

EDUCATION NETWORK GUIDE DOCUMENTS



All you need to bring to start your life in Portugal

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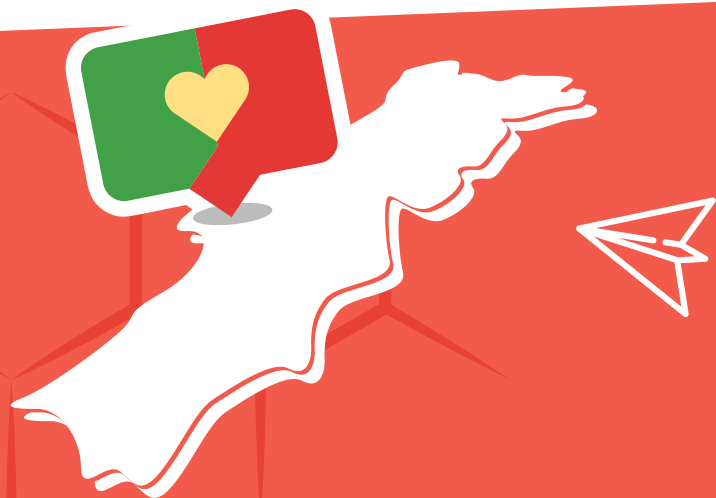
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EDUCATION NETWORK
Create your own path



INTRO

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Working, living and studying abroad will never go out of fashion. Deciding to embrace your inner explorer gives you numerous benefits, as well as making you attractive to future employers. Boost your academic, professional and personal life by taking full advantage of living an international lifestyle.

After months of research about what and where to study, you have decided that Portugal is the best option. To help finish the process, you should ask yourself the following questions:

Which schools have the courses that I am most interested in?

Are their courses all taught in English? Which schools can I afford?

If I can't afford them do they have a scholarship program that could help me out?

In which schools do I meet all the admission criteria?

Which schools have the most attractive location, campus, accommodations or activities?

Based on this information you should be able to scratch some schools off your list and rank the remaining ones based on how interested you are in them.

