

GUIDE FOR INCOMING STUDENTS

GENERAL INFORMATION AND APPLICATION PROCESS

The background of the entire page is a blurred photograph of a library. On the left, there are tall bookshelves filled with books of various colors. In the background, several students are seated at tables, some working on laptops. The overall atmosphere is quiet and academic.

WELCOME!

Welcome to Técnico!

This guide has been prepared to help all future incoming students to make their official application on Técnico's platform (Connect). You will also find general information about the application which is crucial for your entire study period to be properly recognised. It's the first step in an unforgettable adventure! Let's go?

- NMCI Team

GENERAL INFORMATION

Important Information

- Applicants must choose the **majority of the courses/subjects (>51%)**, not **ECTS credits**, in the selected Degree at Técnico;
- Applicants cannot change their Degree after the Onboarding deadline (Phase 2).

Tip: We recommend 30 ECTS per semester, but you can select a maximum of 42 ECTS



ATTENTION!

If you do not respect these indications, your application will be rejected.

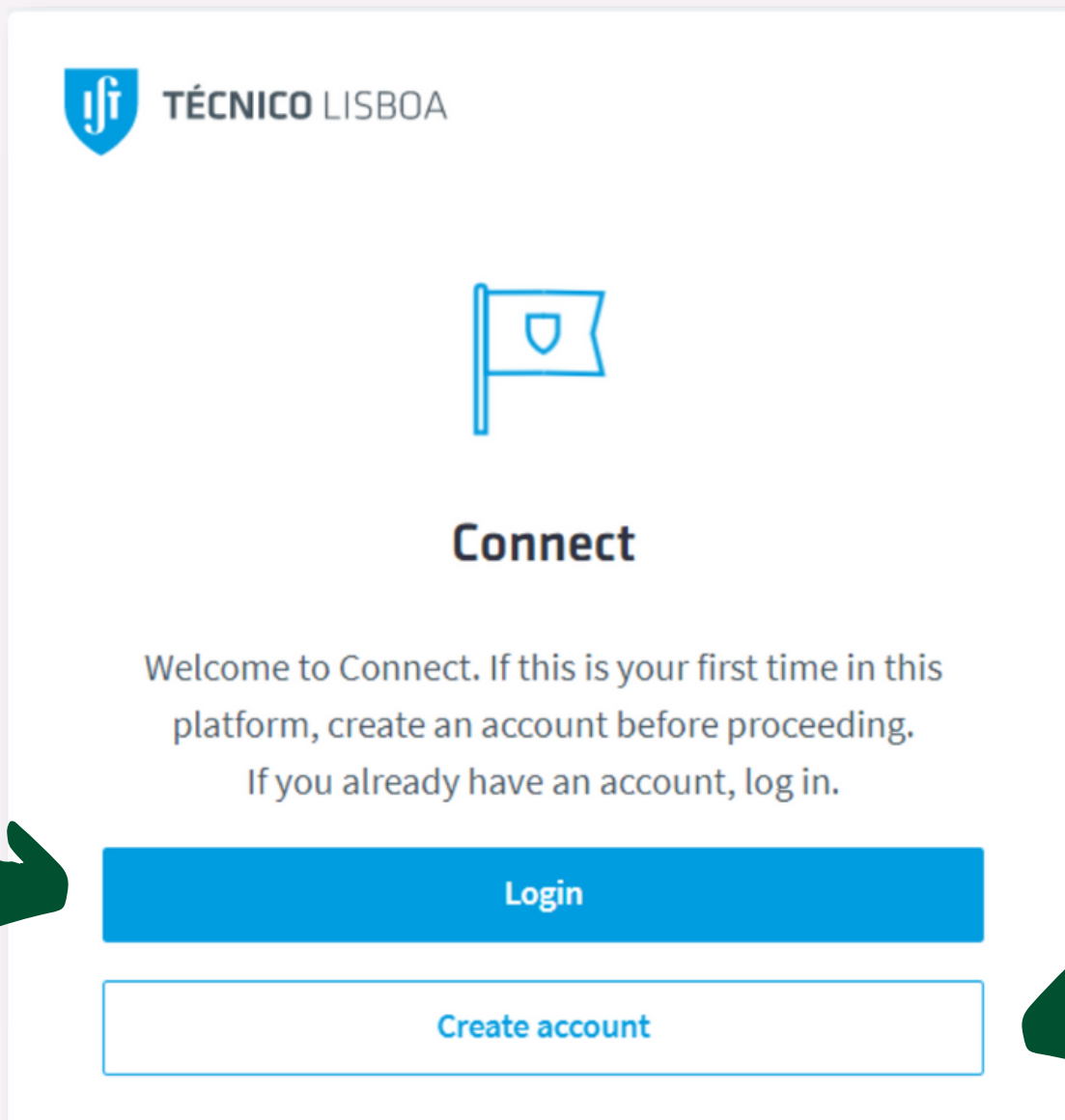



Documents Required For Your Application


- Passport (Outside Europe) or European ID and an ID photo;
- Learning Agreement;
- Official Transcript of Records;
- **English Certificate Level B2:** any Official Language Certificate, Official Declaration from Home University or digital certificates from EFSET or Duolingo are also accepted.

