

APPLICATION GUIDE

MASTERS – ONLINE APPLICATIONS

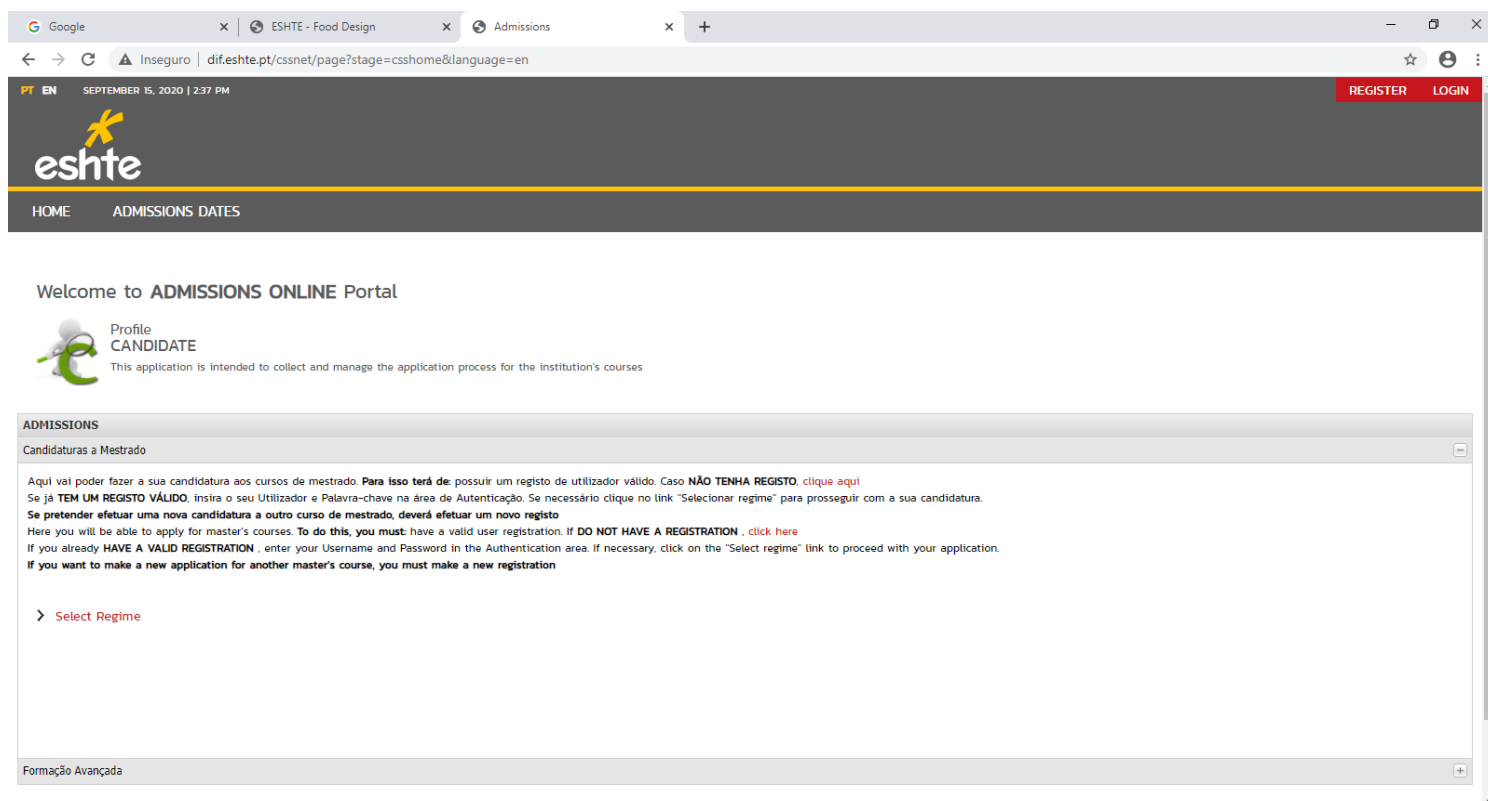
To complete the application process, which takes place exclusively online, the candidate must access the [Applications Portal](#) and click on “COURSES”. Then select the type of application you want:

- Re-entry
- Courses Changes
- Higher Degree Holders
- Over 23 exams
- Over 23 (Vagas)
- **Master’s Application** ←
- Formação Avançada

Within the selected tab, search for the information: Formalization of Applications

To start the process, it is necessary to register.

All candidates, whether ESHTe students or not, must register on the Applications Portal.



The screenshot shows a web browser window with the ESHTe Admissions Online Portal. The browser tabs include Google, ESHTe - Food Design, and Admissions. The address bar shows the URL: dif.eshte.pt/cssnet/page?stage=csshhome&language=en. The page header features the ESHTe logo and navigation links for HOME and ADMISSIONS DATES. A welcome message reads: "Welcome to ADMISSIONS ONLINE Portal". Below this, a profile section for a "CANDIDATE" is visible, with a note: "This application is intended to collect and manage the application process for the institution's courses". The main content area is titled "ADMISSIONS" and "Candidaturas a Mestrado". It contains instructions in Portuguese and English regarding registration and application. A link labeled "Select Regime" is visible at the bottom of the main content area. The footer of the page shows "Formação Avançada".

USER CREATION:

The candidate must indicate which Username he wants to use to enter the Applications Portal.

ATTENTION: The user name must not have spaces or accented characters and must be in lower case.