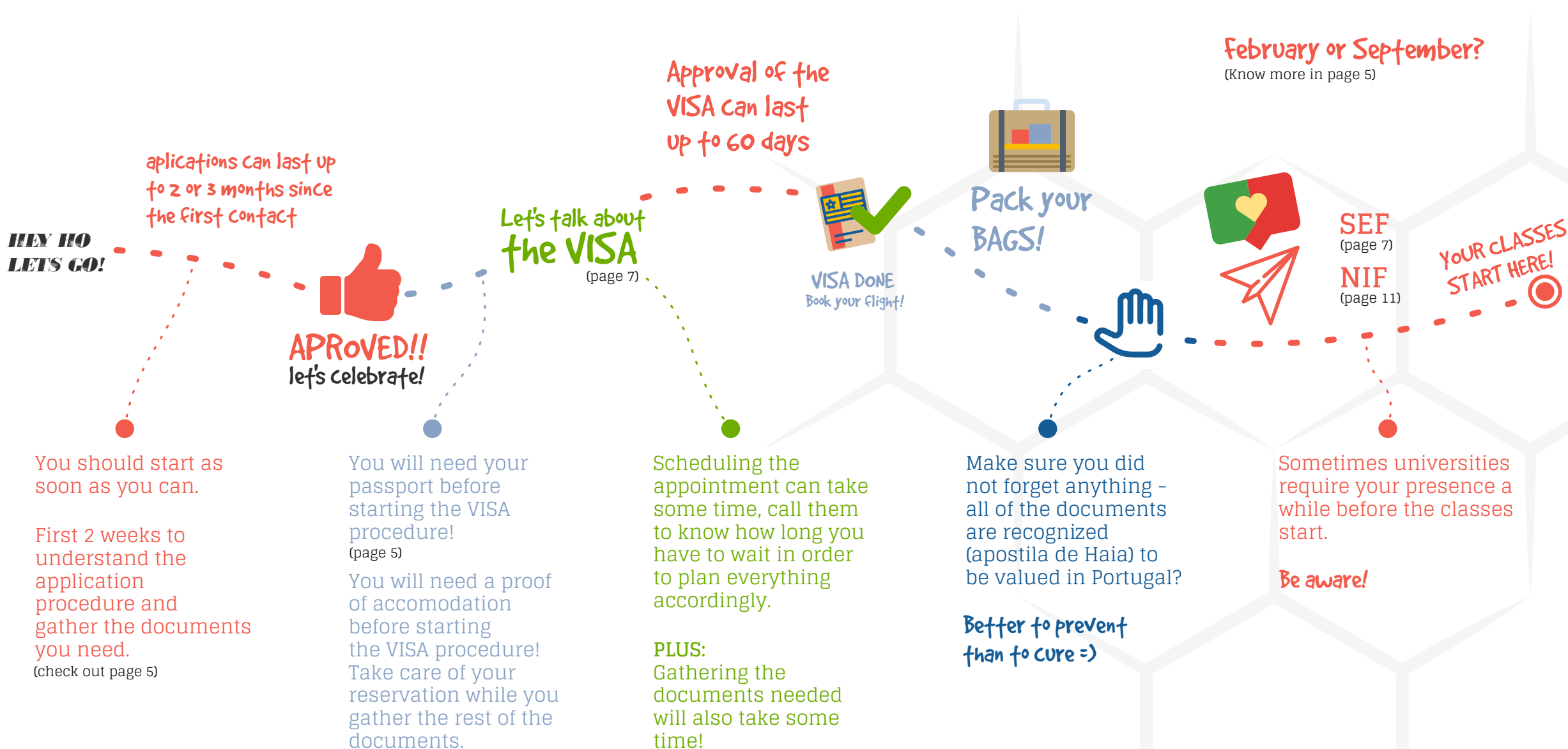
Your first step is to get in contact and ask for all the terms and documents necessary to submit your application

With this eBook, we want to make this process easier! Find out which documents you'll be needing to start a new life in sunny Portugal. Please note that some of these procedures may have costs, like certified photocopies and other official documentation, which you should take into consideration.

We are here to help you on your journey!

TIMELINE

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Passport

A passport is a travel document, typically issued by a country's government, which confirms the identity and nationality of its holder, primarily for the purposes of international travel.

Check if your passport is valid or if you need to apply to get a new one. Each country has its own rules with regards to passport emission. You will have to search for information about the process for this in your own country.

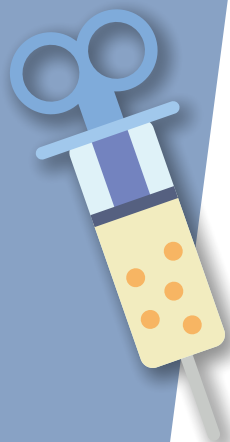
Application

Each educational institution and course have different requirements for application. You must contact the institution you want to apply to directly to make sure you know exactly which documents you will need complete the process.

September or February: When do you want to start your classes? In many universities, you can choose to start in the first semester or in the second of classes. Applying as soon as possible is the best option. You can count on 9 to 6 months in advance to start gathering all your documents.

Typically though they will ask for some or all of the following:

- ID card
- Valid passport
- Photocopies of your educational certificates.
- Certified copies of your certificate(s) can be used when you do not want to send your original document(s). To be valid, it must be authenticated by the Portuguese embassy or consulate in your home country.
- Transcript of grades with a full list of courses and corresponding grades of the last 2 years of high school
- Curriculum vitae in English
- Personal statement in English
- Passport photos
- Application fee
- Application form from the desired school
- Proof of English skills (This varies from school to school but usually takes the form of a certification (e.g. IELTS, TOEFL) or even a Skype interview)
- You may also have to pass some specific exams, like Maths



Vaccines

Don't forget to bring your vaccination bulletin. Which vaccines do you need before traveling to Portugal? There are no public health concerns in Portugal, but regardless the World Health Organization recommends that all travellers should be covered for diphtheria, tetanus, measles, mumps, rubella and polio, irrespective of their destination. Since most vaccines don't produce immunity until at least two weeks after they're given, visit a doctor at least six weeks before departure.



