



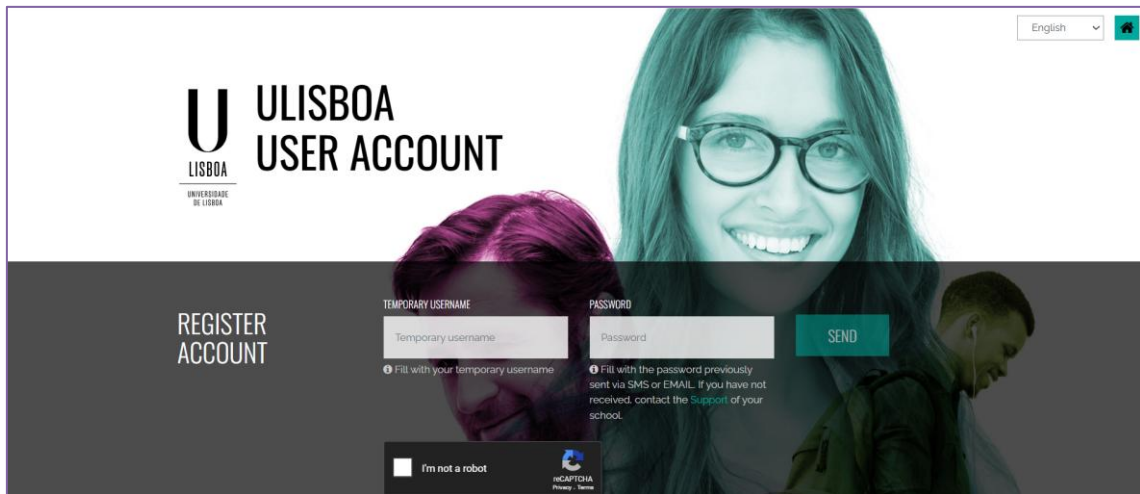
**FACULDADE DE FARMÁCIA**  
**UNIVERSIDADE DE LISBOA**

# **ENROLLMENT AND REGISTRATION MANUAL FOR INTERNATIONAL STUDENTS**

Núcleo de Planeamento e Gestão Académica  
20-08-2025

# 1. Activation of the Ulisboa Student Account

**Step 1:** Access the link: <https://utilizador.ulisboa.pt/UlisboaUsers/auth/login/firstTime>;



**Step 2:** Enter the provisional credentials (Username and Password) and click on “**Login**” to access the user registration menu.

The data for the creation and registration of the Ulisboa student account (@edu.ulisboa.pt), which allows access to the Fenix Edu Portal, was sent to the admitted candidates’ emails.

**Step 3:** Choose the Username you would like from the options available on the presented list. Keep in mind that it cannot be changed later.

**Step 4:** Choose the Password you would like to use, following the rules provided below:

1. Must contain at least 6 characters and no more than 12.
2. Must contain at least one character from 3 of the 4 following categories:
  - a) An uppercase letter (A–Z)
  - b) A lowercase letter (a–z)
  - c) A numeric character (0–9)
  - d) A special character (~ ! @ # \$ % ^ & \* \_ - + = ` | ( ) { } ; : ' < > , . ? /)
3. It cannot make reference to the chosen username or to your name.

**Step 5:** To complete the registration process, click on “**Finish**”.

## 2.Enrollment

Before starting your enrollment, it is recommended to carefully read the information available on the [FFUL website](#).

