

ICLP – Applying to a Course

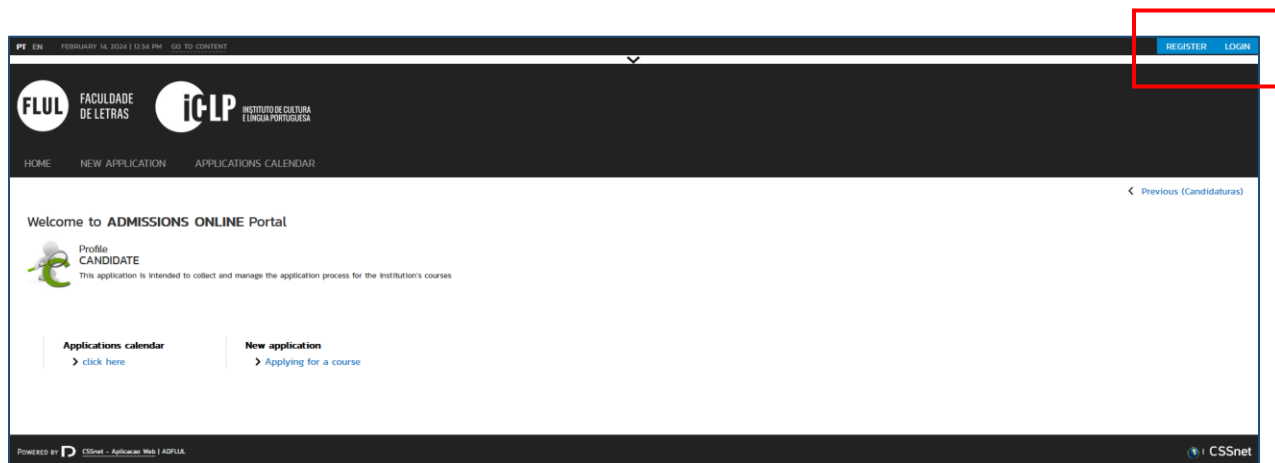


Please access the link below and follow the instructions provided here to find out how to correctly apply for a portuguese course at ICLP.

Link: <https://candidaturas.iclp.adflul.associations.ulisboa.pt/cssnet-iclp/page>

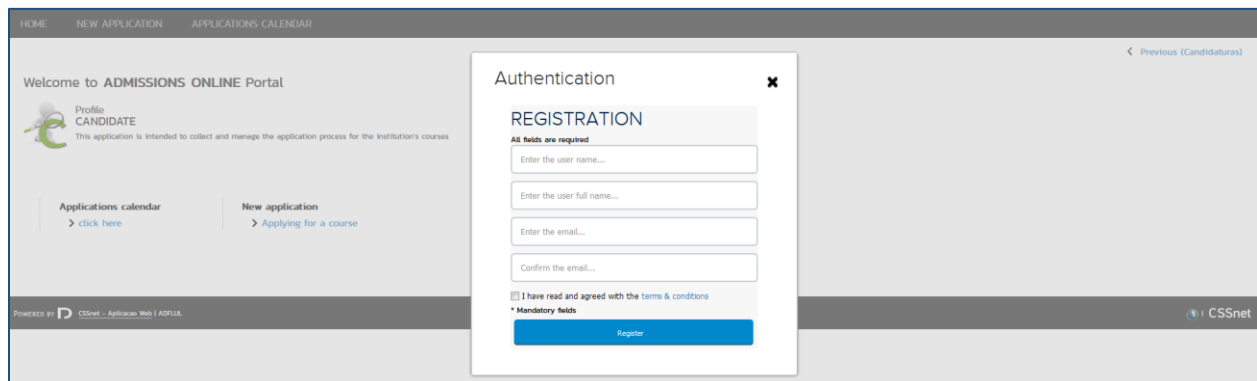
Select the appropriate page display language in the main page's upper left corner, before proceeding (PT | ENG).

If you've never registered in one of ICLP's courses before with this platform, click on **"Register"**, in the upper right corner. Otherwise, select **"Login"** and log into your account.



