

Mariana dos Santos Matias Frequently Asked Questions

Cascais University Residences (UR)

1. Who can apply for a place in a University Residence (UR)?

The following may apply:

- National or international students living away from home, enrolled in public or private higher education institutions, preferably located in the municipality of Cascais.
- Researchers, teaching staff and non-teaching staff from higher education institutions, namely those participating in national or international mobility programmes, working at higher education institutions located in Cascais.

Priority Criteria:

- Scholarship students receiving scholarships from the Directorate-General for Higher Education (DGES), studying away from home and enrolled in public or private higher education institutions in Cascais.
- National or international students studying away from home and enrolled in public or private higher education institutions in Cascais.

2. Are there admission criteria?

Yes. Applications are assessed according to the following priorities:

- The applicant must not have any debts owed to the Municipality of Cascais or the Residence Management Entity.
- The applicant must be a student living away from home. For Cascais Living Hub applicants, this means having a tax residence (residential address) more than 60 km from the higher education institution attended. For Mosteiro de Santa Maria do Mar applicants, the criteria established in Article 18 of Order No. 9276-A apply.
- The applicant must be enrolled in a higher education institution, with priority given to institutions in Cascais.
- The applicant must be enrolled in at least 60% of the credits of the academic year being attended and must provide proof of academic performance from the previous year. Outstanding course units may not exceed 40% of the total credits for that academic year.

3. Are there selection criteria?

Yes. Applications are ranked according to:

- DGES scholarship students enrolled in public or private higher education institutions, preferably in Cascais (*criterion only applicable to applicants for the Mosteiro Santa Maria do Mar Residence*);
- Lowest monthly net household income (calculated from the tax assessment: $\text{Global Income} - \text{Net Tax} / 12$);
- In the event of a tie, the greater straight-line distance between the student's tax residence and the higher education institution attended.

4. Where can I apply for accommodation?

Applications are submitted exclusively online through a link available on the Cascais Municipality website at: www.cascais.pt.

5. When can I apply?

Applications - **20 July to 28 August 2026**.

Applications will remain open if vacancies are still available.

6. Which documents are required?

All documents must be properly identified with the applicant's name and/or the name of the higher education institution concerned.

Documents must be uploaded in PDF, PNG or JPEG format, with a maximum size of 5 MB each.

Mandatory documents:

- Proof of enrolment and attendance in higher education for the 2026/2027 academic year, including enrolled course units.
- Certificate showing total credits completed and evidence of outstanding credits (if applicable).
- Citizen Card, Residence Permit or Foreign Citizen Registration Certificate.
- Tax residence certificate issued by the Portuguese Tax Authority (2026).
- Household composition certificate issued by the Portuguese Tax Authority (2025).
- Scholarship certificate or scholarship application proof (if applicable).
- Multi-purpose disability certificate (if applicable).
- Proof of income for all household members for 2025:

- Official Income Tax Declaration and Supporting
- Latest salary slips for employed household members and family allowance declaration;
- Proof of pensions, subsidies or benefits received.
- Foreign applicants must provide proof of income (or absence of income) from their country of origin, translated into Portuguese.

7. I applied and have not received an answer. How do I know if my application was accepted?

After submitting the online application, you receive an automatic confirmation message indicating successful submission.

8. Can I choose the residence and room type when applying?

No. Residence allocation and room type assignment are the responsibility of the Residence Management Team.

9. What happens after I submit my application?

After successful submission:

- The Management Team validates the application and documentation.
- Additional information may be requested and must be submitted within 10 working days.
- A provisional selection list is published.
- A 10-working-day appeal period follows.
- The final selection list is then published.
- When vacancies arise, candidates are contacted according to the final ranking list.

Successful applicants receive further instructions by email.

10. How long is my application valid?

Until 30 June of the following year.

11. If accepted, may I stay throughout my entire course?

No.

Applications are annual. Accommodation is granted only for the contract period, generally from September to June.

For future years, a new application must be submitted.

12. Can I stay in a residence exclusively for my gender?

No.

Our accommodation is mixed, except for shared rooms, which are always occupied by residents of the same gender.

13. Do the residences provide rooms for couples?

No.

14. How many university residences are there?

There are two university residences in Cascais:

- Carcavelos Residence: 30 beds
- Cascais Residence: 33 beds Facilities include:
 - Kitchen
 - Study room
 - Social room
 - Wi-Fi access
 - Other amenities

15. How much does accommodation cost?

Mosteiro de Santa Maria do Mar Residence (Carcavelos)

Category	Room Type	Monthly Fee
Scholarship students	Single room with shared bathroom	€94.00
Non-scholarship students	Single room with shared bathroom	€349.13
Researchers / Teaching & Non-teaching Staff	Single room with shared bathroom	€488.79

Cascais Living Hub Residence (Cascais)

Category	Room Type	Monthly Fee
Non-scholarship students	Single room with private bathroom	€350.00
Non-scholarship students	Single room with shared bathroom	€330.00
Non-scholarship students	Triple room with shared bathroom	€230.00
Researchers / Teaching & Non-teaching Staff	Single room with private bathroom	€450.00
Researchers / Teaching & Non-teaching Staff	Single room with shared bathroom	€430.00
Researchers / Teaching & Non-teaching Staff	Triple room with shared bathroom	€330.00

16. Does the fee for DGES scholarship students vary according to room type?

No.

