

ONLINE APPLICATION GUIDE

This manual shows you how to apply step-by-step for the Masters Programs of the Faculty of Economics, UAlg.

✓ Getting started

Be sure you have all required documentation prepared: each Master's program has its own requirements, which can be consulted on a program's individual page at www.fe.ualg.pt

To begin the application process, you should go to the University of Algarve's application portal at <https://candidato.ualg.pt/cssnet/page?stage=csshome> and choose option "Candidaturas a Mestrados – cursos da Faculdade de Economia".

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Welcome to ADMISSIONS ONLINE Portal



Profile
CANDIDATE

This application is intended to collect and manage the application process for the institution's courses

- > [Candidaturas a Mestrados – cursos da Escola Superior de Educação e Comunicação](#)
- > [Candidaturas a Mestrados – cursos da Escola Superior de Gestão, Hotelaria e Turismo](#)
- > [Candidaturas a Mestrados – cursos da Escola Superior de Saúde](#)
- > [Candidaturas a Mestrados – cursos da Faculdade de Ciências e Tecnologia](#)
- > [Candidaturas a Mestrados – cursos da Faculdade de Ciências Humanas e Sociais](#)
- > [Candidaturas a Mestrados – cursos da Faculdade de Economia](#)
- > [Candidaturas a Mestrados – cursos do Departamento de Ciências Biomédicas e Medicina](#)
- > [Candidaturas a Mestrados – cursos do Instituto Superior de Engenharia](#)
- > [Concurso Especial – Estudante Internacional/International Student Application](#)
- > [Provas especialmente adequadas destinadas a avaliar a capacidade para a frequência do ensino superior dos maiores de 23 anos p/Lic.](#)

✓ Registration

All applicants must first register at the application platform.

CSSnet – Authentication

You chose an candidacy under the regime "Candidaturas a Mestrados – cursos da Faculdade de Economia".
For security reasons, you have to login with your User name to continue your application.⁽¹⁾ e palavra chave nos campos abaixo.

User name*

Password*

Clear

Submit

If you don't have a valid user name and password, you can create a new one thru this application. Register .

Registration

Full name*

Email*

Confirm Email*

I have read and agreed with the terms & conditions

[Clear](#)[Submit](#)

✓ Mandatory Terms and Conditions

For the application to be successful, the terms and conditions must be accepted by an applicant.

Terms & Conditions

Registration terms & condition

1. Conditions of use of the online application service (CSNet)
"The present conditions of use of the service set forth the terms and conditions governing the provision of the online application service (CSNet) by this institution. The terms of the service summarize the agreement between you and this institution as part of your application. By clicking "Yes", the user declares that he / she agrees to the conditions of use of this service, and that he / she has become aware of the legislation governing his / her application, available for consultation on the website of this institution.
(<http://www.ualg.pt/pt/content/acesso>)"

2. Service Description
The CSSnet service operates in a World Wide Web environment, requiring only for this purpose to have access to computer equipment with an internet connection.

3. Before you start applying
a) Before registering, please note that the email address you provide will be used for future contacts. Make sure that the address you provide is the fastest contact address;
b) Check that you can fulfill all the requirements for the application.

4. Obligations of the user
The user must provide correct and up-to-date information on the registration form. The information obtained from the form will be referred to as "Application Information". If any information given does not correspond to the truth, the University of Algarve reserves the right to terminate and / or refuse service.

OK

✓ User Creation

You should indicate which Username you wish to use in the Application Portal. You must enter a valid email address. Your Username should not have spaces or accented characters and should be lowercase. After entering the data, click on "Submit" button.

If you applied in the previous year, you will need to register again.

After this step, an automatic e-mail message will be sent to the applicant's registered email, requesting confirmation of the registration.

If you cannot find the confirmation email in your Inbox, please check Spam folder.

Registration



Your email was successfully sent!

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!



Registration is only valid for 24 hours; if you do not validate the email within this time you will have to register again, bearing in mind that you will have to create a new username.

System/REGISTO MAIL

User Registration

Welcome to UALG. Your request has been successfully processed!

AUTHENTICATION DATA:

User:

Password:



To activate your account you must select the link [Activate password](#)

Confirm Registration

Please note that the registration is only valid for a period of 24 hours, after this period you will have to register again

Registration Activation



Your account was successfully created!

