

Life@Nova SBE Welcome Guide





NOVA SCHOOL OF BUSINESS & ECONOMICS

Carcavelos Campus
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www.novasbe.unl.pt/en/

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Welcome to Nova SBE

As a pioneer, you are about to embark on a wonderful new adventure at Nova SBE where you will have the opportunity to strengthen your academic path in high-quality programs, to participate in a wide range of activities on-campus and last, but not least, have a lot of fun! We truly hope that your journey at Nova SBE becomes an unforgettable experience that will stay with you for the rest of your life.

You came to Nova SBE to study and you will find all the academic information you need in the student handbooks. But because Nova SBE is much more than studying, we have created this guide to help you on your transition and integration in the school and the city, providing the support you need while you are studying here. Transports, Housing, Visas... You name it and we will try to help!

Nova SBE has a dedicated team to help you navigate through your Life at Nova SBE. They are located at the **Student Central, on the 1st floor of the Hovione Atrium**, and we encourage you to come and visit them if you have any issues or concerns that you want help with.

If you are an international student, you can find useful information specifically for you on the International Students Section, from page 27 onwards.



Campus facilities and services

ABOUT THE CAMPUS

On September 2018, a new era for Nova SBE began as the school moved to a bright new campus located in Carcavelos, home to the school of the future.

The move was and still is an incredible opportunity for our community to keep growing. Grow stronger and grow higher.

Studying at the 90.000 m2 campus by the sea is an experience in itself.

The location of the campus is amazing. [Check the exact site.](#)

The campus surroundings grew exponentially, going from an isolated location in the Cascais coast to a fully urbanistic area with multiple means of transportation, cultural events, and activities. It will surely provide an incredible experience.

FEATURES

- **55 Classrooms** (Buildings B, D, E – see map)
- **26 Amphitheatres** (Buildings B,D,E – see map)
- **CTT Student Hall** – A 24h Study Space with 220 individual places (Building C– see map)
- **Main Deck** - food court area with **3 restaurants & Canteen** (Building I – see map)
- **Fitness Hut Gym** - Opening on the 1st trimester of 2019 (Building G – see map)
- **Teresa e Alexandre Soares dos Santos Library** (Building H – see map)
- **CUF Medical center** (Building A – see map)
- **Bank (Santander) Santander Money Club** (Building A – see map)
- **Fidelidade Studio** (Building A – see map)
- **Nova SBE Concept Store** (Building A – see map)
- **Lab Store by Jerónimo Martins** (Building I – see map)
- **MILESTONE Student Living** (Building J – see map)
- **Jerónimo Martins Grand Auditorium** (Building F – see map)
- **Nova Students' Union** (EDP Plaza – see map)
- **Sagres Beach way**

FOOD SERVICES



Main Deck, Ground Floor

ICA Canteen

Opening Hours

Week Days:
08:00 A.M. - 03:00 P.M.,
06:00 P.M. - 08:30 P.M.

Weekends & Holidays:
09:00 A.M.- 03:00 P.M.,
06:00 P.M. - 08:30 P.M.

Note: A full lunch meal is 2.70€ (social price) and a full dinner meal is 4.10€ (dinners don't have a social price).

The Cut Pizza Restaurant

Opening Hours

Week Days:
10:00 A.M. - 10:00 P.M.
Weekends & Holidays:
10:00 A.M. - 06:00 P.M.

Vicente na Linha by CarneAlentejana Hamburger Restaurant

Opening Hours

Week Days:
10:00 A.M. - 10:00 P.M.
Weekends & Holidays:
10:00 A.M. - 06:00 P.M.



Horizon Hall, 2nd Floor

Azure Restaurant

Opening Hours

Week Days:
11:30 A.M. - 03:00 P.M.,
06:00 P.M. - 11:00 P.M.

Weekends & Holidays:
11:30A.M. - 03:00 P.M.,
06:00 P.M. - 11:00 P.M.



Padaria do Bairro Cafe

Hovione Atrium, 1st floor

Opening Hours

Week Days:
08:00 A.M. - 08:00 P.M.
Weekends & Holidays:
08:00 A.M. - 06:00 P.M.

Vending Machines

24/7

Campus facilities and services

NOVA SBE CONCEPT STORE

Location: Hovione Atrium, 1st floor

The Nova SBE Concept Store is much more than a printing and copy services store! Here you will find a Hang-Out area where you can use your computer and a workspace with 6 computers available to take care of your printing and copying needs. There is a Fun Zone with a sofa, a television, and a PS4. Nova SBE merchandising products will be sold in the Fun Zone as well as stationery. There will be a gift shop with daily economic newspapers and magazines.

POSTAL DELIVERY SERVICE – CTT LOCKERS 24H

Location: CTT Student Hall, Ground Floor

Ask for the delivery of your parcels in an automatic locker CTT 24H of your choice. Receive your shopping and packages without hassle and without waiting, directly on campus.

CUF MEDICAL CENTER

Location: Hovione Atrium, 1st floor

CUF is the medical care provider whose mission is to actively contribute for the creation of an intellectual and emotional high performance academic community. The range of services provided by CUF **includes appointments of different specialties with particular** focus on General and Family Medicine, Sports Medicine, Dental Care, Nutrition and Psychology, as well as clinical analysis and full-time nursing care. If you wish to make an appointment for any of these medical specialties, you must schedule it first.