PHASE 1 - CREATING AN ACCOUNT

1 - To officially enroll in Técnico, you must create your account on the Connect Platform. If you already have an account, simply log in; otherwise, these are the steps to follow:



 **TÉCNICO LISBOA**



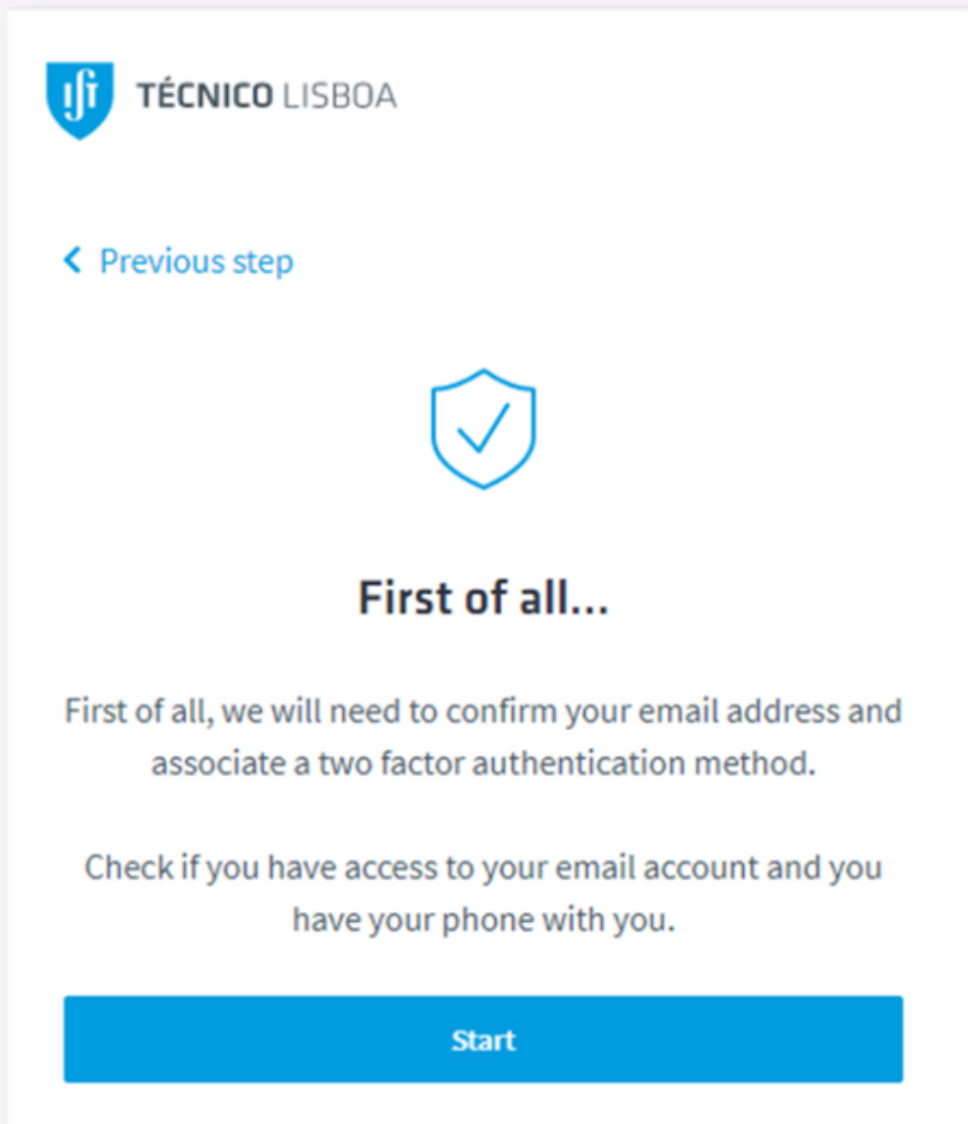
Connect

Welcome to Connect. If this is your first time in this platform, create an account before proceeding.
If you already have an account, log in.


Login

Create account


PHASE 1 - CREATING AN ACCOUNT



The screenshot shows a web interface for creating an account at T CNICO LISBOA. At the top left is the university's logo and name. Below it is a link to the 'Previous step'. In the center is a blue shield icon with a checkmark. Below the icon, the text 'First of all...' is displayed. This is followed by two paragraphs of instructions: 'First of all, we will need to confirm your email address and associate a two factor authentication method.' and 'Check if you have access to your email account and you have your phone with you.' At the bottom is a large blue button labeled 'Start'.

 T CNICO LISBOA

[< Previous step](#)



First of all...

First of all, we will need to confirm your email address and associate a two factor authentication method.


Check if you have access to your email account and you have your phone with you.

[Start](#)

2 - Follow the instructions presented in the image. It is important to have access to your email account and to have a phone with an operational number with you.

PHASE 1 - CREATING AN ACCOUNT

[← Previous step](#)





Tell us your email address

Please insert your personal email. This email will be connected to your Tecnico account and it'll also be used by our team to contact you, if necessary.


Email *

nmci.istulisboa@gmail.com

 Não sou um robô 
reCAPTCHA
Privacidade • Termos de Utilização

Receive confirmation code

[← Previous step](#)




Verify the code sent to you

The code was sent to the email
nmci.istulisboa@gmail.com
Open your email account and insert below the confirmation code that we sent to you.

