



Universidade do Minho

## Mobility Application Procedures and Deadlines

International students wishing to participate in a period of exchange/mobility at the University of Minho should follow the steps mentioned below:

### MOBILITY FOR STUDIES:

STEP 1: Create an account by starting your registration

at <https://uminho.moveonfr.com/locallogin/64b8f5cba0183bbd72072815/eng>

STEP 2: After account activation, the student can start the online application by logging in with the credentials created in step 1

at <https://uminho.moveonfr.com/form/64b8f5cba0183bbd72072815/eng>

STEP 3: After login, the student will access the application portal, where the open procedures and applications will display. The student can then begin the application process by hitting “Start” for “Application for Incoming Students”.

STEP 4: Students should read all instructions carefully, fill out all the sections/information requested, and upload all the mandatory documents to the application form.

### MANDATORY DOCUMENTS TO BE UPLOADED:

Please, consider that all documents must have good quality.

- **Learning Agreement for Studies**, which needs to be signed and dated by the student and home institution:
  - if the mobility is framed by the **Erasmus+ Programme**, it is mandatory to use the [Online Learning Agreement \(OLA\)](#) (pdf format) > [instructions to create the OLA](#)
  - in case the mobility is framed by other type of programme, the [template made available by UMinho](#) or Home Institution is accepted (pdf format)
- **Scan of ID card/Passport** (pdf format)
- **Home Academic Transcript of Records** (pdf format)
- **Photo** [formal, to be used on identification card] (jpeg format)

#### NOMINATION DEADLINES:

- from the **1st of March to the 30th of April** (for students being nominated for the first semester and the whole year)
- from the **1st of September to the 30th of September** (for students being nominated for the second semester)

Students nomination performed by e-mail to the address: [incoming@usai.uminho.pt](mailto:incoming@usai.uminho.pt)

#### APPLICATION DEADLINES:

- from the **1st of March to the 15th of May** (for students applying for the first semester and the whole year)
- from the **1st of September to the 15th of October** (for students applying for the second semester)

Students application performed exclusively by online application form.

#### MOBILITY FOR TRAINEESHIPS:

STEP 1: Pre-Registration procedure

at <https://alunos.uminho.pt/EN/incomingstudents/Pages/Candidaturas.aspx>

STEP 2: Fill in the application form available

at <https://alunos.uminho.pt/EN/private/electronicdesk/Pages/Candidaturas.aspx> after logging in with the credentials created in step 1 and choosing the option “Application for mobility/exchange Programmes at Universidade do Minho”

STEP 3: Upload of mandatory documents

The following documents must be uploaded to the application (please consider that they must have good quality):

- **Learning Agreement for Traineeships**, which needs to be signed and dated by the student and home institution [preferably, the template to be uploaded should be of the [Online Learning Agreement \(OLA\)](#), in case it is not possible to use this template, alternatively, the use of the [template made available by UMinho](#) or Home Institution is accepted] (pdf format)
- **Scan of ID card/Passport** (pdf format)
- **Home Academic Transcript of Records** (pdf format)
- **Photo** [formal, to be used on identification card] (jpeg format; max. 45kb)

#### APPLICATION DEADLINES:

- from the **1st to the 15th of January**

- from the **1st to the 15th of March**
- from the **1st to the 15th of June**
- from the **1st to the 15th of September**

**Very important:** traineeship applicants need to submit their full online application **at least 60 days prior** to the planned start date of the mobility period.

Applications will be assessed by the International Relations Office (SAI) and by the responsible Mobility Academic Coordinator. Students should wait for official acceptance by the University of Minho, which will be sent by email.

Upon arrival, students should contact SAI and their local coordinator in order to validate their final study programme. After that, students should fill in the registration form at SAI to be enrolled and to obtain a student identification card.

Students will have only access to the University's services, namely the library, elearning platform, wi-fi and computer rooms after enrolment.

Required documentation for enrolment:

- European Health Insurance Card/ PB-4 form or Private Insurance
- Student Visa (when applicable)