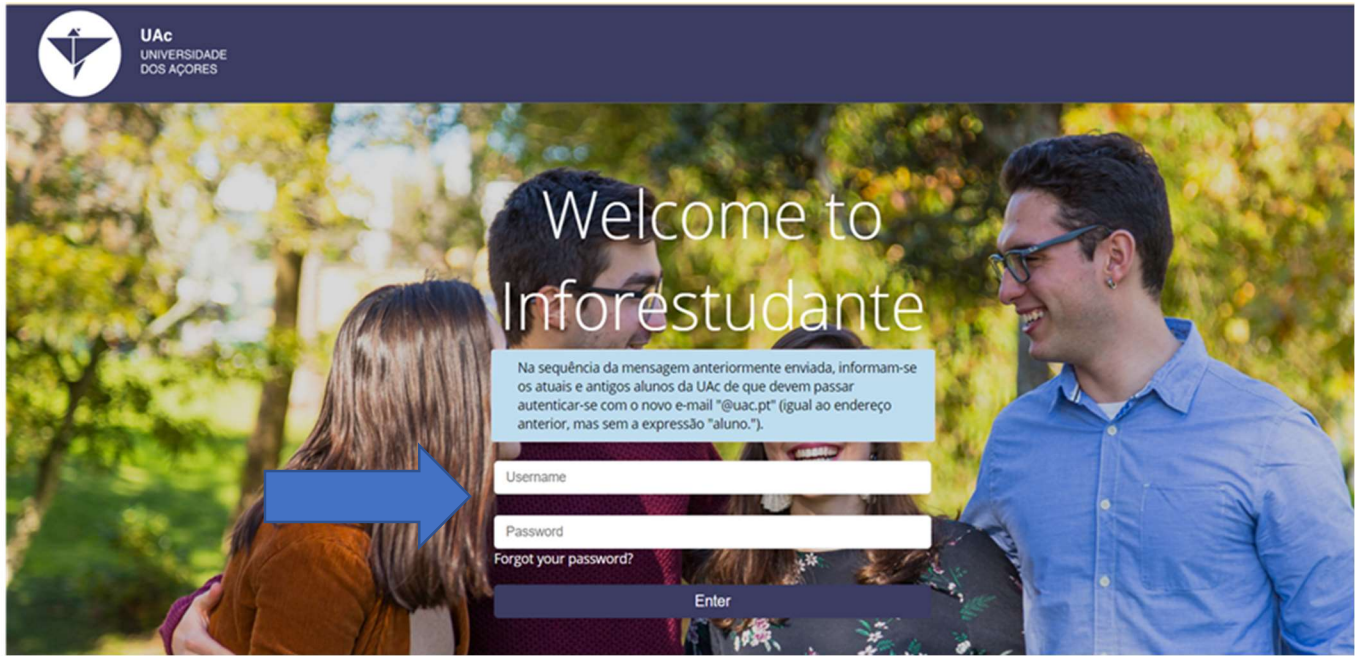
2. Insert your full name: birth names first and surnames / family names after (Ex: Maria Stone);

3. Click **Register**;



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;

