CANDIDATE APPLICATION MANUAL

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

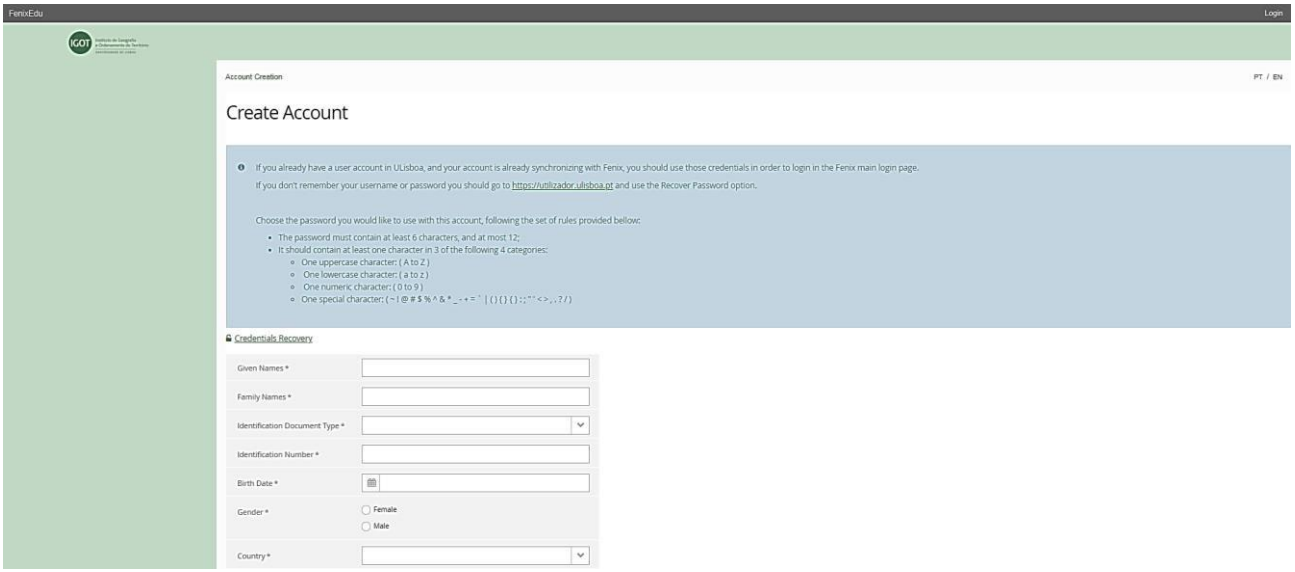
1.1 Access to the application website

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

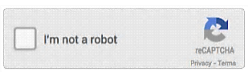
- https://fenix.igot.ulisboa.pt/accountCreation **if you were never a student** at IGOT;
- https://fenix.igot.ulisboa.pt/ **if you are or were a student** do IGOT – in this case you must login with your ***campus*** credentials (if you don't remember your *campus* IDs, you must recover them at https://utilizadores.campus.ulisboa.pt/ULUsersApp/reset/forgotPassword.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.

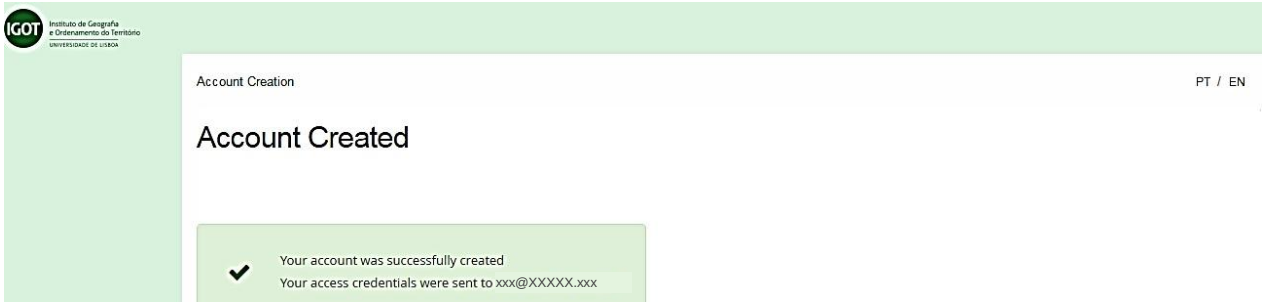


Attention: the *password* you choose must have at least 8 characters.

