

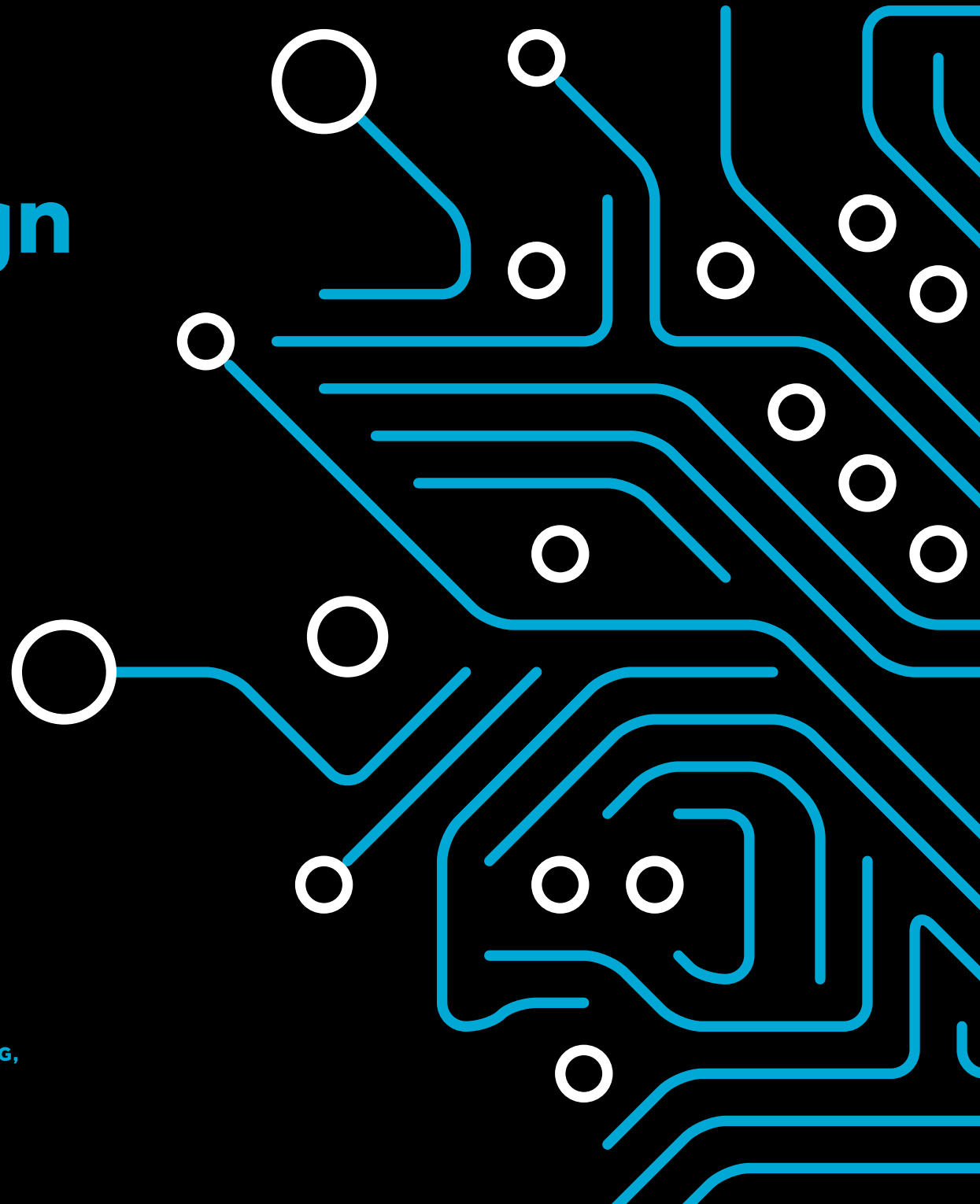
Mobility Quick Guide for Foreign Newcomers

A simple and informative handy
guide before and upon your arrival

International Relations Service (SRI)



INSTITUTE FOR SYSTEMS
AND COMPUTER ENGINEERING,
TECHNOLOGY AND SCIENCE





Moving abroad takes planning and adaptation.

This short and easy-to-read guide was written to support you in your relocation to Portugal to work or undertake research activities at INESC TEC.

It draws on different sources to bring to your attention a series of aspects you might have to deal with even before leaving your country behind for a trouble-free settlement and adaptation to a new country.

Nevertheless, it is never too much to remember that any challenge you may come across while abroad will equip you with a set of skills that should make you evolve personally and professionally!

Ready to start your new adventure with us?

The guide is not intended to replace information provided by any of the official authorities mentioned throughout the text. Additionally, the links to third-party websites other than those of official sources should be considered as merely indicative, and INESC TEC should be neither bound nor held responsible for their contents and views.



01 **INTERNATIONALISATION AT INESC TEC**

02 **BEFORE YOUR DEPARTURE**

[Visa](#)

[Foreign Academic Degrees and Diplomas Recognition](#)

[Healthcare](#)

[Accommodation](#)

[Financial Issues](#)

[Time Zone, Gadgets, Weather](#)

03 **AFTER YOUR ARRIVAL**

[Settling into INESC TEC](#)

[Taxes and Social Welfare](#)

[Opening a Bank Account](#)

[Registering with SEF or the Local Council](#)

[Medical Care](#)

[Family Matters](#)

[Driving in Portugal](#)

[Culture & Language](#)

[Useful Contacts](#)

[Portuguese Public Holidays](#)

04 **BEFORE RETURNING HOME**

[Visa](#)

[Health Insurance](#)

[Accommodation](#)

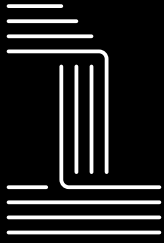
[Financial Issues](#)

[Tax Return](#)

05 **YOUR CHECKLIST**

06 **ABOUT SRI**

07 **REFERENCES**



INTERNATIONALISATION
AT INESC TEC



INESC TEC's core activities and operations have increasingly expanded beyond the domestic market through different pathways over the past three decades. In 2012, the Institute successfully exported its science management model to Brazil, giving rise to INESC P&D Brasil, and in 2019, set up an office in Brussels – *a listening post* to the world.

The institution has long since acted as a magnet of scientific talent from other countries in and outside of Europe, having trained many young researchers to become major assets of some of the world's largest multinational corporations and well-renowned R&D organisations across the globe.

As a multidisciplinary institution operating at the interface of academia and industry, INESC TEC brings together, under the same roof, different nationalities and counts with internationalisation champions across several layers of the organisation's structure.

