

ERASMUS+ APPLICATION MANUAL

(Use of **Firefox 3+** , **Safari**  or **Chrome**  is advised)

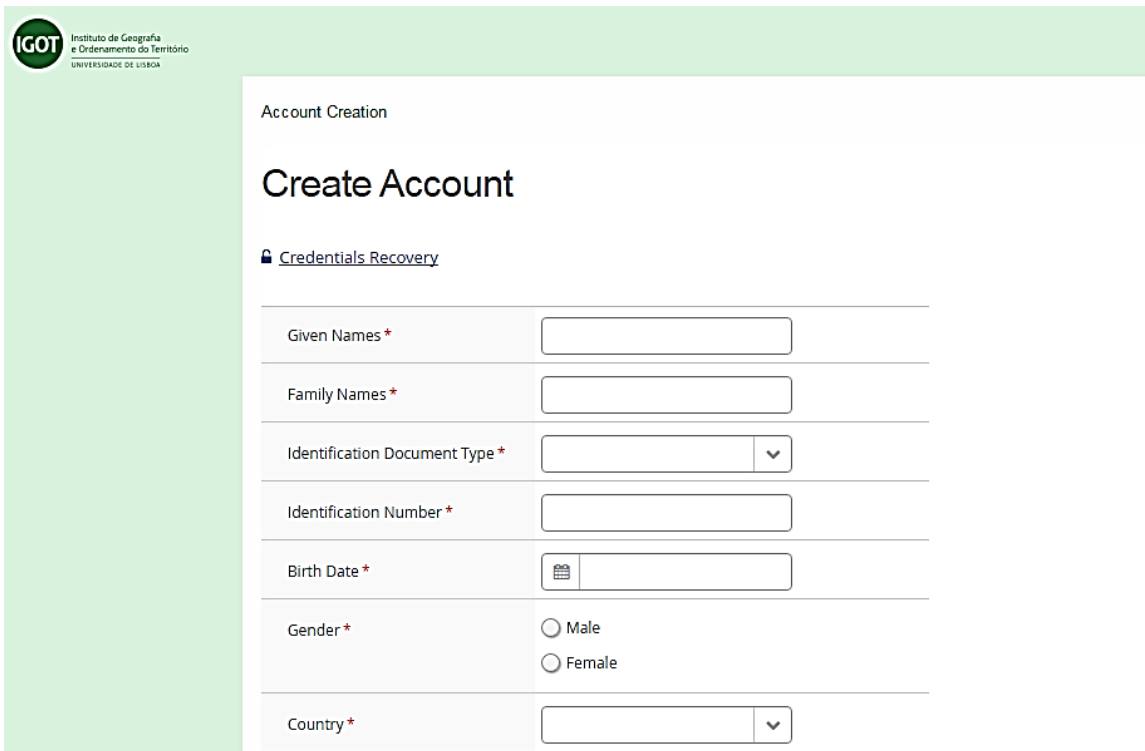
1.1 Access to the application website

To start the application process, the candidate must access the link:

- <https://fenix.igot.ulisboa.pt/accountCreation> **if you were never a student** at IGOT;
- <https://fenix.igot.ulisboa.pt/> **if you are or were a student** at IGOT – in this case you must login with your **campus** credentials (if you don't remember your *campus* credentials, you must recover them at <https://utilizadores.campus.ulisboa.pt/ULUsersApp/reset/forgetPassword.seam>) and go to point 1.3 of this manual.

1.2 Registration

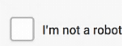
By accessing the link above mentioned (<https://fenix.igot.ulisboa.pt/accountCreation>) you will access the page for data entry.



