

#### Welcome to Católica Medical School

**Applications Manual** 



### You will find relevant information on our website: Applications | FM-WEBSITE (fm.ucp.pt)

INTEGRATED MASTER IN MEDICINE >

Applications

A CATOLICA



CATOLICA

LISBOA

FACULDADE DE MEDICINA

General Admissions -Portuguese Secondary Education





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FACULDADE DE MEDICINA

Create an Account: <a href="https://applications.fm.ucp.pt/accountCreation">https://applications.fm.ucp.pt/accountCreation</a>

FM . UCP	🗮 🚸 Quality Environment:	All changes made will be lost on the next update						
	Create Account							
	If you already have a user     Choose the password you     The password must co     It should contain at le     One uppercase chan     One uppercase chan     One uppercise charac     One special charact	account, you should use your credentials in order to log twould like to use with this account, following the set of notain at least 6 characters, and at most 12; as tone character in 3 of the following 4 categories: rater (A to 2) tacter; (A t	gin in the Fenix main k	login page. AC				
	Credentials Recovery							English (United Kingdorr
	Given Names *							
	Identification Document Type *							
	Identification Number *							You can selected
	Birth Date *							your preferred
	Gender *	○ Female						language here.
		) Male						
	Phone Number *		~					
		Portugal (+351) V						
	E-mail *							
	Password					Before starting your appli	cation nless	se create an Account
	Password Confirmation					Onco you fill all the requi	irod data vo	
	√ Create	I'm not a robot		-		with your new Username unique to you and will be	e. This user the same t	name (e.g UCP53) is hroughout the entire
						application process.		





#### **If you lose your password...** Go to: <u>Credentials Recovery (ucp.pt)</u>



💮 FM . UCP	≡ 🖪 🔍 💭 manager manager ~ 0
⊙ Teacher >	
Academic Administration	Credentials Recovery
⊙ Treasury >	If you don't remember the email address registered on your Fenix account, or if you encounter any other problem related with your login, please contact the IT Support team of your School.
③ System Administration	Choose the password you would like to use with this account, following the set of rules provided bellow:
	<ul> <li>The password must contain at least 6 characters, and at most 12;</li> <li>It should contain at least one character in 3 of the following 4 categories:</li> <li>One uppercase character: ( A to Z )</li> </ul>
⊘ Applicant >	One lowercase character: ( a to z )     One numeric character: ( 0 to 9 )     One special character: ( ~ 10 # \$ \$6 \ 8 * ~ + = ` 1 ()///// :: " < > . ?/)
⊙ myFenix →	$(0) = \operatorname{special Character} \left( -1 \otimes \# \# \pi \pi \cdot \otimes _{\pi} \cdot \tau \right) \left( f(f_{1}) f_{1} + \cdots + f_{n} \cdot f_{n} \right)$
	E-mail*
	✓ Create
	Q Introspection ~



## After you created your Account, go to the Applications Platform

Here: <u>https://applications.fm.ucp.pt</u>



CATOLICA FACULDADE DE MEDICINA	
Login	
	Login

To enter the Applications platform, insert your **username** (e.g: UCP53) and the **password** you created in the previous step.



### Once you enter the Applications Platform:

💮 FM . UCP	😑 👫 Quality En	vironment: All changes made will b	e lost on the next update				Q 🕡 Q	ndidate FM-UCP 🗸
▶     Applicant     ▶       Applications       ▶       myFenix     ▶	Application	<b>IS</b>						
	Execution Interval 2023/2024 Applied applicati No results were found	Application Application for Integrated Master in Medicine	Round Applications [08-03-2023 to 31-05- 2023]	Dates  22/03/23 09:00  31/05/23 23:55	O <u>Create</u>		Click here to star your application.	
	reate Application Proceed to Applic	cation creation?	Int	tegrated Master	in Medic	cine Create		



# You will need to complete several steps before completing your Application:

Applicant	~											
Applications		Application Process - M	IM-2023-2									
myFenix	>	2023/2024 - Application for Integrate	2023/2024 - Application for Integrated Master in Medicine									
		Sack										
		Details	You can check your application status	Operations								
		Applicant Candidate FM-UCP	here.	Submit Application								
		Phase Single Round		Reject Application								
		Application Date 08/03/23 14:26	<b>↓</b>	Change Application Period to the 2nd Phase								
		State Pre-Applicant (08/03/23 14:26 – Candid	ate FM-UCP									
		1. Process Monitoring       1 conditions       1 3. Person         Tab available since "Pre-Applicant" by ucp53 in 16-04-2       21 17:09	Image: Data       A 3.1 Invoice Information       A 4. Qualifications and Additional Additiona Additiona Additiona Additional Additional Additadditiona Addition	dmission Exams 🔔 5. English Language Proficiency 6. Special Quotas 🌲 7. Documents e								