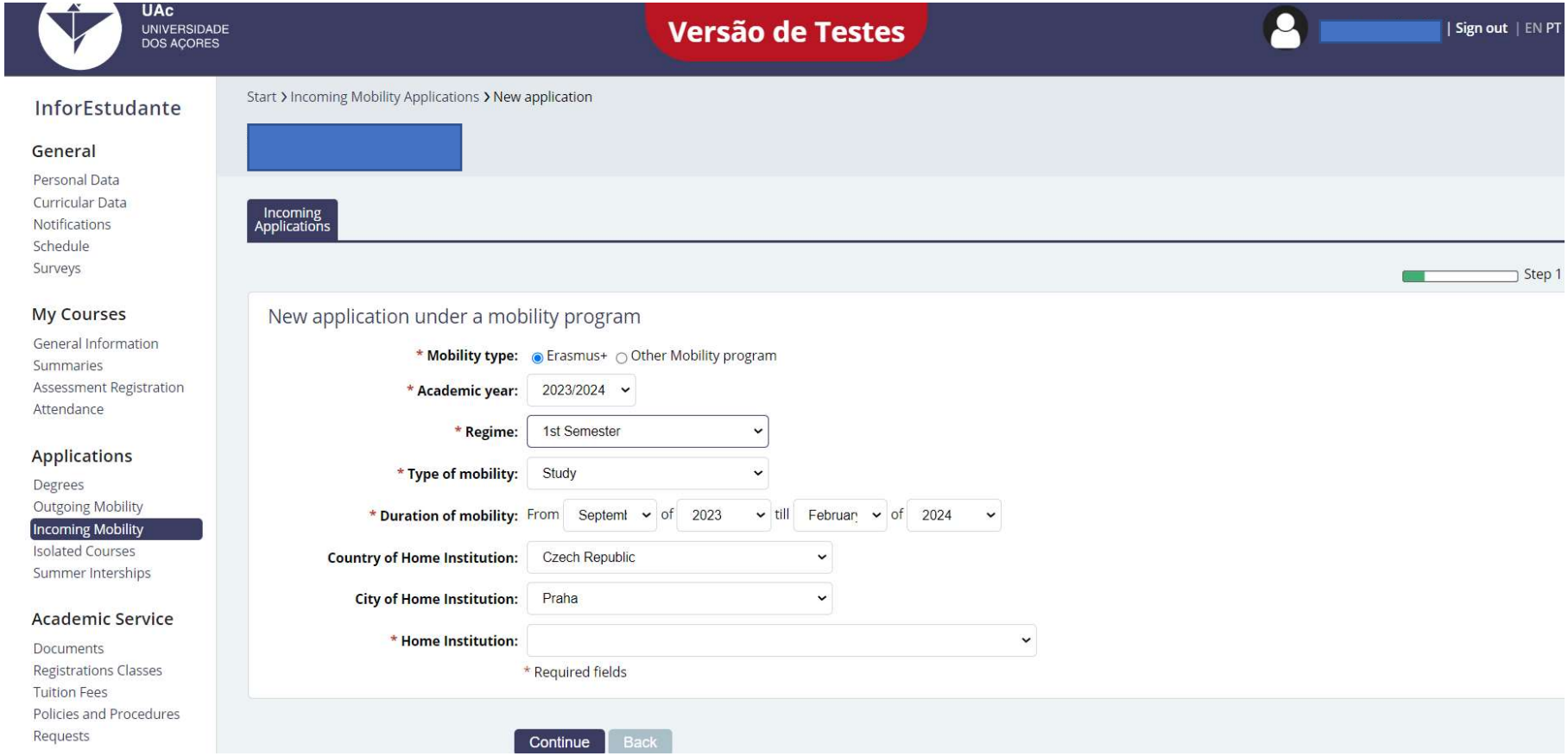


6. In your first access, you will have to fill in additional personal information to complete your student profile in the platform. You just need to follow the instructions;

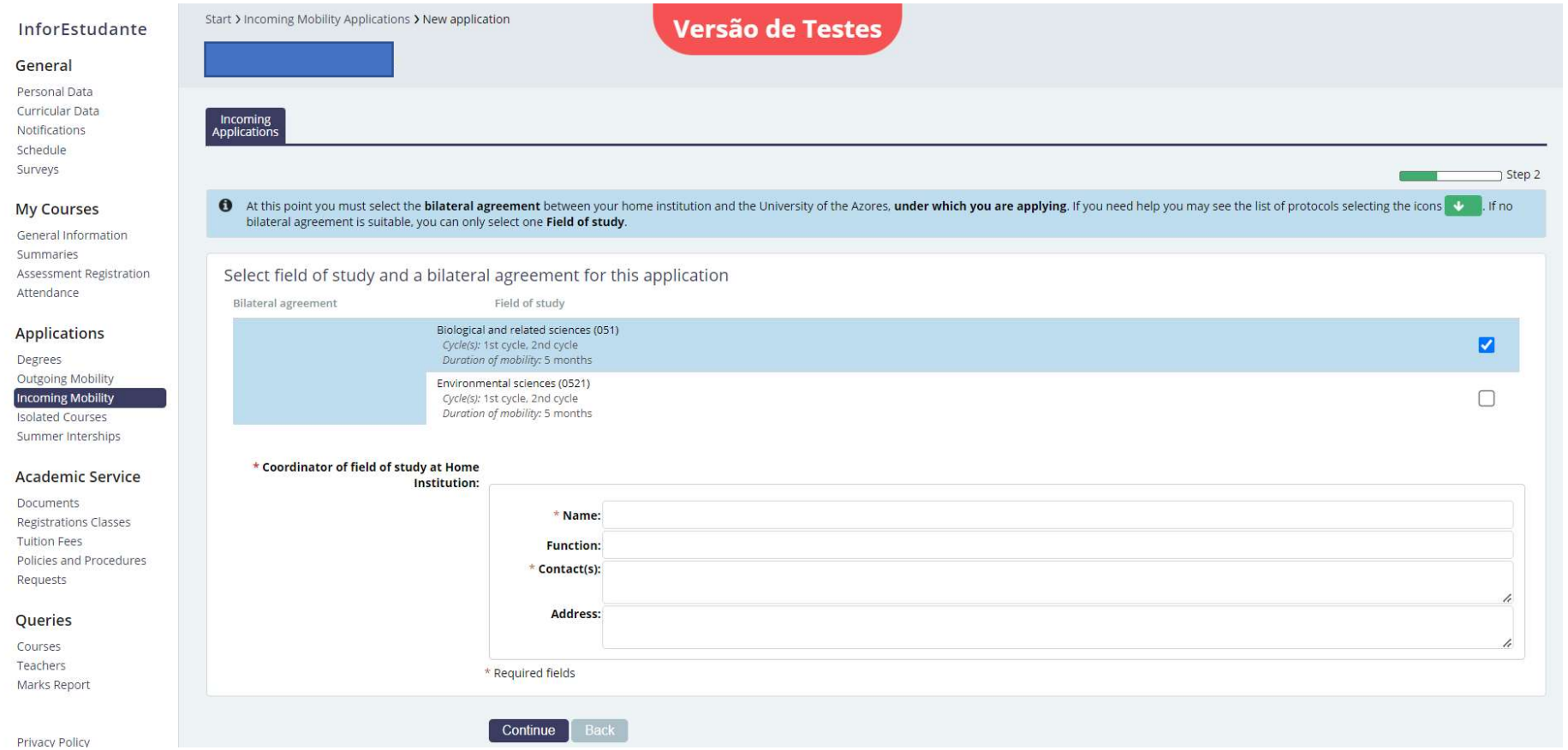
7. Once your Student profile is complete, you may start the application process to UAc. For that, click the **"Incoming Mobility"** option at Inforestudante;