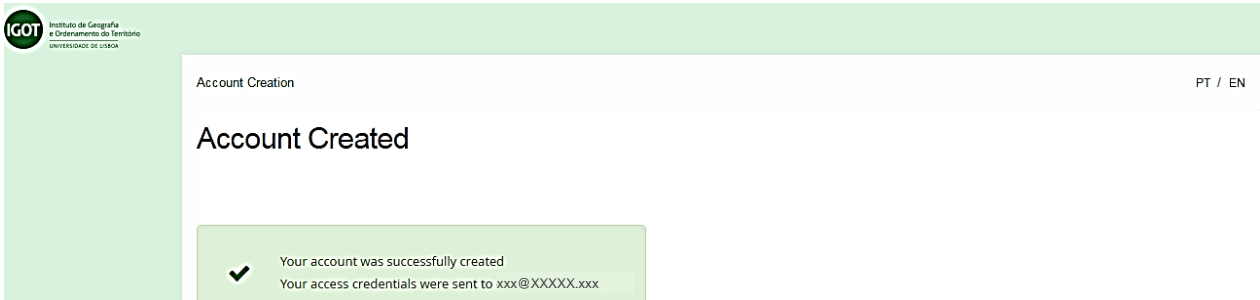
The screenshot shows the 'Account Creation' page on the IGOT website. The page title is 'Create Account'. There is a link for 'Credentials Recovery'. The form contains the following fields:

- Given Names *
- Family Names *
- Identification Document Type *
- Identification Number *
- Birth Date *
- Gender * (Radio buttons for Male and Female)
- Country *

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

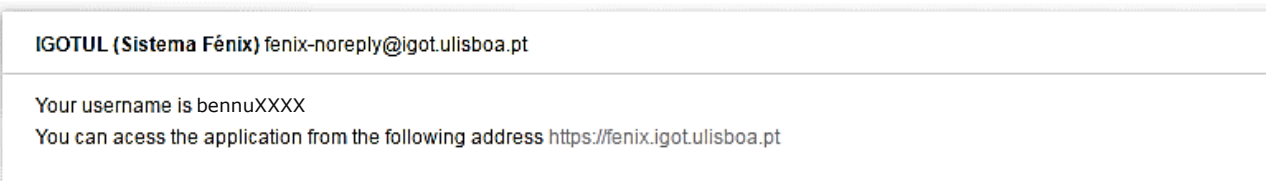
After having filled in all the required data, and before you can submit the information, you must check off the authenticity verification box  and answer the question (by selecting the images that correspond to your answer, with a *click*).

Once submitted, the following message will appear:



After this, you will receive in your personal email account a given username, which will be used to access the Fenix platform in the future.

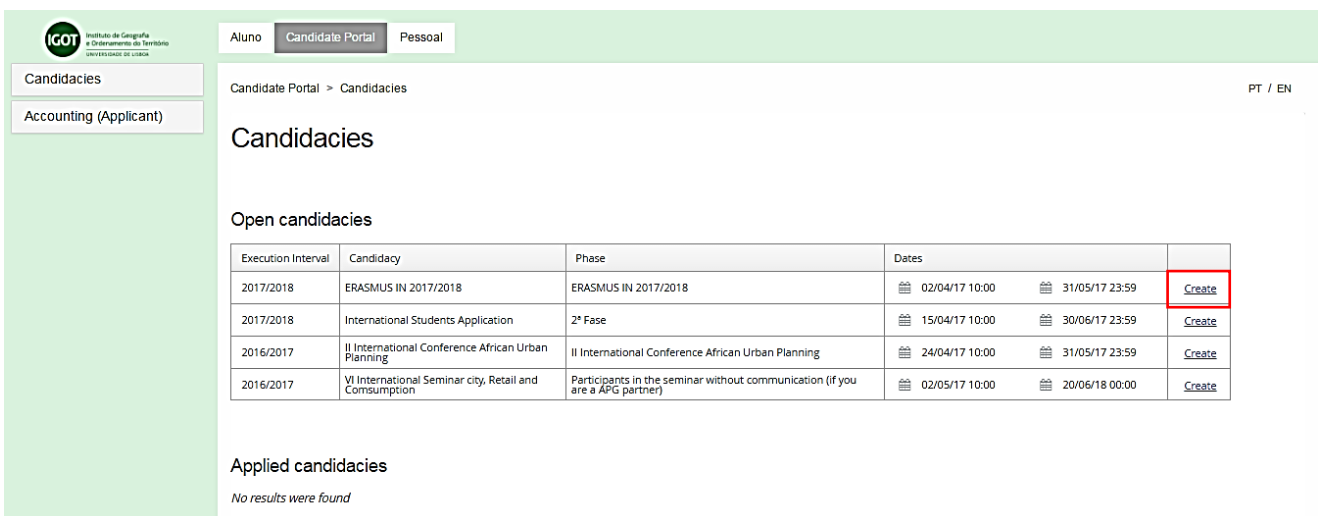
Fénix Account Instituto de Geografia e Ordenamento do Território



