Connect – Admission Platform

Guideline for Mobility Admission

Mobility and International Cooperation Office

2021

Contents

Connect – Admission Platform

This a guideline support for the Connect-Admission Platform, where you will find all the procedures to submitting your application.

We strongly recommend you have all the following documents needed for the application in English version:

- Declaration of English Level (Level B2 minimum)
- Learning Agreement (LA)
- Transcript of Records (TOR)

Phase 1

Phase 1

Create account

In order to proceed with your application, you must access to the following link.

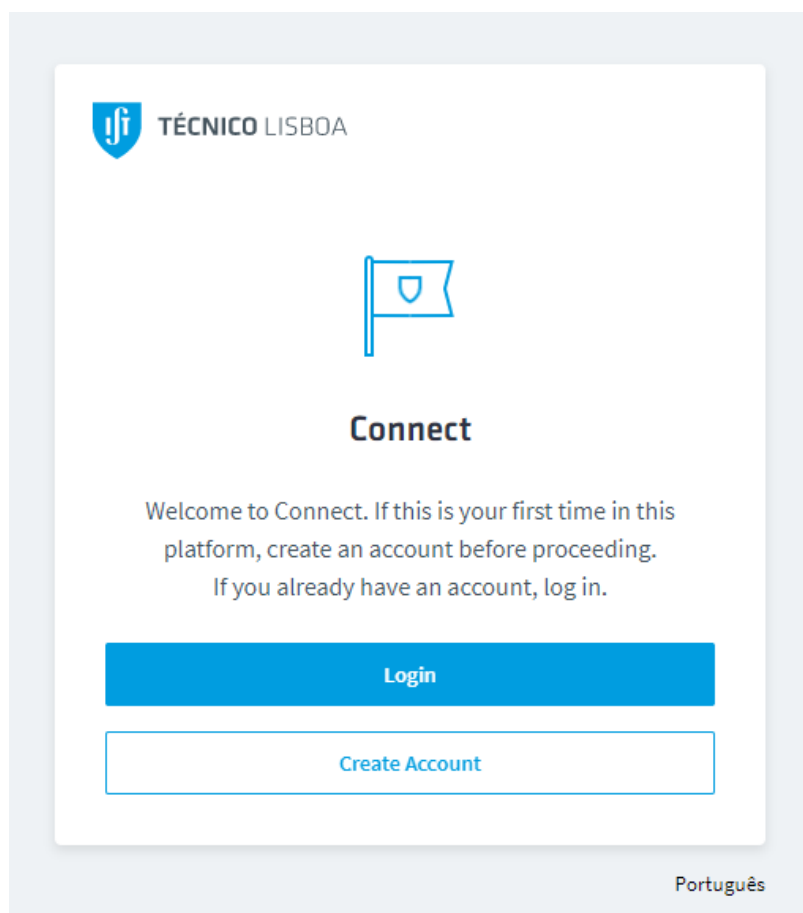Create an account before proceeding. If you already have account, log in.
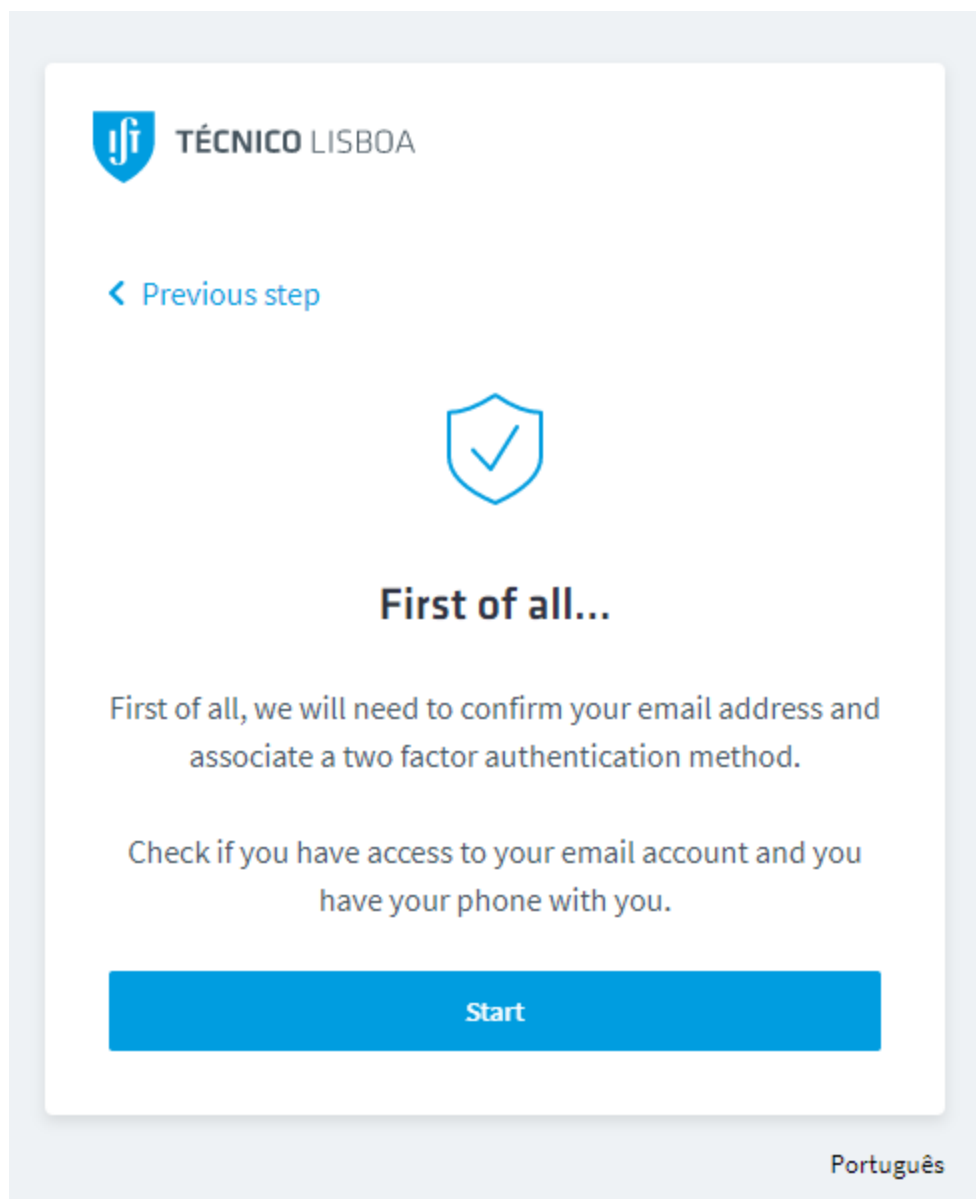

Figure 1 – Connect

Figure 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.

