



# APPLICATION GUIDE 2024

## INTERNATIONAL UNDERGRADUATE PROGRAMS (BSc)



# APPLICATION GUIDE

## 2024 INTAKE

<b>1. Introduction .....</b>	<b>3</b>
<b>2. Application Deadlines .....</b>	<b>3</b>
<b>3. Application Requirements .....</b>	<b>4</b>
<b>3.1 Application Formula .....</b>	<b>5</b>
<b>3.2 Recommended Grades .....</b>	<b>5</b>
<b>3.3 Academic Requirements .....</b>	<b>6</b>
<b>3.3.1 Secondary Education Average .....</b>	<b>6</b>
<b>3.3.2 Eligible Mathematics Exam .....</b>	<b>6</b>
<b>3.4 Profile Requirements .....</b>	<b>9</b>
<b>3.4.1 English Proficiency .....</b>	<b>9</b>
<b>3.4.2 Personal Statement .....</b>	<b>11</b>
<b>3.4.3 Curriculum Vitae .....</b>	<b>11</b>
<b>3.4.4 Elevator Pitch Video .....</b>	<b>11</b>
<b>3.4.5 Interview .....</b>	<b>12</b>
<b>4. How to apply .....</b>	<b>12</b>
<b>5. Final Documentation .....</b>	<b>17</b>
<b>6. Fees and Scholarships .....</b>	<b>18</b>
<b>6.1 Fees .....</b>	<b>18</b>
<b>6.2 CATÓLICA-LISBON Scholarship Program .....</b>	<b>18</b>
<b>7. Contacts .....</b>	<b>19</b>

## 1. Introduction

This guide contains instructions regarding the application process to the International Undergraduate Programs (Bachelor's Degrees) in Business Administration and in Economics & Finance, for the 2024 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 race, color, religion, gender, national origin, or sexual orientation.

## 2. Application Deadlines

Applications to the International Undergraduate Programs are open between December 4<sup>th</sup> 2023 and June 12<sup>th</sup> 2024. Competitiveness increases as applications are being evaluated and conditional offers are given. Therefore, we strongly advise students to submit their application as soon as possible.

### Application rounds:

**1<sup>st</sup> round: December 4<sup>th</sup> to January 4<sup>th</sup>**

**2<sup>nd</sup> round: January 5<sup>th</sup> to February 29<sup>th</sup>**

**3<sup>rd</sup> round: March 1<sup>st</sup> to April 29<sup>th</sup>**

**4<sup>th</sup> round: April 30<sup>th</sup> to June 12<sup>th</sup>**

Applicants receive the Admissions Jury decision by email between 5 to 6 weeks after the end date of the corresponding application round.

### Early Bird and Visa Applicants

#### December 4<sup>th</sup> 2023 – February 29<sup>th</sup> 2024

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. Obtaining a visa may take up to three months.

### 3. Application Requirements

Applicants must fulfill all mandatory requirements. The academic performance is considered the most important factor, as it is the best indicator of the student's future success at the attendance of the International Undergraduate Programs 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. As part of the profile evaluation, students are required to submit a one-minute pitch video and might be asked to take part in an interview with the Admissions Jury.

During the application, Secondary Education Certificates and/or Mathematics Exams must be submitted together with the Portuguese or English translation. Only documents in English or Portuguese will be considered.

Students who fulfill the mandatory requirements can apply according to one of the following conditions:

