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| Processo nº: Fis:Rubrica: |
| **PROTOCOLO** |

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**Requerimento - Graduação**Nome do Aluno:\*

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Registro Acadêmico e Ano de Ingresso:\* Curso e Turno:\*

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Declaro estar ciente que a documentação solicitada deve ser retirada no prazo máximo de 90 dias; após este prazo os documentos serão inutilizados. Declaro ainda, que devo retornar ao Protocolo Acadêmico - DAA ou Secretaria do Câmpus para verificar o resultado dos requerimentos que necessitam de análise.Telefone:\* E-Mail:\* Data:\*

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\*Preenchimento de Dados (Obrigatório)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Assinatura do requerente****ATESTADO/DIPLOMA**(5)

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| 139[ ] - Aluno Não Regular | 014[ ] - Conclusão de Curso no Prazo Mínimo |
| 002[ ] - Aprovação em Concurso Vestibular (1) | 150[ ] - Conclusão de Curso sem Data de Colação de Grau |
| 042[ ] - Aprovação em Disciplina (2) | 156[ ] - Conclusão de Habilitação |
| 149[ ] - Ausência de Débitos  | 005[ ] - Diploma em Fase de Registro |
| 066[ ] - Autorização ou Reconhecimento do Curso (1) | 157[ ] - Matricula com Disciplinas e Horários (3) |
| 195[ ] - Conduta Escolar | 158[ ] - Matricula em Disciplinas no Contra-Turno |
| 152[ ] - Critérios de Avaliação | 093[ ] - Matricula - Visto Policia Federal |
| 004[ ] - Conclusão de Curso com Data de Colação de Grau | 003[ ] - Provável Formando |
| 159[ ] - 2ª Via - Láurea Acadêmica | 119[ ] - 2ª Via – Diploma Modelo Simples |
| 118[ ] - 2ª Via – Diploma Modelo Pergaminho | 062[ ] - Outros - Atestados Diversos (Informar no Verso\*) |

**REQUERIMENTOS DIVERSOS**

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| 081[ ] - Abaixo-Assinado | 138[ ] - Lista de Alunos Matriculados (Via E-mail) (4) |
| 021[ ] - Colação de Grau Especial (Anterior/Posterior) (5) | 040[ ] - Lista de Alunos para Eleição (Via E-mail) (4) |
| 114[ ] - Currículo do Curso (3) | 010[ ] - Programas de Disciplinas Cursadas (5) |
| 113[ ] - Dados Pessoais - Correção (Anexar Comprovante) | 039[ ] - Reconsideração ou Reanálise  |
| 127[ ] - Guia de Transferência (Anexar Atestado de Vaga) (5) | 171[ ] - Recurso  |
| 007[ ] - Histórico Escolar - Graduação  | 073[ ] - Revisão de Prova |
| 132[ ] - Histórico Escolar - Ensino Médio (5) | 025[ ] - Restituição de Taxa |
| 031[ ] - Isenção de Taxa | 190[ ] - Trancamento Especial de Matricula (Anexar Laudo Médico) (5) |
| 135[ ] - Juntada de Documentos | 192[ ] - Transferência Ex-Officio (Anexar Comprovante de Remoção) (6) |
| 176[ ] - Lista de Alunos Formados (Via E-mail) (4) | 050[ ] - Vistas à Prova |
| 069[ ] - Apostila - Nova Habilitação (Anexar Diploma) | 174[ ] - Revalidação – Registro e Apostilamento (Anexar Diploma) |
| 180[ ] - Revalidação – Instauração do Processo | 099[ ] - Outros (Informar no Verso) |
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**INFORMAÇÕES AUXILIARES:**

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| - Restituição de Taxa: Informar o nome do banco, o número da agência e conta do requerente.- Revisão de Prova: Especificar a disciplina/turma e o conteúdo em que se julgue prejudicado. Solicitar até 3 dias úteis, após a publicação da nota.- Trancamento Especial: prazo de afastamento não pode ser inferior a 30 dias. RES.94/1995-CEP.- Transferência Ex-Officio: fotocópia autenticada do Diário Oficial ou Boletim de Serviço onde foi publicado o ato que ampara o pedido.**- Toda solicitação que envolva cobrança de taxa, deve ser anexada o comprovante de pagamento ao requerimento.**- (1) Consta em Histórico Escolar - Graduação.- (2) Apenas para Disciplinas Isoladas.- (3) Para consulta: Secretária Acadêmica Virtual.- (4) Obrigatória a apresentação do motivo da solicitação.- (5) Obrigatório o pagamento de taxa e apresentação do comprovante (anexar).- (6) Anexar Histórico Escolar e Programas de Disciplinas. |

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| **PERMUTA**Solicito permuta, em caráter permanente com:

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**REVISÃO DE PROVA**

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| Nome do Professor: |

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**INFORMAÇÕES COMPLEMENTARES**

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**DESPACHO - PARECER - INFORMAÇÕES**

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