Dear Student,

Welcome to ISCAL!

You have recived a link for registration at our online plataform, which is where you can find all the data and documents related to your Mobility process. Please note that without filling the candidacy and uploading the requested documents, ISCAL is not able to enroll you or consider your application as valid.

Please check the browser in use, (Google Chrome, Internet Explorer, Firefox, etc) some versions are not compatible.

1. Please follow the following steps:

1. Choose English or Portuguese version

2. Fill the application data

3. Fill all the required data and upload a photo

4. Upload the documents

5. Save and submit

3. Fill in all the required data and upload a photo

- All data identified with an * is mandatory.

- Please confirm that all the fields are correctly filled.

personal data

2. Fill in the data making sure that:

Receiving Institution is Instituto Superior de Contabilidade e Administração de Lisboa

Program is Erasmus+ Estudos (SMS)

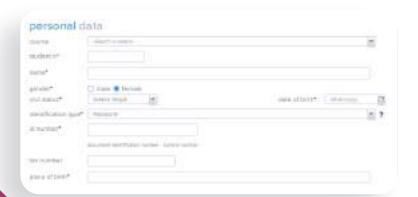**Period of study** is 1ª fase (IN) or 2ª fase (IN)

Upload the documents **4.**

The Learning Agreement to upload is a paper version, signed by the Student and the Sending Institution.

Consult all the courses offer, in English, to ERASMUS Sudents at:

https://www.is-cal.ipl.pt/servi-cos/students-mobili-ty-incoming

Period is 1º Semestre/Autumn or 2º Semestre/Spring

*For academic year, choose 1ª fase

process data

application data

5. Save and submit

After the candidacy is submited, ISCAL will:

- Issue the Acceptance Letter;

- Sign and upload the Learning Agreement.

FAQS

• I can't fill the fields: program or period of study.

Probably the candidacy was filled outside the application period. Please send an email to *erasmus@iscal.pt* and do not fill the data with a program other than ERASMUS - Estudos (SMS).

• Who should I refer as Institutional Coordinator?

All ISCAL contacts are available at the website and the Institutional Coordinator is Pedro Pinheiro.

• Which documents are mandatory to upload to the MobilidadeNet platform?

To consider an application as valid it's necessary to upload 4 documents:
- Identification Document;
- Health Card or Insurance;
- Previous Transcript of Records (to be issued by the sending Institution);
- Learning Agreement for Studies (signed by the student and the sending Institution).

• I can't submit the candidacy.

Please confirm that you filled all the data an uploaded the required documents - The system shows a message with the missing fields/documents.

• What documents do I need?

You will need the Acceptance Letter and the Learning Aggrement.
The Acceptance Letter will be issued by ISCAL after the candidacy is submited and accepted. It can be downloaded from the MobilidadeNet plataform.

For more information consult:
https://www.iscal.ipl.pt/servicos/students-mobility-incoming

erasmus   ISCAL 260   POLITÉCNICO DE LISBOA