Registration

After being accepted at a Portuguese university, you'll get an acceptance letter required for your visa application. After this you will be able to finalize your registration. Usually this step takes place during the first month of classes.

You must consult with the university to schedule a trip to Portugal in order to do the registration process at your school before classes start, as well as all the second phase of the VISA process.



Visa application

To study in Portugal you will need a Residency Authorization provided by SEF: Border and Immigration Service in Portugal.

Go to a Portuguese Consulate in your origin country and ask for a Student Residency VISA (Phase 1), which allows you to get the Residency Authorization after arriving in Portugal. This VISA is valid for 4 months and allows for 2 entries into Portugal (although it can be extended at SEF). After arriving in Portugal you will have to schedule a visit at SEF (Phase 2) in order to present some additional documents and acquire the Residency Authorization.

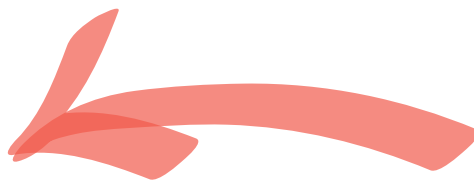
You must start this procedure as soon as possible, since the deadlines are tight.

Let's see the procedure in more detail:

Phase 1 - Consulate or Visa Center

Phase 2 - SEF (Border and Immigration Service)

PHASE 1



Consulate or Visa Center

In this phase, you must apply for a student visa for Portugal at the Portuguese embassy or consulate in your home country or the nearest location and ask for a Student Residency VISA.

Documents needed:

Form

Form completed and signed by the applicant available at

www.secomunidades.pt 

2 Passport photos

IMPORTANT

Some documents needed at Phase 1 and 2 are quite similar, please notice! But we do not know if the Consulate or VISA Center will keep the documents you delivered with them (Phase 1) or if they are giving you back. To avoid working double, those that are similar, print it twice already!"

Certified copy of a valid passport


Criminal record check

From your country of nationality and any country where you have resided for more than one year. This must be translated into Portuguese and then certified by a Portuguese embassy or consulate.

Consulancy Authorization for the Portuguese Criminal Record

Request for Portuguese criminal record [certificate](#). 

Proof of living expenses

Either a scholarship or a [Term of responsibility](#) signed by a relative (or by yourself) to cover all expenses, accompanied by proof of such means (e.g. a tax return or bank statements) and a recognized signature. 

Proof of accommodation

This can take the form of the following: Declaration from your institution guaranteeing accommodation in a university residence; Copy of a rental contract; Term of responsibility signed by a citizen or resident of Portugal to confirm they will host you; Hotel reservation for a period of 15 days (for example).

Acceptance letter Document

Acceptance letter Document from the higher education institution to confirm your admission or having met the requirements of admission.

Valid travel insurance

Valid travel insurance to cover medical expenses, including urgent medical care and possible repatriation. As it varies from country to country – this research you will have to do on your own.



Tips for students

Don't know what a "Term of Responsibility" looks like? Unsure how to prove you can meet your living expenses? You can look up templates for all the declarations you will need to submit on the SEF website.

Deadlines: It can take up to 60 days to process your request.

Private health insurance

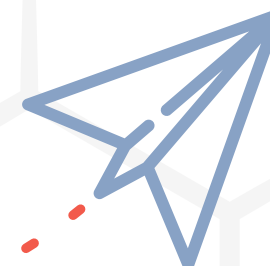
Health insurance in Portugal can be obtained in a variety of ways or you can also research international health insurance options, because any students wanting to study in Portugal will need to have full coverage.