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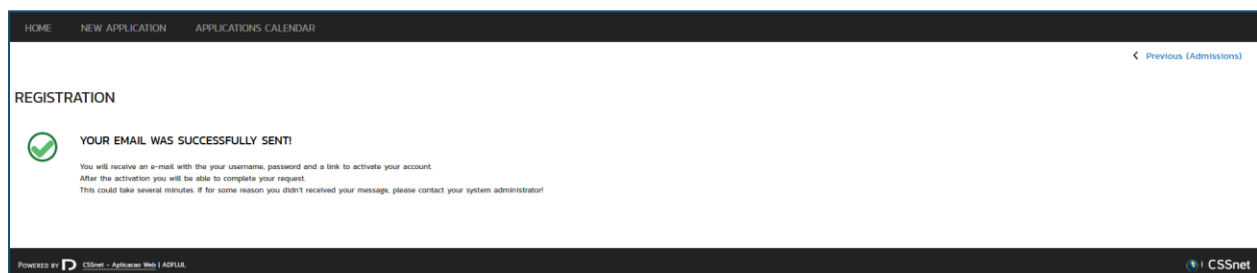
To register in the Applications platform, **fill in the necessary fields**, as described below, and **read ICLP’s Terms and Conditions** for the course you’ll be applying to. It is not possible to proceed without acknowledging these Terms. Once read, tick the box and click on **“Register”**. A verification e-mail will be sent to the e-mail you’ve provided.



The screenshot shows the 'ADMISSIONS ONLINE Portal' with a central 'Authentication REGISTRATION' modal. The modal contains the following fields and elements:

- Header: Authentication [Close icon]
- Section: REGISTRATION
- Requirement: All fields are required
- Form fields:
 - Enter the user name...
 - Enter the user full name...
 - Enter the email...
 - Confirm the email...
- Checkbox: I have read and agreed with the terms & conditions
- Text: *Mandatory fields
- Button: Register

The background page shows navigation links (HOME, NEW APPLICATION, APPLICATIONS CALENDAR), a welcome message, a profile section for a 'CANDIDATE', and buttons for 'Applications calendar' and 'New application'.



The screenshot shows the 'ADMISSIONS ONLINE Portal' displaying a successful registration message:

- Section: REGISTRATION
- Icon: Green checkmark
- Text: YOUR EMAIL WAS SUCCESSFULLY SENT!
- Text: You will receive an e-mail with the your username, password and a link to activate your account. After the activation you will be able to complete your request. This could take several minutes. If for some reason you didn't received your message, please contact your system administrator!


The background page shows navigation links (HOME, NEW APPLICATION, APPLICATIONS CALENDAR) and a 'Previous (Admissions)' link.

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Login to your e-mail account and locate the e-mail you've received automatically, similar to the one exemplified below. In the case you haven't received it after some time, please check your Spam folder.

You'll have to click on "**Activate account**" before being able to login to it with the details here provided.


Registration Information

 De candidaturas.iclp@fl.ul.pt
para

🗣 Idioma Inglês detectado. Deseja traduzir a mensagem [agora](#) ou [nunca](#).

⚠ Transferir fotos ou [transferir sempre imagens deste remetente](#). Para preservar a privacidade, o conteúdo externo não foi transferido

System User Registration

 System logo

Welcome to System, DIF Services. Your request was sucessfully processed!

LOGIN ACCOUNT:

Username: iclp2
Password: 1^g^6

To activate your account please click the following link:
[Activate account](#)


After activating your account, you'll be redirected to the page below, where you may login by filling in your details and clicking on "Submit". As an alternative, you may simply click on "Login" in the upper right corner.

PT EN 14 DE FEVEREIRO DE 2024 | 11:23 SALTAR PARA CONTEÚDO REGISTAR ENTRAR

HOME NOVA CANDIDATURA CALENDÁRIO CANDIDATURAS

< Anterior (Registo)

ACTIVAÇÃO DO REGISTO

 **A SUA CONTA FOI CRIADA COM SUCESSO!**

Por questões de segurança insira os seus dados de autenticação novamente.
De seguida será redireccionado para o serviço: Início Candidaturas