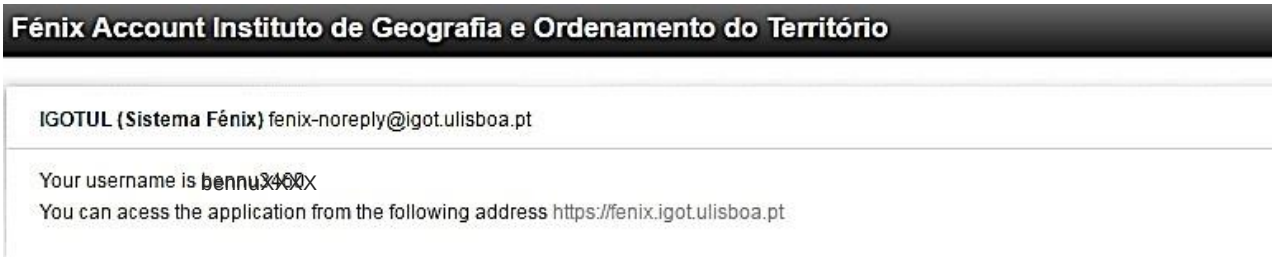
After having filled in all the required data, and before you can submit the information, you must check off the authenticity verification box 

and answer the question (by selecting the images that correspond to your answer, with a *click*).

Once submitted, the following message will appear:



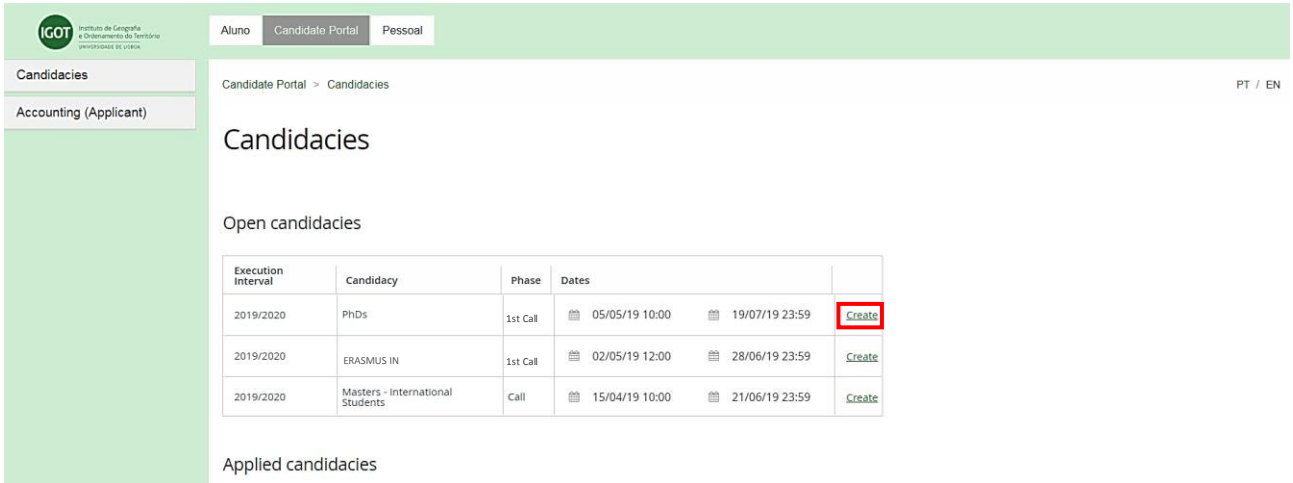
Afterwards, you will receive in your personal email account a given username, which will be used to access the Fenix platform in the future.