FIDELIDADE STUDIO

Location: Hovione Atrium, 1st floor

Fidelidade, the insurance market leader in Portugal, will launch its Fidelidade Studio in Nova SBE's campus, a concept that brings together Fidelidade's mission and the students' needs. The Fidelidade Studio aims to be a disruptive concept embedded in the campus life, promoting and empowering knowledge sharing through podcasts, gatherings and events, supported by a multimedia recording studio in a lovable, practical and available space.

MONEY CLUB BY SANTANDER

Location: Hovione Atrium, 1st floor

A sophisticated and aspirational setting, where different generations –masters and apprentices – can meet and share knowledge and experiences. At the Santander Money Club, Portuguese and international students alike will find the best and most convenient financial products to fit their needs. Simple and straightforward banking designed for university students with a global perspective.

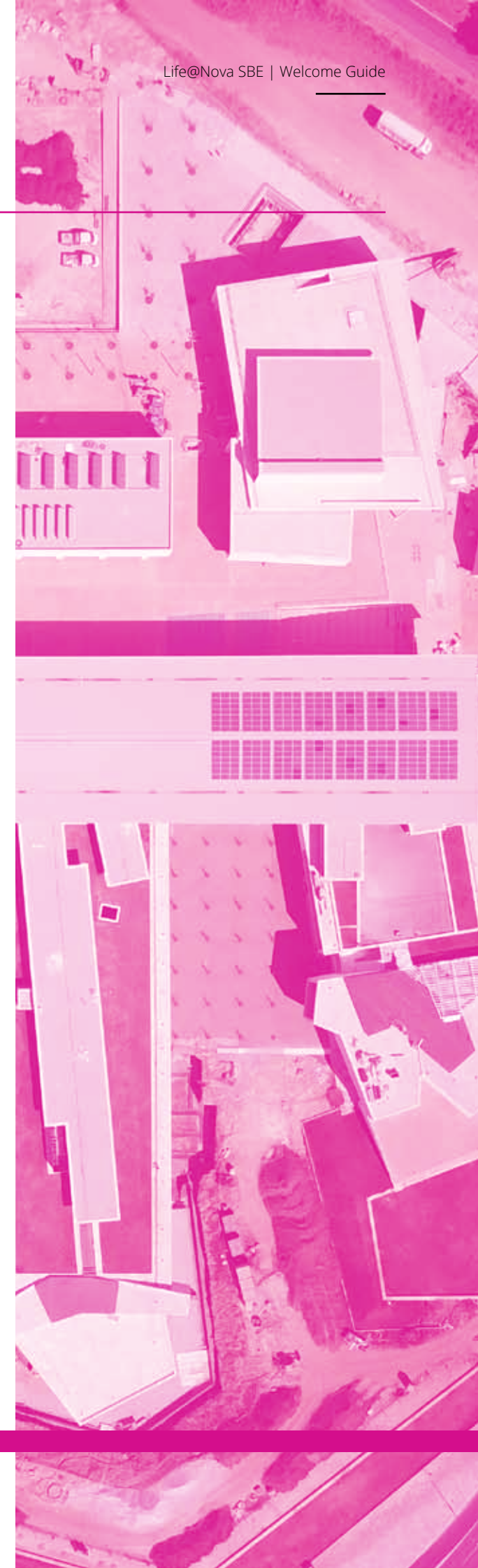
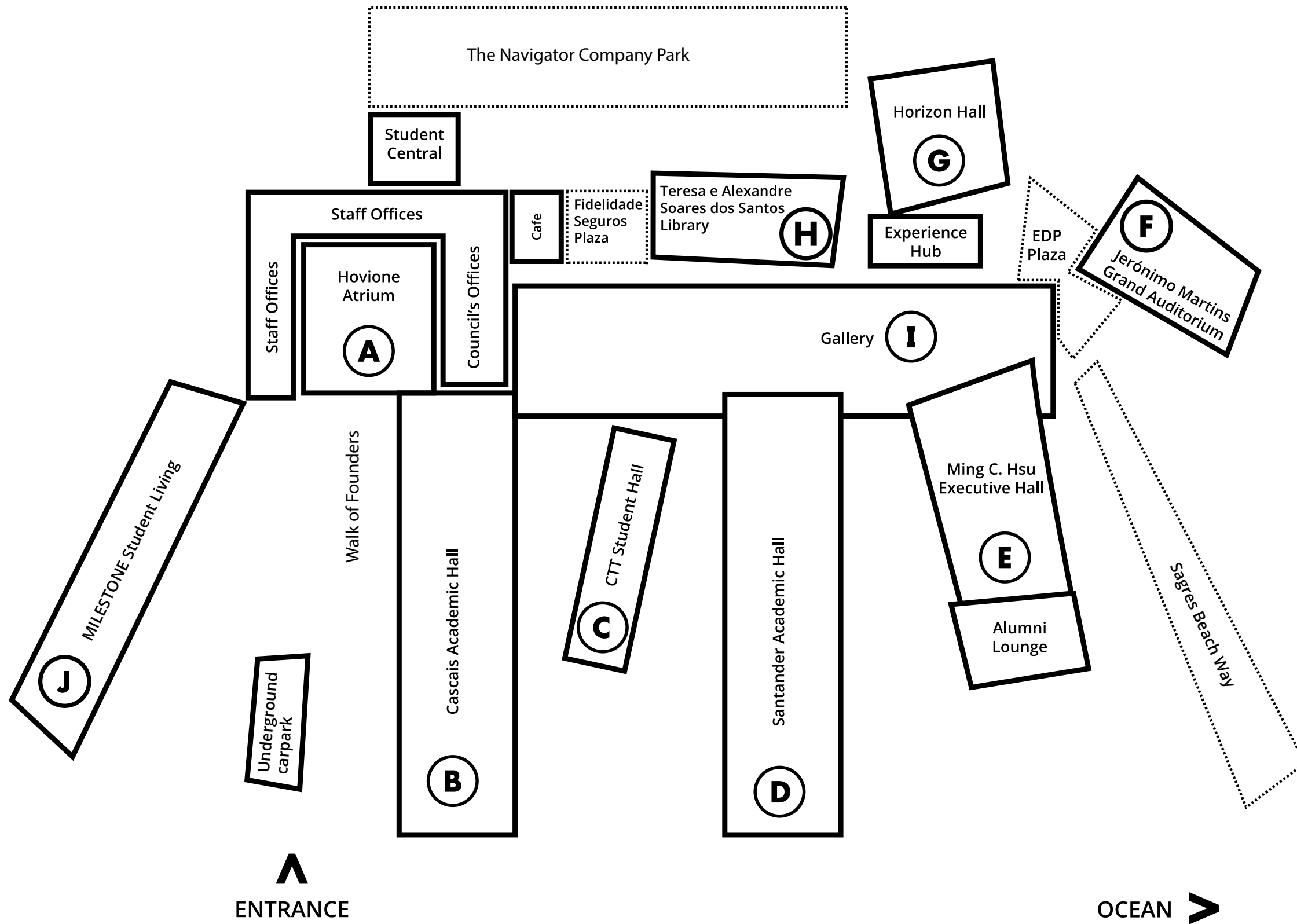
JERÓNIMO MARTINS LAB