8. Click **“New Application”**;

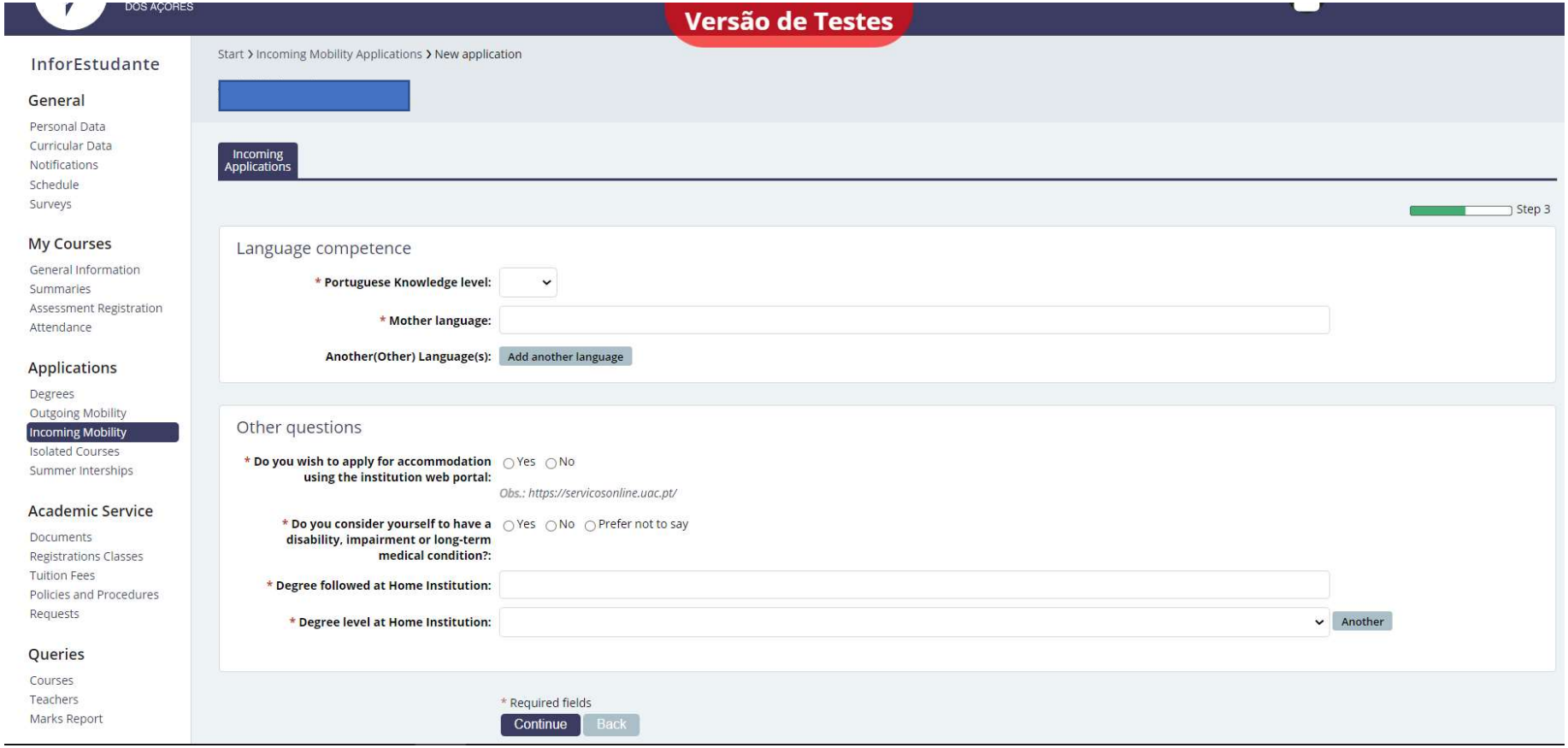
9. Fill in the requested information. If the City or your Home University are not listed, please contact ero@uac.pt;



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;



11. Fill in with the requested information;



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.

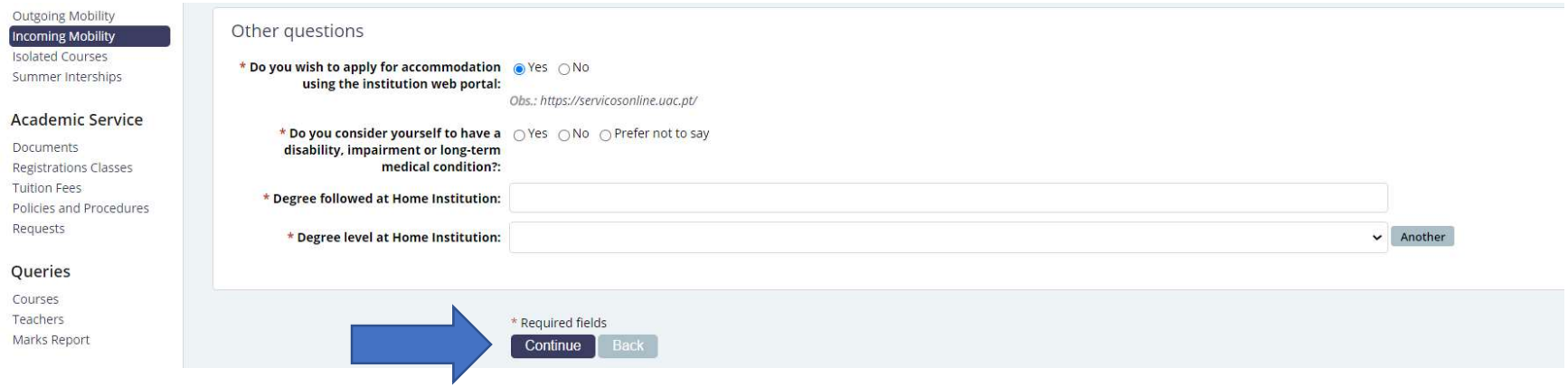
You must register first in order to log in (menu Sign up, and click on New Registration).

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"**;



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;