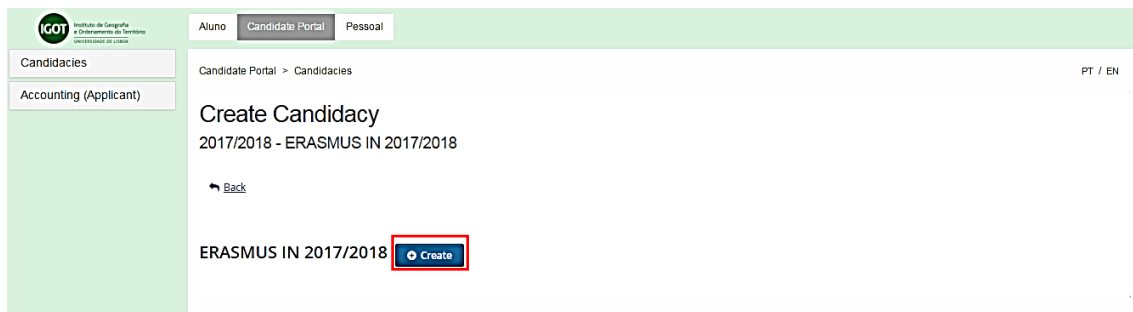
With this information will be able to access the link <https://fenix.igot.ulisboa.pt/>. Please login with the username received in your email and use the password you registered during your application.

1.3 Application (Candidacies)

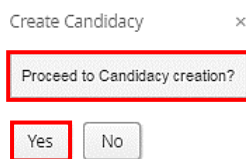
After logging in successfully, the candidate must select the degree (candidacy) intended and click Create.



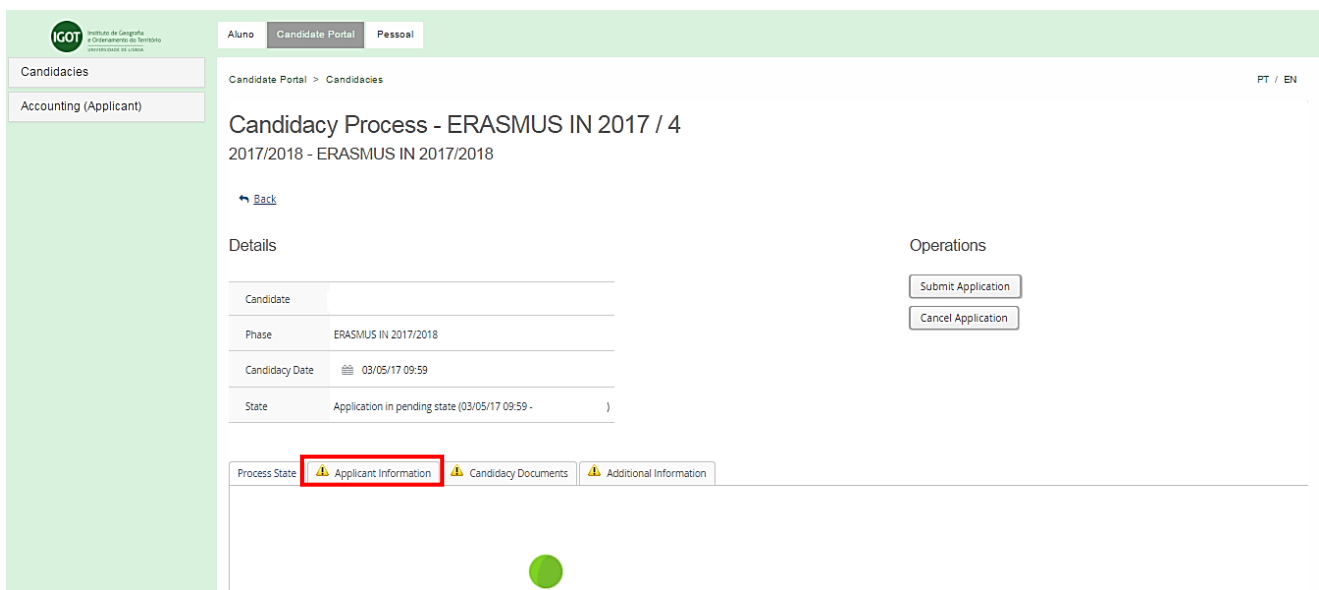
After selecting the course, you will have access to the following page.