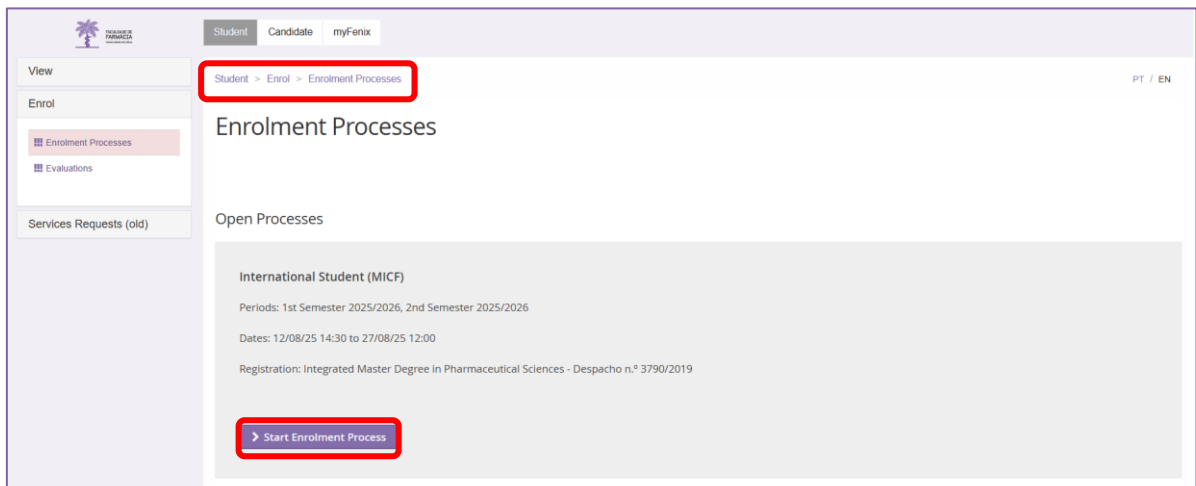
In case of doubt, you should contact the Academic Planning and Management Office at: [academicos@ff.ulisboa.pt](mailto:academicos@ff.ulisboa.pt).

**Step 1:** Log in.

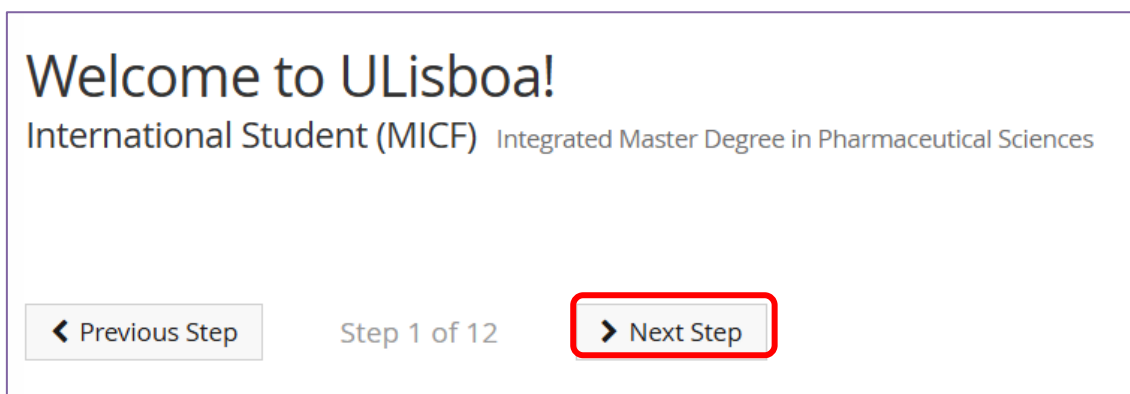
The image shows the FenixEdu login interface. At the top, there is a logo of a palm tree with a caduceus and the text 'FACULDADE DE FARMÁCIA Universidade de Lisboa'. Below the logo, the text 'FenixEdu' is displayed. There are two input fields: 'Username' and 'Password'. Below these fields is a large blue button with a white checkmark, indicating a successful login.

Authenticate on the [Portal Fenix Edu](#) using your ULisboa student account *username* and *password*.

**Step 2:** To start the enrollment, click on: **Student » Enrol » Enrolment Processes » Start Enrolment Process**.

The image shows the 'Enrolment Processes' page in the FenixEdu system. The page has a sidebar on the left with a 'View' section containing 'Enrol' and 'Services Requests (old)'. The 'Enrol' section is expanded, showing 'Enrolment Processes' and 'Evaluations'. The main content area is titled 'Enrolment Processes' and contains a section 'Open Processes'. Under 'Open Processes', there is a card for 'International Student (MICF)' with details: 'Periods: 1st Semester 2025/2026, 2nd Semester 2025/2026', 'Dates: 12/08/25 14:30 to 27/08/25 12:00', and 'Registration: Integrated Master Degree in Pharmaceutical Sciences - Despacho n.º 3790/2019'. At the bottom of this card, there is a button labeled 'Start Enrolment Process'.

