

# STEPS OF THE APPLICATION AND REGISTRATION PROCEDURE

## Application Procedure

### Step 1:

Create a username and password

### Step 2:

Online Application

## Registration Procedure

### Step 1:

Account Activation

### Step 2:

Answer to “Inquérito Estatístico”



# APPLICATION PROCEDURE

You will need to create an account for your application. You do not need to complete the form at one sitting; you can return to your partially completed application by logging in to the system using the username and password you create at the start of the process.

You should also upload your supporting documents with your application. You should scan and upload your Learning Agreement for Studies or Learning Agreement for Traineeships and ID/Passport.

Your application will not be processed until all the relevant sections have been completed and your application has been submitted.

## STEP 1 | Create a username and password

Start your application by creating a *username* and *password* at <https://fenix.ff.ulisboa.pt/accountCreation>  
In case you forget the *username* and *password* during the application, recover them at [Credentials Recovery](#).

### Notes:

1. If you have previously been registered at Campus@ULisboa and if you do not remember your personal credentials, please recover [here](#).
2. If you have previously been a student at the Faculty of Pharmacy and never had a Campus@ULisboa account, please email us to [erasmus@ff.ul.pt](mailto:erasmus@ff.ul.pt) with your full name and Identity Document number.

## STEP 2 | Online Application Form

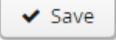
Access the online application platform at <https://fenix.ff.ulisboa.pt/login> with your *username* and *password*.

1. After accessing the online [Application Platform](#) choose "Erasmus Incoming";
2. Complete all the sections of the application:

Personal Information | Previous Qualification | Form | Documents | Learning Agreement for Studies or the Learning Agreement for Traineeships.

### Personal Information

In this section you should provide all of your personal and contact information with as much information as possible.

You should click on  to fill in the information and after you have filled in all the required fields, click on . All the fields with an asterisk \* are mandatory.

### VAT Number and Id Document Type

You should choose Portugal as VAT Country and 999999990 as VAT number.

VAT Country	Portugal
VAT Number ⓘ	999999990

Id Document Type *
--------------------

You have to choose "Foreign Identity Card"

## Contacts

Filling these fields *Address, Telephone, Mobile and Email* is mandatory.

Type	Contact
Email (Institutional)	567098891829253@local (Default)

### Address

When filling in the Zip Code/Postal Code of the Address, please insert 0000-000

Address

Type \*

Default \*  Yes  No

Country \*

Address \*

Zip Code / Postal Code

City

### Phone

Please do not forget to indicate the [Country Dialling Code](#) of your Phone and Mobile numbers (e.g. 0035 121044300)

### Email

You should use a @gmail account in your application.

### **Previous Qualification**

You should indicate the last degree obtained (Secondary School/Bachelor, etc), the conclusion year, the mark and the course attended (Degree).

### **Form and Documents**

Fill in the Form section and then upload the documents (ID Card/Passport and the Photo) and the Learning Agreement.

3. Click on "Submit Application" to complete the application.

## REGISTRATION PROCESS

### STEP 1 | Account Activation

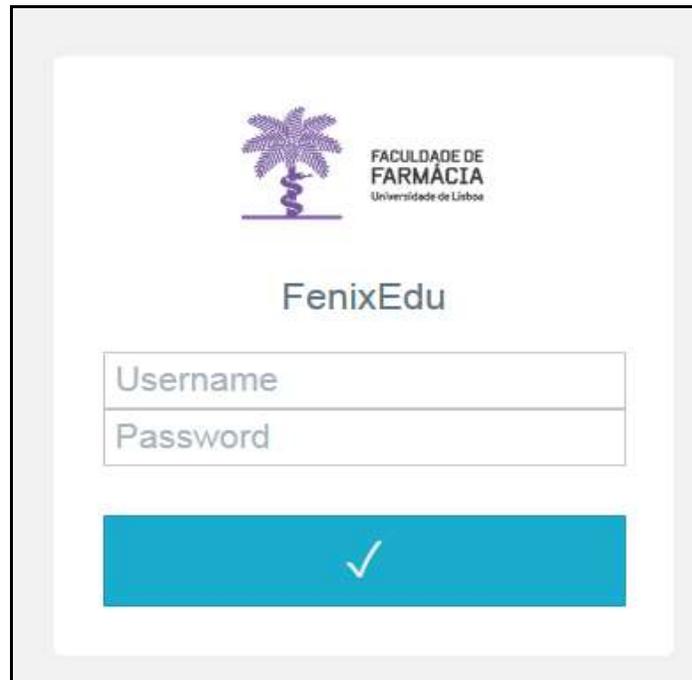
Once your application is submitted, you will receive an email [email of the University](#) of Lisboa with your temporary *username* and *password* in order to activate your campus account.

The username and password you have used during the application are not valid anymore!

To activate your campus account, please consult the document [Steps to Account Activation](#)  
The account activation is necessary to [enrol in the classes](#) and to access the [Moodle platform](#).

## STEP 2 | Answer to “Inquérito Estatístico”

With your definitive campus@ul *username* and *password* access to FenixEdu at <https://fenix.ff.ulisboa.pt/login>



The image shows a login interface for FenixEdu. At the top, there is a logo consisting of a stylized palm tree with a caduceus (a staff with two snakes) in front of it. To the right of the logo, the text reads 'FACULDADE DE FARMÁCIA' and 'Universidade de Lisboa'. Below this, the word 'FenixEdu' is centered. There are two input fields: one labeled 'Username' and one labeled 'Password'. At the bottom, there is a large blue button with a white checkmark.

1. Click on “EN” (1) in case you want to answer to the questionnaire in English.
2. Click on “Começar” (2) in case you want to answer to the questionnaire in Portuguese.
3. You have to answer to every section of the questionnaire:  
*Personal Information | Additional Personal Information | Disability Support | Motivation and Expectations*

# Inquérito Estatístico

Caro(a) aluno(a),

No âmbito das respostas ao inquérito de Registo de Alunos Inscritos e Diplomados do Ensino Superior (RAIDES) e ao inquérito estatístico de alunos matriculados pela primeira vez na ULisboa (Ficha Azul), agradecemos a colaboração no preenchimento de um conjunto de dados pessoais e académicos necessários à completude de ambos os inquéritos.

O preenchimento destes dados é de carácter obrigatório, em particular para o inquérito anual de RAIDES15 da DGEEC que se encontra a decorrer.

Os dados caracterizadores que poderão sofrer alterações ao longo do seu percurso académico na ULisboa ficarão disponíveis para edição na sua área Pessoal, agradecemos que os mantenha actualizados caso sofram alterações. Qualquer dificuldade no preenchimento dos seus dados por favor entre em contacto através do Formulário de Suporte presente no final de todas as páginas do Portal Académico.

Obrigado.

 Começar



The student identification card is issued by the Bank "Caixa Geral de Depósitos", located at the Reitoria da Universidade de Lisboa.

