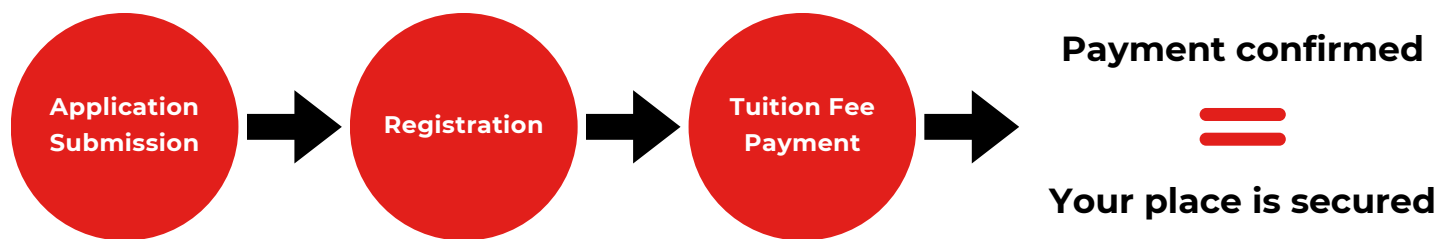


Application Process



- Submit your application on Iscte's internal platform, [Fénix+](#).
 - [Consult the *Application Guide* here.](#)
- You will receive a feedback from the programme manager within 5 working days.
 - If you, receive a positive feedback you should then proceed with the registration within 4 days.
 - The *Registration Guide* will be sent by the programme manager.
- Once you have successfully completed your registration, you will receive payment instructions within 5 working days:
 - Payment will be made through the system by credit card.
 - Payment should be made within 7 days.

Documents Requested

Application

- Identity Card:
 - Identification document with photo, name and number visible;
 - EU-citizens should attach Identification document from the country of origin or passport
 - Non EU-citizens should attach passport
- Photograph:
 - Passport-size colour photo with a light background.
- Curriculum Vitae
- Transcript of Records:
 - From the current degree you are attending
 - Either a scanned version of an official Transcript of Records or a print screen of your Home University personal student area
 - If you are a former student, upload your diploma/certificate of your most recent degree

Enrollment

- Insurance
 - Each participant must have personal accident and health insurance, including international emergency medical assistance. We strongly recommend that you take out **travel insurance**.

Any problems or questions during your application please contact short-term.ibs@iscte-iul.pt.