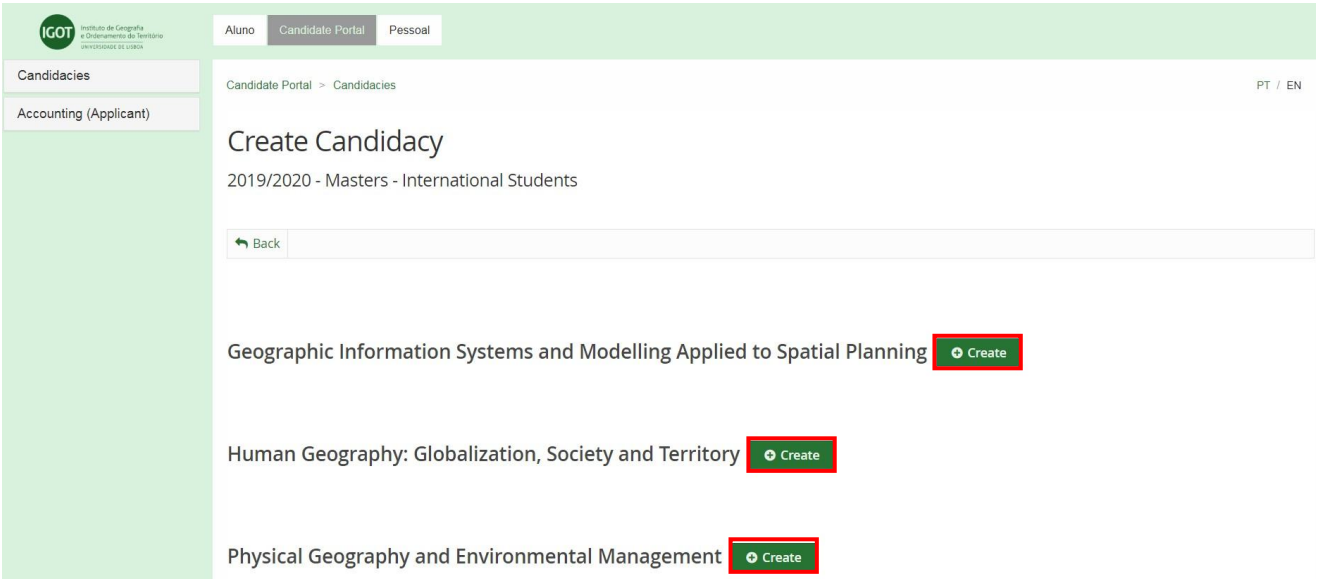
With this information you can access the link https://fenix.igot.ulisboa.pt/. Please login with the username received in your personal email and use the password you registered. Start your application.

1.3 Application (Candidacies)

After logging in successfully, you must select the candidacy you intend to apply to and click "*Create*".

