



UNIVERSIDADE DE ÉVORA

**INTERNACIONAL STUDENTS  
MOBILITY IN STUDENTS  
WELCOME GUIDE**

# WHAT TO DO BEFORE TRAVELING?

## CHECK LIST

### **Before traveling, confirm the following Checklist :**

- > **Identification card and/or Passport** (attention to the validity of the document);
- > **Acceptance letter** sent to you by the University of Évora, to attend a course or do a mobility period;
- > **Study visa**, if you are not a citizen of the European Union, even if it is only for a period of 3 months;
- > **European Health Insurance Card** (for citizens of the European Union) or Health Insurance Policy ;
- > **"Traveler's Registration"** - You must inform the competent authorities of your country about your stay in Portugal;
- > **Money** for the trip and for a **few days**;
- > **Accommodation** pre-booked for the first days

# WHAT TO DO BEFORE TRAVELING?

## Health Care

If you are a national of a **European Union country**, you must get the **European Health Insurance Card** in your country of origin, before traveling to Portugal and present it at the time of registration and enrollment at the University of Évora.

The **European Health Insurance Card** gives access to the Portuguese public health system.

## National Health Service

[www.sns.gov.pt](http://www.sns.gov.pt)

## More information:

<https://ec.europa.eu/social/main.jsp?catId=559&langId=en>

# WHAT TO DO BEFORE TRAVELING?

## Health Care

If you are a national of a country outside the European Union, you should get health insurance and present a copy of the policy upon registration and enrollment at the University of Évora.

Non-European citizens, coming from a country with which the Portuguese State has concluded an international convention in the field of health and social security, must bring documents that allow them to access the Portuguese public health system (for example, Form PB4 , in the case of Brazil).

More information:

<https://www.dgs.pt/internacional1/acordos/lista-de-acordos.aspx>

# HOW CAN I GET TO ÉVORA?

Évora is at a distance of 150 kms from Lisbon, with a journey time of approximately 1h30m and can be done through the following trans-portion modes:

## **BUS**

From Lisbon there are regular routes to Évora, through the Rede Nacional de Expressos (<http://www.rede-expressos.pt> or 266 769 410). You can purchase the ticket online or at the station.

## **TRAIN**

There is a regular service from Lisbon, provided by CP - Comboios de Portugal (<http://www.cp.pt/passageiros/pt> or 808 208 208 ). You can purchase the ticket online or at the station.

## **CAR**

From Lisbon there is the option via the A2 and A6 motorways (with toll payment. If you do not want to use the motorway, the journey can take about 2h15m through the national roads.

# WHEN YOU ARRIVE AT ÉVORA CHECKLIST

- > Contact the **Academic Services**, namely the Student Support Office (**GAE**) if you are an **International Student** or the Mobility Support Office (**GAM**) if you are a **Mobility Student** by [appointment](#);
- > Search for [Accommodation](#);
- > Apply for **Residence Permit**;
- > Request the **National Health Service User Card**;
- > Obtain the **Portuguese Tax Identification Number (NIF)** ;
- > Open a **Bank Account**;
- > Contact the [Course Director](#).

# WHEN YOU ARRIVE AT ÉVORA

## ACADEMIC SERVICES

The **Academic Services** (SAC) are located in the Santo Agostinho Building, Rua Duques de Cadaval.

The **SAC** has face to face contact hours (Room 1), telephone (266 760 220), and an online help desk, SAC Online, available at <https://atendimento.sac.uevora.pt>.

In **Academic Services**, face-to-face assistance must be schedule in advance in your profile in SIIUE and telephone assistance is provided daily by qualified **Academic Managers** who monitor the student's entire academic career.

### **SAC Hours :**

> Mondays, Wednesdays and Fridays from 9:30 am to 4:00 pm >  
Tuesdays and Thursdays from 9:30 am to 1:00 pm.