INESC TEC is engaged in a large number of European projects and several international agreements with high-level partners from Japan, to Thailand, India or Morocco.

Did you know that INESC TEC...

Is the Portuguese institution with the largest participation in European projects, and the second with regard to the value of the EC contribution to the Horizon 2020 program (28.18 M€)?

Numbered 183 Foreign Researchers in 2020, of which 74 as Internal R&D staff?

And now that you know a bit more about the international profile of your future host organisation, it is time to delve into the three main stages of an inbound mobility process: before your departure; after your arrival; and before returning home.

2

BEFORE

YOUR

DEPARTURE



WHAT YOU MUST NOT OVERLOOK

Visa

Qualify for the right type of visa.

Foreign Academic Degrees and Diplomas Recognition

Obtain a degree and diploma recognition in Portugal.

Healthcare

Plan your healthcare and take out a medical travel insurance and a health insurance for your stay abroad.

Accommodation

Investigate about accommodation options in Portugal.

Financial Issues

Set some pocket money aside and organise your finances prior to your departure.

Time Zone, Gadgets, Weather

Key things to consider before traveling.

NB: These actions might not be necessarily taken in this sequential order. Some may actually not even apply to your situation; others may be initiated in tandem with others. For instance, you may start your visa application process while trying to obtain your degree recognition.

VISA

Entry conditions and visa requirements in Portugal will depend on your nationality, duration of your stay, purpose, and possible agreements between Portugal and your country of origin.

To start your visa application, register for the [E-visa Portal](#), which will support you throughout the process.

You will be asked to fill out a questionnaire that will determine the type of visa that best applies to your situation and the documentation required to complete the application.

In case the Portuguese consulate at your country is using the E-visa Portal to handle visa requests, you may not only submit your visa application and supporting documents but also schedule your interview through this portal.

Otherwise, you must contact the [Consulate](#) directly.



CONSULT THE TABLE FOR
A QUICK UNDERSTANDING
OF THE VISA LANDSCAPE



Please note, that some Portuguese Consulates, when issuing visas for stays over 90 days, are also proceeding with automatic scheduling with the [Portuguese Immigration and Borders Service \(SEF\)](#). To find out if this is your case, look for a stamp in your passport with a link to access information about your appointment with SEF.

Visa Landscape in Portugal

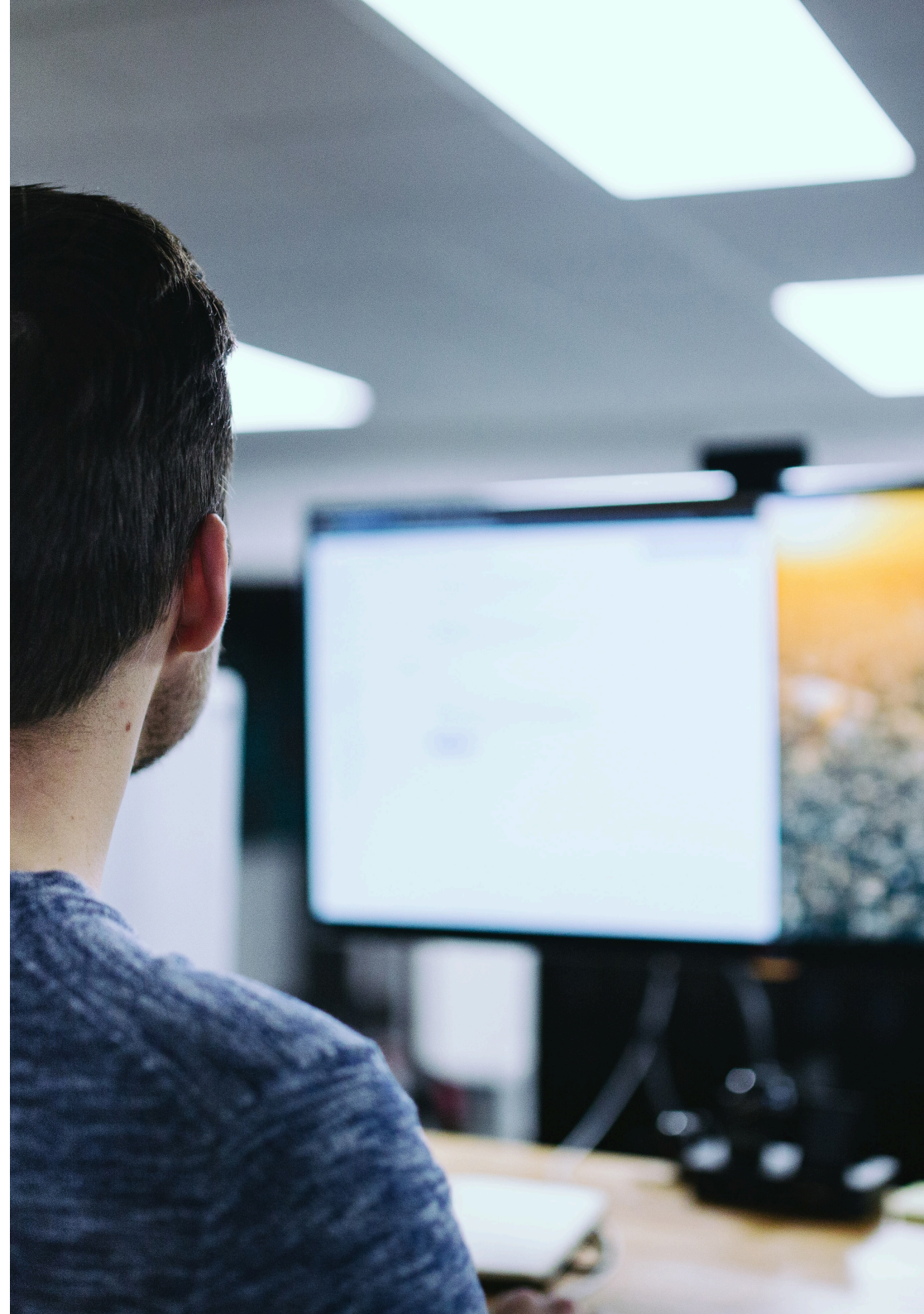
How long am I going to stay in Portugal?	Will I need a Visa? (Article 4.º - Decree Law 23/2007)	What type of visa will I need? (Article 45.º - Decree Law 23/2007)	Where can I apply? (Article 48.º - Decree Law 23/2007)
LESS THAN 90 DAYS IN ANY 180-DAY PERIOD	<u>YES, UNLESS YOU ARE:</u> <ol style="list-style-type: none"> 1. A European Union (EU) Member State citizen; 2. A citizen of a State party to the European Economic Area (EEA) or of a third-country the EU has signed freedom of movement agreements with; 3. A family member of a Portuguese citizen or a foreign national from any of the countries included in the preceding numbers. 	<u>Short-stay visa (Schengen)</u>	At a <u>Portuguese embassy or consulate post in your home country</u> or At an <u>external service provider</u> ;
LESS THAN A YEAR*	<u>YES, UNLESS YOU ARE:</u> <ol style="list-style-type: none"> 1. A EU Member State citizen; 2. A citizen of a State party to the EEA or of a third-country the EU has signed freedom of movement agreements with; 3. A family member of a Portuguese citizen or a foreign national from any of the countries included in the preceding numbers. <p>In all the cases mentioned above, you will only need a <u>Certificate of Registration</u> from the local City Council in Portugal.</p>	A temporary stay visa for the purpose of: <ol style="list-style-type: none"> 1. Carrying out a self-employed activity; 2. Conducting, in national territory, scientific research in research centres, a teaching activity in a higher education institution, or a highly qualified activity for less than one year. <p>(Articles 54.º and 57.º Decree Law 23/2007)</p>	At a <u>Portuguese embassy or consulate post in your home country</u> or At an <u>external service provider</u> ;
STAY MORE THAN A YEAR*	<u>YES, UNLESS YOU ARE:</u> <ol style="list-style-type: none"> 1. A EU Member State citizen; 2. A citizen of a State party to the EEA or of a third-country the EU has signed freedom of movement agreements with; 3. A family member of a Portuguese citizen or a foreign national from any of the countries included in the preceding numbers. <p>In all the cases mentioned above, you will only need a <u>Certificate of Registration</u> from the local City Council in Portugal.</p>	A residence visa to obtain a residence permit for the purpose of: <ol style="list-style-type: none"> 1. conducting scientific research in research centres; 2. teaching at a higher education Institution; 3. developing a highly qualified activity; 4. studying in a higher education institution; <p>(Articles 52.º, 62.º, 91-B and 91-C – Decree Law 23/2007)</p>	At a <u>Portuguese embassy or consulate post in your home country</u> or At an <u>external service provider</u> ;

