

Step-by-Step Application Process

Home | Applications Dates



The application cache was invalidated successfully.

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/Masters Application](#)
- > [Concurso Especial - Estudante Internacional/International Student Application](#)
- > [Licenciados - Ingresso no Curso de Medicina/Medicine Application](#)



Online Applications

This manual shows you how to apply step-by-step.

"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&language=en> e clicar na opção Entrar/Registrar." All applicants must first register via the application platform.

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CSSnet - Authentication

You chose an candidacy under the regime "Candidaturas a Mestrados/Masters Application".
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 the applicant.

Terms & Conditions

Registration terms & condition

1. Conditions of use of the online application service (CSSnet)
 "The present conditions of use of the service set forth the terms and conditions governing the provision of the online application service (CSSnet) 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

The applicant should indicate which Username he / she wishes to use in the Application Portal. You must enter a valid email address. The username should not have spaces or accented characters and should be lowercase. After entering the data, submit the registration. If you submitted an application in the previous year, you will need to register again.

After entering the data you must submit the registration.

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

If you cannot find the e-mail requesting confirmation, please check the Spam box.

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!

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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: Choice of Courses

You must select the course you wish to apply for.

Admission Form

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

1 - Courses

Choose the Course

Course Type

Courses that you apply for

First Option

Institution*

Course*

2^a Option Institution

Course

3^a Option Institution

Course

Step: Personal Data

Personal data marked with an asterisk is obligatory.

Browser: https://candidato.ualg.pt/cssnet/page?stage=wizard_escolha_cursos#wizCandidaturasOnlineAnchor

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

January 5, 2020 | 12:20 AM | Logout

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Admission Form

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

1 - Courses | 2 - Personal Data

Personal Information

Full Name*

Gender* Male Female

Date of Birth*

Marital Status*

Identity*

Document identification number*

Document Registry

Document identification number - Colored number

Document emission date

Document validity date*

Visa validity date

Fiscal data*

Nationality*

Contacts

Residence Address*

Zip Code

Phone Contacts (its mandatory to fill at least one of the phone contacts below)

Telephone Number

Cell/Mobile Phone Number

Email Address*

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

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 Postcode 9999-998 and Fiscal Identification Number 999999998.

Step: 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 do choose "Next" to continue.

Browser: https://candidato.ualg.pt/cssnet/page?stage=wizard_dados_pessoais#wizCandidaturasOnlineAnchor

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

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Admission Form

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

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

Prerequisites list

Export to Excel

| Prerequisites | Topic | Note | Status | Appointment |
|---------------------|-------|------|--------------|-------------|
| Taxa de Candidatura | | | Por realizar | |

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

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Step: Candidate's Documents

Application Documents

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.
Browse... Clear
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.
Browse... Clear
Maximum size of the upload is 8192Kb per file

Certidão de Habilitações do Ensino Superior/Certificate of Qualifications of Higher Education*
Descriminada 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.
Browse... Clear
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.
Browse... Clear
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.
Browse... Clear
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.
Browse... Clear
Maximum size of the upload is 8192Kb per file

In this step you will need to submit all required documents. Documents should preferably be submitted in PDF format. The maximum size of the document to be sent is indicated at the bottom of this step. If the document is made up 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 send any documents, you will be shown a warning message.

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

Step: Summary of Application (Completion of Application Registration Process)

Admission Form

Admission Regime: Mestrados / Masters (Change Regime)

1 - Courses | 2 - Personal Data | 3 - Prerequisites (Conditional) | 4 - Documents (Conditional) | 5 - 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/Masters Application
- » **Course Type**
 - » Master
- » **Choose the Course**
 - » MANAGEMENT - FE
- » **Admission Requirements**
 - 01. » Taxa de Candidatura ✓
- » **Admission Documents**
 - 01. » Documento de Identificação - Identification Document ✓
 - 02. » Número de Identificação Fiscal - Fiscal Number i
 - 03. » Certidão de Habilitações do Ensino Superior/Certificate of Qualifications of Higher Education ✓
 - 04. » Curriculum Vitae ✓
 - 05. » Certidão de conclusão de curso/Course completion certificate i
 - 06. » Outros documentos relevantes/Other relevant documents i
 - 07. » Fotografia/Photo i

i Documento de entrega opcional

If you need to make any changes, please select **Change Application Information**.

The screenshot shows the UAlg application portal interface. At the top, there is a navigation bar with the UAlg logo and 'UNIVERSIDADE DO ALGARVE'. Below the logo, there are links for 'Home' and 'Applications Dates'. On the right side, there is a 'Logout' button and a 'My Profile' button. The main content area is titled 'Application' and contains an 'APPLICATION SUMMARY' section with details such as 'Academic Year >> 2020-21', 'Admission number >> 663', 'Application Regime >> Candidaturas a Mestrados/Masters Application', and 'Course Type >> Master'. Below this, there is a section for 'Application Documents' with links to 'Documento de Identificação - Identification Document | DOC', 'Certidão de Habilitações do Ensino Superior/Certificate of Qualifications of Higher Education | DOC', and 'Curriculum Vitae | DOC'. At the bottom of the application summary, there are two buttons: 'Change application information' (highlighted with a red box) and 'Formalize Candidacy'.

Summary of Application

If everything is correct you should select **Formalize Candidacy**.

This screenshot is similar to the previous one, showing the UAlg application portal. The 'APPLICATION SUMMARY' section is visible, and the 'Formalize Candidacy' button at the bottom is highlighted with a red box. The interface includes the same navigation elements and document links as the previous screenshot.

At the end of the process you can view the fee payment of the fees associated with the your application as well as the proof of application.

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

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 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

Note

You must pay by the payment deadline printed on the document.

You can use the shopping cart to pay with Paypal:

PT EN January 5, 2020 | 1:06 AM LOGOUT

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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:

CHOOSE ITEMS


Delete selected Items

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

Browser: <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


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

TOTAL PRICE: 50.00 EUR

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

Payment Mode Choice - PayPal

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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

CHOOSE PAYMENT METHOD

Payment Methods:

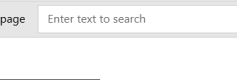
MB References - ATM
 Will be generated unique reference for the payment of the items, by the entity. In this modality, you have to go to a ATM with the reference number that will be assigned at the end of this wizard.

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.

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

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

PT EN | January 5, 2020 | 110 AM | LOGOUT



Home | Applications Dates | My Profile

Previous (Admissions)

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

| 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.


1 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 jumps to PayPal





Pay with PayPal

 Please check your entries and try again.

 Stay logged in for faster checkout [?](#)

Choose payment method if customer account has multiple options

test facilitator's Test Store





Hola, Joao.


Enviar a [Cambiar >](#)

Joao Spain
calle Vilamariñ 1/2 76993- 17469, 02001 ALBACETE,
ALBACETE España

Pagar con [Administrar >](#)

 Saldo de PayPal
 Establecer el saldo de PayPal como mi forma de pago preferida

 Visa x-2938

 Rabobank Nederland x-4680

[+ Añadir una tarjeta de débito o crédito](#)



Una forma más segura de pagar

No importa dónde compre, su información está más segura con PayPal: no compartimos sus datos con el vendedor.

At the end it will automatically jump to netPA and show 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 your e-mail regularly for further clarification of your application until you receive confirmation.