Location: Main Deck, Ground Floor

There will be a grocery store on campus aimed at testing solutions to address some of retail industry's daily challenges. The Jerónimo Martins Lab is going to provide great food solutions, together with innovative technologies that provide a convenient and seamless shopping experience.



Campus Map



Nova SBE services

ADMISSIONS SERVICES

Location: Student Central, Hovione Atrium

These are the services responsible for marketing Nova SBE programs and managing the admissions and selection processes for both Masters' and Bachelors' students.

Bachelors' students admissions
studyatnova@novasbe.pt

Masters' students admissions
leadyourfuture@novasbe.pt

ACADEMIC SERVICES

Location: Student Central, Hovione Atrium

The Academic Services support students with all issues relating to the operational components of the programs, from enrollment to graduation.

Academic support for Bachelors' students
bachelors@novasbe.pt

Academic support for Masters' students
masters@novasbe.pt

PROGRAM MANAGEMENT

Location: Student Central, Hovione Atrium

The Program Managers are responsible for program delivery and development, which makes them the key contact for students if they intend to discuss issues related to the program.

Bachelors' Program manager
bachelors.pm@novasbe.pt

Masters' Program manager
masters.pm@novasbe.pt

Double Degree students
double.degrees@novasbe.pt

CEMS MIM students
mim@novasbe.pt

INTERNATIONAL MOBILITY

Location: Student Central, Hovione Atrium

The International Mobility team supports all incoming students whether they are coming to Nova SBE via a mobility partnership agreement or as free movers.

international.mobility@novasbe.pt

LIFE@NOVA

Location: Student Central, Hovione Atrium

The Life@Nova SBE team provides support to students with non-academic issues like housing, visas, transportation, etc.

lifeatnova@novasbe.pt

CAREER SERVICES

Location: Cascais Academic Hall, 1st floor, Room B126

The Career Services have the necessary tools to make your job search more effective from day one and transform your uncertainty into bold aspirations that can make a difference. They have the expertise in market knowledge and they guide and help you with all the decisive career choices you have to make.

careerservices@novasbe.pt

STUDENT DEVELOPMENT OFFICE

Location: Cascais Academic Hall, 1st floor, Room B125

The SDO is strongly dedicated to the students' well-being and personal development so if you are in need of some extra guidance to help you prepare for the semester or simply talk about your concerns, you can always head over there or send an email.

sdo@novasbe.pt

IT HELPDESK

Location: Santander Academic Hall, 1st Floor, Room D120

The IT Helpdesk is the first point of contact for all queries concerning e-mail accounts, netpa, and other IT services available for students on campus.

helpdesk@novasbe.pt

BRAND & COMMUNICATION OFFICE

Location: Hovione Atrium, 1st floor, Room A206

The Brand & Communication team is responsible for the school's communication and every key event taking place at the school.