* For British citizens, new entry rules in Portugal and the EU apply since the 1st of January 2021. More information [here](#).

FOREIGN ACADEMIC DEGREES AND DIPLOMAS RECOGNITION

1. Foreign degrees and diplomas recognition – What does it mean?

As established by the Portuguese Decree Law 66/2018, it is a formal process whereby academic degrees and diplomas granted by foreign Higher Education Institutions (HEIs) are recognised either by the Portuguese **Directorate-General for Higher Education (DGES)** or by a Public HEI (University or Polytechnic Institute) in Portugal.



2. Why does INESC TEC require the foreign degree recognition from selected candidates?

INESC TEC follows the requirement set by the Portuguese Foundation for Science and Technology (FCT) with respect to the granting of fellowships or celebration of employment contracts. These are contingent on candidates having their foreign academic degrees and diplomas recognised by a public HEI in Portugal.

INESC TEC has been progressively extending this requirement to other job opening announcements, regardless of whether they are related to FCT-funded projects or not. It is a way to create a level playing field in the recruitment process of new staff.

Should this be a requirement for filling in a vacancy at INESC TEC, the vacancy announcement will explicitly mention it.

3. When should the selected candidates present to INESC TEC the document attesting their foreign degree and diploma recognition in Portugal?

Candidates will not be asked to provide such document in the application stage. INESC TEC will demand the presentation of the recognition degree certificate issued by DGES or a public HEI only before proceeding with the issuance and signing of the fellowship or employment contract with the selected candidate.

4. Where can selected candidates request this recognition?

The request is submitted through a centralised online form available on the DGES' website. The selected candidates can start by using the DGES' wizard, which has been recently updated, to check which recognition procedure is likely to apply to their situation on the basis of some information they will need to insert.

Based on the wizard's results, which are nonetheless indicative, the selected candidates are then instructed to fill in an online form to submit their request to the competent entity (e.g.: DGES or a Portuguese Public University / Polytechnic, depending on the procedure to be followed).

DGES provides a **practical guide** to help candidates complete the recognition request form. Nevertheless, INESC TEC's International Relations Service (SRI) is available to offer guidance to candidates applying for degree recognition following a job posting by INESC TEC.

There are three types of recognition: Automatic, Level and Specific (**Decree Law 66/2018, article no. 4**).

Automatic Recognition is the fastest and most straightforward procedure and is undertaken by DGES or a Public Portuguese University.

In the event that the academic degree or country of the diploma for which a recognition is being requested is not in the list of degrees and diplomas approved by the Commission for the Recognition of Foreign Degrees and Diplomas, the requester cannot opt for the Automatic Recognition and may have to choose between a Level or Specific Recognition.

Level or Specific Recognitions are awarded by Public Portuguese Universities or Polytechnics. Both procedures are lengthier than the Automatic Recognition because more elements and documents will be analysed.

5. When should candidates initiate their request?

As mentioned earlier in this section, selected candidates will not be asked by INESC TEC to present the certificate issued by DGES or a HIE before the contracting stage. However, any candidate who is strongly considering coming to Portugal to work and /or study, may initiate the request during the application stage.

Anticipating this request may be particularly important when the candidate's degree calls for a case-by-case analysis, i.e., for a Level or Specific Recognition since the procedures last longer. However, candidates are advised to inform themselves first on the costs concerning degree recognition or contact the SRI before moving forward with the request.

Types of Degree Recognition (as per Decree Law 66/2018, article no. 4)

Automatic Recognition

"This form of recognition generically recognises a higher education foreign degree or diploma with identical level, objectives and nature to the Portuguese degrees of "licenciado", "mestre" and "doutor" and the short cycle professional higher technical diplomas, that are included in the list of degrees and diplomas approved by the Commission for the Recognition of Foreign Degrees and Diplomas." The full updated list can be consulted [here](#).

Level Recognition

"It is the act that allows to recognise by comparability, in an individualised way, a degree or diploma of foreign higher education as having a level corresponding to an academic degree or Portuguese higher education diploma."

Should the recognition be awarded, the certificate will indicate the corresponding degree in Portugal (e.g.: *licenciado* - graduate).



