



Application instructions

ICLP COURSES



FACULDADE
DE LETRAS



INSTITUTO DE CULTURA
E LÍNGUA PORTUGUESA



Application Portal

01.

What is it?

The ICLP application portal is where you can submit all your applications for our courses.
To do so, you will need to create a profile with your details.

02.

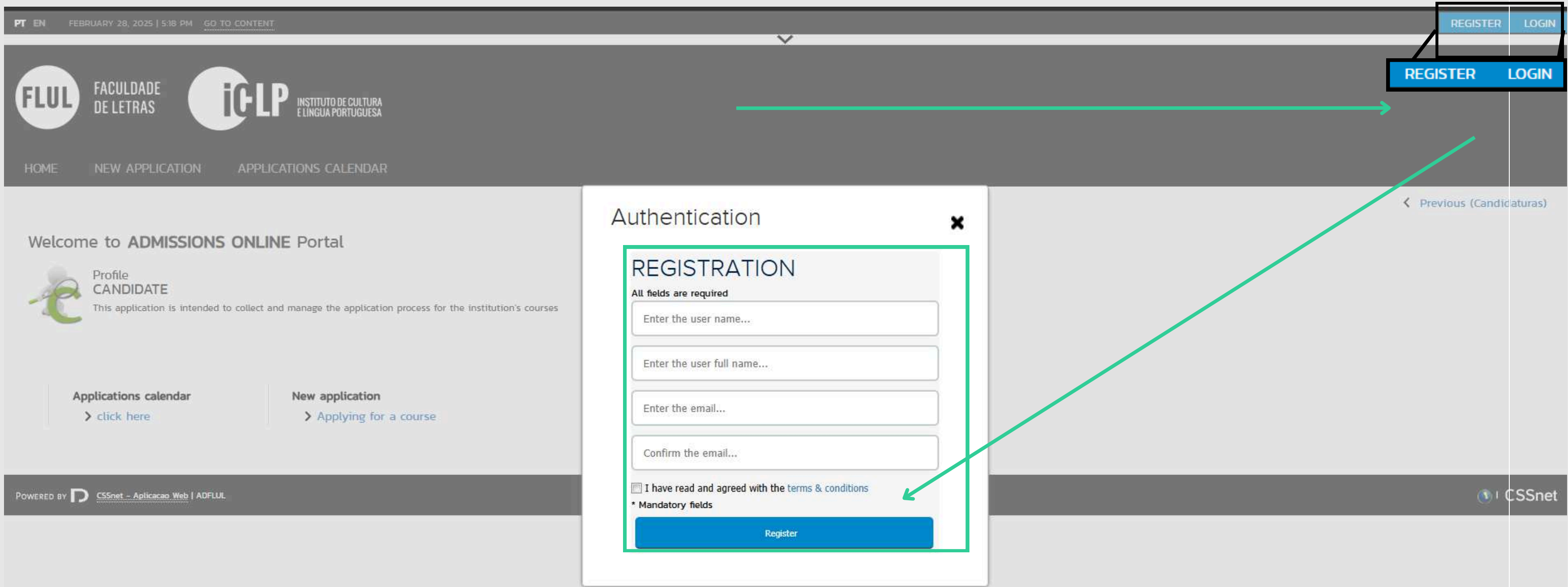
How to access?

Click [HERE](#).

After accessing, if needed you can change the display language of the page in the upper corner.

REGISTRATION AND LOGIN

If you have registered before, simply select the **Login** option and enter your login details.
If this is your first time applying for one of our courses, you will need to register by clicking on the Register option in the upper right corner.
Fill in the details, read the terms and conditions, accept them and press **Register**.
You will be sent a verification email to the email address you provided in this step.



REGISTRATION AND LOGIN

If the information was filled out correctly, the portal should display the following message:

YOUR EMAIL WAS SUCCESSFULLY SENT!

You will receive an email with 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 don't receive your message, please contact your system administrator!

Check your email inbox. If you cannot find the sent message, also check the **SPAM** folder.

You should have received a message similar to the one exemplified below with your access data. To validate them, you will need to click on **Activate Account**. After activation, you will be redirected to the REGISTRATION ACTIVATION page on the portal. There you must fill out the form with your details and then click **SUBMIT**.

At any time, the Login can also be done by clicking the **ENTER** button in the upper right corner.



COURSE APPLICATION

SELECT A COURSE

After logging in, to start an application, you must select the option **New Application** » **Applying for a course**.

If there are multiple courses available, you may have to start by choosing a regime.

In the **course selection list**, whenever applicable, you will have to select one of 3 distinct options:

- **Initiation Level** - if this is the first time you study Portuguese (never studied)
- **Level Placement Test** - if you have already studied, but have not been an ICLP student for less than a year or do not have a CAPLE exam
- **Previous ICLP student (...) or with a CAPLE exam** - if you have already been a student in the same academic year or in the year prior to which you are applying, or if you have a valid CAPLE exam for a certain level.

After selecting the desired option, click **Next** in the lower right corner of the page.

PERSONAL DATA

You must now fill in your personal and contact details.

All fields marked with an **asterisk (*)** **are mandatory**.

This data will be used throughout your journey at ICLP, including the issuance of certificates and invoices/receipts.

Make sure the data is correct and true, then click **Next**.

PREREQUISITES

On this new page, you should answer some questions regarding the basic prerequisites for admission to ICLP courses, as demonstrated below. Information on the application/registration fee will also be presented here. Once you have answered the requested questions, click **Next**.

