1.1 Access to the application website

To start the application process, the candidate must access the link:
- [https://fenix.igot.ulisboa.pt/accountCreation](https://fenix.igot.ulisboa.pt/accountCreation) if you were never a student at IGOT;
- [https://fenix.igot.ulisboa.pt](https://fenix.igot.ulisboa.pt) if you are or were a student at IGOT – in this case you must login with your campus credentials and go to point 1.3 of this manual.

1.2 Registration

By accessing the link above mentioned ([https://fenix.igot.ulisboa.pt/accountCreation](https://fenix.igot.ulisboa.pt/accountCreation)) you will access the page for data entry. Please make sure to select the language (PT / EN) on the top right hand side of the Page.

![Account Creation Form](image)

**Please note:** the password you choose must have at least 8 characters.

After filling in all the required data, and before you can submit the information, you must check off the authenticity verification box [Are you a robot?] and answer the question (by selecting the images that correspond to your answer, with a click).
Once submitted, the following message will appear:

Account Created

After this, you will receive a provided **username** in your personal email account.

With this information you will be able to access the link [https://fenix.igot.ulisboa.pt/](https://fenix.igot.ulisboa.pt/). Please login with the username received in your email and use the password you registered during the application.

1.3 Application (Candidacies)

After logging in successfully, the candidate must select the course (candidacy) intended and click **Create**.
After selecting the course, you will have access to the following page.

In this page you will have access to several separators so that you can complete your application or, view the phase of the application process in the separator Process State.

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

Please Note: If you don’t have a Portuguese VAT number during your application, you must choose your VAT Country and fill in the field VAT Number with your personal VAT number. If you don’t have one, please fill in the field with 999999990.

Please note that all the fields with an * are mandatory and have to be filled in.
## Applicant Information

The information for the *Address, Telephone, Mobile and Email* is mandatory but you must access each menu separately at the end of the page (see below).

### Application Submission

Having filled in all the information in all the fields and separators, you must submit your application by clicking the corresponding option.
1.4 Payment

Having submitted your application, you must proceed to the payment of the candidacy fee (100€). The payment has to be made by Bank Transfer and subsequently, you must upload the proof of the Bank Transfer Receipt in the application (candidacy) platform.
After uploading the Bank Transfer Receipt, please click on *Submit Receipt*.

If you need any help during the application process, you can contact the Academic Unit: [academicos@igot.ulisboa.pt](mailto:academicos@igot.ulisboa.pt)