The time frame needed to complete the Level recognition procedure might be significantly reduced if the academic degree / diploma for which the candidate is requesting the recognition has already been granted by the Portuguese HEI to an identical degree or diploma. The DGES' degree recognition platform allows requesters to check whether their degree or diploma is likely to benefit from precedence through a precedence database.

Usually, if a candidate cannot proceed with an Automatic Recognition for his /her country and degree are not eligible for this faster procedure, the Level Recognition should suffice to fill in a job position at INESC TEC.

However, it is worthwhile noting that some fellowships may also require the conversion of the grade attributed by the foreign HEI to the Portuguese grading system. If this is your case, at the time of recognition request, you should also indicate that you would like to have your final grade converted to the Portuguese scale.

Candidates are advised to contact the SRI to ascertain whether they are instructing the request properly.

Specific Recognition

"It is the act that allows the recognition of a degree or diploma from a foreign higher education to be identical to a Portuguese academic degree or higher education diploma, through a casuistic analysis of the level, duration and programmatic content, in a certain area of formation, branch of knowledge or specialty", specifying the area of study to which the recognition is given (e.g.: *licenciado em psicologia* – graduate in psychology).

Source: [DGES](#)

Foreign Academic Degrees and Diploma Recognition (Overview)

		Document that unequivocally proves that the degree or diploma has been awarded. (e.g.: original version; authenticated copy or simple copy with a registration number / unique identifier)	Document including final grade and scale at the foreign higher education institution	Document issued by the foreign higher education institution which contains the curricular units in which the applicant obtained approval, and which led to the degree or diploma to which recognition is sought, as well as the respective syllabus content, the duration of the studies leading to the degree and its final classification.	Dissertations / Theses (or research, artistic works or achievements)	Official Procedure Time frame	Indicative fees excluding costs with grade conversion (Examples)
Automatic	x	Refer to this website to consult the required supporting documentation.	Applicable if conversion to the Portuguese grading system is requested.	N.A.	N.A.	A maximum of 30 working days after the process has been duly instructed.	€ 44,4 (average) DGES: € 27,60; UP: €30; UMinho: € 40; UC: € 80
Level	x		Applicable if conversion to the Portuguese grading system is requested.	x	x	A maximum of 90 working days after the process has been duly instructed. In the Level Recognition process with precedence, this time frame shortens to 30 working days.	Varying fees (from € 60 to € 600) UP: € 200 - € 600; UMinho: € 460 - € 500; UC: € 500 - € 600
Specific	x		There is no place for conversion of the final grade, but the awarding of a grade by the jury that will analyse the request, instead.	x .	x	A maximum of 90 working days after the process has been duly instructed.	Varying fees (from € 200 to € 650) UP: € 200 - € 600; UMinho: € 600; UC: € 500 - € 650

Foreign Academic Degrees and Diplomas Recognition | To keep in mind:

The established procedure time limit starts once all mandatory documents have been submitted and the applicable fees paid. However, to the established time limit for a formal decision to be issued by DGES or the concerned public HEI, we should add in the time that precedes the start of the analysis by one of these entities. This time is highly variable and depends on other factors:

- How long it takes for the candidate to gather all the required documents to submit the request;
- The more specific the request, the more burdensome the process is. Often, candidates need to get the documents authenticated by authorised entities; in some cases, they may also need to get them officially translated to Portuguese if written in a language other than Portuguese, Spanish, French or English. These are established rules, and there is no way to work around them.
- How long it takes for the HEI in Portugal liable for a recognition decision to initiate the formal request analysis, provided that the applicant has presented all the required documents and paid the processing fees (e.g.: the University of Porto was the second HEI in the country with the highest number of recognition requests to handle and the first with highest number of processes duly concluded in 2020).
- When the required documentation is incomplete, how long it takes for the public HEI in Portugal to notify the applicant/requester of their obligation to complete it, considering that the recognition process cannot be initiated without a properly filled out application form, the required supporting documentation and processing fees paid.

HEALTHCARE

As part of a visa application process, you must take out Travel (Medical) Insurance.

This is mandatory for all types of visa and covers medical expenses including those of medical repatriation, medical emergency and/or hospital emergency. The required minimum coverage is 30,000 Euros.

In the case of Schengen and temporary visas, the insurance policy **must be valid for the entire duration of the stay, not of the visa**, while for residence visa applications, travel health insurance **must be valid for at least one year**. Territorial coverage applies to Portugal and extends to the other countries of the Schengen area.

Travel medical insurance is not mandatory for visa-free third-country nationals, but is highly recommended to get one in case of travel to the Schengen countries.

Sources: [Portuguese Ministry of Foreign Affairs](#); [Schengen Visa Info](#)



Do you fall within any of these situations?

Brazilian citizens may apply for a Certificado de Direito à Assistência Médica – CDAM, also known as PB4, instead of getting a private health insurance. The CDAM is the result of the agreements signed between Portugal and Brazil, granting Brazilian citizens the same rights of Portuguese citizens to access medical services delivered by the National Health System.

If you are an EU citizen (or from Iceland, Liechtenstein, Norway or Switzerland), or you are, legally residing in the EU and covered by a state social security scheme, you are eligible for a European Health Insurance Card (EHIC). However, nationals from non-EU countries cannot use their EHIC for medical treatment in Denmark, Iceland, Liechtenstein, Norway and Switzerland.

Also, note that each separate member of a family travelling with you should have their own card. Learn more about this card through the European Commission's website.

British citizens should refer to the NHS to learn how to access state-provided healthcare during a temporary stay in the EU.

If you are receiving on-going medical treatment and/or medication in your home country, you will need to obtain a letter from the doctor in your home country (in English) with details on your medical condition. Also very important (if applicable): check whether you can take your medication on your flight and through customs.

ACCOMMODATION

Finding a place to stay is one of the most important things you will need to consider when moving abroad and one of the biggest tasks you'll have to sort.

So start planning well in advance while you are still in your country.

If you are unable to make housing arrangements in the medium-long run, consider booking a room at an hotel or an Airbnb for the first few weeks after your arrival. This will give you some time to find a better solution.

If you are coming to INESC TEC as part of your study plan, student accommodation may be an option to you. We advise you to check it out with your hosting faculty or school.



Further info on accommodation rental in Portugal

Real estate portals and websites are one of the quickest ways to find a suitable place to live while abroad. Facebook groups may also be an interesting option to find shared accommodation options.

[Casa Sapo](#), [Imovirtual](#), [Idealista](#), [Uniplaces](#), [Remax](#), [Gabinohome](#), [Observatório do Alojamento Estudantil](#).