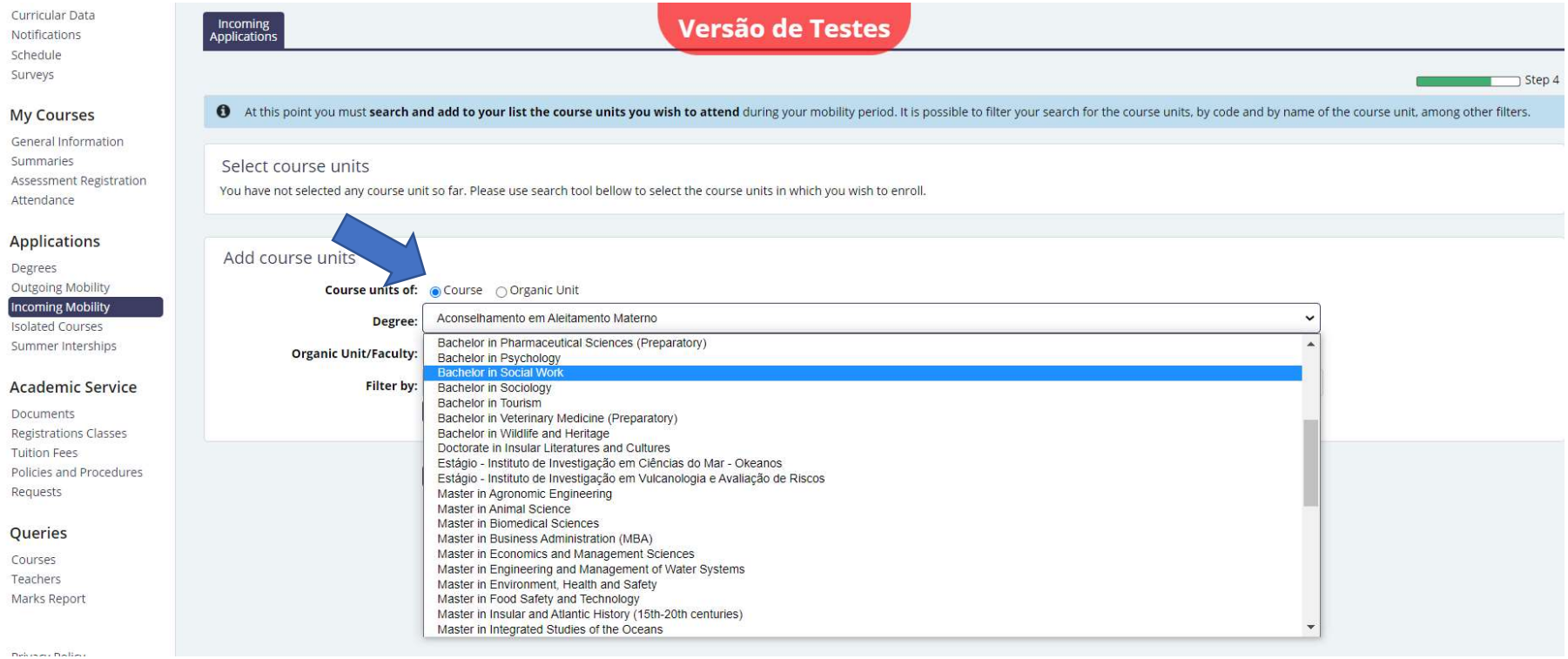
Language of instruction and language proficiency: At the UAc the language of instruction is portuguese, however, we provide a tutorial system in english to Erasmus students. Therefore, in order to communicate properly and attend classes successfully, during your mobility period, it's absolutely important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

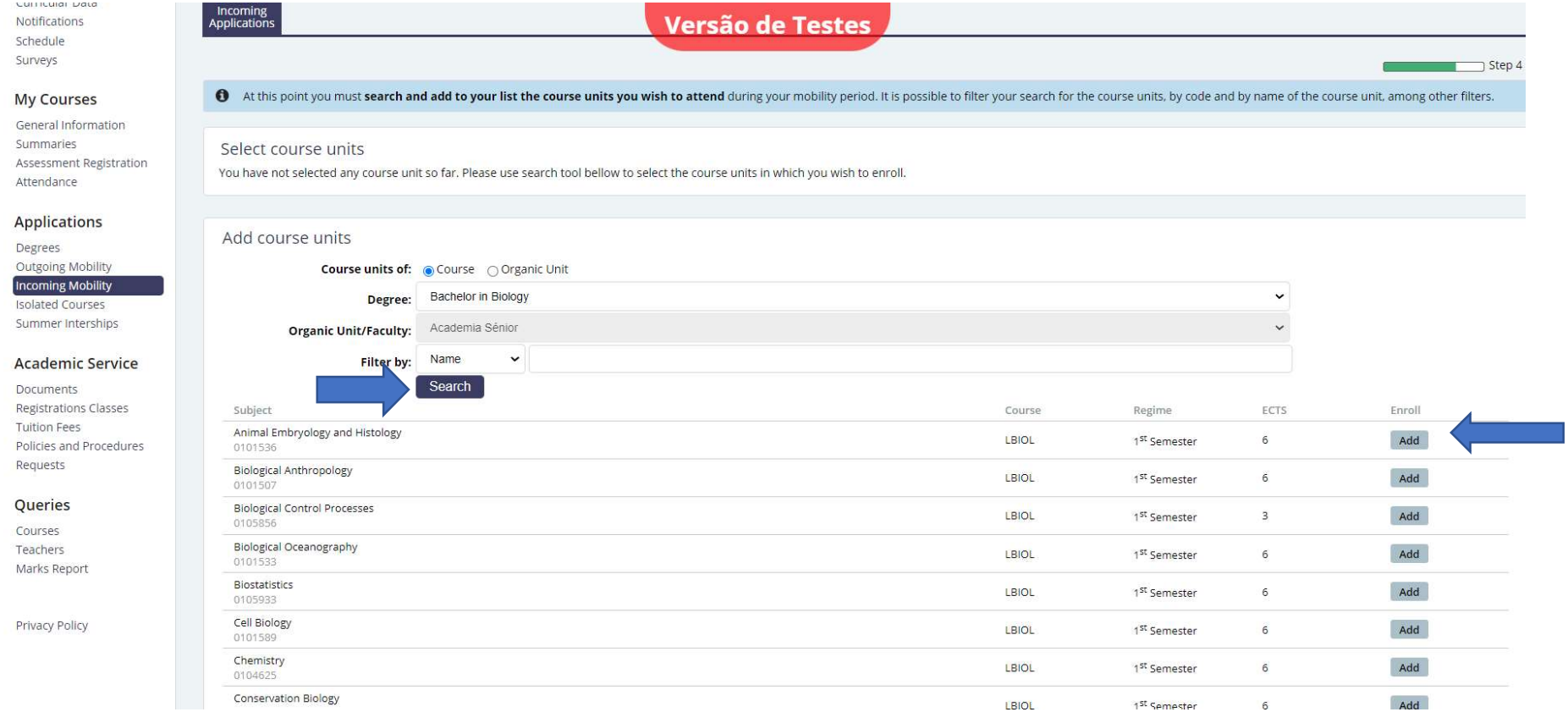
- Select the name of the degree/program. They are ordered alphabetically, and start with “Bachelor in…” and “Master in…”



- Click **“Search”** – all the subjects of that degree will be listed and you can select the curses you wish to attend.