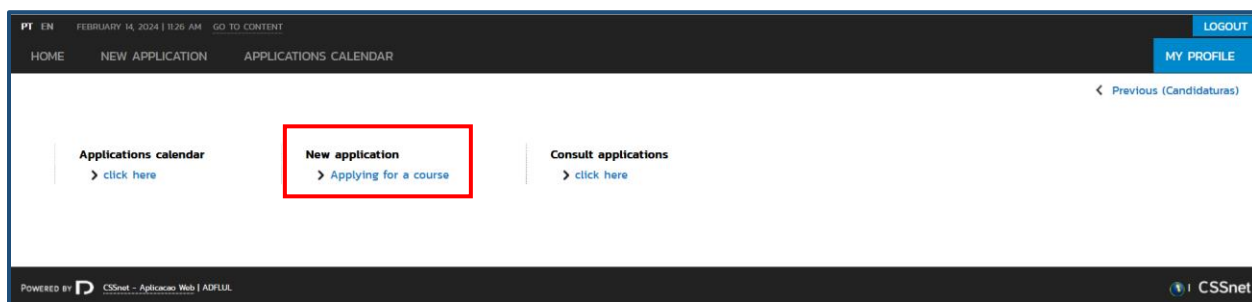
Nome de Utilizador*

Palavra chave*

LIMPAR SUBMETER

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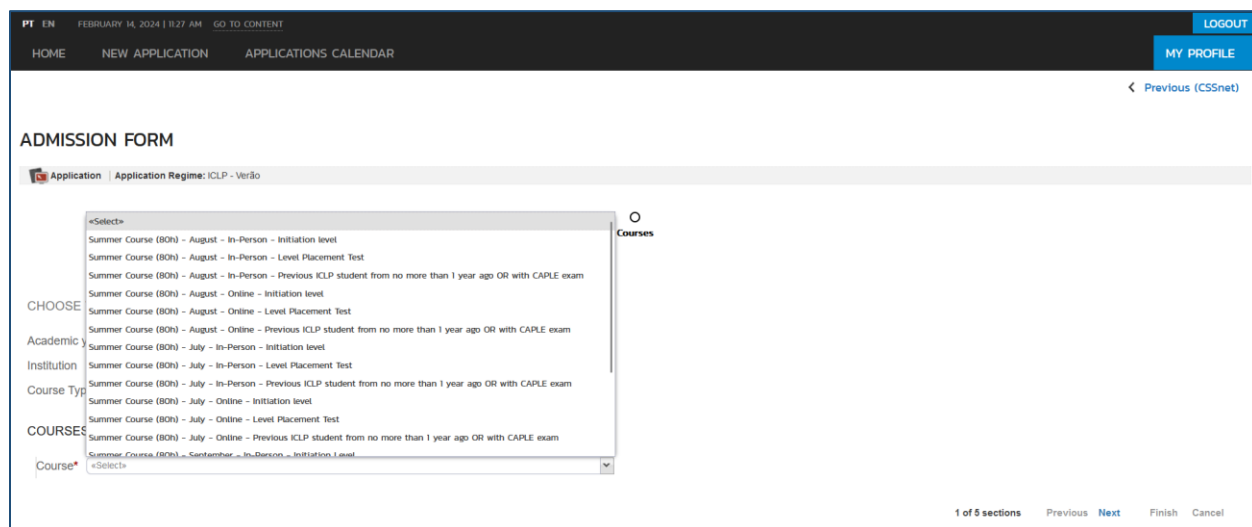
To start the application process in a specific course, select **“Applying for a course”**.



Select the intended course from the available list, as exemplified below. Please note that in the case multiple course types are available, you'll be prompted to first select a specific type or regimen, before being able to select a course.

In the course selection list, where applicable, you'll have to select between **3 different options**. Select the **“Initiation level”** option **if you have never studied portuguese before**. Select the **“Level Placement Test”** **if you have studied portuguese before**. Select the **“Previous ICLP student (...) or with a CAPLE exam”** **if you've been our student during the previous or the same academic year of this new application, or if you have a CAPLE exam certification** for a specific level.

Once selected, press the **“Next”** button, in the lower right corner.



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On the next screen, **fill in the required details**. All the mandatory ones are marked with an asterisk. Once finished, select **"Next"**.

PERSONAL INFORMATION

Full Name*

Gender* Male Female

Date of Birth*

Marital Status

Identification type* ?

Document identification number* -

Document identification number - Control number

Document validity date*

Fiscal data* Portuguese Foreign

Fiscal identification number*

Nationality*

How did you find out about the course you applied for?