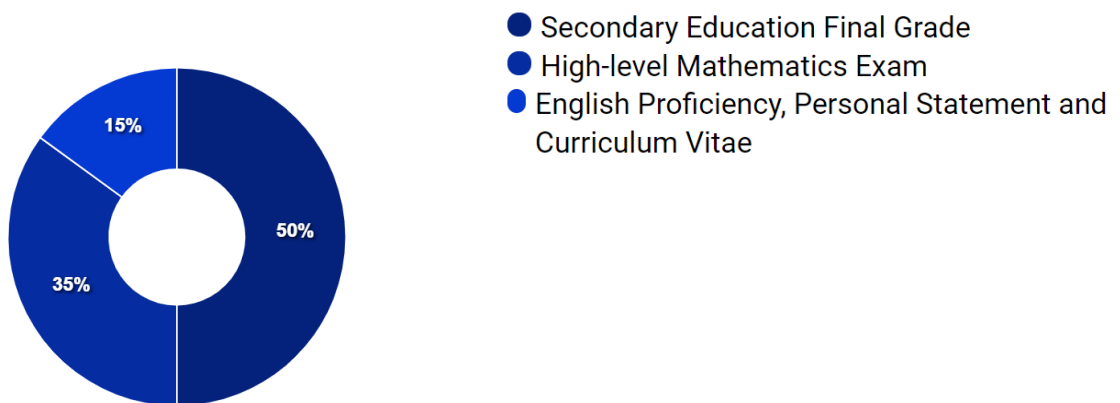
	Secondary Education Finalist (currently attending High School)	Secondary Education Graduate (already finished High School)
Academic Documents	<ul style="list-style-type: none"> <li>1) Diploma Statement</li> <li>2) Transcript of Records</li> </ul>	<ul style="list-style-type: none"> <li>1) Official Secondary Education Certificate (with final grades)</li> <li>2) Official Mathematics Exam Certificate (with grade)</li> </ul>
Profile Information	<ul style="list-style-type: none"> <li>1) English Proof (minimum B2 level)</li> <li>2) Personal Statement</li> <li>3) Curriculum Vitae</li> <li>4) Elevator Pitch Video</li> <li>5) Possible Interview</li> </ul>	

Applicants apply by submitting digital documents. Secondary Education Finalists must submit their final results digitally (scanned copies) once they complete their studies.

All students will be required to hand in the official hard copies of their final documentation. More information on final documentation on page 14.

### 3.1 Application Formula

The Secondary Education Final Grade makes up 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 represent 15% of the application grade.



### 3.2 Recommended Grades

Secondary Education Average	Mathematics Exam Grade	English Proficiency	Personal Statement and Curriculum Vitae
Recommended: 80% (16,00/20) Minimum to apply: 50% (10,00/20)	Recommended: 80% (16,00/20) Minimum to apply: 60% (12,00/20)	Recommended: C1 level, CEFR Minimum to apply: B2 level, CEFR	Recommended: International mindset and background

We recommend an application grade of 80% (16,00/20) or higher.

**If the Secondary Education Final Grade and High-Level Mathematics Exam Grade combined are not above an average of 70% (14,00/20), the application will not be eligible for Admission.** Additionally, the Mathematics Exam grade must be equal to or higher than 60% (12,00/20) to be able to apply.

### 3.3 Academic Requirements

#### 3.3.1 Secondary Education Average Grade

Applicants who apply before completing their Secondary Education must do so with predicted grades. 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 this case, applicants have to present their [Diploma Statement](#), 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 their 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.

\*If the applicant's school is unable to provide this document, applicants must submit proof thereof and fill in the Diploma Statement and sign it themselves.

#### 3.3.2 High-level Mathematics Exam

To apply to the International Undergraduate Programs at CATÓLICA-LISBON, applicants must perform an eligible Mathematics Exam, either in the current academic year (2024) or in one of the two previous academic years (2023, 2022).

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 the applicant has already performed the Mathematics Exam at the time of the application, he/she must submit the result.

To apply to the International Undergraduate Programs at CATÓLICA-LISBON, the Mathematics Exams that are currently recognized are as follows:

<b>COUNTRY</b>	<b>EXAM</b>
<b>PORTUGAL</b>	<b>Exame Nacional de Matemática A</b>
ANDORRA	Prova Oficial de Batxillerat (POB) Matemàtiques Científicotècniques
AUSTRALIA	Maths: General Mathematics Maths: Mathematical Methods Maths: Specialist Mathematics
AUSTRIA	Mathematik – Matura
BELGIUM	Mathématiques
CANADA	Advanced Functions
CAPE VERDE	Matemática PGI
FRANCE	Mathématiques, Ens. de Spécialité, Voie Générale (Terminale)
GERMANY	Mathematik – Abitur
IRELAND	Mathematics HL
ISRAEL	Mathematics – Bagrut
ITALY	Matematica – Maturità
INDIA	Mathematics
LUXEMBOURG	Mathématique
NAMIBIA	Mathematics – Namibia Senior Secondary Certificate
NORWAY	Advanced Mathematics Matematikk R1 and/or R2
ROMANIA	Matemática Mate -Info Matemática - Real Natural Science
RUSSIA	Unified State Exam (Profile level)
SCOTLAND	SQA - Higher Mathematics
SOUTH AFRICA	Mathematics
SPAIN	Matemáticas II Matemáticas Aplicadas a Las Ciencias Sociales II
SWITZERLAND	Mathématiques - Maturité Fédérale Suisse Mathématiques - Maturité Gymnasiale Suisse