#### **Step 1: Process Monitoring**







### **Step 2: Conditions**

		•	•				•		
1. Process Monitoring	4 2. Conditions	\rm 4. Personal Data	3.1 Invoice Information	4. Qualifications and Admission Exams	5. English Language Proficiency	6. Special Quotas	\rm 1. Docume	nts	
-									•
The submission o	of the Application, imp	lies the reading of:							
Regulation	s for Access and Adm	ssion to the Integrated	d Master's in Medicine of the (	Católica Medical School at Universidade Cat	tólica Portuguesa				
Terms of C	onfidentiality and Pro	cessing of Personal Da	ita						
8 Field "The sub	omission of the Applic	ation implies reading t	he Regulations for Access and	Admission to the Integrated Master's in M	edicine of the Católica Medical Schoo	l at Universidade Ca	tólica Portugues	sa." is required.	
Field "Terms o	of Confidentiality and	Processing of Persona	l Data." is required.						
Field "Any con	itact and / or clarificat	ion of information will	be made via e-mail." Is requir	ed.					
Tah available since "Pre-Appli	cant" by uco53 in 16-04-2021	7-00							-
								The submission	n of your Application,
								implies the rea	iding and acceptance of
								the following:	
The submission of the A	Application implies read	ling the Regulations for	Access and Admission to the Int	egrated Master's in Medicine of the Católica M	ledical School at Universidade Católica F	ortuguesa. *			
I Read and I Took	Knowledge.					×			
Terms of Confidentiality	y and Processing of Per	sonal Data. *					_   ←		
Terms of Confidentiality	y and Processing of Per ccept the conditions o	sonal Data. * f confidentiality and tr	eatment of personal data.	×					
Terms of Confidentiality	y and Processing of Per ccept the conditions o	sonal Data. * f confidentiality and tr	eatment of personal data.	×					
Terms of Confidentiality	y and Processing of Per ccept the conditions o	sonal Data. * f confidentiality and tr	eatment of personal data.	×					
Terms of Confidentiality I have Read and Ac	y and Processing of Per ccept the conditions o arification of informatio	sonal Data. * f confidentiality and tr n will be made via e-mai	eatment of personal data.	×					

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### Step 3: Personal Data

1. Process Monitoring 2. Cond	itions 🛕 3. Personal Data 🔺 3.1 Invo	ice Information 💧 4. Qualifications and Admission Exams	4 5. English Language Proficiency	6. Special Quotas 🛕 7.	Documents		>	
<ul> <li>Fill all required personal It is required to enter the Invalid VAT Number</li> </ul>	l detail fields e following contacts: Email, Phone or Mobil	le Phone and Address					•	
Tab available since "Pre-Applicant" by ucp53 Personal Details	1 in 16-04-2021 17:09	(2,)						
Student Nbr: -		Eiscal Information			If your	Fiscal Address is n	ot available	e on
Personal Data		If you have fiscal number, the fiscal nu	umber must be relative to the country	of the fiscal address.	the list	, please add the A	adress nere	2:
Name	Candidate FM-UCP	Do you have fiscal number? ①   ●	Yes 🔿 No					
Given Names *	Candidate	Fiscal Number *						
Family Names *	FM-UCP	Fiscal Address ①*		~		Ļ		
Gender *	<ul> <li>Female</li> <li>Male</li> </ul>	Country of fiscal address	<u></u>		Contacts Type	Contact		
Profession		Fiscal Data (Country + Number)			MobilePhone (Personal) EmailAddress (Personal	+351969696965 (Default Contact) ) myoung@ucp.pt (Default Contact)	<ul> <li>✓ Edit</li></ul>	
Marital Status *	~	Save Cancel			• Physical Address	Phone     Mobile Phone	C Email Address	• Web Address
Emergency contact ⊕ *			After adding your a the <b>Contacts</b> , you	address on 🖌 will now be		I		
			able to select it:					



#### **3.1 Invoice Information**

1. Process Monitoring 2. Conditions 3. Personal Data 🛕 3.1 Invoice Information 🔺 4. Qualifications and Admission Exams 🐴 5. English Language Proficiency 6. Special Quotas 🔺 7. Documents O Field "Name of the Entity / Company / Institution" is required. Field "Fiscal Number" is required. Tab available since "Pre-Applicant" by ucp53 in 16-04-2021 17:09 If you wish the payment receipt to be emitted with Do you intend to issue the invoice in the name of another Entity / Company / Institution?\* O No different fiscal information from that indicated in the Yes previous step (Step 3), select option YES and complete the fields below. If not, select the option × **NO** and continue with your Application. Name of the Entity / Company / Institution \* Fiscal Number \* Fiscal Address





