



**CATÓLICA  
LISBON**  
BUSINESS & ECONOMICS

# **INTERNATIONAL UNDERGRADUATE PROGRAMS (BSc)**

## **APPLICATION GUIDE 2021 INTAKE**



# APPLICATION GUIDE

## 2021 INTAKE

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## 1. Introduction

This guide contains instructions regarding application requirements, deadlines and important information about the application process to the International Undergraduate Programs (Bachelor's degree) in Business Administration and in Economics & Finance, for the 2021 intake.

Our Applicants and Students come from different social and cultural backgrounds. The Admissions Jury treats every applicant equally, without regard to a student's citizenship or creed.

## 2. Application Deadlines

Applicants may apply to the International Undergraduate Programs between December 9<sup>th</sup> 2020 and June 25<sup>th</sup> 2021. Competitiveness increases as applications are being evaluated and conditional offers are given. Therefore, we strongly advise you to submit your application, as soon as possible.

There will be five rounds of applications:

**1<sup>st</sup> round: December 9<sup>th</sup> to January 3<sup>rd</sup>**

**2<sup>nd</sup> round: January 4<sup>th</sup> to February 14<sup>th</sup>**

**3<sup>rd</sup> round: February 15<sup>th</sup> to March 28<sup>th</sup>**

**4<sup>th</sup> round: March 29<sup>th</sup> to May 16<sup>th</sup>**

**5<sup>th</sup> round: May 17<sup>th</sup> to June 25<sup>th</sup>**

The Admissions Jury will evaluate your application and you will receive a notification within 3 to 4 weeks after the end date of the corresponding application round.

### Early Bird and Visa Applicants

#### 9 December 2020 - 28 March 2021

All applicants are highly recommended to submit their application as early as possible, particularly Visa students so that they can handle their visa application process on time. The sooner you apply, the faster you will receive a response. Please note that obtaining your visa may take up to three months.

### 3. Application Requirements

Applicants must fulfill all mandatory requirements. The academic performance is the factor we consider the most important, as it is the best indicator of your future success at the attendance of the International Undergraduate Program at CATÓLICA-LISBON.

We also take into consideration the applicant's profile requirements. The English Proficiency, the Personal Statement and the Curriculum Vitae (CV) are worth 15% of the Application Grade.

#### 3.1 Who can apply?

All students who fulfill the mandatory requirements, according to one of the following conditions:

	If you are a <u>current</u> Secondary Education Student	If you <u>finished</u> your Secondary Education
Academic Information	Diploma Statement + Transcript of Records	Official Certificate of Secondary Education with final grades + Official Certificate of Final Examinations with grades
Profile Information	English Certification + Personal Statement + CV	English Certification + Personal Statement + CV

If you apply as a current Secondary Education Student, once you complete your studies, you must submit your final results digitally (scanned copies) and later hand in the official hard copies of your final documentation. You must submit your Secondary Education Certificate and the Certificate of your high-level Mathematics Exam.

**IMPORTANT:** if the submitted documents are written in a language other than English or Portuguese, you will also need to provide an official translation in one of these languages by a registered sworn translator. The translation must be attached to the original document.

### 3.2 Application Formula

The Secondary Education Final Grade counts 50% of the Application Grade, the High-level Mathematics Exam contributes to 35% of the application grade, and the Personal Statement, the CV and the English Proficiency are 15% of the application grade.

**50%**

Secondary  
Education Grade

**35%**

High-Level  
Mathematics Exam

**15%**

Profile Requirements:

- › **Curriculum Vitae**
- › **English Proficiency**
- › **Personal Statement**

### 3.3 Recommended Grades

Evaluation Component	Recommended Grade
<b>Secondary Education Final Grade</b>	<b>80% or higher</b>
<b>High-level Mathematics Exam Grade</b>	<b>80% or higher</b>
<b>Personal Statement, Curriculum Vitae and English Proficiency</b>	<b>C1 CEFR, International Mindset &amp; Background</b>

We recommend an application grade of 80% or higher. Note that if your Secondary Education Final Grade and High-Level Mathematics Exam Grade combined are not above an average of 70%, your application will not be eligible for Admission.

### 3.4 Secondary Education Average Grade

Applicants can apply with predicted grades, before completing their Secondary Education. The predicted grade for the Secondary Education Average is the final grade of qualification an applicant's school believes they're likely to achieve in a

positive outcome. In this case, applicants have to present their [Diploma Statement \(download statement here\)](#), signed by a Secondary Education Teacher or Counselor, and submit their official Transcript of Records with all grades from the last two years and up to the point when the student submits the application.