For security reasons please provide your authentication credentials.
After successful authentication you will be redirected to: Inicio Candidaturas

Username*

Password*

Clear

Submit



✓ Application procedure

Step 1: Choice of Courses

You must select the course you wish to apply for. At one application, you can choose up to three Masters Programs. Your application will be first considered for your 1st option program, in case it is not accepted – for the 2nd option, and so on.

Admission Form

Application | Application Regime: Mestr- FE (Change Regime)

1 - Courses

Choose the Course

Institution THE FACULTY OF ECONOMICS

Course Type Master

Courses that you apply for

First Option

Course* «Search or select»
Type the first 4 letters to search

2^o Option

Course «Search or select»
Type the first 4 letters to search

3^o Option

Course «Search or select»
Type the first 4 letters to search

Step 2: Academic Background

If you completed your Undergraduate degree outside of Portugal - choose option "A Foreign institution/Instituição Estrangeira".

Admission Form

Application | Application Regime: Mestr- FE (Change Regime)

1 - Courses | 2 - Academic background

Qualifications

Institution where you graduated/you attended* «Search or select» ?
Type the first 4 letters to search

Graduation Year

Final Grade

Additional Information

2 of 6 sections | Previous Next | Finish X Cancel

Step 3: Personal Data

Personal data marked with an asterisk is mandatory to fill.

Application | Application Regime: Mestr- FE (Change Regime)

1 - Courses | 2 - Academic background | 3 - Personal Data

Personal Information

Full Name*

Gender* Male Female

Date of Birth*

Identification type* ?

Document identification number* -
 Document identification number - Control number

Document validity date*

Fiscal data* Portuguese Foreign

Fiscal Identification Number*

Nationality

Contacts

Residence Address*

Zip Code Search

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*

If you do not fill in a field correctly, or do not fill in a required field, the application will not allow you to proceed to the next step. If you live abroad, you should enter your full address and Zip Code as **9999-998** and Fiscal Identification Number (if you do not hold a Portuguese Fiscal Number – NIF) as **999999998**.

Step 4: Prerequisites

At this stage, the application fee, to which you will have access at the end of all the completed stages, is identified. In this case you just have to click the "NEXT" button to continue.



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Admission Form

Application | Application Regime: Mestrados / Masters (Change Regime)

1 - Courses | 2 - Personal Data | 3 - Prerequisites (Conditional)

Prerequisites list

Prerequisites	Topic	Note	Status	Appointment
Taxa de Candidatura			Por realizar	

3 of 5 sections | Previous | Next | Finish | Cancel

Step 5: Candidate's Documents

Application Documents

Application | Application Regime: Mestrados / Masters (Change Regime)

1 - Courses | 2 - Personal Data | 3 - Prerequisites (Conditional) | 4 - Documents (Conditional)

Candidate Documents

Documento de Identificação - Identification Document
Documento com frente e verso do documento de identificação /Front and Back of ID.

Maximum size of the upload is 8192Kb per file

Número de Identificação Fiscal - Fiscal Number
Este documento é obrigatório para quem não possui cartão de cidadão. This document is mandatory for those who do not have a citizen card.

Maximum size of the upload is 8192Kb per file

Certidão de Habilitações do Ensino Superior/Certificate of Qualifications of Higher Education
Descrição com Unidades Curriculares, respetiva classificação, ano curricular e ECTS se aplicável.* Including the list of curricular units, their classification, academic year and ECTS if applicable.

Maximum size of the upload is 8192Kb per file

Curriculum Vitae
Documento de acordo com o modelo europeu, rubricado em todas as páginas, datado e assinado na última página com entrega de documentos referenciados. Required for students from a Foreign Higher Education system.

Maximum size of the upload is 8192Kb per file

Certidão de conclusão de curso/Course completion certificate
Este documento é de entrega obrigatória caso não seja aluno da UALG. This document is mandatory for applicants who have not previously attended a UALG course.

Maximum size of the upload is 8192Kb per file

Outros documentos relevantes/Other relevant documents
Diplomas, certificados habilitações, declarações comprovativas de experiência profissional, indicadas no curriculum vitae. Documental proof for the facts referred to in the respective curriculum vitae.

Maximum size of the upload is 8192Kb per file

In this step you will need to upload all required documents. Documents should be preferably submitted in PDF – format, except for picture, which is preferably to be a jpeg file. The maximum size of the document to be sent is indicated at the bottom of this step. If the document consists of several files, it is necessary to group them in a single file using a tool such as ZIP.