CANDIDATE STATUS

Schooling Level

Was once an ICLP student?*

CONTACTS

Residence Address*

Residence* Portuguese foreign

Residence (District)*

Residence (County)*

Residence (Parish)*

Zip Code - -

PHONE CONTACTS (ITS MANDATORY TO FILL AT LEAST ONE OF THE PHONE CONTACTS BELOW)*

Telephone Number

Residence Telephone Number

Cell/Mobile Phone Number

Email Address*

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On this new page, you'll have to **answer a few questions** regarding **ICLP's courses' basic admissions requirements**, as seen below. The necessary application/registration fee information will be displayed as well on this page. Once you've answered the necessary questions, press **"Next"**.

HOME NEW APPLICATION APPLICATIONS CALENDAR MY PROFILE

ADMISSION FORM

Application | Application Regime: ICLP - Verão

Progress: Courses (filled), Personal Data (filled), Prerequisites (Conditional) (empty)

PREREQUISITES LIST

Type to search (will auto search as you type) [Clear] [Export to Excel]

Prerequisites	Topic	Note	Status	Appointment
Knowledge of the Latin alphabet	<Select>		Por realizar	
Portuguese language as mother tongue	<Select>		Por realizar	
Payment of 560 Euros (mandatory)			Por realizar	

3 of 5 sections [Next] [Finish] [Cancel]

HOME NEW APPLICATION APPLICATIONS CALENDAR MY PROFILE

ADMISSION FORM

Application | Application Regime: ICLP - Verão

Progress: Courses (filled), Personal Data (filled), Prerequisites (Conditional) (empty)

PREREQUISITES LIST

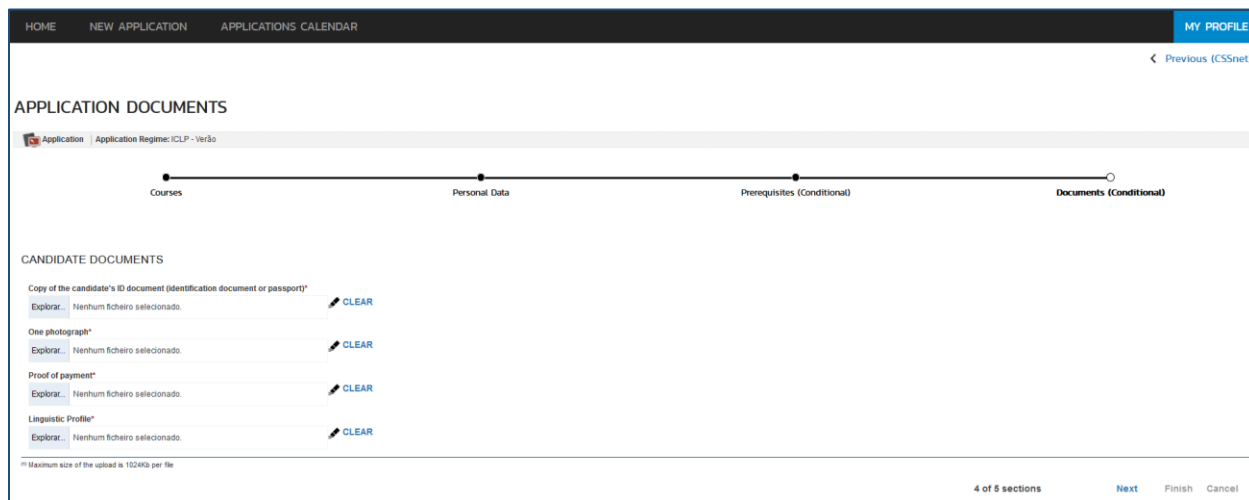
Type to search (will auto search as you type) [Clear] [Export to Excel]

Prerequisites	Topic	Note	Status	Appointment
Knowledge of the Latin alphabet	<Select>		Por realizar	
Portuguese language as mother tongue	<Select>		Por realizar	
Payment of 560 Euros (mandatory)	I do not have I have		Por realizar	

3 of 5 sections [Next] [Finish] [Cancel]

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On this next page you'll have to **upload the necessary application documents**. You may find more information on these documents on our official webpage (<https://www.iclp.letras.ulisboa.pt/en/iclp-en/>), under the specific course's page. When all documents are uploaded, you are then able to proceed to the next page.

