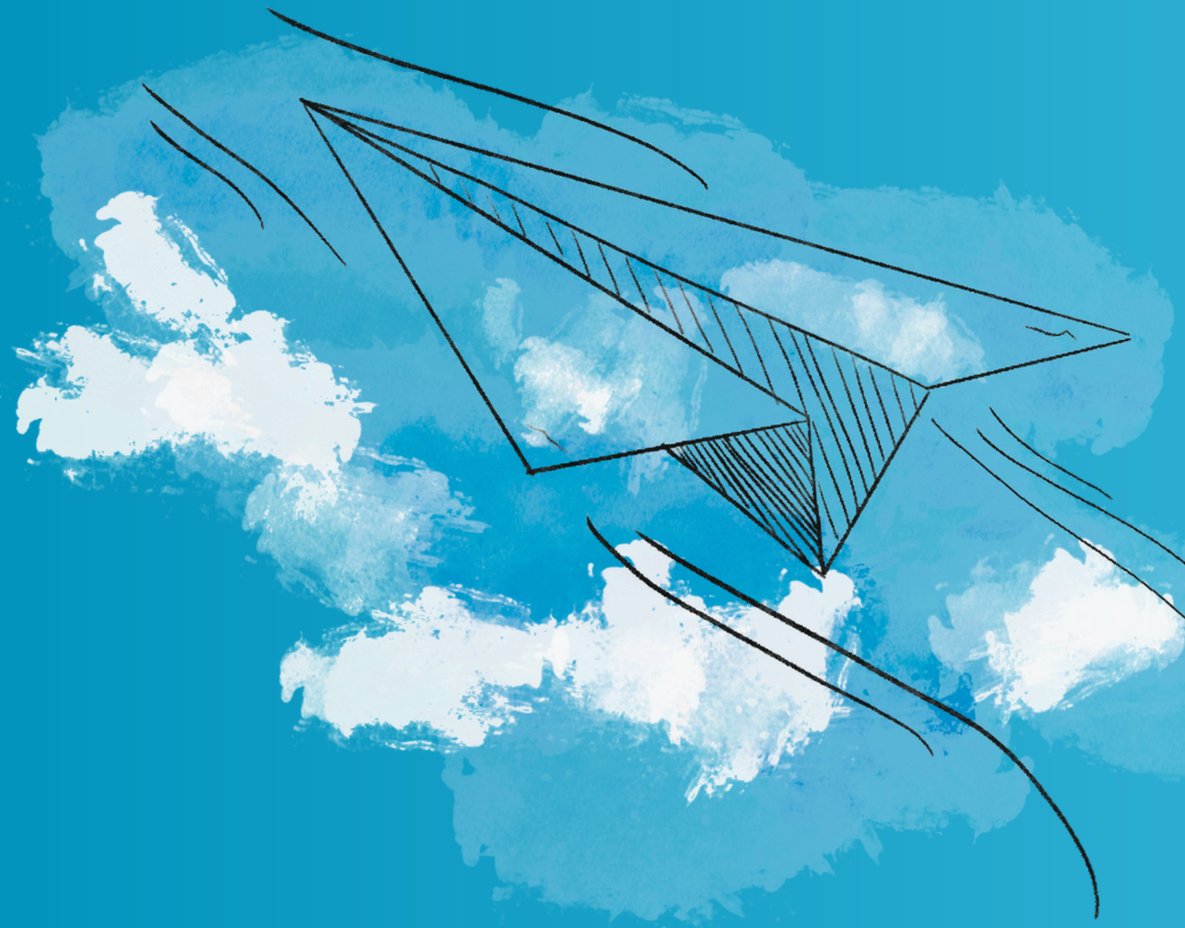
INESC TEC



International Relations Service (SRI)

MOBILITY GUIDE FOR FOREIGN NEWCOMERS

A SIMPLE AND INFORMATIVE HANDY GUIDE
BEFORE AND UPON YOUR ARRIVAL

WELCOME TO THE HOME OF SCIENCE, TECHNOLOGY AND INNOVATION

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 merely indicative. INESC TEC should be neither bound nor held responsible for their contents and views.







MOVING ABROAD TAKES PLANNING AND ADAPTATION.

Congratulations on your admission into INESC TEC! We are delighted to have you on board and look forward to meeting you in person!

This easy-to-read guide has been written to support your coming to Portugal.

It draws on different sources to bring to your attention a series of aspects you might have to deal with early on - even before leaving your home country - to ensure a trouble-free stay in Portugal, whether short or long-term.

READY TO START YOUR NEW ADVENTURE WITH US?

Remember that the challenges you may bump into throughout your relocation process will equip you with new skills that will help you evolve personally and professionally!

INESC TEC

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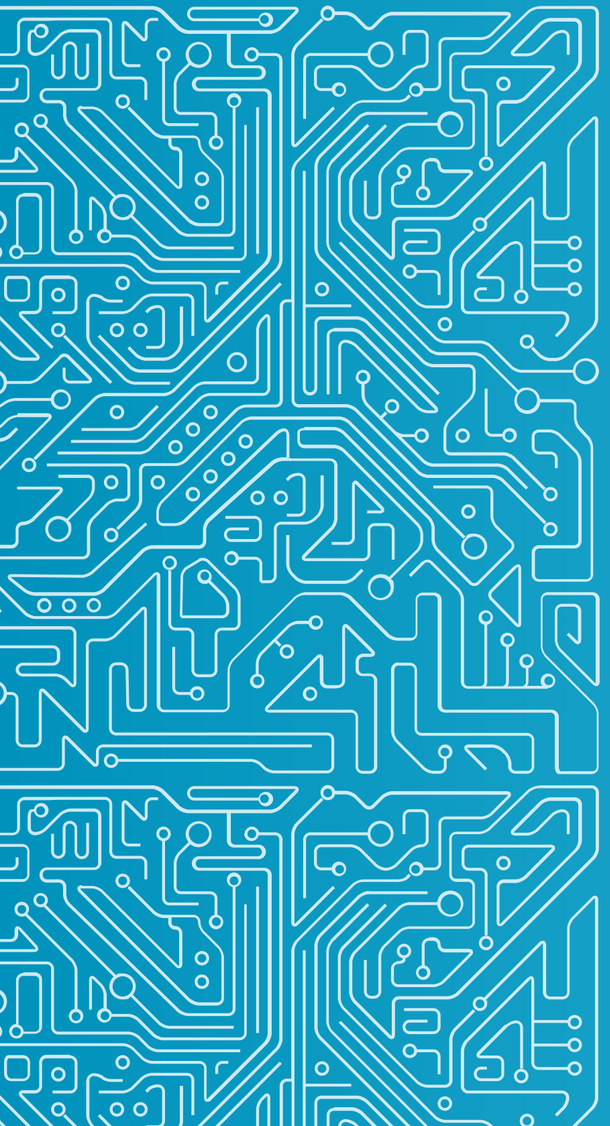
WE FOSTER
LABORATION



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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, originating 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.

