

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. If you are an Erasmus Mundus Student, from a country outside the EU, you should be very attentive, because in some cases the procedure to obtain a visa may be very longwinded and bureaucratic.

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*, 3 photos, 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. Students should also have a *European Health Insurance Card* for the period spent in Portugal.

During your Stay

After arriving, the student should contact the IRO, and deliver a copy of their ID card or Passport. The student should also contact his/her coordinator at IPT, in order to commence their registration at the School.

IRO will present the student with an IPT International Student Card.

At the end of your Stay

The Hosting Department and School 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.

IRO contacts:

Gabinete de Relações Internacionais (the International Relations Office - IRO)

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Email: gri@ipt.pt