**If you need to solve an academic problem, we are here to help you!**

# WHEN YOU ARRIVE AT ÉVORA

## ACADEMIC SERVICES

At **SAC** you can find the office where you must go to start your journey at the University of Évora:

- > If you are an **International Student** , contact the **Student Support Office (GAE)** by email [gae@uevora.pt](mailto:gae@uevora.pt) or by phone +351 266 760 220 or <https://atendimento.sac.uevora.pt> and *schedule your visit*.
- > If you are a **Mobility Student** for a period of up to 12 months, under the Erasmus + Program, other mobility programs and mobility agreements, contact the **Mobility Support Office (GAM)** by calling +351 266 760 220 or <https://atendimento.sac.uevora.pt> and *schedule your visit*.



# WHEN YOU ARRIVE AT ÉVORA

## Student Support Office - GAE

If you are an **International Student**, **GAE** welcomes you, provides you with information and works on your integration process:

- > Introduces you to the **Academic Manager** of your course, for necessary academic procedures, such as: enrollment, registration, obtaining proof of enrollment, etc.
- > Refers to the **Social Action Services (SASUE)** for information and support in terms of accommodation in a University Residence, in case of vacancy, and / or food, if applicable.
- > Gives you information about the different buildings at the University of Évora, indicating in which one (s) you will be attending classes.
- > Provides you with relevant information for everyday life in the city (location of supermarkets, shopping center, cafes,...)

# WHEN YOU ARRIVE AT ÉVORA

## Student Support Office - GAE

In addition, **GAE** helps students monitoring and managing their academic path, by providing support for personal, psychological, psycho-peda-gogical and social aspects.

In coordination with the Students Academic Association and other associations/centers, we ensure the best reception for **International Students** and the beginning of a new stage in your life!

**If you have any non-academic problem, we will help you!**

# WHEN YOU ARRIVE AT ÉVORA

## Mobility Support Office - GAM

The **Mobility Support Office (GAM)** provides daily support to **Mobility Students**, within the scope of the **Erasmus + Program** and others **Mobility and Protocol Program**, who have a mobility period at the University of Évora up to 12 months.

Is also provides support throughout the process since the beginning with the application until the end of the mobility period.

Sign the **Certificate of Attendance** with your arrival date:

Note: You have up to **30 days**, after the date of your arrival at the University of Évora to make changes in your **Learning Agreement/Study Plan/Training Agreement**.

# WHEN YOU ARRIVE AT ÉVORA ACCOMMODATION

You can opt for accommodation in university residences and for that you must go to the Social Support Services, or for a private accommodation. As the number of places in university residences is limited, there is a high probability that you will need to resort to private accommodation.

In private accommodation, you can be rent out a room, in a family home, or a furnished apartment / house that you can share with other colleagues. The price varies according to the number of rooms, location and other rental conditions.

The search for this type of accommodation will depend exclusively on you, but the **Academic Association of the University of Évora** has a list of available accommodations that you can always use:

> **AAUÉ hosting platform** ( <http://alhost.aaue.pt/> )

Alternatively, you can also search online:

> BQUARTO ([www.bquarto.pt](http://www.bquarto.pt))

> Olx.pt (<https://www.olx.pt/>)

> CustoJusto ( <https://www.custojusto.pt/> )

# WHEN YOU ARRIVE AT ÉVORA ACCOMMODATION

> Imovirtual (<https://www.imovirtual.com/>)

Students who come on **mobility** to the University of Évora have the support of **ESN - Erasmus Student Network**, which is made up of students and who help in finding a room or home for the mobility period.

The University of Évora also has an agreement with:

> a company that helps you to find accommodation, INLIFE PORTUGAL ([evora@inlifeportugal.com](mailto:evora@inlifeportugal.com)),

> **the Hotel-Moov Évora**

<https://hotelmoov.com/en/hotels/evora-en/moov-hotel-evora/>

> **the Hostel - Heaven Inn Suites & Terrace**

<https://www.heaveninnhostels.com/EN/home.info@heaveninnhostels.com>

# WHEN YOU ARRIVE AT ÉVORA RESIDENCE PERMIT

To legalize your stay in Portugal , you will have to carry out the following procedures: Within a **maximum period of 90 days**, you must apply for a residence permit with **SEF**, otherwise you will be in an irregular situation in the country and you will have to pay a fine.