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# **Step 4: Qualifications and Admission Exams**

a) If you hold (or will hold) a **Portuguese** Secondary Education Diploma:

	1. Process Monitoring	2. Conditions	3. Personal Data	3.1 Invoice Information	4. Quali	fications and Admission Exams	🔔 5. Engli	ish Language Proficiency	6. Special Quotas	1. Documents			
1.	Do you hold a Secondary Educ • Yes, they are final. No, they are provisional.	ation Diploma and have	e you completed the final e	entrance exams? *		If you already completed your Secondary Education and final entrance exams, select <b>YES.</b> On the contrary, select <b>NO</b> , meaning that you will provide provisional proofing documents at this point.							
2.	You want to submit your applie (1) General Access: Stude (2) General Access: Stude (3) Special Access: International (*)	:ation to: * nts Holding Portugue: nts Holding Foreign S ational Students (With	se Secondary Education l econdary Education Diple n nationality of a country	Diplomas (With Portuguese nation omas (With Portuguese nationality outside the European Union)	ality and Eur v and Europe	ropean Union country) an Union country)		Select the type of hold in the near f or Foreign Second for International	Diploma you ho uture): Portugue lary Education; C Students.	old (or will ese Or the one			
	Secondary education institutio Example High School	n where you obtained o	or will obtain your Seconda	ary Education Diploma: *									
3.	[1] Secondary education avera 180 [1] Entry exam grade of 02 - Bi	ge grade (scale 100 to 2 ology and Geology (B) (:	200) * scale 140 to 200) *		lf y exa gra	you will only complete ye ams this year, please int ades you are expecting t	our entran roduce the to obtain h	ce e ere:					
	[1] Entry exam grade of 07 - Ph	iysics and Chemistry (Q	)) (scale 140 to 200) *										



# **Step 4: Qualifications and Admission Exams**

b) If you hold (or will hold) a **Foreign** Secondary Education Diploma:

	1. Process Monitoring	2. Conditions	3. Personal Data	3.1 Invoice Information	4. Qualifications and Admission E	kams	🌲 5. English Language	Proficier	icy 6. Specia	al Quotas	🔔 7. Docur	ments	
1.	Do you hold a Secondary Educa Yes, they are final. No, they are provisional.	ation Diploma and have	e you completed the final e	ntrance exams?*	you already completed you ontrary, select <b>NO</b> , meaning	r Seco that y	ondary Education ar you will provide pro	nd final visiona	entrance e al proofing d	xams, se locumen	lect <b>YES.</b> O Its at this p	on the oint.	
2.	You want to submit your appli [1] General Access: Stude [2] General Access: Stude [3] Special Access: Intern	cation to: * ents Holding Portugu ents Holding Foreign ational Students (Wi	uese Secondary Education Secondary Education D ith nationality of a count	on Diplomas (With Portuguese r iplomas (With Portuguese natio try outside the European Union	nationality and European Union country) mality and European Union country) )		Select the type of Portuguese Secor Education Diplom	<sup>E</sup> Diplor ndary E na; or t	na you hold ducation Di he one for li	l (or will ploma o nternatio	hold in the r Foreign S onal Studer	e near future): econdary nts.	
3.)	[2] General access: students [2.1] Cambridge Advanc [2.2] International Bacc	holding foreign seco ced International Ce alaureate Diploma (	ndary education diploma ertificate of Education (/ (IB Diploma)	s. Select the origin of your secon AICE) Diploma	dary education: *						_		
	<ul> <li>[2.3] Baccalauréat Euro</li> <li>[2.4] France</li> </ul>	péen	()			Selec atten	t which Foreign Sec d/ed.	condary	y Education	System	you		
	<ul> <li>[2.5] Germany</li> <li>[2.6] Spain</li> </ul>												
	<ul> <li>[2.7] Switzerland</li> <li>[2.8] United Kingdom / (2.9)</li> <li>[2.9] Scholastic Assessn</li> </ul>	General Certificate nent Test (SAT)	of Education (GCE)										
4.	<ul> <li>[2.99] Other European I</li> <li>Did you use entry exams</li> <li>Yes, I used.</li> </ul>	Union Country or O	ther Foreign Secondary ondary education syste	Education System ems for your application? If ye	es, check the respective option, indicate	which o	ones and briefly justify. *		Indicate if y education s You attend	/ou com  system tl the IB sy	oleted exar han your or ystem and o	ms from a differ wn. For example did an entrance	ent e:
	🔿 No, l haven't used.								exam from System.	, Portugu	ese Secono	dary Education	