**Passo 3:** The enrollment process will begin, and a welcome message from ULisboa will appear. You should read it carefully and then click on *Next Step*.



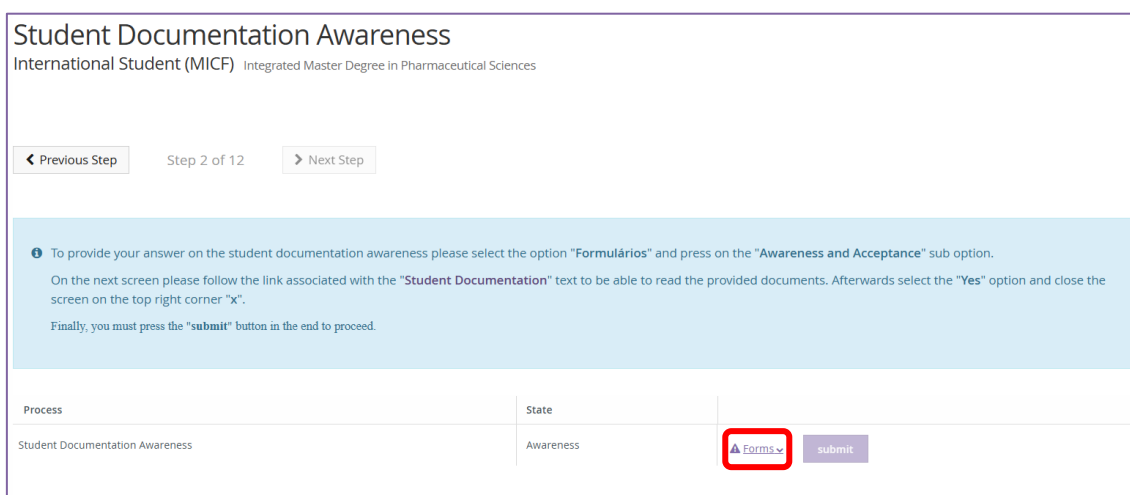
Welcome to ULisboa!

International Student (MICF) Integrated Master Degree in Pharmaceutical Sciences

Navigation: < Previous Step | Step 1 of 12 | > Next Step

The 'Next Step' button is highlighted with a red rectangle.

**Passo 4:** Next, you should review the *Student Documentation* and confirm acknowledgment of the information.



Student Documentation Awareness

International Student (MICF) Integrated Master Degree In Pharmaceutical Sciences

Navigation: < Previous Step | Step 2 of 12 | > Next Step

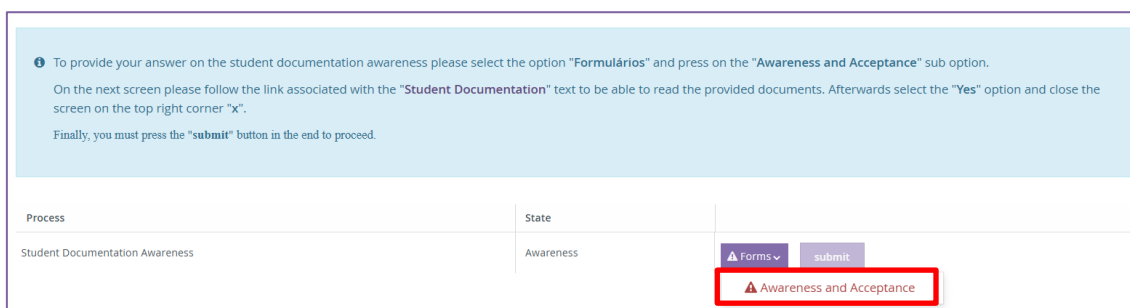
Instructions:

- To provide your answer on the student documentation awareness please select the option "Formulários" and press on the "Awareness and Acceptance" sub option.
- On the next screen please follow the link associated with the "Student Documentation" text to be able to read the provided documents. Afterwards select the "Yes" option and close the screen on the top right corner "x".
- Finally, you must press the "submit" button in the end to proceed.

