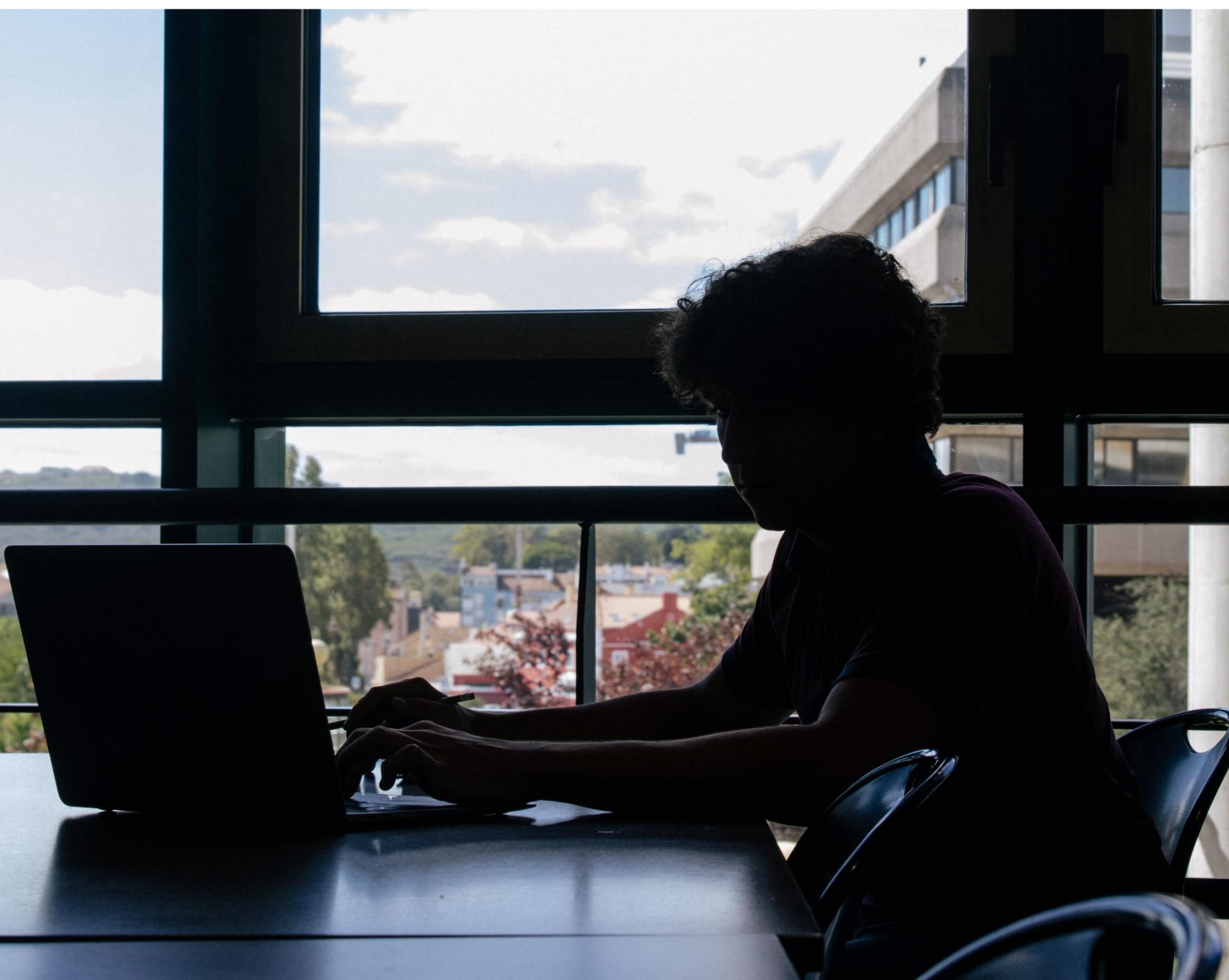




**CATÓLICA  
LISBON**  
BUSINESS & ECONOMICS

## **APPLICATION GUIDE 2023**

**INTERNATIONAL UNDERGRADUATE  
PROGRAMS (BSc)**



# APPLICATION GUIDE

## 2023 INTAKE

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## 1. Introduction

This guide contains instructions regarding the application process to the International Undergraduate Programs (Bachelor's degree) in Business Administration and in Economics & Finance, for the 2023 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 5<sup>th</sup> 2022 and June 18<sup>th</sup> 2023. 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 5<sup>th</sup> to January 8<sup>th</sup>**

**2<sup>nd</sup> round: January 9<sup>th</sup> to February 19<sup>th</sup>**

**3<sup>rd</sup> round: February 20<sup>th</sup> to April 2<sup>nd</sup>**

**4<sup>th</sup> round: April 3<sup>rd</sup> to May 14<sup>th</sup>**

**5<sup>th</sup> round: May 15<sup>th</sup> to June 18<sup>th</sup>**

Students will 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 5<sup>th</sup>, 2022 – April 2<sup>nd</sup>, 2023**

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 the factor we consider the most important, 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.