General
infonova@novasbe.pt

Events
events@novasbe.pt

RESEARCH OFFICE

Location: Hovione Atrium, 2nd floor, Room A205b

The Nova SBE Research Team provides cross-disciplinary orientation and helps plan, develop, and carry out every research project taking place in the school.

research.office@novasbe.pt

FACILITIES SERVICES

Location: Hovione Atrium, 1st floor, A201b

The Facilities team is responsible for having every room and facility working accordingly, providing immediate assistance for all issues that need fixing on campus.

fixit@novasbe.pt

ALUMNI & CORPORATE RELATIONS

Location: Hovione Atrium, 1st floor, Room A207b

The Alumni & Corporate Relations Office is the point of contact for companies and institutions that want to be part of this community — recruiting Nova SBE students, participating in school life, supporting the school and its students, or being part of their development.

corporate@novasbe.pt

Accommodation

Lisbon & Carcavelos

You are probably wondering whether to stay in central Lisbon and commute to campus every day or live closer to the Carcavelos Campus. **Here are some lifestyle differences to help you decide:**

The urban lifestyle

3 reasons to love Lisbon!

- Get to know the old-as-time culture of the most typical and picturesque neighborhoods;
- Easy access to shops, museums, shows, and great restaurants: a melting pot of culture and events;
- The epicenter of nightlife in Portugal.

The beach lifestyle

3 reasons to love Carcavelos!

- Easy access to the Carcavelos beach and other beautiful beaches along the Cascais train line;
- Surfing, stand up paddle, volleyball, dozens-of-km-long bicycle paths where you can enjoy exercising with a breathtaking sea view and a closer contact with nature;
- Lively terraces, open-air restaurants and bars, as well as renowned music festivals nearby such as Festas do Mar, EDP Cool Jazz, and NOS Alive.

Accommodation in Lisbon and around Carcavelos

WHERE TO STAY?

The best areas to stay in Lisbon and commute every day to the campus are the areas closest to the Cascais train line (Cais do Sodré, Alcântara, Santos, Belém), or more central areas that are closest to subway stations that can quickly take you to Cais do Sodré (green line) or to Terreiro do Paço (blue line). Check the [subway map](#) to have a clear understanding of all the lines.

WHO TO CONTACT?

Nova SBE has partnered with companies to present students with special offers both in Lisbon and Carcavelos. You can check the areas you are interested in and corresponding prices.

INLIFE

Personalized housing trips for international students in Portugal.
www.inlifeportugal.com/novasbe

UNIPLACES

Online student accommodation booking with properties in Lisbon and around Carcavelos.
www.uniplaces.com
(Promotional code: **NOVASBE10**)

COLLEGIATE

Premium student residence in Lisbon's city center.
www.collegiate-ac.pt
(Promotional code to use when asked 'How did you hear about collegiate': **NVSB2018**)

CHALET JÚLIA

A charming 1930's remodeled house that was transformed into a student residence in Parede (20 minutes from Carcavelos)
www.chaletjulia.pt

SEAHOUSING

A platform created by a Nova SBE alumnus that anticipated the students' desire to live close to the Carcavelos Campus and the beach.
www.seahousing.pt
+ 351 911 942 436
info@seahousing.pt

SMART STUDIOS

Several locations in Lisbon and a new accommodation with 301 individual studios near the Carcavelos Campus – **opens in 2019** – all with the same format: furnished and fully equipped studios in renovated buildings.
www.smartstudios.pt
commercial@smartstudio.pt

Accommodation

UNL STUDENT RESIDENCIES – SAS NOVA

The Social Welfare Services of NOVA University Lisbon have some subsidized rooms for Nova SBE students in the Campolide and Lumiar residencies (Lisbon).

For availability, please contact: SAS NOVA alojamento@unl.pt

For more information, please check: www.sas.unl.pt

MILESTONE STUDENT LIVING ON-CAMPUS

The student residence at the Carcavelos Campus is operated by MILESTONE, an experienced premium student housing provider.

The student housing facilities on campus include:

- 122 bright and fully furnished rooms;
- Panoramic windows with an idyllic view;
- A large fridge and a microwave for private use;
- Community kitchens;
- A private bathroom with a spacious shower;
- A desk and a comfy chair;
- High-speed Wi-Fi with unlimited downloads;
- Storage compartments.

For reservations and further details, please visit: www.milestone.net
connect@milestone.net

Transports and how to get around

For general information on public transportation, please visit the companies' websites:

Metropolitano de Lisboa (Lisbon Underground)

www.metrolisboa.pt

CP – Comboios de Portugal (Train Services)

www.cp.pt

MobiCascais (Bus and Bike renting services – Cascais area)

www.mobicascais.com

Carris (Bus - Lisbon area)

www.carris.pt

Rede Expressos (Long-distance buses)

www.rede-expressos.pt

The Carcavelos Campus is located half-way between Lisbon and Cascais. The easiest way to get there by public transportation is by taking the train to the Carcavelos station.

To commute between Lisbon and Carcavelos, please check the following mobility solutions:

TRAIN

The best way to get to the new campus is by train taking the Cascais train line in Cais do Sodré. When exiting the train at the Carcavelos station you can either walk for 20 minutes or take a short bus ride (MobiCascais). At the Carcavelos station and on-campus, there is also a bike sharing and renting system available which can be integrated into the combined pass so you can easily cycle from the station to the campus.