Confirmation Code *

1a4f74c403e7104790094e602cbc08a8cXXX|

Verify confirmation code



Email validated successfully

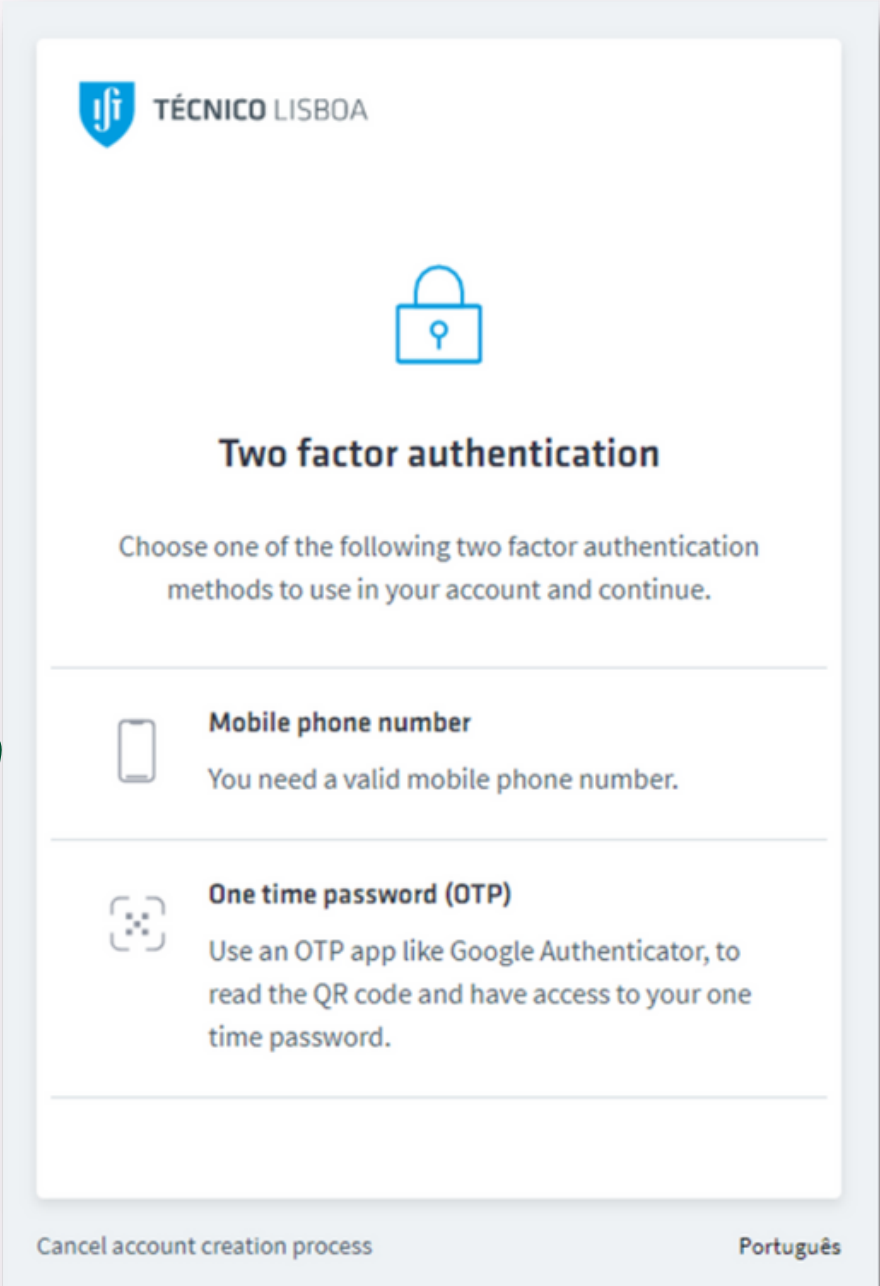
Your email was validated. Now you need to associate a two factor authenticator method to your account.

Continue register account


3 - Validate your email account with the e-mail account you used to be nominated in your home university.


PHASE 1 - CREATING AN ACCOUNT

3 - Now you need to authenticate the account through Two Factor Authentication, where you should choose one of the available options to do so.




The screenshot shows a mobile application interface for 'TÉCNICO LISBOA'. At the top left is the university's logo. In the center is a blue padlock icon with a keyhole. Below the icon, the title 'Two factor authentication' is displayed. A subtitle reads: 'Choose one of the following two factor authentication methods to use in your account and continue.' There are two options listed, each with an icon and a description. The first option, 'Mobile phone number', is accompanied by a smartphone icon and a green arrow pointing to it from the left. The second option, 'One time password (OTP)', is accompanied by a QR code icon and a green arrow pointing to it from the right. At the bottom of the screen, there are two links: 'Cancel account creation process' on the left and 'Português' on the right.


 TÉCNICO LISBOA



Two factor authentication

Choose one of the following two factor authentication methods to use in your account and continue.

 **Mobile phone number**
You need a valid mobile phone number.

 **One time password (OTP)**
Use an OTP app like Google Authenticator, to read the QR code and have access to your one time password.

[Cancel account creation process](#) [Português](#)

PHASE 1 - CREATING AN ACCOUNT

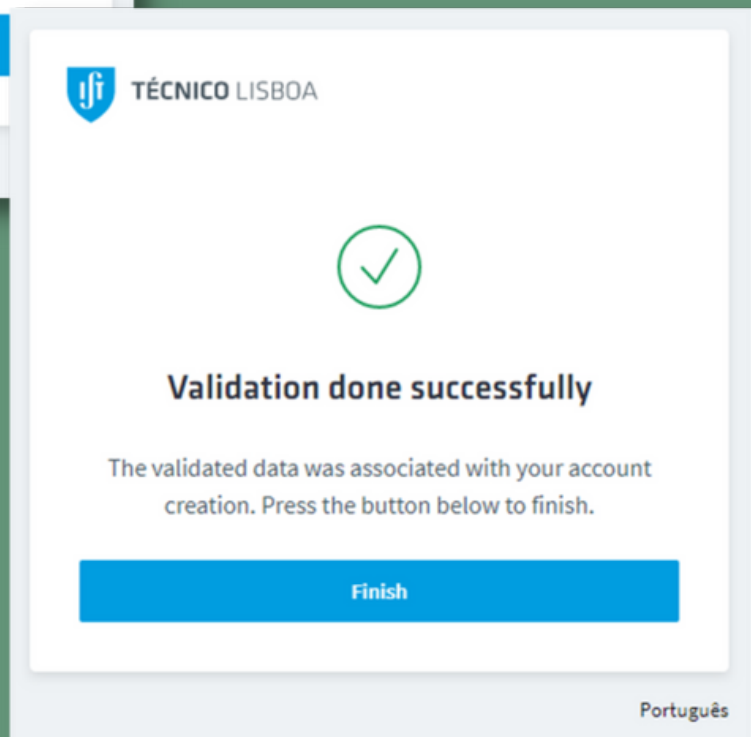
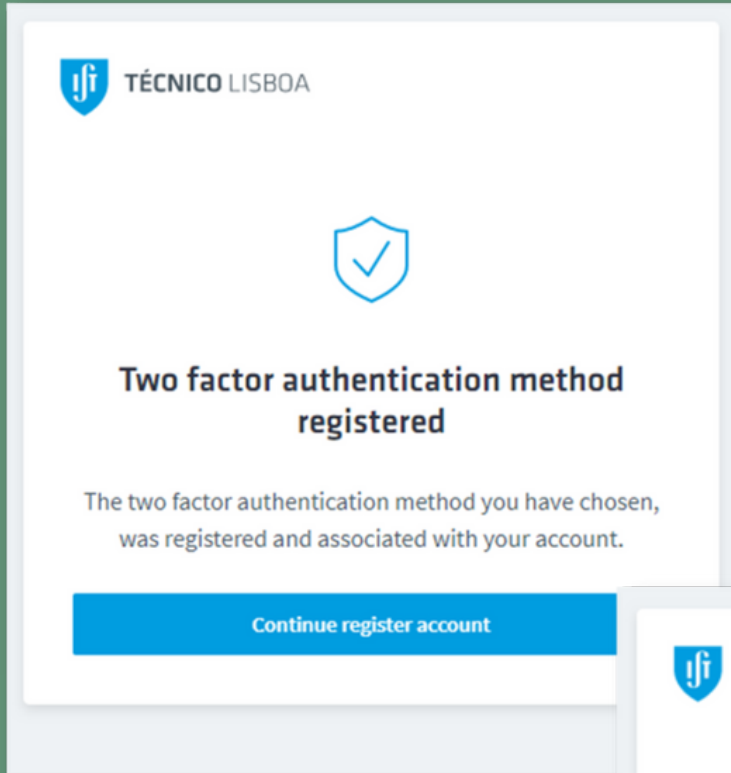
4 - If you choose your mobile phone number to authenticate your account, make sure you introduce an operational phone number.