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.

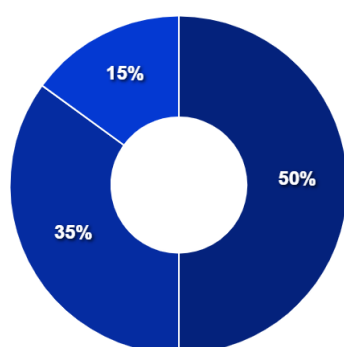
All students, from any nationality or educational system, who fulfill the mandatory requirements, can apply according to one of the following conditions:

	<u>Current Secondary Education Student</u>	<u>Student who finished Secondary Education</u>
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

Applicants who are current Secondary Education students, must submit their final results digitally (scanned copies) once they complete their studies. Later, they need to hand in the official hard copies of their final documentation. Students must submit their Secondary Education Certificate and the Certificate of the High-Level Mathematics Exam.

### 3.1 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 represent 15% of the application grade.



- Secondary Education Final Grade
- High-level Mathematics Exam
- English Proficiency, Personal Statement and Curriculum Vitae

### 3.2 Recommended Grades

#### Secondary Education Average Grade

Recommended Standard: 80% or higher (minimum to apply: 50%)

#### High-level Mathematics Exam Grade

Recommended Standard: 80% or higher (minimum to apply: 60%)

#### English Proficiency

Recommended Standard: C1, CEFR (minimum to apply: B2, CEFR)

#### Personal Statement and Curriculum Vitae

Recommended Standard: International mindset and background

**We recommend an application grade of 80% or higher. If the Secondary Education Final Grade and High-Level Mathematics Exam Grade combined are not above an average of 70%, the application will not be eligible for Admission. Additionally, the Mathematics Exam grade must be equal or higher than 60%, in order to apply.**

## 3.3 Academic Requirements

### 3.3.1 Secondary Education Average Grade

Applicants must apply with predicted grades, should they apply 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 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 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 a High-level Mathematics Exam (minimum grade: 60%), either in the current academic year (2023) or in the two previous academic years (2022, 2021). 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 his/her 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	Maturazeugnis
BELGIUM	Mathématiques
CANADA	Advanced Functions
CAPE VERDE	Matemática PGI
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	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 / Ampliación de Las 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	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	Mathematics 3 Periods / Mathematics 5 Periods



Other High-Level Exams may be submitted to the Admissions Jury for consideration. Applicants should contact the Marketing & Admissions Office in order to submit further information regarding their mathematics syllabus and exam templates.

Only Applicants that are under the [International Student Status Regulations](#) can perform CATÓLICA-LISBON's Admissions Test and are required to contact the Marketing & Admissions Office for further information on the test.

### 3.4 Profile Requirements

#### 3.4.1 English Proficiency

To fulfill the English Proficiency requirement, an applicant 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 a Certificate that shows proof of their English Proficiency to be analyzed.

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*. The minimum requirement to apply is B2, according to the CEFR table.

#### 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 their 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	Ylioppilastuskintodistus
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

<b>TOEFL</b>	600 (PBT), 250 (CBT), or 100 (IBT) or higher
<b>IELTS</b>	7.0, no subscore below 6.0
<b>CAE</b>	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 2023.

## **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 \(download template here\)](#) 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 \(download template here\)](#) 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 approximately 1 minute to present themselves to the Admissions Jury. This is a mandatory requirement as it influences the applicant's overall profile score.

The Jury of Admissions 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 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> 2023** or have already completed Secondary Education.
- ☐ (2) perform an eligible High-level Mathematics Exam and obtain the final result between **2021** and **31<sup>st</sup> of August 2023**.
- ☐ (3) prepare a Personal Statement for this Application.
- ☐ (4) update the Curriculum Vitae.
- ☐ (5) comply with the recommended English Proficiency or perform a valid English Examination until the end of the Application Deadline.
- ☐ (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, students may submit their application and go 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 rejected and will no longer be considered.

#### **Step 5. Application Result**

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 will communicate the decision, with one of the following statuses:

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

All students will be informed by email of the Admissions Jury decision and information on their status will follow.

#### **Step 6. Conditional Offer**

The Conditional Offer includes specific academic conditions and grades by which the applicant will be scored for 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 grant the student with an offer, in order to ensure the place, the Conditional Offer fee must be paid in 72 hours after receiving the e-mail with the payment instructions.

When informed of the Conditional Offer and if granted a scholarship, the student you will also be informed of the Scholarship he/she 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 the students submit their final results and the Admissions Office has been able to confirm their original documentation, final grades and conversions.

**Students will only be required to submit Certified Paper Versions of application-related Documents in September 2023. All documentation until then, must be delivered exclusively in digital format and must be translated.**

### Step 7. Enrollment

To enroll after accepting a Conditional Offer, the student must comply with the Grade and Documentation Requirements listed in the Conditional Offer. 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 your 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 Math Examination grade certificate to conclude his/her Enrollment, as soon as they are available.

