Online Application Guide

This guide was created to facilitate your online application for a mobility period at the University of Porto. Please follow all the steps in order to successfully submit your application.

It is advisable that you carefully organize all the requested information with the support of the people responsible for the mobility at your Home Institution before accessing the Application Form.

We advise that you explore the U.Porto webpage, as it contains several useful links in order to prepare your mobility.

See you soon in Porto!

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1. Ask for Login

In order to access the Application Form, you must:

- Ask for the username through the corresponding option

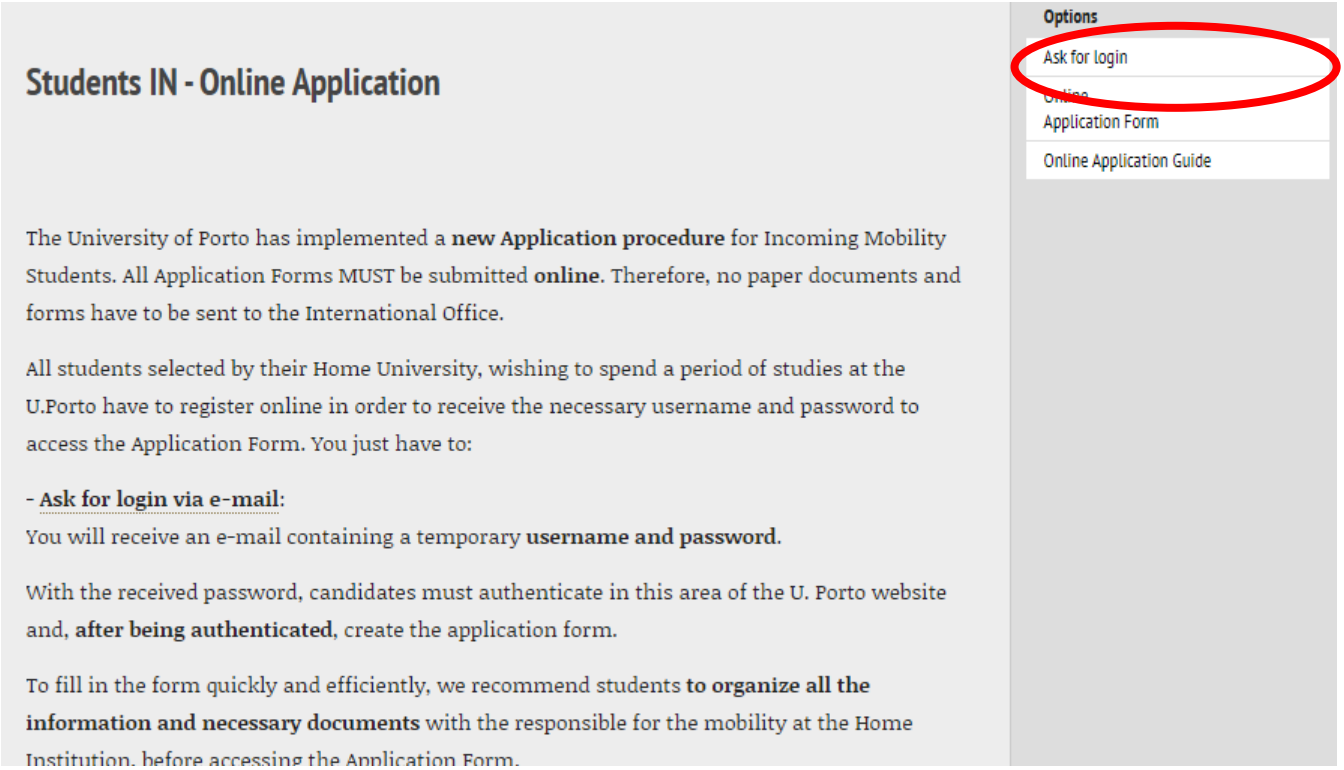


Figure 1 – Request for Login

- Fill in the information regarding the user

In the application stage, it is not mandatory that students present the passport information. Therefore, you can fill in the information regarding the identification with the ID document you possess now, as long as it is valid:

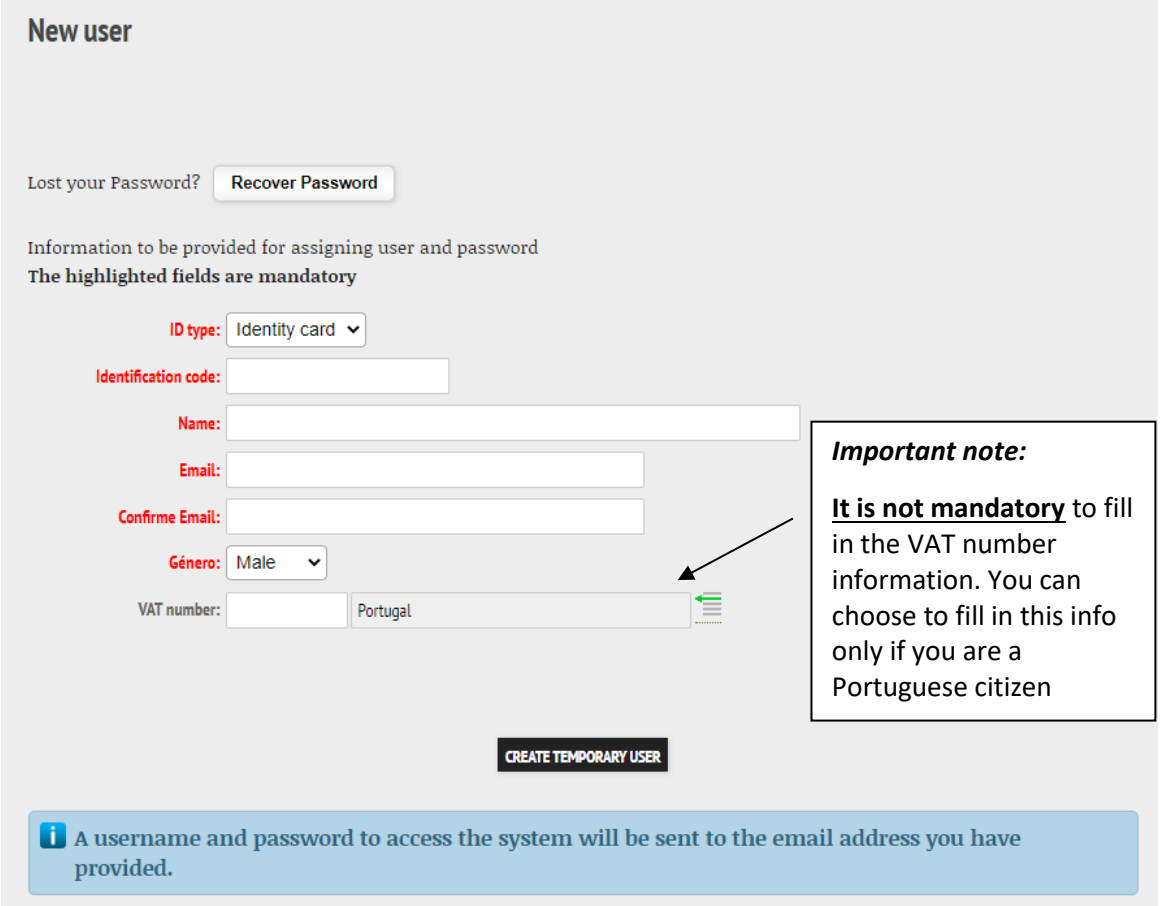


Figure 2 – Login information

After filling in these fields with your data, you will receive an email containing your **username and password**.