Process	State
Student Documentation Awareness	Awareness

Buttons: Forms (highlighted with a red rectangle), submit

Click on *Forms » Awareness and Acceptance » Student Documentation*, and all documents related to the student's academic path will be displayed.



Instructions (repeated):

- To provide your answer on the student documentation awareness please select the option "Formulários" and press on the "Awareness and Acceptance" sub option.
- On the next screen please follow the link associated with the "Student Documentation" text to be able to read the provided documents. Afterwards select the "Yes" option and close the screen on the top right corner "x".
- Finally, you must press the "submit" button in the end to proceed.

Process	State
Student Documentation Awareness	Awareness

Buttons: Forms, submit, Awareness and Acceptance (highlighted with a red rectangle)

You must answer the question provided and then close the tab (upper right corner).

Awareness and Acceptance

I declare that I have become aware of the existence of the **Student Documentation** and its content, available on the Universidade de Lisboa's website.

I'm aware \*
☒ Yes
☐ No

X

Then, click on **Submit** to proceed to the **Next Step**.

Process	State	
Student Documentation Awareness	Awareness	Forms <b>submit</b>

< Previous Step
Step 2 of 12
**> Next Step**

**Step 5:** In the new window, you must upload the digital version of **Prerequisite B Proof**.

Please note that the prerequisite template is available on the [FFUL website](#).

Documentos
Estudante Internacional (MICE) Mestrado Integrado em Ciências Farmacêuticas

< Retroceder
Passo 3 de 12
> Avançar

Caro(a) aluno(a),

Após registo no sistema, o processo de matrícula tem início com a submissão dos **documentos necessários para submissão no ato de matrícula online**:

- Pré-Requisito B.

No passo seguinte, será requerido o preenchimento dos seus dados pessoais, através de um questionário, no qual deverá indicar informação pessoal de natureza diversa, como contactos, filiação, habilitações académicas e do seu agregado familiar.

Após o preenchimento de todos os dados solicitados, uns de cariz obrigatório, outros de natureza opcional, poderá proceder à inscrição nas unidades curriculares e turnos do curso em que ingressa.

No final da sua matrícula/inscrição poderá descarregar o seu comprovativo de matrícula.

Para efeitos de aquisição do Cartão de Estudante Universitário, será reencaminhado para o site do banco CGD.

Processo	Estado	
Documentos Concursos Especiais	Submissão de Documentos	<b>Formulários</b> Finalizar Submissão de Documentos

You must upload the requested document in **Forms > Documents**. After submitting the document, you will not be able to edit the files and should click on **Finalize Document Submission (Finalizar Submissão de Documentos)** and then on **Next Step**.

**Step 6:** On the following pages (Step 4 to Step 7), you must complete the enrollment form, where you will be asked to provide personal, professional, and academic qualification information, as well as details such as your professional status, your parents' level of education, etc.

**Personal Information**  
International Student (MICEF) Integrated Master Degree in Pharmaceutical Sciences

◀ Previous Step      Step 4 of 12      ▶ Next Step

✖ Please fill all the required information on the Demographic Information tab  
You need to add the area code in the default address on the "Contacts" tab

Personal   Demographic Information   Contacts   Fiscal

You must complete all the tabs, click on **Save** , and then on **Next Step**

Next, you will be asked to provide information regarding health, household composition, and education.

**Health Information**  
International Student (MICEF) Integrated Master Degree in Pharmaceutical Sciences

◀ Previous Step      Step 5 of 12      ▶ Next Step

Disability

Do you have any special educational needs?    ☐ Yes    ☒ No

Save

## Household Information

International Student (MICF) Integrated Master Degree in Pharmaceutical Sciences

◀ Previous Step

Step 6 of 12

▶ Next Step



## Precedent Degree Information

International Student (MICF) Integrated Master Degree in Pharmaceutical Sciences

◀ Previous Step

Step 7 of 12

▶ Next Step

We remind you that you must complete all the tabs, click on  , and then on 

**Please note that the information you provide will appear on your FFUL student record, so it must be as complete as possible.**

The Faculty of Pharmacy informs that, under the General Data Protection Regulation (GDPR), the management system maintains a set of personal and academic data for each student throughout their academic journey.

