

INTERNATIONAL RELATIONS OFFICE GUIDE

For incoming international students, teachers/staff, and guests

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Campus/Infrastructures/Services

Overview

The IPT provides its students with excellent physical conditions and a close student-faculty relationship, which is a key ingredient for academic success. IPT has appropriate facilities and support services to meet the students' needs. The polytechnic places at the students' disposal a wide range of support services and facilities:

- Three residence halls
- Modern engineering laboratories
- Computer facilities that meet technological advancements
- Rooms for business solutions
- Technical laboratories
- Access to wireless network from any point on the campus
- Libraries
- Copying services
- Canteens and cafeterias

International Relations Office (IRO)

The IRO takes a special interest in the needs of overseas students, offering advice, assistance, and information. They help with accommodation, cultural activities, and student organization contacts.

Contact Information:

Instituto Politécnico de Tomar, Sala A107

Estrada da Serra – Quinta do Contador

2300 - 313 Tomar, Portugal

Tel: (+351) 249 346 363

<http://www.gri.ipt.pt>

Email: gri@ipt.pt

Opening Hours:

From Monday to Friday:

9:00am – 1:00pm and 2:00pm – 5:00pm

World Point of Contact (WPOC)

The WPOC is a space at IPT aimed at supporting, integrating, and monitoring students. It consists of mentors who coach and support students.

Further Information: www.wpoc.ipt.pt

Erasmus Student Network (ESN)

The IRO works with the ESN, an Europe-wide student organization, to help international students integrate into the city's academic life and Portuguese culture.

Find them at: https://facebook.com/ESNtomar/?ref=aymt_homepage_panel

Student Point of Contact (SPOC)

The SPOC is the unique point of contact for students to address academic-related questions.

Contact Information:

Office building A – Tomar – Campus

Phone: + 351 249328240

Ext. –1119/1109

Email: spoc@ipt.pt

Opening Hours:

From Monday to Friday:

9:00am - 12:30pm and 2:00pm - 4:30pm

Student Welfare Services (SAS – IPT)

The SAS ensures that financial difficulties do not hinder studying at IPT. They manage scholarships, grants, low-cost food, accommodation, and sports facilities.

Contact Information:

Campus do IPT – Estrada da Serra, Tomar

Tel: (+351) 249 328 116

Email: sas@ipt.pt

Central Library

Located in building C, the library contains about 26,000 titles, journals, newspapers, and other resources. It also provides the b-on (Online Library) service.

Opening Times:

Monday to Friday: 8:30am – 12:00 midnight

Saturday: 9:00am – 12:30pm

Library at the School of Technology at Abrantes:

Monday to Friday: 9:30am – 10:00pm

Computer Facilities on Campus

The Computer Systems Centre (CIS) provides various computer services, including email, software, intranet, and Wi-Fi.

Contact Information:

Centro de Informática e Sistemas

Quinta do Contador – Estrada da Serra, 2300-313 Tomar-Portugal

Tel: (+351) 249 328 207

<http://www.gi.ipt.pt>

Opening Hours:

From Monday to Friday:

Morning: 9:00am – 12:30pm

Afternoon: 2:00pm – 5:30pm

Canteens and Bars

The campus has a cafeteria and a low-cost canteen.

Canteen Opening Hours:

Monday to Friday:

Lunch: 12:00pm-2:30pm

Dinner: 6:30pm-9:00pm

Photocopying Service

Located in Building B ground floor, open Monday to Friday from 8:30am to 8:00pm.

Student Card

The student card serves as identification and provides access to buildings and services. Request it online at <http://portal2.ipt.pt/pt/comunidade/cartaoipt/>.

Academic Information Systems

Students have access to Netp@, Moodle, and institutional email. Access details and credentials can be requested at <http://portal2.ipt.pt/en/comunidade/alunos/>.

Before Your Arrival

Visa

EU CITIZENS

If you are a student from a Member State of the European Union (EU) you must have a valid ID card when travelling to Portugal.

NON-EU CITIZENS

If you are a non-EU citizen you must obtain a study visa from the Portuguese Embassy/Consulate located in your home country. In order to ensure you get a student visa you need an acceptance letter from IPT. You will receive it after we received your application in order.