One option is to come to Portugal with travel insurance that will cover your medical expenses in Portugal until you acquire the Student Residency VISA from SEF. As this VISA can take more time to obtain, you should aim for at least six months of initial coverage.

Obtaining private health insurance in Portugal is a popular option for those that come to Portugal to study, due to the numerous organisations and health centres available. Finding coverage for dentistry, vision and other minor specialist healthcare options is not difficult and you can be certain that it will be of a high quality.

Figure out what you need from your health insurance before you come to Portugal. Be aware of the different types of coverage (public and private) available to you and decide what will fit you best while studying there. Remember that you're only covered by the public health system if you have a job in Portugal.

Arrive in Portugal -



PHASE 2



Border and Immigration Service


When you have your student residency visa attached to your passport, you can finally travel to Portugal. At that time you need to make an **appointment** at SEF to extend your period of permanence in Portugal. **You must do an Online Scheduling** through their website

<https://www.sef.pt/en/Pages/pre-marcacao-online.aspx> It can take a few months to get your appointment, due to high demand.

There is also a specific help desk in Lisbon for students at Study in Lisbon Lounge.

Documents needed:

Form

Form completed and signed by the applicant available at 

2 Passport photos

Certified copy of a valid passport

With a valid residence visa attached.

Criminal record certificate

From your country of nationality or any countries in which you have resided for more than one year (must be translated into Portuguese and certified by the consulate).

Request for Portuguese criminal record

Record check (already included in the application form - Annex III).

Proof of living expenses

Either a scholarship or Term of Responsibility signed by a relative (or by yourself) to cover all expenses, accompanied by proof of such means (e.g. tax declaration or bank statements) and a recognized signature.

Proof of accommodation

Declaration from your institution guaranteeing accommodation in a university residence, or copy of a rental contract, or term of responsibility signed by a citizen or resident of Portugal to confirm they will host you (Annex V).

Health insurance

Health insurance or proof that you are covered by the NHS.

Proof of enrollment in a higher education institution

Proof of enrollment in a higher education institution and payment of tuition fees.

The renewal of the Residence Permit

Must be carried out each year and must be applied for at SEF up to 30 days before the expiration date.



Tips for students

As with Portuguese students, international students are eligible for accommodation in university residences and applications.

Alternatively, you can rent an apartment or room from the private rental market where you decide to live.

Obtain a NIF number

Portuguese NIF numbers are issued by the [Portuguese Tax Authority](#) and is something that should be sorted out as soon as possible if you are staying in Portugal.

If you are applying for a Portuguese NIF number from inside Portugal, you will need a:

Immigration document proving legal residence in Portugal

Passport

Rental contract (or certificate of residence from the local council)

Proof of address in your home country

Look for student accommodation

The more established universities have halls of residence, managed by the social welfare services (“Serviços de Ação Social – SAS”) of each institution, albeit with limited capacity. As with Portuguese students, international students are eligible for accommodation in university residences and applications have to be submitted to the university where you will study. Alternatively, you can rent an apartment or room from the private rental market where you decide to live. Many students search for an apartment to share with other students, including a room of their own with communal kitchen and bathroom spaces, among other options.

Try to see the room in person before renting it. Pictures on the internet are often misleading.

Contact other students from your institution to get advice on how to find a room to rent in the city where you plan to study next. In Portugal it is common for old people to rent a room in their own house/apartment. If you want to avoid this kind of accommodation, look for flats 'sem senhorio' (without landlord).



Tips for students

You can (and should) register at local health centres (Centros de Saúde).

If you are going to work in Portugal you might want to apply for Social Security number.

Open a bank account in Portugal

To open a bank account you will need to bring the following documents:

Passport or ID card

Tax ID Number from your home country

official address in your home country and supporting document of proof (Your address must be in an official document, such as an ID card, passport, driving license or official correspondence)

The initial deposit amount can vary from bank to bank but it's usually between 100 and 150 euros.