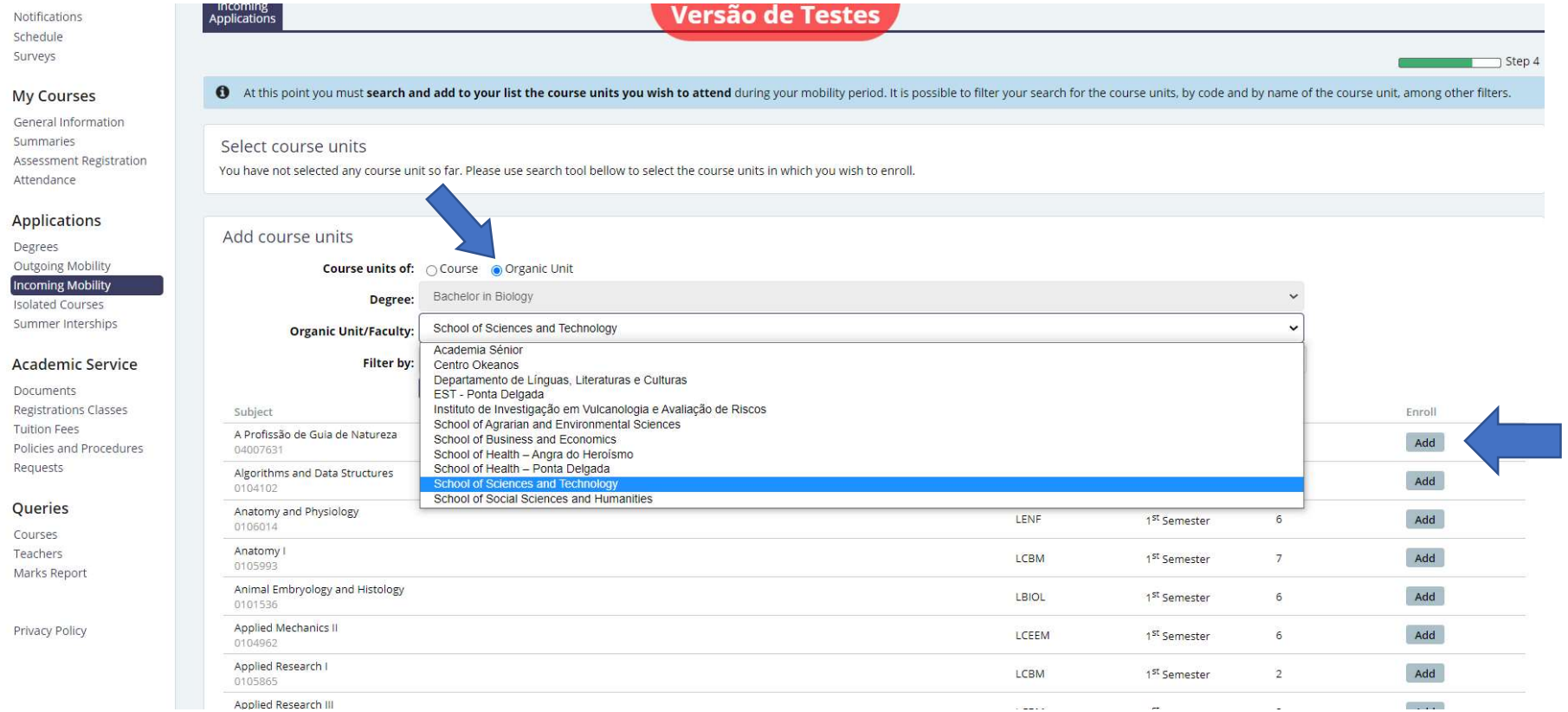
- To select a course, click “**Add”.**

- You can find more information at our course catalog.