HOMENEW APPLICATIONAPPLICATIONS CALENDARMY PROFILE

Previous (CSSnet)

ADMISSION FORM

Application | Application Regime: ICLP - Verão

Courses

Personal Data

Prerequisites (Conditional)

PREREQUISITES LIST

Type to search (will auto search as you type)Clear

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	

Export to Excel

PREREQUISITES LIST

Type to search (will auto search as you type)Clear

Prerequisites	Topic	Note
Knowledge of the Latin alphabet	«Select»	
Portuguese language as mother tongue	«Select»	
Payment of 560 Euros (mandatory)	I do not have I have	

APPLICATION DOCUMENTS AND SUMMARY

You will now have to upload the **necessary application documents**. Some of these documents are mandatory to upload. You will find all the information about these documents on our page: www.iclp.letras.ulisboa.pt

HOME

NEW APPLICATION

APPLICATIONS CALENDAR

APPLICATION DOCUMENTS

Application

Application Regime: ICLP - Verão

Courses

CANDIDATE DOCUMENTS

Copy of the candidate's ID document (identification document or passport)*

Explorar...

Nenhum ficheiro selecionado.

CLEAR

One photograph*

Explorar...

Nenhum ficheiro selecionado.

CLEAR

Proof of payment*

Explorar...

Nenhum ficheiro selecionado.

CLEAR

Linguistic Profile*

Explorar...

Nenhum ficheiro selecionado.

CLEAR

(*) Maximum size of the upload is 1024Kb per file

If you chose the Bank Transfer payment method, you must now also attach proof of this operation.
You can consult the account number (IBAN) on the website mentioned above.
If you prefer another type of payment: Credit Card; MBWAY or ATM Reference, you do not need to attach any document.
Once all documents have been uploaded, just click **Next**.

You should now see a summary of all the information submitted.
Please review the **ADMISSION SUMMARY** and, if you verify that you have taken the necessary steps, you must click Finish.

ADMISSION SUMMARY:

If you need to change any information of your admission form, please use the available links or click the link "Previous".

>> 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)

CANDIDATURA A UM CURSO

CANDIDACY FORMALIZATION AND PAYMENT

On this last page, you will have to formalize your application by selecting the respective options, as demonstrated below. Press **I Acknowledge** and, immediately after, **Formalize Candidacy**.

HOMENEW APPLICATIONAPPLICATIONS CALENDAR

APPLICATION

APPLICATION SUMMARY

Academic Year >> 2024-25

Admission number >> 1

Application Regime >> Verão

Institution >> ICLP

Course Type >> Formação Livre

Course:
Summer Course (80h) - July - In-Person - Previous ICLP student from no more than 1 year ago OR with CAPLE exam

APPLICATION DOCUMENTS

Copy of the candidate's ICLP application form | PDF | 45,9 Kb

One photograph | PDF

Proof of payment | PDF

Linguistic Profile | PDF

CHANGE APPLICATION INFORMATION

FORMALIZE CANDIDACY

Formalize Candidacy

To formalize the candidacy you have to click on the button "Formalize Candidacy"

I ACKNOWLEDGE

In the next moment, and if you have not chosen the payment method via bank transfer, you should now proceed to payment by selecting the **Click here to pay** option

PENDENTE DE PRÉ-REQUISITO

Your application has been submitted successfully; it is now in stanby, awaiting the Services' validation. You'll be contacted by e-mail afterwards:

1. On this page, you may consult your application's current status.

2. For additional information, you may contact the following e-mail address "iclp@letras.ulisboa.pt".

3. Payments are considered as missing until the Services' validation.

(1)

Missing Payments X

Click here to pay

PREREQUISITES X

PREREQUISITES PAYMENTS X

download

PDF

APPLICATION PROOF

When you submit your application you will have a document available to download with your application information.

download

PDF | 16,5 Kb

APPLICATION INSTRUCTIONS
ICLP COURSES

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COURSE APPLICATION

ONLINE PAYMENTS

To proceed with the payment you must select the item to which it refers.

Select Items

CHOOSE ITEMS

Type to search (must select Search button after you type)

Items List	Due Date	Total Price	Reference
☒ Propina Intérpretes no Ativo [Propina Intérpretes no Ativo] 	2025-02-28	250 EUR	

Once selected, click on **Items to pay**, in the lower right corner.

Select the desired **payment method** and click **Next**.

CHOOSE PAYMENT METHOD

Payment Methods:*


MULTIBANCO

☐ MB References - ATM
Will be generated unique reference for the payment of the items, by the entity. In this modality, you have to go to a ATM with the reference number that will be assigned at the end of this wizard.


SIBS

☐ Credit Card
When choosing this payment method you will be redirected to an external SIBS payment page, outside of netP@ environment, where you can safely insert your payment details and complete the process.


MB WAY

☐ MB WAY
In this payment you will have to check the notifications in the app of the phone number, to authorize the payment and complete the same.

If you choose the ATM reference, remember that you will have a period of 48H until the reference expires. If you exceed this time, you will have to return to your application and request a new reference.

On the next page you should **Confirm** the chosen method. Proceed with the operation according to it.

Final Steps

Verification

After completing your application and making the payment, ICLP will verify all the data, prerequisites, attached documents, and payment of the required amount for the formalization of your registration.

Additional information will be sent by email later.

Check your application

If you wish to check your application, you can do so by accessing the main page of the application portal, logging in, and selecting the option Consult Application.