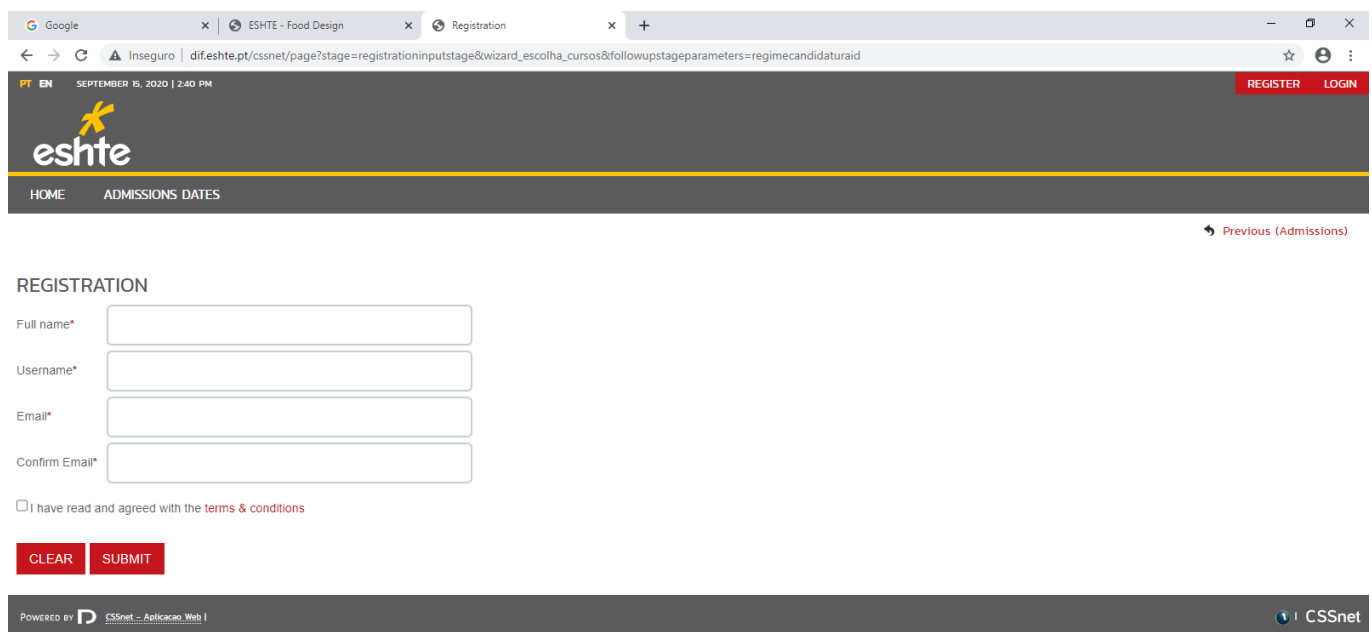
After entering the data, you must submit the registration.

Example:

Full name: **Maria da Fonseca de Oliveira Santos**

Username: **mfosantos**

After entering the registration data, submit it by clicking on the field for this purpose (see image below).