b) Filter by **Organic Unit / School**

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



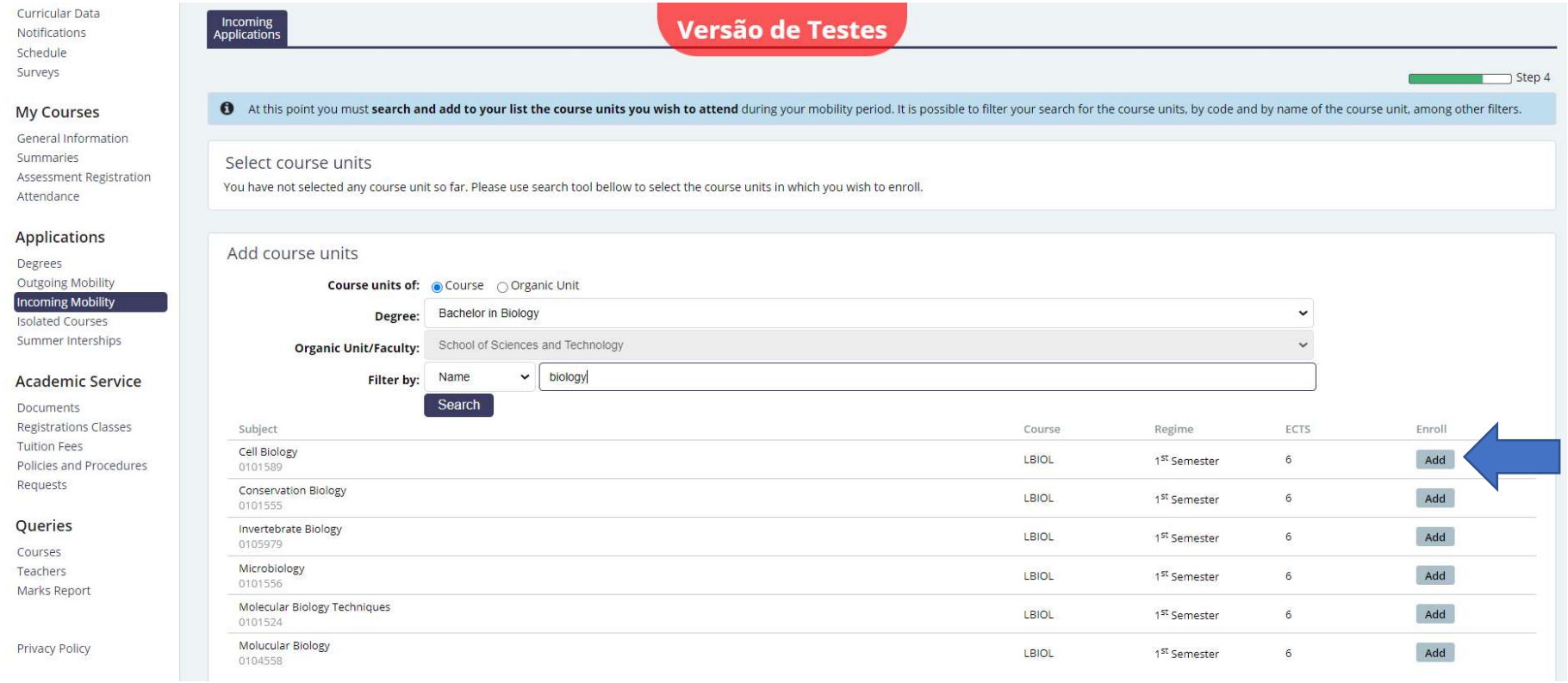
- Click “Search” – all the courses of that School will be listed and you can select the ones you wish to attend.

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***.

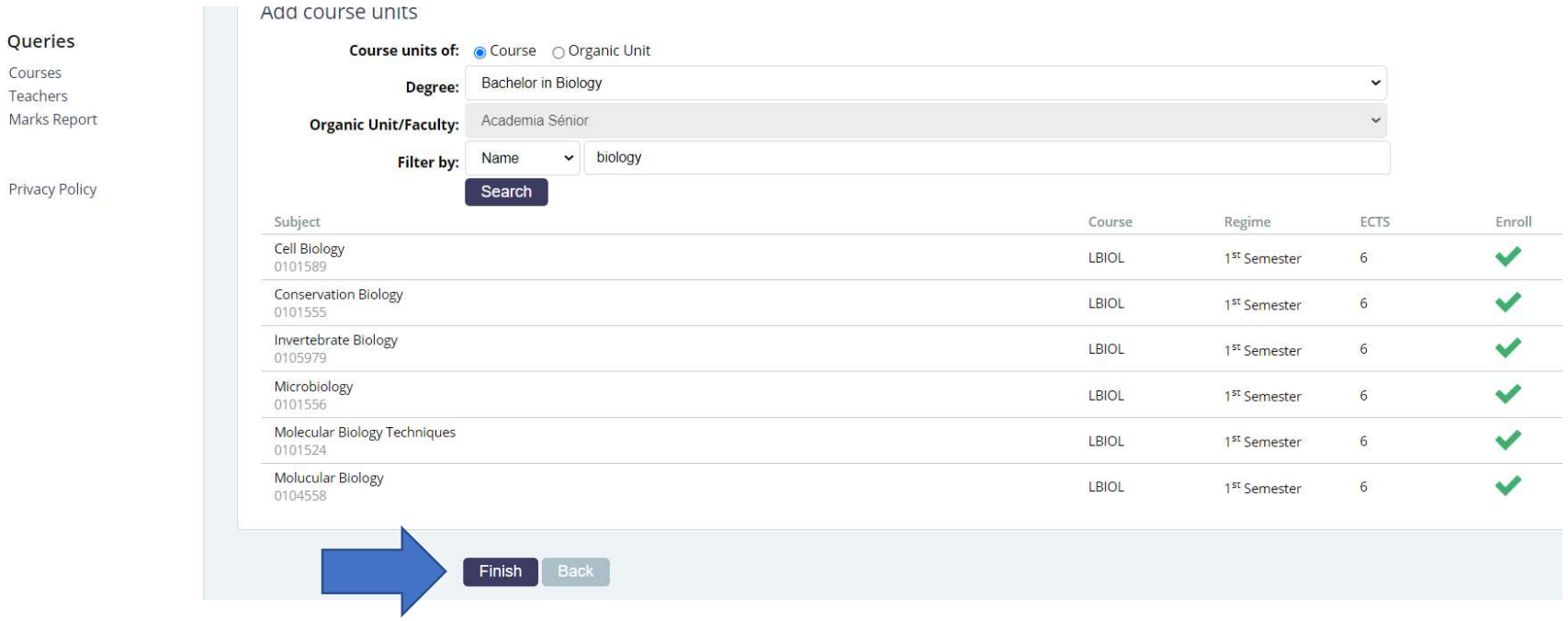
c) Filter by **Name or Code of the course**