Applicants must complete or prove they will complete Secondary Education by 31 August of the academic year. By that time they must present their final Diploma. Applicants who have already finished Secondary Education when they start their application must submit the Final Diploma and Certificate with grades.

### 3.5 High-level Mathematics Exam

To apply to the International Undergraduate Programs at CATÓLICA-LISBON applicants must perform a High-level Mathematics Exam, either in the current academic year or in one of the two previous academic years (2021, 2020 and 2019). If the student applies before performing the Mathematics Exam, the predicted grade for the Mathematics Exam must also be included in the Diploma Statement.

If you have already performed the Mathematics Exam at the time you apply, you must submit your result.

**IMPORTANT: the hard copy of the Certificate with the final grade/score of the Math Exam must be permanently submitted to the Admissions Office.**

All applicants are recommended to perform the **SAT Mathematics Level 2 Exam**, except for applicants who perform the following exams:

COUNTRY	EXAM
PORTUGAL	Exame Nacional de Matemática A
AUSTRALIA	Maths: General Mathematics
AUSTRIA	Maturazeugnis
BELGIUM	ASO
CANADA	Advanced Functions
CAPE VERDE	Matemática PGI
DENMARK	Studentereksamen (level A or B)
FINLAND	Ylioppilastutkintotodistus (only extended course)
FRANCE	Mathématiques, Ens. de Spécialité, Voie Générale (Terminale)
GERMANY	Abitur – Mathematik
IRELAND	Mathematics HL

ISRAEL	BAGRUT – Mathematics
ITALY	Maturità Scientifico Mathematics exam
INDIA	Mathematics
LUXEMBOURG	Mathematique
NETHERLANDS	VWO (Wiskunde A or B)
NORWAY	Advanced Mathematics / Vitnemal (S1+S2 or R1/R2 or R1+R2)
ROMANIA	Matemática Mate -INFO
SCOTLAND	Higher Mathematics
SOUTH AFRICA	Mathematics
SPAIN	Matemáticas II
SWEDEN	Slutbetyg - Mathematics course C or higher Mathematics B/3C
SWITZERLAND	Mathématiques - Maturität
UNITED KINGDOM	Mathematics: Further Pure / Mathematics A Level
USA	SAT Mathematics Level 2 / Calculus AB-APT or BC-APT

#### OTHER DIPLOMAS

#### EXAM

CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION INTERNATIONAL BACCALAUREATE	Mathematics A level / Mathematics AS level/ Mathematics - Further Mathematics Analysis and Approaches HL/ SL or Mathematics Applications and Interpretations — HL
EUROPEAN BACCALAUREATE	Matemática IX/X

#### Important Information regarding the SAT Mathematics Level 2 Exam:

- The **SAT Mathematics Level 2 Exam** is a Subject Test that may be performed in any SAT Testing Center around the world. This is the only SAT Exam that is considered eligible for Application.
- The Exam has registration costs and two possible testing sessions to which applicants may register in 2021: **May 8<sup>th</sup> and June 5<sup>th</sup>**
- After performing the Exam, the Score report of the Test can be submitted to CATÓLICA-LISBON, directly on the College Board website, by using the Institution Code: 7423.

Useful links:

[General Info](#) | [Registration](#) | [Getting your Scores](#)

### 3.6 English Proficiency

To fulfill the English Proficiency requirement, an applicant can either:

- Have a **waiver** and thus fulfill the requirement automatically or;
- Provide an **English Certificate** (CAE, IELTS or TOEFL);
- Perform an **English Test** at CATÓLICA-LISBON.

The recommended English level to be able to follow classes without any language difficulties is C1 in the *Common European Framework of Reference for Languages*.