Now, you must login in the U.Porto page. After logging in, you will be redirected to the U.Porto main page. In order to go back to the Online Application page, there are two options:

1. Click/copy the following link, which gives direct access to the Online Application page:

   https://sigarra.up.pt/up/en/WEB_BASE.GERA_PAGINA?p_pagina=122272

2. In the U.Porto main page, follow this path:

International
Mobility
Apply now
Application Form
Click the word “here” in “all the steps listed here”
Online Application Form (options’ bar on the right side of the browser)

2. Fill in the Application

After you login and follow one of the two paths indicated above, you must click the option "Online Application From" (options' bar on the right side of the browser):

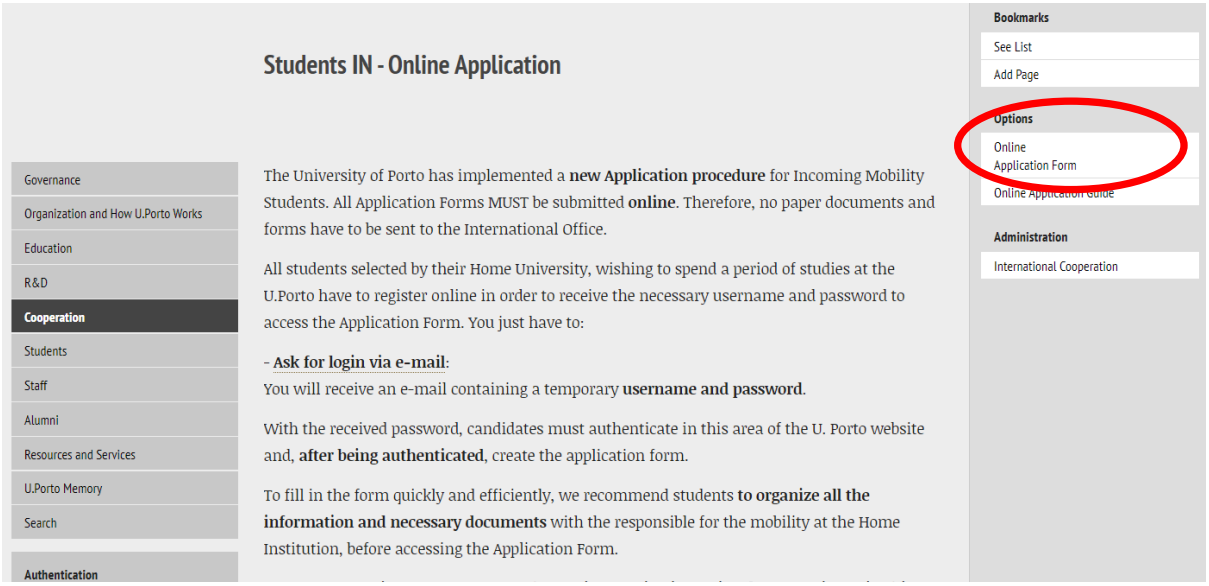


Figure 3 – Access to the Online Application Form

By clicking this option, you will see:

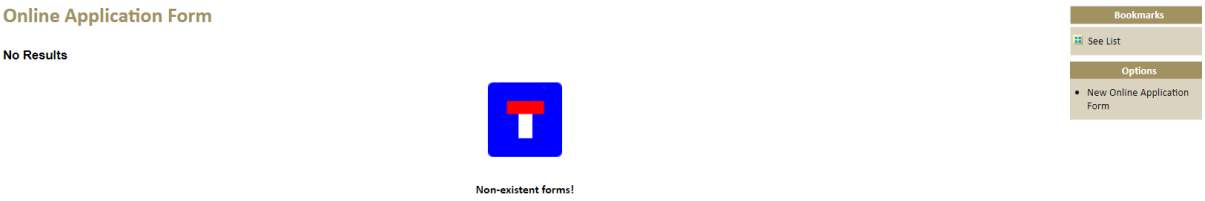
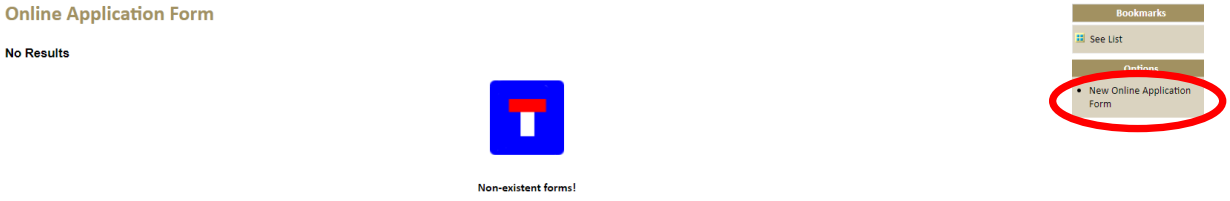


Figure 4 – Option of access to the Online Application Form

In order to create your Application Form, you must click the option "New Online Application Form" on the options' bar on the right side of the browser:



After this, you must select the academic year and the mobility period to which you intend to apply to:

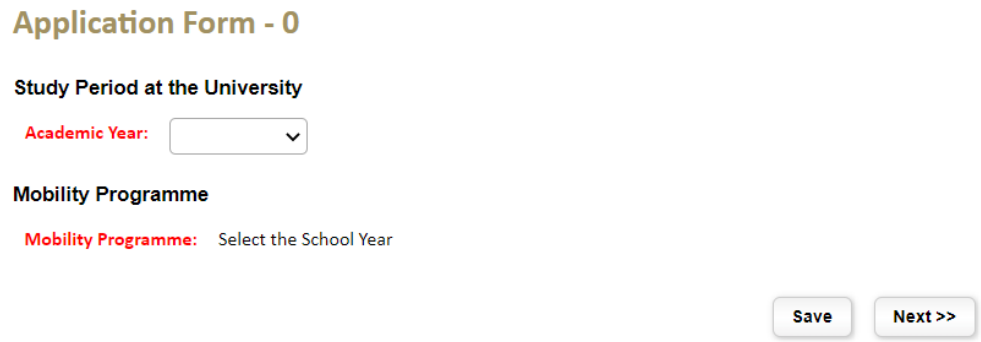


Figure 5 – Application Form – Section 0

Now, you must select the mobility program according to the information received at your home institution:

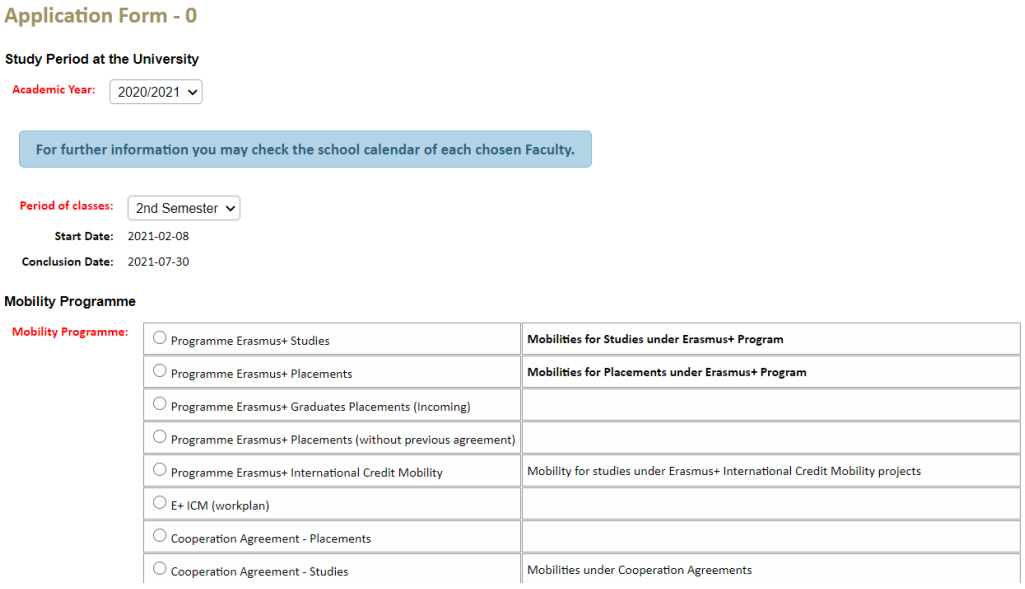


Figure 5.1 – Application Form – Section 0

In this view, you can still visualize the U.Porto School Calendar in case you need to check the dates in which the academic activities at the U.Porto take place:

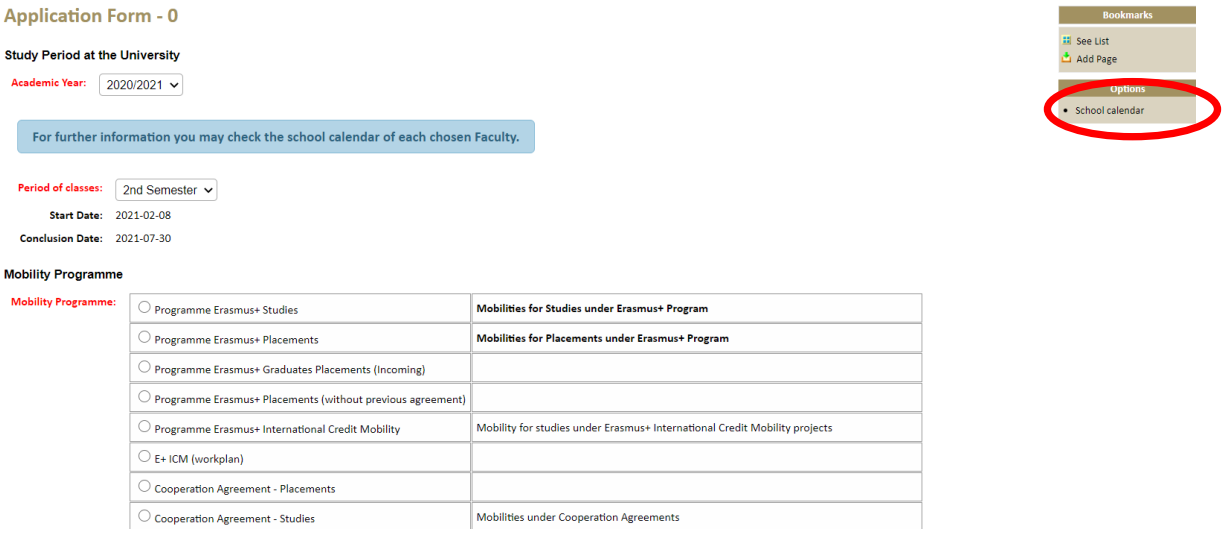


Figure 6 – Application Form – Section 0 (“School Calendar” option)

In **section 1** of the Application Form, you must fill in your personal data taking into account that the type of ID document and the ID number cannot be changed afterwards.

Insert a photo that rigorously fulfils the technical specifications: JPG format with 200 pixels height by 160 pixels width.

Attention: in case of acceptance for a mobility period, this photo will be used to produce your student card. Being so, you must upload a photo where your face is visible (for example, a photo like the one of your passport or you ID document).

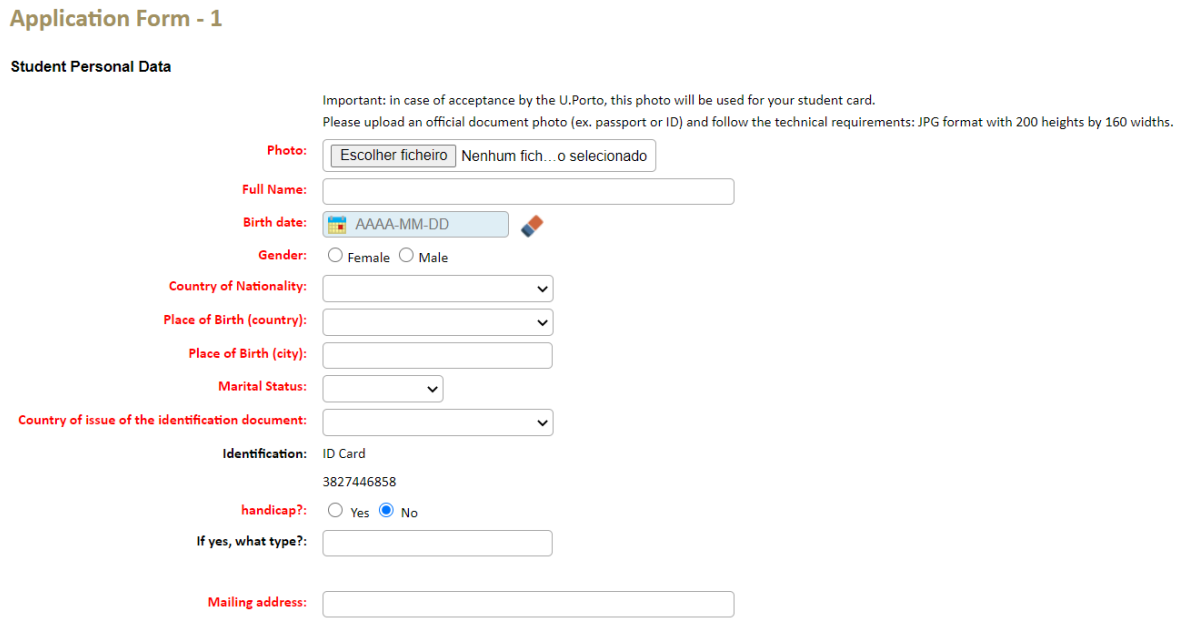


Figure 7 – Application Form – Section 1

Note: The fields marked in red are mandatory. You can only **submit** your Application when all the mandatory fields are duly filled in.