Insurance

EU CITIZENS

If you are from EU countries you must obtain the European Health Insurance Card in your home country before you travel to Portugal. The European Health Insurance Card gives access to our National Health Service.

NON- EU CITIZENS

If you are a student from a non-European country you must obtain a valid private health insurance. Non-EU citizens coming from a country with whom Portugal has signed an international convention on health and social security must carry the documents which will allow them to access the Portuguese public health system (e.g. the PB4 Form for Brazil).

Accommodation

Our halls of residence have double and triple rooms with access to a common kitchen and a living room. The rooms are fully furnished and equipped with bed linen and duvet, hand and bath towels. Linen towels are changed weekly. The common spaces are cleaned daily but the rooms should be cleaned by the students themselves. The kitchen is equipped with a cooker, a fridge and a microwave but without cutlery, crockery or cooking utensils. Regulations may be consulted [HERE](#).

IPT Halls of Residence

The Polytechnic offers accommodation in Halls of Residence. Students must fill in the accommodation application form but admission is not guaranteed since places are not enough for all applicants. Admission results are given out in September and February every year.

Our halls of residence have double and triple rooms with access to a common kitchen and a living room. The rooms are fully furnished and equipped with bed linen and duvet, hand and bath towels. Linen towels are changed weekly. The common spaces are cleaned daily but the rooms should be cleaned by the students themselves. The kitchen is equipped with a cooker, a fridge and a microwave but without cutlery, crockery or cooking utensils.

More information (prices, photos ..etc.):

Information regarding prices, photos, application, and registration may be form on the official page of the [SAS page](#). Application to the student residence is completely online.

Contact Information:

Address: SAS (Student Welfare Services)
Campus do IPT – Estrada da Serra, 2300-313, Tomar
Tel: (+351) 249 328 116
Email: sas@ipt.pt

Further Information: <http://www.gri.ipt.pt>

Email: gri@ipt.pt

Accommodation in Private Halls of Residence in Tomar:

Students studying in Tomar also have the possibility of renting an individual flat or a double flat in the Santa Marta Private Halls of Residence, 500m away from the IPT Campus. Further information at residesantamarta@hotmail.com

Accommodation on Your First Day in Tomar:

Hostel 2300 THOMAR and Pensão Luanda offer special prices for IPT students.

- **Hostel 2300 THOMAR:**
<http://hostel2300thomar.com/index.php?lang=pt&>
- **Pensão Luanda:**
<http://www.residencialuanda.com/>

Date of arrival:

Please inform the International Relations office of the exact date of your arrival (gri@ipt.pt)

When You Arrive

Registration

Mobility program:

If you are coming to IPT within a mobility program, you should visit the International Relations Office where you will receive all the information you need about registration, accommodations in our residence halls, student card, timetables, access to meals in our canteen, internet, library.

Full course program:

If you are coming to IPT to study a full course as an international student, you should visit the Student Point of Contact (building A).

Resident Permit

International students should get their Resident Permit within 90 days. You may find the necessary documents and apply through the AIMA website www.aima.gov.pt/pt.

VAT Number

If you want to open a bank account in Portugal you will need to first get your VAT number (a fiscal number, NIF in Portugal). It serves to identify a body or a person when requested by the taxation authorities. The NIF is acquired for free and generated immediately at the time of the request.

For that you must go to the tax office (Repartição de Finanças) in the city centre. To open a bank account, obtain a VAT number (NIF) at the tax office.

Necessary Documents:

- Passport
- Proof of residence in Portugal

Contact Information:

Address: Rua João Carlos Everad 16
2300-561 Tomar
Tel: +351 249328300

Opening Hours:

From Monday to Friday: 9:00am – 3:30pm

Open a Bank Account

Required documents:

- Passport
- NIF (VAT number)
- Proof of residence
- Proof of registration in the Institute
- Proof of subsistence during your stay

Register at a Health Centre

To access National Health Services (SNS), register at your local Health Centre.