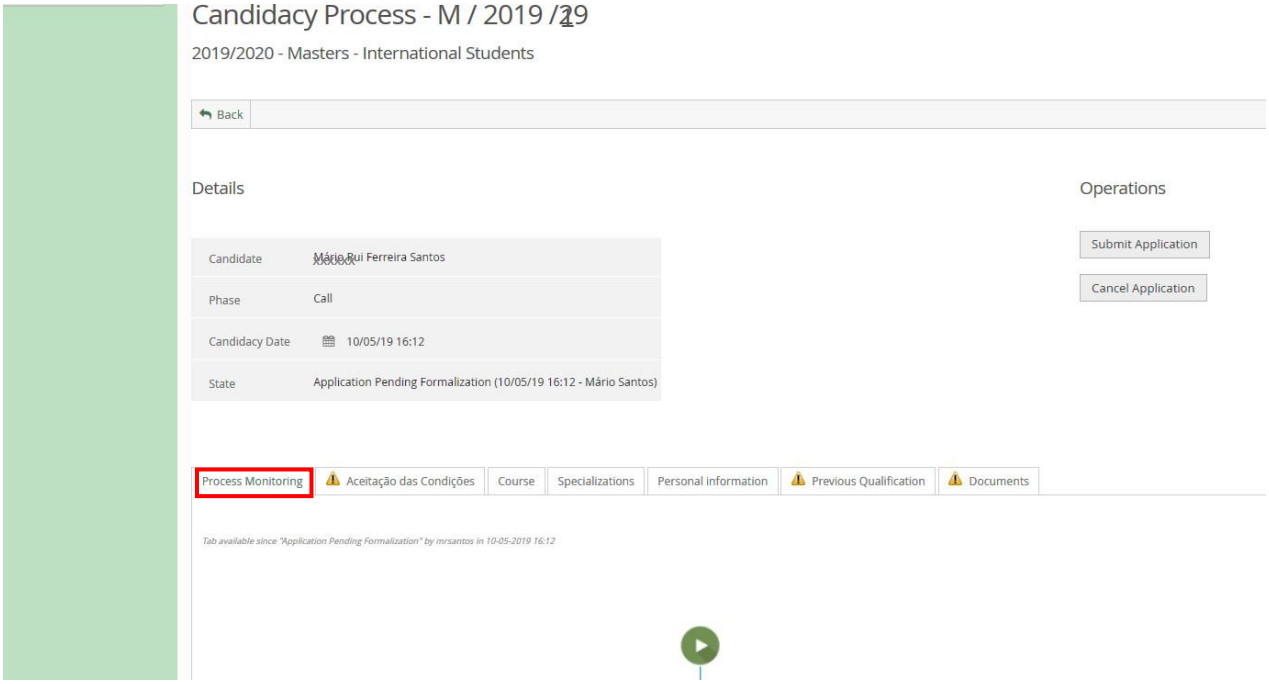


Next select the degree wanted by clicking "*Create*"



After choosing the degree you want, click "Yes", if you intend to continue the candidacy, or "No", if you want to cancel.

By clicking "Yes", you will have access to the following page with several separators. The separators will allow you to finish your application or, in the case of the separator "*Process State*", view the step your application is in.

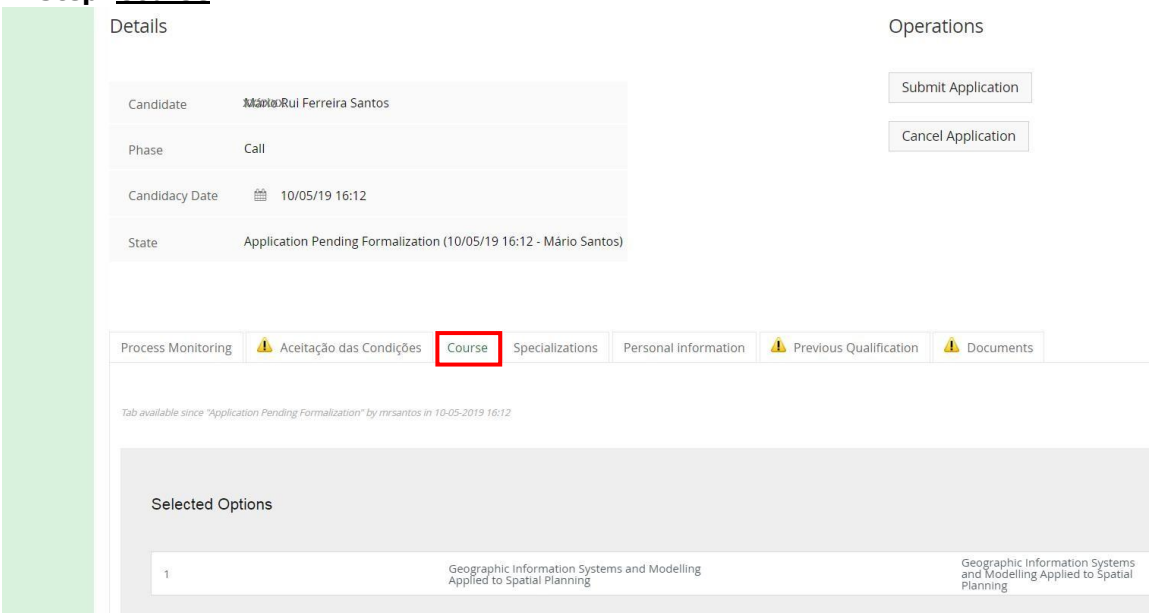


You must access each separator and fill in the information required.

Step: <u>Acceptance of Conditions</u> ("<u>Aceitação das Condições</u>")

In this tab you should be aware of the various conditions and indicate your intention (acceptance/non-acceptance).

