



**FACULDADE DE FARMÁCIA  
UNIVERSIDADE DE LISBOA**

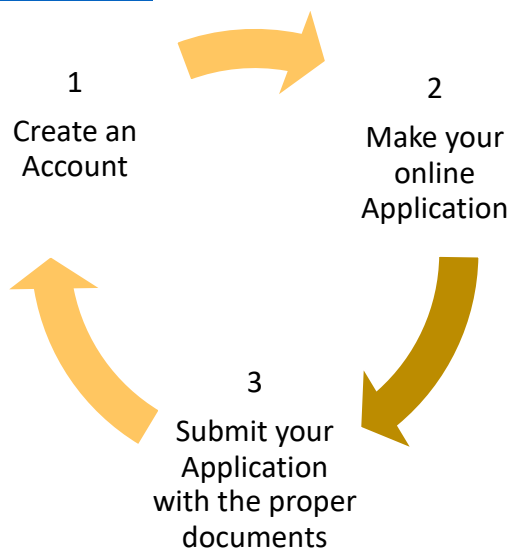
# APPLICATION GUIDE



**Erasmus+**

## APPLICATION

To start the procedure, you will need to create a temporary account to make your application on the [Fénix Platform](#). We recommend the use of Google Chrome.



### STEP 1: CREATE A USERNAME AND PASSWORD

Start your application by creating a temporary username and password at <https://fenix.ff.ulisboa.pt/accountCreation>

Given Names \*

Family Names \*

Identification Document Type \*

Identification Number \*

Birth Date \*

Gender \*

Country \*

Phone Number \*

E-mail \*

E-mail Confirmation \*

Password \*

Password Confirmation

✓ Create

- ▶ To avoid problems, we advise the use of a @gmail account in your application;
- ▶ After having filled in all the required data you need to click on *Create*;
- ▶ After this, you will receive in your personal email account a given username, which will be used to access the Fenix platform during the application process.

Please note that to create the password you have to comply with the following rules:

**i** If you already have a user account in ULisboa, and your account is already synchronizing with Fenix, you should use those credentials in order to login in the Fenix main login page.

If you don't remember your username or password you should go to <https://utilizador.ulisboa.pt> and use the Recover Password option.

Choose the password you would like to use with this account, following the set of rules provided below:

- The password must contain at least 10 characters, and at most 30;
- It should contain at least one character of each of the following categories:
  - One uppercase character: ( A to Z )
  - One lowercase character: ( a to z )
  - One numeric character: ( 0 to 9 )
  - One special character: ( ~ ! # \$ % ^ & \* \_ - + = ` | ( ) { } [ ] ; : " ' < > , . ? / )
- It should not reference your name or username;
- It must be different from the last three passwords used (renewal cases only);
- Cannot contain other characters such as: ç, ã, õ, ê, etc.

It will have a validity of 6 months.

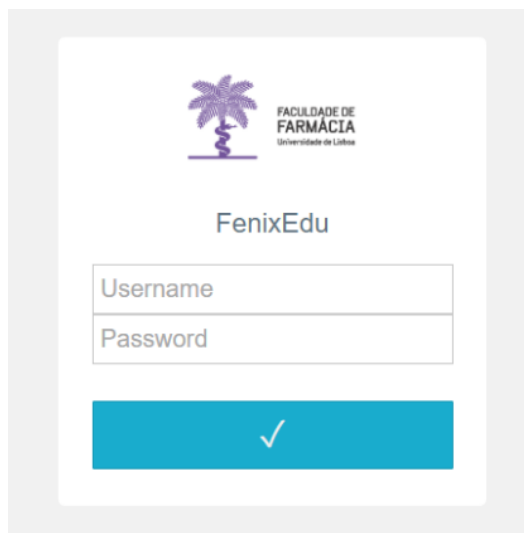
In case you forget the username and password during the application process, you can recover them at any time, at [Credentials Recovery](#).

## NOTES

- ▶ If you already have a user account in **ULisboa** you should use those credentials in order to login to the Fenix platform;
- ▶ If you don't remember your username or password you should go to <https://utilizador.ulisboa.pt> and use the Recover Password option;
- ▶ If you have previously been a student at the Faculty of Pharmacy and never had an account, please email us to [erasmus@ff.ulisboa.pt](mailto:erasmus@ff.ulisboa.pt) with your full name and Identification Document number.