Necessary Documents:

- Resident VISA
- Identification document
- Proof of residence
- Health insurance documents

Contact Information:

Address: Centro de saúde (UCSP)
Rua Nabância 14
2300-469 Tomar
Phone: +351 249 329710

Opening Hours:

From Monday to Friday: 9:00am – 12:00am and 2:00pm – 5:30pm

Tomar, Abrantes, & Mação

About Tomar

Tomar is a medium-sized city located in central Portugal on the banks of the River Nabão. For this reason, its inhabitants are known as Nabantinos. The municipality of Tomar is made up of 16 towns, has an area of around 352 km² and 43,000 inhabitants and is located in the district of Santarém, in the province of Ribatejo. It is a natural area of great heritage and tourist value and also includes the Castelo de Bode reservoir. The city is crossed by the River Nabão, a tributary of the River Zêzere, which in turn flows into the River Tagus, the largest river in the Iberian Peninsula. The town is located in the northern part of Portugal's most fertile region, which is considered one of the most fertile on the Iberian Peninsula. Throughout the city you can find many houses with Renaissance, Baroque and Romantic façades. Next to the River Nabão is the Jardim do Mouchão. This garden offers a privileged view of the city and its surroundings.

The city was founded in the 12th century. In 1147, King Afonso Henriques conquered it from the Moors. Moors and in 1159 it was donated to the Knights Templar. Tomar was founded by D. Gualdim Pais in 1160. The Grand Master of the Order built the first stone of the Castle and Convent, which later became the headquarters of the Order in Portugal.

Human settlement (over 30,000 years ago) was due to the excellent climate, abundant water, easy river communication and excellent soils. From Tomar, the Knights Templar managed a vast region of central Portugal that they had undertaken to defend. Tomar played an especially important role in the 15th century, being at the center of the planning of the Portuguese discoveries, planned by Prince Henry the Navigator, Grand Master of the Order of Christ, the successor organization to the Order of the Knights Templar in Portugal. Today, the Convent of Christ is one of the country's most notable monuments, having been designated a UNESCO World Heritage Site in 1983.

About Abrantes

Tomar Abrantes is located in the center of major road and rail access, namely on the axis of the Lisbon/Porto freeway, the A23 and the Beira Baixa line. The municipality covers an area of around 713.46 km² and has a population of 42,436 inhabitants, spread over its 19 parishes. From the point of view of natural resources, Abrantes enjoys two of the largest water resources in the country: the River Tagus (which runs through the municipality for about 30 km) and the Castelo do Bode reservoir. It is a city of services, but also one with a strong industrial vocation and tradition that is increasingly asserting its strategic position in the region. Abrantes was founded in the mid-12th century as a result of the need to defend conquered territories and to ensure the active life of Santarém.

In order to better safeguard this defense, King Afonso Henriques donated his castle and the surrounding area to the Order of S. Tiago de Espada in 1173 and six years later granted it a charter (1179). In 1385, King João I was in Abrantes from where he went to the Battle of Aljubarrota. On June 13, 1476, the Lineage of the Counts of Almeida began, when D. Lopo de Almeida, father of the 1st Viceroy of India, was appointed 1st Count of Abrantes. In 1506 and 1507, Infantes D. Luís and D. Fernando (sons of King Manuel I) were born in Abrantes, in the old Royal Palace.

The town of Mação

The municipality of Mação is located on the right bank of the River Tagus, on the border between Alto Ribatejo and Beiras, in a land of transition, marked by diversity and questioning. Mação is a Portuguese town in the district of Santarém, in the central region and sub-region of Médio Tejo, with around 2,200 inhabitants. It is the seat of a municipality with an area of 400.83 km² and 7,338 inhabitants, subdivided into 8 parishes.

The calm and rich waters of the Tagus and the Ribeira de Eiras over the Belver Dam in Ortiga make it a water sports paradise. Its landscape varies between the beauty of the mountains with waterfalls that end in small, welcoming natural pools, cliffs set in the massive crust of the mountains, like medieval castles, benefiting from all the purity of a mountain air and the refreshing charm of the huge reservoirs where everything is possible and desirable, with water as far as the eye can see - Belver Dam and Pracana Dam.