This data may change during your studies and will be available for editing at any time in your Personal Area. We kindly ask you to keep it updated whenever changes occur.

**Step 7:** After completing all the fields in the enrollment form, by clicking on **Next** you will be directed to the enrollment in the curricular units of the Integrated Master's program, where you will be assigned to a class in an equitable manner.

## Resume

International Student (MICF) Integrated Master Degree in Pharmaceutical Sciences

◀ Previous Step

Step 8 of 12

Next Step ▶

Total Credits: 60.0

Execution year	Period	Name	Credits	Shifts
2025/2026	1 Year, 1 Semester	[94447] Cell Biology	7.0	P3 (Mon. 11:30-13:00), L15 (Fri. 09:00-12:00), T (Wed. 14:00-15:00; Thu. 10:00-11:00)
2025/2026	1 Year, 1 Semester	[94449] Mathematics	6.0	P3 (Mon. 09:30-11:00; Thu. 15:30-17:00), T (Tue. 10:00-11:00; Wed. 15:00-16:00)
2025/2026	1 Year, 1 Semester	[94448] Introduction to Pharmaceutical Sciences	5.0	TP (Fri. 14:00-17:00)
2025/2026	1 Year, 1 Semester	[94446] Human Anatomy	5.0	P8 (Wed. 09:30-11:00), T (Tue. 08:00-09:00; Thu. 08:00-09:00)
2025/2026	1 Year, 1 Semester	[94450] General Chemistry	7.0	P5 (Thu. 13:00-14:30), L3 (Mon. 14:00-17:00), T (Tue. 09:00-10:00; Thu. 09:00-10:00)
2025/2026	1 Year, 2 Semester	[94455] Physical Chemistry	7.0	P5 (Tue. 14:00-15:30), L1 (Mon. 08:00-11:00), T (Tue. 10:00-11:00; Thu. 09:00-10:00)

These are the Curricular Units you will attend in the 1st year of the Integrated Master's in Pharmaceutical Sciences.

**Step 8:** On the next page, you will be able to check your timetable for both semesters.

## Resume - Schedule

International Student (MICF) Integrated Master Degree in Pharmaceutical Sciences

◀ Previous Step

Step 9 of 12

Next Step ▶

1st Semester 2025/2026

2nd Semester 2025/2026

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00		8:30 Human Anatomy (T)		8:00 Human Anatomy (T)			
9:00		9:00 General Chemistry (T)		9:00 General Chemistry (T)	9:00 Cell Biology (L15)		
10:00	9:30 Mathematics (P3)	10:00 Mathematics (T)	9:30 Human Anatomy (P8)	10:00 Cell Biology (T)			
11:00							
12:00	11:30 Cell Biology (P3)						
13:00							

After completing the enrollment, you will be able to check the timetable assigned to you on Fénix under: **Student » Consult » Timetable**. First-year / first-time students will not be able to make changes to the assigned timetable.

Please note that classroom information is available in the timetables on the [FFUL website](#).

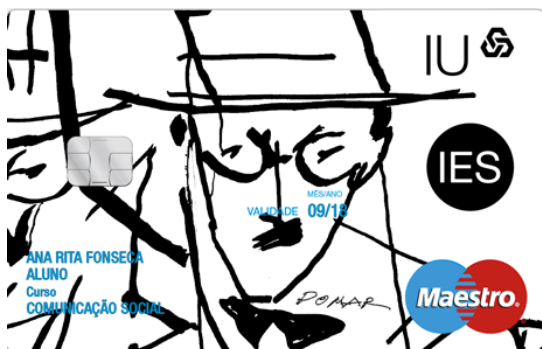
**Step 9:** After clicking on Next, the **Tuition Fee and Charges** for the current academic year will be displayed.



