

Mobility Calendar

Before leaving home country

Action	Dates
Nominations	Home institution should send nominations lists until April 30th.
Application Procedure [Students/ Home institution]	<ul style="list-style-type: none"> Until June 30th (1st semester and full year); Until November 30th for second semester; Other forms are at www.utad.pt "GRIM" ➔ "Foreign Students" The contact for Incoming students is grim@utad.pt; Students could be considered "Not accepted" if their documents don't arrive before the deadline.
Erasmus Intensive Language Course (EILC)	<p>Please check that link in order to get more inf. http://www.proalv.pt/erasmusmais/index.php?lang=pt</p>
Acceptance Letter/ Certificate	<p>Ask to grim@utad.pt</p> <p>If the students need an Acceptance Letter they must ask it by e-mail and specify if they need the original.</p>
Visa	Students must ask for the Acceptance Letter at least 2 months before the appointment in the Portuguese embassy/consulate.

During the Erasmus Period

Action	Dates
Registration	<p>The first day you arrive in Vila Real (the Erasmus Office is open for students only on Monday and Wednesday from 14:30 to 17:00).</p> <p>Try to arrive in these days!</p>
E-mail and Internet access at UTAD (E-mail and password)	<ul style="list-style-type: none"> One week after students arrive in UTAD and do their inscription at GRIM.
Arrival Certificate	<ul style="list-style-type: none"> Students who don't bring their home university form <u>must ask for this certificate in GRIM.</u> GRIM may send the certificate to the home university by fax ou e-mail or post. Students must provide the right contact to do so.

Contact Erasmus Departmental Coordinator	<ul style="list-style-type: none"> Students must contact their Erasmus Departmental Coordinator (<u>before arriving and one week after leaving</u>) in UTAD using the contacts given by GRIM.
Inscription in the subjects Step 1	<ul style="list-style-type: none"> Students must complete the form "<u>Inscription for Erasmus students</u>" and deliver it in GRIM one month (maximum) after their registration as Erasmus students.
Inscription on SIDE Step 2	<ul style="list-style-type: none"> Students must register themselves in subjects on SIDE (support information system). For that, they must use the Login and Password given by GRIM. <p>Without this inscription teachers can refuse to evaluate the students!</p>
REMEMBER BOTH STEPS ARE COMPULSORY!	

Before leaving UTAD

Action	Dates
Attendance Certificate	<ul style="list-style-type: none"> The Certificate will only be signed when the student goes to GRIM. <p><u>Certificates won't be given to colleagues or sent later to the home university.</u></p> <ul style="list-style-type: none"> The certificate must be signed in the last Monday or Tuesday of the student in UTAD.
Transcript of Records/ Grades Certificate	<p><u>1st Semester Students</u></p> <p>Students should complete the form "Request for Official Grades" and send it to GRIM (grim@utad.pt), by e-mail, before November 30th.</p> <p><u>Full year and 2nd Semester Students</u></p> <p>Students should complete the form "Request for Official Grades" and send it to Grim (grim@utad.pt), by e-mail before May 31st.</p> <p>We need you send us by e-mail [only] the PDF of the referred document. In that e-mail you MUST tell us which Option you prefer: 1 or 2.</p>

Transcript of Records/ Grades Certificate

Option 1:

Students who choose Option 1 don't need to worry about any more documents. Don't get the grades from teachers, we will do it then we'll send it by post to your home university.

Please be aware this option is the one that takes more time: certificate may take 1-6 months to be ready.

Option 2:

Students who chose Option 2 should follow this procedure:

- With a **Transcript of Records** [the form will be sent by e-mail] students should write the information (student's, home university and host institution's information), by hand, in the 3 rectangles.
- Then go to every teacher so they could write, by hand, the information of the subject they lectured.
 - If you have more than one teacher per subject you must go to the Responsible Teacher of that subject.
- Each teacher should do a little signature ahead of the subject's information.
- After you have all the grades you should do a copy of the original of the "**Transcript of Records**", this time done by computer. You just need to copy everything from the document done by hand to a new one, but done by computer.
- When you have two originals (one done by hand, other done by computer) you go to your course coordinator and he/she should sign both [in the end of the page].
- With these 2 signed originals you need to come to the International Relations Office. You leave both originals in the office. We'll send your grades to your home university.

If you need some help to clarify some questions please contact Sara Alves Dias by e-mail: grim@utad.pt. E-mail is the faster and easier way to help you!

The GRIM Office/International Office/Erasmus Office is open for Erasmus students on Monday and Wednesday between 14h30-17h00.

We really hope you enjoy being an Erasmus student in UTAD and in Portugal!!