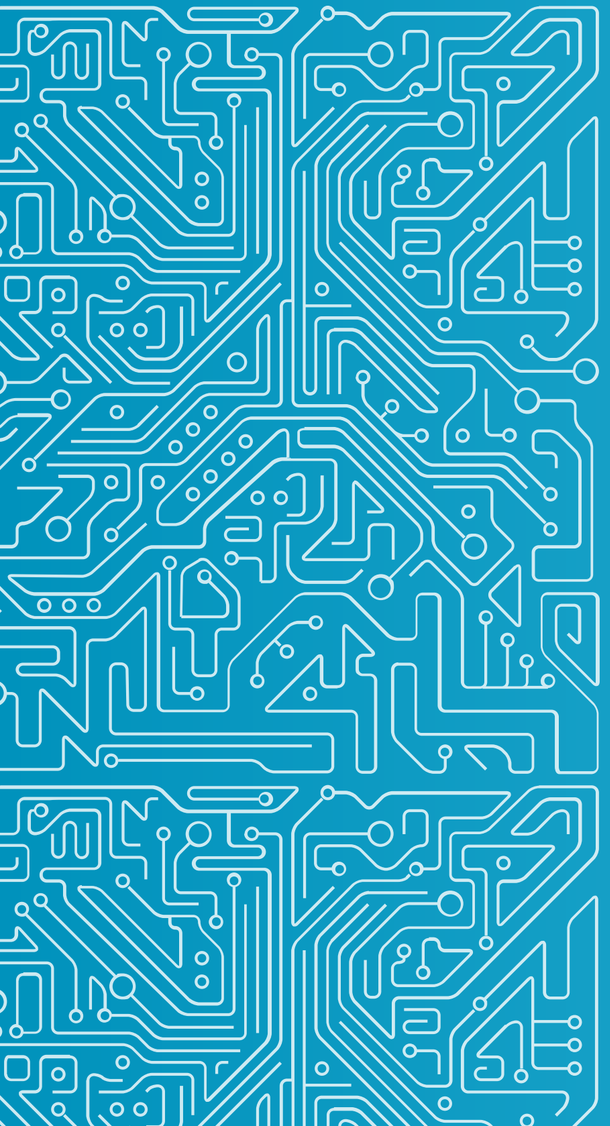
INESC TEC is engaged in many European projects and several international agreements with high-level partners from Japan to the US, India, Brazil, Taiwan or South Korea, just to list a few.

The institution actively supports international research mobility. In 2022, INESC TEC launched its International Visiting Researcher Programme, which competitively sponsors up to three-month visits of researchers from foreign institutions.

Did you know that INESC TEC...
Is the Portuguese institution with the largest participation in European projects, and was the second with regard to the value of the EC contribution to the Horizon 2020 program (28.18 M€)?

Numbered 272 Foreign Researchers in 2024, of which 138 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

VISAS
If you need to apply for a visa, check which category you are eligible for. Also, plan for your family to come along.

HEALTHCARE
Purchase medical travel insurance to cover any unforeseen medical expenses while travelling.

FOREIGN ACADEMIC DEGREES AND DIPLOMAS RECOGNITION
If required by your job posting, obtain a degree and diploma recognition from a Portuguese University.

FINANCIAL MATTERS
Set some pocket money aside and organise your finances before leaving.

ACCOMMODATION
Research about accommodation options in Portugal.

TIME ZONE, GADGETS, WEATHER
Key things to consider before traveling.

VISAS: INTRO



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

If you are an EU, EEA, Andorra, or Switzerland national, you won't need to apply for a visa even if you intend to stay for a long period. Therefore, you can skip this section of the guide.

If you are a third-country citizen, then you should spend some time on this section. We will go through the visa categories most common to INESC TEC visitors and staff.

SHORT-TERM VISA

Up to three months -The Schengen visa (or short-stay visa) is intended for those who plan a short trip to Portugal for tourism and business purposes for up to 90 days within a 180-day period. It grants its holders the right to enter and travel freely within the Schengen Area, which comprises 27 European countries.

Be mindful that citizens of countries with a visa-free agreement with Portugal can stay in the country for up to 90 days. Should their stay be longer, they will need to apply for a visa.

LONG-TERM VISAS OR NATIONAL VISAS

Up to one year - Temporary stay visas allow multiple entries and are valid for a maximum of one year. Holders of these visas include students, researchers and highly skilled workers, provided they meet this visa's eligibility criteria.

According to the n. 2 of the Article 46.º of Law 23/07, residence and temporary visas are only valid within the Portuguese territory. Therefore, holders of such visas are not entitled to travel to other European countries.

RESIDENCE VISA (for stays of at least 12 months)

For long-term employment, you must obtain a residence visa. A residence visa does not automatically grant you a right of residence but allows you to enter Portugal for the purpose of applying for a residence permit if the requirements are met. Residence visas allow two entries into the country and four months of stay. Holders of these visas include students, researchers and highly skilled workers, provided they meet this visa's eligibility criteria.

FOR STAFF COMING FROM CPLP COUNTRIES:

The CPLP is a special regime based on the Mobility Agreement between the Member States of the Community of Portuguese-Speaking Countries (CPLP), signed in July 2021, with the aim of facilitating the mobility of citizens between the signatory countries. CPLP citizens who wish to apply for Temporary Stay Visas and Residence Visas can benefit from this scheme.

To benefit from the agreement, you must follow a specific checklist for the applicable visa category.

Learn more about this regime here.

VISAS:
E-VISA PORTAL

To start your visa application, register in the E-visa Portal.

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

If the Portuguese Consulate in your country uses E-Visa Portal to handle visa requests, on top of submitting your visa application, you might also be required to schedule an interview through the portal.

If this is not the case of the Portuguese Consulate in your country, we advise you to contact them directly or the External Service Providers they work with.



Explore Portugal visas landscape here.

VISAS:
BRING YOUR FAMILY WITH YOU

ACCOMPANYING VISAS

Relatives of temporary and residence visa applicants are entitled to lodging an accompanying visa when the main applicant instructs its application. This means that the relatives can come to Portugal at the same time as the main visa applicant.

If the main applicant is granted a residence permit after entering Portugal, the relatives travelling with them will also be granted a similar permit.

The application for a travelling companion visa always requires proof of family ties. More information here.

Please note that you can also bring your relatives at a later stage when you are already settled in Portugal. Family reunification can be requested by foreign nationals with a valid residency permit. Go to section Family Reunification to learn about this procedure.