Debts	
Financial Institution	Debt
Faculdade de Farmácia - Universidade de Lisboa	7027.10 €

At the end of the enrollment process, you will be able to print detailed information about the total amounts and deadlines for tuition payments.

**Step 9:** In the next window, you should request the issuance of your **student card**.



All students are required to request a student card.

For the production of the card, it will be necessary to share your data with Caixa Geral de Depósitos S.A. Please choose one of the options below.

<p><u>Data Sharing with Caixa Geral de Depósitos (simplified)</u></p> <p>In the context of the issuance of the student card with no bank connection, I declare that I authorise the Universidade de Lisboa to send my Basic Data to Caixa Geral de Depósitos S.A. (CGD), for the purpose of issuing and using the Universidade de Lisboa ID card. The basic data is also used by CGD to guarantee at all times the uniqueness of the ID card, as well as the unequivocal and unique ID of each student throughout the academic career at the Universidade de Lisboa. For more information, you should read the detailed questions and answers in the link above.</p> <p style="text-align: right;"><input checked="" type="checkbox"/> Select</p>	<p><u>Data sharing with Caixa Geral de Depósitos (complete)</u></p> <p>I declare that if I choose, with CGD, to have a bank statement inserted in the ID card, I authorise the Universidade de Lisboa to send my Personal Identifiable Information to Caixa Geral de Depósitos S.A. (CGD). For more information, you should read the detailed questions and answers in the link above.</p> <p style="text-align: right;"><input type="checkbox"/> Select</p>
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The FFUL Student Card is mandatory and free of charge. The request for issuing this card is submitted online on the “[CaixaOnBoarding](#)” page of Caixa Geral de Depósitos and requires linking your [Digital Mobile Key \(Chave Móvel Digital – CMD\)](#).

The CMD (Digital Mobile Key) is a state-certified digital authentication and signature method that allows the user to access various public or private portals and sign digital documents with a single login.

This mechanism links a mobile phone number to the civil identification number for a Portuguese citizen, and to the passport number or residence permit/card for a foreign citizen.

The student ID card is issued by Caixa Geral de Depósitos completely free of charge. Prospective FFUL students should request CMD activation in advance.

**Step 10:** On the last page, you must confirm your enrollment. Please read the information carefully and then click on **Confirm Enrollment (Confirmar Matrícula)**.

⚠ É importante que entregue o formulário Modelo 43 (impresso a seguir) em mãos, para que o cartão de identificação possa ser emitido.

< Retroceder Passo 12 de 12

A sua Matrícula está quase concluída, só mais um passo e fará parte da nossa comunidade: efectua a confirmação final e imprime os documentos que se seguem.

Para formalizar a matrícula na ULisboa é **obrigatória a emissão do Comprovativo de Matrícula**. Selecciona a opção "Confirmar Matrícula" para terminar o processo com a impressão dos vários documentos obrigatórios.

**Universidade de Lisboa, de Lisboa para o Mundo!**

Após finalizar o processo será redireccionado para o site da CGD onde deverá solicitar o **cartão de estudante**.


⚠ **Atenção**, caso tenha acontecido algum erro na impressão dos documentos, pode obter novamente os documentos após a finalização da matrícula:

- Comprovativo de Inscrição - em Aluno > Serviços > Requerimentos
- Pagamento de Propinas - podes consultar as referências em Aluno > Consultar > Visualizar Conta

✓ Confirmar Matrícula Finalizar

By clicking on **Confirm Enrollment**, Proof of Registration will be automatically generated, along with your tuition payment plan.

