FORM REQUEST FOR DIPLOMA	Register: _____ Received on: _____/_____/_____ By: _____

Full Name: _____

Course/Degree: _____ Number: _____

Address: _____

_____

Postal Code: _____-_____ _____ Telephone: _____

E-mail: _____

Requests issuance of:

☐ Undergraduate Degree Diploma

☐ Master Degree Diploma

☐ PhD Degree Diploma

☐ Aggregation Diploma

Requests urgent issuance of the document? Yes ☐ No ☐

Requests the document to be sent by mail to the above-mentioned address? Yes ☐ No ☐

(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)

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 that the diploma you are requesting does not include ribbons or a medal;

4. To be aware that the payment for diplomas is made through the UMinho Store (https://store.uminho.pt/en/other-academic-orders);

5. 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;

6. That the address given is correct, thus taking responsibility for non-delivery of correspondence, provided the latter was sent to the address indicated;

7. 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;

8. 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);

9. 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.