Figure 3 – Email address

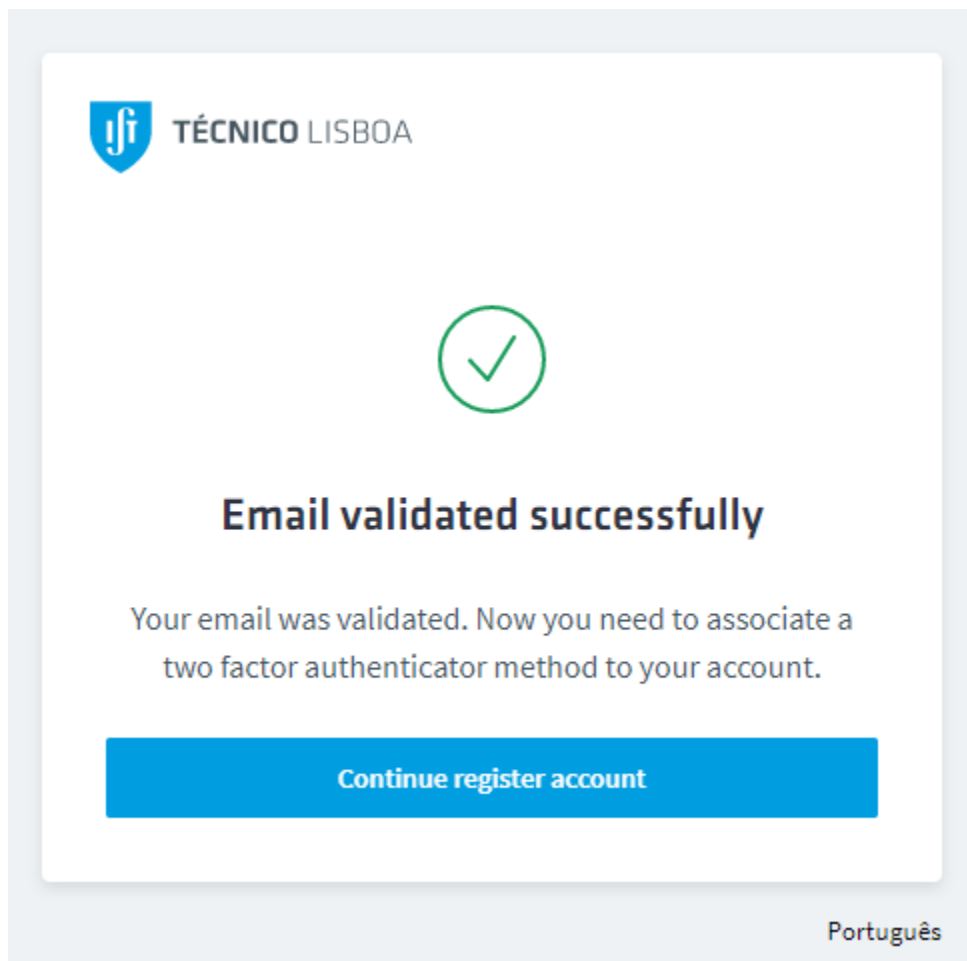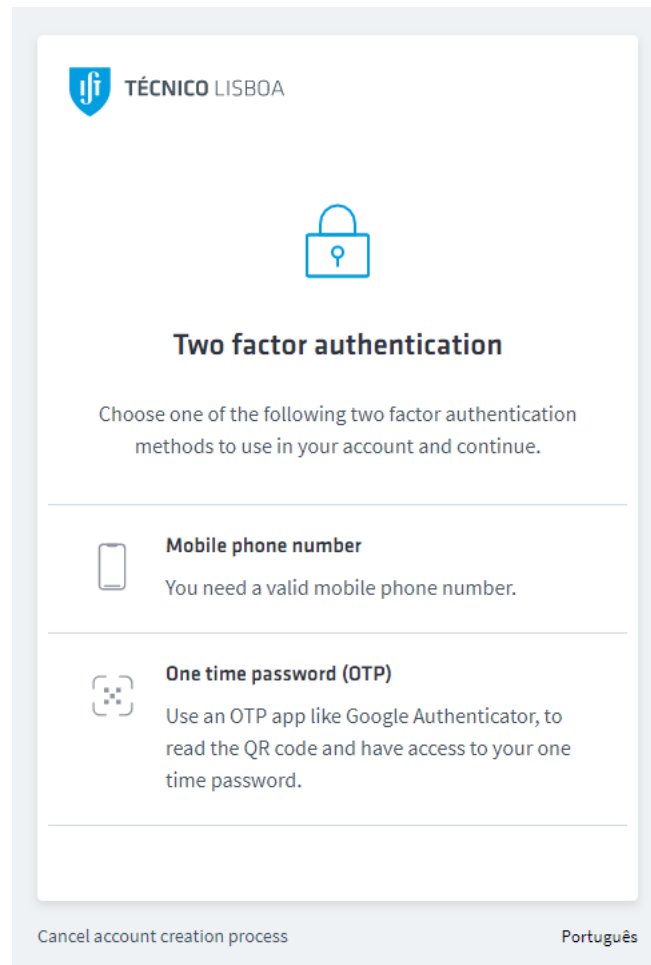*Figure 4 - Email validation by the code.*

Figure 5 - Confirmation of your email validation

Two Factor Authentication

Choose one of the options how do you want to proceed with two-factor authentication.
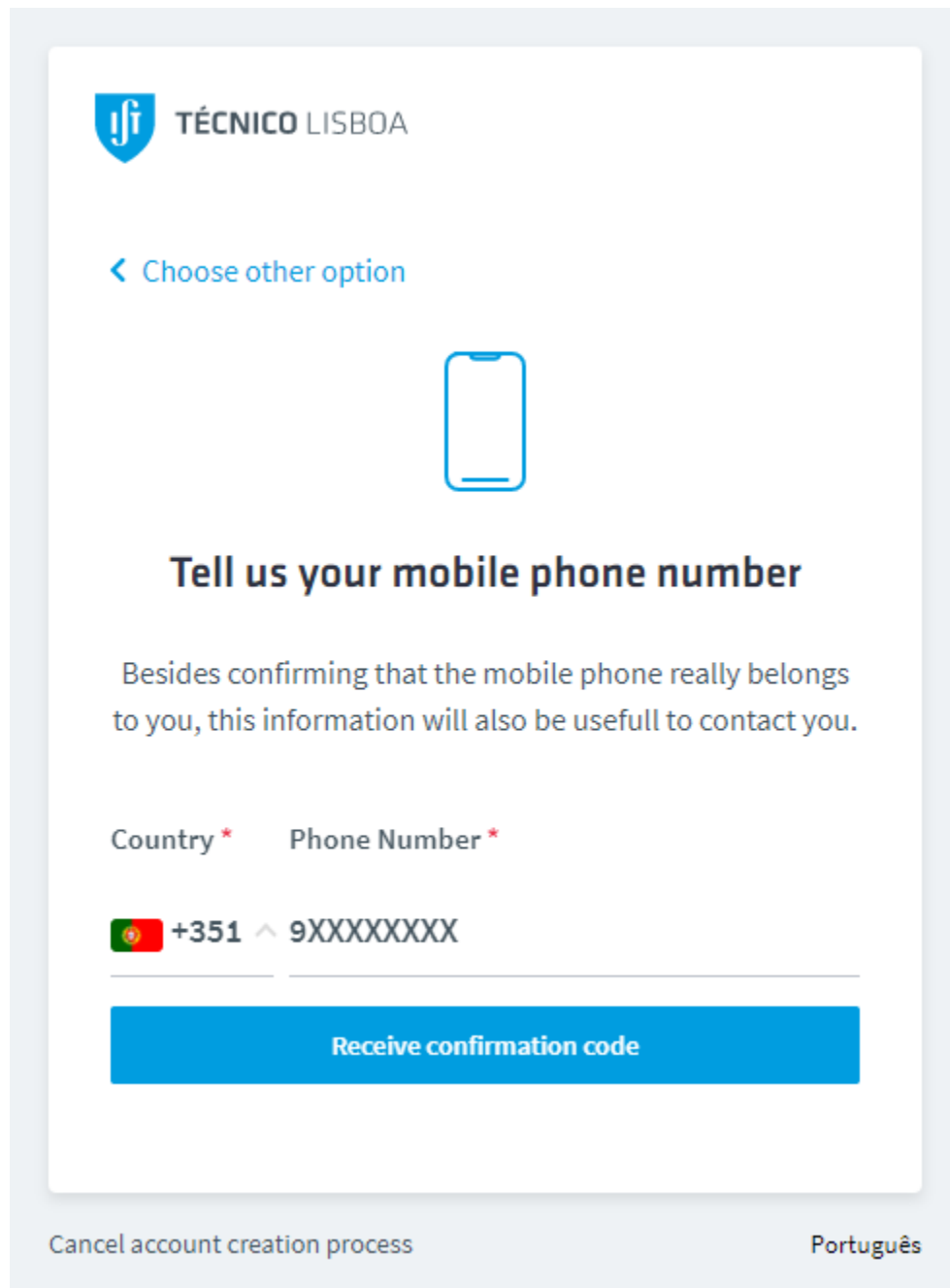
Figure 6 – Two-factor authentication

By selecting authentication by phone number, make sure you introduce an operational phone number.

