

# Global Master in Marketing

## Application FAQ 2021-2022

### Who can apply?

- National citizens holders of a bachelor's degree or higher;
- National citizens, undergraduate finalists;
- Foreign citizens, holders of a bachelor's degree or higher, duly recognized and certified by the Portuguese General Directorate for Higher Education, known in Portugal as DGES (procedure on the 2<sup>nd</sup> page).

### How can I apply?

- Via Online Application Portal:  
<https://elpusonlineporto.ipam.pt/CandidaturasOnline/>

### What documentation is required?

- Application Form - download [here](#);
- Identification Document;
- Graduation Transcript;
- If you are a finalist: Print screen, with the grades of the subjects completed so far;
- Curriculum, no specific model required;
- Motivation letter - In English, maximum one page in font Trebuchet MS, size 11, addressed to the Course Director;
- Reference Letter is an option, non-mandatory.
- Proof of proficiency in English, minimum level B1 or equivalent;
  - English Certificates accepted: TOEFL, IELTS, Cambridge or BULATS;
  - If you do not have an English certificate, to complete your enrolment is required you take the IPAM English placement test in our campus.

**IMPORTANT:** We only consider documents sent in PDF.

### What shifts are available?

- Daytime - 4 times a week from Monday to Thursday in the morning between 8h15am and 1:15pm.

### What are the dates of the application stages for entry in 2020?

- 1<sup>st</sup> phase: from 15<sup>th</sup> march to 23<sup>th</sup> april, results until 07<sup>th</sup> may
- 2<sup>nd</sup> phase: from 10<sup>th</sup> may to 01<sup>st</sup> july, results until 18<sup>th</sup> july (upon places available)
- 3<sup>rd</sup> phase: from 02<sup>nd</sup> august to 10<sup>th</sup> september, results until 17<sup>th</sup> september (upon place available)

### What are the possible results of the application?

- Placed;
- Not placed.

### I was placed, what do I have to do to complete the enrolment?

- Fill in and sign the admission documents provided by IPAM, together with the payment of the enrolment and registration (730€).
- For international students, submit the original graduation transcript recognized and certified by DGES.

### How do I certify my graduation?

1. Graduation Transcript must first be certified according to the [Hague Convention](#), or in the Portuguese embassy for countries without apostille
2. With the transcript certified, selected and follow the first option in the online form on DGES web site:

» <https://www.dges.gov.pt/pt/pagina/formulario-naric> «

Request a “*statement attesting to the level of a foreign academic qualification and/or higher education institution*”. Fill the online form and once ready, submit in IPAM the document from DGES.

**How long do I have to submit my transcript certified by DGES?**

- You have until the 31<sup>st</sup> of October 2020 to submit your transcript certified.

**What scholarships are available?**

- Non-cumulative internal scholarships:
  - IPAM Scholarship: Available for applications within the 1st and 2nd phase. Valid for two years.
  - Merit Scholarship: Awarded to students who have completed a degree in Portugal or equivalent, with a final GPA of 16 or higher. Renewed for the second year by maintaining the average of 16 values. International students can request access to the merit Scholarship, submitting the grade equivalence document from DGES.

**What is the official language of the course?**

- English. Program is taught 100% in English.