

## **THE FIRST WEEKS OF AN ERASMUS STUDENT AT ISMT**

### **ARRIVING AT COIMBRA**

Once you arrive at Coimbra you must come to ISMT's Office for International Relations (GRI), to know how things work and what to do in the next weeks

If you have a Certificate of Arrival from your University you must bring it with you for us to sign and stamp.

### **REGISTRATION IN PORTUGAL**

All non Portuguese citizens who are staying for more than three months must be registered. You must go to *Loja do Cidadão* (a public service downtown), 1<sup>st</sup> floor, table *Câmara Municipal*, and ask for the Registration of the European Citizen. To do this you will need:

- Address in Coimbra;
- Proof that you are an ISMT's student (we will give it to you);
- 15 €.

### **ENROLMENT AT ISMT**

You must return to GRI a.s.a.p. for your registration. For this, you will need:

- 2 photos;
- Document Student Registration filled in the front page;
- ID Card or Passport;
- Document from *Loja do Cidadão*.

In a few days you will receive a password to have wi-fi in our buildings and to access data such as Moodle (platform for the materials of the curricular units). Latter you will have a student card.

### **CHANGES TO THE LEARNING AGREEMENT**

You can change the curricular units to attend once for each semester.

In each semester you have three weeks to go to classes (you can even go to classes of curricular units that you did not thought to attend), to see how things work in each curricular unit, meet the professors, know about the conditions (classes, evaluations, bibliography, etc.). You can also check the contents of the curricular units at our webpage. Then you decide in which ones you will enrol.

After that you must fill in the document Changes to the Learning Agreement, which must be signed by you, and your academic coordinators from ISMT and your University.

We recommend that before asking your coordinators you show us the document for us to check if it is filled properly (you can come here or send it by email).

After that you must ask the coordinators for the signatures.

### **WELCOMING MEETING**

Please come to the welcoming meeting that we do for incoming students and where we explain a lot of things about how our institution works. You will receive an email with detailed information (where and when).

### **DEPARTURE**

Before you leave ISMT, you should come to GRI for us to sign and stamp your certificate and check if everything is OK.