It is common for Portuguese landlords to ask for a two-month rent in advance. Some landlords may also ask you for a deposit to carry out maintenance work in the property. This deposit should be returned to you when you hand back the house. Usually, renting prices do not include gas, electricity or internet-related costs. You should clarify with your landlord what you are paying for.

You will need to provide your identification card, and the Portuguese Taxpayer Identification Number when signing a rental contract. In some cases, you may also need to appoint someone with Portuguese nationality and residence as your warrantor.

FINANCIAL ISSUES

Consider how much money you may need to bring to Portugal (and whether your home country restricts the amount of cash that can be taken out of the country). Think about the things you will have to pay in the first few days and carry some cash with you until you have opened a bank account;

When at the exchange counter, you should request money in €5, €10 and €20 bills as €50 may not be accepted for smaller payments.

Confirm whether your current card can be used in Portugal and whether your bank in your home country can provide any advice about transferring money and the fees charged, if any.

Setting up a bank account in Portugal before you relocate can make things even easier (and cheaper) for you once you arrive. However, some banks will not allow you to open an account overseas until you have a residential address in your new destination country.

Perhaps the easiest way is to speak with your existing bank to see if they have a banking presence in Portugal.



COST OF LIVING IN PORTUGAL

ACCOMMODATION IN €

HOTEL SINGLE ROOM: 130 - 250

MONTHLY RENTAL: 350 - 800

PHONE AND INTERNET: 25-35

ELECTRICITY: 25-45

GROCERIES IN €

WATER (1L): 0,30

MILK (1L): 0,70

BREAD (UNT)): 0,15

RICE (1KG): 1

CEREALS (500G): 2,5

SUPERMARKET MONTHLY EXPENSES: 150 - 200

PUBLIC TRANSPORTATION IN €

ONE-WAY TICKET: 1,20 - 2,10

MONTHLY PASS: 30 - 40

MEALS IN €

CAFETERIA: 3

SNACK BAR: 2-5

DINING OUT: 10-25

CULTURE & LEISURE IN €

THEATRE TICKET: 12- 30

MUSEUM TICKET: 1 - 12

CINEMA TICKET: 7

NEWSPAPER: 1,20- 2,70

This table gives you an idea of the average cost of certain products and services in Portugal. Prices may vary according to the chain of supermarkets or restaurants. The same applies to accommodation – prices vary greatly according to availability, time of the year and if you are renting a room at a shared apartment or not.

For more information on Portugal's cost of living, visit this [website](#).

TIME ZONE, GADGETS, **WEATHER**

What should I know before moving to Portugal?

Will I have to set my clock forward/backward?

Portugal (mainland and Madeira) is in the Western European Time Zone (GMT / UTC + 1 hour in summer).

Will I need an adapter in Portugal?

Electricity in Portugal is 230V, with a frequency of 50Hz. In Portugal the power plugs and sockets are type F. Consider whether you need an adapter for any personal electrical equipment you intend to bring along.

What clothes should I pack in my luggage?

Consider the proper wardrobe taking into account the time of the year you will be flying in. Autumn/Winter in Portugal can be rather cold, with temperatures between 5°C and 15°C, heavy rains and wind. Summer can be very warm, with temperatures rising above 40°C in some parts of the country. Pack accordingly. Should you travel around Spring or Autumn time, fill your luggage with a combination of options.



3

AFTER

YOUR

ARRIVAL



WHAT YOU MUST NOT OVERLOOK

Settling into INESC TEC

Get acquainted with the institution.
Book an appointment with the SRI.

Taxes and Social Welfare

Request a tax identification number and
obtain your social security number.

Opening a Bank Account

Make your financial transactions easier by
opening a bank account in Portugal.

Registering with SEF or the Local Council

Know what legal procedures you should be
aware of upon of your arrival in Portugal.

Medical Care

Investigate what it takes to access local
medical care without unpleasant (and
exorbitant) surprises.

Family Matters

If you are bringing your children with you,
consider available childcare / school options in
Portugal.

Driving in Portugal

Learn more about driving in Portugal and
what to do if you wish to obtain a national
driver's license.

Culture & Language

Get immersed in the country and its culture.
Do you want to learn Portuguese? Find out
how to make it happen.

Useful Contacts

Portuguese Public Holidays

SETTLING INTO INESC TEC

When you arrive at INESC TEC, you will be requested to attend an onboarding session known as the Welcome Session.

Organised by the Human Resources Service, this session takes place once a month (except in August) and is hosted by a Member of the Board of Directors, who welcomes new collaborators.

It is an excellent opportunity to get to know the institution and understand its model and functioning.



These Sessions are mandatory for employees and grant holders, being advisable for the remaining new staff.

The Welcome Appointment, which differs from the Welcome Session, is organised by the SRI along with the Executive Assistant of your host Center and is specifically intended for foreign nationals. We will talk you through a number of key topics that you should be aware of upon your arrival.

Additionally, the Welcome Appointment offers you a good occasion to get to know INESC TEC's Intercultural Ambassadors Network and understand how it may provide you with additional guidance on your settlement into a new country and institution.

You may schedule your appointment with the SRI's team before your arrival in Portugal.

Welcome to INESC TEC!

INESC TEC's Intercultural Ambassadors* are either foreign collaborators or collaborators who have lived abroad and volunteer to support new colleagues from other countries before or upon their arrival. They also collaborate with the SRI to raise intercultural awareness across the organisation.

"INESC TEC is a large inter-university research center with world-class researchers. My stay at the Robotics and IoT Laboratory for Agriculture and Intelligent Precision Forestry has allowed me to work on cross-cutting projects in the field of mobile robotics applied to intelligent and precision agriculture."

Carlos Vasquez Regueiro, Department of Computer Engineering, Faculty of Informatics, University of A Coruña, Spain.

Visiting Researcher (2020 and 2021).