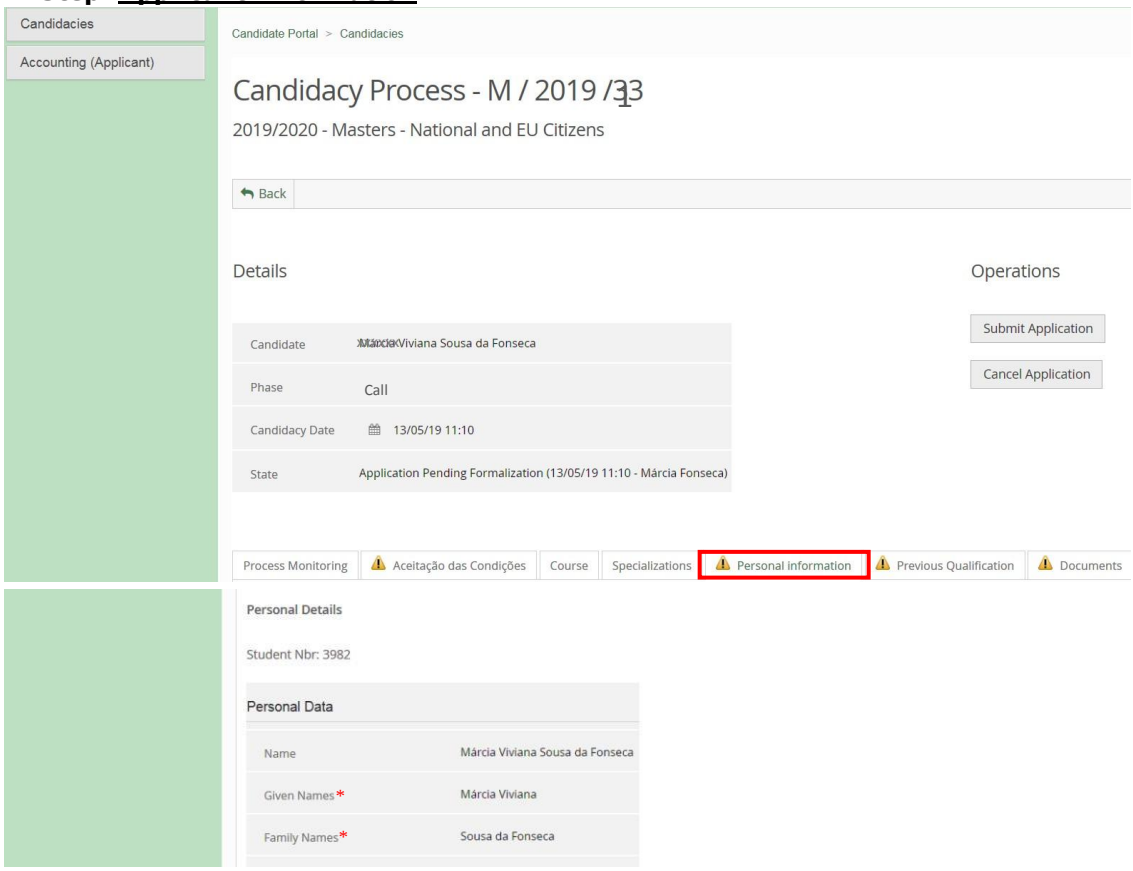
Step: <u>Course</u>



If the course is correct, access the separator:

- *Personal Information* **<u>or</u>**
- *Specializations* <u>if the chosen course has specialization areas</u>.

Step: <u>Applicant Information</u>



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".

<u>NOTES</u>:

a) The fields with an * are **mandatory** and have to be filled in. You must fill in as much information possivel so that your data is complete, as it is necessary for the Services to contact the candidate during the candidacy process.

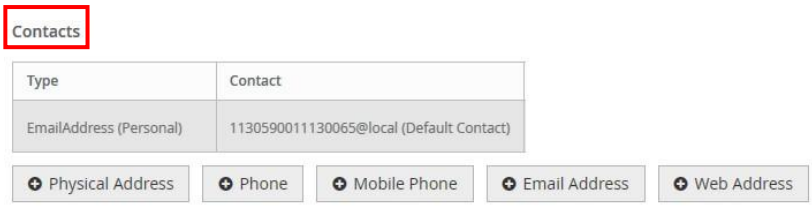
b) If you **don't** have a <u>Portuguese VAT</u> identification number (tax payer number) during your application, you must:

   a. Choose your tax country as *VAT Country* and fill your personal *VAT Number* (Click here for details).

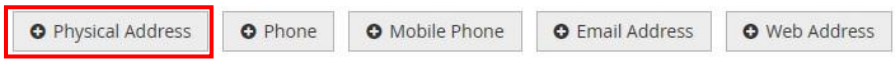
   <u>OR</u>

   b. Choose *Portugal* as *VAT Country* and fill in the field *VAT Number* with **999999990**.