In **section 2**, you must provide information about your language knowledge, as well as the previous and current studies. In the field “Language Skills” you must click the ✚ symbol in front of the field so that the selected information can be included:

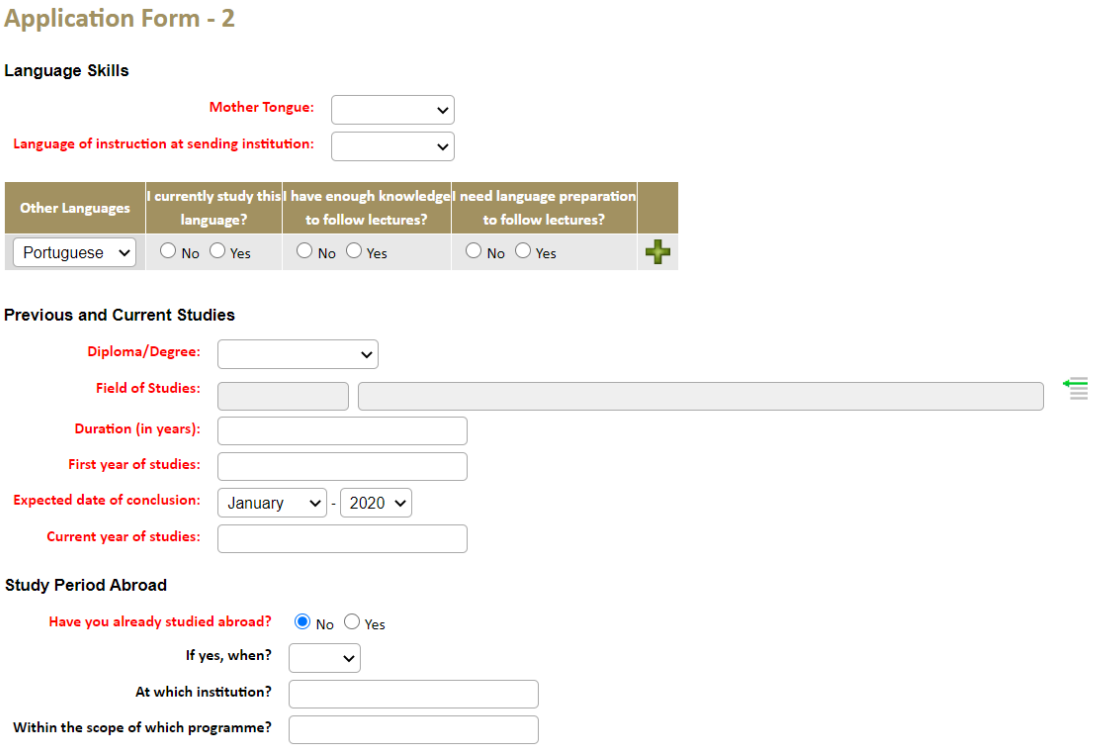


Figure 8 – Application Form – Section 2

In **section 3**, you must fill in the information related to the Faculty(ies) and course(s) which you intend to attend at the U.Porto. The U.Porto institutional data are automatically filled in.

In case you intend to undertake a Study period (if you intend to undertake an Internship, please go to page XX of this document):

Every time you select a Faculty, the box "Select a Programme" provides a list of courses (divided by study cycle) of the chosen Faculty.

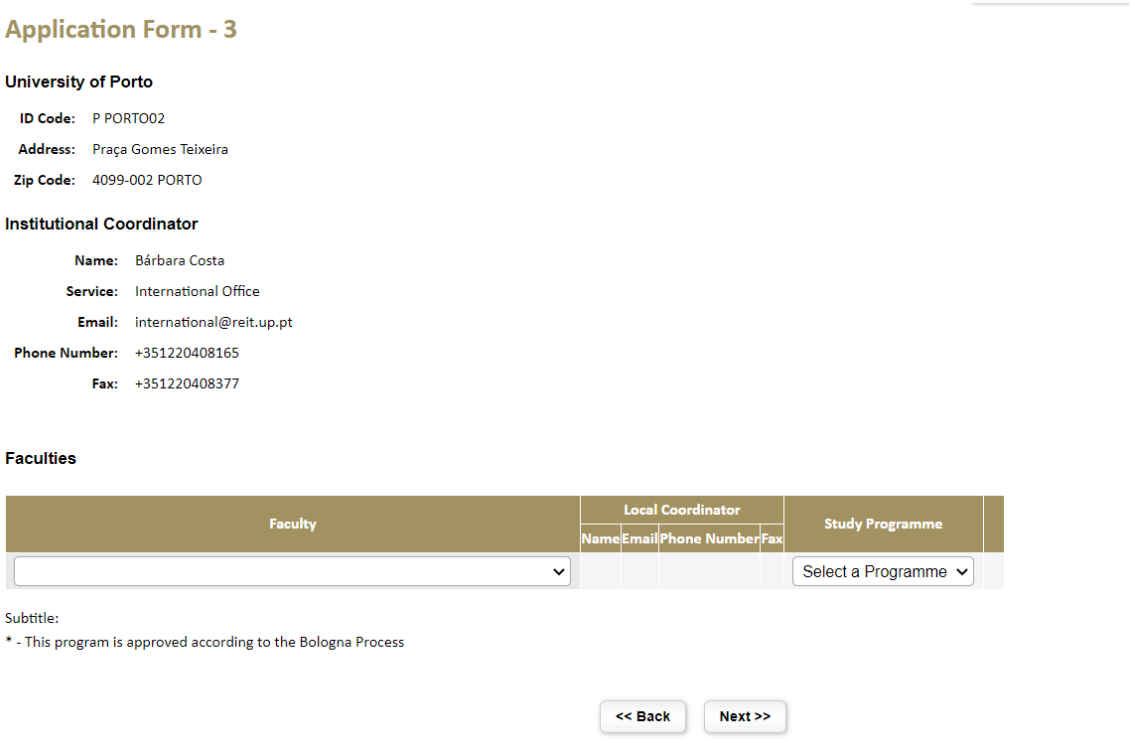
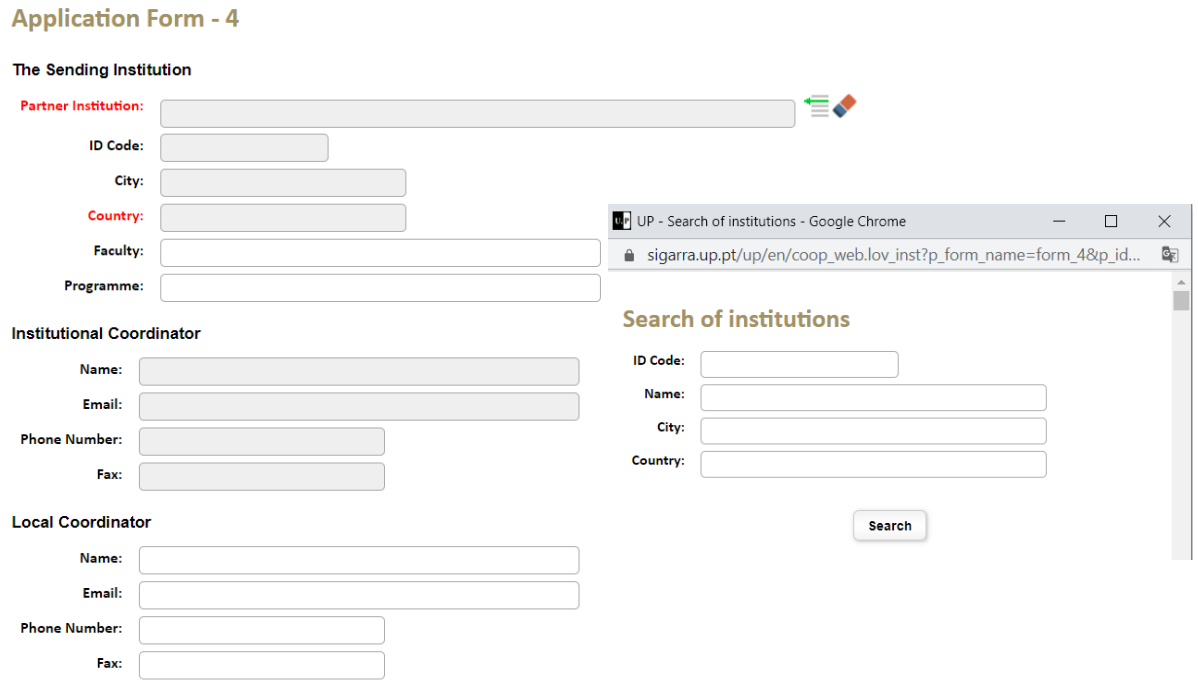