TAXES AND SOCIAL WELFARE

Make sure you register with the relevant authorities for fiscal and welfare matters

Procedure	Why do I need it?	Where to apply	Documents required
TAXPAYER IDENTIFICATION NUMBER (NIF)	The NIF is a fiscal nine-digit number unique to each individual. It is most likely the first thing you will need to start your new life in Portugal, i.e., to do things like open a bank account, receive an income, or make a tenancy agreement. The NIF represents individuals at the Portuguese Tax and Customs Authority (AT), ensuring that their contributions and taxes are properly recorded against their name.	* Directly at the <u>Tax and Customs Authority</u> (Autoridade Tributária e Aduaneira) Or Local branch of a <u>Citizen Shop</u> (Loja do Cidadão).	<u>Foreign citizens registering as residents in Portugal:</u> - Valid identity card or passport; - Residence permit or an equivalent document. EU/EEA/Switzerland citizens may present the EU Registration Certificate, issued by the Local Council of their place of residence in Portugal;
SOCIAL SECURITY NUMBER (NISS)	To benefit from the Portuguese Social Welfare System in situations of increased vulnerability (e.g., sickness, unemployment, family care, incapacity, social assistance, old-age pension).	INESC TEC's new employees do not need to take any action to obtain the NISS. However, they should be informed they will get one and, therefore, qualify for several benefits in the event of finding themselves in a state of increased vulnerability while employed (or after losing their job). Moreover, this registration ensures that contributions are properly credited to both the employer and the employee. INESC TEC's HR is accountable for registering new staff with Social Security.	<u>Foreign citizens registering as non-residents:</u> - Valid identity card; - Fiscal representative, in case the requester's address is outside the EU/EEA; <u>The new employee should hand over to HR:</u> - An authenticated copy of an identity document; - The Taxpayer Identification Number (NIF).
VOLUNTARY SOCIAL INSURANCE (SSV)	To benefit from the Portuguese Social Security System in situations of increased vulnerability (e.g., sickness, family care, incapacity, social assistance, old-age pension). <u>The voluntary social insurance scheme is an optional contributory scheme that aims at ensuring the right to Segurança Social (Social Security) of individuals over 18 years old and able to work, who do not fit into the general social protection scheme. It is the case of research grant holders. Grant holders with at least a 6-month fellowship may be advised to apply for the Voluntary Social Insurance to benefit from the national Social Security System. Registration with this scheme is completely voluntary (SSV - Seguro Social Voluntário).</u>	Directly at the <u>Social Security Institute</u> (Instituto da Segurança Social) Or Local branch of a <u>Citizen Shop</u> (Loja do Cidadão).	- Valid identity card or passport and NIF; - A declaration under oath that a compulsory social welfare scheme does not cover the interested party; - Medical certificate attesting that the person can work; - Simple copy of the Research Grant Contract (for a minimum period of 6 months); - Forms required by the Social Security Institute duly filled in.

*Due to the pandemic, foreign citizens are no longer requested to go to a government tax office to get the NIF. They can apply for it online (at E-Balcão) through the AT website while public services remain closed for walk-ins. A fiscal representative in Portugal will need to be appointed to submit the request online. Please, note, however, that in-person requests are still permitted but only by appointment (while the pandemic restrictive measures are still in force). In this situation, the requester should be accompanied by the person who will be his/her tax representative.

OPENING A BANK ACCOUNT

If you are coming to live in Portugal, even if for a short amount of time, you will need a bank account to make transactions easier and receive your monthly salary or fellowship from INESC TEC.

Visit this [website](#) to learn more about opening a bank account in Portugal and check [here](#) the list of authorised institutions in Portugal.

Did you know that:

INESC TEC has an agreement with an authorised banking institution which offers INESC TEC's collaborators special conditions and advantages if they open a bank account there? You can contact SRI for detailed information on this. We will also inform you of the required documents to open a bank account.



REGISTERING WITH SEF OR THE LOCAL COUNCIL

Foreign citizens outside the EU must go to the Immigration and Borders Service (SEF) office to communicate their entry into the country and obtain the necessary legal documentation.

In a general manner:

Third-country Nationals from countries with no signed freedom of movements agreements with the EU:

Third-country nationals with residence visas or holders of temporary visas wishing to extend their stay in Portugal provided that they meet the applicable requirements to apply for such an extension, must book their Appointment with SEF to obtain their residence permit ("Autorização de Residência"). This must be done by phone (through SEF's Call Centre) or online (for specific cases only).

Some Portuguese Consulates, when issuing visas for stays over 90 days, are also proceeding with automatic scheduling with the Portuguese Immigration and Borders Service (SEF). Foreign nationals' holders of a Visa to

enter into Portugal should look in their passport for a stamp with a link to access information about their appointment at SEF.

Family reunification:

Citizens with a valid residence permit are entitled to apply for family reunification. Depending on whether the family members are outside the national territory or have already entered legally in Portugal, the required documentation will vary.

EU, EEA, Andorra and Switzerland citizens:

EU, EEA, Andorra, and Switzerland nationals and their family members, whose period of stay in Portugal is inferior to three months, must hold a valid Identity Card or Passport.

After three months in Portugal, these citizens have 30 days to register and formalise the right of residence at the Local Council (Câmara Municipal) of their place of residence in Portugal. They will receive an "EU registration certificate." This registration can be made voluntarily within the first three months of stay in Portugal.

MEDICAL CARE

In Portugal, all citizens have the right to receive healthcare, regardless of their nationality, economic or social condition.

European citizens or third-country citizens covered by a State-based Social Security system in any EU Member State are eligible for a free European Health Insurance Card (EHIC) - CESD - Cartão Europeu de Seguro de Doença.

The EHIC is a free card that gives EU/EEA/Swiss citizens access to state-provided healthcare, when necessary, during a temporary stay in any EU country, Iceland, Lichtenstein, Norway and Switzerland.

The EHIC must be valid at the time of healthcare provision in Portugal. The EHIC is NOT an alternative to travel insurance. It does not cover any private healthcare or other costs such as a return flight to the home country or lost/stolen property.



European citizens moving to Portugal to stay longer than three months should present the Portable S1 Document, which attests their healthcare rights. The social security institution at the home Member State can issue the S1 form upon request and preferably before leaving. The new host country's social security institution can also obtain the necessary data directly from the institution in the citizen's home country.

The "portable document" (E-form) from the home country's health insurance institution certifies that the cost of the treatment the EU citizen might need in Portugal will be covered. It should contain the citizen's personal health data, the coverage period, and the establishment's name providing the treatment.

There are bilateral agreements between Portugal and third countries, subject to reciprocity, that allow equal treatment of nationals in a situation of stay or residence in Portugal, covering social security and illness. Countries with bilateral agreements, providing for reciprocity, are Andorra, Brazil, Cape Verde, Quebec, Morocco and Tunisia. These bilateral agreements cover workers, pensioners and their families. However, non-residents or short-term visitors from third countries will most likely need private health insurance whilst in Portugal.

Foreign nationals with legal residence in Portugal can be granted access to the Portuguese National Health Service (SNS) on the same basis as a Portuguese citizen. This is the same whether the foreign national is employed, self-employed or not working. Foreign nationals with residence permits are encouraged to register with the SNS.