Register at a local health centre

You can (and should) register at local health centres (Centros de Saúde) in case you need some assistance from nurses or doctors without going to a hospital.

You should present the following documents:

Immigration document proving legal residence in Portugal

Rental contract (or certificate of residence from the local council)

Passport

Portuguese NIF number

If you are going to work in Portugal you might want to apply for Social Security number that grants you access to the Portuguese National Health Service.

CONCLUSION

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Portugal is such an amazing country to study and to discover! Worldwide student mobility has seen steady growth over the past several years and shows no signs of slowing down any time soon –in fact, the OECD estimates that the total number of international students worldwide will exceed 8 million by 2025.

Parents: If you're reading this book, then avoid the temptation to take care of everything. Your child is starting an important phase in their life and this first step is crucial!

As each procedure can change from time to time, we will try our best to keep this e-book updated – If you notice any changes please let us know!



Have a nice time in Portugal.

CHECKLIST

- Research what you want to study
- Research where would you like to study
- Which schools would you like to attend?
- Select your course and preferred start date to begin
- check your passport
- contact that/those schools to find out the requirements and documents needed for the application, as well as deadlines.
- Gather all the documents needed for the application
- check your vaccines
- Application: apply for your favourite course and school
- Get an approval letter from the college
- Gather all your documents needed for "VISA, phase 1"
- Apply for VISA, phase 1, at consulate or VISA center
- Gather all the documents needed to live in Portugal
- Book flights to Portugal
- Prepare for VISA, phase 2: contact SEF
- Find student accommodation
- obtain NIF Number
- Register at a local health centre
- open a bank account

MINI-GLOSSARY

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Segurança Social - Social Security

Social security benefits (like pensions, disability, maternity/paternity benefits) are administered by the Social Security Institute (Instituto da Solidariedade e da Segurança Social). If you want to work in Portugal, you will need to have a social security number.

Finanças - Tax Authority

If you are going to pay taxes in Portugal, you should **apply for a tax number** [Número de contribuinte, Número de Identificação Fiscal, NIF]. You will also need a NIF to do things like open a bank account or sign long-term rental agreements.

Junta de Freguesia - Local Council

You may get a certificate of residence from your local council for several purposes. Usually, you'll need your Identity Card and Fiscal Number to get it. The cost and the time can vary.

SEF - Serviço de Estrangeiros e Fronteiras - Border and Immigration Service

Serviço de Estrangeiros e Fronteiras, abbreviated to SEF, is a security service that's part of the Ministry of Home Affairs. It has administrative autonomy and responsibility over border control of people, and the activities of foreigners in Portugal. It also takes care of the study, promotion, coordination and execution of measures and actions related to these activities and migratory flows.

SNS - Serviço Nacional de Saúde - National Health Service

Health care in Portugal is made up of both state-run and privately run healthcare facilities. Any person registered for social security coverage is also covered for healthcare in Portugal. All healthcare benefits are administered by the Ministry of Health (Ministério de Saúde). You will need to work to be covered under social security terms.



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Contact us

Admissions Manager: tostudy@educationnetwork.pt

Student Support Services Manager: tomove@educationnetwork.pt

ABOUT

EDUCATION NETWORK

We are here to provide information and support, helping you to learn everything about the international mobility experience in Portugal!

In an increasingly diverse and globalized world, acquiring new ways of looking at things are highly valued skills. Markets are increasingly integrated and having a mix of linguistic and cultural knowledge is a huge benefit when it comes to international commercial activities.

By helping and supporting anyone taking the rewarding leap to study in Portugal, we promise to make the whole process clear and simple, from beginning to end. We want to help you to embrace a new experience and make your integration and adaptation easier by building a relationship of trust and encouragement.

With our experience, we can show our customers that the unknown can be a welcome thing which needs to be lived to be believed.