You will then receive a confirmation code that you must enter on the platform in order to continue your registration.

The image shows a three-step process for mobile phone authentication during account creation:

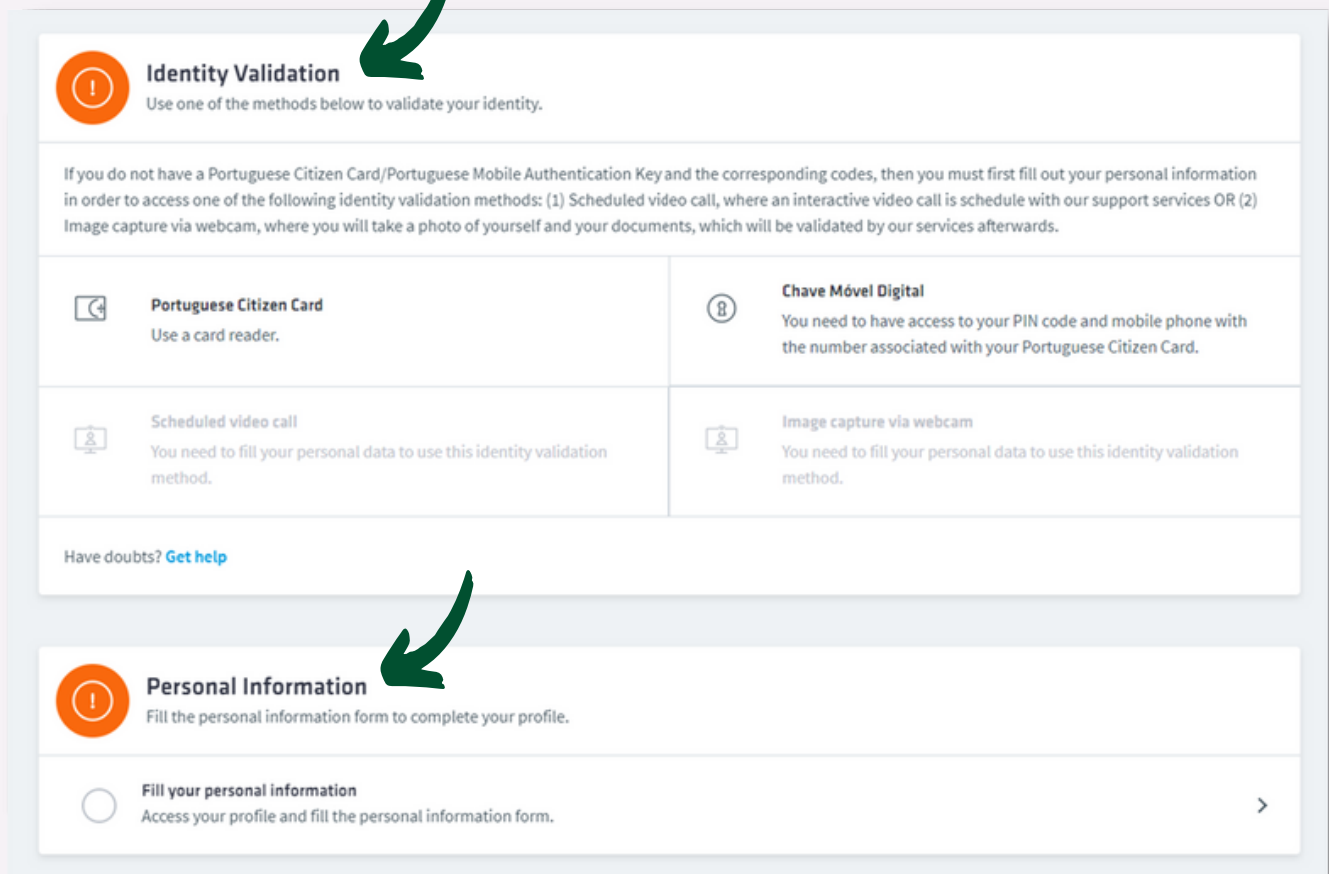
- Step 1: Tell us your mobile phone number**
This screen features a back link "Choose other option", a mobile phone icon, and instructions: "Besides confirming that the mobile phone really belongs to you, this information will also be usefull to contact you." It includes input fields for "Country" (with a dropdown showing Portugal and "+351") and "Phone Number" (with a mask "9XXXXXXXX"). A blue button at the bottom says "Receive confirmation code".
- Step 2: Verify the code sent to you**
This screen has a back link "Previous step", a speech bubble icon, and instructions: "The code was sent to the mobile number +351 [redacted]. Open your SMS application and insert below the confirmation code that we sent to you." It features a "Confirmation Code" input field with a mask "XXXXXX" and a blue button "Verify confirmation code".
- Step 3: Mobile phone number validated successfully**
This screen shows a green checkmark icon and the message: "Mobile phone number validated successfully. Your mobile phone number was validated and associated to your Técnico account." A blue button at the bottom says "Continue register account".