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

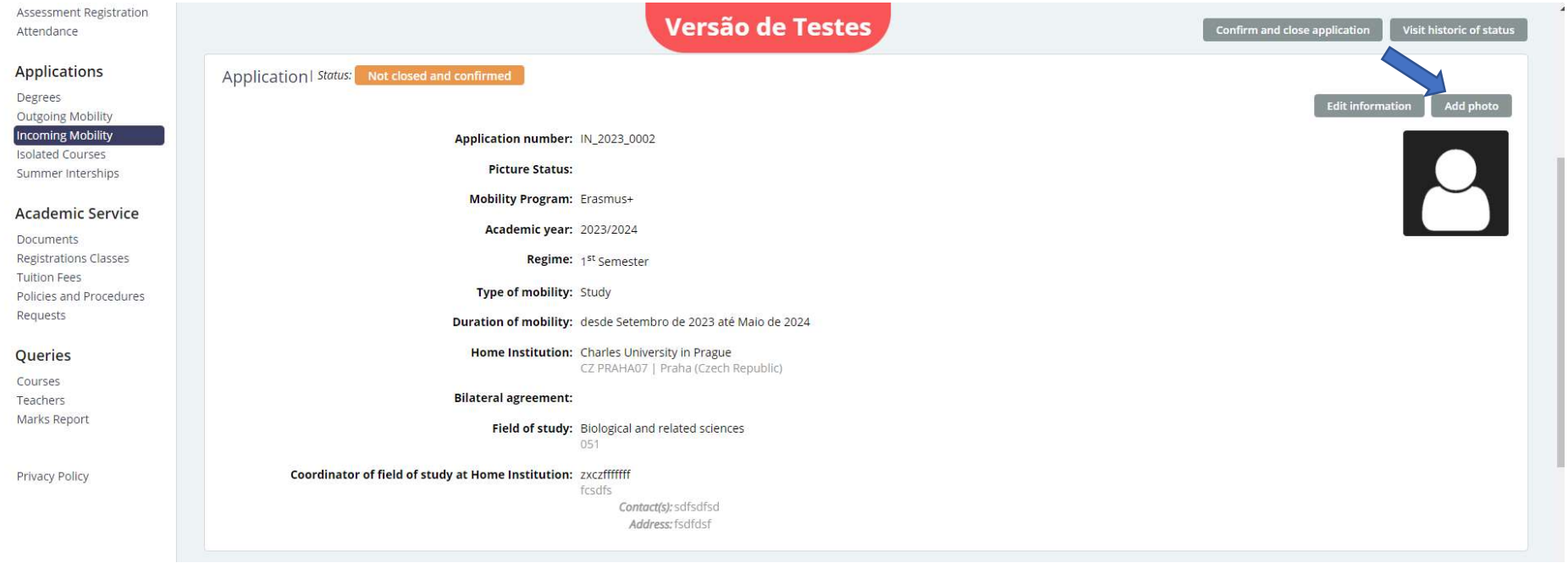
Ex: To list subjects from the degree Bachelor in Biology containing the word “biology” in the name.



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



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



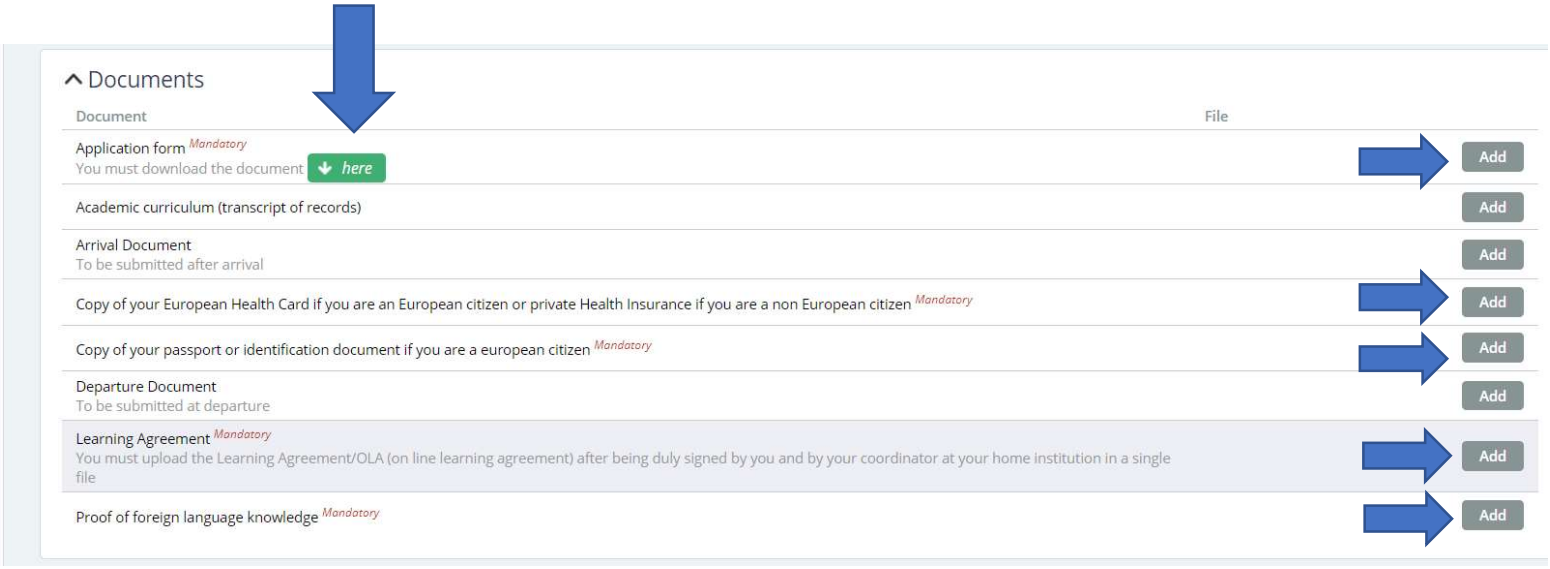
14. Download your application form. The application form doesn´t need to be signed, just Upload it once you have downloaded it;