The request for the granting of a residence permit is made online, by appointment, as soon as you travel or upon arrival in Portugal, at the online Foreigners and Borders Services in [HYPERLINK "http://www.sef.pt"](http://www.sef.pt) in E-Balcão.

At the time of the contact with SEF, it is important to request information about the documents to be presented on the scheduled day.

## **Foreigners and Borders Services (SEF)**

### **Évora Delegation**

**Av. Lino de Carvalho, 7 and 7<sup>a</sup> | 7005-467 Évora**

**266 788 190, or 808 202 653 for telephones or 808 962 690**

**for mobile phones | email: [del.evora@sef.pt](mailto:del.evora@sef.pt)**

# WHEN YOU ARRIVE AT ÉVORA NATIONAL HEALTH SERVICE USER CARD

The **National Health Service User Card** is a document that foreign citizens residing in Portugal must present at a health center or hospital to obtain health care, arrange medical examinations and obtain medical prescriptions and purchase medicines.

**To request the Card, you go to the Health Center**

**Unidade de Saúde Familiar SOL (Family Health Unit) | Rua Ferragial do Poço  
Novo 22, Évora | 266 760 013**

This card is free and gives access to the Portuguese Public Health Service.

# WHEN YOU ARRIVE AT ÉVORA NATIONAL HEALTH SERVICE USER CARD

**To obtain the card, you must go to the Health Center and show:**

- > Passport or resident permit
- > If you do not speak Portuguese, it is advisable to be accompanied by someone who does the translation;
- > In order to avoid contagion and congestion of service, you should not go together with more than two people;

**Opening hours:**

**9:00 am - 6:00 pm** (Monday, Tuesday and Thursday),

**10:00 am - 02:00 pm** (Wednesday and Friday);

Saturdays, Sundays and holidays - closed.

**If necessary, if you cannot wait for opening hours, you should go to the Emergency Department of Hospital Espírito Santo.**



# WHEN YOU ARRIVE AT ÉVORA

## Tax Identification Number (NIF)

The **NIF** or taxpayer number, is used to identify an entity or a citizen to the tax authorities. It is needed if you want open a bank account and in the purchase of some goods or services (internet, telephone, etc.).

The request for a NIF is made online or in person. The University of Évora can assist you in the procedure, remaining as the student's legal representative for a 183 days. If you want to make the request in person, please go to the Tax Services with someone who represents you legally and make the request.

Contact GAE by email ([gae@uevora.pt](mailto:gae@uevora.pt)) for help!

**If you want to make the online request, when contacting GAE, please send the following documents:**

- a) student's passport;
- b) proof of the student's residence of origin, having to officially certify the residence in the country of origin;
- c) power of attorney given to the University of Évora, which must contain the student's data and authorization for the University of Évora to be its legal representative for obtaining the NIF and treatment of all its tax matters.

A draft document will be made available, which must be authenticated by a Notary or Lawyer, at a cost of approximately € 25, charged to the student.

# WHEN YOU ARRIVE AT ÉVORA Open Bank Account

With a **bank card**, you can carry out most of your daily operations, at an ATM, in stores (payments for water, electricity, gas, mobile phone, day-to-day purchases, etc.)

Transactions can be made at any ATM, regardless of the bank in which you have an account, without any user fees being charged.

In order to open a bank account, present the following documents in a bank of your choice:

- > Passport
- > NIF (Portuguese tax identification number)
- > Proof of Accommodation \*
- > Proof of Enrollment

**\*If you are staying in a university residence, contact the SASUE.**

## WHEN YOU ARRIVE AT ÉVORA Course Director

After contacting **GAE/GAM**, you should contact the [Director of your course](#) so that he/she knows you and guides you regarding the curricular units you can attend/register.