Figure 7- Registration of a phone number for Two Factor Authentication

Enter the code sent to your phone and proceed with the verification.

Figure 8- Confirmation Code

Figure 9 - Confirmation of your phone number validation

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

Figure 10 - Confirmation of a two-factor authentication

Figure 11 - Final Confirmation

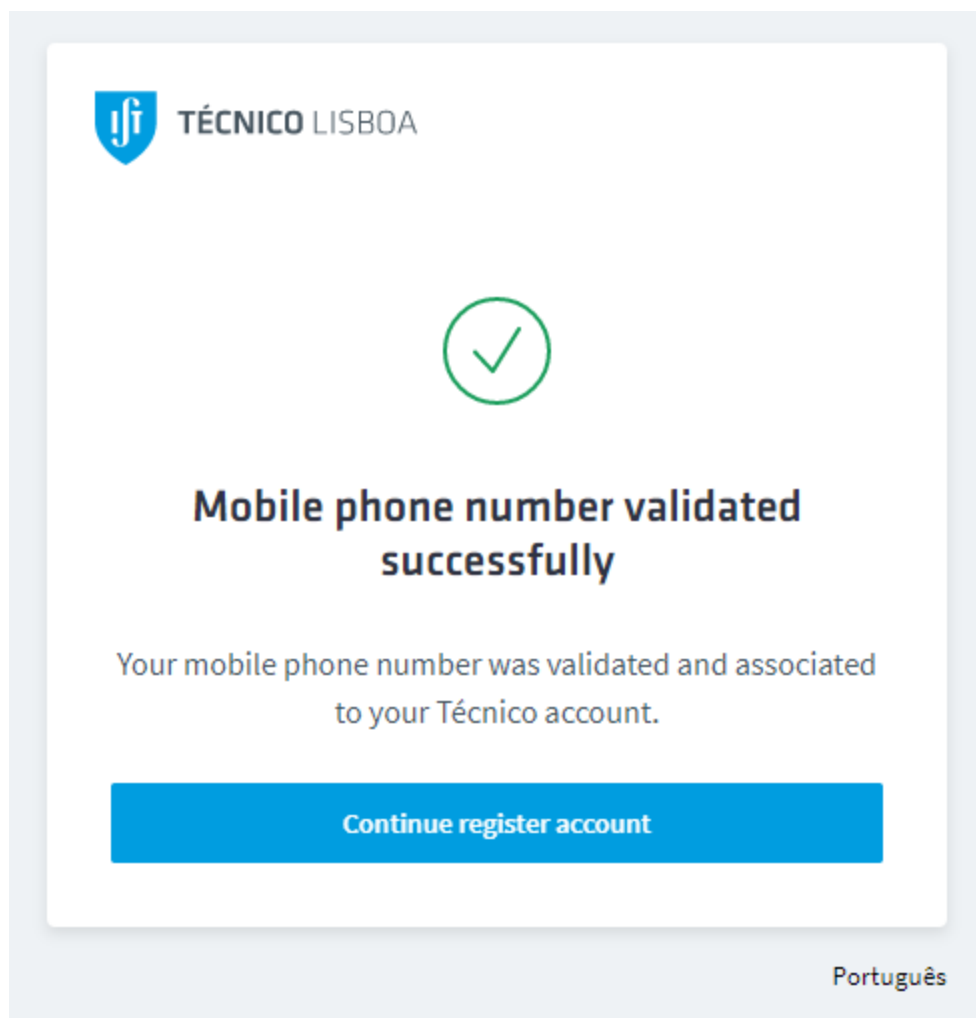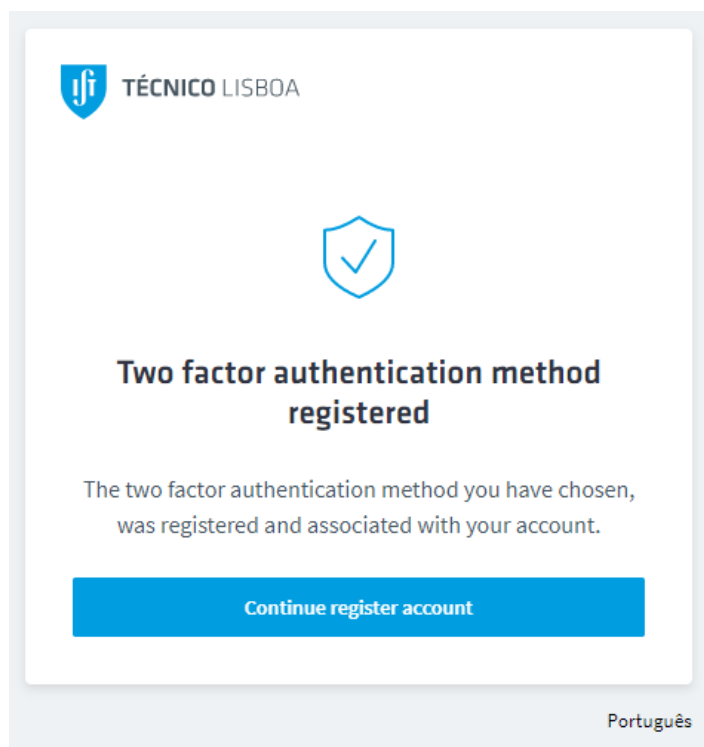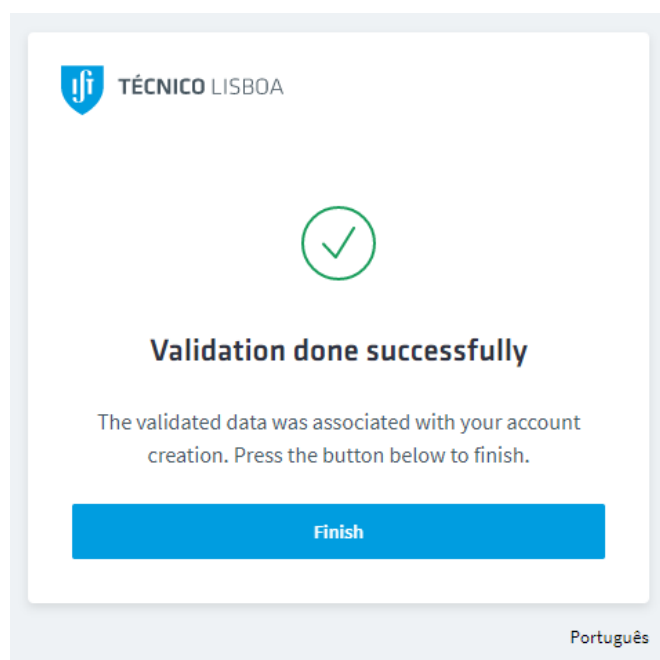*Figure 12 – Identity Validation*

A note about *Figure 12* related to Identity Validation, which only appears two of four options. In your situation, it must appear all four options of the Identity Validation.