The monthly fee is always the same and corresponds to 17.5% of the Social Support Index, currently €94.00 for 2026/2027.

17. What is included in the room and monthly fee?

Rooms are fully furnished and include:

- Bed
- Wardrobe
- Bedside table
- Lamp
- Desk
- Chair

The monthly fee also includes:

- Access to common areas
- Access to residence equipment
- Monthly room cleaning
- Water
- Electricity
- Gas
- Wi-Fi

18. What happens if my DGES scholarship application is rejected?

You lose scholarship-student status and must pay the difference between the scholarship rate and the non-scholarship rate retroactively.

You must either:

- Sign an amendment to your accommodation contract as a non-scholarship resident; or
- Return to the waiting list.

Where possible, alternative accommodation solutions will be sought.

18. Are the residences accessible for students with reduced mobility?

Yes.

One of the residences is adapted for students with reduced mobility.

20. Is there a security deposit?

Yes.

A deposit of €75 is required, which covers the bedding and towel kit and may be used to cover damages.

It is refunded after contract termination and following inspection.

21. Can I move into the residence before signing the contract?

No.

Accommodation is only granted after contract signature.

Students arriving by flight should coordinate arrival times with the management team.

Office hours are:

Monday to Friday, 9:00 a.m. - 5:00 p.m.

New residents should arrive before 4:30 p.m. to complete all formalities.

22. Why is signing the contract important?

The contract:

- Guarantees accommodation for its duration.
- Establishes the resident's legal status.
- Confirms acceptance of the Residence Regulations and associated responsibilities.

23. I am under 18 years old. Can I sign the contract?

No.

You must attend with:

- Your legal guardian; or
- An authorised representative with certified power of attorney.

24. When must I pay the first month's rent and deposit?

Before check-in.

Payment instructions and a Multibanco (payment references) reference must be obtained from the management entity.

25. If I move in during the second half of the month, do I pay a full month's fee?

- Non-scholarship students: fee adjusted according to move-in date.
- Scholarship students: no adjustment is made.

26. When should monthly payments be made?

Between the 1st and 8th day of each month.

27. What happens if I miss the payment deadline?

You should contact the management team and provide justification.

Late payments are subject to:

- 20% late-payment interest

Persistent non-payment may result in loss of accommodation.

28. Which payment methods are available?

Payments may be made via:

- Multibanco (payment references - ATM)
- MB Way
- Payshop
- Direct Debit
- Cascais Citizen Shop Treasury Office

Moving into Residence

1. Is there a 24-hour reception for check-in and check-out?

No.

Check-in and check-out must be scheduled on working days between 9:30 a.m. and 4:30 p.m.

2. Can I bring my own television or appliances?

Only with prior request and explicit approval from management.

3. Are my personal belongings insured?

No.

The residences are not responsible for theft, loss or damage to residents' personal belongings.

4. What should I bring?

Residences already include:

- Kitchen appliances
- Cooking utensils
- Household essentials

A bedding and towel kit is provided under the mandatory deposit.

5. Can I bring my pet?

No.

Pets are prohibited except assistance dogs under Portuguese law.

6. Is private parking available?

No.

7. Can I receive visitors?

Yes.

Visitors are allowed:

- Between 8:00 a.m. and 11:00 p.m.
- In common areas
- When accompanied by a resident

Residents are responsible for their visitors.

8. There is a free bed in my room. Can a friend or family member stay overnight?

No.

Overnight stays by non-residents are prohibited.

9. Can I change room or residence during my contract?

Generally no.

Requests are considered case-by-case via email.

Fee changes may apply.

10. Can I remain during holiday periods?

Yes, during:

- Christmas holidays
- Easter holidays

- Carnival break
- Exam preparation periods

However, contracts end on 30 June, so rooms must be vacated for the summer.

11. Are storage facilities available?

No.

Residents are advised to bring only essential belongings.

12. Can I terminate my accommodation contract?

Yes.

Any intended early departure must be communicated by the **15th day of the month before departure**.

13. Is internet included?

Yes.

Free Wi-Fi is available throughout the residences.

14. Is room cleaning included?

Yes.

- Common areas: cleaned daily.
- Bedrooms: cleaned monthly.

Residents are responsible for cleaning their rooms between scheduled cleanings and for keeping kitchens tidy.

15. How do I report maintenance issues or damages?

Report all issues by email to the residence manager, including:

- Maintenance requests
- Damages
- Accidents
- Interpersonal issues between residents

16. Which address should I use for mail?

Use the residence address.

Mail is received by the residence staff and handed directly to residents.

Parcel deliveries must be received personally.

17. Are washing and drying machines available?

Yes.

The residences provide:

- Washing machines
- Dryers
- Irons
- Ironing boards

Notes

- Do not submit your application before collecting all required documentation.
- Selection is not based on submission order.
- During the application period, information can be obtained via:

800 203 186 For further

information:

residencias.universitarias@cm-cascais.pt