Essential Molecular Biology – A Hands-on Laboratory Course

Online Application Procedure

The admission process (application and registration) is conducted exclusively online, on the Faculty of Medicine of Porto website.
To this effect, temporary credentials to access the system are needed. To obtain these credentials:

1. Go to https://sigarra.up.pt/fmup/en/utemp_geral.criar_utilizador_edit
2. Fill in the form and submit.
3. The temporary credentials will be automatically emailed to you in a few minutes.

Online Application

1. Go to https://sigarra.up.pt/fmup/en/web_page.Inicial
2. Enter your credentials at the Authentication area at the bottom left of the page and press “Iniciar sessão”.
3. To access the application form:

    a. On the left-hand side vertical menu click on “Admissions; Applications” (EN) / “Ensino; Candidaturas” (PT)
    b. At the bottom of the page, right-end side, press on “Candidatura a Educação Contínua”
    c. Select the English language by pressing the button “En” at the upper left-hand corner of the screen
    d. Under the heading “Curso de Formação Contínua”, click on “Essential Molecular Biology - Hands-On Laboratory Course - Admission for Continuous Training Courses - 1st Phase
    e. At the bottom of the page click on the button “Submit an application”

4. Fill in the form and attach the required documents (you must submit the form Options of Experimental Focus dully filled).

Important Notes:

- The system requires only the filling of the fields in red colour (called highlighted) for the application to go through; however, all fields (with the exception of the taxpayer no.) are to be properly filled for successful application submission.

- To complete the fields “Country of Issue” (in Identity Card), “Nationality” and “Country of Residence”, you’ll need to click over the button and fill in the field “Name” with the Country of Issue / Nationality / Country of Residence and click “Find”. Once found, please click over the ID number and the field will be automatically filled.
- Under the section “Scanned documents” there are fields which are still presented in Portuguese. The translation is:
  2. Certificate of Master’s ou Ph.D. degree, if applicable (these documents do not wave the requirement to provide the Undergraduate Degree Certificate as requested above).
  3. ID document (identity card or passport)
- To upload scanned documents click on the button, then over the “Upload document” button. Once uploaded to **Documents in your personal area**, select the documents and press “»” to pass them onto **Documents associated with the process.** When done, close the dialog box.
- Under **Other documents deemed relevant to ranking criteria** you **must** upload the form “Options of Experimental Focus”, which can be found in the following page (https://laimm.med.up.pt/images/Cursos/BME20/Options_of_experimental_focus-_EMB_20th_edition.pdf) properly filled.

  Note: the application will not be considered without the submission of this document.

5. Press Save to continue and then *Submit* to submit the application.