Admission Portal

After you have completed the previous steps correctly, you will be able to confirm by the system's ("Check validation").

With the "Check Validation" on *Identity Validation* and *Personal Information* finished proceed to the *Admission Portal.*

To have access to this information, make sure you are on the main page of the ***Connect – Admission Platform***.

Figure 13 – Connect Dashboard

My Applications - Admission Portal
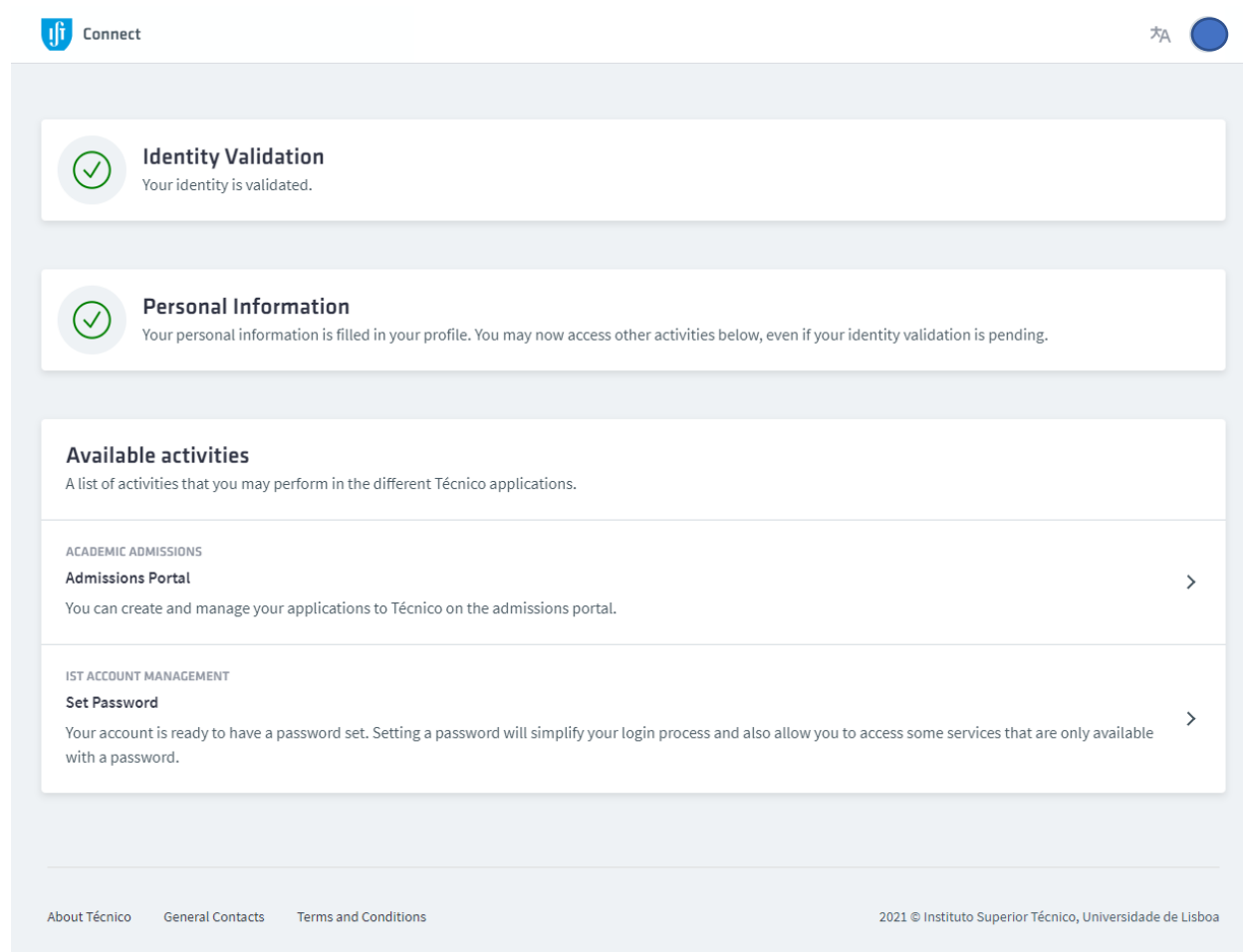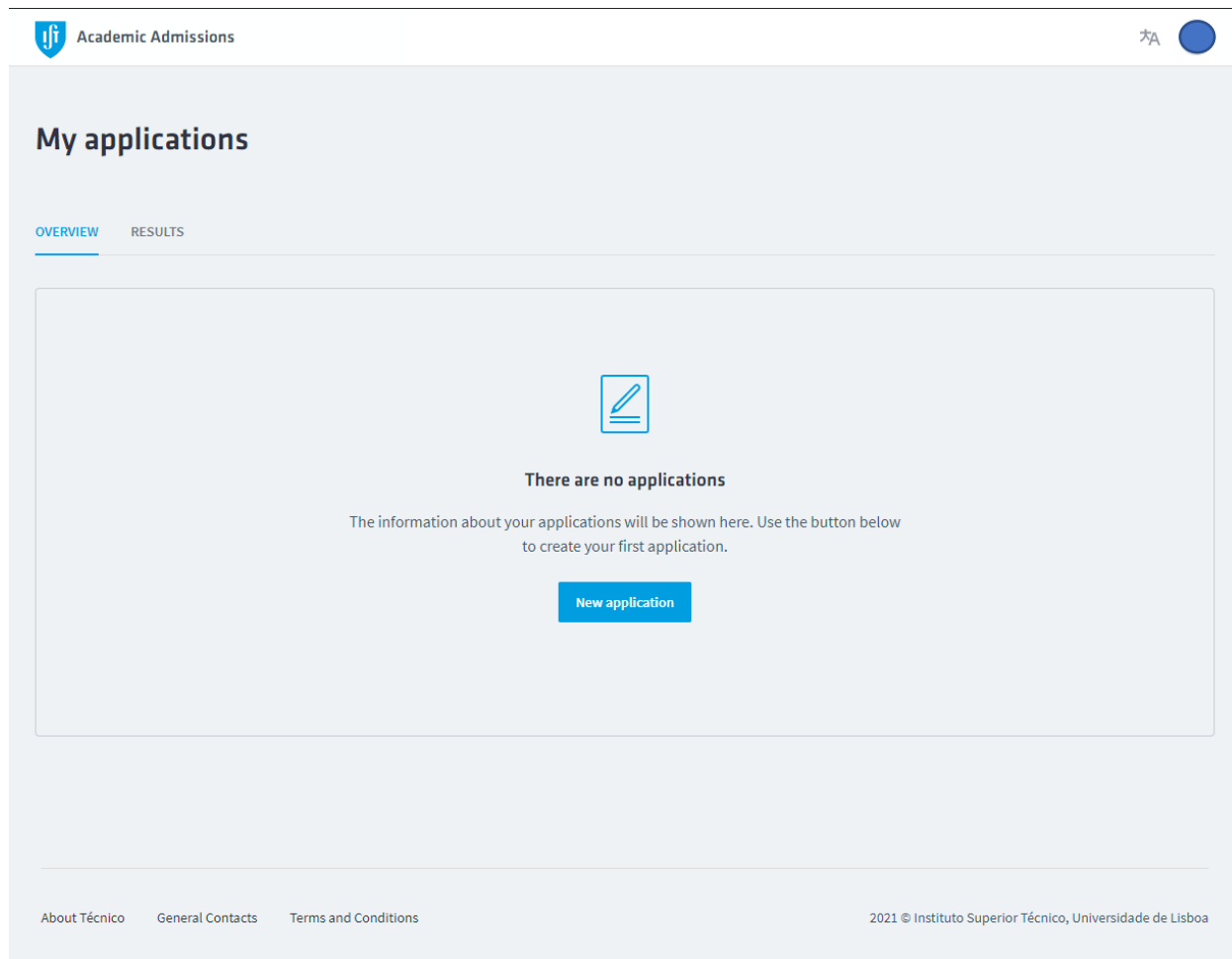
In this section, where you will proceed with your application and is possible to see all the application submitted.