UNITED KINGDOM	Mathematics: Further Pure Mathematics A Level
USA	AP Calculus AB AP Calculus BC

OTHER DIPLOMAS	EXAM
CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION	Mathematics A level Mathematics AS level Mathematics – Further
International Baccalaureate	Mathematics Analysis and Approaches HL/ SL Mathematics Applications and Interpretations HL
European Baccalaureate	Mathematics 3 Periods Mathematics 5 Periods

**Other High-Level Mathematics Exams can be submitted to the Admissions Jury for consideration.** Applicants are highly recommended to contact the Marketing & Admissions Office to submit further information regarding their Mathematics syllabus and previous exam templates.

### **Admissions Test – International Student Status**

CATÓLICA-LISBON provides an online Admissions Test exclusively to students who are under **the [International Student Status Regulation](#), namely who cumulatively:**

- are not a European Union (EU) Member State national;
- are not a direct descendant, spouse (husband/wife) or partner of a European Union Member State national;
- have not been legally and uninterruptedly residing in Portugal for longer than two years as of 1 January of the year in which they intend to enter higher education (as well as their spouse or either of the parents with whom they may legally reside);



- Do not enjoy, as of 1 of January of the year in which they intend to enter higher education, the status of equal rights and duties conferred in accordance with international treaties between the Portuguese State and the State of which they are nationals.

Brazilian students can apply with **ENEM – Matemática e suas Tecnologias** with a minimum of 750/1000 points, as long as they are under the International Student Statute.

### 3.4 Profile Requirements

#### 3.4.1 English Proficiency

Applicants must have a minimum of B2 level in English, according to *Common European Framework of Reference for Languages* (CEFR) table. 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*.

To fulfill the requirement applicants can either:

- Have a **waiver** and thus fulfill the requirement automatically;
- Provide an **English Certificate** (E.g: CAE, IELTS or TOEFL);
- Perform an **English Test** at CATÓLICA-LISBON;
- Submit an alternative Certificate that shows proof of their English Proficiency to be analyzed by the Marketing & Admissions Office.

#### Waiver

Applicants obtain a waiver if they:

- are native English speakers;
- are taught exclusively in English for at least one year during their Secondary Education;
- submit a Certificate with the grade of the final English Exam of one of the following Secondary Education Diplomas:

<b>Country</b>	<b>Examination</b>
<b>Austria</b>	Maturazeugnis
<b>Belgium</b>	ASO (in the Flemish-speaking part of Belgium)
<b>Denmark</b>	Studentereksamen
<b>Finland</b>	Ylioppilastuskintodistus
<b>France</b>	Option Internationale du Baccalaureate
<b>Germany</b>	Abitur
<b>Iceland</b>	Studentprof
<b>Netherlands</b>	VWO
<b>Norway</b>	Vitnemal
<b>Sweden</b>	Slutbetyg
<b>Switzerland</b>	Maturität

<b>Diplomas</b>	<b>Exam</b>
<b>European Baccalaureate</b>	English Level 1
	English Level 2

### 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:

<b>Certificate</b>	<b>Recommended scores</b>
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. Applicants will find a field on the Application to submit this information.

**The Digital English Certificate must be submitted in the applicant's [Status Page](#) until June 2024.**

## CATÓLICA-LISBON's English Test

If the applicant does not have an English Certificate, an English Test may be performed exclusively on Campus. Applicants that perform this test will obtain a score according to the CEFR table.

To perform the English Test on CATÓLICA-LISBON's Campus, students need to fill in this [form](#).

### 3.4.2 Personal Statement

The Personal Statement is the best way for the Admissions Jury to learn more about applicants and know why they want to apply to the Program. [The Personal Statement](#) should have 350 - 500 words. The students are required to talk more about themselves, beyond hobbies or current academic curriculum.

### 3.4.3 Curriculum Vitae

The [Curriculum Vitae](#) is very important for the Admissions Jury to learn more about all other activities that the student took part in. Applicants should include academic and professional experiences, as well as volunteer actions, sports, spoken languages and any other relevant activities and events they participated in.

### 3.4.4 Elevator Pitch Video

Applicants are given the opportunity to submit a pitch video of maximum one minute to present themselves to the Admissions Jury. This is a mandatory requirement as it influences the applicant's overall profile score.

