

Enrollment / Registration 2018 | 2019

Master's Programmes (1st year)

HOW TO MAKE THE REGISTRATION:

You should make your online registration in the following periods:

- a. **Master in Pharmaceutical Engineering - 10 - 14 September 2018 from 10 am;**
- b. **Remaining Masters - 17 - 21 September, 2018 from 10am.**

1ST STEP (ENROLLMENT AND REGISTRATION):

Read carefully the [Guide for Master's Programmes Enrollment and Registration](#).

Access the [FenixEdu](#) platform with the username and password you have used in your application. Fill in your personal data and choose the course units you plan to attend.

Note: After choosing all the course units, print the **Enrollment Proof**.

In the sidebar click [Academic Services](#)> [My requests](#)> [New Academic Service Request](#) > [Document Type](#) and choose [Enrollment Proof](#). This Declaration has no costs and whenever necessary you can get it from your Student Portal.

2ND STEP (C@MPUS ACCOUNT CREATION):

In case you have not a campus account, you will receive instructions to create one in the email account that you have used in your application. This campus account gives you access to the Student Portal, the VPN, the wireless network and institutional information. An email account (CAMPUS@ULISBOA) will be automatically created as well. You can access it at: <http://webmail.campus.ul.pt>.

Note: If you do not receive the message in your inbox, please check your Junk/Spam email folder.

3RD STEP (PAYMENTS):

It is possible to consult the amount of tuition fees, payment dates and ATM references by click the [Student tab](#), and from the side menu, expand [View](#)> [View Account](#).

Payments must be made by the due date to avoid interest payment. Together with 1st installment of [tuition fees](#) you have to pay the tuition registration and the school insurance.

4TH STEP (DOCUMENTS):

Between **24 - 28 September**, you shall deliver at the Academic Office the following documentation:

- Copy of identification card, exclusively for personal data validation;
- Copy of your Transcript of Records (The original is needed for validation);
- 1 photo (passport type).

5TH STEP (STUDENT CARD):

It is mandatory for all enrolled students to have a Student Card.

The card is issued by CGD - Caixa Geral de Depósitos and you should request it at the [Rectorate Branch](#).

The card can be:

- a) Associated with a bank account - the card is sent to the student address; or
- b) Not associated with a bank account - the card is sent to FFULisboa and collected by the student.

Further information:

- [Student Portal](#) - this service allows students to view the classifications, consult the amount of tuition fees, payment dates, ATM references, update personal info, and request academic documents (certificates, statements, etc.).
- [Schedules](#) - schedules are sent to students at the beginning of the year.
- [Moodle Platform \(E-Learning\)](#) - access is made with the C@mpus.UL credentials.

For more information consult the [FFULisboa website](#).

For any additional information please contact the Students Office - posgraduados@ff.ulisboa.pt.