If you are a **Mobility student**, if you intend to attend other curricular, you must first consult with the Course Director and then request to GAM, a change in the *Learning Agreement*, within a maximum period of 30 days after arriving at UÉ.

# USEFUL INFORMATION HOW TO GET AROUND ÉVORA

## URBAN TRANSPORT

You can travel in urban transport, provided by TREVO: <http://www.trevo.com.pt/pt/default.html>

## UBIKE Project

This project provides for free and temporary use of bicycles by the academic community of the University of Évora.

Membership is made by filling out the registration form, available on your student profile, at SIUE, at: [www.ubike.uevora.pt](http://www.ubike.uevora.pt)

## ON FOOT

You can choose the most natural, economical and healthy way to get around. This means that you can get to know the city of Évora better.

# USEFUL INFORMATION

## SCHOOL INSURANCE

All students enrolled and registered at the University of Évora are covered by the School Insurance, either to take a course.

**ATTENTION**, this insurance is not a health insurance, it only covers school activities.

For more information on amounts payable, risks covered and procedures to be carried out in the event of a claim, please consult:

<https://www.uevora.pt/estudar/apoios/programas-apoio-estudantes> and download the **School Insurance Procedures Guide** or contact the **Student Support Office** ([gae@uevora.pt](mailto:gae@uevora.pt)).

# USEFUL INFORMATION

## SCHOLARSHIPS

If you are an International Student you can benefit from Scholarships (you do not need to apply, the scholarship is awarded to all students who satisfy the criteria):

- > Cooperation and Development Scholarship : intended for students from PALOP countries or students who benefit from refugee or stateless status. In the 1st year, everyone from PALOP countries is eligible for a scholarship, in the following years it depends on their academic performance.
- > **Merit Scholarship**: in the 1st year, students are eligible if their previous qualification grades, converted on a scale of 0 to 20, is equal to or higher than the minimum merit grade for each cycle of studies:
  - 1st cycle - admission grade higher than or equal to 14;
  - 2nd cycle - average undergraduate degree grade, greater than or equal to 15;
  - 3rd cycle - weighted average of the average degree (60%) and average of master's degree (40%) grades greater than or equal to 16.

**More information at:**

<https://www.uevora.pt/estudar/apoios/premios-bolsas-merito>

# USEFUL INFORMATION

## FOOD

The **Social Action Services of the University of Évora (SASUÉ)** offer diverse and quality meals. In all the buildings of the University there are bars with meals at controlled prices and social basket.

In the colleges of Mitra, Luís António Verney and Leões, there are cafeterias with meals at a social price.

The referred bars and cafeterias are open from Monday to Friday and offer a wide variety of food at reasonable prices.

### **More information:**

**[www.sas.uevora.pt](http://www.sas.uevora.pt) | [daa@sas.uevora.pt](mailto:daa@sas.uevora.pt) | 266 740 800**

**Useful Information Food**

# USEFUL INFORMATION

## MEDICAL SUPPORT

The **Social Action Services of the University of Évora (SASUÉ)** provide medical appointments in general practice to students attending the University of Évora.

To make an appointment, go to the Social Support Division of SASUÉ. **More information:**

[www.sas.uevora.pt](http://www.sas.uevora.pt) | 266 740 800



# USEFUL INFORMATION VOLUNTEER PROGRAM

The **GAE** is in charge of several **volunteer programs**, including Integration of International Student Platform. You can collaborate with us by becoming a volunteer. The University **Volunteer Program** allows students to volunteer, in activities of educational, social or community interest, framed by projects, programs or other forms of intervention that aim to respond to individual, group or academic community needs in general, developed without a profit aim. **Subscribe to:**

<https://inqueritos.uevora.pt/index.php/973955/lang-pt>

**More information at:**

<https://www.uevora.pt/en/UEvora-experience/sustentabilidade-inclusao/University-Volunteer-Programme>

# USEFUL INFORMATION

## SPORTS

At the University of Évora you can practice different sports.