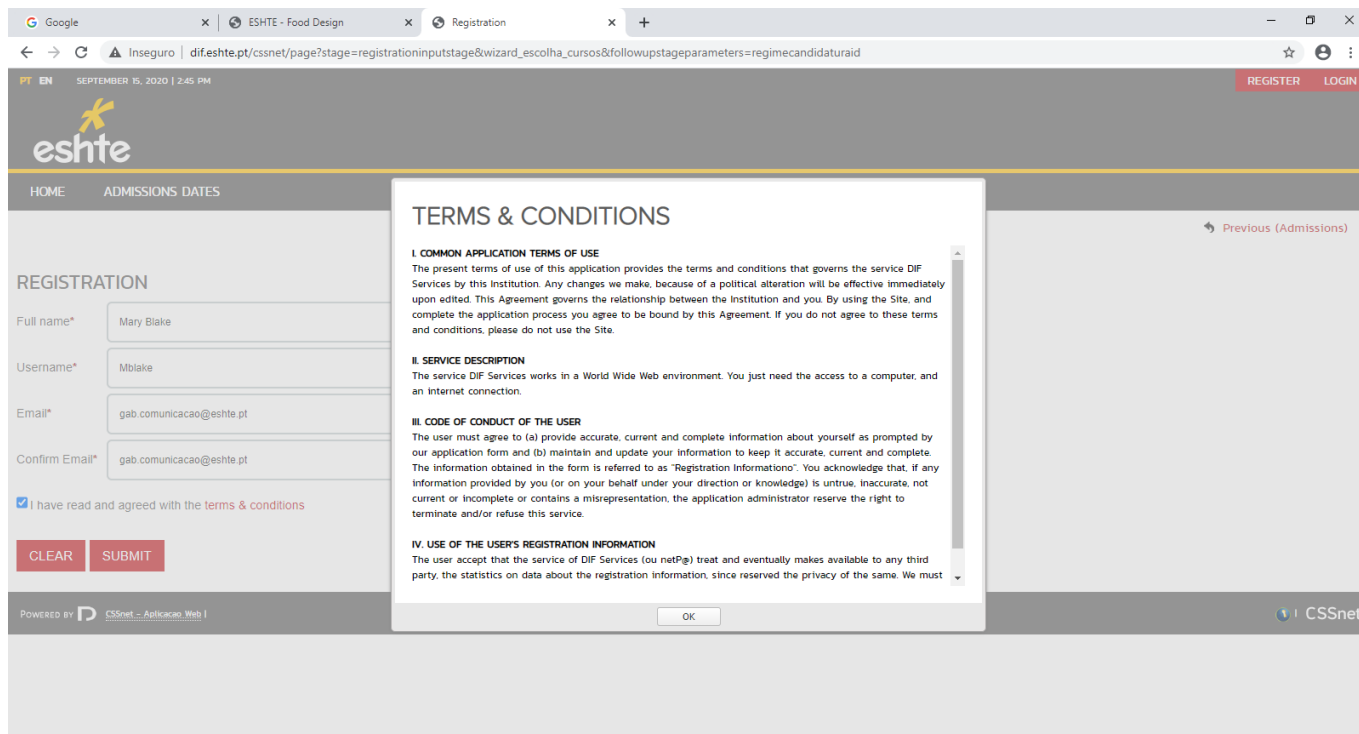


The screenshot shows a web browser window with the URL `dif.eshte.pt/cssnet/page?stage=registrationinputstage&wizard_escolha_cursos&followupstageparameters=regimecandidaturaid`. The page header includes the ESHTE logo, language options (PT, EN), the date and time (SEPTEMBER 15, 2020 | 2:40 PM), and links for REGISTER and LOGIN. The main content area is titled "REGISTRATION" and contains four input fields: "Full name*", "Username*", "Email*", and "Confirm Email*". Below these fields is a checkbox labeled "I have read and agreed with the terms & conditions". At the bottom of the form are two buttons: "CLEAR" and "SUBMIT". The footer of the page mentions "POWERED BY CSSnet - Aplicacao Web" and the CSSnet logo.

Note that you must validate the field "I have read and accept the terms & conditions".

The terms and conditions require acceptance for the application. For this purpose see the image on the next page to better understand this step.

MANDATORY TERMS AND CONDITIONS:



The screenshot shows a web browser window with the URL `dif.eshte.pt/cssnet/page?stage=registrationinputstage&wizard_escolha_cursos&followupstageparameters=regimecandidaturaaid`. The page displays the ESHTe logo and navigation links. A modal window titled "TERMS & CONDITIONS" is open, containing the following text:

I. COMMON APPLICATION TERMS OF USE
The present terms of use of this application provides the terms and conditions that governs the service DIF Services by this Institution. Any changes we make, because of a political alteration will be effective immediately upon edited. This Agreement governs the relationship between the Institution and you. By using the Site, and complete the application process you agree to be bound by this Agreement. If you do not agree to these terms and conditions, please do not use the Site.

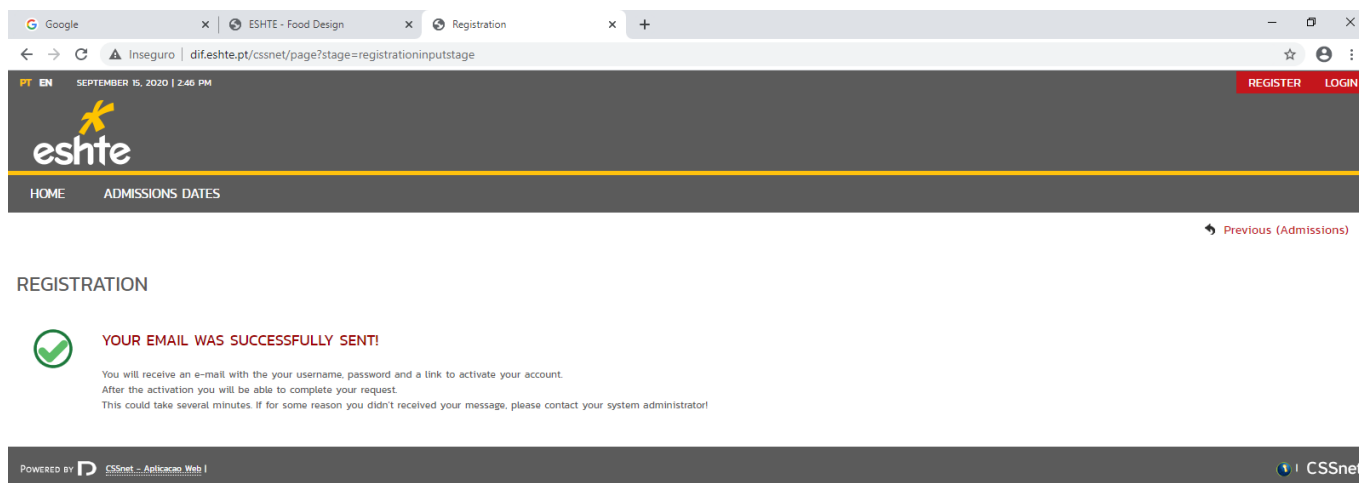
II. SERVICE DESCRIPTION
The service DIF Services works in a World Wide Web environment. You just need the access to a computer, and an Internet connection.

III. CODE OF CONDUCT OF THE USER
The user must agree to (a) provide accurate, current and complete information about yourself as prompted by our application form and (b) maintain and update your information to keep it accurate, current and complete. The information obtained in the form is referred to as "Registration Information". You acknowledge that, if any information provided by you (or on your behalf under your direction or knowledge) is untrue, inaccurate, not current or incomplete or contains a misrepresentation, the application administrator reserve the right to terminate and/or refuse this service.

IV. USE OF THE USER'S REGISTRATION INFORMATION
The user accept that the service of DIF Services (ou netPg) treat and eventually makes available to any third party, the statistics on data about the registration information, since reserved the privacy of the same. We must

The modal also includes an "OK" button at the bottom.

By clicking ok, you are accepting the terms & conditions.



The screenshot shows the same web browser window, but the modal window is closed. The page displays a success message:

YOUR EMAIL WAS SUCCESSFULLY SENT!