The application is complete only after all the required documents have been submitted.

You can place the cursor over a question mark for further information about each document to be submitted.

If you do not upload any document, you will be shown a warning message.

After submitting all the required documents, the next step will always display an alert message. If you still hold an old-style Portuguese Identity Card, you must also attach a copy of your Tax Identification Number.

Step 6: Application Summary

Admission | Admission Regime: Mestr- FE (Change Regime)

1 - Courses | 2 - Academic background | 3 - Personal Data | 4 - Prerequisites (Conditional) | 5 - Documents (Conditional) | 6 - Summary

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
 - > Candidaturas a Mestrados - cursos da Faculdade de Economia
- >> Higher Education Institution
 - > Faculdade de Economia
- >> Course Type
 - > Master
- >> Choose the Course
 - > MANAGEMENT
- >> Education Resume
 - A Foreign institution/Instituição Estrangeira
 - Graduation year: 2018
 - Final Grade: 50
- >> Admission Requirements
 - 01. >> Taxa de Candidatura ✓
- >> Admission Documents
 - 01. >> Identification Document ✓
 - 02. >> Fiscal Number i
 - 03. >> Certificate of Qualifications of Higher Education ✓
 - 04. >> Curriculum Vitae i
 - 05. >> Course completion certificate i
 - 06. >> Other relevant documents i
 - 07. >> Photography i
 - 08. >> Certidão comprovativa de atribuição de equivalência/reconhecimento de habilitações, em caso de habilitações estrangeiras i

i Documento de entrega opcional

6 of 6 sections | Previous | Next | Finish | Cancel

If you need to make any changes, please select "Change Application Information":

← → ↻ 🏠 🔒 https://candidato.uaig.pt/cssnet/page?stage=wizard_resumo#wizCandidaturasOnlineAnchor

Find on page: Enter text to search | No results | < > Options

PT EN | January 5, 2020 | 12:49 AM | Logout

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Application

APPLICATION SUMMARY

Academic Year >> 2020-21
Admission number >> 663
Application Regime >> Candidaturas a Mestrados/Masters Application
Course Type >> Master
Course:
MANAGEMENT - FE

Application Documents

- Documento de Identificação - Identification Document | DOC
- Certidão de Habilitações do Ensino Superior/Certificate of Qualifications of Higher Education | DOC
- Curriculum Vitae | DOC

[Change application information](#) [Formalize Candidacy](#)

Formalização de candidatura pendente

What to do after submit?

1. Make payment of associated fees.
2. Regularly check your email, as any situation associated with your application will be communicated to you by email.
3. You can consult the status of your application at any time on this page.
4. To complete the application you must click on "Formalize application"

PREREQUISITES ✗

Final step

If everything is correct, you should click "Formalize Candidacy":

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Application

APPLICATION SUMMARY

Academic Year >> 2020-21
Admission number >> 663
Application Regime >> Candidaturas a Mestrados/Masters Application
Course Type >> Master
Course:
MANAGEMENT - FE

Application Documents

[Documento de Identificação - Identification Document](#) | DOC
[Certidão de Habilitações do Ensino Superior/Certificate of Qualifications of Higher Education](#) | DOC
[Curriculum Vitae](#) | DOC

[Change application information](#) [Formalize Candidacy](#)

i **Formalização de candidatura pendente**
What to do after submit?

1. Make payment of associated fees.
2. Regularly check your email, as any situation associated with your application will be communicated to you by email.
3. You can consult the status of your application at any time on this page.
4. To complete the application you must click on "Formalize application"

PREREQUISITES ✖

✓ Application fee payment

At the end of the application, you can view the information about the fees associated with your application, as well as the proof of your application.

← → ↻ 🏠 🔒 https://candidato.ualg.pt/cssnet/page?stage=EstadoCandidatura&action=C

Find on page Enter text to search No results < > Options ▾

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Application

APPLICATION SUMMARY

Academic Year >> 2020-21
Admission number >> 663
Application Regime >> Candidaturas a Mestrados/Masters Application
Course Type >> Master
Course:
MANAGEMENT - FE

Application Documents

[Documento de Identificação - Identification Document](#) | DOC
[Certidão de Habilitações do Ensino Superior/Certificate of Qualifications of Higher Education](#) | DOC
[Curriculum Vitae](#) | DOC

i **Pendente de pré-requisito**
What to do after submit?