#### 3. Continuation

[2] General access: students holding foreign secondary education diplomas. Select the origin of your secondary education: \*

- [2.1] Cambridge Advanced International Certificate of Education (AICE) Diploma
- [2.2] International Baccalaureate Diploma (IB Diploma)
- [2.3] Baccalauréat Européen
- [2.4] France
- [2.5] Germany
- 🔵 [2.6] Spain
- 🔘 [2.7] Switzerland
- [2.8] United Kingdom / General Certificate of Education (GCE)
- [2.9] Scholastic Assessment Test (SAT)
- 🔘 [2.99] Other European Union Country or Other Foreign Secondary Education System

If you will only complete your entrance exams this year, please introduce the grades you are expecting to obtain here: [2.4] Entry exams grade of Sciences de La Vie et de La Terre (scale 14 to 20)\*

 [2.4] Entry exams grade of Sciences Physiques et Chimie (scale 14 to 20)\*

[2.4] Entry exams grade of Enseignement de Spécialité Mathématiques (scale 14 to 20)\*



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# Step 4: Qualifications and Admission Exams

c) If you hold (or will hold) a **Foreign** Secondary Education Diploma:

	1. Process Monitoring	2. Conditions	3. Personal Data	3.1 Invoice Information	4. Qualifications and Admission Exams	🛕 5. English	Language Proficiency	6. Special Quotas	1. Documents	
1.)	Do you hold a Secondary Educa Yes, they are final. No, they are provisional.	ation Diploma and have	e you completed the final er	ntrance exams? * If	you already completed your Sec ontrary, select <b>NO</b> , meaning that	condary Educ you will pro	cation and final en vide provisional p	trance exams, se roofing documer	elect <b>YES.</b> On the nts at this point.	
2.)	You want to submit your appli [1] General Access: Stude [2] General Access: Stude [3] Special Access: Interna X	cation to: * ents Holding Portugu ents Holding Foreign ational Students (Wii	lese Secondary Education Secondary Education Dij th nationality of a countr	n Diplomas (With Portuguese n plomas (With Portuguese nation y outside the European Union)	ationality and European Union country) nality and European Union country)	Select near f Foreig	the type of Diplo uture): Portugues n Secondary Educ	ma you hold (or e Secondary Edu ation Diploma.	will hold in the cation Diploma <b>or</b>	]
	Secondary education institutio	on where you obtained	d or will obtain your Secon	dary Education Diploma: *						
3.)	[3.99] Will you do interna • Yes • No	al exams at Católic	a Medical School , nai	melly: Mathematics; Physics	and Chemistry; Biology and Geology? *	[	Indicate if you wi	ll do exams at Ca	itólica Medical Scho	ol
	0									

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### Step 5: English Language Proficiency

1. Process Monitoring	2. Conditions	3. Personal Data	3.1 Invoice Information	4. Qualifications and Admission Exams	5. English Language Proficiency	6. Special Quotas	1 7. Documents	
Tab available since "Pre-Applica	nt" by ucp33 in 16-04-	2021 17:09						
Do you have a minimum	English proficien	cy score, according to	o the Common European Fra	mework of Reference for Languages (CEFF	R), at least level C1?*			
Yes, I have.     No. I don't have vet								
	-							
×						Indicate	what type of Er	nglish Diploma you
						noid or V	will hold in the r	hear future.
What type of English	Language Certi	ficate do vou hold	l or expect to obtain in th	e future? *				
🔵 a) Cambridge En	glish Exams - (	Cambridge Englis	sh: Advanced (CAE) or 0	ambridge English: Proficiency (CP	E) - minimum score of 180			
🔵 b) International	English Langua	age Testing Syste	m (IELTS) Academic - m	inimum score of 7				
🔵 c) Test of English	as a Foreign L	anguage, Intern	et-based Test <mark>(</mark> TOELF iE	T) - a minimum score of 94				
🔵 d) Satisfaction te	st carried out	at Católica Langi	uages & Translation - le	vel C1 of CEFR				
🔵 e) Applicants wh	o provide proc	of that they have	English as their first la	nguage or have attended seconda	ry school exclusively in Englis	h		
×								
No	a af the province	antiona conceill back	to submit proof in the "Docum	and a state				



### Step 6: Special Quotas (Optional)



2. Conditions	3. Personal Data	3.1 Invoice Information	4. Qualifications and Admission Exams	5. English Language Proficiency	6. Special Quotas	7. Documents	8. Payment Information	Remarks	
Tab available since	"Pre Candidate" by ucp909	in 07-03-2023 14:23							
In accordance v High-perfor	vith Article 16 of the rmance athletes, ur	Regulations for access to ur ider Decree-Law no. 272/2	ndergraduate and integrated master's degr 2009, of October 1	ee courses at Universidade Católica	Portuguesa, please in ৰ	dicate if you meet	the following condition:	Yc in yc	ou only need to complete this step if you fall to one of this three categories. Otherwise, ou can skip to step 7.
X	u choose the previous	option you will have to subn	nit proof in the "Documents" tab.						