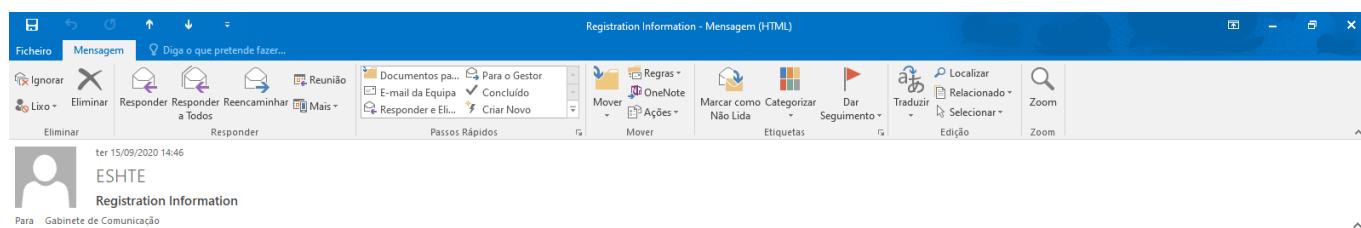
You will receive an e-mail, with the your username, password and a link to activate your account. After the activation you will be able to complete your request. This could take several minutes. If for some reason you didn't received your message, please contact your system administrator!

The page also shows the ESHTe logo and navigation links.

After this step is sent to the e-mail that the candidate has submitted an e-mail message in which confirmation of the registration made by the candidate is requested.

Warning: This confirmation is only active for a period of 3 hours (time of sending e-mail). After this period, the possibility of confirming the registration is inactive. If this situation occurs the candidate will have to make a new registration in the Applications Portal.

To activate / confirm the account it is necessary to click on the link, as shown below:



User registration for the on-line application system (CSSnet) of ESHTE

Welcome to the on-line Application System (CSSnet).

Your user registration form was successfully processed!

LOGIN INFORMATION:

Username: Mblake
Password: h=0Eu=#+H=

To activate your account you need to click on this [link](#)

After successfully confirm your [new account request](#) use your user credentials to login on the on-line application system (CSSnet).

WARNING:

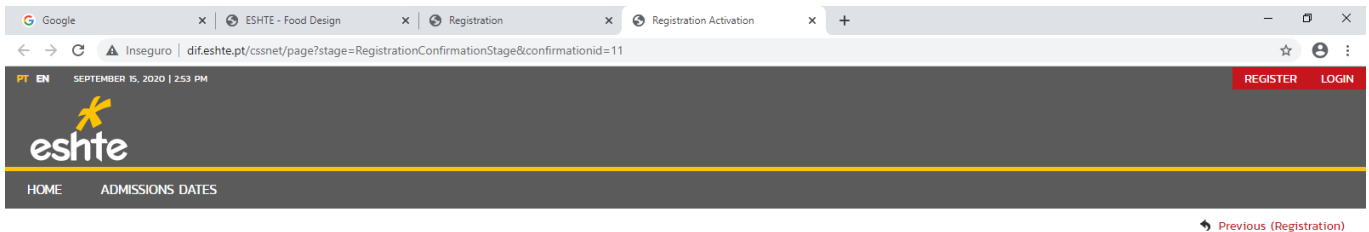
This confirmation e-mail is valid for a period of 3 hours (after the sent time of this e-mail), after this you need to make a new user registration on the [on-line application system \(CSSnet\)](#).

Notes:

If you don't have a Portuguese residence/address at time of application, please fill in the postcode field with: 9999-999 Unknown. If do not have a Portuguese National Insurance number/Taxpayer Identification Number (TIN) at the time of application, please fill in the corresponding field with: 999999999.

ACCOUNT CREATION CONFIRMATION:

After the candidate confirms the registration, the following information is presented.



REGISTRATION ACTIVATION



YOUR ACCOUNT WAS SUCCESSFULLY CREATED!

For security reasons please provide your authentication credentials.
After successful authentication you will be redirected to: Início Candidaturas