Nova SBE has special prices on mobility solutions: 40 % discount over the market fare on CP passes in Lisbon's Urban Areas, MobiCascais - Nova SBE Buscas bus, and the CP Nova SBE MobiCascais Bus (integrated pass).

BUS FROM CENTRAL LISBON

There is a direct bus service exclusively for Nova SBE. This bus service travels from central Lisbon to the Carcavelos Campus with several trips to and from the campus during the day, in the hours of greater affluence. **Bus passes are sold online.** www.novasbe.busup.com

Prices: 55€/monthly; 18€ /weekly; 2,5€ single tickets

CAR SHARING WITH VIA VERDE BOLEIAS

Via Verde Boleias is a ridesharing application that allows people to schedule rides and share the costs. Students receive a token, personal and non-transferable, to access the Nova SBE private group and to share rides.

There are parking options available on and off-campus in the surrounding areas. Want to learn more?

www.boleias.viaverde.pt

COOLTRA

Nova SBE has a partnership with Cooltra - the leading sustainable mobility solution on two wheels in Europe. What do they have in store for you?

A 15 % discount for Nova SBE students only.

Check their website for more information and learn the best way to reach Carcavelos on two wheels.

www.cooltra.com

For more detailed and updated information please see: **Mobility Nova SBE**

Medical information

In Portugal, medical assistance is provided by both **public and private sectors**. **Below you can find some examples of medical facilities.**

ATTENTION: If you need to miss classes for health reasons, don't forget to speak with your Professors to explain your situation and thus avoid missing important content or assignments. Also, if you are going to the Doctor, always ask for a Medical Declaration that states that you were there, as you might need it later.

Lisbon

PUBLIC FACILITIES

São Francisco Xavier Hospital

Estrada Forte do Alto Duque
Bus lines nearby: 723, 728, 714
+351 210 431 000
www.chlo.min-saude.pt

Santa Maria Hospital

Avenida Professor Egas Moniz
Nearest subway station: Cidade Universitária (yellow line)
+351 217 805 000
www.chln.min-saude.pt

PRIVATE FACILITIES

SAMS health center

Rua Fialho de Almeida, 21 to 21-D
Nearest subway station: S. Sebastião (blue/red line)
+351 213 811 800
www.pics.sams.pt

NOTE: NOVA University Lisbon holds an agreement with SAMS' clinical center. Show your student card to prove you study at Nova SBE – UNL.

Luz Hospital

Avenida Lusfada, 100
Nearest subway station: Colégio Militar/Luz (blue line)
+351 217 104 400
www.hospitaldaluz.pt

Carcavelos

PUBLIC FACILITIES

Cascais Hospital

Estrada Militar, Alcabideche
+351 214 653 000
www.hospitaldecascais.pt

Parede Healthcare Center

Rua José Elias Garcia, Parede
+351 214 547 000
www.cascais.pt

PRIVATE FACILITIES

CUF Medical Center

Carcavelos Campus
www.saudecuf.pt

CUF Clinic - São Domingos de Rana

Rua Afonso de Albuquerque 195,
S. Domingos de Rana
+351 214 549 450
www.saudecuf.pt

Europa Clinic

Rua Catembe 165, Carcavelos
+351 214 569 800
www.clinicaeuropa.pt

Well-being and personal development

The Student Development Office's (SDO) main goal is to help students fulfill their personal needs and promote their well-being. Their programs focus on Personal Development and Psychologic Support and are aimed at students who intend to explore their potential, improve their relationships, and their quality of life, but also at students who experience moments of stress, anxiety, depression, and other psychological and emotional concerns.

Location: Cascais Academic Hall, 1st floor, B125

STUDENT DEVELOPMENT OFFICE'S PROGRAMS

Student Counseling

Students can apply for psychological accompaniment and counseling provided by a psychologist specialized in Education. Typically, students seek support for problems related to stress, anxiety, difficulties in integration, etc. This service is open to everyone. All you need to do is send an email to schedule a chat with Edite Oliveira, Nova SBE's trained psychologist.

Support for Academic and Social Integration (PAIAS)

PAIAS is a mentoring project aimed at facilitating the integration and the adaptation of undergraduate students during their first year at Nova SBE. PAIAS mentors are senior students who provide academic and social support to first-year students upon their arrival.

Promotion of Academic Success Program

A series of workshops focused on developing students' soft skills, study methods and techniques, such as teamwork, avoiding procrastination, etc., with the objective of improving the students' academic success.

Peer Tutoring Program

One-to-one academic support on a weekly basis from students who have done well on a particular subject (tutors) to students (tutees) seeking support to have better performances. Each meeting lasts for 90 minutes, where the tutor answers questions, clarifies doubts and/or does exercises with the tutee.

For more information regarding these programs or if you need psychologic support, please contact: sdo@novasbe.pt

Volunteer program

Nova SBE Leadership for Impact Knowledge Center

Location: Santander Academic Hall, room D104

The **Nova SBE Leadership for Impact Knowledge Center** is leading the initiative called Social Impact Experience (SIE) aimed at integrating different social experiences as part of the students' journey, revamping what was known before as Volunteering or Comunidade Nova.