#### 3.6.1 Waiver

Applicants obtain a waiver if they:

- are native English speakers from Australia, Canada, England, Ireland, New Zealand, Scotland, USA or Wales;
- are taught exclusively in English for at least one year during your Secondary Education;
- submit a Certificate with the grade of the final English Exam of one of the following Secondary Education Diplomas:

#### COUNTRY EXAMINATION

AUSTRIA	Maturazeugnis
BELGIUM	ASO (in the Flemish-speaking part of Belgium)
DENMARK	Studentereksamen
FINLAND	Ylioppilastutkintotohistus
FRANCE	Option Internationale du Baccalaureate
GERMANY	Abitur
ICELAND	Studentprof
NETHERLANDS	VWO
NORWAY	Vitnemal
SWEDEN	Slutbetyg
SWITZERLAND	Maturität

#### DIPLOMAS EXAM

EUROPEAN BACCALAUREATE	English Level 1 or English Level 2
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### 3.6.2 English Certificate

If the applicant does not have a waiver, he/she must provide one of the following Certificates as proof of English Proficiency, before the start of the program:

CERTIFICATE	RECOMMENDED SCORES
TOEFL	600 (PBT), 250 (CBT), or 100 (IBT) or higher
IELTS	7.0, no subscore below 6.0
CAE	C or higher

If an applicant does not comply with any of the above-mentioned Certificates and performed a different English examination, it may be taken to the consideration of the Admissions Jury. You will find a field on the Application to submit this information.

The Digital English Certificate must be presented to the Admissions Office until June 25<sup>th</sup> 2021.

### 3.6.3 Internal English Test

If you do not have any English Certificate, an Internal English Test may be performed exclusively on Campus throughout the Application Period. The Test will supply a score for the English level of the applicant. The test will take place on the following dates:

To see the available dates and to register in your preferred session, please fill in the form available [here](#). If you have any questions, please contact the Marketing and Admissions Office at [undergrad.clsbe@ucp.pt](mailto:undergrad.clsbe@ucp.pt).

### 3.7 Personal Statement

The Personal Statement is the best way for the Admissions Jury to learn more about you and know why you decided to apply to the Program. The [Personal Statement \(download template here\)](#) should have 350 - 500 words. Do tell us more about yourself, beyond your hobbies or current academic curriculum.

To help you in writing your Personal Statement consider the following:

**- Why do you want to study Economics & Finance or Business Administration at CATÓLICA-LISBON?**

- *What would you like to tell us about yourself that could be relevant, in order to motivate your application? For instance, do you have an International profile?*
- *What makes you a unique applicant?*

### 3.8 Curriculum Vitae

The Curriculum Vitae is very important for the Admissions Jury to learn more about all other activities that the student performed. You should include academic and professional experiences you may have, as well as volunteer actions, sports, spoken languages and any other relevant activities and events you participated in.

### 3.9 Interview

The Admissions Jury may request an Interview as a complementary requirement. If the interview does not take place, it does not mean you will be at a disadvantage during the application process, it means you have supplied all necessary information for us to evaluate your application.

## 4. How to apply

### Step 1. Check if you fulfill all mandatory requirements

- ☐ (1) I will conclude Secondary Education until **August 31<sup>st</sup> 2021** or have already completed Secondary Education.
- ☐ (2) I have or will perform an eligible High-level Mathematics Exam with and obtain the final result between the **31<sup>st</sup> of August 2019** and **31<sup>st</sup> of August 2021**.
- ☐ (3) I have prepared a Personal Statement for this Application.
- ☐ (4) I have updated my Curriculum Vitae.
- ☐ (5) I comply with the recommended English Proficiency or will perform a valid English Examination until the end of the Application Deadline.

If you ticked all the boxes above, you may proceed to the next step.

## Step 2. Create your Applicant Profile and start your Application

You will submit your Application through our [Online Application Platform](#). To do so, you must first create a user profile. After creating your user profile, you may login to begin your application. You will be allowed to make changes and save a draft version of your application until you choose to submit the final version.

## Step 3. Submit your Application

Throughout the Online Application you will be required to provide personal and academic information. The academic documents you have to submit depend on your current situation.

To conclude this step you must attach all mandatory documents (PDF format with a maximum of 10MB). When you have reached your Review section of the Application, you will have a final opportunity to verify that all documents are attached and ready to submit. Once you complete the Review Step, submit your Application and go to the next step.

**Applicants who submit an application as current Students must submit the requested documentation in column 2 of section 3.1 once they finish Secondary Education.**

## Step 4. Payment of the Application Fee

After you submit the Online Application, you will receive the payment details instructions. Please be aware that this is not an automatic procedure, so please consider approximately 3 workdays to receive the payment instructions. After receiving the e-mail, you will have 72 hours to pay the Application fee. If the payment is not received within 72 hours, your application will be rejected and no longer will be considered.

After making the payment, you must submit the proof of payment in your Application [Status Page](#) (scan of receipt), in the Upload Field.