Username*

Password*

CLEAR

SUBMIT

POWERED BY  CSSnet - Aplicações Web

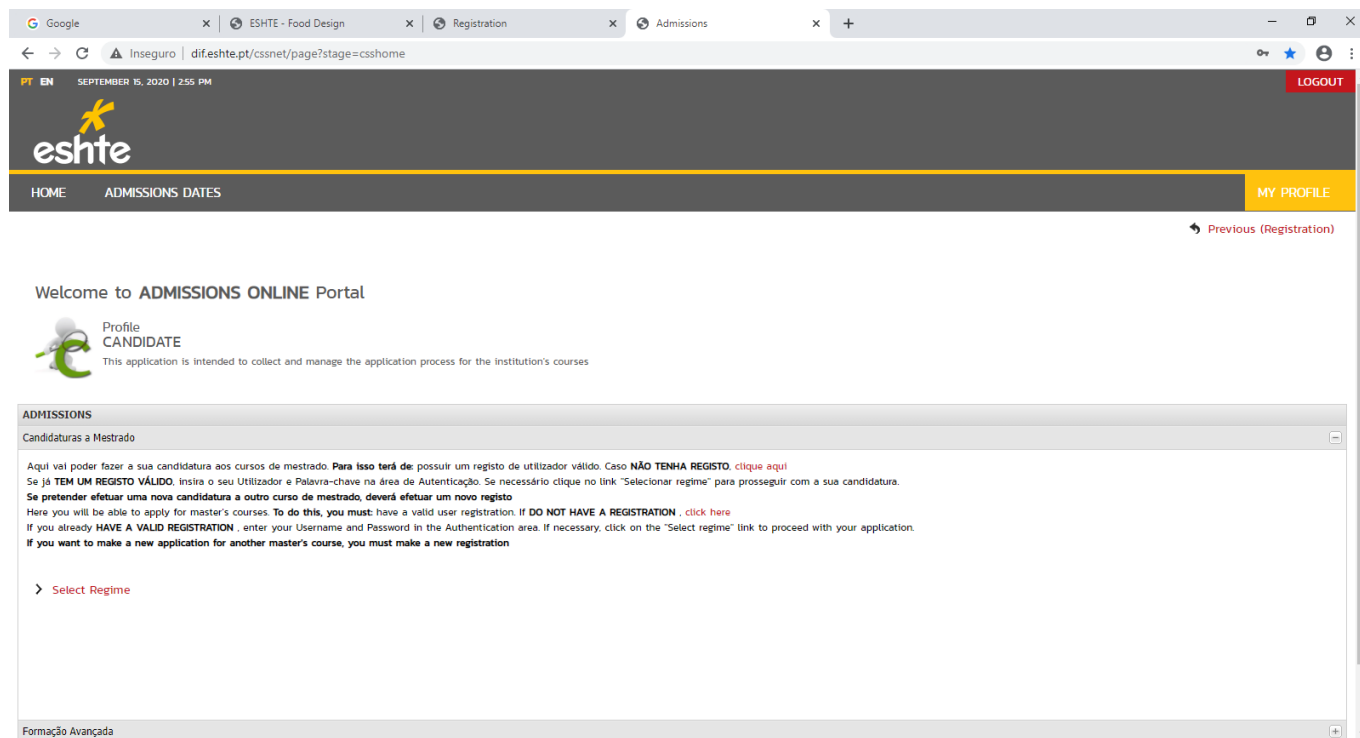
 CSSnet

From this moment, the candidate has a user and a password to start the application process.

Warning: It is not possible to change the password sent to you by the system. If you choose to copy the password, be careful not to include any spaces before or after.

ACCESS TO THE SYSTEM BY AN ALREADY REGISTERED USER:

Enter the Portal with your user and the password sent to you. After successfully authenticating, the candidate must select the desired regime (Select Regime).



Step: Choosing courses – In the example in the image below, the chosen Application Scheme was Master's

If for any reason you have chosen the Application Regime incorrectly, just click on (**Change Regime**).

Step: Choosing courses

The candidate must select the course for which he / she intends to apply.



Escola Superior de Hotelaria e Turismo do Estoril

Google x ESHTe - Food Design x Registration x Admission Form x +

Inseguro | dif.eshte.pt/cssnet/page?stage=wizard_escolha_cursos®imecandidatura=105

PT EN SEPTEMBER 15, 2020 | 3:00 PM LOGOUT

eshte

HOME ADMISSIONS DATES MY PROFILE

Previous (Admissions)

ADMISSION FORM

Application | Application Regime: Candidaturas a Mestrado (Change Regime)

1 - Courses

CHOOSE THE COURSE

Institution Escola Superior de Hotelaria e Turismo do Estoril

Course Type Mestre Degree

COURSES THAT YOU APPLY FOR

Course* Food Design

<Select>

Food Design

Master in Food Quality and Safety in Cookery and Catering

Master in Innovation in Culinary Arts

Master in Tourism - Innovation in Active and Experience Tourism

Master in Tourism - Strategic Management of Tourism Destinations

Mestrado em Gestão Hoteleira

1 of 5 sections Previous Next Finish Cancel

POWERED BY

CSSnet

Stage: Personal Information

The candidate must fill in the fields related to personal data in the table (image below):

Google x ESHTe - Food Design x Registration x Admission Form x +

Inseguro | dif.eshte.pt/cssnet/page?stage=wizard_escolha_cursos#wizCandidaturasOnlineAnchor

PT EN SEPTEMBER 15, 2020 | 3:04 PM LOGOUT

eshte

HOME ADMISSIONS DATES MY PROFILE

Previous (Admissions) ? Help

ADMISSION FORM

Application | Application Regime: Candidaturas a Mestrado (Change Regime)

1 - Courses 2 - Personal Data

PERSONAL INFORMATION

Full Name* Mary Blake

Father's Name

Mother's name

Educational Responsible

Gender* ☒ Male ☐ Female

Date of Birth* dd/mm/yyyy

Marital Status* <Search or select>

Identification type* Cartão de Cidadão ?