## 1 - Proof of Registration:

  
**Faculdade de Farmácia da Universidade de Lisboa**  
**Comprovativo de Inscrição - 2020/2021**

Curso: **Mestrado Integrado em Ciências Farmacêuticas**

Ano Curricular: **1º ano**

Aluno: **Morada**

Código Postal: **NIF**

Data de Emissão:

Unidade Curricular	Turno	Semestre	ECTS
Anatomia Humana	TL,P13	1	5.0
Biologia Celular	LT,T1,P1	1	7.0
Introdução às Ciências Farmacêuticas	TP1	1	5.0
Matemática	TL,P1	1	6.0
Química Geral	LA,T1,P15	1	7.0
Stoquiometria I		2	6.0
Statística e Epidemiologia		2	6.0
História da Farmácia e da Terapêutica		2	4.0
Química Analítica		2	7.0
Química Física		2	7.0

O presente documento apenas é válido após assinatura e carimbo dos Serviços Académicos.

Nota: Este documento é válido como comprovativo multissucesso, nos termos da art.º 28 do D.L. 73/2014 de 13 de maio, que republica o DL 135/99 de 22 de Abril (ADSE, Aluno de Família, Fam. Múltiplas, etc).

## 2 – Tuition Payment Plan:

**Faculdade de Farmácia - Universidade de Lisboa**

**Informação do Aluno**  
 Nome  
 N° Aluno  
 Morada  
 Cód. Postal  
 NIF

**DADOS PARA PAGAMENTOS**

DESCRIÇÃO	DATA LIMITE PAGAMENTO	REFERÊNCIAS PAGAMENTO
Taxa de Matrícula Seguro Escolar 1ª Prestação da Propina de Mestrado Integrado	2020-10-24	Entidade : 11736 Referência : 606 914 297 Valor : 96.73 €
2ª Prestação da Propina de Mestrado Integrado	2020-11-20	Entidade : 11736 Referência : 606 914 309 Valor : 69.70 €
3ª Prestação da Propina de Mestrado Integrado	2020-12-20	Entidade : 11736 Referência : 606 914 457 Valor : 69.70 €
4ª Prestação da Propina de Mestrado Integrado	2021-01-20	Entidade : 11736 Referência : 606 914 508 Valor : 69.70 €
5ª Prestação da Propina de Mestrado Integrado	2021-02-20	Entidade : 11736 Referência : 606 914 606 Valor : 69.70 €
6ª Prestação da Propina de Mestrado Integrado	2021-03-20	Entidade : 11736 Referência : 606 914 707 Valor : 69.70 €
7ª Prestação da Propina de Mestrado Integrado	2021-04-20	Entidade : 11736 Referência : 606 914 855 Valor : 69.70 €
8ª Prestação da Propina de Mestrado Integrado	2021-05-20	Entidade : 11736 Referência : 606 914 906 Valor : 69.70 €
9ª Prestação da Propina de Mestrado Integrado	2021-06-20	Entidade : 11736 Referência : 606 915 054 Valor : 69.70 €
10ª Prestação da Propina de Mestrado Integrado	2021-07-20	Entidade : 11736 Referência : 606 915 105 Valor : 69.70 €

**Step 11:** After reviewing the documents, you must complete your enrollment by clicking on **Finish (Finalizar)**.

A sua Matrícula está quase concluída, só mais um passo e fará parte da nossa comunidade: efectua a confirmação final e imprime os documentos que se seguem.

Para formalizar a matrícula na ULisboa é **obrigatória a emissão do Comprovativo de Matrícula**. Selecciona a opção "Confirmar Matrícula" para terminar o processo com a impressão dos vários documentos obrigatórios.

**Universidade de Lisboa, de Lisboa para o Mundo!**

Após finalizar o processo será redireccionado para o site da CGD onde deverá solicitar o **cartão de estudante**.

**Atenção**, caso tenha acontecido algum erro na impressão dos documentos, pode obter novamente os documentos após a finalização da matrícula:

- Comprovativo de Inscrição - em Aluno > Serviços > Requerimentos
- Pagamento de Propinas - podes consultar as referências em Aluno > Consultar > Visualizar Conta

After completing the process, you will be redirected to the [Caixa Geral de Depósitos \(CGD\) website](#), where you should request your student card using the Digital Mobile Key (CMD).

After enrolling and registering for the course, you can go to the [Caixa Geral de Depósitos stands](#), which will be available in the faculty atrium during the month of September, or, after that date, to a [CGD branch located in the University City](#).