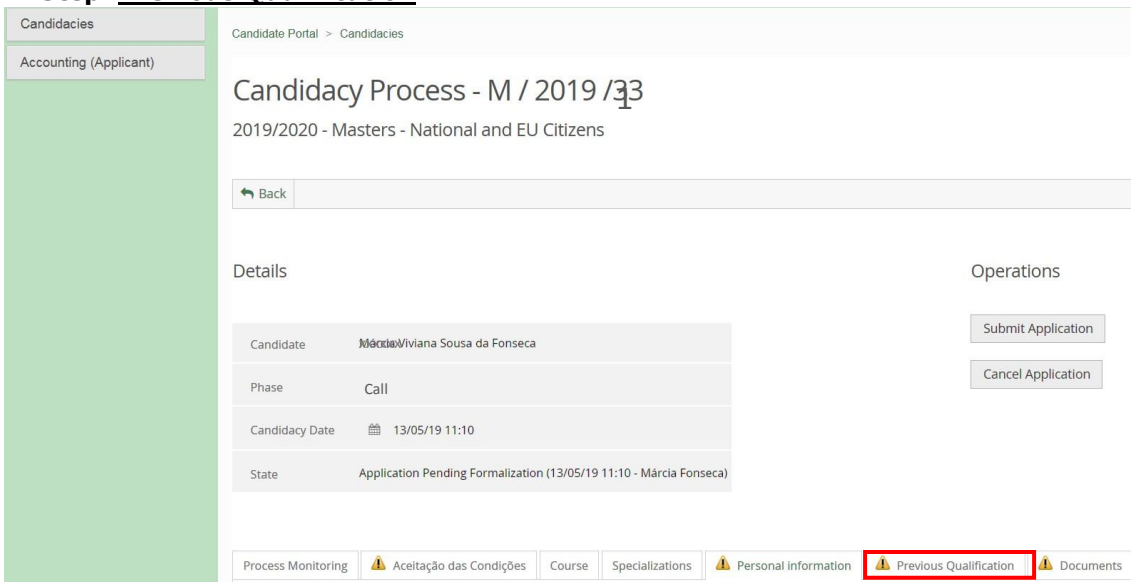
Following, you must fill in the data concerning the **<u>Contacts</u>**.



NOTE: filling in the data *Address, Phone, Mobile, Email* is **mandatory**. You must access each menu at the end of the page, separately.



Step: <u>Previous Qualification</u>



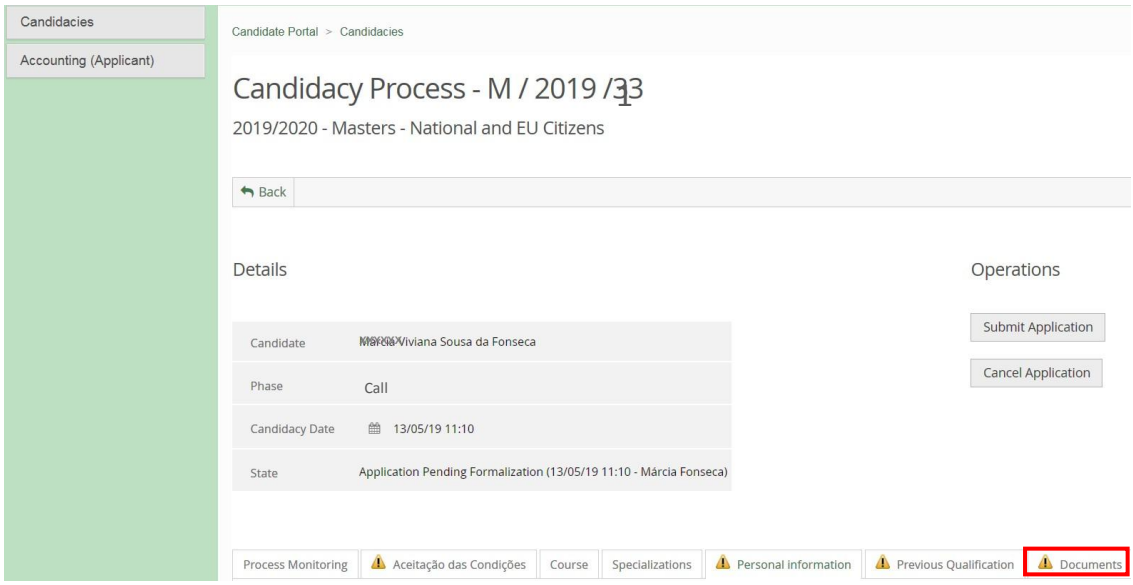
To start the data filling in process, you must click "Edit" and once finished, click "Save".