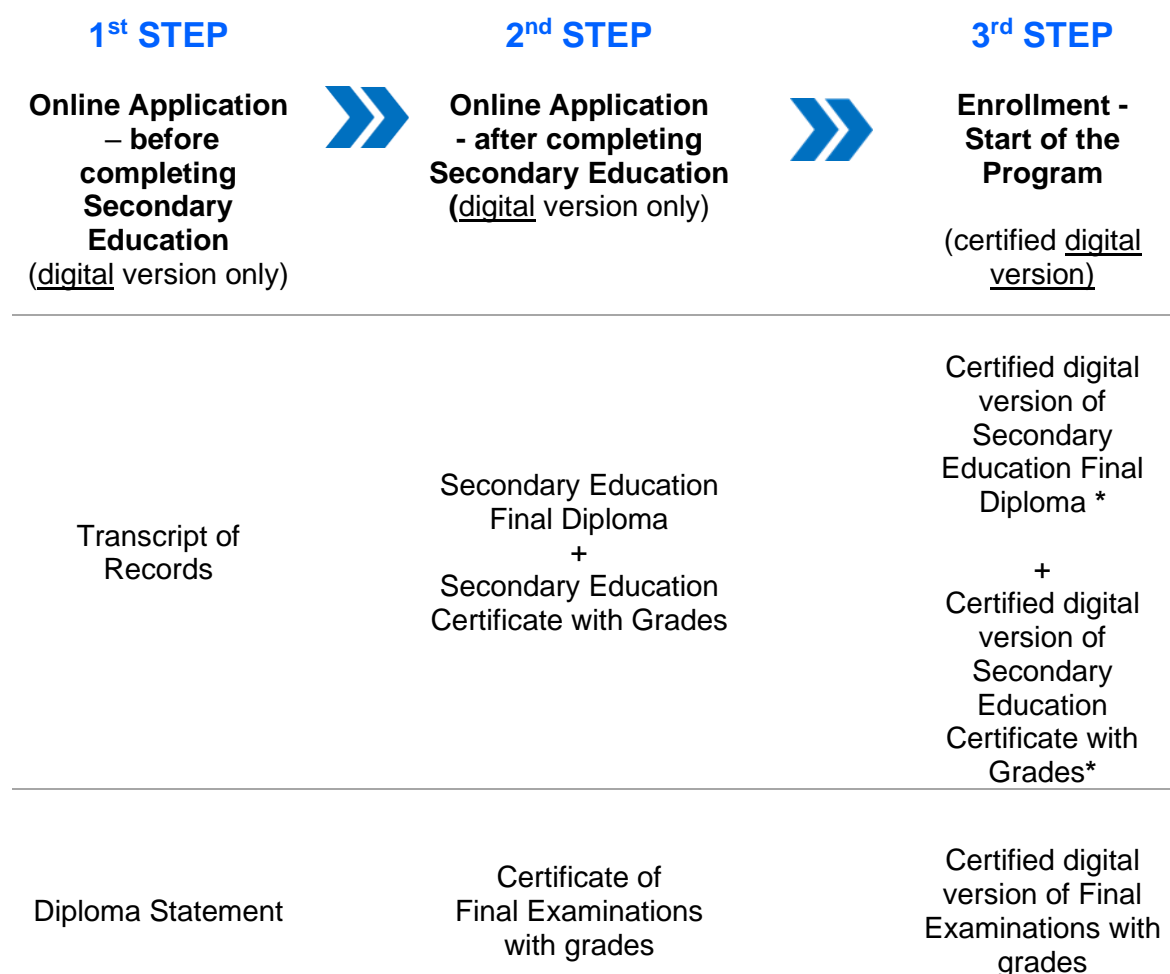
**Note that if the submitted documentation is considered ineligible, the student will not be able to attend the International Undergraduate Programs.**

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

## Step 8. Welcome to CATÓLICA-LISBON

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

## 5. Document Certification



In order to finalize the documentation process, students must submit all final documentation on their Application Status Page.

Students must consider the following:

**A) Portuguese or International students attending the Portuguese educational system must submit:**

- The Ficha ENES (Exames Nacionais do Ensino Secundário).

**B) Portuguese or an International students attending an international educational system in Portugal must submit:**

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

**C) International or Portuguese students attending an international educational system school outside of Portugal must submit:**

- 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.
- 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.



## 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> – 3<sup>rd</sup> round of applications) – 100€
- Application fee (4<sup>th</sup> and 5<sup>th</sup> round of applications) – 145€\*
- Conditional Offer Acceptance Fee – 400€

\*These amounts are non-refundable and may change for the 2023/2024 academic year.

Admitted students will have to pay an Enrollment Fee and applicable Tuition Fees for the 2023 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 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 (60% Secondary Education Average and 40% Mathematics Exam combined)**.

## 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 21 42 69 862 / +351214269778 / +351 217214295

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 30 Best Business Schools in Europe. Triple Crown Accredited).