15. Upload a digital copy of your passport or ID card;

16. Upload a digital copy of your language certification;

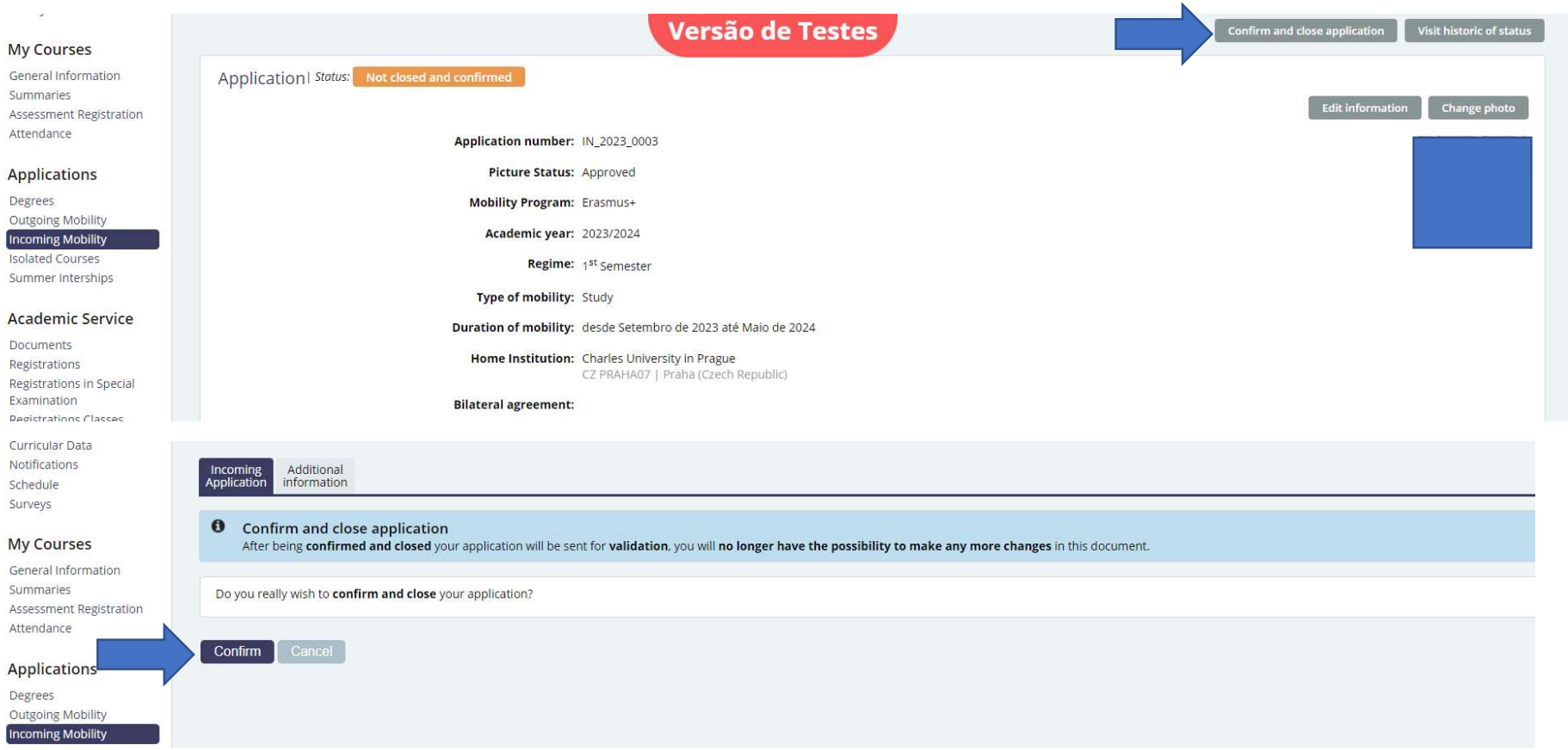
17. Upload a digital copy of your European Health Insurance card or your private health insurance (in case you are not EU citizen);

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**).



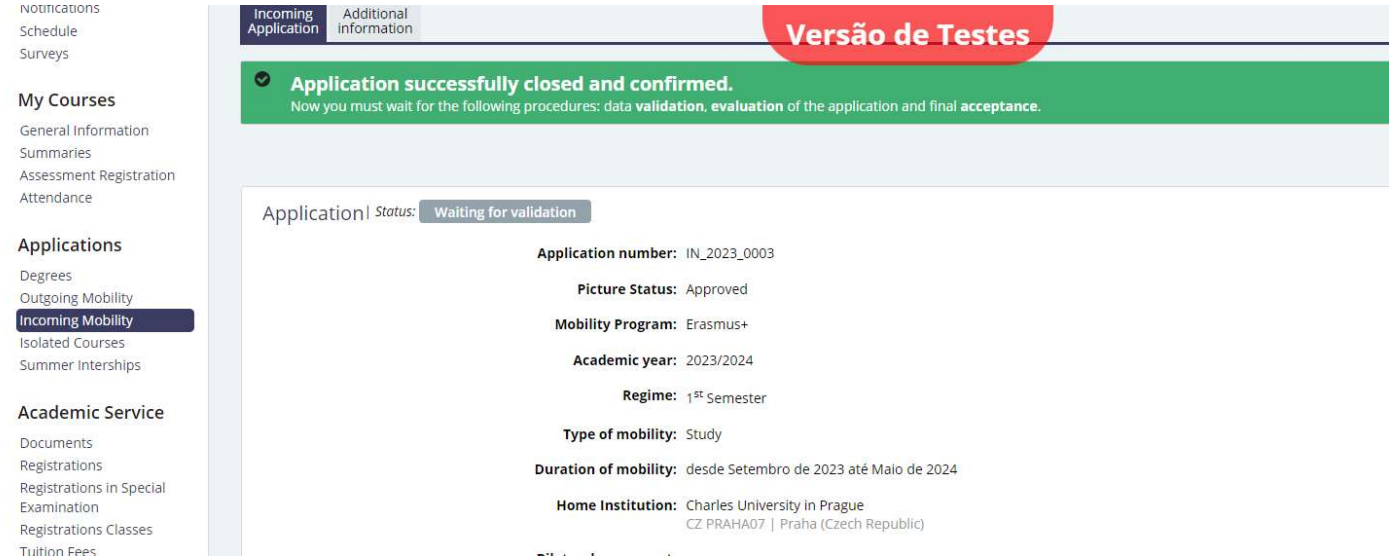
19. Your application is now ready – you just need to close it! Click **"Confirm and close application**".

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.



And that's all!

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



See you soon!

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