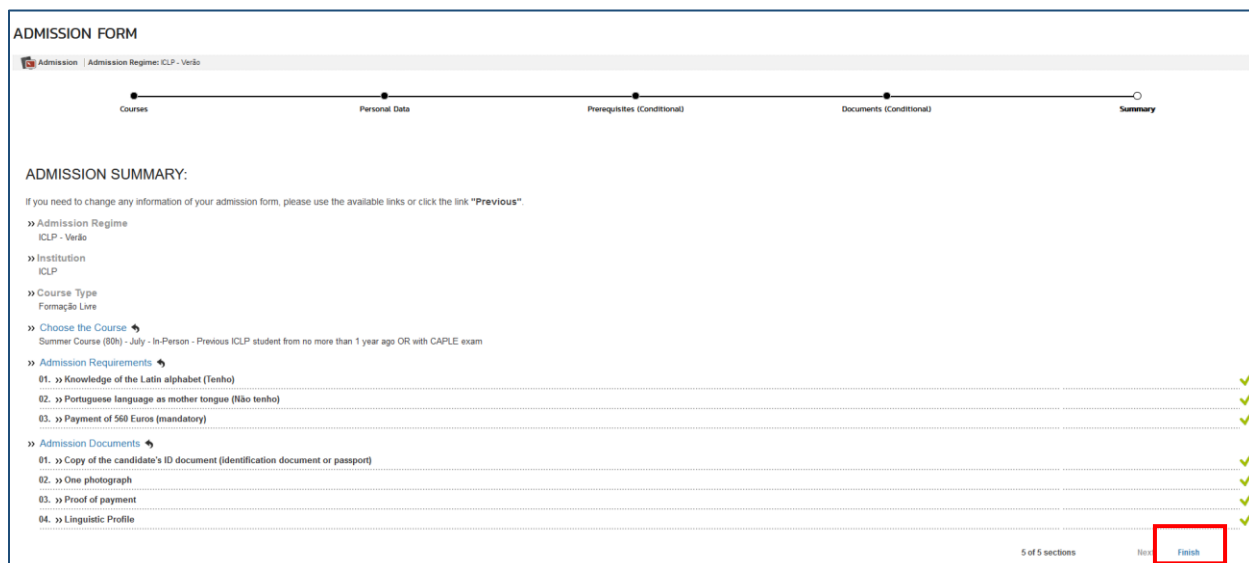


The screenshot shows the 'APPLICATION DOCUMENTS' page. At the top, there are navigation tabs: HOME, NEW APPLICATION, APPLICATIONS CALENDAR, and MY PROFILE. A progress bar indicates the current step is 'Documents (Conditional)'. Below the progress bar, there is a section titled 'CANDIDATE DOCUMENTS' with a list of required documents and their upload status:

- Copy of the candidate's ID document (identification document or passport)*: Nenhum ficheiro selecionado. CLEAR
- One photograph*: Nenhum ficheiro selecionado. CLEAR
- Proof of payment*: Nenhum ficheiro selecionado. CLEAR
- Linguistic Profile*: Nenhum ficheiro selecionado. CLEAR

At the bottom right, there are buttons for 'Next', 'Finish', and 'Cancel'. The text '4 of 5 sections' is visible.

On this next screen, you'll find a summary of your application. Please make sure to review it and if everything is correct on your end, press **"Finish"**.