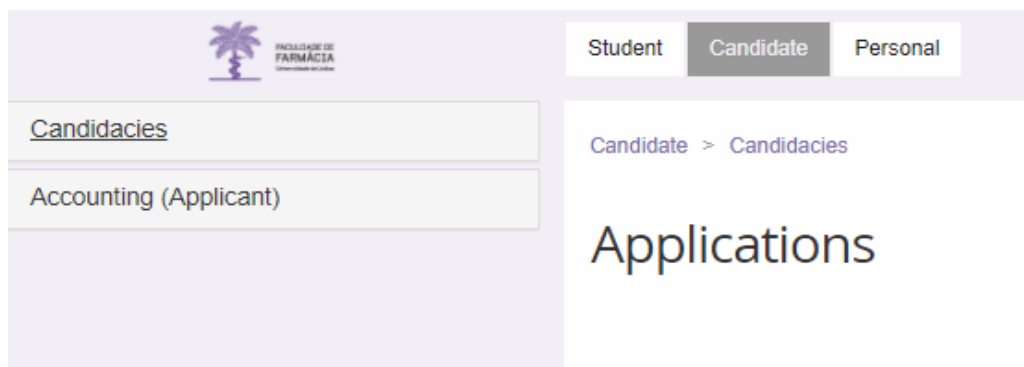
## STEP 2: ONLINE APPLICATION FORM

1. Access the [Fénix Platform](#) with your temporary username and password:



The screenshot shows the FenixEdu login interface. At the top left is the logo of the Faculty of Pharmacy, University of Lisbon. Below the logo, the text 'FenixEdu' is centered. There are two input fields: 'Username' and 'Password'. Below these fields is a large blue button with a white checkmark icon, indicating the login action.

2. After accessing the online Application Platform click on Candidate:



The screenshot shows the online Application Platform interface. At the top left is the logo of the Faculty of Pharmacy, University of Lisbon. To the right of the logo are three tabs: 'Student', 'Candidate', and 'Personal'. The 'Candidate' tab is selected and highlighted. Below the tabs, there is a breadcrumb trail: 'Candidate > Candidacies'. The main heading 'Applications' is displayed in a large font. On the left side, there is a sidebar menu with 'Candidacies' and 'Accounting (Applicant)' options.

- Choose the type of mobility: “Student Mobility for Placements” or “Student Mobility for Studies”:

## Applications

Open applications

Execution Interval	Application	Phase	Dates	
2022/2023	Erasmus Incoming	Student Mobility for Placements	📅 16/03/22 00:00 📅 30/06/22 23:59	<a href="#">Create</a>
2022/2023	Erasmus Incoming	Student Mobility for Studies	📅 02/03/22 00:00 📅 30/06/22 23:59	<a href="#">Create</a>

Please click on Create, and you will be asked if you want to proceed with the application

The screenshot shows a 'Create Application' dialog box with the following content:

**Create Application**  
2022/2023 - Erasmus Incoming

[Back](#)

Dear student,  
Before starting your application, please read carefully the Application Guide.

a) Your application will not be processed until all the relevant sections have been completed.  
b) As part of the online application process, you are required to upload your Learning Agreement, a recent passport-size photograph, and ID/Passport.

Should you have any questions, please contact: erasmus@ff.ulisboa.pt

**Create Application**  
Proceed to Application creation?

Erasmus +

- Complete all the sections of the application:

## Application Process - Erasmus In / 2022 / 1

2022/2023 - Erasmus Incoming

The screenshot shows the application process details page with the following content:

[Back](#)

**Details**

Applicant	Kevin Norberto Rodrigues Caldeira
Phase	Student Mobility for Placements
Application Date	📅 23/03/22 16:56
State	Application Pending (Training) (23/03/22 16:56 - Kevin Caldeira)

**Operations**

Application State | Personal Information | ⚠️ Previous Qualification | ⚠️ Form | ⚠️ Documents | Learning Agreement for Traineeships

To start filling in the information you must click on Edit at the end of the page and after you have finished filling in all the required fields, click on Save.

## Personal Information

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

All the fields with an asterisk \* are mandatory.