The dynamics of these activities is ensured by the **Academic Association of the University of Évora**, which, through its sports section and in cooperation with the **Social Action Services**, seeks to encourage and organize the practice of sports activities among students.

For more information about sports activities, you should contact the **Sports Section of the Academic Association of the University of Évora!**

### **Contacts:**

Rua Diogo Cão nº 21

7000-872 Évora

Phone: 266 09 80 03

# USEFUL INFORMATION

## OTHER ACADEMIC COMMUNITY ACTIVITIES

You can develop several extra-curricular activities at the University of Évora with a multifaceted character, covering the organization of cycles of conferences, exhibitions, artistic events, concerts, plays, etc.

here are also several musical groups, of which the **Orchestra, the Choir of the University of Évora and the Tunas Académicas**, a **Theater Group**, a **Cineclub stand out** .

The festivities inserted in academic life, such as the traditional "**Reception to Freshman**" (October) and "**Queima das Fitas**" (June), organized by the Academic Association of the University of Évora, are already a reference in the city.

**Have fun and enjoy the University and the city of Évora, safely!**

# USEFUL INFORMATION

## OTHER ACADEMIC COMMUNITY ACTIVITIES

ÉVORA is an historic city in the heart of Alentejo, heir to a rich and varied cultural heritage, built and preserved over time.

Founded (or re-founded) by the Roman people and called Ebora Liberalitas Iulia, classified as a Cultural Heritage of Humanity, since 1986.

### **More information:**

<http://www.cm-evora.pt/pt/evoraturismo/visitar> Useful Information Exploring the City of Évora

# USEFUL INFORMATION LINKS

Here are some links with important information for your experience at the University of Évora and Évora:

**AAUÉ** form to ask questions related to the course you are going to take: [https://docs.google.com/forms/d/e/1FAIpQLSeB4v7JxocJdV3xQYorCBo5MQIXpRAvgwioAR\\_5vabZ8peR2g/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeB4v7JxocJdV3xQYorCBo5MQIXpRAvgwioAR_5vabZ8peR2g/viewform)

## **Erasmus Student Network**

<https://pt-pt.facebook.com/ErasmusStudentNetworkUEvora/>

## **Academic Association of the University of Évora**

<https://aaue.pt/>

<https://pt-pt.facebook.com/AAUEvora/>

## **League of African Students of the University of Évora**

<https://pt-pt.facebook.com/LEAUE/>

## USEFUL CONTACTS

<b>Número de Emergência Nacional</b>	<b>112</b>
<b>SNS 24</b>	<b>808 24 24 24</b>
<b>Linha SOS Estudante</b>	<b>808 200 204</b>
<b>PSP de Évora</b>	<b>266 760 450</b>
<b>GNR de Évora</b>	<b>266 748 400</b>
<b>Hospital do Espírito Santo</b>	<b>266 740 100</b>
<b>Bombeiros</b>	<b>266 702 122</b>
<b>Proteção Civil - Número Nacional</b>	<b>214 247 100</b>
<b>A tua Embaixada em Portugal</b>	

# USEFUL CONTACTS

## ACADEMIC SERVICES

### Student Support Office

### Mobility Support Office

Santo Agostinho Building | Rua Duques de Cadaval | 7000-883 ÉVORA

### Face-to-face and telephone service:

Mondays, Wednesdays and Fridays: from 9:30 am to 4:00 pm

Tuesdays and Thursdays: from 9:30 am to 1:00 pm

**On-Line Service Desk:** <https://atendimento.sac.uevora.pt>

**Phone:** 266 760 220



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[www.uevora.pt](http://www.uevora.pt)