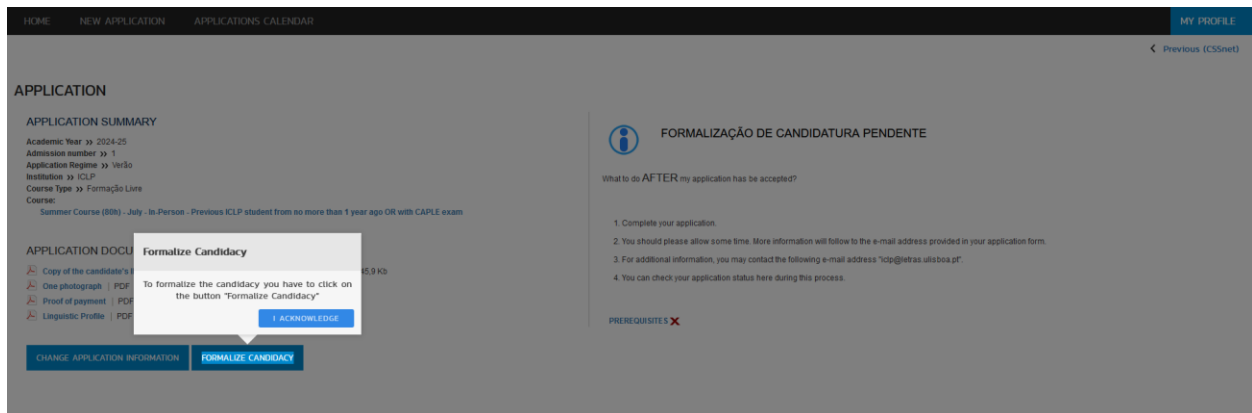
The screenshot shows the 'ADMISSION SUMMARY' page. At the top, there are navigation tabs: HOME, NEW APPLICATION, APPLICATIONS CALENDAR, and MY PROFILE. A progress bar indicates the current step is 'Summary'. Below the progress bar, there is a section titled 'ADMISSION SUMMARY:' with a list of application details and their status:

- Admission Regime: ICLP - Verão
- Institution: ICLP
- Course Type: Formação Livre
- Choose the Course: Summer Course (80h) - July - In-Person - Previous ICLP student from no more than 1 year ago OR with CAPLE exam
- Admission Requirements:
 - 01. Knowledge of the Latin alphabet (Tenho) ✓
 - 02. Portuguese language as mother tongue (Não tenho) ✓
 - 03. Payment of 560 Euros (mandatory) ✓
- Admission Documents:
 - 01. Copy of the candidate's ID document (identification document or passport) ✓
 - 02. One photograph ✓
 - 03. Proof of payment ✓
 - 04. Linguistic Profile ✓

At the bottom right, there are buttons for 'Next', 'Finish', and 'Cancel'. The text '5 of 5 sections' is visible. The 'Finish' button is highlighted with a red box.

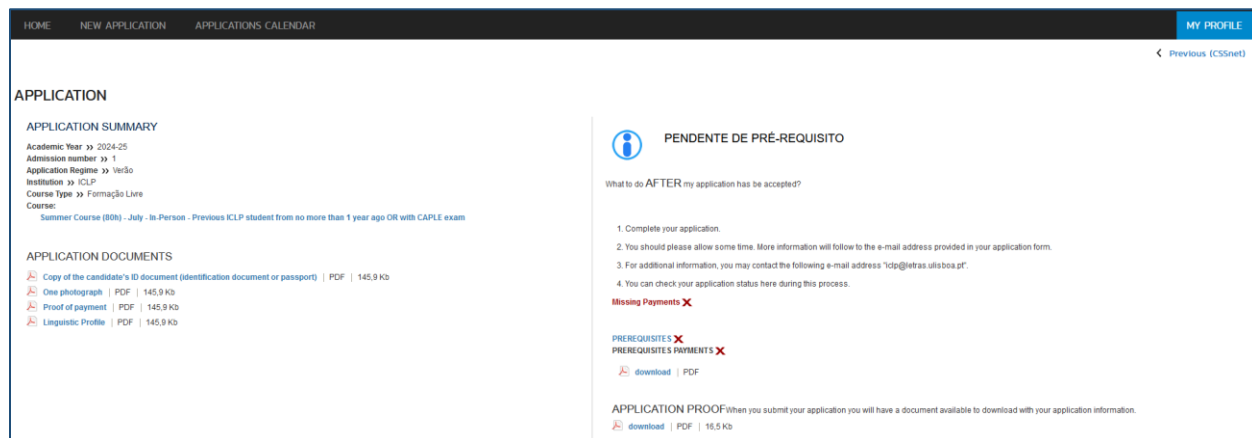
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On this last page, you'll have to **formalize your application** by selecting the respective options as shown below. Press **"I acknowledge"** and, right after, **"Formalize Candidacy"**.



The screenshot shows the 'APPLICATION SUMMARY' section on the left and the 'FORMALIZAÇÃO DE CANDIDATURA PENDENTE' section on the right. A modal window titled 'Formalize Candidacy' is open, displaying the instruction: 'To formalize the candidacy you have to click on the button "Formalize Candidacy"'. Below the instruction is a blue button labeled 'I ACKNOWLEDGE'. At the bottom of the page, there are two buttons: 'CHANGE APPLICATION INFORMATION' and 'FORMALIZE CANDIDACY'.