Figure 9 – Application Form – Section 3

At this stage, you must have already consulted the U.Porto academic offer and the respective official study plans of each course. In case of doubts regarding the study cycles (1st, 2nd, 3rd cycle) please consult the page https://sigarra.up.pt/up/en/WEB_BASE.GERA_PAGINA?p_pagina=1001599

Students can attend subjects in more than one Faculty. However, in case the proposed Study Plan is accepted by all the chosen Faculties, there is the possibility that the different schedules overlap or you may experience difficulties in moving between Faculties (given that the U.Porto is distributed in 3 different poles, located in several zones of Porto city).

In **section 4**, you must select your home institution by clicking the symbol .
By writing the name of you home institution and select it in the corresponding field, the institutional fields will be filled in automatically.



Figures 10 and 11 – Application Form – Section 4

In **section 5**, click the symbol to access the study plan of a Faculty that has already been selected in section 3 (check figure 9).

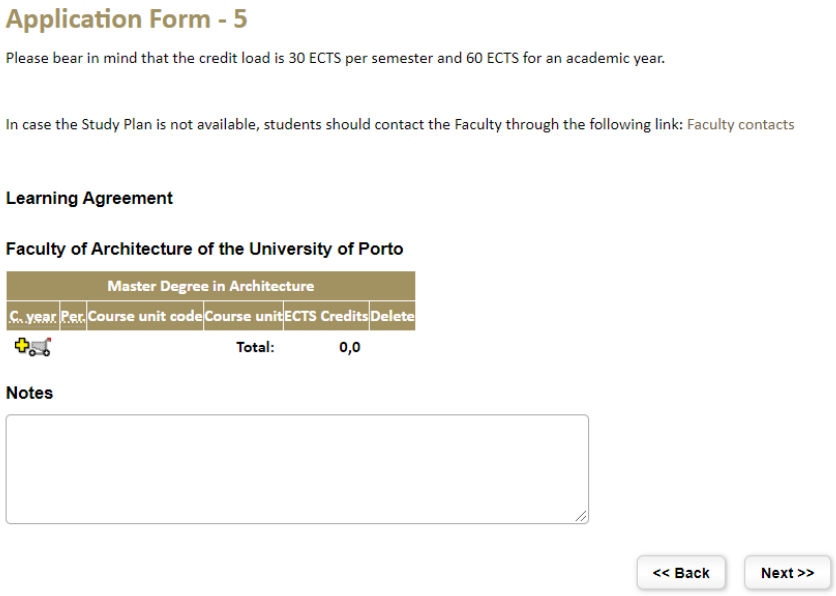


Figure 12 – Application Form – Section 5

Course Units

FAUP - Faculty of Architecture of the University of Porto

Master Degree in Architecture

Academic year: 2020/2021

If it's not possible to select the course unit you want, check if you chose the corresponding Faculty in the "Application Form - 3".

Indicates that the Unit Course may not be available in the Academic Year of the mobility.

C. year	Per.	ID Code	Name	ECTS	Teaching language	Faculty	Select
1	A	100101	Architectural Design 1	21	Portuguese	FAUP	
1	A	100102	General Theory of Spatial Organization	9	Portuguese	FAUP	
1	A	100103	Drawing 1	12	Portuguese	FAUP	
1	A	100106	Geometry and Architecture	9	Portuguese	FAUP	
1	A	200202	History of Ancient and Medieval Architecture	9	Portuguese	FAUP	
2	1S	20202A2	Introduction to Landscape	3	Portuguese	FAUP	
2	1S	20203A2	Geography	3	Suitable for English-speaking students	FAUP	
2	1S	20204A2	Large Urban Projects	3	Portuguese	FAUP	
2	1S	2UP2	Opção U.Porto (Urbanistica)	3		FAUP	
2	2S	10125C1	Spatial Anthropology	3	Suitable for English-speaking students	FAUP	
2	2S	20203A2	Geography	3		FAUP	
2	2S	20204A2	Large Urban Projects	3	Portuguese	FAUP	
2	2S	2UP2	Opção U.Porto (Urbanistica)	3		FAUP	
2	A	200201	Architectural Design 2	21	Portuguese	FAUP	

Figure 13 – View of selection of subjects

Add or remove subjects. To submit the information, click the “Complete” button in the end of the page.

Notes:

- The subjects marked with “1S” are only taught in the 1st semester; The subjects marked with “2S” are only taught in the 2nd semester;

- The subjects with the symbol may not be available in the academic year/semester to which you are applying to. Being so, we advise a direct contact with the Faculty of interest in order to verify this matter. In case you select one of these subjects, it will not be possible to print the Application Form after the submission of the application.

- In case you intend to delete a Faculty (in section 3), first you need to delete the subjects you selected from that Faculty in section 5.

In case you intend to undertake an Internship period:

By selecting your Faculty, you will obtain an editable field: “Host Institution”.

You must select your Host Institution (Faculty of the U.Porto in which you will undertake your Internship period) by clicking the symbol.

