

General registration procedures

Enrolment and registration

1st Enrolment / Registration

- “Licenciaturas” (Bachelor) (1st Cycle) / Integrated Master (Integrated Study Cycle)
 - Phase 1: 10 to 14 September 2012
 - Phase 2: 27 September to 1 October 2012
 - Phase 3: 11 to 15 October 2012
- Master’s (2nd Cycle) and Doctorates (3rd Cycle)
 - Phase 1: 18 to 29 June 2012
 - Phase 2: 6 August to 3 September 2012
 - Phase 3: 20 and 21 September 2012

Students who registered in the previous year in the same degree

For all degrees:

- On-line on academicos.ubi.pt: 6 August to 7 September 2012
- In person at Academic Services: 3 to 7 September 2012

Documents required

- Two photographs
- Vaccination record
- Photocopy of identification card or citizen’s card
- Photocopy of taxpayer’s card
- Integrated Master in Medicine: in addition to the above documents the [prerequisite group A](#) is required.
- First payment of tuition fees: [see values here](#)
- Enrolment fee: 24.90 €
- Bank Account Number (NIB)
- Certificate confirming application to the Directorate General of Higher Education (DGES) for a scholarship (if applicable)

For additional information see: [Academic Services](#)

Working students

Students who wish to be acknowledged as working students (Laws no. 7/2009 of 12 February, no. 59/2008 of 11 September and no. 35/2004 of 29 July - Working Student Status), provided they are not covered by the dispositions of paragraph 2 of Article 95 of Law no. 7/2009 and paragraph 2 of Article 93 of Law no. 59/2008 (cessation of rights) must, each year, upon enrolment, prove their employment status by delivering the following documents:

Employees

- Certificate confirming the registration of the student concerned in the corresponding Regional Centre of Social Security or in the Civil Service Pension Fund (CGA).
- Certificate by the employer

Self-employed

- Certificate issued by the local Tax Office confirming start-up, or
- Copy of the Personal Income Tax Return (IRS) - model 2;
- Certificate issued by the Regional Centre of Social Security confirming registration of the student concerned and his/her contributions.

Application procedures (exchange programmes)

International students who choose the University of Beira Interior as their host institution for 1 semester or 1 academic year should fill in the [Student Application Form](#) and send it to the International Office of their home institution which is responsible for forwarding it to the Programmes and International Relations Office (GPRI) of UBI until the 30th of June (for students applying for the first semester and the whole year) or until the 31st of November (for students applying for the second semester).

Upon arrival, students should contact the GPRI and then their local co-ordinators, to establish their study programme.

After that, they should fill in their registration forms at the GPRI to formalise enrolment and obtain a student identification card.

Students failing to register will not have access to the University's services, namely the library and the computer rooms.

Documents required

- Identification Card / Passport
- European Health Insurance Card / Personal Accident and Medical Emergency Insurance Coverage
- 3 Photographs
- Academic Transcript of Records from the student's home University
- List of course units ([Learning Agreement](#)) to be attended at the UBI
- Students who wish to apply for University Halls of Residence must also provide the [Accommodation Form](#).