PHASE 1 - CREATING AN ACCOUNT



5 - Confirm if your chosen method of two-factor authentication has been registered with success.

PHASE 1 - CREATING AN ACCOUNT







The screenshot displays two main sections of the account creation interface. The top section, 'Identity Validation', is highlighted with a green arrow. It contains a sub-section with explanatory text and a grid of four validation methods. The bottom section, 'Personal Information', is also highlighted with a green arrow and contains a single option to fill out a personal information form.

Identity Validation

Use one of the methods below to validate your identity.


If you do not have a Portuguese Citizen Card/Portuguese Mobile Authentication Key and the corresponding codes, then you must first fill out your personal information in order to access one of the following identity validation methods: (1) Scheduled video call, where an interactive video call is schedule with our support services OR (2) Image capture via webcam, where you will take a photo of yourself and your documents, which will be validated by our services afterwards.

 Portuguese Citizen Card Use a card reader.	 Chave Móvel Digital You need to have access to your PIN code and mobile phone with the number associated with your Portuguese Citizen Card.
 Scheduled video call You need to fill your personal data to use this identity validation method.	 Image capture via webcam You need to fill your personal data to use this identity validation method.

Have doubts? [Get help](#)

Personal Information

Fill the personal information form to complete your profile.

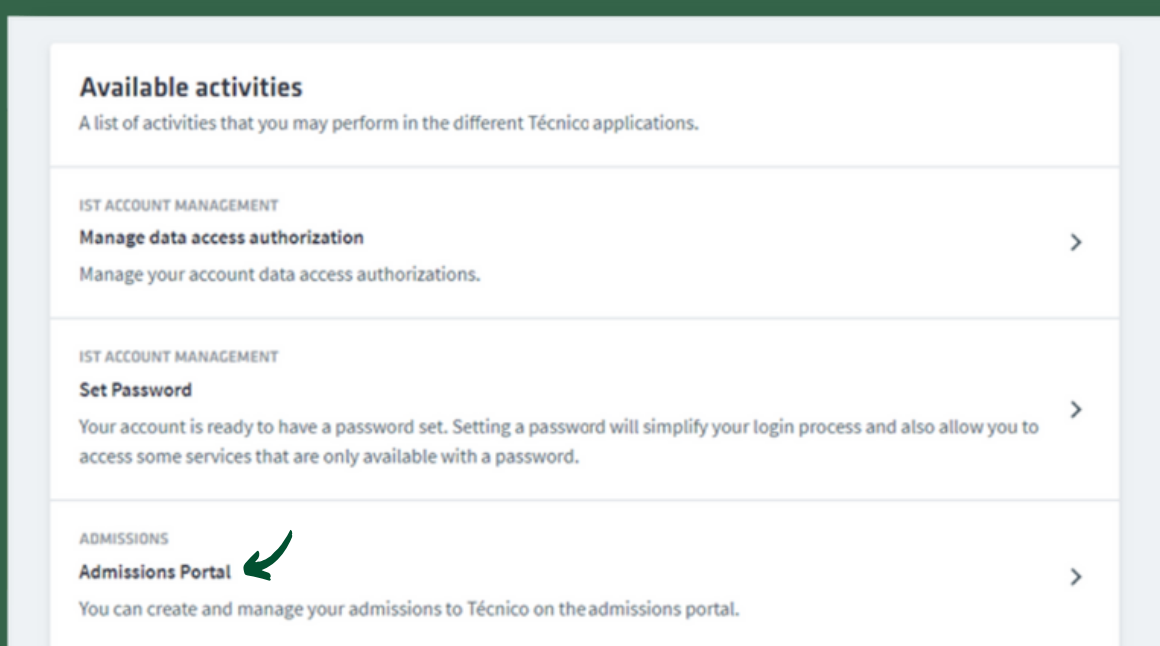
**Fill your personal information**
Access your profile and fill the personal information form. >

6 - After account creation, you must fill in your personal information and then choose an identity validation method.

P.S.: the profile must be complete for the four evaluation methods to be available; if the personal information is not filled in, only two of these methods will be available.

PHASE 2 - ADMISSION PLATFORM

1 - With the Check Validation on Identity Validation and Personal Information, you must proceed to the Admission Portal. Make sure you are on the main page of the Connect – Admission Platform!



My processes

New process

OVERVIEW RESULTS

2 - Select "New Process"

3 - Choose "I want to enrol via mobility program (Erasmus, OutsideEurope, etc.)"

← MY PROCESSES

I want to...

To proceed to the next step, select the option that applies to you.

I want to enrol via mobility program (Erasmus, OutsideEurope, etc.) ☐

PHASE 2 - ADMISSION PLATFORM

Agreements-South Korea ☐

Information: <https://aai.tecnico.ulisboa.pt/nucleo-de-mobilidade-e-cooperacao-internacional/do-mundo-para-o-tecnico/candidaturas-in/>

Support email: nmci@tecnico.ulisboa.pt

Submissions period: May 30, 2022 — June 24, 2022

Agreements-Thailand ☐

Information: <https://aai.tecnico.ulisboa.pt/nucleo-de-mobilidade-e-cooperacao-internacional/do-mundo-para-o-tecnico/candidaturas-in/>

Support email: nmci@tecnico.ulisboa.pt

Submissions period: May 30, 2022 — June 24, 2022

Agreements-Uruguay ☐

Information: <https://aai.tecnico.ulisboa.pt/nucleo-de-mobilidade-e-cooperacao-internacional/do-mundo-para-o-tecnico/candidaturas-in/>

Support email: nmci@tecnico.ulisboa.pt

Submissions period: May 30, 2022 — June 24, 2022

4 - Choose the country agreement of your university.

For most Erasmus students (except for those who have been notified), you should choose the option that refers to the Erasmus+ agreements and not to the specific country!

← MY PROCESSES

Select one of the options

To proceed to the next step, select the option that applies to you.