The Admissions Jury does not expect applicants to deliver an Elevator Pitch Video with professional quality, however, students must ensure they have the right conditions to record it: good lighting, sound and a consistent background.

More instructions about the Elevator Pitch Video are included in the Application.

### 3.4.5 Additional Interview

The Admissions Jury may request an Interview as a complementary requirement. If the interview does not take place, it does not mean the applicant will be at a disadvantage during the application process.

## 4. How to apply

### Step 1. Mandatory requirements

- (1) conclude Secondary Education until **August 31<sup>st</sup> 2024** or have already completed Secondary Education.
- (2) perform an eligible Mathematics Exam and obtain the final result between the **August 31<sup>st</sup> 2022** and **August 31<sup>st</sup> 2024**.
- (3) prepare a Personal Statement for this Application.
- (4) update the Curriculum Vitae.
- (5) fulfill the English requirement.
- (6) record Elevator Pitch Video.

If the applicant ticks all the boxes above, he/she may proceed to the next step.

### Step 2. Applicant Profile and starting the Application

Submit the application through our [Online Application Platform](#). To do so, the applicant must first create a user profile. After creating their user profile, applicants may login to begin their application. Applicants will be allowed to make changes and save a draft version of their application until submitting the final version.

### Step 3. Submitting Application

Throughout the Online Application, applicants will be required to provide personal and academic information. The academic documents have to be submitted depending on their current situation.

To conclude this step, applicants must attach all mandatory documents (PDF format with a maximum of 10MB). When students have reached their Review section of the Application, they will have a final opportunity to verify that all

documents are attached and ready to submit. Once completed the Review Step is completed, students may submit their application and move on to the next step.

**Applicants who submit an application as current Secondary Education Students must submit the requested documentation, once they finish their Secondary Education.**

#### **Step 4. Payment of the Application Fee**

After submitting the Online Application, students will have to insert their credit card details, as requested in their Application Status Page. Applicants will have 72 hours to pay the Application fee. If the payment is not received within 72 hours, the application will be archived and will no longer be considered. Students who ask for their application to be reassessed after the 72 hours must pay a 100% fee penalty.

#### **Step 5. Application Results**

After the 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, applicants may be asked to submit additional information. Applicants will obtain a formal response within 5 to 6 weeks after the end of the respective round.

After evaluating the application, the Admissions Jury is going to communicate the decision, notifying applicants with one of the following statuses:

- Conditional Admission
- Waiting List
- No offer
- Ineligible

All applicants are going to be informed of the Admissions Jury's decision and information on their status by email.

Results are given in 5-6 weeks after the rounds finish, by email.

### **Conditional Offer Admission**

Applicants receive a “Conditional Offer Admission” if the Admissions Jury considers that the application is strong enough for the student to be offered a spot at CATÓLICA-LISBON’s International Undergraduate Programs. Applicants will be notified by email of the conditional offer admission and respective conditional scholarship. To secure their place at Católica Lisbon School of Business & Economics applicants must pay the conditional offer admission within 72 hours.

Students applying with final grades are also going to receive a “conditional offer admission”, since the offer is conditional to the delivery of documentation. However, the offer is solid, since it is based on final grades.

After paying the conditional offer acceptance fee, the vacancy is secured.

### **Waiting List**

Applicants receive a “Waiting List” notification if the Admissions Jury considers that the application is not strong enough for admission at that moment in time. That means that the Admissions Jury is going to notify the applicant on their decision in July, making sure that a place is being secured in case the applicant’s results are considered strong enough to be admitted at that moment in time.

If the student wishes to update the grades, namely with a higher grade in the Mathematics Exam and/or in the High School Diploma, the results must be promptly uploaded in the Application [Status Page](#) and an email must be sent to the Marketing & Admissions Office at [ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt) notifying that new grades have been inserted. After the applicant submits the final results, the application will be reassessed, and the student will receive the official result in July/August.

### **No Offer**

Students who are notified with a “No Offer” notification are students who do not achieve the minimum application grade of 14,00/20 in the Portuguese grading scale. Students who wish to have their application reviewed must submit higher grades than the ones already submitted and send an email to

[ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt), notifying that new updates were made to the application.