VISAS:
TIPS TO KEEP IN MIND

- Learn about Portugal's visa landscape on the Ministry of Foreign Affairs website.
- Start preparations with sufficient advance. Each visa requires standard documentation that you'll need to gather to instruct your application and for the visa interview. Moreover, embassies can request additional specific documents for your interview.
- The maximum application processing times for visa cases are established by Portuguese law. They can be consulted on the Portuguese Ministry of Foreign Affairs website. However, processing times can be impacted by several factors, including whether you have applied with all necessary supporting documents or how quickly you respond to requests for more information.
- For assistance with your visa application, contact SRI at internationalrelations@inesctec.pt and keep the team updated regularly so we can support you promptly when needed. However, please note that neither SRI nor you can influence visa processing timeframes.

VISA OR THE EUROPEAN UNION BLUE CARD?

While planning your move to Portugal, you might have come across the EU Blue Card and wondered if it is an option for you instead of a residence permit. This card is Europe's answer to the US Green Card, as it allows non-EU citizens to work and live in EU member states and provides socioeconomic rights and a path to permanent residency.

The application typically requires an employer sponsor (and a valid job offer) as well as evidence of qualifications and language. Also, the applicant must present a valid travel document, an application for a visa or a visa (if necessary), and a valid residence permit or a national long-term visa (if appropriate). The full list of requirements to have this card granted can be consulted here.

Not all non-EU citizens are eligible for this card. For instance, citizens who have requested or are holders of a residence permit to perform a research activity under Article 90, no. 1 (more information here) cannot apply for the EU Blue Card.



HEALTHCARE

Getting Travel (Medical) Insurance is mandatory to complete your Visa Application.

Medical Travel Insurance is a mandatory requirement for most visa categories* and should cover all medical expenses including medical repatriation, medical emergency and/or hospital emergency. The required minimum coverage is 30,000 Euros.

For Schengen and temporary visas, the insurance policy must be valid for the entire duration of the stay, not of the visa. 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.

This insurance is different from the one INESC TEC will offer you as part of your employment/ research contract.



*Citizens from CPLP (Community of Portuguese-speaking countries) may be exempt from presenting this insurance when lodging their visa application whenever there is a Bilateral/International Agreement on medical assistance between Portugal and the country of origin (i.e., PB4/CDAM). Official information about this can be found here

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 grants Brazilian citizens the same rights as national citizens when accessing the National Health System.

EU citizens (or from Iceland, Liechtenstein, Norway or Switzerland) or citizens residing in the EU and covered by a state social security scheme, are eligible for a European Health Insurance Card (EHIC). If you are traveling with your family note that each separate member should have their own card. Learn more about this on the European Commission's website.

British citizens British citizens should get a free UK Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) before leaving the UK 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 ask your doctor for a letter (in English) with details of your medical condition. It is also very important (if applicable) to check whether you can take your medication on your flight and through customs.

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?

The need for Foreign Degree recognition will vary depending on the vacancy you apply for. Some positions offered by INESC TEC are funded by sponsors, requiring the selected candidate to have their degree recognised.

Read the vacancy advertisement carefully to find out if you need to get your foreign degree checked. If not, you can skip this section. If you are still unsure whether you should recognise your foreign degree in Portugal to start your contract with INESC TEC, please email the Human Resources service at rh@inesctec.pt.



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.

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

If your academic degree or country of origin of your diploma is not on the list of degrees and diplomas approved by the Commission for the Recognition of Foreign Degrees and Diplomas, you will not be able to move forward with the Automatic Recognition and may have to choose between a Level or Specific Recognition.

Source: DGES

Portuguese Public Universities or Polytechnics review Level or Specific Recognitions. These are more complex procedures so they take longer than the Automatic Recognition and costs are higher.

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 needed to complete the Level recognition procedure might be significantly reduced if the academic degree / diploma you are recognising 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.

In case you are not able to request Automatic Recognition because your degree and/or country of origin of your diploma are not recognised by the Commission for the Recognition of Foreign Degrees and Diplomas, you should ask for a Level of Recognition.

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.

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

3. Where can selected candidates request this recognition?

The request must be submitted through a centralised online form available on the DGES' website. There are three different 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.

If your academic degree or country of origin of your diploma is not on the list of degrees and diplomas approved by the Commission for the Recognition of Foreign Degrees and Diplomas, you will not be able to move forward with the Automatic Recognition and may have to choose between a Level or Specific Recognition.

You can start by consulting DGES wizard in order to learn which degree recognition applies best to your situation.

Based on the wizard's results (which are nonetheless indicative), you can fill out the form and choose the Portuguese HEI that will be analysing your request. Remember that you should choose an institution that offers courses similar to your degree programme. Read these FAQs to learn more about Degree and Diploma Recognition.

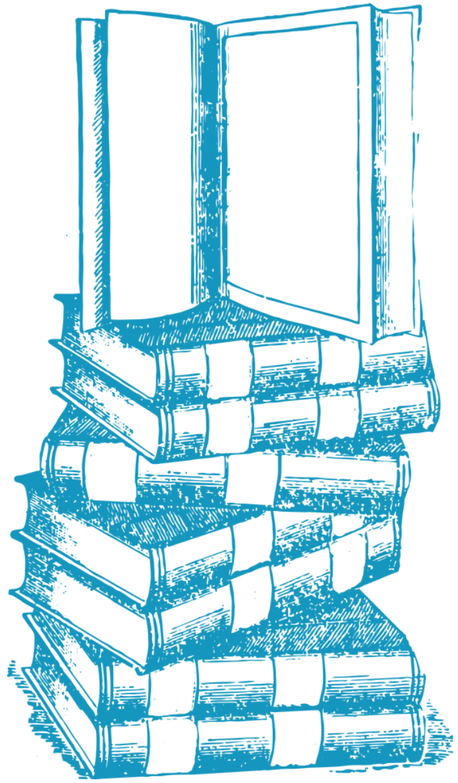
Last but not least, inform yourself of the costs and waiting times for the different types of degree recognition. Costs vary significantly depending on the type of degree recognition and the HEI analysing your request.

For more detailed information, check DGES practical guide. INESC TEC's International Relations Service (SRI) is also available to offer guidance to candidates applying for degree recognition following a job posting by INESC TEC that requires such a step.

4. When should candidates initiate their request?

As mentioned earlier in this section, selected candidates whose job announcements require the recognition of foreign academic degrees by a Portuguese HEI will not be asked by INESC TEC to present the certificate issued by DGES or an HEI before the contracting stage.

However, since this procedure might take some time, especially if your degree calls for a case-by-case analysis, i.e., for a Level or Specific Recognition, we advise you to initiate your request as soon as possible.





Foreign Academic Degrees and Diplomas Recognition To keep in mind:

Degree recognition is not automatically granted by just submitting all mandatory documents to DGES or an HEI. Your request will go through a careful assessment before DGES or the HEI makes their final decision. INESC TEC cannot be held accountable in case your request is rejected.