1. Make payment of associated fees.
2. Regularly check your email, as any situation associated with your application will be communicated to you by email.
3. You can consult the status of your application at any time on this page.
4. To complete the application you must click on "Formalize application"

Missing Payments ✖

 Click here to pay

PREREQUISITES ✖
PREREQUISITES PAYMENTS ✖

[Download](#) | PDF

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

[Download](#) | PDF

Note

You should pay the application fee due to deadline printed on the document.

You can use the shopping cart to pay with PayPal:

https://candidato.ualg.pt/cssnet/page?stage=stepvalidardadosfinanceiros#wizPagamentosAnchor

Find on page: Enter text to search. No results. Options

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Order Summary

Items: 0
TOTAL: 0.00 EUR

Online Payment

1 - Validation Financial Data | **2 - Select Items** | 3 - Payable Items | 4 - Payment Method | 5 - Confirmation | 6 - Payment Result

Search

Description:
Type: «Select»

Clear Search

CHOOSE ITEMS

Delete selected Items Export to Excel

Items List	Due Date	Reference	Total Price
<input type="checkbox"/> Candidatura a Mestrado [Mest]	07/01/2020	000216118	50 EUR

https://candidato.ualg.pt/cssnet/page?stage=stepseleccionaritemsconta#wizPagamentosAnchor

Find on page: Enter text to search. No results. Options

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Order Summary

Items: 1
TOTAL: 50.00 EUR

Online Payments

1 - Validation Financial Data | 2 - Select Items | **3 - Payable Items** | 4 - Payment Method | 5 - Confirmation | 6 - Payment Result

ITEMS PURCHASE

Delete selected Items Export to Excel

Items List	Due Date	Reference	Total Price
<input type="checkbox"/> Candidatura a Mestrado [Mest]	07/01/2020	000216118	50 EUR

TOTAL PRICE: 50.00 EUR

3 of 6 sections | Select It | **Choose Payment Method** | Cancel

Payment Mode Choice – PayPal:

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> Applications Dates

Order Summary

Items: 1
TOTAL: 50.00 EUR

Online Payments

1 - Validation Financial Data 2 - Select Items 3 - Payable Items 4 - Payment Method 5 - Confirmation 6 - Payment Result

CHOOSE PAYMENT METHOD

Payment Methods:

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.

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

https://candidato.ualg.pt/cssnet/page?stage=stepseleccionartipopagamento#wizPagamentosAnchor

Find on page Enter text to search No results < > Options

Order Summary

Items: 1
TOTAL: 50.00 EUR

Online Payments

1 - Validation Financial Data 2 - Select Items 3 - Payable Items 4 - Payment Method 5 - Confirmation 6 - Payment Result

CONFIRM PAYMENT DATA [Export to Excel](#)

Items List	Due Date	Reference	Total Price
Candidatura a Mestrado [Mest]	07/01/2020	000216118	50 EUR

PAYMENT VALUE: **50.00 EUR**

PAYMENT METHOD


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

The operation of Electronic Payment Terminal is the sole responsibility of the supplier and all questions or issues regarding the process that follows should be made to it. The item payment is subject to confirmation by the supplier of this service. If the request is refused you should contact your bank or your card issuer, for additional clarification.