## Step 5. Application Result

After your Online Application is submitted and the Application Fee payment is confirmed, it will be validated by the Screening Committee and then be assessed

by the Admissions Jury. In some cases, you may be asked to submit additional information. You will obtain a notification to check your [Status Page](#) by email when a decision is made. Applicants will obtain a formal response within 3-4 weeks after the end of the respective round.

After evaluating your application, the Admissions Jury will communicate the decision, with one of the following statuses:

- Conditional Admission;
- Waiting List;
- Non-admission;
- Further Information Required.

If you obtain a Conditional Admission, it means that the Admissions Jury will provide you a Conditional Offer. All other Statuses are explained in the communication email that contains instructions on how to proceed.

### Step 6. Conditional Offer

The Conditional Offer includes specific academic conditions and grades by which you will be scored for your admission, as well as delivery requirements for all mandatory official documents.

CATÓLICA-LISBON's Application Process to International Undergraduate Programs is very competitive and if the Admissions jury decides to admit you, in order to ensure your place, you must pay the Conditional Offer fee in 72 hours after receiving the e-mail with the payment instructions.

You will then be asked to submit a proof of transfer (scan of receipt). The submission of your PDF with Proof of Transfer is made on the [Status Page](#) of your Application on the Upload Field.

When informed of the Conditional Offer, if your application grade is highly competitive, you will also be informed of the Scholarship you will be awarded with.

We would like to reinforce that the conditional admission does not guarantee a Final Admission. The Offer of Admission will always be conditional until you submit your final results and the Admissions Office has been able to confirm your original documentation, final grades and conversions.



**You will only be required to submit Certified Paper Versions of your application-related Documents in September 2021. All documentation until the Start of the Program is delivered exclusively in digital format.**

### **Step 7. Enrollment**

To enroll after accepting a Conditional Offer, you must comply with the Grade and Documentation Requirements listed in the Conditional Offer. The Conditional Offer means you still need to meet specific results and conditions.

At the time of Enrollment, you will receive by email instructions to complete the following:

- Delivery of Final Secondary Education Certificate and High-Level Mathematics Certificate;
- Fill out the Enrollment form;
- Submit a digital version of your vaccination card;
- Payment of first monthly tuition fee.

Submit in the application platform all certified paper copies of your Secondary Education Certificate with grades (translated to Portuguese or English) and the Math Examination grade certificate to conclude your Enrollment, as soon as they are available.

Note that if the submitted documentation is considered ineligible, you will not be able to attend the International Undergraduate Programs.

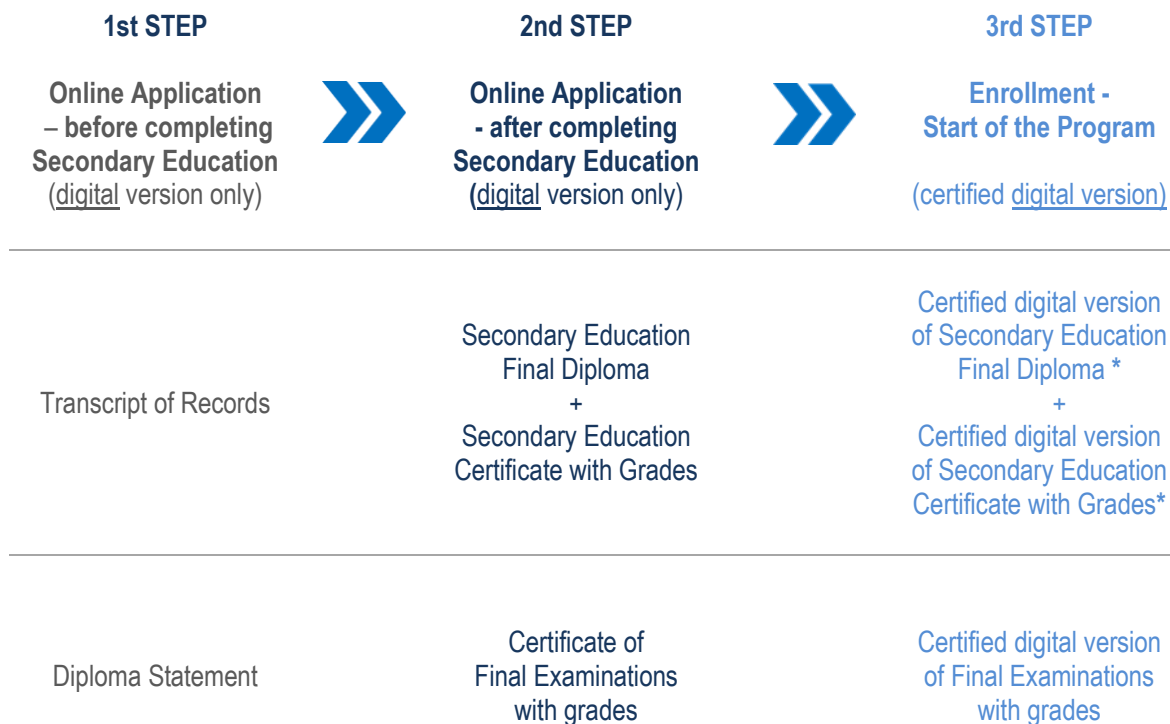
Your Enrollment will only be complete after the payment of the First Tuition Fee is confirmed by the Admissions Office.