Note: In the field "*Mark"*, if your grade is not expressed in a 0-20 scale, you must indicate the closest value within this range.

Step: <u>Documents</u>

In the separator "Documents" you must upload all the obligatory documents required for the course you are submitting your application to.

The type of document as well as the maximum size is indicated in each upload field.

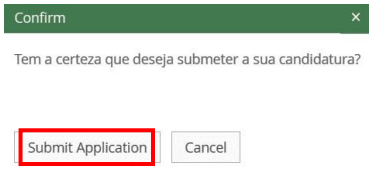


To upload the documents, you must click "Choose file" and only after selecting the document can you click on the option "Upload".

Step: <u>Application Submission</u>

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

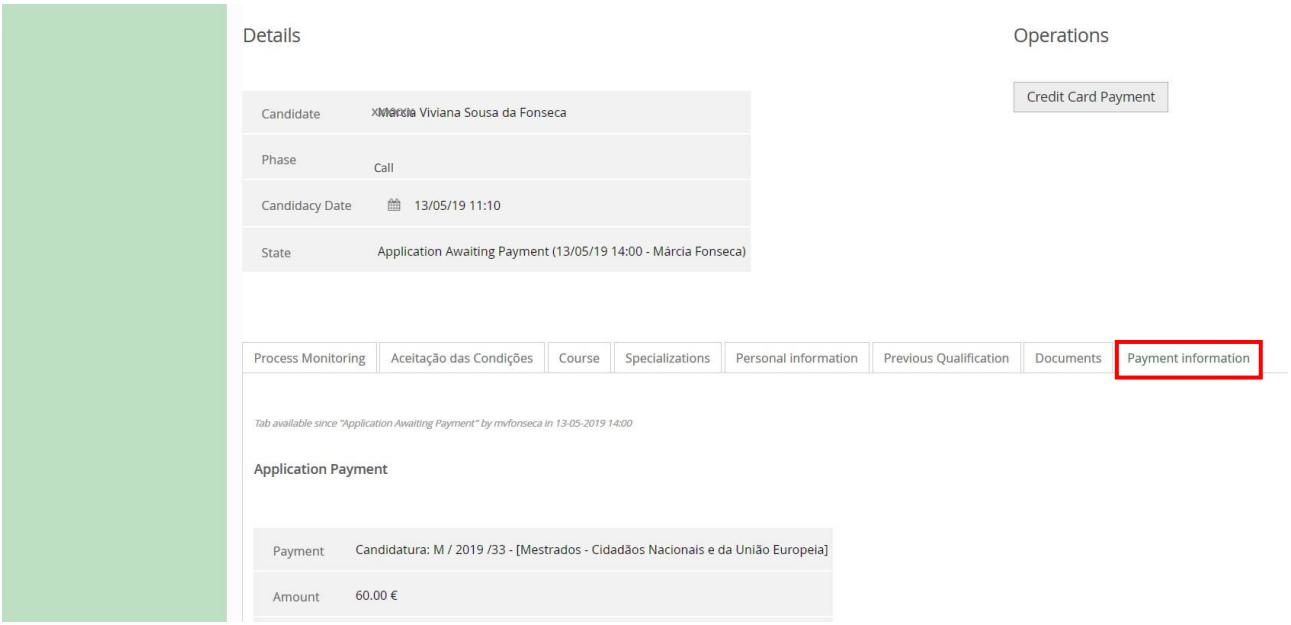
To confirm the submission of your application you must click "Submit Application" or "Cancel Application" if you decide not to continue.



