

**SERVICE ORDER No. 09/2018**

**Instituto Superior de Gestão**

**International Students**

**Charges 2018/2019  
2nd Cycle**

	<b>Euros</b>
	<b>Within the time limits stipulated</b>
Admission Application	513,00 €
Re-entry application	77,00 €
External Student Registration Fee (according to subparagraph a) of nr. 4 of art. 46-A of Dec. Law nr.74/2006)	125,00 €
External Student Renewal Fee	179,00 €
Matriculation for 1st time admission students	108,00 €
Enrolment in Academic Year	108,00 €
Academic Insurance	42,00 €
Enrolment for Supplementary Exam per Curricular Unit	77,00 €
Enrolment for Improvement Exam per Curricular Unit	77,00 €
Enrolment for Special Exam Period per Curricular Unit	87,00 €
Processes of Accreditation of Academic Skills	62,00 €
Processes of Accreditation of Professional Skills	189,00 €
<b>Review of Written Examination</b>	
Administrative charges	42,00 €
Guarantee (refundable) *	92,00 €
<b>Subject Transcript</b>	
By Curricular Unit	19,00 €
<b>Request for Deferment</b>	
Postponement / Suspension to delivery Master Dissertation / 2nd cycle - 1st Semester	360,00 €
Postponement / Suspension to delivery Master Dissertation / 2nd cycle - 2st Semester	615,00 €
Declarations / Certificates of Registration	12,00 €
Course Certificate (duplicate or intermediate)	67,00 €
Certificate of Conclusion Master / 2nd Cycle	250,00 €
Course Diploma	250,00 €
Curricular Unit Certificate External Student (according to subparagraph a) of nr. 4 of art. 46-A of Dec. Law nr.74/2006)	155,00 €
Course Diploma + Final Course Certificate of Master / 2nd Cycle	400,00 €
Duplicate Supplement Diploma	125,00 €
Surcharge for late monthly payment after the 8th day of the month of payment	5% of the amount in arrears
Surcharge for late monthly payment after the 15th day of the month of payment	10% of the amount in arrears

If cheques are returned due to lack of coverage, the respective surcharges apply;

# If students wish to enroll in one of the Special, Improvement or Supplementary Examination, they can do this up to 24 hours before the Exam. However, the charge will be subject to a surcharge of 50%. There is a 100% surcharge for enrolment after the examination date.

\* To return in case of worthiness

Lisbon, 15th February, 2018

Board of Directors

