APPLICATION TO THE INTERNATIONAL DOCTORAL PROGRAM IN CULTURE STUDIES (INTDCS)

THE LISBON CONSORTIUM – SCHOOL OF HUMAN SCIENCES

REQUEST OF REGISTRATION OF FOREIGN DEGREE

Requests of registration of foreign MA degrees should be presented to DGES (Directorate-General of Higher Education). In order to benefit from Decree-law n.º 341/2007 of 12 October your Master degree needs to have been earned in a country that is part of the list of countries under this regime (List of countries).

If the county in which your degree was conferred is not part of the list of countries that can benefit from the simpler registration regime, you should request the equivalence/recognition of your qualifications, under Decree-Law nº 283/83 of 21 June (please note that this process can take a long time). The equivalence can be done at Universidade Católica. For more information, please consult: http://www.dges.mec.pt/en/pages/naric_pages/academic_recognition/Decree-Law283_83.html

Requests of registration of foreign MA degrees presented to DGES must be accompanied by the following documents:

- Request for Registration Form - use CAPITAL letters (the form is available only in Portuguese. For instructions, please see the last page of this document);

- Original diploma or document issued by the competent foreign institution of higher education to prove, unequivocally, that the degree was conferred, and its translation, if applicable;

- Original or certified document issued by the competent foreign institution of higher education to prove the overall classification;


When necessary, the applicant may be asked to provide a translation of the diploma and the title of the thesis/dissertation if they are written in a foreign language other than Spanish, French, English or Italian.
PAYMENT

The registration process has a cost of 26.90€.

Payments can be done:

- In person;
- By writing a check (foreign checks not accepted):
  - Check - “à ordem” - to Direção-Geral do Ensino Superior
  - Check - “não à ordem” - to Agência de Gestão da Tesouraria e da Dívida Pública - IGCP, E.P.E;
- Bank transfer:
  - Bank: Agência de Gestão da Tesouraria e da Dívida Pública - IGCP, E.P.E.
  - IBAN: PT50078101120000000785189
  - SWIFT: IGCPPTPL

NOTE:
Please mention ‘Registo-DL341/2007 ’ in the transfer description and send a copy of the bank transfer document to the e-mail info.naric@dges.gov.pt. Without sending proof of transfer the registration will not be valid.

For any questions regarding the process or the recognition regime, you may contact DGES directly through the following email: info.naric@dges.gov.pt. They have agreed to help our candidates throughout the process. Please send them an email explaining that you are applying to an FCT-sponsored Doctoral Program at the Lisbon Consortium (Universidade Católica Portuguesa) and that you are expected to register your degree as soon as possible. You may send them a copy of your certificate so they can analyze it and explain what the next steps should be.

DGES

Address: Direção-Geral do Ensino Superior NARIC Av. Duque d’ Ávila, 137, 1069-016 Lisboa

Phone: +351 213 126 000 (Choose option 5)

Fax: +351 213 126 123

Contact hours:
- by phone: Monday, Wednesday, Friday (9.30am-12.30pm - Lisbon Time)
- in person: Tuesday, Thursday (9.30am-12.30pm - Lisbon Time)

INFORMATION REQUESTS:

Prof. Dr. Diana Gonçalves
Executive Coordinator – Admissions and Academics
E-mail: lxconsortium@gmail.com | lxconsortium@fch.lisboa.ucp.pt
**NAME**

**DATE OF BIRTH (DAY – MONTH – YEAR)**

**NATIONALITY**

**PASSPORT NUMBER**

**ADDRESS**

**CITY , STATE**

**ZIP CODE**

**PHONE**

**CELL PHONE**

**DEGREE – MASTER (TITLE IN THE ORIGINAL LANGUAGE)**

**FIELD OF THE MASTER**

**COUNTRY**

**INSTITUTION**

**RETURN OF DOCUMENTATION**

**PICK IT UP IN PERSON – AT DGES**

**RECEIVE IT BY MAIL – DOCUMENTS WILL BE SENT TO THE ADDRESS ABOVE (There are shipping and delivery charges - paid upon reception of the documents.**

**DATA**

**DATE (DAY – MONTH – YEAR)**

**ASSINATURA**

**SIGNATURE**

**ANEXOS (A PREVÊER PELOS SERVIÇOS)**

- [ ] Original do diploma ou documento emitido pelas autoridades competentes do estabelecimento de ensino superior estrangeiro que comprove, de forma inequívoca, que o grau já foi concluído e respectiva tradução quando aplicável.
- [ ] Um exemplar da tesesi/dissertação (formato digital/papel); quando aplicável ou declaração compromissiva da não realização da tesesi/dissertação;
- [ ] Tradução da ficha de matrícula da tesesi/dissertação, quando aplicável;
- [ ] Original ou cópia autenticada do documento que comprove a classificação final, emitida pelas autoridades competentes do estabelecimento de ensino superior e respectiva tradução quando aplicável.