5 of 6 sections Choose Payment Method Confirm Cancel

Automatically forwards to PayPal page



Pay with PayPal

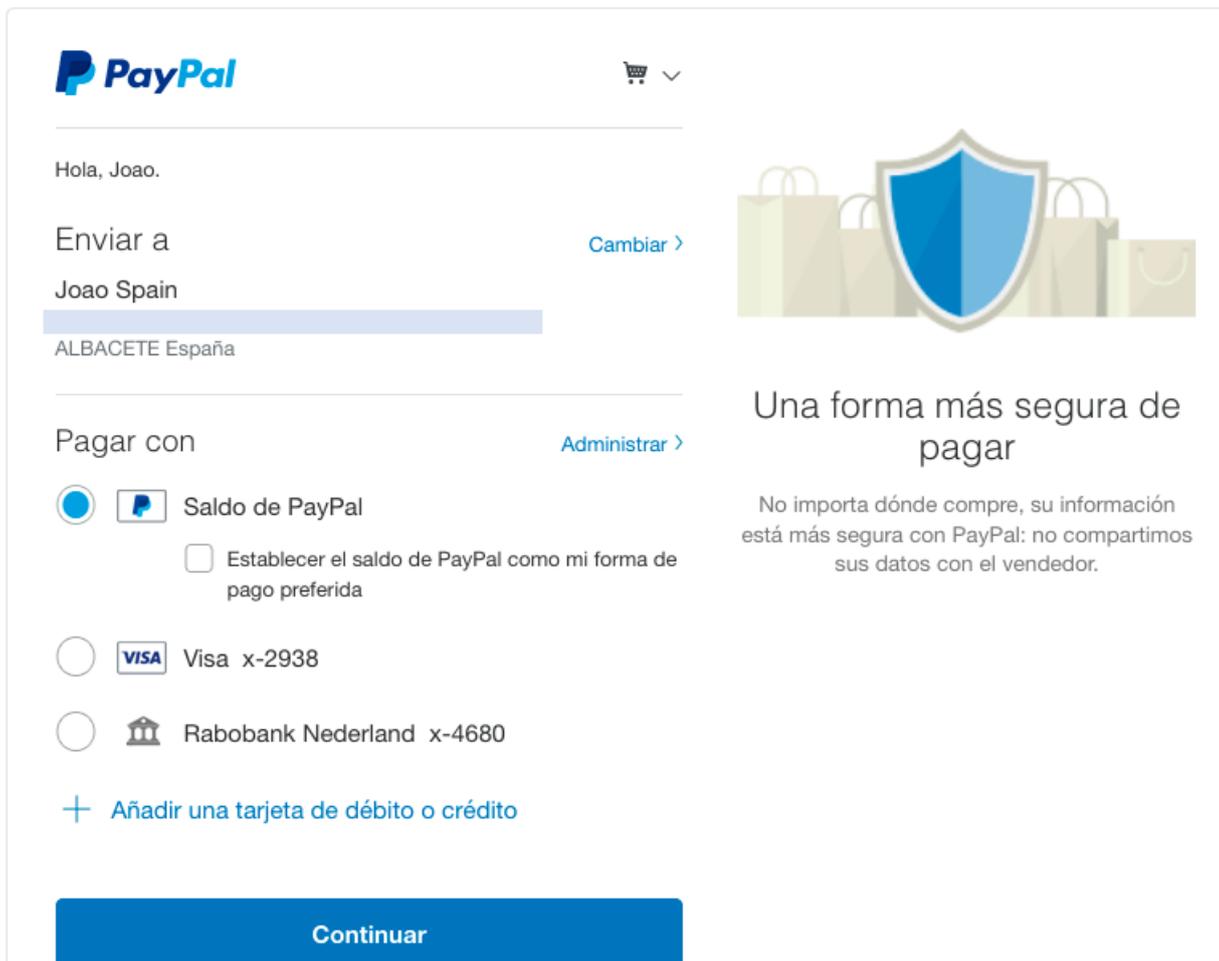
⚠ Please check your entries and try again.

Stay logged in for faster checkout ?

Log In

Choose payment method if customer account has multiple options:

test facilitator's Test Store



The screenshot shows the PayPal checkout interface. At the top left is the PayPal logo and a shopping cart icon. Below the logo, it says "Hola, Joao." The "Enviar a" (Ship to) section shows "Joao Spain" with a "Cambiar >" link. Below that, the address "ALBACETE España" is displayed. The "Pagar con" (Pay with) section has an "Administrar >" link and three payment options: "Saldo de PayPal" (selected with a blue radio button), "Visa x-2938", and "Rabobank Nederland x-4680". There is also a link to "Añadir una tarjeta de débito o crédito". A blue "Continuar" button is at the bottom. On the right side, there is a graphic of shopping bags with a shield, and text: "Una forma más segura de pagar" and "No importa dónde compre, su información está más segura con PayPal: no compartimos sus datos con el vendedor."

At the end of the payment, you will be automatically forwarded to the Admissions Portal, and shown a payment success message.

You will be able to access the system to view the status of your application and the results of your prerequisites.

After payment, you can consult the information on the application portal and validate if the payment is completed.

Note: You should check the e-mail address which you indicated in the application form regularly for any further information on your application.