



Gabinete de Ingresso / / Secretaria Geral	Secretariado da Faculdade
Nº candidato/aluno: _____	Refª: _____
Recebido por: _____	Recebido por: _____
Em: ____/____/____	Em: ____/____/____

Creditation Analysis Request

(In compliance with Article nr. 45 of the Decree nr. 65/2018, of the 16th of August)

School year ____/____

Júri Nomeado pelo CC da Faculdade

Name: _____

Identification document nr. _____, Country: _____, Email: _____

UFP Course: 1st Cycle/Integrated Master 2nd Cycle 3rd Cycle Other _____

I request of analysis of creditations of:

- (a) **Studies taken in higher education courses that grant an academic degree, in national or foreign higher education institutions;** named _____, at [name of higher education institution]: _____.
- (b) **Studies taken in higher technical-professional courses in Portuguese institutions,** named _____, on _____, at [name of education institution]: _____.
- (c) **Extracurricular and individual subjects or of subjects successfully taken as an External Student at UFP** (article nr. 63/2016 of the 7th of September).
- (d) **Studies taken in courses that do not grant a degree, taught in national or foreign higher official education institutions,** named _____, at [name of education institution]: _____.
- (e) **Studies taken in technological specialization courses in Portuguese institutions,** named _____, on _____, at [name of education institution]: _____.
- (f) **Studies not covered in the previous paragraph,** named _____, at the teaching/training institution: _____.
- (g) **Duly proven professional experience.**

____/____/____
(DAY/MONTH/YEAR)

(APPLICANT'S SIGNATURE)

ATTACHED DOCUMENTATION :

1. For analysis of studies identified in paragraphs (a) to (e), I include:

- Diploma of the completed course
- Transcript of Records of the classes I wish the credit
- Syllabi [programmes] of the classes I wish to credit, with the programmatic content, stamped by the issuing institution.

Notes:

- Diplomas and Transcripts issued by foreign institutions of education must be authenticated by the official education services of country in which the course was taken and recognised by the respective Portuguese diplomatic authorities or bear [The Hague Apostille](#)
- The Transcript of Records must include the grading scale used for evaluation in the institution.
- Academic documents issued in a language other than Portuguese, English, French or Spanish, must be translated into Portuguese by a translator recognized by the respective Portuguese diplomatic authorities.

2. For analysis of professional experience identified in paragraph (g), I include:

- Updated *Curriculum Vitae* (in *Europass* Model), duly signed and dated
- Documents that corroborate the activities mentioned in the CV
- Other documents considered pertinent (for example: Professional Association/Order card, civil responsibility insurance, etc.)
- Report that confirms the professional experience and competences that are relevant to the cycle of studies (when, where, for how long and in which context, etc.)