The time needed to complete this process will depend on the level of complexity of your specific case. Therefore, the overall duration of your process is highly variable and dependent on a set of factors:

- How long does it take for you to gather all the required documents and submit the request?
- The level of specificity of your request. Sometimes, you might be required to have your documents officially translated into Portuguese or authenticated by other authorities.
- How long does it take for the public HEI in Portugal to notify you in case any documentation is missing?
- How long does it take for the public HEI in Portugal to notify you of the final decision? Some institutions have to handle more requests than others, making their processing times longer.

FINANCIAL MATTERS

Get an overall idea of the payments you will need to make in your first days in Portugal and check if there are any restrictions concerning cash movement.

We advise you to request smaller bills (€5, €10, €20) at the exchange counter since larger bills are sometimes not accepted for small payments.

Confirm whether your current credit or debit 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 until you have a home address in Portugal. We will look into this in section 3. After your arrival | Set up a Bank Account.



The easiest way is to check with your current bank if they are operating in Portugal. Digital banks can be a good solution for short stays or as a temporary account.

Suggested reading on cost of living in Portugal:
Numbeo Cost of Living in Portugal

ACCOMMODATION

FINDING A PLACE TO STAY IS ONE OF THE BIGGEST CONCERNS WHEN MOVING ABROAD.

You can start planning while you are still in your home country by doing some research on the Portuguese housing market and getting acquainted with locations.

Nevertheless, we advise you not to sign tenancy agreements if you are still waiting for the outcome of your visa application.

If you are unable to make housing arrangements in the medium-long run, consider booking a room at a hotel or Airbnb for the first few weeks. This will give you time to visit other options and find a better solution.

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

Rents have risen in Portugal, with Porto being the second most expensive city to rent a house / flat in. Braga and Vila Real, where INESC TEC has two poles, remain two of the cheapest cities regarding rental prices.

If you are coming to Porto, consider expanding your house hunt to neighbouring municipalities.

Contact the Administrative Assistant of your Centre/Service to learn about our housing partnerships.

Real estate portals and websites are among the quickest ways to find a suitable place to live while abroad.

Casa Sapo, Imovirtual, Idealista, Uniplaces, Remax, Gabinohome, Observatório do Alojamento Estudantil, Flat in Porto, InlifePortugal, Airbnb; Wimdu; Booking

Facebook and other social media groups may also be interesting options for finding shared accommodation but beware of scams.

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 on the property.

This deposit should be returned to you when you leave. Usually, renting prices do not include gas, electricity or internet-related costs. You should clarify with your landlord what you are paying for.

You must 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.



IF YOU ARE BOOKING YOUR ACCOMMODATION ONLINE, PAY ATTENTION TO INTERNET FRAUDS.

Fake adverts are a common scam. Usually, the "landlord" will ask you for a deposit to secure the house and then never get back to you again. In other cases, the "landlord" will keep engaging with you after you have paid the deposit however, once you arrive in the country, you will realise that the place you have booked doesn't exist. Here are some warning signs you look for:

- The landlord does not want to make a video-call to show you the place.
- The rent needs to be transferred to a non-Portuguese bank account.
- The rent is lower in comparison to other places - If it looks to good to be true, it usually is.
- The pictures they have provided don't match with the ones you can find on Google Maps.



TIME ZONE, GADGETS, WEATHER

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).

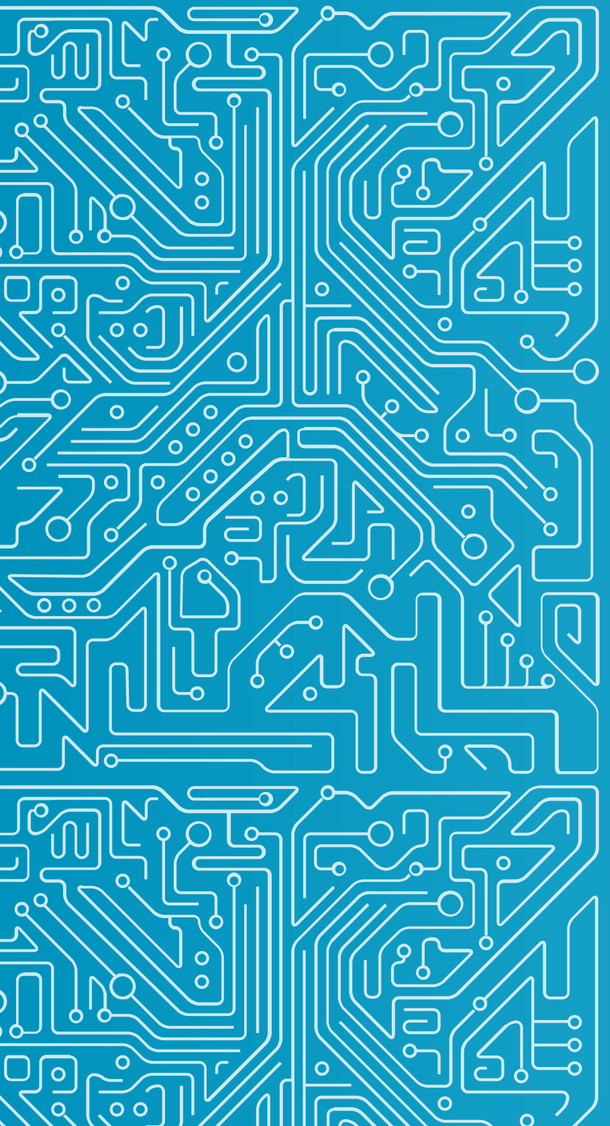
WILL I NEED AN ADAPTER IN PORTUGAL?

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 30°C in some parts of the country. Pack accordingly. If you are travelling in the Spring or Autumn time, fill your luggage with a combination of options.





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AFTER YOUR ARRIVAL

WHAT YOU MUST NOT OVERLOOK



SETTLING INTO INESC TEC
Get acquainted with the institution.
Book an appointment with the SRI.

SETTING UP A BANK ACCOUNT
If you are coming for an extended stay, make your financial transactions easier by opening a bank account in Portugal.

TAXES AND SOCIAL WELFARE
Request a tax identification number and obtain your social security number.

REGISTERING WITH AIMA OR THE LOCAL COUNCIL
Know what legal procedures you should be aware of upon your arrival in Portugal.

UPDATING YOUR FISCAL ADDRESS

FAMILY REUNIFICATION

RELOCATING WITH CHILDREN

DRIVING IN PORTUGAL
Read about driving in Portugal and learn how you can get a Portuguese driver's license.

MEDICAL CARE
Learn about the Portuguese Healthcare System and how you can access Medical Care.

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

KEY TOPICS AND CONTACTS

SETTLING INTO INESC TEC

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

These one-hour sessions, organised by the HR service and hosted by a Member of the Board of Directors, are held monthly, offering an excellent opportunity to get to know the institution and understand its model and functioning. There are two different sessions: one for employed staff and another for grant holders. Grant holders receive additional support from HR through their Grant Holders' Nucleous.