To proceed select a "New applications".
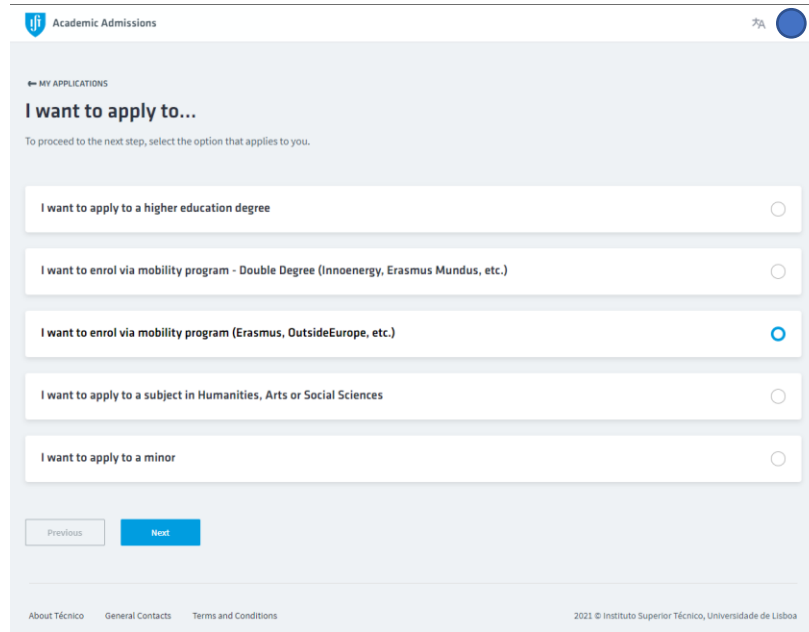
Figure 14 - My applications main page

Selection of a Mobility Programme – Admission Portal

Starting a "New application" you must select the type of mobility program where you intend to participate.

Figure 15 - Selection of a type of mobility programme

In the next following step, you will find all the agreements related to the chosen type of mobility programme.

In this section will find a list of all agreements related to an Erasmus and Outside of Europe Mobility programme (your previous selection).You must select the one that applies to you to step forward.
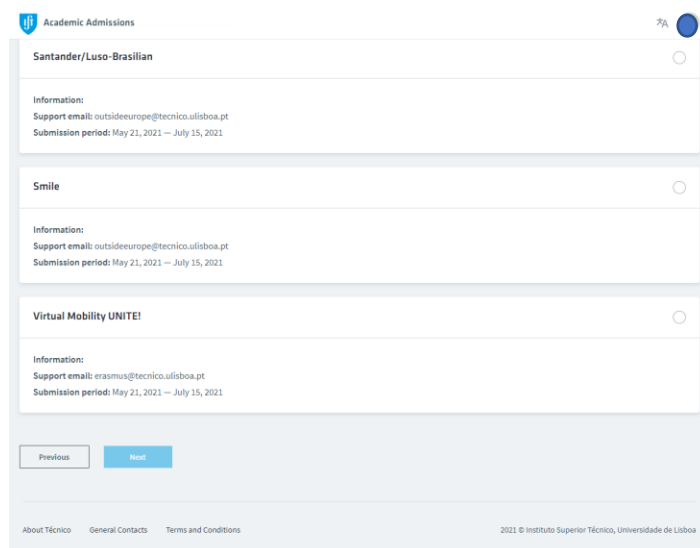
Figure - 16 List of Agreements

Figure - 17 Example of an end of a list of agreements

Example of the selection of Erasmus Agreements - Admission Portal
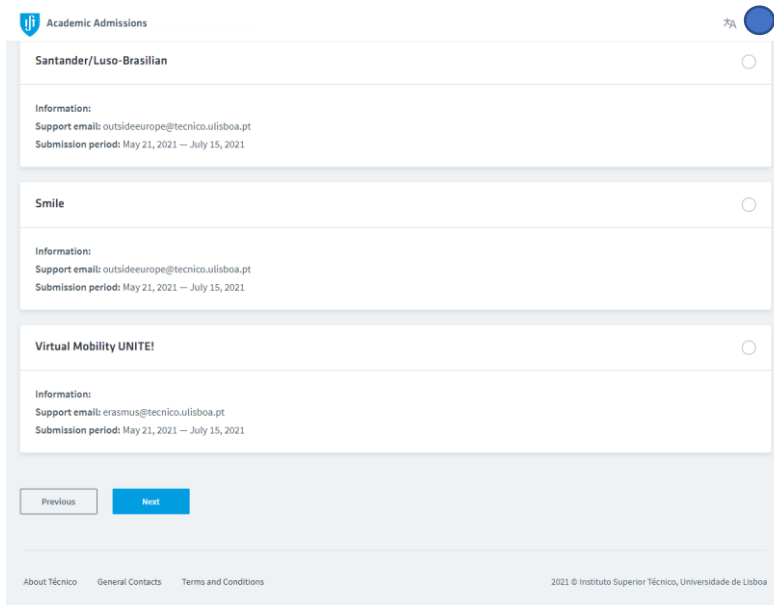
Figure 18 - Selection of an Erasmus Agreements

Figure 19 - After selection, clink next to proceed

The selection of your home university - Admission Portal

On this page, you will see a large list of all universities with an Erasmus agreement. You must identify and select your home university to proceed to the next step.
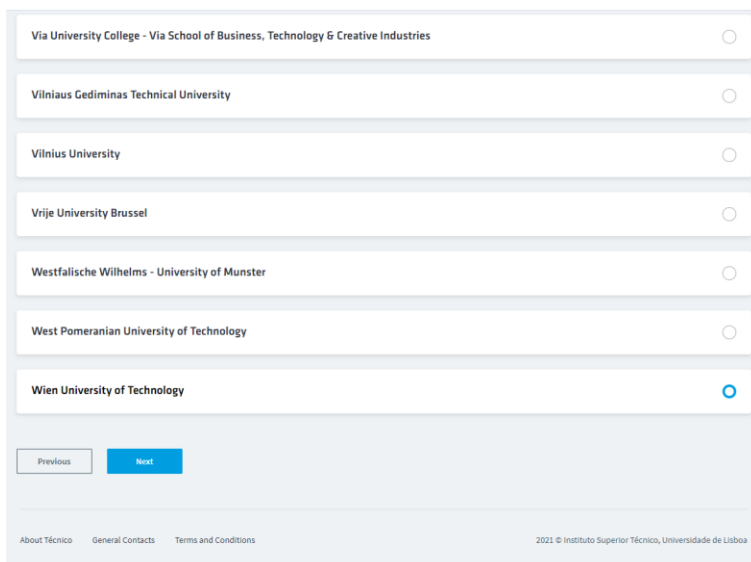
Figure 20 - Example of the list of University with Erasmus Agreements
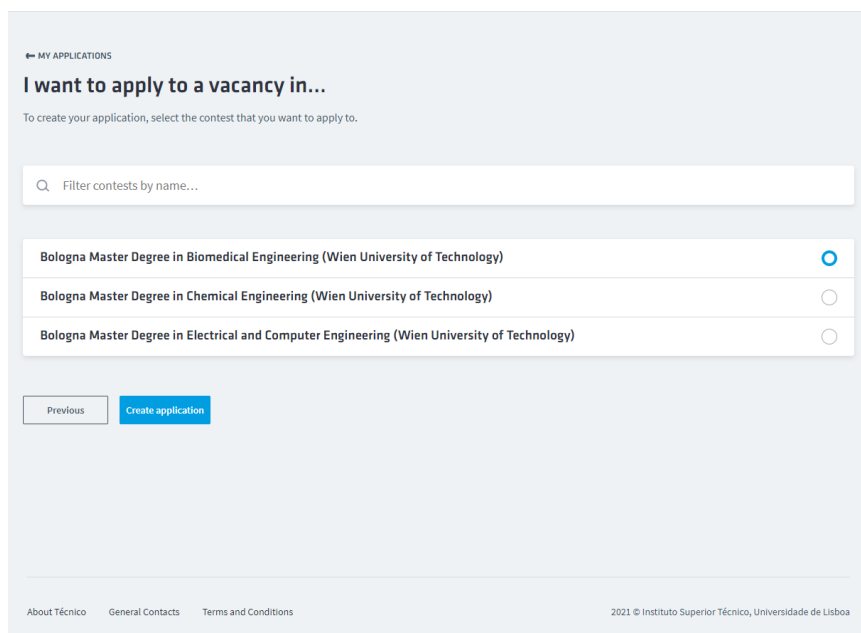
Figure 21 - Selection of home university

