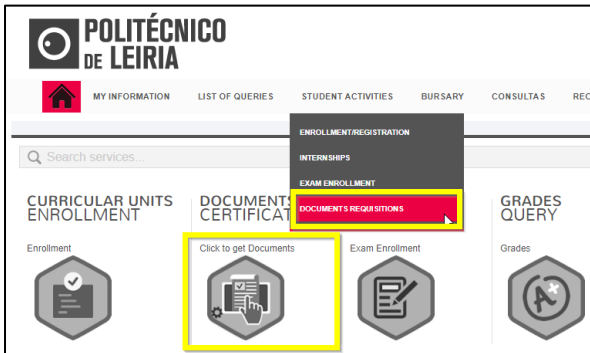
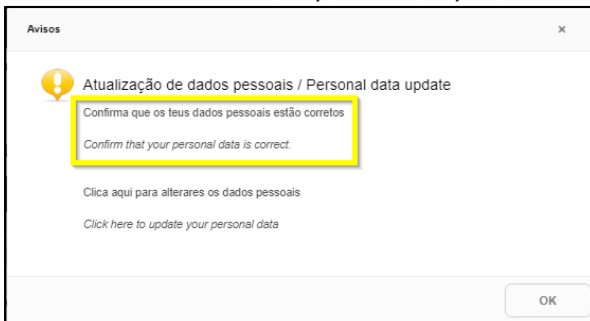


Validation of Personal Data

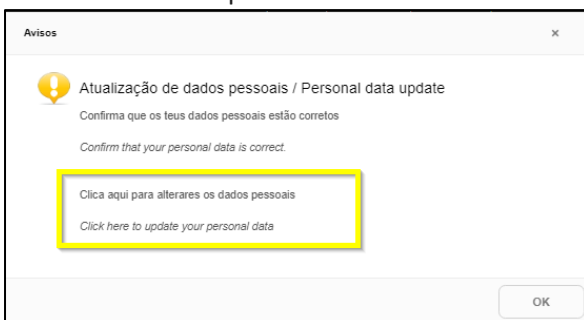
- Click on [Documents Certificates].



- 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 academicos@ipleiria.pt 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
Group: Carta de Curso /Diploma / Degree Certificate	
<input type="radio"/> Diploma de TeSP / TeSP Certificate	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	
Group: Certidões com assinatura digital / Certificates with digital signature	
<input type="radio"/> Certidão de registo assinada digitalmente / Certificate of Registration with digital signature	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 type="radio"/> Certidão discriminativa assinada digitalmente/ Discriminative Certificate with digital signature	10,00 Eur
Certidão discriminativa das UC aprovadas e classificações obtidas / Detailed certificate of the approved Course units and grades obtained	
Group: Certidões com assinatura manuscrita / Certificates with handwritten signature	
<input type="radio"/> Certidão de registo / Certificate of Registration	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 type="radio"/> Certidão não específica / Non-specific Certificate	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:

a) 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

b) 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

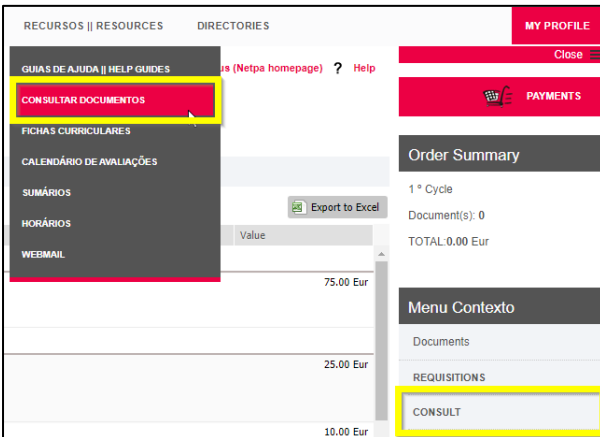
- Confirm the requisition data and click on [Confirm request].
 - If you have chosen the delivery mode "by post..." the postage will be added to the amount indicated here.

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 afterwards¹.

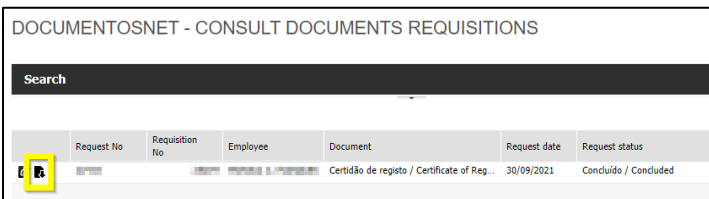
Step 5 - Download the document

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



The screenshot shows the student portal interface. On the left, a navigation menu has 'CONSULTAR DOCUMENTOS' highlighted with a yellow box. On the right, there is an 'Order Summary' section showing '1 ° Cycle' and 'TOTAL: 0.00 Eur'. Below that, a 'Menu Contexto' section has 'CONSULT' highlighted with a yellow box. A table of requisitions is visible in the background with columns for 'Value' and 'Eur'.

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



The screenshot shows the 'DOCUMENTOSNET - CONSULT DOCUMENTS REQUISITIONS' page. It features a search bar and a table with the following data:

Request No	Requisition No	Employee	Document	Request date	Request status
1	1	1	Certidão de registo / Certificate of Reg...	30/09/2021	Concluido / Concluded

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

¹ Please check the guide [How can I obtain an ATM payment reference?](#)