If you don't have a valid Portuguese VAT number during your application, you must:

➤ Choose your tax country as VAT Country and fill in your personal VAT Number

OR

➤ Choose Portugal as VAT Country and fill in the field VAT Number with 999999990. Please note that all the fields with an \* are mandatory and have to be filled in:

Country of fiscal address	Portugal
Fiscal Data (Country + Number)	PT 999999990

Don't forget to choose "Foreign Identity Card" at the **Document Id Type**. You can also use your Passport.

The information for the **Address, Telephone, Mobile** and **Email** is mandatory but you must access each menu separately at the end of the page and click on Submit once you have filled in all the required information.

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

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

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

## Previous Qualification

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

- Please fill in the Country where you completed the qualification
- The school level information is mandatory
- Please fill the school
- Degree Designation is required
- The conclusion year must be filled in with 4 digits

Tab available since "Application Pending (Training)" by kevinaldeira in 23-03-2022 16:56

### Current Qualification

Country
School Level
Institution
Degree
Mark <input type="text"/>
Conclusion Year
Scientific Area (ISCED code)

## Form and Documents

Fill in the Form section and then upload the documents (ID Card/Passport and Photo) and the Learning Agreement for Studies or for Traineeships

5. Click on "Submit Application" to complete the procedure.

### Operations

Submit Application

Cancel Application

Change Erasmus Action

If you make a mistake on the mobility type you can click on "Change Erasmus Action" to change your application.

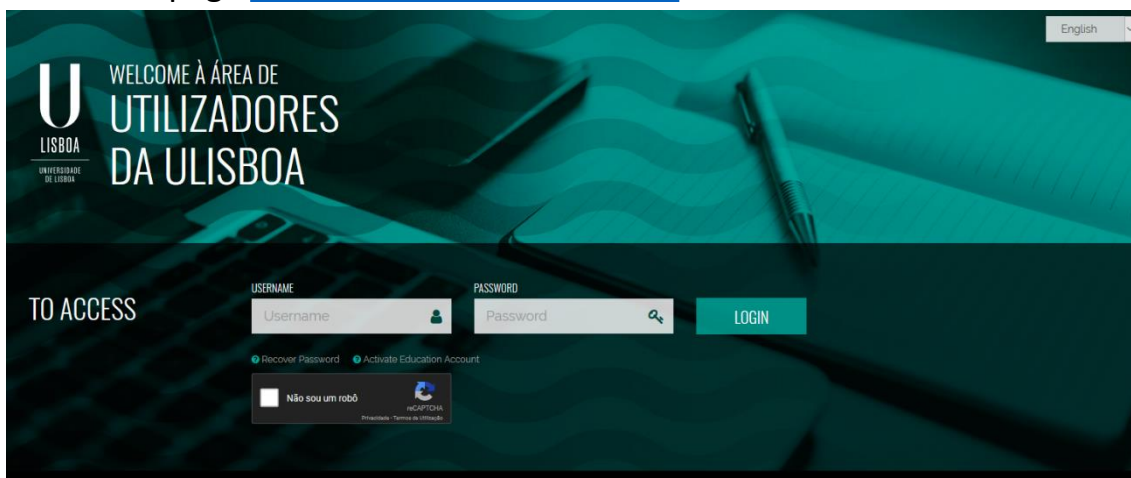
## ACCOUNT ACTIVATION

Once your application is submitted, you will receive an email from the University of Lisboa with your temporary username and password in order to activate your Ulisboa Account.

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

The account activation is necessary to access all the Services.

1. Access the page <https://utilizador.ulisboa.pt/>



2. Insert the temporary credentials provided in the previously mentioned email (Username and Password).
3. Next, choose the definitive username that you would like to use, from the options available in the drop-down list.
4. Next, choose the password you would like to use with this account, following the set of rules provided bellow:

The password must contain at least 6 characters, and at most 12;

It should contain at least one character in 3 of the following 4 categories

- One uppercase character: ( A to Z )
- One lowercase character: ( a to z )
- One numeric character: ( 0 to 9 )
- One special character: ( ~ ! @ # dollar % ^ & \* \_ - + = ` | \ ( ) { } ; : " ' < > , . ? / )

It should not reference your name or username;

It must be different from the last three passwords used (renewal cases only).





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