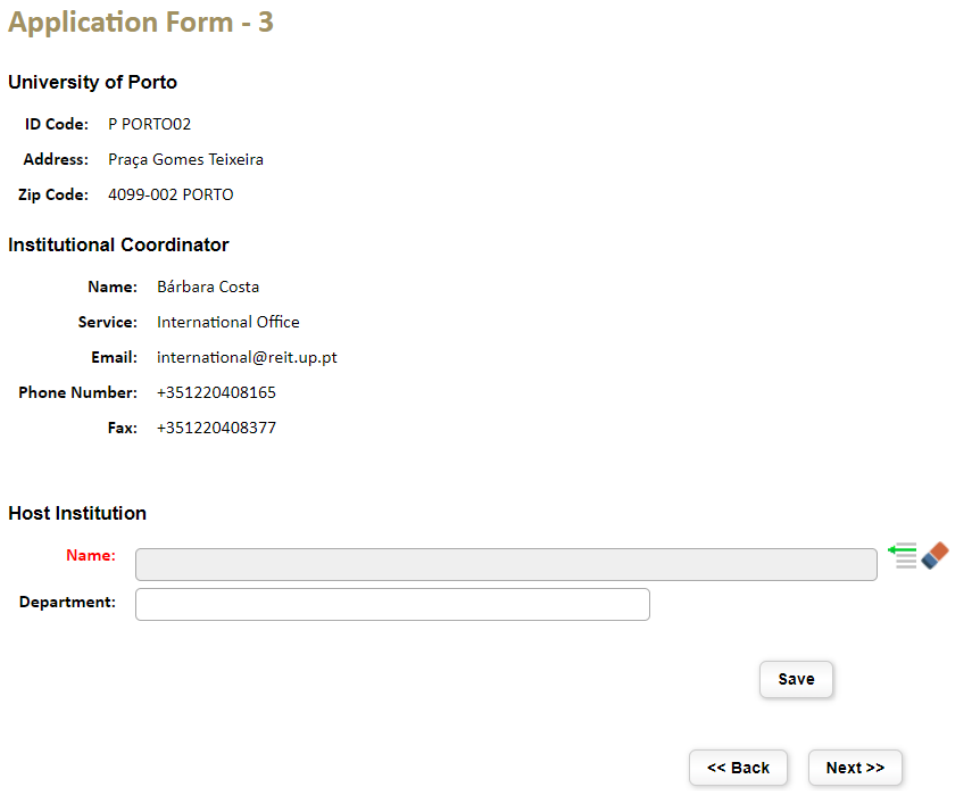
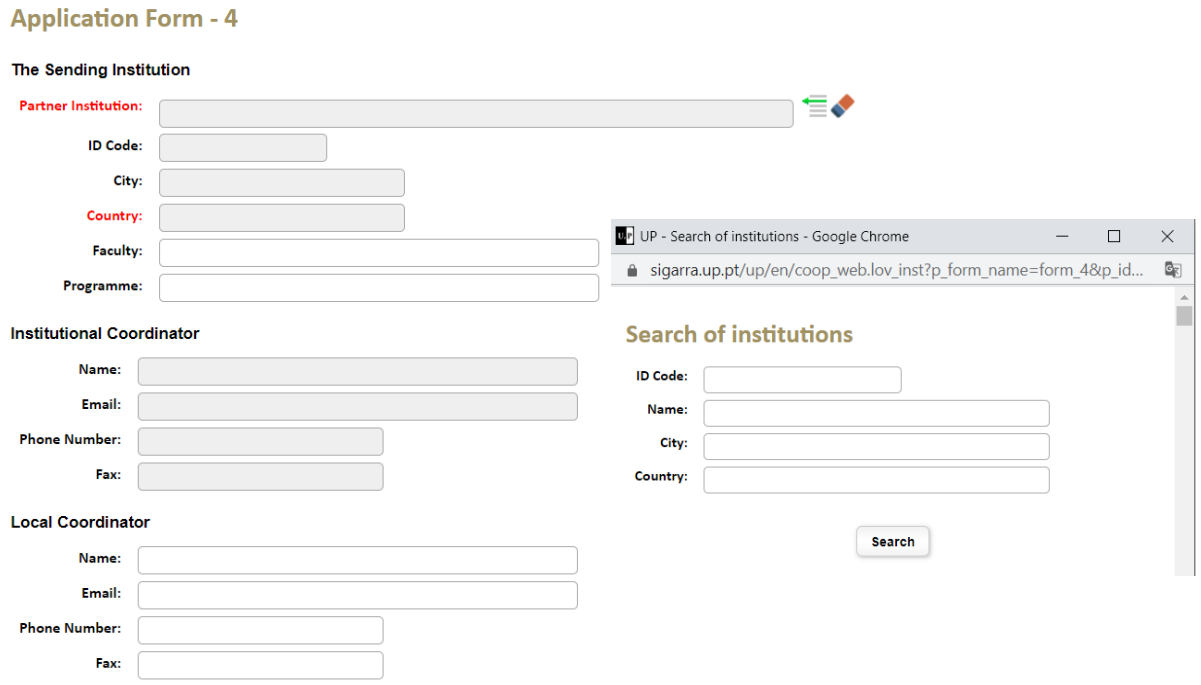


Figure 14 – Application Form – Section 3 (Internship)

In section 4, you must select your home institution by clicking the symbol.
By writing the name of your home institution and select it in the box, the institutional fields will be automatically filled in.



Figures 15 and 16 – Application Form – Section 4 (Internship)

In **section 5**, you must describe the activities you intend to undertake during your Internship period at the U.Porto – Work programme:

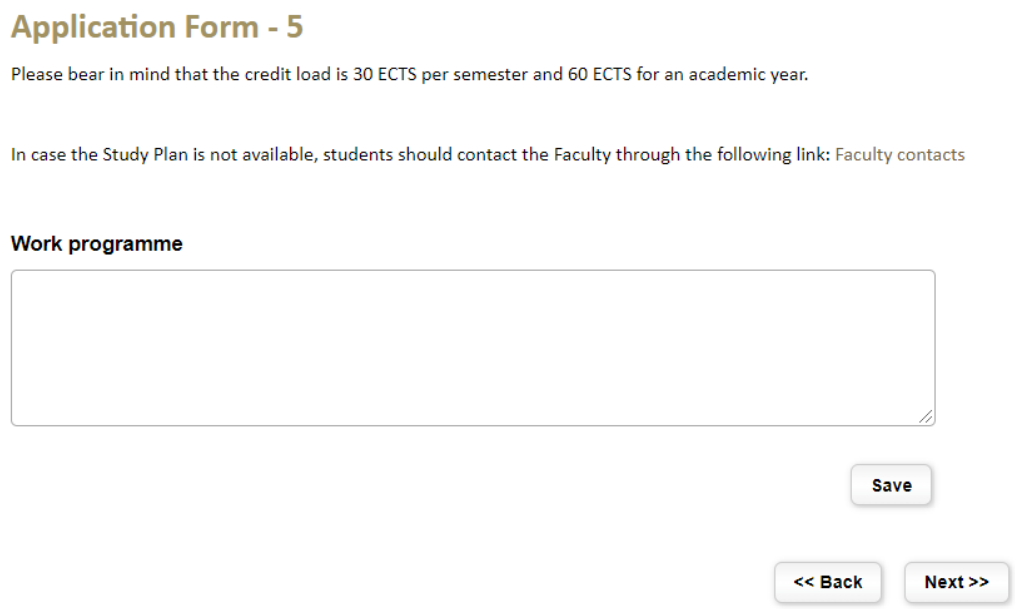


Figure 17 – Application Form – Section 5 (Internship)

In **section 6**, you must indicate if you need accommodation and, in affirmative case, you must select the type of accommodation you intend: university residence (this request does not guarantee the attribution of an accommodation at the residences) or private accommodation (list of accommodations sent only after the official acceptance for a mobility period).