Vacancy applications to Degree - Admission Portal

From this part onwards, you already have your vacancy. Here you will proceed to formalize it by selecting the Degree that you want to apply to. (Only appear the degree that belongs to the agreement Erasmus agreement between Técnico Lisboa and your home university.)

Figure 22 - Selection of contest (Degree/Course) of your interest

Application to your chosen Degree - Admission Portal
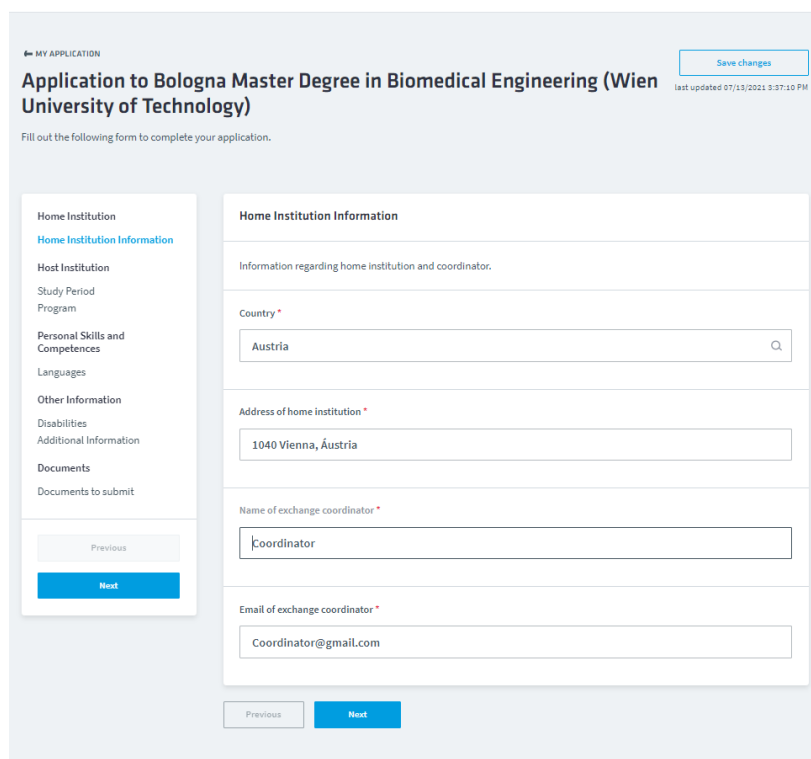
In this section, you will apply for your chosen Degree and provide the following information.:

- Home Institution Information;
- Study Period;
- Programme;
- Languages (Native language);
- Disabilities;
- Document to submit – you must submit your declaration of your English level, in pdf format with a size less than 25 Mb;
  In case you do not have a Declaration of English Level, you can have one in
  https://www.efset.org/ . You must do an online test to have the Declaration Of English Level.

Home Institution Information

You must provide information regarding home institution and Mobility Coordinator.

Figure 23 - Home Institution information regarding your home institution

Study Period

You must provide information regarding your arrival, departure and semester duration.

Figure 24 - Study period and Coordinator info.
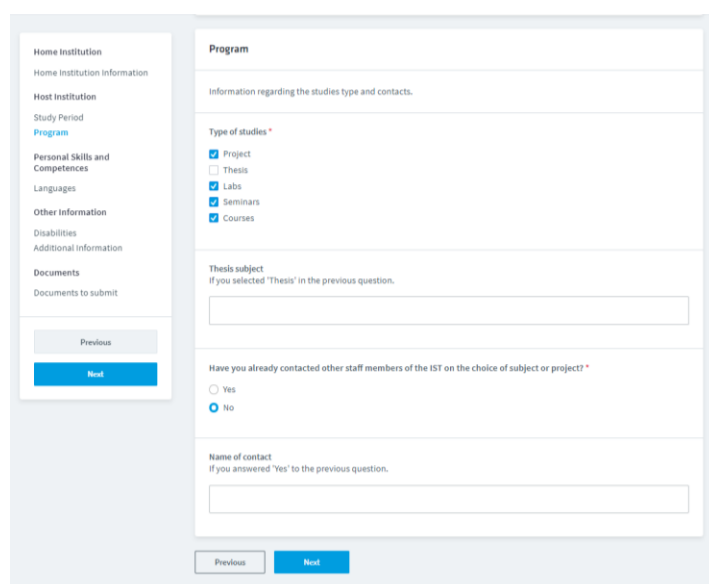
Programme

You must provide information regarding the studies type and contacts.
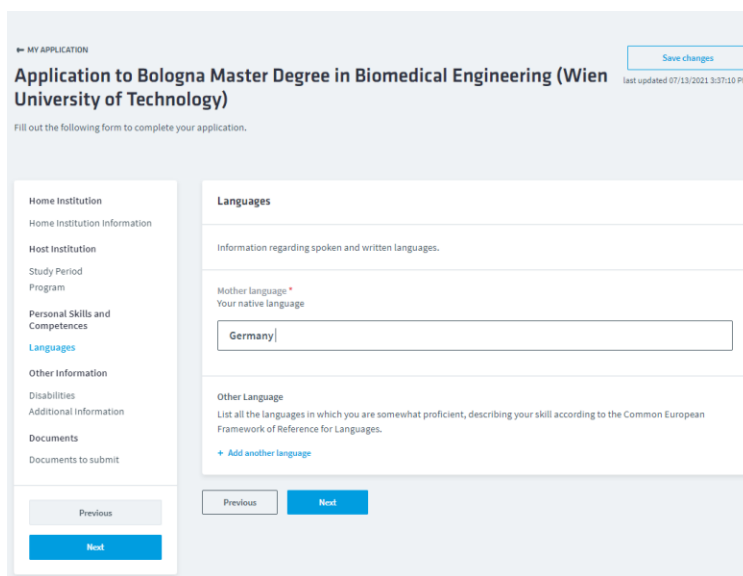
Figure 25 - Programme