The **Social Impact Experience** accounts and integrates all the opportunities in the social area that you can take part in. The courses and the modules you can take, the social internships/ volunteering experiences you can pursue – everything is accountable and meaningful, and you will be right in the center of it.

Most of these opportunities will be available at the Nova SBE Career Center by Job Teaser, where you can already find some of them.

If you have any questions, then use the email socialimpactexperience@novasbe.pt or visit the SIE team, located at the Nova SBE Leadership for Impact Knowledge Center.

Student card

Your student card is your official Nova SBE ID and it provides access to certain facilities including study rooms, the library, and photocopiers. The online submission to request your card was sent directly to students by the Academic Services.

Your Student ID number is the same as the prefix of your institutional email (ex: 99999@novasbe.pt).

You will be informed when you can pick-up your student card at the on-campus Santander branch. The student card provider is Santander Bank, however, the card is not associated with a bank account. Students interested in opening a bank account at Santander will be able to do so at the bank agency on campus.

For international students, Santander now offers to manage the request for the Portuguese fiscal number (a requirement to open bank accounts in Portugal) on the students' behalf.

If you have any questions, please contact:
studentcard@novasbe.pt

Nova SBE clubs

Student clubs play a critical role at Nova SBE, contributing to a vibrant campus life while creating unique experiences.

Nova SBE has more than 30 different student clubs who go beyond their traditional role to boost student involvement on campus, which is often the catalyst for a positive student experience. If you are thinking about joining a student club or starting your own, consider both your passions and **the benefits you may get by doing so**.

Check out the Student Clubs' list on our website and learn more about them individually here:
www.novasbe.unl.pt

Students' Union

The Nova Students' Union (Nova SU) is the representative body of more than 3000 Nova SBE students. Activities take place throughout the year and target various goals and groups from sports to culture, and from recreational events to volunteering initiatives, amongst others.

If you want to learn more, please visit the SU headquarters located at the EDP Plaza (next to the Jerónimo Martins Grand Auditorium), or contact: www.novasu.pt

Sports activities

NOVA SU SPORTS

Location: Nova SU - EDP Plaza

The Nova SBE Students' Union has a sports branch that aims to promote all sort of sports activities among the Nova SBE community. For more information, check Nova SU's Facebook page or visit the SU's headquarters, located below the orange stairs that lead to the Jerónimo Martins Grand Auditorium.



FITNESS HUT GYM

Location: Horizon Hall

The Carcavelos campus has its own gym powered by Fitness Hut – a well-known brand of fitness and well-being with over 35 clubs in Portugal. You can secure your membership at the gym's reception, making the most of their special offers for pioneers. The gym is due to open during the 1st trimester of 2019.

www.fitnesshutmovenow.pt
carcavelos@fitnesshut.pt

NOVA SPORTS

Location: Main Deck

The NOVA sports Office is part of the SAS NOVA Services and aims to promote and develop sports activities and general well-being among the entire community of NOVA University Lisbon. You can chose among several sports from rugby to yoga. If you are interested or would if you would like to learn more, then please send an email to desporto@unl.pt, check out NOVA Desporto's official Facebook page, or head over to Hovione Atrium, Student Central, on a Tuesday morning to find the Nova Sports desk.

OTHER

You can also check with the **Municipality of Cascais** as there are many sports clubs and centers, around and **in Carcavelos, as well as outdoor fitness lessons at the beach:**

www.cascais.pt
www.livingincascais.com

In Lisbon, there is the Estádio Universitário de Lisboa (Lisbon University Stadium), a large university sports complex.

Metro station: Cidade Universitária (yellow line)
www.estadio.ulisboa.pt

The Estádio Nacional do Jamor (National Sports Center of Jamor) is also a complex of sports infrastructures in Oeiras, next to Carcavelos. For more information, you can visit:

jamor.ipdj.pt
 or contact: geral.su@novasbe.pt

International students

Hello!

Willkommen!

Ciao!

Bonjour!

Merhaba!

¡Hola!

Why Portugal?

Settling into a new environment and adjusting to new situations can be initially intimidating but there are a variety of support services at hand at Nova SBE meant to assist you. Our main wish is that you enjoy your time here.

We look forward to meeting and helping you adjust to this new country and this new **Life at Nova!**



EUROPE'S LEADING DESTINATION 2017
World Travel Awards



WORLD'S FRIENDLIEST COUNTRY 2018
Forbes



3rd MOST PEACEFUL COUNTRY IN THE WORLD
Global Peace Index



LISBON & CARCAVELOS ARE CONNECTED INTERNATIONALLY VIA THE PORTELA AIRPORT
Serving over 26 million passengers per year



LISBON IS THE WEALTHIEST DISTRICT IN PORTUGAL
Responsible for 35 % of the country's GDP



240 DAYS OF SUNSHINE A YEAR
An average annual temperature of 18.° C



MOST PORTUGUESE PEOPLE SPEAK ENGLISH AS A 2nd LANGUAGE



LEADING EUROPE SURF DESTINATION
Ericeira, Peniche, Aljezur, and Sagres are some of the best coastal sites in Europe

Visa and resident permit

EUROPEAN UNION (EU) CITIZENS

If you are coming to Portugal from a country which doesn't require an entry Visa you still have to register at the Lisbon City Hall.