Aalborg Universitet ☐

Aalto University ☐

Aalto University - School of Electrical Engineering ☐

Aalto University - School of Engineering ☐

Aalto University - School of Science ☐

Aarhus University ☐

5 - Choose your home university

PHASE 2 - ADMISSION PLATFORM

6 - Choose the course in which you are going to enrol at Técnico

← MY PROCESSES

I want to start a process in...

To create your process, select the scope that applies to you.

🔍 Filter scopes by name...

Bologna Master Degree in Biomedical Engineering (Brussels Free University)	<input type="radio"/>
Bologna Master Degree in Computer Science and Engineering - Alameda (Brussels Free University)	<input type="radio"/>
Bologna Master Degree in Electrical and Computer Engineering (Brussels Free University)	<input type="radio"/>
Bologna Master Degree in Physics Engineering (Brussels Free University)	<input type="radio"/>

7 - Fill in all the necessary fields

← MY PROCESSES

Process within "Bologna Master Degree in Biomedical Engineering (Brussels Free University)"

Fill out the following form to start your process.

Home Institution

[Home Institution Information](#)

Host Institution

Study Period

Program

Education and Training

Qualifications

Personal Skills and Competences

Languages

Other Information

Disabilities

Additional Information

Documents

Documents to submit

Home Institution Information

Information regarding home institution and coordinator.

Country *

Address of home institution *

Name of exchange coordinator *

Email of exchange coordinator *

Previous

Next

Previous

Next

PHASE 2 - ADMISSION PLATFORM



The arrival and departure dates do not need to be exact, they can be approximate!



Home Institution Home Institution Information Host Institution Study Period Program Education and Training Qualifications Personal Skills and Competences Languages Other Information Disabilities Additional Information Documents Documents to submit	Study Period Information regarding the arrival, departure and semester. Arrival Date * <input type="text" value="DD/MM/YYYY"/> Departure Date * <input type="text" value="DD/MM/YYYY"/> Semester(s) you're applying for * <input type="radio"/> Only First Semester <input type="radio"/> Only Second Semester <input type="radio"/> Both Semesters
---	--

Program Information regarding the studies type and contacts. Type of studies * <input type="checkbox"/> Project <input type="checkbox"/> Thesis <input type="checkbox"/> Labs <input type="checkbox"/> Seminars <input type="checkbox"/> Courses <small>You must select at least one of the options</small> Thesis subject If you selected 'Thesis' in the previous question. <input type="text"/> Have you already contacted other staff members of the IST on the choice of subject or project? * <input type="radio"/> Yes <input type="radio"/> No Name of contact If you answered 'Yes' to the previous question. <input type="text"/> <div><input type="button" value="Previous"/> <input type="button" value="Next"/></div>

7 - Fill in all the necessary fields

PHASE 2 - ADMISSION PLATFORM

7 - Fill in all the necessary fields

Qualifications

Information regarding degrees and qualifications obtained or attended. For example, a masters or your k12 education.

Qualification *

ITEM1

Country in which the qualification was granted *

Qualification level *

Studies Start *

DD/MM/YYYY

Conclusion Date
Only fill in if studies were completed and a degree/certificate obtained

DD/MM/YYYY

Degree final grade/scale *

Example: 15 (D-20); 5 (D-10); B (F to A+)

Proof of Qualifications or equivalent document
Detailed with grades and respective ECTS

Upload file in the format: .pdf

Grade scale explanation document

Upload file in the format: .pdf

+ Add another qualification

Country where highschool was finished *

Previous Next



There is no need to submit either the Proof of Qualifications or Equivalent Document or the Grade Scale Explanation Document!



PHASE 2 - ADMISSION PLATFORM

ATTENTION!



Education institution *

This field is required
If none of the options apply, you may insert another option.



You will have to select "insert another option" and write the name of your education institution

Languages

Information regarding spoken and written languages.

Mother language *

Your native language

Other Language

List all the languages in which you are somewhat proficient, describing your skill according to the Common European Framework of Reference for Languages.

+ Add another language

Previous

Next

7 - Fill in all the necessary fields

PHASE 2 - ADMISSION PLATFORM

Disabilities

Information regarding disabilities or limitations.

Do you have any disabilities? *

☐ Yes, I am disabled

☐ No, I do not have any disabilities

Details
If you answered 'Yes' to the previous question please detail.

Additional Information

Other pertinent information.

Additional Information

Previous

Next

7 - Fill in all the necessary fields

Documents to submit

Necessary documents to proceed with the application. The maximum file size is 25MB.

Declaration of English Level (minumum B2) *

Upload file in the format: .pdf

Previous

Review

PHASE 2 - ADMISSION PLATFORM

Summary of your process within “Bologna Master Degree in Biomedical Engineering (Brussels Free University)”

Review the data for your process before you submit it.

Personal Data



Given Names: [REDACTED]
Surnames: [REDACTED]
Nationality: Portuguese

Phone number: [REDACTED]
Email: [REDACTED]

8 - Review the data of your process and after click "submit and lock"

☒ I confirm that the data in my process is correct, and that once I submit and lock it, I will not be able to change it before it is reviewed by a manager.

Go back and edit the form

Submit and lock

9 - Well done! We are almost finished.

Bologna Master Degree in Biomedical Engineering (Brussels Free University)
Erasmus

Information: <https://sai.tecnico.ulisboa.pt/nucleo-de-mobilidade-e-cooperacao-internacional/do-mundo-para-o-tecnico/candidaturas-in/>

Support email: nmci@tecnico.ulisboa.pt

Submissions period: May 30, 2022 10:00 AM (9:00 AM GMT) — June 24, 2022 11:59 PM (10:59 PM GMT)

Process state: Submitted and locked

ATTENTION!



Your application will now be reviewed and approved by our team. When this happens you will receive an e-mail confirming the submission of your application and after that you can continue the process through the same platform



PHASE 3 - DOCUMENTS AND CURRICULAR COURSES

Available activities

A list of activities that you may perform in the different Técnico applications.

IST ACCOUNT MANAGEMENT

Manage data access authorization

Manage your account data access authorizations.