How to arrive

To travel from Lisbon to the Instituto Politécnico de Tomar (IPT) campus in Tomar, Abrantes, or Mação, you can take a direct train from the Lisbon-Oriente railway station to any of the destinations. The journey typically lasts about 2h45 – 3h00, offering a scenic route through central Portugal. Upon arrival at the local station you may follow the following:

Tomar

Tomar is the last station and you may get there by bus or train. There are hourly trains to Tomar and few buses per day. Both journeys take around 2 hours and they are direct. In Tomar the bus and the train station are near each other and the IPT campus is around 10 minutes taxi drive. You may also get on the local TUTOMAR ([info here](#)).

Abrantes

You may reach Abrantes by bus or train, however, the station are not in the same location and the train station is considerably far from the city center. If you arrive late, you need a taxi. On the other hand, the bus station in Abrantes is much closer to the city center.

Mação

Here you should buy a ticket for “Alvega/Ortiga” (you should remember this name as there are no direct trains to Mação), a station located about 5 km from Mação. There are usually several trains a day to Mação. The train journey to Mação takes about 2 hours. When you arrive at Alvega/Ortiga station, you should take a cab.

Further information:

CP Train: <https://www.cp.pt/passageiros/en>

Lisbon metro: <https://www.metrolisboa.pt/en/travel/diagrams-and-maps/>

Rede-expressos Bus: <https://rede-expressos.pt/en/timetables>

Life cost overview

Life cost in Tomar, Abrantes, and Mação is quite similar since they are relatively small cities. The table below shows approximate range of prices and life cost. Keep in mind that prices may vary due to many different factors and that the prices presented in this table are just to present a general overview about life cost.

Item	Price Range(€)
Meal, Inexpensive Restaurant	7.00-13.00
Meal, IPT campus	4.00-7.00
Meal, IPT campus (with student card)	3.03
Meal for 2 People, Mid-range Restaurant, Three-course	24.00-70.00
McMeal at McDonalds (or Equivalent Combo Meal)	6.00-8.00
Domestic Beer (0.5 liter draught)	1.00-3.50
Imported Beer (0.33 liter bottle)	2.00-5.00
Cappuccino (regular)	0.80-2.50
Coke/Pepsi (0.33 liter bottle)	1.00-2.50
Water (0.33 liter bottle)	0.80-2.00
Milk (regular), (1 liter)	0.86-1.00
Loaf of Fresh White Bread (500g)	1.05-2.99
Rice (white), (1kg)	0.60-1.50
Eggs (regular) (12)	1.19-4.00
Local Cheese (1kg)	4.00-20.00
Chicken Fillets (1kg)	6.50-12.00
Beef Round (1kg) (or Equivalent Back Leg Red Meat)	5.06-19.90
Apples (1kg)	0.80-2.49
Banana (1kg)	1.00-1.50
Oranges (1kg)	1.00-6.90
Tomato (1kg)	1.39-5.40
Potato (1kg)	0.75-2.09
Onion (1kg)	1.80-2.12
Lettuce (1 head)	0.80-2.70
Water (1.5 liter bottle)	0.30-2.00
Bottle of Wine (Mid-Range)	2.50-12.00
Apartment (1 bedroom) in City Centre	200.00-310.00
Apartment (1 bedroom) in outside city Centre	170.00-230.00

Health care support structure

Both towns have health centers where students can register to access the National Health Services (SNS). These centers provide primary healthcare services, including general consultations, vaccinations, and basic medical care. The main health center in Tomar, located on Rua Nabância, is open from Monday to Friday, 9:00am to 12:00pm and 2:00pm to 5:30pm. For more specialized medical needs, the Hospital de Tomar, part of the Centro Hospitalar do Médio Tejo, offers comprehensive services including emergency care, specialized consultations, and inpatient facilities.

Similarly, in Abrantes, the local health center offers primary care, while the Hospital de Abrantes provides a wide range of medical services and emergency care. These healthcare facilities ensure that students at the Instituto Politécnico de Tomar have access to necessary medical support throughout their studies.

Tomar health center:

Address: R. Nabância 14, 2300-469 Tomar

Hours: 08h00-20h00

Phone: 249 329 720

Abrantes health center:

Rua D. Afonso Henriques, nº 35, 1º, 2200-404 Abrantes

Hours: 08h00-20h00

Phone: 241 330 360