- Valid ID card/passport (the original and a photocopy);
- Proof of address in Lisbon;
- Sworn Statement.

IMPORTANT NOTICE:

Portuguese visa processing can take anywhere from two weeks to up to three months, so it is advisable to start your visa application as soon as you receive the Acceptance Letter.

NON-EUROPEAN (NON-UE) CITIZENS

Students coming from countries outside the EU, EEA, and Switzerland are required to ask for a Student Visa (longer than three months and up to one year) or a Residence Permit (for stays longer than one year).

Step 1: Request the Visa/Residence Permit

Schedule an appointment at the Portuguese embassy or consulate in your home country **as soon as you receive the Acceptance Letter.**

Step 2: Documents

Depending on your nationality, duration of stay, and type of service you are applying for, some or all of the following standard documents may be required:

- Acceptance letter, in which the correct dates of your studies are stated (either the Admissions team (regular students) or the International Mobility team (students on a mobility program) will issue this document);
- Visa Form;
- Two passport photos (in color);
- Your passport and copies of your previous visas (passports must be valid for a minimum of 6 months);
- A copy of your return ticket reservation;
- Travel insurance to cover you for the Schengen area;
- Flight dates and times;
- Accommodation plans for the duration of your stay (e.g. hotel reservation);
- Proof of sufficient funds for the duration of your stay;
- Proof of civil status (married, children, etc.);
- Proof of economic status (employed, self-employed, student, retired, etc.);
- Copy of your Criminal Record (if you have been living elsewhere for over one year, this should be issued by that country and not by your home country).

RENEWING YOUR VISA

You will need to renew your visa once in Portugal as the first emission usually lasts for a period that does not cover the full duration of your studies. Upon arrival, book your appointment with SEF - Serviço de Estrangeiros e Fronteiras (Immigration and Borders Service) for renewal purposes, as times varies between **two to five months to get an appointment.**

You can find more information about this on their website: www.sef.pt

You must book an appointment in a SEF delegation, which can be done in two ways:

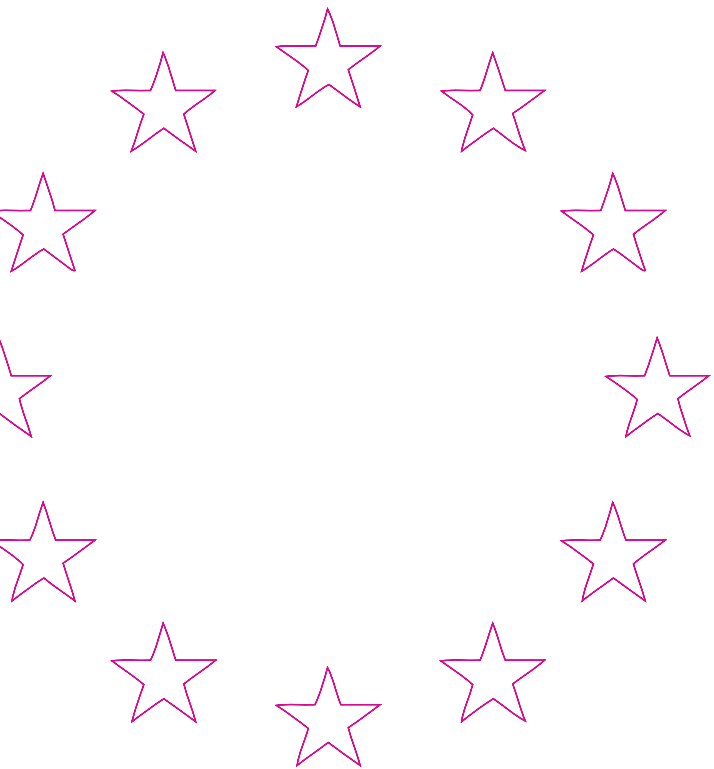
1 - Telephone: +351 808 202 653

Warning: when you call this number, you will hear an automatic message in Portuguese with the options listed below. In case you don't understand Portuguese, please press the numbers as described:

- First, press 1 (you will be selecting the option to book an appointment);
- Second, press 3 (you will be stating that you live in the Lisbon or Cascais area. If you live near the Carcavelos Campus don't worry. It's included in this area);
- Finally, press 3 again (you will be stating that you want to book an appointment to renew your visa). You will then be put on hold, waiting for someone to pick up the call. Do not be surprised to hear a message in Portuguese, it is the general information that SEF provides while you are on hold. When an officer picks up, please ask them to speak in English. You can say "Desculpe, não falo Português. Inglês?" which states that you do not speak Portuguese and suggest speaking in English.

2 - Website: www.sef.pt

- Choose the option that says "Prorogation of Permanence";
- Choose the city (Lisboa or Cascais) and click "Prorrogações de Permanência";
- Fill in your personal data.



Medical insurance

At Nova SBE, you will be covered by insurance in case of accidents on campus only.

For students coming from outside EU, we highly recommend that you have health insurance from your home country.