Document identification number* -

Document identification number - Control number

Document validity date* dd/mm/yyyy

Fiscal data* ☒ Portuguese ☐ Foreign

Step: Personal Data

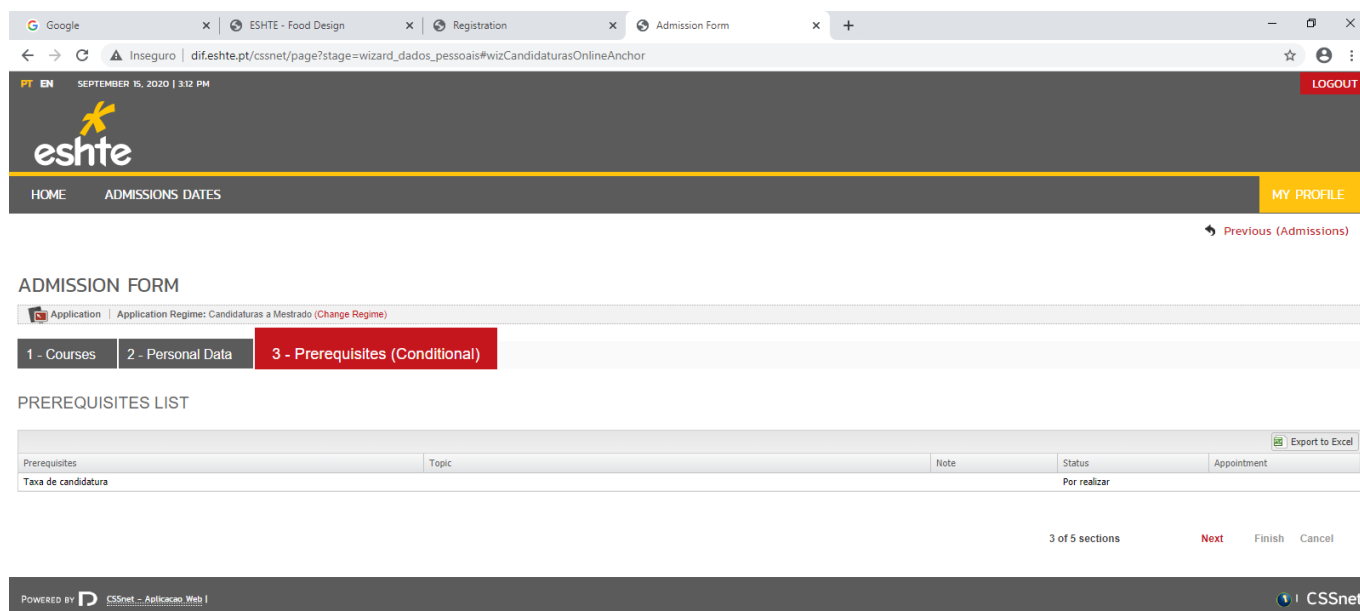
As in the previous step, personal data is mandatory.

WARNING:

- **Foreign candidates** who **do not** have a Portuguese Taxpayer Number must put the number 1 in that field.
- **Brazilian Candidates**, with tax address in Brazil, must put the CPF number in the NIF field.

If you do not fill in a field correctly or do not fill in a mandatory field, the application will not allow you to proceed to the next step.

Click on next:



Google | ESHTE - Food Design | Registration | Admission Form

Inseguro | dif.eshte.pt/cssnet/page?stage=wizard_dados_pessoais#wizCandidaturasOnlineAnchor

PT EN SEPTEMBER 15, 2020 | 3:12 PM LOGOUT

HOME ADMISSIONS DATES MY PROFILE

Previous (Admissions)

ADMISSION FORM

Application | Application Regime: Candidaturas a Mestrado (Change Regime)

1 - Courses 2 - Personal Data 3 - Prerequisites (Conditional)

PREREQUISITES LIST

Prerequisites	Topic	Note	Status	Appointment
Taxa de candidatura			Por realizar	

3 of 5 sections Next Finish Cancel

POWERED BY CSSnet - Aplicacao Web | CSSnet

Step: Candidate documents

Each document can have more than one page, but it cannot exceed the size allowed by the portal.

WARNING: Each document that will be submitted, in each of the portal's fields, must be less than 1MB, otherwise the portal will present an error and will not allow the candidate to proceed with the application.

- Scan all documents at the lowest resolution and preferably in black and white.



Escola Superior de Hotelaria e Turismo do Estoril

- Documents should preferably be sent in PDF or Word format. If the document is composed of several files, it is necessary to group them in a single file, using a tool such as ZIP.
- Only when all mandatory documents are sent is it possible to formalize the application.
- Select one zipped document or file at a time and send it next. Only after submitting a document or file can you move on to the next one.

Google | ESHTe - 2nd Cycle Degrees (Mas) | Application Documents | WhatsApp | Google Tradutor

Inseguro | dif.eshte.pt/cssnet/page?stage=wizard_pre_requisitos#wizCandidaturasOnlineAnchor

Apps | ESHTe - Home | Hotmail | Google Tradutor | intranetprof.eshte.pt | Google | Webmail-UDW | Facebook | INFONET - Login | WhatsApp | ESHTe - Gestor de... | Revolut | madpiza | Ajuda | Uber

PT EN | SEPTEMBER 15, 2020 | 4:03 PM | LOGOUT

HOME | ADMISSIONS DATES | MY PROFILE

Previous (Admissions)

APPLICATION DOCUMENTS

Application | Application Regime: Candidaturas a Mestrado (Change Regime)

1 - Courses | 2 - Personal Data | 3 - Prerequisites (Conditional) | 4 - Documents (Conditional)

CANDIDATE DOCUMENTS

Citizen Card or Birth Certificate*

Se tiver um smartphone não precisa de um scanner para o fazer. Pode usar uma das muitas aplicações gratuitas de digitalização de documentos, disponíveis na respetiva loja de aplicações. Seguem alguns exemplos: CamScanner, scanner Pro.

Escolher ficheiro | Nenhum ficheiro selecionado | Clear

Maximum size of the upload is 2048Kb per file

Taxpayer Card*

Se tiver um smartphone não precisa de um scanner para o fazer. Pode usar uma das muitas aplicações gratuitas de digitalização de documentos, disponíveis na respetiva loja de aplicações. Seguem alguns exemplos: CamScanner, scanner Pro.