### Step 7: Documents

1. Process Monitoring	2. Conditions	3. Personal Data	3.1 Invoice Information	4. Qualifications and Admission Exams	5. English Language Proficiency	6. Special Quotas	1. Documents		
• It is required to	submit the follow	ving documents: Pho	to, Identification Document,	Qualifications Certificate / Portuguese Se	condary Education Equivalence (Prov	isional), National Exar	ms Certificate / Foreign Exa	ms Certificate (Provisional), English Language Proficiency Proof	(Provisional)
Photo Passport type photogr Max Size 4096 KB with	raph n extension: jpg p	ong						You will need to submit the following documents (Final or provisional):	
Upload Identification Docum	ent								
Portuguese citizens m Max Size 4096 KB with	ust submit their n extension: pdf i	National Identity C	ard or Citizen Card. Foreigi	n citizens must submit their Passport, R	esidence Permit or Country of Orig	in Identity Card.			
Upload	, , ,								
Qualifications Certific	ate / Portugues	e Secondary Educa	tion Equivalence (Provisio	onal)					
If you have not yet fin	ished your Portu	iguese or Foreign Se	ecundary Education, please	e submit the provisional proof (please ii	nclude the grade of the subjects of	tained to date).			
Max Size 4096 KB with	n extension: pdf								
Upload									



#### **Step 7: Documents**

National Exams Certificate / Foreign Exams Certificate (Provisional)

If you are still attending your Portuguese Secondary Education, please submit the provisional ENES form or supporting document with the entrance exam scores obtained to date or if you are still attending your Foreign Secondary Education, please submit provisional proof of the required entrance exams, that equivalent to the corresponding Produce obtained to date

Max Size 4096 KB with extension: pdf

Upload

#### English Language Proficiency Proof (Provisional)

If you do not hold an English Proficiency Certificate, please print, fill and sign the "Declaration of Commitment to Submit Mandatory Documents" and submit it.

Max Size 4096 KB with extension: pdf

Upload

#### Special Quotas Proof

If in "Special Quotas" you selected the option:

• "High-performance athletes", you must submit the declaration of your National Sports Institute, when equivalent to the Portuguese Institute of Sport and Youth (IPDJ).

Max Size 4096 KB with extension: pdf

Upload

#### Other Documents

If you submitted provisional grades or documentation, please fill, sign and submit the "Declaration of Commitment to Submit Mandatory Documents".

Max Size 10240 KB with extension: pdf

Upload

If you do not hold an English Proficiency Certificate, please print, fill and sign the "Declaration of Commitment to Submit Mandatory Documents" and submit it.



#### Annex 1: "Declaration of Commitment to Submit Mandatory Documents"

If you submitted **provisional** information or documentation, please fill and submit the "Declaration of Commitment to Submit Mandatory Documents", available here:

Declaration of Commitment.pdf

#### Declaration of Commitment

Application to the Católica Medical School

, \_\_\_\_\_, national from\_\_\_\_\_

holder of citizenship card nº:\_\_\_\_\_\_, with the application nº MIM-

2023-\_\_\_\_\_, do solemnly swear that the provisional information provided at the time of the application to the Católica Medical School is true.

I additionally declare that I will submit the remaining mandatory candidacy documentation via the applications platform of the Católica Medical School, between the 31st of July to 8th August 2023.

(Date)

(Signature)





### Once you upload the required documents...





#### Step 8: Payment

>	
>	

2. Conditions	3. Personal Data	3.1 Invoice Information	4. Qualifications and Admission Exams	5. English Language Proficiency	6. Special Quotas	7. Documents	8. Payment Information	Remarks	
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Tab available since "Waiting for Payment" by ucp909 in 07-03-2023 14:51

#### Application Payment





### Step 8: Payment

#### Application Process - MIM-2023-2

2023/2024 - Application for Integrated Master in Medicine



**NOTE:** Applicants resident outside Portugal must request the IBAN informations via <u>medicina.fm@ucp.pt</u>



#### Thank you for your interest in Católica Medical School