Private Healthcare

In addition to the National Health Service system, you can take a Private Health Insurance, at your own expenses, and benefit from a network of selected private hospitals and clinics for lower tariffs.

Employees and research grant holders benefit from an health insurance provided by INESC TEC. The insurance is activated by INESC TEC from the date the contract is celebrated with the new employee / grant holder. This insurance may be extended to other family members but is at the employee or grant holder's expenses. There is a grace period of 3 months.

At INESC TEC, all collaborators are covered by a Work Accident (employees) or Personal Accident Insurance (grant holders).

Registering with the SNS

Healthcare	Who can apply?	Where to apply?	Documents required?
NATIONAL HEALTH SERVICE (SNS)	Foreign citizens with legal residence in Portugal should register with the Portuguese National Health System (SNS) to obtain primary care and hospital care, urgent or scheduled, in the National Health Service's healthcare units.	<p>Foreign citizens can register with the health care unit of their place of residence, preferably with the Family Health Unit (USF - Unidade de Saúde Familiar). These units provide users with access to General Practitioners appointments, nursing care and other healthcare services: nutrition, psychological and social care support, oral health services, etc. Learn more here.</p> <p>Or</p> <p>A local branch of a Citizen Shop (Loja Do Cidadão).</p>	<ul style="list-style-type: none"> - Valid identity card or passport; - Taxpayer Identification Number (NIF); - A residence permit issued by Portugal's Immigration and Borders Service (SEF - Serviço de Estrangeiros e Fronteiras); <p>Or</p> <p>S1 form for EU citizens issued by the health insurance authority of their home country;</p> <p>Or</p> <p>The Certificado de Direito à Assistência Médica – CDAM, known as PB4, for Brazilian Citizens;</p> <p>Or</p> <p>Foreign nationals who do not hold a residence permit or who are in an irregular situation with regard to the legislation in force have access to the SNS upon presentation of a document from the Junta de Freguesia (same as Parish Council) of their place of residence attesting that they have been residing in Portugal for more than 90 days.</p>

FAMILY MATTERS

If you are bringing your children along, you should look into childcare or schooling at the earliest opportunity!

Learn more about the Portuguese Education System in Portugal. In addition, SRI may provide you with a list of day-care facilities you can explore, once you arrive in the country.

DRIVING IN PORTUGAL

The IMT - Institute of Mobility and Transport is the Portuguese organisation dealing with the aspects of foreign driver's license and car registrations.

If you have a driving license issued by a country outside the EU, and wish to drive in Portugal, learn how to apply for an international driving license.

Knowing the road's safety rules is also important. You must not forget this simple rule: in Portugal, we drive on the right side of the lane, overtaking by the left. You can be fined for more than 1,000 Euros if you overtake another driver by the right side.



CULTURE AND LANGUAGE

Getting to know a bit about the culture of your new host country in advance will certainly help you adapt once you arrive. However, true learning happens when you settle in and have a cultural immersion experience.

Even though globalisation and Europeanisation have blurred many cultural differences between European countries, some cultural traits remain, forming the basis of national identities and stereotypes as well. Being aware of such traits will reduce the likelihood of a cultural shock also in your new workplace.



The Portuguese are very warm-hearted and welcoming people. They are great hosts and will do their best to make you feel at home. Their openness and tolerance to foreigners are very much related to Portugal's historical past.

The country itself is a mosaic of different civilisations and cultures which settled into the Iberian Peninsula long before the Kingdom of Portugal was founded back in the 11th century.

In the 15th century, Portuguese navigators set sail to navigate uncharted waters. They ended up laying the foundations of a globalised world, establishing connections and longstanding relationships with the most afar civilisations.

"The Portuguese people are essentially cosmopolitan. Never a true Portuguese was Portuguese: he was always everything."

Fernando Pessoa, 20th-century Portuguese writer



English is widely spoken in Portugal, in particular in big cities and tourist destinations. Younger generations are the most English-proficient. However, even those who never got to learn English will make their best effort to help if you happen to ask them for directions or the time.

Courtesy and politeness are rather important in Portuguese society. Be it in first-time or formal interactions, the handshake accompanied by direct eye contact is the appropriate greeting.

Once a personal relationship has developed, greetings become more personal: people may greet each other with a hug, a vigorous handshake, or a kiss on each cheek. Also when it comes to disagreeing with someone on something, Portuguese people might not be really straightforward when expressing their views in order to avoid tension or conflict. However, expect to see a display of emotions if tension ends up climbing. Energetic gesturing is common as well as speaking loud and fast. Do not regard this as offensive, though.

The proper form of addressing someone is "Senhor" for men and "Senhora" for women. In some organisations, people with a university degree might be called *Doutor* (for men) or *Doutora* (for women) and in non-corporate scientific organisations, *Professor* (for men) or *Professora* (for women) - with or without their surname afterwards - should they have a teaching position at the university. These more formal ways of addressing people are becoming less common, as it is now pretty standard to have an academic degree. Between colleagues, it is normal to call them by their first names. Use the formal "you" (você) rather than the informal one (*tu*) until your Portuguese acquaintance suggests otherwise.

Typically, a working day starts around 9 a.m. and ends at 6 p.m., although working overtime has been accepted for a long time. This habit is shifting, with more organisations recognising that their employees' wellbeing and productivity are contingent on balancing professional with family life.

At INESC TEC, you will find a great deal of flexibility as far as setting your working hours is concerned, although there are some hours of the day when you will be there are some hours of the day when you expected to be available (from 10.30 a.m. to 12 p.m. and from 3.00 p.m. to 4.30 p.m.).

Also expect to find several small pauses throughout a day job to grab a coffee or have a 5-minute catch-up conversation with a colleague. Networking with peers is very important as a way to build up relations, cultivate a sense of belonging to the community and develop camaraderie.

Being an international-oriented organisation, INESC TEC has a vibrant, multicultural and inclusive work environment, where knowledge sharing and team meetings are not only highly encouraged but also standard procedure. Even though there is a clear-decision making structure, people's opinions and ideas are recognised and accounted for, with accountability, engagement and sense of ownership being encouraged across all levels of the organisation. You'll also find an organisational culture committed to social responsibility and gender diversity with work groups dedicated to the promotion and adoption of best practices.

Did you know that...

With about 260 million speakers worldwide, Portuguese is the sixth most spoken language in the world and the most spoken language in the Southern Hemisphere?