The Welcoming Guide complements the Welcome Sessions with practical information and advice to get you started at INESC TEC.

"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).

One-to-one welcome sessions for foreign 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. Attendance is not mandatory but is strongly advised.

Once your start date is defined and approved by your scientific host at INESC TEC, contact SRI at internationalrelations@inesctec.pt before your arrival in Portugal to schedule your Welcome Appointment.

You can schedule your appointment with the SRI team before your arrival in Portugal.

WELCOME TO THE HOME OF SCIENCE, TECHNOLOGY AND INNOVATION

Settling in a new country with a different culture and language is exciting but not easy. Intending to smooth your integration process, INESC TEC has created an Intercultural Ambassadors Network to help you through it. Our ambassadors are members of our community with a close relationship with a given culture or an interest in sharing experiences. They will help with any doubts and fears you might have about moving to Portugal and working with INESC TEC.



SETTING UP 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.

Depending on the length of your stay, consider opening a bank account in Portugal or with a digital bank. While the latter can be a wise option for short stays or temporary accounts, the former might be more appropriate if you come for longer periods (nevertheless, remember that this action can take several days, so be prepared and think about arranging money for when you arrive).

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 partnerships with several banking institutions that offer INESC TEC staff special conditions and advantages if they open a bank account with them?

You can contact the Administrative Assistant of your Centre/Service to access this list of banks and liaise with their respective Key Account Managers.



TAXES AND SOCIAL WELFARE

You have to pay tax on your income if you come to live in Portugal. Also, if you are given an employment contract you must pay for the Portuguese Welfare System (to be able to claim benefits in Portugal). Learn why and how you must register with Tax and Customs and Social Security.

Taxpayer Identification Number (NIF)

WHY DO I NEED IT?	WHERE TO APPLY	DOCUMENTS REQUIRED
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 Tax and Customs Authority (Autoridade Tributária e Aduaneira) Or Local branch of a Citizen Shop (Loja do Cidadão). NB: Foreign citizens with residence visas will be given a temporary NIF at the time of visa issuance.	Foreign citizens registering as residents in Portugal: - Valid Identity card or passport; - Residence permit or EU Registration Certificate(*). Registering as non-residents: - Valid Identity card or passport; - Proof of residence (in the home country); - A fiscal representative in Portugal if the citizen is from a third country and will be the suject of a legal tax relationsip. A tax relationship starts if one of these conditions happens: • Own a vehicle and/or a property registered/situated in Portugal; • Have an employment contract in Portugal; • Are self-employed in Portugal. (*)EU/EEA/ Switzerland citizens may present the EU Registration Certificate, issued by the Local Council of their place of residence in Portugal.

After you have obtained your NIF, you should register at the Tax and Customs Authority Portal (Autoridade Tributária e Aduaneira) and get your password (please click here to read the instructions). This will allow you to handle your tax affairs online.

Social Security Number (NISS)

WHY DO I NEED IT?	WHERE TO APPLY	DOCUMENTS REQUIRED
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 that 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. NB: Foreign citizens with residence visas will be given a temporary NISS at the time of visa issuance.	The new employee should hand over to HR: - Valid Identity card or passport; - The Taxpayer Identification Number (NIF).

Voluntary Social Insurance (SSV)

WHY DO I NEED IT?	WHERE TO APPLY	DOCUMENTS REQUIRED
To benefit from the Portuguese Social Security System in situations of increased vulnerability (e.g., sickness, family care, incapacity, social assistance, old-age pension). The voluntary social insurance scheme is an optional contributory scheme that aims to ensure the right to Segurança Social (Social Security) of individuals over 18 years old who are able to work and do not fit into the general social protection scheme. This is the case for research grant holders. Grant holders with at least a 6-month fellowship may be advised to apply for Voluntary Social Insurance to benefit from the national Social Security System. Registration with this scheme is entirely voluntary (SSV - Seguro Social Voluntário).	Directly at the Social Security Institute (Instituto da Segurança Social) or Local branch of a Citizen Shop (Loja do Cidadão). If you still have questions about this procedure, please email the Núcleo do Bolseiro at INESC TEC at nucleo-bolseiro@inesctec.pt.	- 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(*); - Copy of the Research Grant Contract (for a minimum period of 6 months); - Declaration proving the status of the research (issued by the INESC TEC HR); - Forms required by the Social Security Institute duly filled in: RV 1007: Voluntary Social Insurance Form. RV 1006: Social Security Number (NISS – Número de Identificação da Segurança Social) obtention. INESC TEC will reimburse the amount corresponding to the first group ("Primeiro Escalão") of the Voluntary Social Insurance. Costs above this group will be supported by the grant holder. INESC TEC does not accept any liability for late payments to the Social Security. Any fines, penalties or interests will be supported by grant holders. The reimbursement for the Voluntary Social Insurance scheme will cease when your grant contract comes to an end. If you do not wish to maintain your registration, you must cancel it with the Social Security Institute. (*)This fit-to-work certificate must be signed for a doctor of the National Health Service (SNS – Serviço Nacional de Saúde)

REGISTERING WITH AIMA OR THE LOCAL COUNCIL



UNDERSTAND THE CIRCUMSTANCES UNDER WHICH YOU MUST REPORT YOUR ENTRY AND STAY IN THE COUNTRY.

1. Third-country nationals from countries with no signed freedom of movement agreements with the EU:

If you hold a **residence visa** you must attend an appointment with AIMA – Agência para a Integração, Migrações e Asilo (Portuguese Agency for Integration, Migration and Asylum) to **obtain your residence permit** ("Autorização de Residência"). In principle, your visa will have stamped the link for you to consult your appointment date and counter.

The residence permit granted to higher education students is valid for three years, renewable for equal periods, and, in cases where the duration of the study program is less than three years, it lasts for the time of the program.

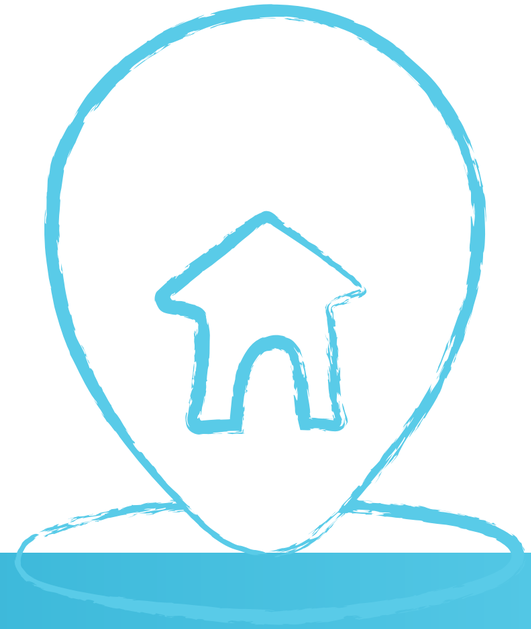
The residence permit granted to researchers is valid for two years, renewable for equal periods or lasts for the duration of the hosting agreement if it is less than two years.