If you prefer to get one once you are in Portugal, please find some examples of **insurance companies**:

- **Fidelidade;**
- **Médis;**
- **Tranquilidade;**
- **Villas-Boas;**
- **Allianz;**
- **Multicare.**

EU citizens can use the European Health Insurance Card (EHIC).

More information about this can be found at: www.ec.europa.eu

SECURITY

Campus safety is a priority for the school. Nova SBE has been taking some decisive steps to strengthen its security and has agreed to reinforce, with the help of the Public Safety Police, security on campus and its surrounding areas.

Prevention is the best protection!

- When at an ATM, check your surroundings and protect your PIN code from others;
- Don't let strangers distract you from your belongings;
- Do not carry large amounts of money or values in your wallet or bag;
- Keep your belongings close to you and secure them with one hand, if possible;
- Carry your keys preferably in a pocket inside your clothes and not inside your bag/wallet;
- In case of theft, do not react. Try to memorize the thief's features and contact security on campus or call 112. The nearest Police Station is [here](#).

Emergency contact



NATIONAL EMERGENCY NUMBER

Calls to **112** are free from any phone (mobile or landline). The operator will direct your call to the emergency service that you require including **medical, fire, and police**.

EMERGENCY CONTACT AT NOVA SBE

Should you need to notify the school about a personal accident, distress or some campus-related security problem, please call our reception desk so they can **redirect you to the appropriate office: +351 213 801 600**

Who can help students in need?

The school's security is around 24/7 and can always be contacted in case of emergency.

If you decide to head to the beach, remember to:

- Protect yourself from the sun and stay hydrated by drinking water;
- After big meals, wait at least three hours before going for a swim;
- Avoid the ingestion of alcoholic beverages as they delay the digestion process;
- Take your time before entering the sea after long periods of exposure to the sun.
- Be aware that the sea at the Carcavelos beach has whirlpools that can be dangerous;
- Avoid going too far from the coast, please respect the market swimming areas.



GLOSSARY OF EMERGENCY TERMS AND EXPRESSIONS

I've been in an accident
Tive um acidente

This is an emergency
Isto é uma emergência

I need an ambulance
Preciso de uma ambulância

I need a doctor
Preciso de um médico

Call the police
Chame a polícia

Very sick
Muito doente

Unconscious
Inconsciente

Where is the nearest hospital?
Onde é o hospital mais próximo?

Is there a pharmacy nearby?
Há uma farmácia aqui perto?

Call the fire services
Chame os bombeiros

I've been in a car accident
Eu tive um acidente de carro

I've been robbed/mugged
Fui assaltado

Bank account

As your student card is issued by Santander bank, a partner of Nova SBE, you may also want to open a bank account in the Carcavelos Campus branch, upon your arrival at Nova SBE.

For international students, Santander now offers to manage the request for the Portuguese fiscal number (a requirement to open bank accounts in Portugal) on students' behalf.

The Multibanco system (ATM) is widespread and very convenient. With it, you can withdraw up to 200€ a day with your Santander bank card, at any time.

SIM card

Most students will want a Portuguese SIM card to stay connected to friends and family, and be able to make/ receive phone calls without roaming charges.

Our Students' Union can provide you with a SIM card from Yorn (a Portuguese Operator), upon your arrival, for free.

Most prepaid packages are not very expensive and can start from **10€ a month or even less**. You can check the mobile phone companies below:

- **Vodafone;**
- **MEO;**
- **NOS.**

Useful information about Portugal

USEFUL LINKS

Visit Portugal:
www.visitportugal.com

Visit Cascais:
www.visitcascais.com

Visit Lisbon:
www.visitlisboa.com

Directory of Libraries in Lisbon
www.bnportugal.pt

Portuguese language course

NOVA University Lisbon runs a Portuguese language and culture course targeting its international students **which is offered at FCSH** (Nova School of Social Sciences and Humanities), in Lisbon. **They offer one-semester, summer, and intensive courses as well as individual lessons.**

To check their schedules, duration of courses, prices, etc., visit:
<http://ple.fcs.unl.pt/en/start/> or contact: cursoportugues@fcs.unl.pt

Courses are taking place both in Nova SBE Carcavelos Campus and the Nova FCSH Campus in central Lisbon.

Useful expressions in portuguese

Good morning Bom dia	My name is... O meu nome é...	Enjoy your food Bom apetite
Good afternoon Boa tarde	What time is it? Que horas são?	Yes Sim
Good night/evening Boa noite	Please Por favor	No Não
Goodbye Adeus	I am sorry Desculpe	Who? Quem?
See you tomorrow Até amanhã	I want a coffee Quero um café	What? O quê?
Thank you Obrigado (male) Obrigada (female)	Where is Nova SBE? Onde é a Nova SBE?	When? Quando?
You're welcome De nada	Do you speak English? Fala inglês?	Where? Onde?
Congratulations/ Happy birthday Parabéns	I don't understand Não percebo	How? Como?
Good luck! Boa sorte!	Can you help me/tell me? Pode ajudar-me/dizer-me?	Why? Porquê?

Contacts

Life @ Nova SBE
Email: lifeatnova@novasbe.pt
Telephone: +351213822794

NOTE: This guide does not include academic information and might be subject to changes. If you have any questions regarding academic matters please, **contact the appropriate office.**