Please click **Create** and you will be asked if you want to proceed with the application.



If you don't want to proceed click **No**. Once you click **Yes** 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** at the end of the page 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:

- a. Choose your tax country as *VAT Country* and fill your personal *VAT Number* (Please see addendum at the end of the document).

OR

- b. 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.

Applicant Information

 Fill all required personal detail fields
It is required to enter the following contacts: Email, Phone or Mobile Phone and Address

Personal Details

Student Nbr	-
Name	
Given Names *	<input type="text"/>
Family Names *	<input type="text"/>
Gender *	<input type="text"/> ▼
VAT Country *	<input type="text"/> ▼
VAT Number (V) *	<input type="text"/>
Profession	<input type="text"/>
Marital Status	
Id Document Type	
Id Document Number	
Control Digit / Series Number	
Emission Location	
Emission Date	<input type="text"/>
Expire Date	<input type="text"/>
Date Of Birth	
Nationality	
Country Of Birth	
District Subdivision of Birth	
Parish of Birth	
Name of Father	
Name of Mother	

 Edit

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) and click on **Submit** once you have filled in all the required information.

 Address  Phone  Mobile  Email  Website

Address ×

Type *	<input type="text"/> ▼
Default *	<input type="radio"/> Yes <input type="radio"/> No
Country *	<input type="text"/> ▼
Address *	<input type="text"/>
Zip Code / Postal Code	<input type="text"/>
City	<input type="text"/>

NOTE: when filling in your Phone and Mobile numbers, don't forget to indicate the Country Dialling Code (e.g. 0035121044300).

Mobile x

Type * Personal v

Default * Yes No

Mobile * 0035121044300

Submit Cancel

Application Documents

In the separator “Candidacy Documents” you must upload all the obligatory documents required for your Erasmus admission process.

In each upload field, the type of document as well as its maximum size (e.g. *Max Size 1024 KB with extension: pdf jpg jpeg png*) is indicated.

Process State Applicant Information Candidacy Documents Additional Information

✘ It is required to submit the following documents: Identification Document, Letter of Intent, Learning Agreement, European Health Insurance Card, Transcript of Records, Passport-style Colour Photograph

Identification Document

Simple photocopy of Passport or Foreign Identity Card

Max Size 1024 KB with extension: pdf jpg jpeg png

Choose file No file chosen

Upload

No results were found

Letter of Intent

Max Size 1024 KB with extension: pdf doc docx

Choose file No file chosen

Upload

No results were found

Learning Agreement

[Learning Agreement Studies Form 2017.docx](#)

Max Size 2048 KB with extension: pdf jpg jpeg png docx

Choose file No file chosen

Upload

No results were found

To upload the documents, you must click on Choose file and only after selecting the file can you click on the option Upload.

Please Note: If your University didn't give you a Learning Agreement form, please download the form available, fill it in, have it signed and upload it.

Learning Agreement

Learning Agreement Studies Form 2017.docx

Max Size 2048 KB with extension: pdf jpg jpeg png docx

Choose file No file chosen

Upload

No results were found

The following field is optional. Only upload documents if you have further information.

Other documents

This field is optional.

Max Size 1048 KB with extension: pdf jpeg png

Choose file No file chosen

Upload

No results were found

Additional Information

In the separator "Additional Information" you must fill in the following fields:

1. University accommodation: **Yes** or **No** (Select one)
2. Period of stay: **From Date** **To Date**

Process State ⚠ Applicant Information ⚠ Candidacy Documents ⚠ **Additional Information**

✖ Question Do you want housing in university residences? is required.
Question from is required.
Question to is required.

Do you want housing in university residences? *

Yes

No

Period of stay?

from *

to *

Note: There are a limited number of places in the [University of Lisbon Residences](#). The majority of places are in double rooms with a shared bathroom and kitchen and the prices are, approximately, 200€-250€/month. Reservations will be made on a "first-come, first-served" basis, according to the number of places allocated to IGOT-ULisboa.

Application Submission

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

Operations

Confirm x

Are you sure you want to formalize your application process? After formalization you won't be able to change your information.