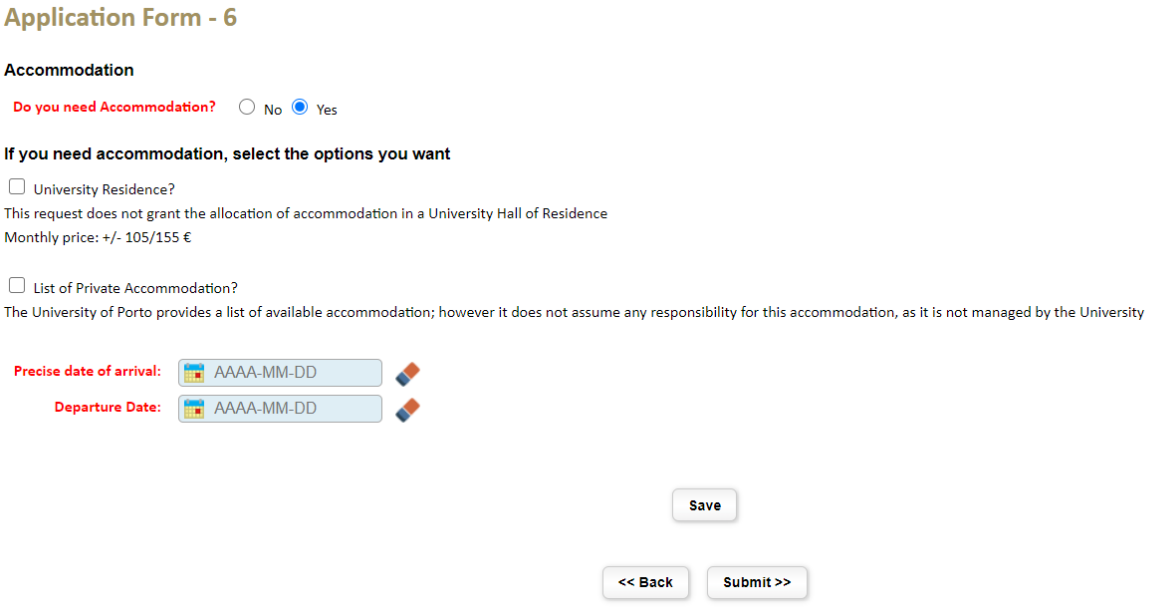


Figure 18 – Application Form – Section 6

3. Print the Application and Upload the Application Form

After the submission of the application, you will see the printing version of the Application Form. By clicking the "Print" option in the options' bar on the right side of the browser, you will have access to the printable version of the Application Form in PDF format so that you can collect the corresponding signatures at your home institution:

Figure 19 – Printing version of the Application Form

You must click the "Print" option in the options' bar on the right side of the browser in order to generate the document with the signatures' fields.

After you collect your own signature and the respective signatures/stamps at your home institution, you must upload the Application Form duly signed and stamped together with the following documents, mandatory for the analysis of your application:

- Transcript of Records;
- CV (optional);
- Motivation and/or Recommendation letter (optional).

The upload field only accepts the upload of one document in PDF format. Being so, you must unite all the above-mentioned documents in one single PDF file to upload it in the respective field.

Please login again in the U.Porto page (International > Mobility > Apply now > Application Form > Click the word “here” in “all the steps listed here” > Online Application Form (options’ bar on the right side of the browser) in order to access your Online Application and upload the created file (PDF) (please check the following image – Figure 20).

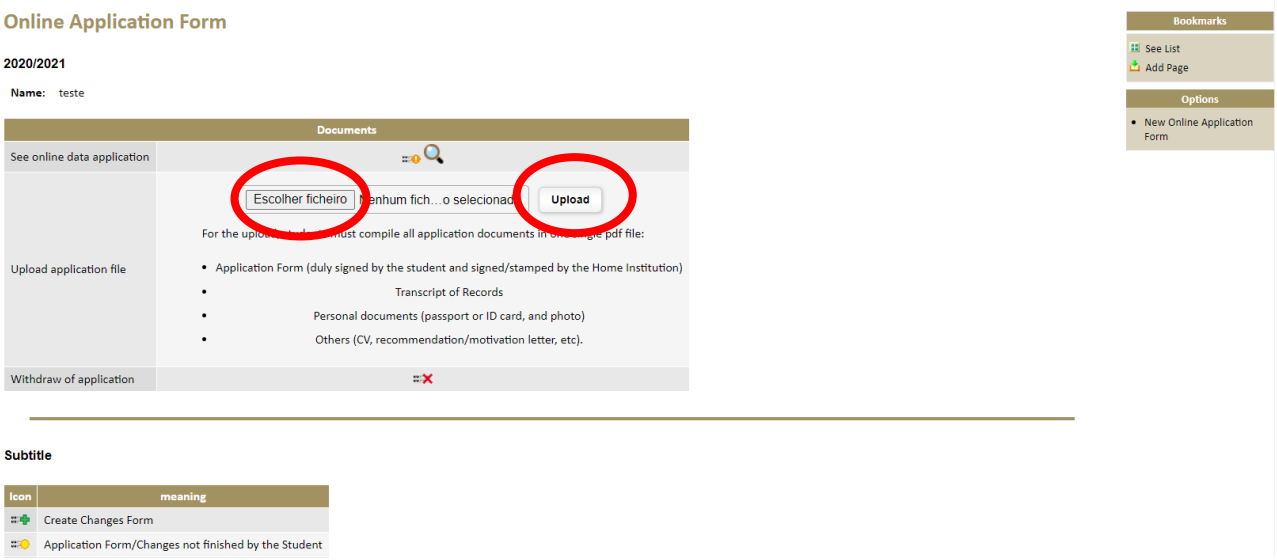


Figure 20 – Upload of application file

In case you intend to correct/update the uploaded file, you can eliminate it or replace it. The new file will automatically replace the old one.

After you add the file, you can accompany the status of your application if you login in the U.Porto’s page with your credentials. You must wait for the analysis and validation of the application by the Faculty(ies) you chose and by the U.Porto central services.

After the application is validated by all parts, it will not be possible to insert any other files. However, you can still:

- consult the application data;
- visualize the uploaded file;
- create a form of changes to the online application;
- withdraw the application.

Figure 21 – View of the Online Application after it is submitted and the application documents are uploaded

4. Create and Print the Changes to the Application Form

Before you make changes to your initially proposed Study/Internship Plan, we advise a previous contact with both your home and host institutions.

In order to create a changes form to your Study/Internship Plan and/or mobility period initially proposed, you must click the following symbol of your Online Application:

You can make the following changes in the form:

- change to the Study Plan (only to add/eliminate subjects);

- change to the mobility period (*Extension* or *Reduction*)

After you submit a request to change your application, you need to wait that it is validated/refused by the intervenients. You can do more than one request of changes, but you always need to wait that the previous request is duly validated/refused before you submit a new request.