Languages

You must provide information regarding spoken and written languages.
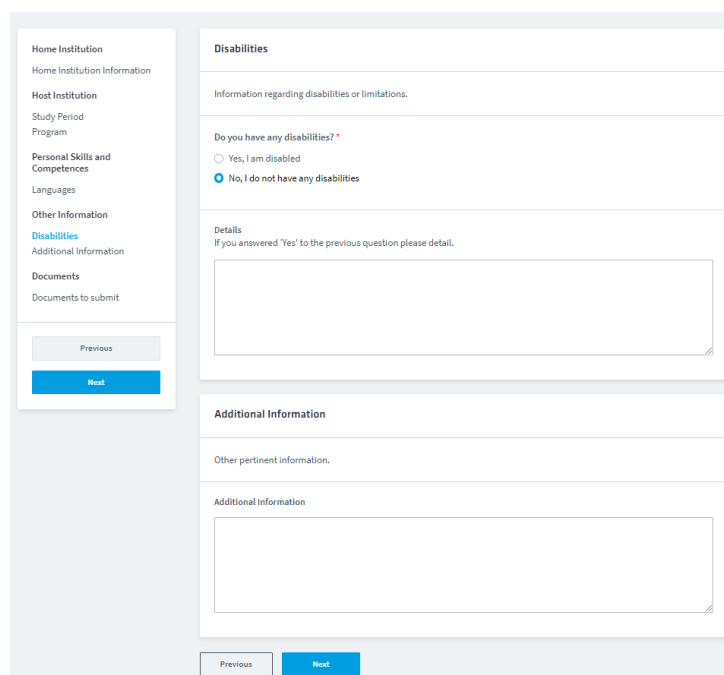
Figure 26 Language, Information regarding your native language

Disabilities

You must provide information regarding disabilities or limitations.

Figure 27 Disabilities, information regarding disabilities.

<u>Document to submit</u>

You must submit the Declaration of English Level to proceed with the application.
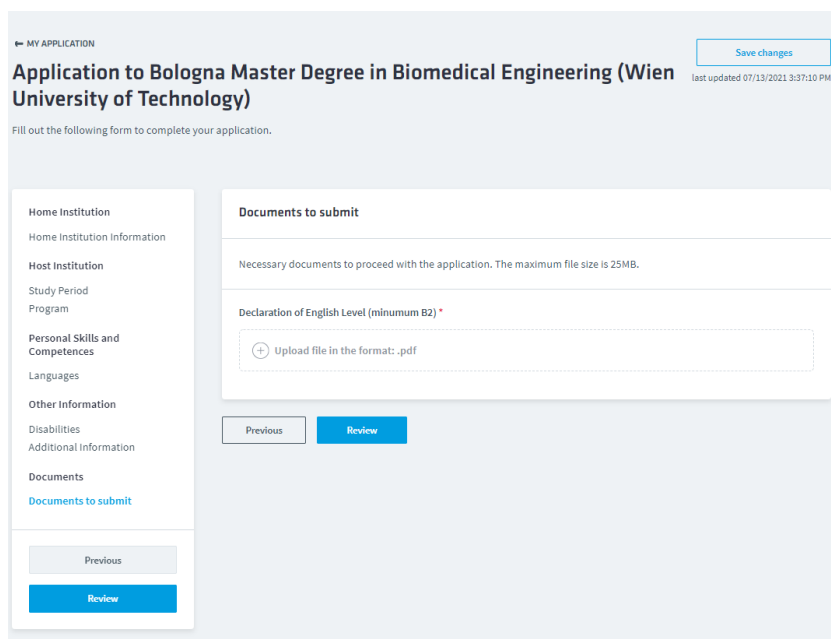
Figure 28 Document to submit, must submit the Declaration of English Level
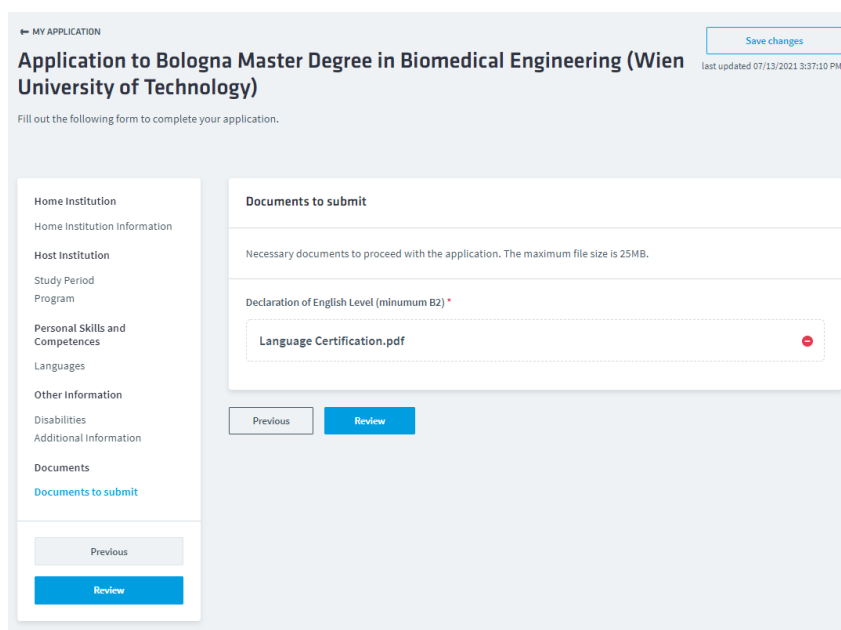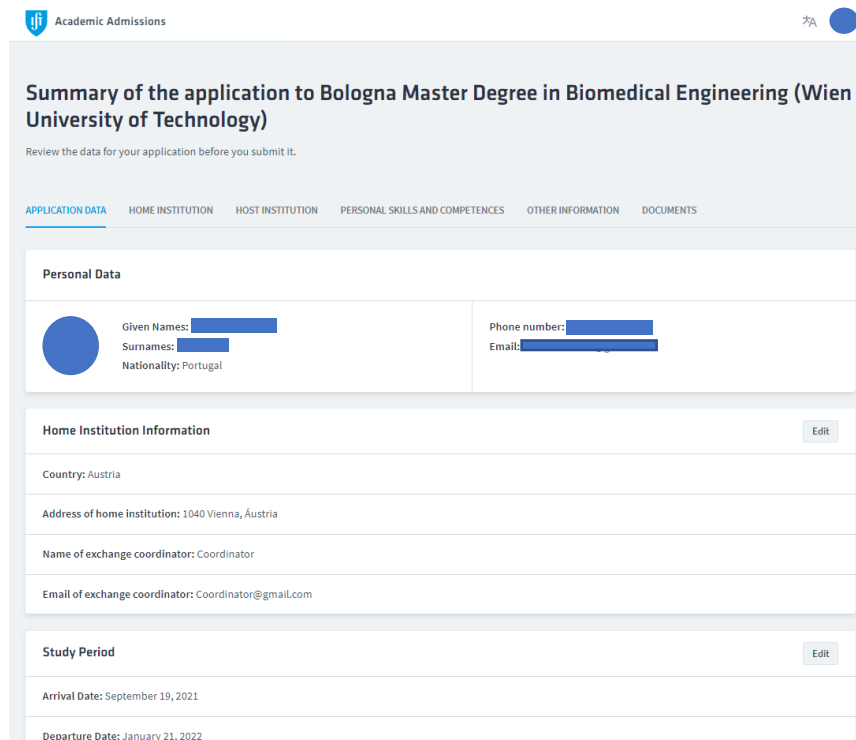
Figure 29 Example of the submission of Declaration of English Level

Summary of you Degree application

In this section you will find a summary of all of your application. Please confirm all the information is correct. If is not, you may go back and edit it.

