

## **INTERNATIONAL STUDENTS ADMISSION PROCEDURES**

Students who wish to attend a degree in one of the IPCB Schools should inform, in advance, the International Relations Office. All incoming exchange students should be officially nominated by the Home University before students send applications.

### **Application deadlines**

For the Autumn Semester or the full academic year – **May 31** (or April 30 for students with visa requirements);

For the Spring Semester – **November 30** (or October 31 for students with visa requirements),

with nominations 15 days before each deadline.

### **Documents to send with Application**

- Photocopy of ID card or passport for students with visa requirements ;
- 1 photo;
- Copy of the European Health Insurance Card or a private health insurance for the period spent in Portugal;
- Student Application Form, Learning Agreement/Training Agreement duly filled in and signed, and portfolio (for Art students).

These documents should be send to us by email to [gri@ipcb.pt](mailto:gri@ipcb.pt)

We do not require student's transcripts, certificate of level of Portuguese language skills or CV. Applications should be sent only by email.

Please, make sure that you submit your application according to the documents and the deadlines. All contacts done between our office and the students are done by e-mail. So, please make sure that the e-mail address is correct in the application form.

We do not automatically send an official acceptance letter. We will send our decision about acceptance until the end of June.

If the student is accepted, a scanned copy of the acceptance letter and of the learning agreement is sent back with our signature and stamp to the International Office of the Home University.

Students and their coordinators should be aware that initial Learning Agreements may be subjected to change due to unforeseen circumstances arising at the start of each semester.

## **ON ARRIVAL**

After arriving at Castelo Branco, the students should go to the International Relations Office to register, to get the International Student's Card and pay a fee of 25 euros. This fee will cover the student's insurance, the registration in the school and the issue of general documents by the Institution.

Only after this, the students are allowed to make the registration in the School they will attend. At the School, the student should meet the School International Coordinator, which will supervise the whole study programme.

Should any problems arise, students must contact the School International Coordinator where they are studying or the International Relations Office.

## **PROCEDURES OF HOST COUNTRY**

The NON-EU citizens need a permit/visa to stay in Portugal. Up to a maximum of three (3) working days **after** arriving in Castelo Branco, they should contact the Foreign People and Borders Office, in order to inform about the period of studies in the IPCB and make all the registration procedures.

### Contacts:

Foreign People and Borders Office  
Rua Professor Dr. Faria de Vasconcelos, Lt. 6 – r/c  
6000-266 Castelo Branco  
Portugal  
Telephone: +351 272 349 500  
Fax: +351 272 349 519  
Opening times: 9h00 - 12h30 ; 14h00 - 16h00  
E-mail: [del.cbranco@sef.pt](mailto:del.cbranco@sef.pt)

## **ACCOMMODATIONS**

The students willing to stay at our Students' Residence should send the Application Form duly filled in and signed. The students who require a room at the Students' Residence MUST STAY at least three months at the Residence. Sending the document does not guarantee a room at the residence.

For the students who do not get a room at the Residence or who do not wish to stay there, we will provide a list of contacts to rent a room in the city and a list of hostels and hotels available.

## LANGUAGE PREPARATION

Our classes are generally taught in Portuguese, but we are very used to teach International students in a tutorial system.

We also offer Portuguese language courses for the international students. The teaching periods of these courses generally start at the beginning of the semester. The students interested in the Portuguese language course should send the Application Form duly filled in and signed.

## HEALTH INSURANCE

Students should carry a European Community Certificate of Health (European Card of Health Insurance). The NON-EU citizens must have a private health insurance.

This card/insurance can be used in case of health emergencies. If necessary, students should go to the Emergency Service of Hospital Amato Lusitano de Castelo Branco, show this form and pay small fee. In case of illness, students should go to the Health Centre of Castelo Branco.

The pharmacies timetable is as follow: 8.30 am – 12.30 am and 2.00 pm – 7.00 pm, from Monday to Friday. At night, on weekends and holidays, there is a Service Pharmacy open.

## CONTACTS

### IPCB – International Relations Office (IRO)

Address: Av. Pedro Álvares Cabral, 12

6000-084 Castelo Branco

Tel: +351 272 339 600

E-mail: [gri@ipcb.pt](mailto:gri@ipcb.pt)

Web site: [www.ipcb.pt](http://www.ipcb.pt)

### Opening hours

14:00 to 17:00 from Monday to Friday

<b>Head of the IRO</b> Prof. Dr. João Pedro Luz E-mail: <a href="mailto:gri.coord@ipcb.pt">gri.coord@ipcb.pt</a>	<b>Other staff</b>
<b>Institutional Erasmus Coordinator</b> Dr.ª Conceição Baptista E-mail: <a href="mailto:cbaptista@ipcb.pt">cbaptista@ipcb.pt</a> <a href="mailto:gri@ipcb.pt">gri@ipcb.pt</a>	<b>Incoming mobility</b> Paula Ribeiro E-mail: <a href="mailto:incoming@ipcb.pt">incoming@ipcb.pt</a>
	<b>Outgoing mobility</b> Virgínia Carmona E-mail: <a href="mailto:outgoing@ipcb.pt">outgoing@ipcb.pt</a>

## **School International Coordinators**

### School of Agriculture

Prof. Isabel Oliveira

Tel: +351 272 339900

E-mail: [ioliveira@ipcb.pt](mailto:ioliveira@ipcb.pt)

### School of Health

Prof. João Belo

Tel: +351 272 340560

E-mail: [jbelo@ipcb.pt](mailto:jbelo@ipcb.pt)

### School of Education

Prof. Natividade Pires

Tel: +351 272 339100

E-mail: [natividadepires@ipcb.pt](mailto:natividadepires@ipcb.pt)

### School of Management

Prof. André Costa

Tel: + 351 277 200220

E-mail: [andrecosta@ipcb.pt](mailto:andrecosta@ipcb.pt)

### School of Applied Arts

Prof. Ana Sofia Marcelo

Tel: +351 272 329920

E-mail: [ana.marcelo@ipcb.pt](mailto:ana.marcelo@ipcb.pt)

### School of Technology

Prof. Rogério Dionísio

Tel: +351 272 339 300

E-mail: [rdionisio@ipcb.pt](mailto:rdionisio@ipcb.pt)