Escolher ficheiro | Nenhum ficheiro selecionado | Clear

Maximum size of the upload is 2048Kb per file

Certificate of qualifications*

Candidaturas a Mestrados: caso não tenha o certificado de licenciatura, o candidato deverá anexar uma declaração escrita, onde, sob compromisso de honra, se compromete à apresentação dos documentos em falta até à data de 15 de outubro. A não apresentação dos mesmos até essa data implica a anulação da candidatura e matrícula, sem direito à devolução dos valores já cobrados.

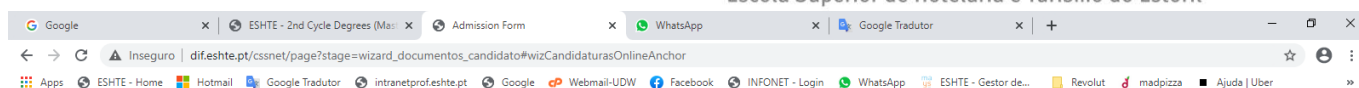
Escolher ficheiro | Nenhum ficheiro selecionado | Clear

Step: Application summary (Application formalization)

If everything is correct, the candidate must select Next



Escola Superior de Hotelaria e Turismo do Estoril



ADMISSION FORM

Admission | Admission Regime: Candidaturas a Mestrado (Change Regime)

- 1 - Courses
- 2 - Personal Data
- 3 - Prerequisites (Conditional)
- 4 - Documents (Conditional)
- 5 - Summary

ADMISSION SUMMARY:

If you need to change any information of your admission form, please use the available links or click the link "Previous".

» Admission Regime

» Candidaturas a Mestrado

» Higher Education Institution

» Escola Superior de Hotelaria e Turismo do Estoril

» Course Type

» Mestre Degree

» Choose the Course

» Food Design

» Admission Requirements

01. » Taxa de candidatura

» Admission Documents

01. » Certidão de Nascimento ou Cartão de Cidadão

02. » Fotocópia de NIF

03. » Certidão comprovativa da habilitação académica

04. » Curriculum Vitae segundo o modelo europeu

05. » Carta de motivação

06. » Outros documentos relevantes

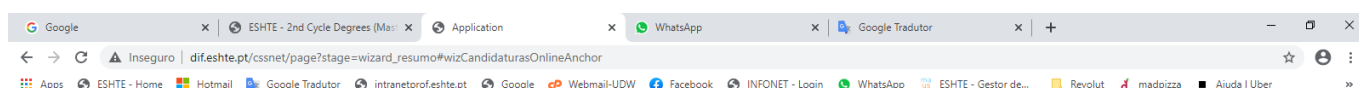
After completing the application, a table with the application summary will appear.

At this stage you will have to carefully check the summary of your application.

If there is anything to change you must select **Change Application Data**.

If everything is correct, click on Finish.

ATTENTION: after this step you cannot go back in the process.



APPLICATION

APPLICATION SUMMARY

Academic Year » 2020-21

Admission number » 678

Apply Regime » Candidaturas a Mestrado

Institution » Escola Superior de Hotelaria e Turismo do Estoril

Course Type » Mestre Degree

Course:

Food Design

Application Documents

Citizen Card or Birth Certificate | DOCX

Taxpayer Card | PDF

Certificate of qualifications | DOCX

Curriculum Vitae according to European model | PDF

Letter of motivation | DOCX

Other relevant documents | PDF



PENDING APPLICATION FORMALIZATION

What to do AFTER my application has been accepted?

- 1. Complete your application
- 2. You have to go to the university admissions office to formalize your application
- 3. If required, you must deliver all the documents to prove the information given in your application.
- 4. You can check your application status here during this process.