Once formalized, a brief summary is also presented. All payments will be considered as missing until they are validated by ICLP's Services.

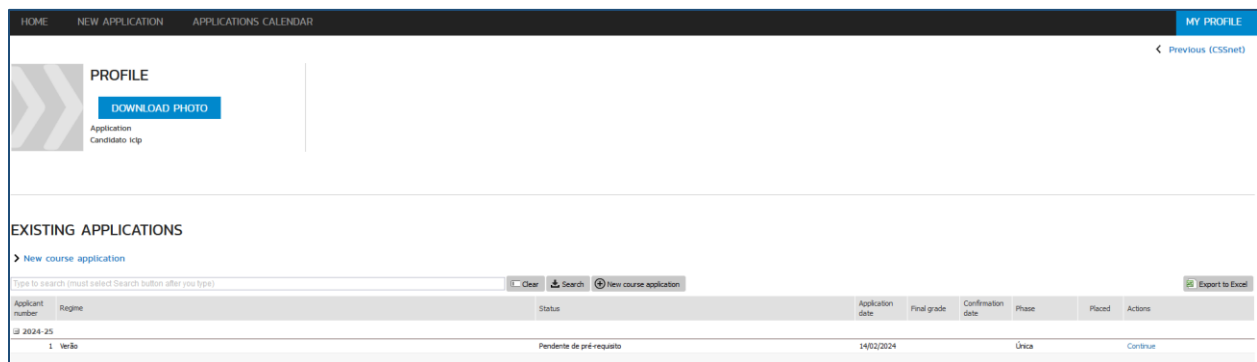
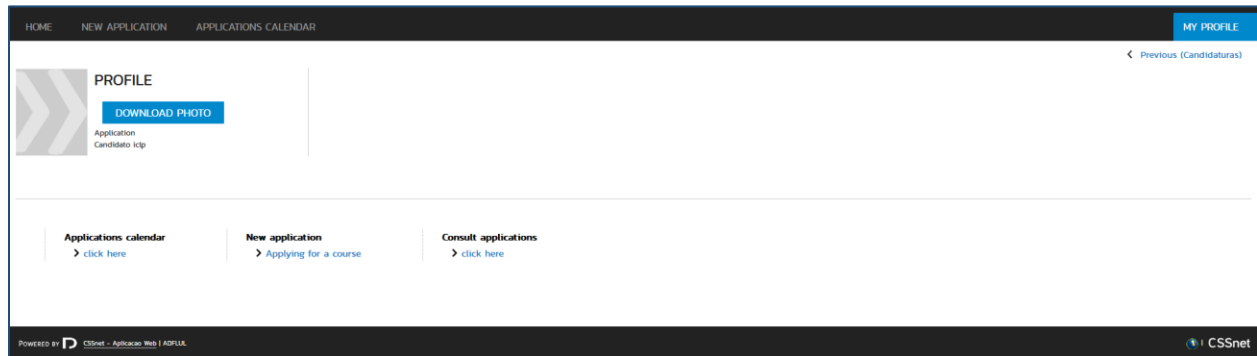


The screenshot shows the 'APPLICATION SUMMARY' section on the left and the 'PENDENTE DE PRÉ-REQUISITO' section on the right. The 'APPLICATION DOCUMENTS' section on the left lists four documents: 'Copy of the candidate's ID document (identification document or passport) | PDF | 145,9 Kb', 'One photograph | PDF | 145,9 Kb', 'Proof of payment | PDF | 145,9 Kb', and 'Linguistic Profile | PDF | 145,9 Kb'. The 'PENDENTE DE PRÉ-REQUISITO' section on the right contains a list of instructions, a 'Missing Payments' status with a red 'X' icon, and 'PREREQUISITES' and 'PREREQUISITES PAYMENTS' sections, both with red 'X' icons and a 'download | PDF' link. At the bottom, there is an 'APPLICATION PROOF' section with a 'download | PDF | 18,5 Kb' link.

At this point, your application should be received by ICLP's Services and will be further analyzed.

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If you later wish to consult your application details again, you may do so by accessing the main page and selecting “**Consult application**”, as shown below.



Thank you.