IST ACCOUNT MANAGEMENT

Set Password

Your account is ready to have a password set. Setting a password will simplify your login process and also allow you to access some services that are only available with a password.



ADMISSIONS

Admissions Portal

You can create and manage your admissions to Técnico on the admissions portal.



1 - Once your application has been approved by our team, you should return to the Connect Platform and select the "Admissions Portal" once again and click "enroll" in the next step



My placements

Bologna Master Degree in Biomedical Engineering (Brussels Free University)

Erasmus



Placement period: May 30, 2022 10:00 AM (9:00 AM GMT) — June 24, 2022 11:59 PM (10:59 PM GMT)

Enroll



Current State

Marital status *



Scholarship Type *



Residence

If you are a student moved from your permanent residence, you must also fill in the information of your address during class-time. If your country of residence is foreign, you should fill in only the information of your address during class-time. If you are displaced or live in a foreign country and you do not yet have an address during class-time, fill in only the district and the municipality where you plan to inhabit.

Country of residence *



Displaced from permanent residence? *

You should choose 'Yes' if you are not living in your permanent residence (the residence where your family has lived for most of the last 12 months). Otherwise choose 'No'.

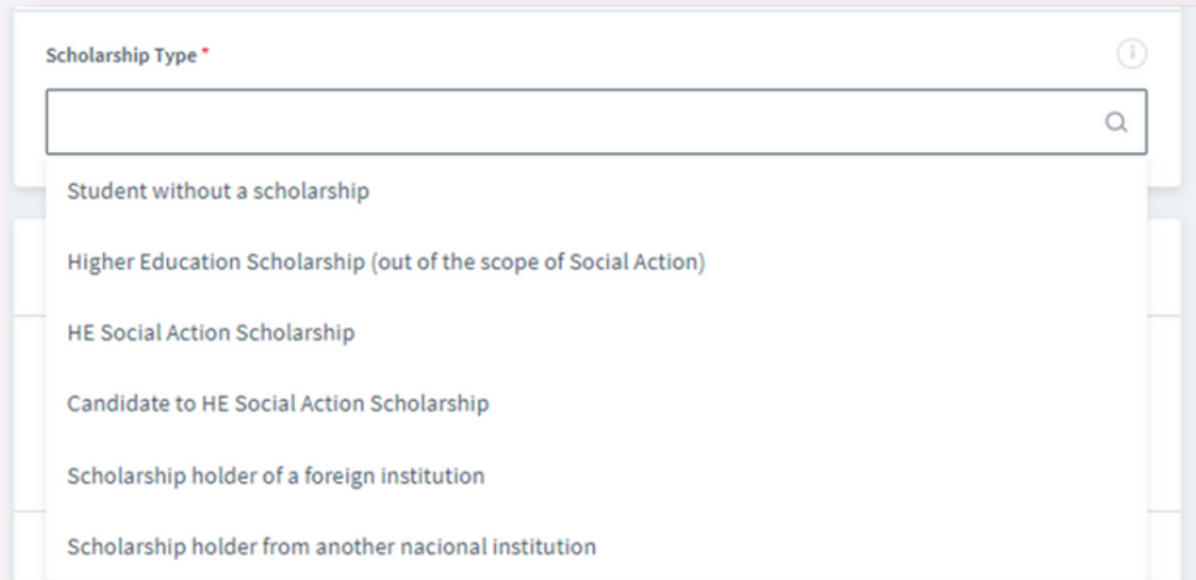
☐ Yes

☐ No

2 - Fill in all the necessary fields



PHASE 3 - DOCUMENTS AND CURRICULAR COURSES



Scholarship Type *

Student without a scholarship

Higher Education Scholarship (out of the scope of Social Action)

HE Social Action Scholarship

Candidate to HE Social Action Scholarship

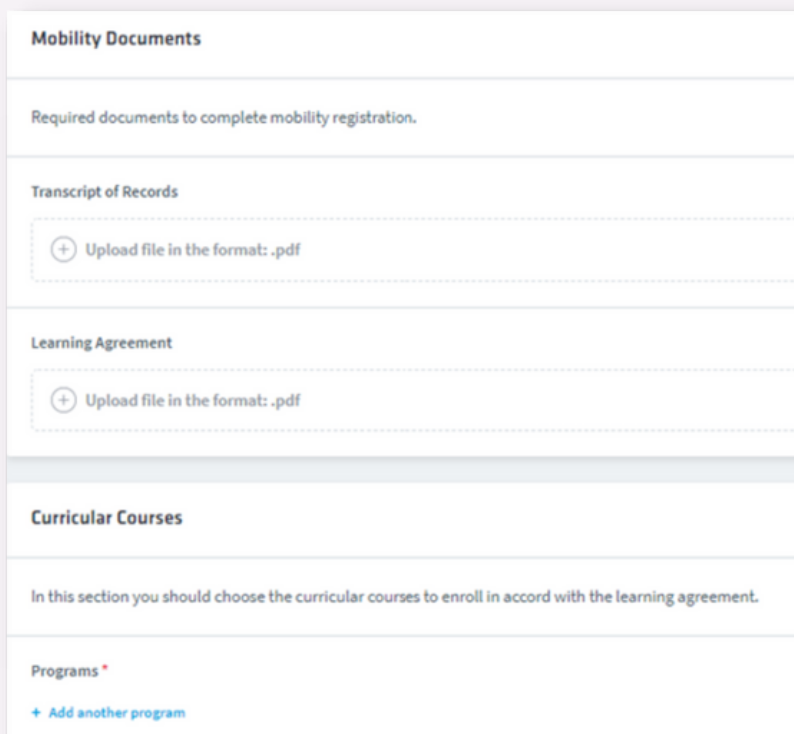
Scholarship holder of a foreign institution

Scholarship holder from another nacional institution



3 - Fill in depending on the type of scholarship given by your home institution.

P.S.: if you are an Erasmus+ student and if you receive the mobility grant, you must select the option "scholarship holder of a foreign institution"



Mobility Documents

Required documents to complete mobility registration.