If you entered with a temporary visa and your employment/research contract has been extended, you will need to schedule with AIMA either to request a visa extension or, if applicable, apply for a residence permit.

2. EU, EEA, Andorra and Switzerland citizens:

If you are an EU, EEA, Andorra, or Switzerland national and you will be **staying in Portugal for less than three months** you are only required to have a valid Identity Card or Passport.

After three months in Portugal, you have 30 days to register at the Local Council (Câmara Municipal) and receive your "EU registration certificate." This registration can be made voluntarily within the first three months of your stay in Portugal.



Residence permits renewal

Renewal of residence permits can be requested at AIMA or IRN - Instituto dos Registos e do Notariado (Institute of Registries and Notaries), depending on your situation. Online renewals can only be made at AIMA but must meet certain requirements.

When it is not possible to request renewals online, foreign citizens must schedule a face-to-face appointment with IRN either on the SIGA portal or at an IRN counter.

Learn here how and where to renew your permit.

UPDATING YOUR FISCAL ADDRESS

According to the Decree-Law n. 398/98, your fiscal address in Portugal, must be up-to-date.

This applies to foreign nationals residing in Portugal (with a Portuguese Tax Number and a residence visa/permit) who have changed their home address.

- If you already have a Portuguese Identification Card, you may update this information online through the Chave Móvel Digital or, in person, at a Espaço Cidadão counter.

- If not, you should sign in to your account AT Portal account to update your new fiscal address in Portugal (see here when and how to). Afterwards, you should inform the Agency for Integration, Migration and Asylum (AIMA) of that change.



FAMILY REUNIFICATION

(For non EU-nationals)
If you have been granted a residence permit and you want to bring your relatives to live with you in Portugal, then you should take some time reading this section.

There are two ways to lodge an application for family reunification, depending on whether the family member to be reunited is still abroad or is already in Portugal.

FAMILY MEMBER ABROAD

STEP 1 – Make an appointment at AIMA

The holder of the residence permit must attend an appointment at AIMA to apply for family reunification.

STEP 2 – Appointment at the Consulate

AIMA will instruct the Consulate of the country of origin of the holder of the Portuguese residence permit to issue a residence visa for their relative(s).

STEP 3 – Application for a residence permit

After entering Portugal, the family member to be reunited will have to attend an appointment with AIMA (Agency for Migration Integration and Asylum) to submit updated documentation and collect biometric data.

More information here

FAMILY MEMBER IN PORTUGAL

STEP 1 – Make an appointment with AIMA

Once the family member has entered Portugal, the holder of the residence permit must obtain an appointment for family reunification from AIMA (Agency for Migration Integration and Asylum) for each member of the household.

STEP 2 – Apply for a residence permit

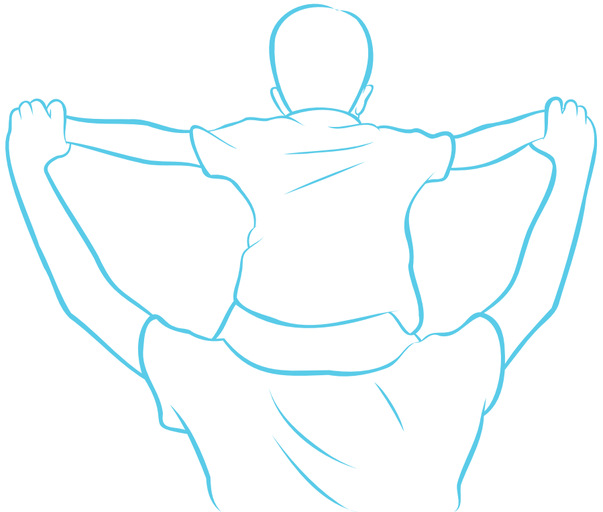
The holder of the residence permit must attend the appointment with AIMA accompanied by the family member to be reunited, to submit the necessary documentation and collect biometric data.

More information here

RELOCATING WITH CHILDREN

If you are moving with your children, we advise you to learn about the Portuguese Education System and do some research on daycare/school facilities near you. Foreign national children with an immigration status in Portugal normally have the right to attend state-funded schools. However, it is the responsibility of the parents to check that their children have a right under their entry conditions to study at a school before applying for a place.

The Administrative Assistant of your Centre/Service may also provide you with a list of private kindergartens and schools that have partnership agreements with INESC TEC.



DRIVING IN PORTUGAL

The IMT - Institute of Mobility and Transport is the Portuguese entity responsible for all matters related to foreign driver's licenses and car registrations.

If you have a driver's license issued by an EU country or Norway, Iceland and Liechtenstein, you don't usually have to exchange your driving license for a local one, provided yours is not expired. However, you must register your residence in Portugal at IMT - learn more here. You can also voluntarily exchange it for an equivalent one in Portugal if you wish.

If you are from a CPLP or OECD member country, you are allowed to drive in Portugal without needing to exchange your license for a Portuguese one. This is applicable to Angola, Australia, Brazil, Cape Verde, Canada, Chile, the United States of America, Iceland, Israel, Japan, Mozambique, New Zealand, the United Kingdom, the Republic of Korea, São Tomé and Príncipe, Switzerland and Turkey. Refer to this page for further guidance.

If your case falls outside any of the previous regimes, and you want to drive in Portugal, in addition to meet the requirements to exchange your driving license for a Portuguese one, you may need to take a new driving test in Portugal.

For a thorough understanding of driving license exchange and recognition rules in Portugal and the EU, go to: IMT Portal or Your Europe.



MEDICAL CARE IN PORTUGAL

In Portugal, access to healthcare is universal and independent of nationality, economic or social condition.

Foreign nationals with legal residence in Portugal can access the Portuguese National Health Service (SNS) on the same basis as a Portuguese citizen, regardless of employment status. Foreign nationals with residence permits are encouraged to register with the SNS.(*)

(*) Foreign citizens with residence visas will be given a temporary SNS number at the time of visa issuance. In such cases, access to the National Health System will vary. We advise you to contact the health unit of your area of residence.

If you are an EU national or a citizen covered by Social Security system of any EU Member State, you are eligible for the European Health Insurance Card that will grant you access to state-provided healthcare 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.

If you are an EU citizen moving to Portugal for more than three months, you should request at a Social Security Office in your home country the Portable S1 document that attests your healthcare rights. This document certifies that the costs of the health treatments you 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.