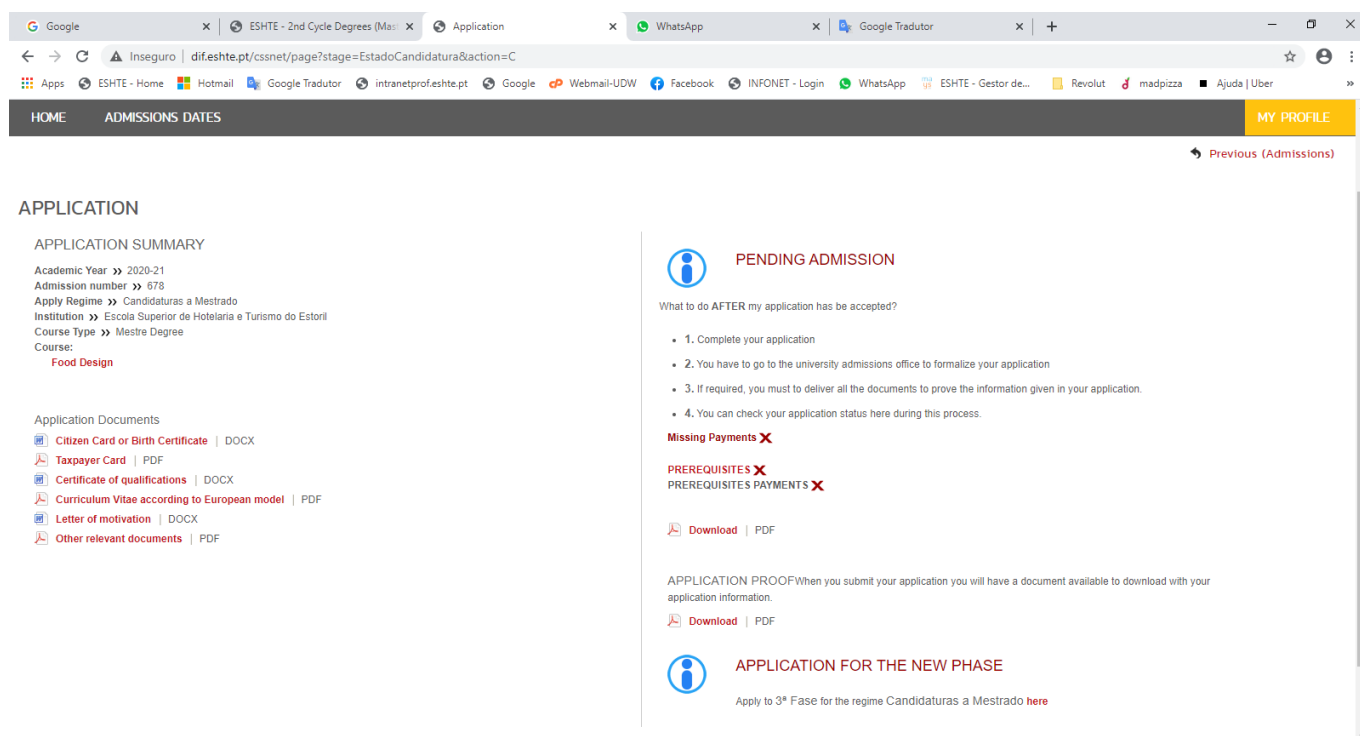
PREREQUISITES ✖

CHANGE APPLICATION INFORMATION

FORMALIZE CANDIDACY

If everything is correct, click on Formalize Candidacy.

After this step, a table will appear with the application summary (left side) and 2 PDF documents (right side). One of the documents to be downloaded contains the data for payment and the other is the proof of the application.



The screenshot shows a web browser window with multiple tabs. The active tab is 'Application' at the URL 'dif.eshte.pt/cssnet/page?stage=EstadoCandidatura&action=C'. The page has a navigation bar with 'HOME', 'ADMISSIONS DATES', and 'MY PROFILE'. The main content area is titled 'APPLICATION' and is divided into two columns.

APPLICATION SUMMARY

Academic Year >> 2020-21
 Admission number >> 578
 Apply Regime >> Candidaturas a Mestrado
 Institution >> Escola Superior de Hotelaria e Turismo do Estoril
 Course Type >> Mestre Degree
 Course:
Food Design

Application Documents

- Citizen Card or Birth Certificate | DOCX
- Taxpayer Card | PDF
- Certificate of qualifications | DOCX
- Curriculum Vitae according to European model | PDF
- Letter of motivation | DOCX
- Other relevant documents | PDF

PENDING ADMISSION

What to do AFTER my application has been accepted?

1. Complete your application
2. You have to go to the university admissions office to formalize your application
3. If required, you must to deliver all the documents to prove the information given in your application.
4. You can check your application status here during this process.

Missing Payments X

PREREQUISITES X
PREREQUISITES PAYMENTS X

Download | PDF

APPLICATION PROOF When you submit your application you will have a document available to download with your application information.
Download | PDF

APPLICATION FOR THE NEW PHASE

Apply to 3ª Fase for the regime Candidaturas a Mestrado [here](#)

At the end of the process, the candidate must print / view the payment of the fees associated with his application and the proof of his application.

NOTE: If you are going to make the payment from abroad, you must request the data to make the transfer by sending an email to: gab.comunicacao@eshte.pt, indicating the name and number of the candidate.

After payment, save the receipt and do not re-enter the Applications Portal. The results of the application will be published on the ESHTe website, in the tab dedicated to the Contest, Master's or Advanced Training to which you applied, according to the deadlines established in the Call for Proposals or the Call for Applications in the case of Masters and Training Advanced.


Example of each of the documents mentioned above:

12

Google | ESHTE - 2nd Cycle Degree | Application | comprovativoCandidatura | ListaEmolumentos.pdf | WhatsApp | Google Tradutor | + | - | X

Ficheiro | C:/Users/rbaptista/Downloads/comprovativoCandidatura.pdf

Apps | ESHTE - Home | Hotmail | Google Tradutor | intranetprof.eshte.pt | Google | Webmail-UDW | Facebook | INFONET - Login | WhatsApp | ESHTE - Gestor de... | Revolut | madpiza | Ajuda | Uber



CSS net

2020-21

Proof of the online registration of your application.

► PERSONAL INFORMATION

CANDIDATE	678
NAME	MARY BLAKE
ADDRESS	Teste de morada -
FISCAL NUMBER	CPF 123443


► PREREQUISITES

PREREQUISITE	THEME
Taxa de candidatura	

Google | ESHTE - 2nd Cycle Degree | Application | comprovativoCandidatura | ListaEmolumentos.pdf | WhatsApp | Google Tradutor | + | - | X

Ficheiro | C:/Users/rbaptista/Downloads/comprovativoCandidatura.pdf


Apps | ESHTE - Home | Hotmail | Google Tradutor | intranetprof.eshte.pt | Google | Webmail-UDW | Facebook | INFONET - Login | WhatsApp | ESHTE - Gestor de... | Revolut | madpiza | Ajuda | Uber



Application Proof -

15/09/2020 16.11.02

Página 1 de 2



CSS net

2020-21

Proof of the online registration of your application.

► DOCUMENTS

Fotocópia de NIF
Certidão comprovativa da habilitação académica
Outros documentos relevantes
Carta de motivação
Certidão de Nascimento ou Cartão de Cidadão
Curriculum Vitae segundo o modelo europeu

► CANDIDANCY DATA

INSTITUTION	Escola Superior de Hotelaria e Turismo do Estoril
REGIME	Candidaturas a Mestrado
COURSE(S)	1º - Food Design