Transcript of Records

+ Upload file in the format: .pdf

Learning Agreement

+ Upload file in the format: .pdf

Curricular Courses

In this section you should choose the curricular courses to enroll in accord with the learning agreement.

Programs *

+ Add another program

4 - Submit the required documents



PHASE 3 - DOCUMENTS AND CURRICULAR COURSES

5 - Here you should start selecting the curricular courses you wish to attend

Curricular Courses

In this section you should choose the curricular courses to enroll in accord with the learning agreement.

Programs *

ITEM 1 ✖

Degree *

Bologna Degree in Civil Engineering 🔍

Semester *

1° semestre 2022/2023 🔍

Program *

Analysis of Structures

Building Physics

Civil Engineering and Environmental Sustainability

Computational Mathematics

Construction Materials I

Differential and Integral Calculus I

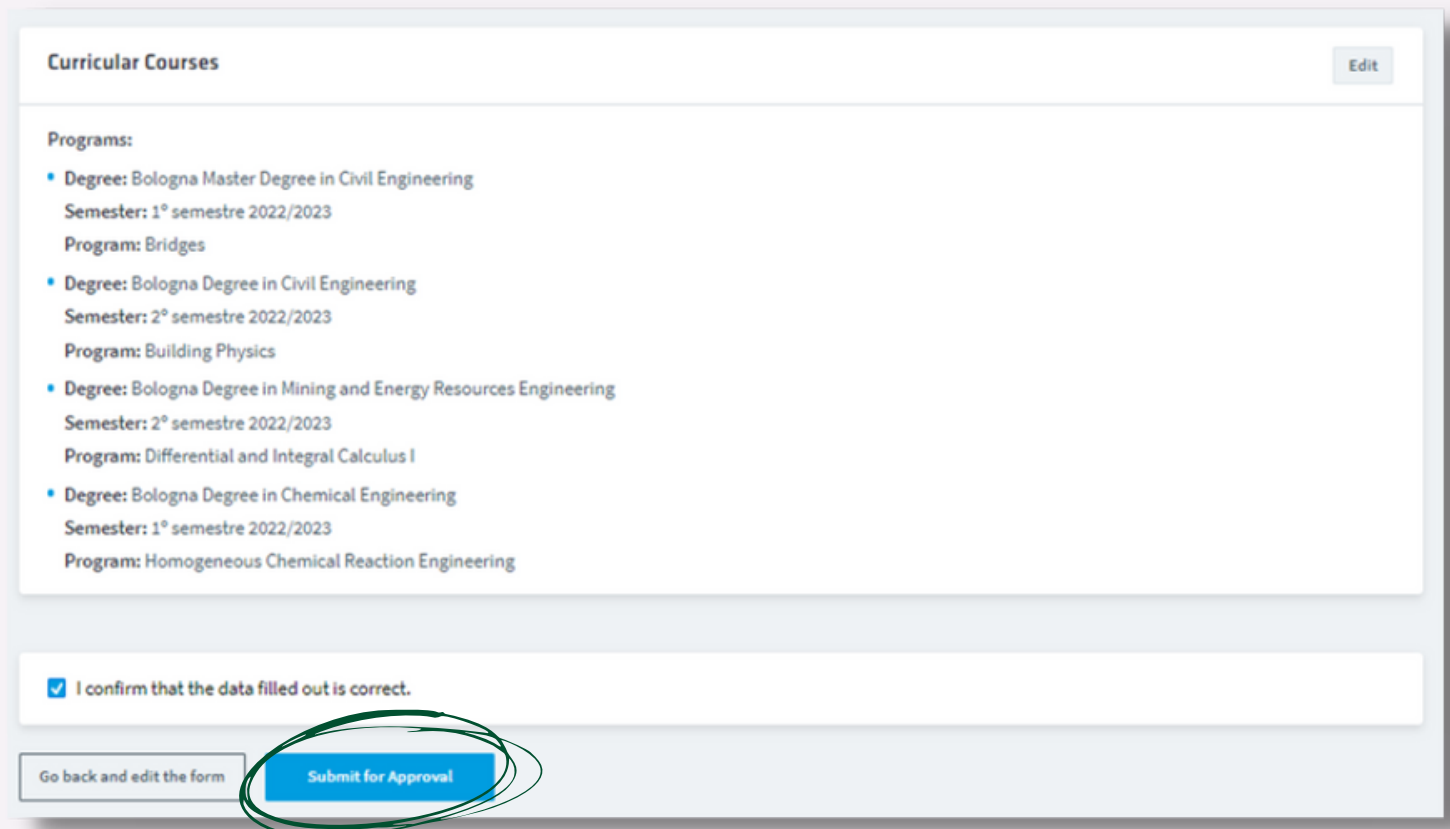
ATTENTION!



51% of the curricular courses in which you will enrol must be part of the degree in which you are enrolled at Técnico, otherwise your application will be rejected.



PHASE 3 - DOCUMENTS AND CURRICULAR COURSES



Curricular Courses Edit

Programs:

- Degree: Bologna Master Degree in Civil Engineering
Semester: 1º semestre 2022/2023
Program: Bridges
- Degree: Bologna Degree in Civil Engineering
Semester: 2º semestre 2022/2023
Program: Building Physics
- Degree: Bologna Degree in Mining and Energy Resources Engineering
Semester: 2º semestre 2022/2023
Program: Differential and Integral Calculus I
- Degree: Bologna Degree in Chemical Engineering
Semester: 1º semestre 2022/2023
Program: Homogeneous Chemical Reaction Engineering

☒ I confirm that the data filled out is correct.

[Go back and edit the form](#) [Submit for Approval](#)

6 - Confirm the name, semester and degree of the chosen curricular courses and if everything is correct click on "submit for approval"

After finishing this part, your mobility coordinator will analyse, approve, and upload your signed Learning Agreement on the platform. The last step is our team's final validation of the whole process and then you will be officially admitted at Técnico!



Técnico is waiting for you!

- NMCI Team

For more information: outsideeurope@tecnico.ulisboa.pt or erasmus@tecnico.ulisboa.pt