



Universidade do Minho
Serviço de Gestão Académica

FORM REQUEST FOR DIPLOMA	Register: _____ Received on: ____/____/_____ By: _____
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Full Name: _____
Course/Degree: _____ Number: _____

Address: _____ _____
Postal Code: _____ - _____ Telephone: _____
E-mail: _____

Requests issuance of: <input type="checkbox"/> Undergraduate Degree Diploma (without ribbons and medal) <input type="checkbox"/> Undergraduate Degree Diploma (with ribbons and medal) <input type="checkbox"/> Master Degree Diploma (without ribbons and medal) <input type="checkbox"/> Master Degree Diploma (with ribbons and medal) <input type="checkbox"/> PhD Degree Diploma (without ribbons and medal) <input type="checkbox"/> PhD Degree Diploma (with ribbons and medal) <input type="checkbox"/> Aggregation Diploma
Requests urgent issuance of the document? Yes <input type="checkbox"/> No <input type="checkbox"/>
Requests the document to be sent by mail to the above-mentioned address? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>(the type of diploma and its urgent issuance and mail delivery require the payment of fees as established in the respective table, currently in force)</i>

The undersigned hereby declares on oath:

1. To have **previously validated the personal data** that will appear in the Diploma (specifically full name, affiliation and place of birth), by consulting them in the *My profile > Personal Data* option of the Academic Portal, assuming full responsibility for any errors, provided that the issuance occurs according to these records. If any correction is necessary, a claim must be presented through the *Electronic Desk* before submitting this request;
2. To be aware of the fact that, after having requested the Diploma, it will not be possible to apply for any grade improvement exams;
3. To be aware of the fact that the basic model of the diploma (**undergraduate, master and doctor degrees**) does not include ribbons or medals. If you wish to have your diploma issued with ribbons and a medal, you must select that model and pay the corresponding fees;
4. To be aware that the choice of the diploma model cannot be reversed after payment, so please take the utmost care in selecting the desired document; any change to the chosen model will necessarily require payment for a new diploma;
5. To be aware that the payment for diplomas is made through the UMinho Store (<https://store.uminho.pt/en/other-academic-orders>);
6. To be aware of the fact that the Diploma must be collected within 30 days after notification by the Academic Management Services, by which afterwards it will be deposited on archive file, being the undersigned responsible for its potential deterioration;
7. That the address given is correct, thus taking responsibility for non-delivery of correspondence, provided the latter was sent to the address indicated;
8. To be aware of the fact that, upon choosing the delivery of the Diploma by mail, the Academic Management Services is not responsible for any potential damage or loss;
9. That the undersigned does not have any late or pending tuition fees and is not in a situation of non-compliance with the University of Minho (provided there is a situation of late payment, this request will be considered null and void);
10. To be aware of the fact that there is a 180-day deadline established, according to the Academic Regulation of the University of Minho, for the issuance of Diploma. In case of urgent issuance requests, there will be a 60-day deadline, at the latest.

University of Minho, _____ of _____ of _____

Signature: _____

Note: Please attach document of identification (for validation of personal record)

If the document of Identification is the Citizen Card:

- I agree with having the Citizen Card copied, which shall be annexed / enclosed hereto
 I do not agree with having the Citizen Card copied, thus committing myself to showing proof of it whenever requested.