Learning Portuguese is not just about getting by while studying or working in Portugal – speaking the language gives you access to a whole new world of 240 million speakers from Brazil to Mozambique?

There is a multitude of reasons to pick up a new language? Learning Portuguese is the best way to have a first-hand understanding of our rich culture, hasten your adaptation to the country and build up your knowledge of foreign languages.

Where can I take up Portuguese classes?

There are several Portuguese courses available for you from e-learning to on-site learning classes.

Visit Instituto Camões and the Program PPT – Portuguese for All to know where and when you can start learning.

Source: [Educations.com](https://www.educations.com)

USEFUL CONTACTS

Entity	Contact
European Emergency Number	112
Health line for emergencies available 24/7	+351 808 24 24 24
Immigration and Borders Service (SEF)	+351 808 202 653 (landline) +351 808 962 690 (mobile)
Tax and Customs Authority	+351 217 206 707
Social Security Institute	+351 300 502 502
Directorate-General for Higher Education (DGES)	+351 213 126 000
Francisco Sá Carneiro Airport (Porto)	+351 229 432 400
Portela Airport (Lisbon)	+351 218 413 500



PORTUGUESE **PUBLIC HOLIDAYS**

1st of January: New Year's Day

Between mid-March and early April: Good Friday (Friday before Easter) and Easter

25th of April: Dia da Liberdade (Freedom Day)

24th of June: Saint John's Day (Municipal holiday - Porto and Braga)

1st of May: Labour Day

10th of June: Day of Portugal, Camões and the Portuguese Communities

60 days after Easter: Corpus Christi

15th of August: Assumption Day

5th of October: Republic Day

1st of November: All Saint's Day

1st of December: Restoration of Independence

8th of December: Immaculate Conception Day

25th of December: Christmas Day





BEFORE

RETURNING

HOME

VISA

We advise you to keep your visa documentation and paperwork with you as you may need it later on if you plan to return to Portugal. Some of these documents may also be requested by legal authorities.

HEALTH INSURANCE

In case you have taken out a Portuguese health insurance make sure you are refunded of any expenses before leaving. Check the details with your health insurance institution.

ACCOMMODATION

When applicable, you can ask either to get your deposit back from your landlord at the end of your contract, or not to pay the last rents to a maximum limit of 3 rents. Before you leave, make sure you have cancelled the electricity, water, phone and internet contracts or any other contract you may have so you won't get any unexpected bills later on.

FINANCIAL ISSUES

Make sure you close your bank account to avoid unwanted future fees and taxes. Do not forget to cancel the direct debits. For each bank has its procedures, you should contact yours and ask what documents and procedures you will need to be aware of in order to terminate your contract with no strings attached.

TAX RETURN

Make sure to handle your tax issues and obligations before leaving Portugal. You may check [here](#) the Portuguese tax system and which income will be taxed while in Portugal, if applicable.

5

YOUR

CHECKLIST

YOUR PERSONAL CHECKLIST

In order to make your planning easier, we have prepared a checklist with all the topics discussed throughout this document. Tick them as you go along!

Before my departure



After my arrival



Before Returning Home

- ☐ Qualify for the right type of visa.
- ☐ Obtain a degree and diploma recognition in Portugal.
- ☐ Plan my healthcare and take out a medical travel insurance and health insurance before I travel.
- ☐ Make arrangements for housing or accommodation in Portugal.
- ☐ Set some pocket money aside and organise my finances prior to my departure.
- ☐ Check the weather to know what clothes to pack and whether my electronic equipments and chargers can handle the voltage in Portugal!

- ☐ Settle into INESC TEC - attend the Welcome Session and book an appointment with SRI.
- ☐ Register with the relevant authorities for compliance with tax rules and access to the social welfare system.
- ☐ Open a bank account.
- ☐ Don't miss the appointment with SEF or the local council.
- ☐ Get to learn how to be eligible for local medical care.
- ☐ Check if I am entitled to drive in Portugal with my actual driving license.

- ☐ Save my visa documents.
- ☐ Confirm if I have been reimbursed of all health costs covered by my health insurance.
- ☐ Terminate my rental contract and check if I have to be refunded of any deposit have made earlier with my landlord.
- ☐ Handle my tax return.
- ☐ Close my bank account.



ABOUT SRT

MEET THE FOLKS WHO CAN HELP YOU!

INESC TEC's International Relations Service (SRI) was established on the 1st of January of 2020 to support the Board of Directors (BD) in the conception, implementation and monitoring of the institution's overall internationalisation strategy.

Our Mobility Team @ the SRI



Andreia Passos



Sheila Habib



Vera Pinto

The support provided by the service, which draws on the international experience gained by the organisation throughout the years, intends to be manifold and bring new breadth and depth to INESC TEC's commitment towards an active global presence.

Working as a front door to international partners and staff, the Service's activities spread across three operational areas:

- International Collaboration;
- International Mobility;
- International Culture.

Some of the tasks carried out by the Service include giving support to the induction of foreign talent and promoting and cultivating an international-oriented culture among INESC TEC's staff.

Additionally, the Service accommodates the Brazil and Indian Offices as well as INESC Brussels Hub (IBH).



REFERENCES

ONLINE REFERENCES

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Healthcare. Certificado de Direito à Assistência Médica (CDMA or PB4). Governo do Brasil (gov.br).

Healthcare. European Health Insurance Card (EHIC). European Commission (EC).

Healthcare. National Health Service (SNS). Directorate-General for Health.

Degrees and Diplomas Recognition. Directorate-General for Higher Education (DGES).

Accommodation. Casa Sapo, Imovirtual, Idealista, Uniplaces, Remax, Gabinohome, Observatório do Alojamento Estudantil.

Taxes and Social Welfare. Tax Identification Number (NIF). Tax and Customs Authority.

Taxes and Social Welfare. Social Security Number (NISS). Social Security Institute.

Taxes and Social Welfare. Voluntary Social Insurance (SSV). Social Security Institute.

Opening a bank account. Authorised Institutions. Banco de Portugal.

Registering with SEF or the Local Council. Immigration and Borders Service (SEF).

Driving in Portugal. Instituto da Mobilidade e dos Transportes (IMT).

Culture & Language. Learning Portuguese. Instituto de Camões. High Commission for Migration (ACM).

Culture & Society: Turismo de Portugal, Visit Portugal Porto and North Tourism, Euraxess Portugal, Study and Research in Portugal (video).

TECHNICAL SHEET

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Feel free to contact us at: sri@inesctec.pt

See you soon!

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