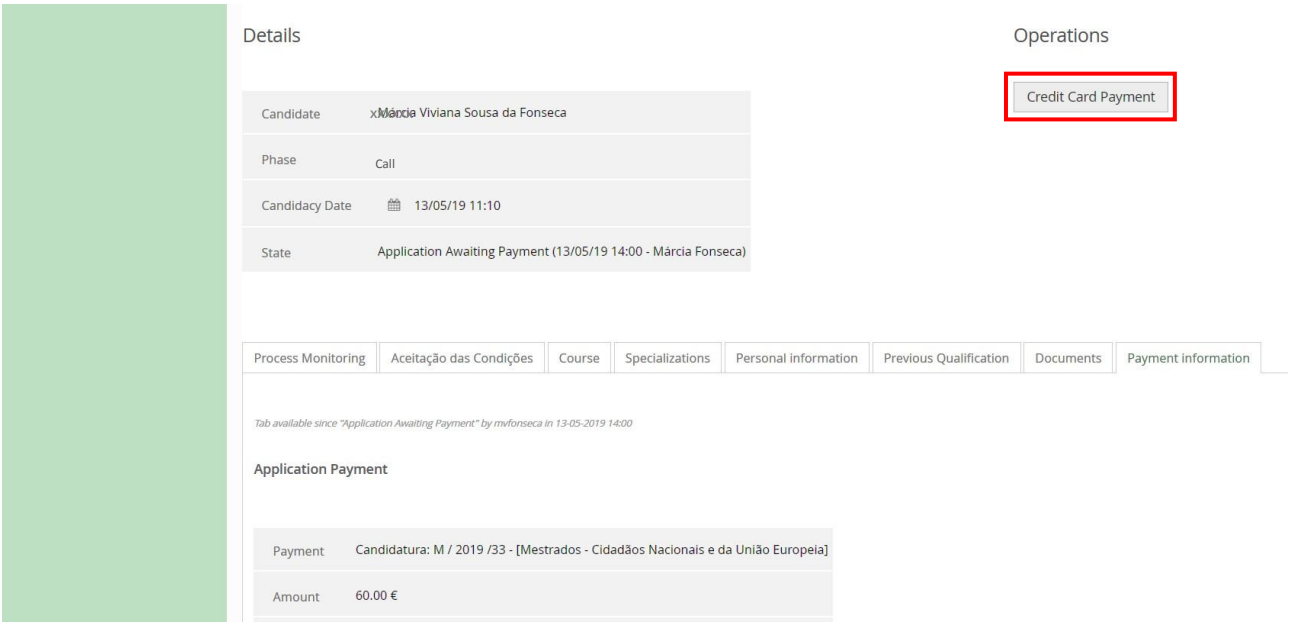
1.4 Payment

Having submitted your application, you must proceed to the payment of the candidacy fee. The payment can be made by National Bank Transfer (SIBS - Payment Reference) or by Credit Card.

a) **Payment by National Bank Transfer - SIBS**: select the separator "Payment information" and the Payment Reference SIBS will be available to make the payment.



b) **Payment by International Credit Card**: Click the "Credit Card Payment" button. Within 72 hours you will receive a link with the necessary information to make the payment in your personal email.



After the payment, your application is complete and will be validated by the Services.

NOTES:

a) If you need any help during the application process, you can contact the Academic Unit through the email academicos@igot.ulisboa.pt.

b) If you want to apply to more than one course you must, and after completing the entire application process, click again on the option ***Candidacies***, available in the top left sidebar.

Candidacies
Accounting (Applicant)

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 *Uchetniy nomer platel'shika*
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 *Identifikacionen nomer po DDS*
Canada	Business Number Numéro d'entreprise
Chile	*Rol Único Tributario* Unique Taxation Number
Colombia	Número De Identificación Tributaria
Costa Rica	Cédula Jurídica
Croatia	PDV Id. Broj OIB
Cyprus	Αριθμός Εγγραφής Φ.Π.Α. *Arithmós Engraphḗs phi. pi. a.*
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	Arithmós Forologikou Mētrṓou *Αριθμός Φορολογικού Μητρώου*
Guatemala	Número de Identificación Tributaria
Honduras	Registro Tributario Nacional
Hungary	Közösségi adószám
Iceland	Virðisaukaskattsnúmer *Value Added Tax Number*
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	עוסק מורשה
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 *Organization number*
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 *Indentifikatzionny nomer nalogoplatel'shchika* (Tax Identification Number)
San Marino	Codice operatore economico
Serbia	Poreski identifikacioni broj *Tax identification number*
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 *Identyfikacijnyj nomer platnyka* податків *podatkiv*
United Kingdom	Value added tax registration number
Uruguay	Registro Único Tributario
Uzbekistan	Солиқ тўловчиларга идентификация рақами
Venezuela	Registro de Informacion Fiscal