



# FREQUENTLY ASKED QUESTIONS

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## **x Where Should I go when I arrive at University of Aveiro?**

→ When you arrive in Aveiro, you should come immediately to the International Office (during opening hours) to sign the log of arrival. We will give you an Arrival Pack (containing registration forms, login for the ICT systems and other important documents regarding your stay).

## **x How should I register in my course units (subjects)**

→ Before you register, you need to meet your Departmental Coordinator to discuss if there is any need to make any changes to your Learning Agreement and to ask him/her to sign your Registration Form.

→ Next you take your Registration Form to the International Office desk for registration. The International Office will put all the information into the University's central database. After that, you will need to go the secretariat of the Department where you study, so that you can finalize your registration and your timetable (because the Departmental secretariats split students into groups for tutorials, labs and other practical classes).

→ The same applies to the course of Portuguese as a Foreign Language – you need to go to the Departmental secretariat to finalize your registration and to find out which language learning group you will join.

## **x What should I do if I want to change my Learning Agreement?**

→ You should use the “changes form” provided by the International Office to indicate any course units (subjects) you wish to add or delete from the original Learning Agreement. Be careful, you only have 30 calendar days maximum to make changes, counting from the date of the start of classes (as indicated in the official Academic Calendar).