Figure 30 Summary example

Figure 31 Summary example

Figure 32 Summary example

Checking on "Submit and lock", you will finish phase 1 of the application. After that action, your, application state will appear as *"Submitted and locked"*. Now you have finished the phase 1 of your application.
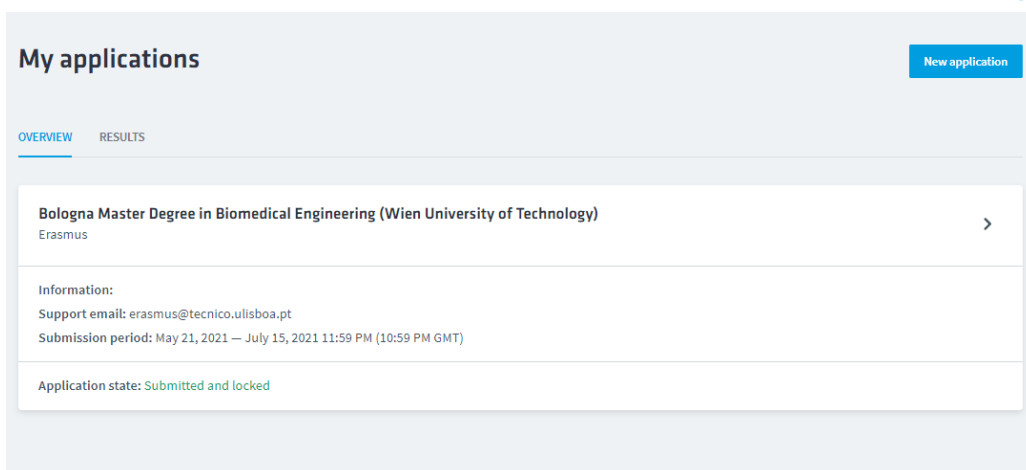
Figure 33 Application state (Phase 1)

Our team will evaluate your application. To verify if your application has been approved, you must access to the main page of the Connect - Application Platform.
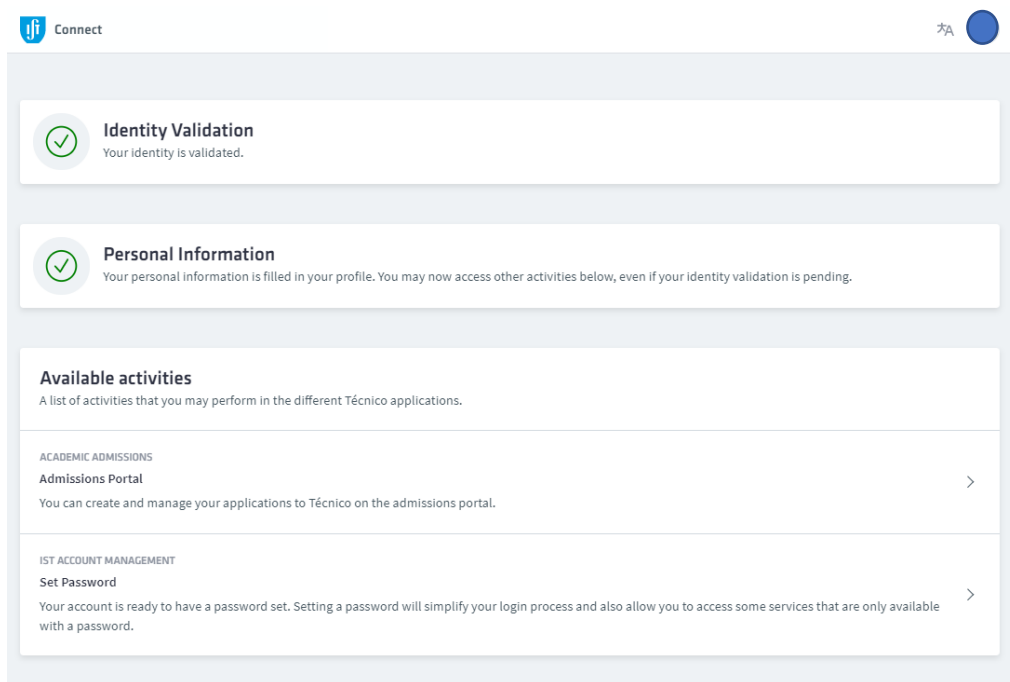
Figure 34- Dashboard (Main page of Connect – Admission Platform)

Phase 2

Phase 2

After a review of your application and approval from our team in phase 1, you will be eligible to proceed to phase 2.

In the case of phase 1 non-eligibility, you will be notified with instructions to review your application.

To proceed effectively in this phase, we suggest the following instructions:

- Submit the Learning Agreement (LA) and Transcript of Records (TOR), both in English.
- Make sure that the selected courses are the same that you have in the Learning Agreements.

Admissions

On the main page, you will access to Admissions Portal and you will be forwarded to the next phase, *Onboarding process*,

Only will be possible to proceed if our team has approved your phase 1 application, otherwise you have to review your application with the suggested notes by our team.

Figure 35 - Main Page of Connect Platform

Figure 36 - Beginning of Onboarding Process

Enroll - Onboarding Process

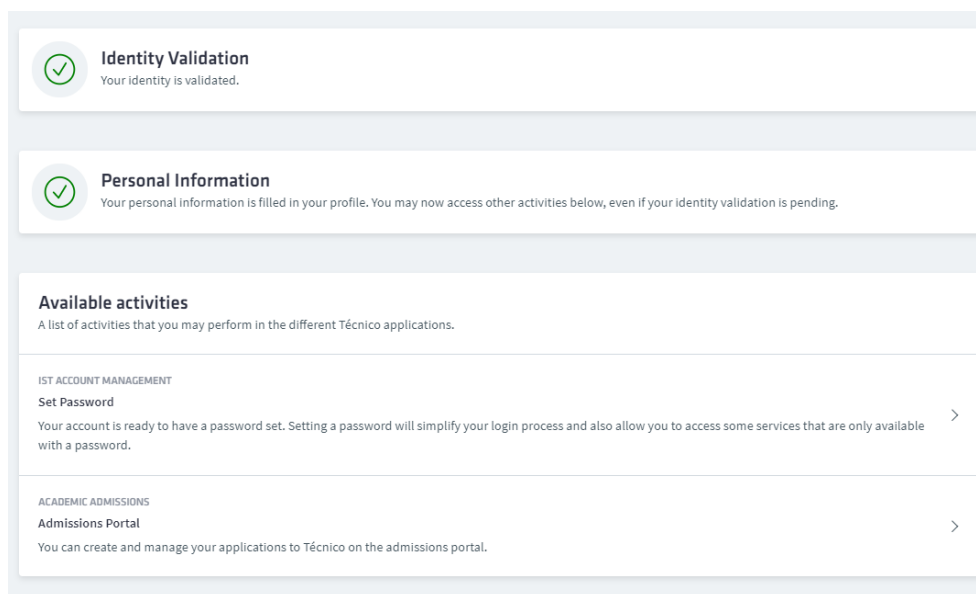*Figure 37 - Enrolling with your chosen Course/Degree*

Submission of documents – Onboarding Process

Submit your Transcript of records (TOR) and Learning Agreement (LA) in English version and in pdf format. You must select which semester you will participate in and courses.

Before you "Submit" and proceed to the next step, make sure that all documents are uploaded.

Figure 38 - Submission of Transcript Record, Learning Agreement and addition of Course to Enroll

After your submission, all the documents will be verified for validation. The application status will be *"Boarding…Pending Verification"*.

Figure 39 - Pending Verification Status

Now phase 2 application is over. To check the status of your application, you have to access the Connect main page.

In case of non-eligibility of documents, the application status will change to rejected and you will be instructed by our team to re-apply or reload the needed documents.