### **Step 8. Welcome to CATÓLICA-LISBON**

After you complete your Enrollment procedure, you are officially a CATÓLICA-LISBON student. At this time, you will receive important information regarding your first day of Classes and all Welcome Activities.

## 5. Document Certification

Below you can find a summarized version of all documentation you need to submit:



In order to finalize the documentation process, you must submit all final documentation in your Application [Status Page](#).

Please consider the following:

- A)** If you are a Portuguese or International student attending the Portuguese educational system:
- submit a copy of your Identification Document (Cartão de Cidadão)
  - submit your Ficha ENES (Exames Nacionais do Ensino Secundário)
- B)** If you are a Portuguese or an International student attending an international educational system in Portugal:
- submit a copy of your Identification Document
  - submit the Certificate of Equivalence that must have been previously requested to Direção-Geral da Educação

- submit the Secondary Education Final Diploma with grades, including the Mathematics Exam grade

**C)** If you are an International or Portuguese student attending an international educational system school outside of Portugal:

- submit a copy of your Identification Document
- submit the Secondary Education Certificate, which must have the Hague Apostille, in order to be considered. Should your country not be part of the Hague Convention, the Certificate must be authenticated by a Portuguese consular agent in the country of origin.
- submit the certified translation of the Secondary Education Certificate to Portuguese or English (by a sworn translator).

**Important: After the enrolment, you will be contacted by the Marketing & Admissions Office to proceed with the equivalence requirement (a mandatory procedure from the Ministry of Education in Portugal), which validates your grades to the Portuguese system.**

All students may be asked to submit the hard copies of the final documentation to Universidade Católica Portuguesa's School Services, after the enrolment.

## 6. Fees and Scholarships

### Fees

Throughout the Application and Admission Process you will have to pay the following fees:

- Application fee = €120
- Conditional Offer Acceptance Fee = €365

**Admitted students will have to pay an Enrollment Fee and applicable Tuition Fees for the 2021 Academic Year. The monthly Tuition Fees are calculated in line with the number of ECTS for which the student is enrolled in that semester. All fees are non-refundable.**

### CATÓLICA-LISBON Scholarship Program

CATÓLICA-LISBON Scholarship Program rewards students who demonstrate a high-level academic performance. The program is open to all CATÓLICA-LISBON students that achieve the academic grade average established for each year.

Scholarships are awarded automatically in line with the Academic Grade (Secondary Education Average and Mathematics Exam combined).

At the moment you receive notification from the Admissions Jury regarding your application, you will also be informed of the Scholarship you will be awarded if you comply with specific grades. For more information, visit [www.clsbe.lisboa.ucp.pt](http://www.clsbe.lisboa.ucp.pt) for detailed information regarding Scholarships and Fees.

## 7. Contacts

If you have any further questions, regarding the Admission Process do not hesitate to contact us. We are happy to schedule a call with you to clarify all your doubts. We wish you the best of luck in your application!

### UNDERGRADUATE MARKETING AND ADMISSIONS OFFICE

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Email: [undergrad.clsbe@ucp.pt](mailto:undergrad.clsbe@ucp.pt) [www.clsbe.lisboa.ucp.pt](http://www.clsbe.lisboa.ucp.pt)

This Application Guide is meant to provide information about CATÓLICA-LISBON, its Programs and Application details at the best of our efforts and for the use of our Applicants. Changes may apply, being that the Marketing & Admissions Office will inform all Applicants accordingly, in timely fashion should they occur.

**Católica Lisbon School of Business & Economics** is ranked among the Best Business Schools in Europe. Consistently ranked the number one Business School in Portugal. Triple Crown Accredited.