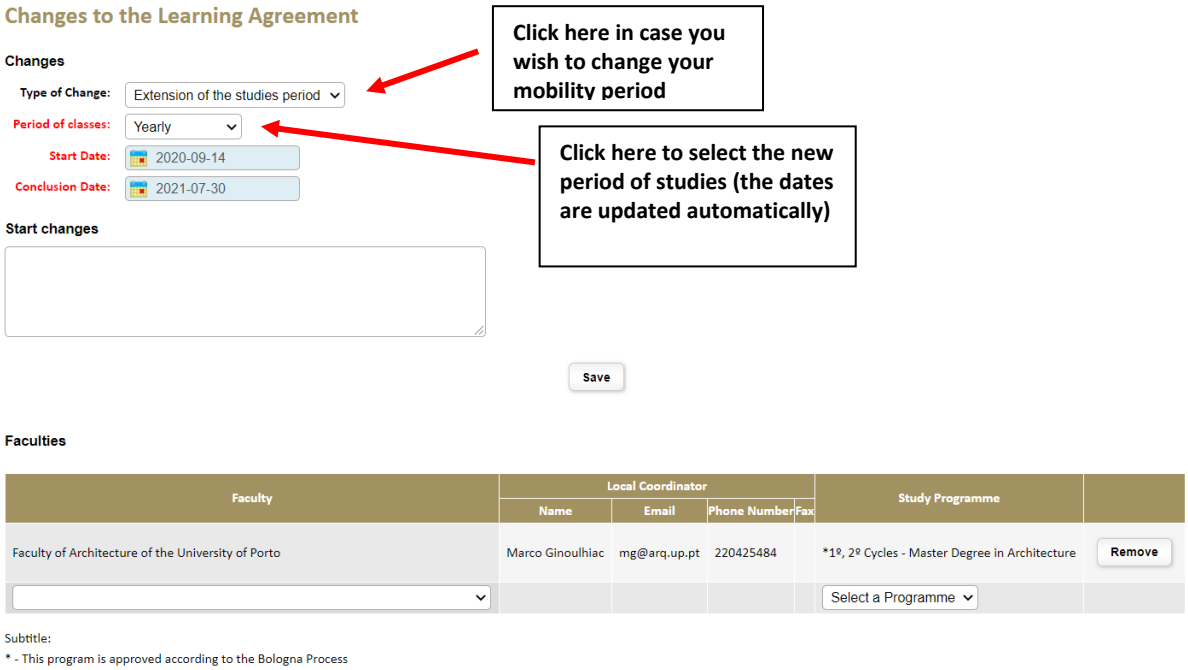


Figure 22 – View of the Changes Form – change of period of studies

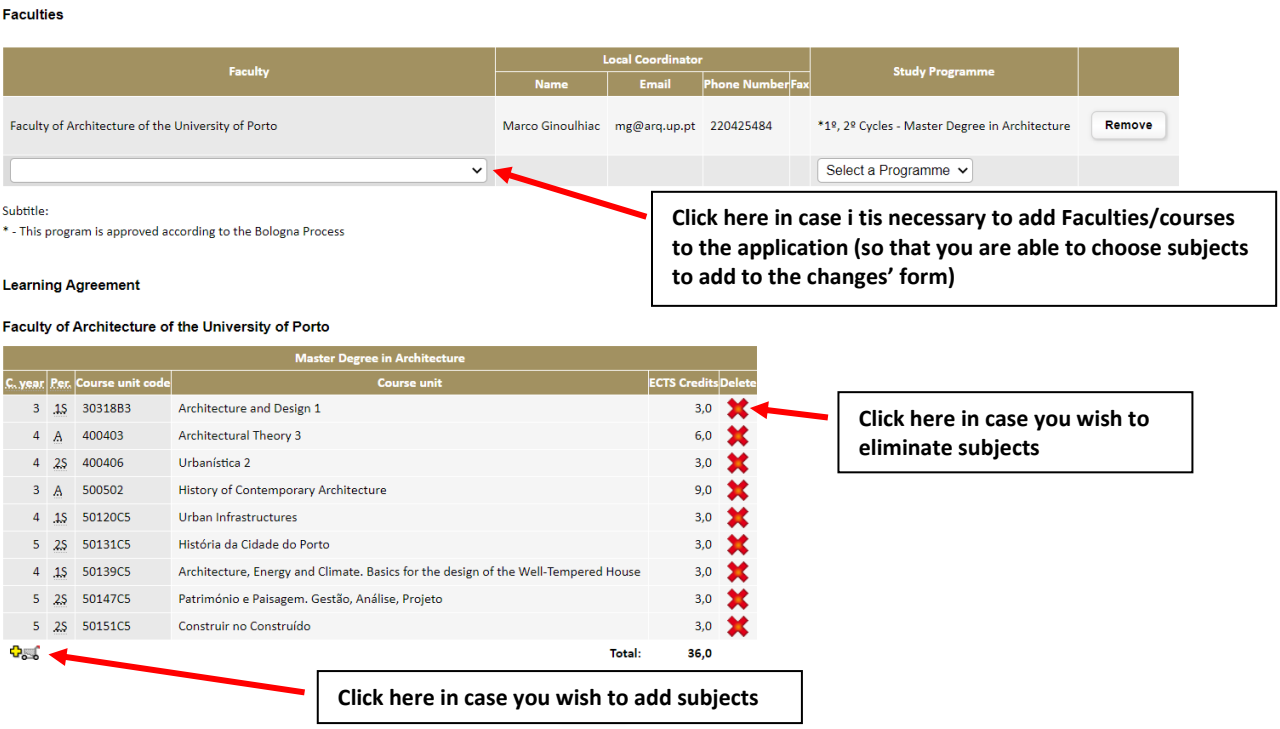


Figure 23 – View of the Changes Form – add/remove subjects

After you fill in all the mandatory fields, you must submit the Changes Form and print it.

After printing the Changes Form, you must sign it and send it by email to the U.Porto Faculty(ies) for analysis and collection of signatures (the U.Porto Faculty/ies will sign and upload the document in your Online Application for validation of the U.Porto central services).

When the Changes Form is validated by all parts, you will be notified by email. After this notification, you must access your Online Application through the following link:

https://sigarra.up.pt/up/pt/WEB_BASE.GERA_PAGINA?p_pagina=122272

After you login, you must click in “Online Application Form”, in the options’ bar on the right side of the browser. In that page, you can check the historic of your application and the application documents, among which the Changes Form (in order to open the document, you must click the).

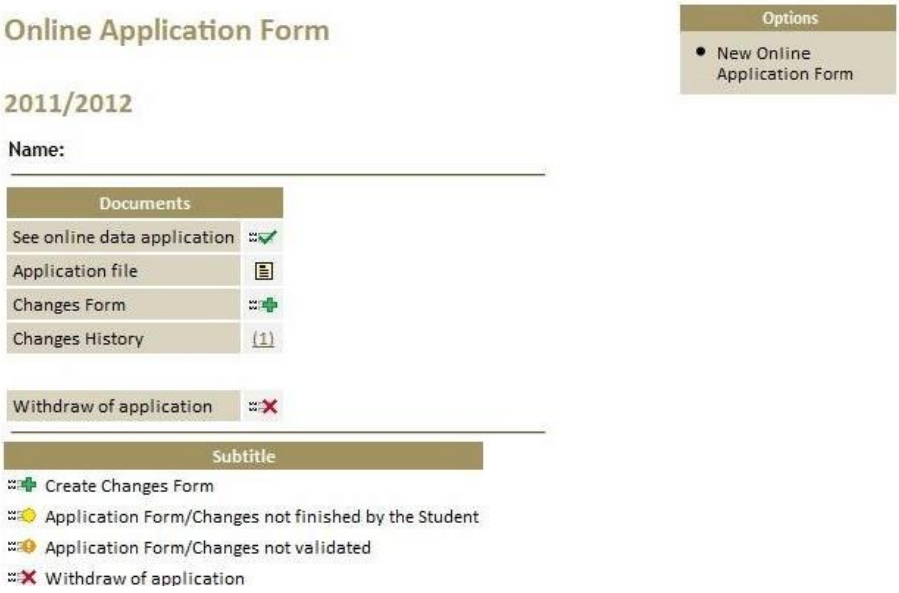


Figure 24 – Submitted Changes Form – student view

In this page, you have the possibility to visualize the status of your Changes Form, namely to check if it was validated or not.

If the Changes Form was validated, you can visualize it and/or create a new one.