

## Admission Procedures and Registration for International Mobile Students

All foreign students, except for those from the European Union, need a permit to stay in Portugal. Students are advised to contact the Consulate or the Embassy to obtain guidance. If necessary a Visa Letter, please ask IRO.

All students should contact the Borders and Immigration Services to inform them about the period of and duration of studies at IPT and complete all the registration procedures. This registration applies to all students staying in Portugal for more than 3 months.

### Documents needed before Departure

A student waiting to study at IPT should get in contact with the International Relations Office (IRO) at the University. This information must be confirmed by the Sending Institution.

The Student should send the IRO: the *Student Application Form*, one digitalized photo, an *Academic Transcription of Records* from the Student's Home University, the *Learning Agreement* or the *Training Agreement* and the *Accommodation Application Form*, duly filled in, signed and sealed by the Sending Institution.

Documents needed are here: <http://www.gri.ipt.pt/?pag=9&lng=EN>

Students should also have a *European Health Insurance Card* or other Insurance for the period to be spent in Portugal.

### During your Stay

After arriving, the student should contact the IRO to validate his/her data, specially concerning ID card or Passport . At IRO student will be guided and supported on the practical issues of the stay. The student should also contact his/her Mobility/Erasmus coordinator at IPT, in order to be integrated at academic and pedagogical activities.

List of Erasmus/mobility Coordinators here: [http://www.gri.ipt.pt/download/site/gri/1120/finalacademicguidance\\_1120.pdf](http://www.gri.ipt.pt/download/site/gri/1120/finalacademicguidance_1120.pdf)

### At the end of your Stay

The Coordinator and IRO will prepare a *Transcript of Records* to be sent to the student's home institution. The IRO will also give the student an Erasmus Certificate, verifying the period spent at IPT. Before leaving us, students should comment on his/her stay, filling in an *Evaluation Inquiry* and sending it to the IRO. (<http://www.gri.ipt.pt/download/site/gri/0910IROEvaluation.doc> )

### IRO contacts:

**Gabinete de Relações Internacionais - IPT**  
Estrada da Serra - Quinta do Contador  
2300-313 Tomar - Portugal  
Sala B252  
Telephone: + 351 249346363  
Email: [gri@ipt.pt](mailto:gri@ipt.pt)  
<https://www.facebook.com/IPT-Relac%C3%B5es-Internacionais-107607580829521/>  
→ Horário de atendimento do GRI:  
de segunda a sexta, 9h00-13h00 e 14h00-17h00