If you need any help during the application process, you can contact the Academic and Mobility Unit: erasmus@igot.ulisboa.pt.

Addendum

Número de Contribuinte (NIF) por país/ VAT identification number by country

País/Country	Nº de Contribuinte/VAT Number
Albania	Numri i Identifikimit për Personin e Tatueshëm
Argentina	Código Único de Identificación Tributaria
Australia	Australian Business Number
Austria	Umsatzsteuer-Identifikationsnummer
Belarus	Учетный номер плательщика <i>Uchetniy nomer platel'shika</i>
Belgium	BTW identificatienummer / Numéro de TVA
Bolivia	Número de Identificación Tributaria
Brazil	Cadastro Nacional de Pessoa Jurídica (Companies) ou Cadastro de Pessoa Física (Legal Persons)
Bulgaria	Идентификационен номер по ДДС <i>Identifikacionen nomer po DDS</i>
Canada	Business Number Numéro d'entreprise
Chile	<i>Rol Único Tributario</i> Unique Taxation Number
Colombia	Número De Identificación Tributaria
Costa Rica	Cédula Jurídica
Croatia	PDV Id. Broj OIB
Cyprus	Αριθμός Εγγραφής Φ.Π.Α. <i>Arithmós Engraphés phi. pi. a.</i>
Czech Republic	Daňové identifikační číslo
Denmark	Momsregistreringsnummer or CVR nummer
Dominican Republic	Registro Nacional del Contribuyente
Ecuador	Número de Registro Unico de Contribuyentes
El Salvador	RTN
Estonia	Käibemaksukohustuslase number
Finland	Arvonlisäveronumero
France	Numéro d'identification à la taxe sur la valeur ajoutée / Numéro de TVA intracommunautaire
Germany	Umsatzsteuer-Identifikationsnummer
Greece	Αριθμός Φορολογικού Μητρώου <i>Arithmós Forologikou Mētrōou</i>
Guatemala	Número de Identificación Tributaria
Honduras	Registro Tributario Nacional
Hungary	Közösségi adószám
Iceland	Virðisaukaskattsnúmer <i>Value Added Tax Number</i>
India	Value Added Tax - Taxpayer Identification Number / Central Sales Tax - Taxpayer Identification Number (In most states)
Indonesia	Nomor Pokok Wajib Pajak
Ireland	Value added tax identification no.
Israel	מורשה עוסק
Italy	Partita IVA
Latvia	Pievienotās vērtības nodokļa (PVN) reģistrācijas numurs

Lithuania	PVM (abbrev. Pridėtinės vertės mokestis) mokėtojo kodas
Luxembourg	Numéro d'identification à la taxe sur la valeur ajoutée
Malta	Vat reg. no.
Mexico	Registro Federal de Contribuyentes
Monaco	Same as France
Netherlands	Btw-nummer
Nicaragua	Registro Unico de Contribuyentes
Norway	Organisasjonsnummer <i>Organization number</i>
Panama	Registro Unico de Contribuyentes
Paraguay	Registro Unico de Contribuyentes
Peru	Registro Unico de Contribuyentes
Philippines	Tax Identification Number
Poland	Numer Identyfikacji Podatkowej
Portugal	Número de Identificação Fiscal (NIF) - for individual persons / Número de Identificação de Pessoa Colectiva (NIPC) – for companies
Romania	Codul de identificare fiscală
Russia	Идентификационный номер налогоплательщика <i>Identifikazionny nomer nalogoplatel'shchika</i> (Tax Identification Number)
San Marino	Codice operatore economico
Serbia	Poreski identifikacioni broj <i>Tax identification number</i>
Slovakia	Identifikačné číslo pre daň z pridanej hodnoty
Slovenia	Davčna številka
Spain	Número de Identificación Fiscal (formerly named Código de Identificación Fiscal)
Sweden	VAT-nummer or momsnummer or momsregistreringsnummer
Switzerland	Mehrwertsteuernummer
Turkey	Vergi Kimlik Numarası
Ukraine	Ідентифікаційний номер платника податків <i>Identyfikacijnyj nomer platnyka podatktiv</i>
United Kingdom	Value added tax registration number
Uruguay	Registro Único Tributario
Uzbekistan	Солиқ тўловчиларга идентификация рақами
Venezuela	Registro de Informacion Fiscal