### **Ineligible**

Applicants receive an “Ineligible” notification if either the Mathematics Exam and/or the High School Education are considered ineligible. This means that one or more of the following requirements are not met:

- a) The minimum required grade(s);
- b) Mathematics Exam eligibility;
- c) High School Diploma equivalence to the Portuguese high school system by the Ministry of Education in Portugal, which is a mandatory requirement to attend Higher Education in Portugal.

It is highly recommended that students contact the Marketing & Admissions Office if they have any questions regarding their ineligibility.

### **Official Results**

Based on the students’ final results, CATÓLICA-LISBON is going to release the official results in July/August in two specific dates to be announced on Universidade Católica Portuguesa’s website and on Católica Lisbon School of Business & Economics websites. The enrollment occurs right after the results’ publication date.

The following scenarios can occur:

- a) If the grades correspond to the grades initially proposed, the conditional offer admission is going to become a definite admission. Applicants are then going to receive an email with the official admission to Católica Lisbon School of Lisbon & Economics, as well as more instructions on the enrollment procedure and welcome activities.

- b) If the grades are higher than the ones initially proposed, the application grade will be reviewed accordingly, and a higher scholarship may be awarded. Applicants are then going to receive an email with the official admission to Católica Lisbon School of Lisbon & Economics, as well as more instructions on the enrollment procedure and welcome activities.
- c) If the grades are lower, a reassessment will take place and the applicant may lose the scholarship or be retrieved the conditional offer admission.

Applicants are then going to receive an email with the official communication from Católica Lisbon School of Lisbon & Economics.

In case students are going to take an additional exam to improve their grades, they must contact the Marketing & Admissions Office and send upload those results in their Application [Status Page](#), as a last chance reassessment will take place.

## Step 7. Enrollment

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

At the time of Enrollment, the student 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 their vaccination card;
- Payment of first monthly tuition fee.

The applicant must submit in the application platform all **certified** paper copies of his/her Secondary Education Certificate with grades (translated to Portuguese) and the Mathematics Examination certificate to conclude his/her Enrollment, as soon as they are available.

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



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

## Step 8. Welcome to CATÓLICA-LISBON

After the Enrollment process is completed, candidates are officially CATÓLICA-LISBON students. At this time, they will receive important information regarding the Welcome Activities and their first day of classes.

## 5. Final Documentation

To finalize the documentation process, students must submit all final official documentation in their Application Status Page and later present it in-person at the Academic Services of Universidade Católica Portuguesa.

Students must submit documentation according to their academic background:

### A) Students who attend the Portuguese educational system:

- Ficha ENES 2024

### B) Students who attend an international educational system in Portugal:

- 1) The Certificate of Equivalence that must have been previously requested to Direção-Geral da Educação.
- 2) Secondary Education Final Diploma with grades, including the Mathematics Exam grade.

### C) Students who attend international educational system school outside of Portugal:

- 1) The Secondary Education Certificate, which must have the Hague Apostille, in order to be considered. Should the country in which the applicant studied not be part of the Hague Convention, the Certificate must be authenticated by the Ministry of Education or a Portuguese consular agent in the country of origin.
- 2) The certified translation of the Secondary Education Certificate to Portuguese (by a sworn translator).

All students are going to be asked to hand in the hard copies of the original final documentation to Universidade Católica Portuguesa's School Services, in September 2024.

## 6. Fees and Scholarships

### 6.1 Fees

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

- Early Bird fee (1<sup>st</sup> – 2<sup>nd</sup> round of applications) – 100€
- Application fee (3<sup>rd</sup> - 5<sup>th</sup> round of applications) – 155€\*
- Conditional Offer Acceptance Fee – 400€\*

\*These amounts are non-refundable and may change for the 2024/2025 academic year.

Admitted students must pay the Enrollment Fee and applicable Tuition Fees for the 2024 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.

### 6.2 CATÓLICA-LISBON Scholarship Program

CATÓLICA-LISBON's [Scholarship Program](#) rewards students who demonstrate a high-level academic performance. The program is open to all CATÓLICA-LISBON students who achieve the academic grade average established for each year.

Scholarships are awarded automatically in line with the **Academic Grade: 60% Secondary Education Average and 40% Mathematics Exam.**

## 7. Contacts

Students can always contact the Marketing & Admissions Office during the Admission Process and schedule a meeting or a video call to clarify all their questions.

### Phone

+351 214269862

+351 214269778

+351 217214295

### Email

[ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt)

### Website

[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 30 Best Business Schools in Europe according to FT Rankings. Triple Crown Accredited.