If you are not an EU citizen, you should check if there are any bilateral agreements on healthcare between Portugal and your country. These bilateral agreements usually cover worker, pensioners and their families. However, nonresidents or short-term visitors from third countries will most likely need private health insurance whilst in Portugal. Andorra, Brazil, Cape Verde, Quebec, Morocco and Tunisia are some of the countries that have bilateral agreements with Portugal that ensure reciprocity in healthcare treatments.



National Health Service (SNS)

WHO CAN REGISTER?	WHERE CAN I REGISTER?	WHAT DOCUMENTS WILL I NEED?(*)
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.	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. Or..... A local branch of a Citizen Shop (Loja do Cidadão)	- Valid identity card or passport; - Taxpayer Identification Number (NIF); - A residence permit issued by AIMA Or ..... S1 form for EU citizens issued by the health insurance authority of their home country; Or ..... The Certificado de Direito à Assistência Médica – CDAM, known as PB4, for Brazilian Citizens; Or ..... 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 Frequesia (same as Parish Council) of their place of residence attesting that they have been residing in Portugal for more than 90 days. (*) Please note that other documents may be requested by your local family health unit. We advise you to always consult first with your unit.

PRIVATE HEALTHCARE

In addition to the National Health Service system, you can also choose to have private health insurance at your own expense and benefit from a network of selected private hospitals and clinics for lower tariffs.

As an employee or grant holder at INESC TEC, you will have access to private health insurance offered by the institute. This insurance may be extended to other family members but at your own expense.

Please note that this health insurance will only take effect after your grant/employment contract begins in Portugal and not before. In case you need to obtain further information about the health insurance provided by INESC TEC, please email the Human Resources service at rh@inesctec.pt.

At INESC TEC, all staff is overed by a Work Accident (employees) or Personal Accident Insurance (grant holders).

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.

"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 you.

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 flexibility to manage your own working hours .There are, however, some periods in which you are expected to be available - from 10.30 a.m. to 12 p.m. and from 3.00 p.m. to 4.30 p.m. INESC TEC also gives staff the possibility to have a hybrid work mode that was introduced during the pandemic but is still in place and meant to be kept.

In the office, expect to find a few small pauses throughout the day to grab a coffee or have a 5-minute catch-up conversation with a colleague. Socialising with workmates from and outside your Centre/ Service is a way to build up relations, cultivate a sense of belonging to the community and develop camaraderie. Virtual settings allow people to network, too, but they are far less effective than in-person, face-to-face interactions.



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 a 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 promoting and adopting best practices

Last but not least, INESC TEC offers its staff a variety of perks. From wellness and fitness activities, to discounts on several products and services (e.g. hotels, railway transportation) to professional training, these perks strengthen organisational culture and improve our staff experience and engagement.

LEARNING PORTUGUESE

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.

Learning Portuguese is the best way to have a first-hand understanding of our rich culture, hasten your adaptation to the country and build your knowledge of foreign languages.

Where can I take Portuguese classes?

There are several Portuguese courses available for you, from e-learning to on-site lessons. You can consult the Instituto Camões website to know where and when you can start learning.

INESC TEC also organises classes for foreign staff willing to learn Portuguese. A minimum number of learners must be guaranteed so that classes can be held in-house and tailored to our staff.

If you wish to know more about the Portuguese classes organised by INESC TEC, please email the Human Resources – Training Group at rh-formacao@inesctec.pt.

USEFUL CONTACTS

ENTITY	CONTACT
European Emergency Number	112
Health Line for Emergencies (24/7)	+351 808 24 24 24
AIMA - Agency for Integration, Migration and Asylum	https://aima.gov.pt/pt/contactos
IRN - Institute of Registries and Notaries	+ 351 211 950 500
AT - Tax and Customs Authority	+351 217 206 707
Social Security Institute	+351 300 502 502 +351 210 545 400
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
National Support Centres for the Integration of Migrants (CNAIM)	808 257 257 or + 351 218 106 191
INESC TEC	https://www.inesctec.pt/en/get-in-touch#intro

PORTUGUESE PUBLIC HOLIDAYS

1st of January – **New Year's Day**

Between mid/March and early April – **Good Friday 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**

KEY TOPICS AND CONTACTS

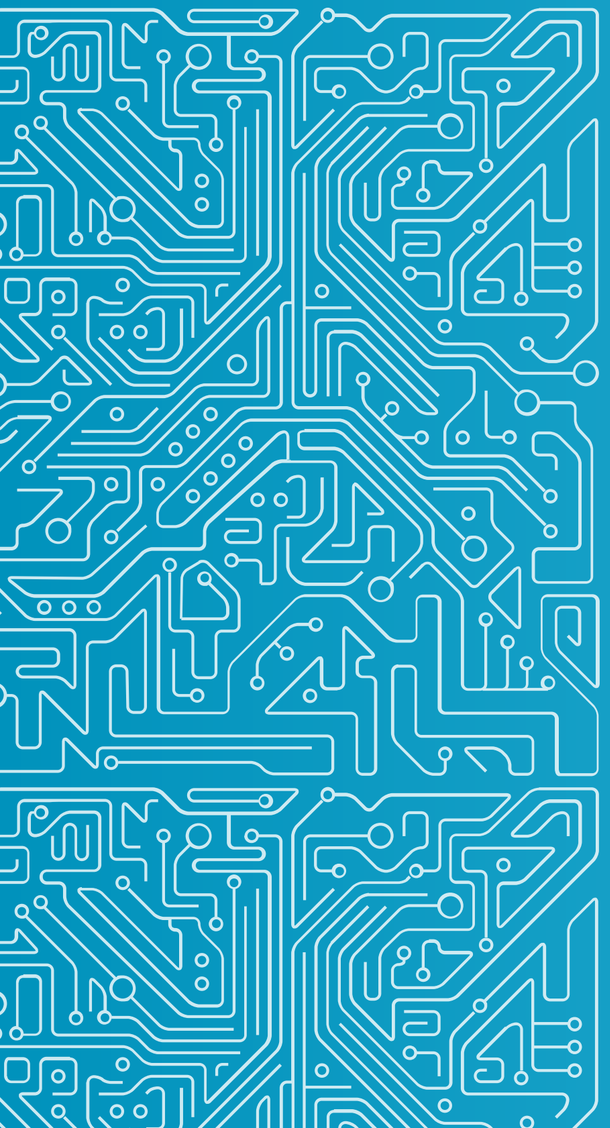
The table below lists the key topics covered in the Mobility Guide, the corresponding official Authority and the contact points at INESC TEC:

