

# APPLICATION FAQS

## MASTER & PhD

# FIRST SCREEN

 To apply, first create an account by filling in the form below.

As indicated, if you have already been a student and/or created an account in the past, you must log in using the previously generated credentials.

If you no longer have access to them, you should recover your account via the Helpdesk – [helpdesk@iseg.ulisboa.pt](mailto:helpdesk@iseg.ulisboa.pt)

## Create Account

- i** If you already have a user account in ISEG - Lisbon School of Economics & Management, you should use those credentials in order to login in the Fenix main login page (link also available in the upper right corner of this page).  
If you do not remember your password you can use the "Forgot Password?" option on that screen.  
In case of difficulties please contact the Helpdesk at <https://www.iseg.ulisboa.pt/dsi/>.  
Choose the password you would like to use with this account, following the set of rules provided below:
- The password must have a minimum of 8 character and a maximum of 16 character.
  - The password must contain a minimum of three changes to the characteristic, such as: upper case, lower case, numbers or special characters.
  - The password shouldn't be too simple, or be a word found in the dictionary.
  - The password shouldn't contain any spaces between characters.

Given Names *	<input type="text"/>
Family Names *	<input type="text"/>
Identification Document Type *	<input type="text"/>
Identification Number *	<input type="text"/>
Birth Date *	<input type="text"/>
Gender *	<input type="radio"/> Female <input type="radio"/> Male
Country of Birth *	<input type="text"/>
Phone Number *	<input type="text"/> Portugal (+351) <input type="text"/>
E-mail *	<input type="text"/>
E-mail Confirmation *	<input type="text"/>
Password	<input type="text"/>
Password Confirmation	<input type="text"/>

# SECOND SCREEN

Next, in the “Applicant” tab, choose the intended application and click “Create”.

Then select the desired program and fill in the requested information.

Academic Administration Treasury qubIT.solutions **Applicant** myFenix ISEG.applications

Applicant > Applications

## Applications

### Open applications

Filter

Execution Interval	Application	Round	Dates		
2025/2026	Masters		📅 21/11/25 14:55	📅 29/11/25 14:55	🔴 Create
2026			📅 30/09/25 10:00	📅 30/11/25 23:59	🔴 Create

# THIRD SCREEN

In the “Last Completed Qualification” section, you must always enter your bachelor’s degree (even if you are a finalist), and you should note that in “School Level” you need to scroll down for “Higher Education –Degree (Bologna)” to appear. If it does not appear, you can type it, and it will show up.

You must select the correct option, otherwise, your programme will not appear in the list.

For the “Mark”, if you are a finalist, you must always enter your current grade, not the expected one.

For bachelor’s degrees with a grading scale different from the one used in Portugal (10–20), you should enter your original grade, and later, based on DGES guidelines, the services will carry out the conversion. If your grade is, for example, 7.37, you can enter 73 (since only 2 digits can be entered). Then, in the next tab, “Status Last Completed Qualification”, it is possible to enter 3 digits, and in that case, you can enter it correctly.


Workflow Monitoring | Degrees | Personal Data | **Last Completed Qualification** | Status Last Completed Qualification | Other Qualifications | Questionnaire

● Please fill in the Country where you completed the qualification  
The school level information is mandatory  
Please fill the school  
Degree Designation is required  
The conclusion year must be filled in with 4 digits

Tab available since "Formalize Candidacy" by catarinagoncalves in 26-11-2025 15:15

**Current Qualification**

Country \*

School Level \*  

Institution

Other institution (not listed)

Degree \*

Mark \*

Conclusion Year \*

Scientific Area (ISCED code)

# FOURTH SCREEN

For the documents, the “Copy of taxpayer card” is only mandatory if the back of the Citizen Card is not included in the previous field.

For students without a Portuguese tax identification number (NIF), the “Copy of taxpayer card” field does not need to have any document attached.

**Note:** Whenever you want to update your application (before submitting it), you must enter the existing application rather than create a new one.

Workflow Monitoring | Degrees | Personal Data | ⚠️ Last Completed Qualification | ⚠️ Status Last Completed Qualification | Other Qualifications | ⚠️ Questionnaire | ⚠️ Documents | GDPR

It is required to submit the following documents: Passport-style Colour Photograph, Copy of identification document, Certificate stating the grades, Curriculum vitae, Motivation Letter

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**Passport-style Colour Photograph**

Max Size 10240 KB with extension: jpg jpeg bmp png gif

Upload

No results were found

**Copy of identification document**

Submission of the ID card image is optional.  
If you choose not to submit the image of the identification document, you must present the identification document, in person, to the Academic Services, for confirmation of the registered information.  
The candidate and student is responsible for the veracity of the information provided and for its continuous updating.

Max Size 10240 KB with extension: jpg jpeg bmp png gif pdf doc docx dot rtf jflif

Upload

No results were found

**Copy of taxpayer card**

Max Size 10240 KB with extension: jpg jpeg bmp png gif pdf doc docx dot rtf jflif

Upload

