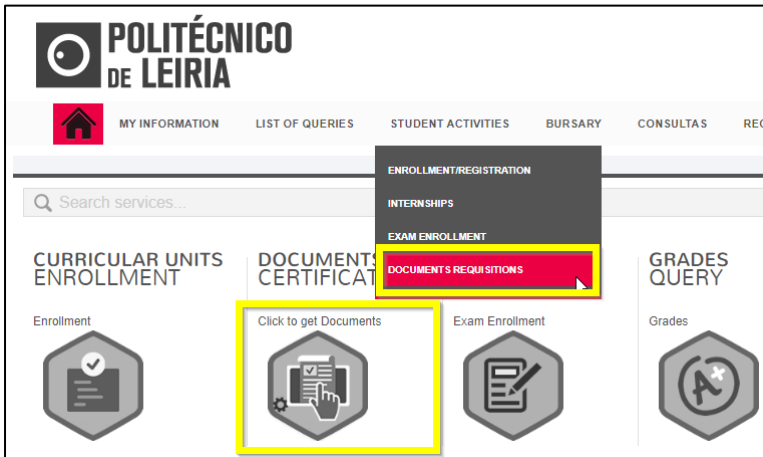
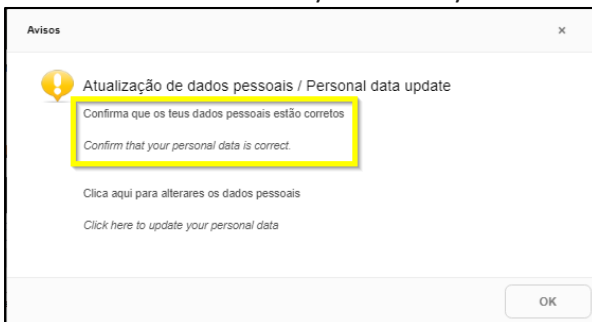


## Validation of Personal Data

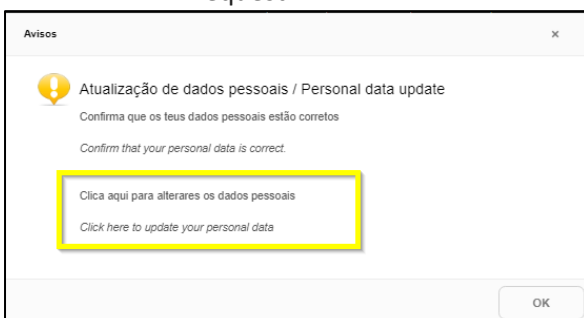
- Click on [Documents Certificates].



- Check that your personal details are correct and up to date, in particular the name of the father and mother and the details of your identity document, by clicking on [Confirm that your personal data is correct].



- If the data is incorrect, log out and go back to the [Portal do Estudante](#), [Documents Certificates] and click on [Click here to update your personal data].
  - You will be directed to an INTRANET page to fill in the request to change your personal data.
  - Subsequently you will receive an email from the Academic Services to proceed with the document request.



- If the data is correct go back to [Documents Certificates] and click [OK].

## Step 1 - Select the document to request

- After clicking on [Documents Certificates] select the desired document and click on [Request Documents].
  - If you verify that some documents are selected, it means that a process has been started. In this situation you must click on the [Cancel] button to start a new process.

DOCUMENTOSNET - DOCUMENT REQUISITION

1 - Selection   2 - Purchase   3 - Confirmation   4 - Document proof

Type to search (must select Search button after you type)           

Document(s):	Value
<b>Group: Carta de Curso / Diploma / Degree Certificate</b> <input checked="" type="radio"/> <b>Diploma de TeSP / TeSP Certificate</b> 55.00 Eur Documento comprovativo da conclusão de um curso não conferente de grau / Document certifying the completion of a course that does not confer a degree	
<b>Group: Certidões com assinatura digital / Certificates with digital signature</b> <input checked="" type="radio"/> <b>Certidão de registo assinada digitalmente / Certificate of Registration with digital signature</b> 25.00 Eur Se tiveres atividades para registo no suplemento ao Diploma clica/If you have activities to register in the Diploma Supplement click aqui/here	
<input checked="" type="radio"/> <b>Certidão discriminativa assinada digitalmente/ Discriminative Certificate with digital signature</b> 10.00 Eur Certidão discriminativa das UC aprovadas e classificações obtidas / Detailed certificate of the approved Course Units and grades obtained	
<b>Group: Certidões com assinatura manuscrita / Certificates with handwritten signature</b> <input checked="" type="radio"/> <b>Certidão de registo / Certificate of Registration</b> 25.00 Eur Se tiveres atividades para registo no suplemento ao Diploma clica/If you have activities to register in the Diploma Supplement click aqui/here	
<input checked="" type="radio"/> <b>Certidão não específica / Non-specific Certificate</b> 5.00 Eur Obrigatoriedade de preencher o campo observações com os dados que pretende ver certificados / It is mandatory to fill in the comments field with the data you wish	

Page 1 of 1   Displaying 1 - 10 of 10  

### Specific situations:

#### 1. Non-specific Certificate

- To issue a non-specific Certificate you must indicate in the area [Edit data of record] / [Observations] the data you wish to see certified and click on [Save].
- Without this information it is not possible to issue the certificate and the request will be invalidated.