Topic	Official Entities (when applicable)	Contact point at INESC TEC for initial guidance (when applicable)
BEFORE YOUR DEPARTURE		
Visa & Entry Requirements	Visas: Diplomatic Portal, Ministry of Foreign Affairs (MNE) European Union Blue Card: European Commission & AIMA	internationalrelations@inesctec.pt
Healthcare for Visa Applications	Certificado de Direito à Assistência Médica (CDAM): gov.br European Health Insurance Card (EHIC): European Commission UK Global Health Insurance Card (GHIC): Gov.UK	
Foreign Academic Degrees and Diplomas Recognition	Directorate General for Higher Education (DGES)	rh@inestec.pt
Accommodation		Housing partnerships: Administrative Assistant of your Centre/Service
AFTER YOUR ARRIVAL		
Settling into INESC TEC	About INESC TEC: INESC TEC - Institute for Systems and Computer Engineering, Technology and Science	Welcome Appointment: internationalrelations@inesctec.pt Welcome Session: rh@inestec.pt
Opening a bank account		Partnerships with banks: Administrative Assistant of your Centre/Service
Taxes and Social Welfare	Taxpayer Identification Number (NIF): Tax and Customs Authority Social Security Number (NISS): Social Security Voluntary Social Insurance (SSV): Social Security	Taxpayer identification number (NIF): internationalrelations@inesctec.pt Social security number (for employees) (NISS): rh@inesctec.pt Voluntary Social Insurance (grant holders) (SSV): nucleo-bolseiro@inesctec.pt

KEY TOPICS AND CONTACTS

The table below lists the key topics covered in the Mobility Guide, the corresponding official Authority and the contact points at INESC TEC:

Topic	Official Entities (when applicable)	Contact point at INESC TEC for initial guidance (when applicable)
Registering with AIMA or the Local Council	Register with AIMA: Agency for Integration, Migration and Asylum (AIMA) Renewal of the residence Card: Agency for Integration, Migration and Asylum (AIMA) and Institute of Registries and Notaries (IRN) Register with the Local Council: List of Local Councils in Portugal and AIMA	internationalrelations@inesctec.pt
Family Reunification	Request family reunification after arriving in Portugal: Agency for Integration, Migration and Asylum (AIMA)	internationalrelations@inesctec.pt
Relocating with Children	Overview of the Portuguese Education System: Euraxess	Partnerships with Kindergartens and Schools: Administrative Assistant of your Centre/Service.
Driving in Portugal	Foreign driver's license: Institute of Mobility and Transport (IMT) and Your Europe	
Medical Care in Portugal	Register to obtain the Health Number: National Health Service (SNS)	Health Number (SNS): internationalrelations@inesctec.pt Private Health Insurance (INESC TEC): rh@inesctec.pt
Culture and Language	Portuguese Classes: Instituto Camões	rh-formacao@inesctec.pt



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BEFORE RETURNING HOME

YOUR CHECKLIST

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.



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.

VOLUNTARY SOCIAL INSURANCE (SSV)

If you were a Grant Holder and opted for the SSV during your grant period at INESC TEC, do not forget to apply for the end of the insurance coverage at the Portuguese Social Security. Otherwise, you will go on paying for this scheme. To cancel your Social Security Insurance (SSV), please consult this Social Security Guide.

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.

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.

BEFORE MY DEPARTURE

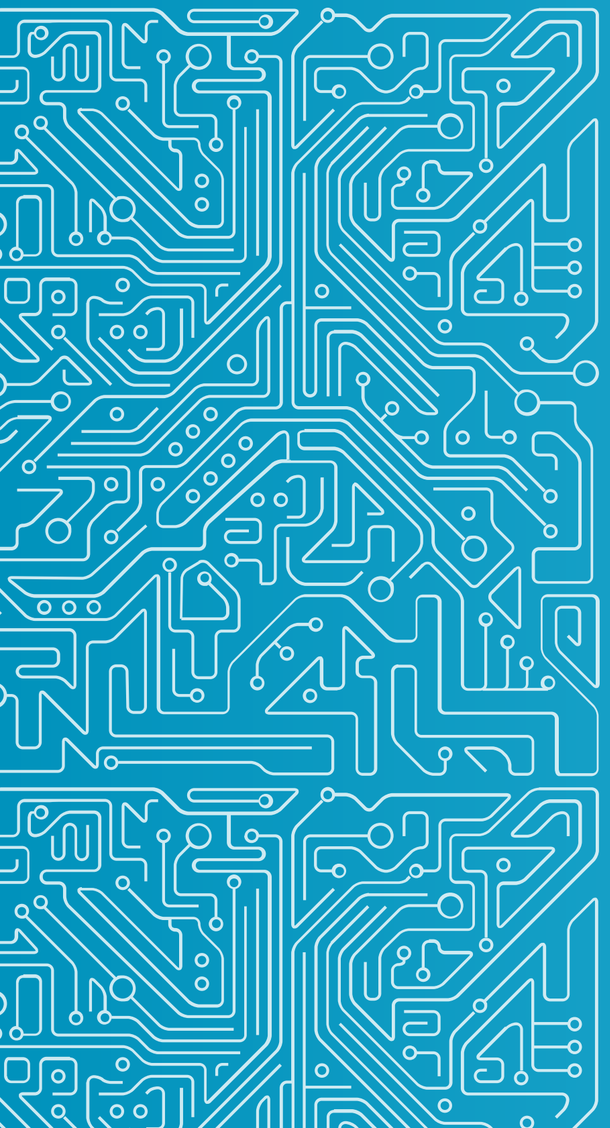
- [ ] Qualify for the right type of visa.
- [ ] Obtain a degree and diploma recognition in Portugal if required by your job posting.
- [ ] Take out medical travel insurance before travelling.
- [ ] Make arrangements for housing or accommodation in Portugal.
- [ ] Set some pocket money aside and organise your finances prior to my departure.
- [ ] Check the weather to know what clothes to pack and whether your electronic equipaments and chargers can handle the voltage in Portugal!

AFTER MY ARRIVAL

- [ ] Settle into INESC TEC – book an appointment with the SRI and attend the Welcome Session (for employees and grant holders).
- [ ] Register with the designated authorities for compliance with tax rules and access to the social welfare and national health systems.
- [ ] Open a bank account.
- [ ] Don’t miss the appointment with AIMA or the local council.
- [ ] Learn how you can access local medical care.
- [ ] Check whether you are entitled to drive in Portugal with your current driving license.

BEFORE RETURNING HOME

- [ ] Keep your visa documents.
- [ ] Confirm if you have been reimbursed of all health costs covered by your health insurance.
- [ ] Close your bank account.
- [ ] Cancel your Voluntary Social Insurance
- [ ] End your rental contract and check if you have to be refunded of any deposit you might have made earlier with my landlord.
- [ ] Handle your tax return.



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ABOUT THE INTERNATIONAL RELATIONS SERVICE

MEET YOUR TEAM

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 design, implementation and monitoring of the institution's overall internationalisation strategy.

Its staff is ready to help you prepare for your journey at INESC TEC.



Andreia Passos



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 Cooperation;
- International Mobility.

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 INESC Brussels Hub (HUB), with headquarters in Brussels, and a management model independent of the Service.

Reach us out at internationalrelations@inesctec.pt

TECHNICAL SHEET

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