Instituto Politécnico de Tomar

# APPLICATION GUIDE

## International Student
## Politechnic Institute of Tomar (IPT)

### OBJECTIVE

To guide the candidate students in the application process.

### RECIPIENTS

International students interested in applying to IPT for undergraduate degrees.

### INTRODUCTION

This guide aims to guide international students interested in applying for IPT degrees.

We hope that this guide will help you to prepare your application and how to submit data and documents correctly so that it will be accepted.

*If there are any doubts, please contact the application service by e-mail* ***spoc@ipt.pt*** *or by phone* ***+351 249 328 216*** *and* ***+351 249 328 107***

## WELCOME TO IPT!

### 1. What to prepare

Your application should be prepared in advance of the submission date.

The calls for applications is published here: http://portal2.ipt.pt/en/candidaturas/Estudante_Internacional and you can choose the page in English or Portuguese. The notice gives you all the information regarding this calls including deadlines, vacancies, payment plans.

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**BANK DETAILS FOR PAYMENT:**

**IBAN**:

PT50 0781 0112 0000 0001 2791 7

**SWIFT**:

IGCPPTPL

**ADDRESS**:

Quinta do Contador, Estrada da Serra

2300-313 Tomar

**FAVOURED**

Instituto Politécnico de Tomar

**VAT NUMBER**:

503767549

**AMOUNT:**

EUR 100

You should **have consulted** IPT's academic offer and chosen **the degree** you wish to apply for; you can apply for up to **3 options**.

You should carry **scanned copies** of your ID documents with you, preferably your passport,  high school/secondary school certificates and HE entry grade in your country (e.g. ENEM - Brazil, GAOKAO - China); for applicants from Angola, Mozambique, Cape Verde, São Tomé and Príncipe, Guinea Bissau only scanned copies of Secondary Education certificates are required.

If your mother tongue is not Portuguese you should complete, sign and scan the Language Declaration form available here on this link.

You should complete, sign and scan the Declaration of Nationality form available here on this link.

You should make payment of **EUR 100** to the account mentioned below and keep proof of payment on digital format.

## 2.  How to proceed

From here on, the application process is very simple.

Access to the platform here

Select the language of the forms (Portuguese or English);

if you chose English you will find it necessary to enter a variety of information, filling in the identification and contact fields as shown below.

# INFORMAÇÕES/ DÚVIDAS

**EMAIL:**

spoc@ipt.pt

**TELEFONES:**

+351 249 328 216

+351 249 328 107

## CONTACTS

**Address**

**Postal Code**          **City**          **Country**

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**Telephone**          **E-mail**

You should also fill in a table about your qualifications; every qualification mentioned here must be supported by documentary evidence. You can choose another one if there is another type of qualification.

## ACADEMIC QUALIFICATIONS

- [ ] High School (Brazil)
- [ ] ENEM (Brazil)
- [ ] Secondary Education PALOP's
- [ ] GaoKao (China)
- [ ] Secondary Education in another country
- [ ] Other

Regarding the Portuguese language situation, you should choose the one that best suits your case; in case you have no knowledge of the Portuguese language, you should provide a declaration on your honour, duly signed and dated, stating your commitment to attend the course available here.

The option you tick here should correspond to the document you enter in documents to be attached.

## PORTUGUESE LANGUAGE

- [ ] DEPLE (Elementary Diploma of Portuguese as a Foreign Language)
- [ ] DIPLE (Intermediate Diploma of Portuguese as a Foreign Language)
- [ ] B1 or B2 certificate by a Portuguese educational institution authorized to issue it
- [ ] Declaration, signed on honor, of possession of the B1 level of mastery of the Portuguese language
- [ ] Statement on Language Level and Training

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Now you must register the degrees you are applying for. You can submit up to **three options**. When you open each option you have a list of the courses available; click on the one you want to apply for.

## INTENDED COURSES

**Option 1**

| ------ | ▼ |

**Option 2**

| ------ | ▼ |

**Option 3**

| ------ | ▼ |

You must then attach all the supporting documents for the information you have previously filled in; please note **that no decision can be made on your application until all the documents are submitted** and proof of payment of EUR 100 is sent. Please note the **format and MB limitations of the documents** so as not to invalidate your application.

You also have the opportunity to add additional information if you consider it relevant.

## DOCUMENTS TO ATTACH

*You should now attach your documents (only files with the extension "jpg, png, gif, pdf, doc, docx, zip" and up to 2Mb are allowed).*

**Identification Document (Passport)**

| | 📁 Browse … |

**Secondary School Certificates**

| | 📁 Browse … |

**Declaration of nationality**

| | 📁 Browse … |

**Portuguese language declaration**

| | 📁 Browse … |

**Proof of Payment of Application Fee**

| | 📁 Browse … |

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ADDITIONAL INFORMATION

Comments

After you click and authorize the data processing according to the RGPD, click 'submit the application'. You will then receive a message in your email confirming your registration and a link where you can download the application form.

Congratulations. You have finished your application process.

Submit application

☐ I declare under the General Data Protection Regulation (RGPD) that I give my free, specific, informed and explicit consent to the collection and processing of my personal data by the Polytechnic Institute of Tomar, including the computer processing thereof, covering all processing activities carried out through the IPT application process, consent process, promotion and dissemination and its training offer.
As a holder of personal data, I understand that at any time I may withdraw the consent now provided, without compromising the lawfulness of the treatment based on it, without prejudice to the need for such data to be archived for the legal period or other legally imposed, simply by To this end send an email to rgpd@ipt.pt.
I am also aware of the right to obtain access to my personal data as well as its rectification, deletion, limitation of processing and the right to data portability.
I further declare to be aware of the right to complain to a supervisory authority, which can be reached at rgpd@ipt.pt.

## International Student candidaturas.ipt

✳ ipt.pt

Dear teste teste ING,

Thank you for your preference for the Comunicação Social course of the Polytechnic Institute of Tomar. Dentro de momentos irá receber no seu email uma mensagem de confirmação da candidatura (Download application form >> (pdf)).

Any questions contact by email spoc@ipt.pt.

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