DOCUMENTOSNET - DOCUMENT REQUISITION

1 - Selection   2 - Purchase   3 - Confirmation   4 - Document proof

**Documents**  

Documents	Value
<input checked="" type="checkbox"/> Certidão não específica / Non-specific Certificate	3.50 Eur

**Edit data of record:**

Urgency fee:

Delivery method:

Without the delivery method selected it is not possible to make document available by email

Observations:

Total Value: 3.50 Eur

#### 2. Certificate of registration

- When you request the Certificate of registration, indicate the activities to be registered, in the complementary information, of the Diploma Supplement by clicking on [If you have activities to register in the Diploma Supplement click here].

## Step 2 - Buy now

- In [Edit data of record] fill in the requested fields, click on [Save] and [Confirm request].

## Step 3 - Confirmation

- Confirm the requisition data and click on [Confirm request].
  - If you have chosen the delivery mode "by post..." the postage will be added to the amount indicated here.
- The request is registered and assigned an request number



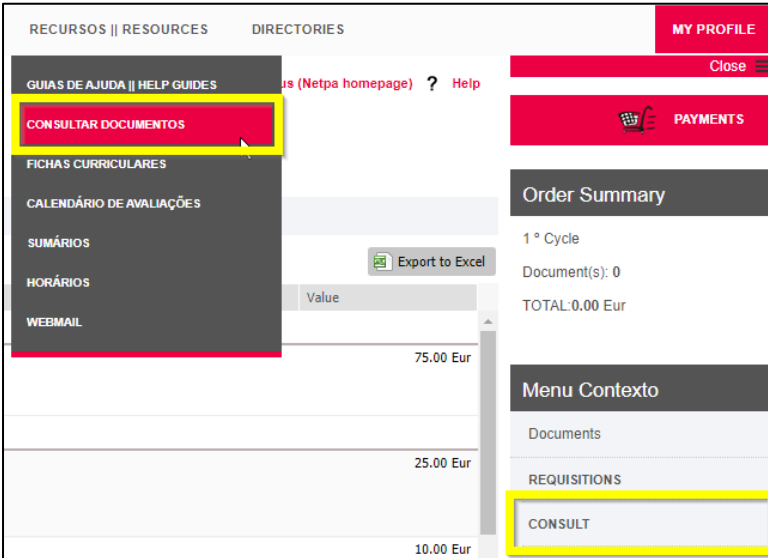
## Step 4 - Payment of the fees

If you have requested documents with associated fees, wait for the validation of the request, through e-mail, so that you can make the payment afterwards.

- In the [Portal do Estudante](#), click on [Payments].
- Selects all requested documents. Click [Items to pay].
- Click on [Choose payment method]. Select ATM or Credit Card and click [Next].
- Click [Confirm] to:
  - A single ATM ref. be
  - Or to be redirected to an external UNICRE payment page (applicable to Credit Card payments only).

## Download the document

- When you receive the notification that the request is Concluded go to the [Portal do Estudante](#), and click on [Resources] / [Consultar Documentos].



RECURSOS || RESOURCES DIRECTORIES MY PROFILE

GUIAS DE AJUDA || HELP GUIDES (Netpa homepage) ? Help

CONSULTAR DOCUMENTOS

FICHAS CURRICULARES

CALENDÁRIO DE AVALIAÇÕES

SUMÁRIOS

HORÁRIOS

WEBMAIL

Export to Excel

Value
75.00 Eur
25.00 Eur
10.00 Eur

Order Summary

1º Cycle

Document(s): 0

TOTAL:0.00 Eur

Menu Contexto

Documents

REQUISITIONS

CONSULT

- The request appears in the Concluded state and you can download the document by clicking on the image of the document

DOCUMENTOSNET - CONSULT DOCUMENTS REQUISITIONS

Search

Request No	Requisition No	Employee	Document	Request date	Request status
			Certidão de registo / Certificate of Reg...	30/09/2021	Concluído / Concluded

- Download the [Manual](#) to check the document's digital signature

If you need help from the Academic Services of Polytechnic of Leiria, please contact us to [academicos@ipleiria.pt](mailto:academicos@ipleiria.pt)