**NÚMERO DE MATRÍCULA**

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**NOME COMPLETO DO REQUERENTE**

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**E-MAIL**

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* **AUTORIZO O DÉBITO NO BOLETO BANCÁRIO**

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| **SOLICITAÇÃO** *(Marcar com um X a opção desejada)* | | **PRAZO DE EMISSÃO** |
| **1** | Atestado de Matrícula, Declarações e/ou Similares (*especificar)* | 3 dias úteis |
| **2** | 2ª via de carteirinha | 15 dias |
| **3** | Histórico Escolar (discentes ativos) | 3 dias úteis |
| **4** | Histórico Escolar (discentes inativos) | 30 dias |
| **5** | Plano de Ensino/Conteúdos Programáticos *(especificar os componentes curriculares)* | 30 dias |
| **6** | Declaração de Residência | 3 dias úteis |
| **7** | Análise Curricular | 15 dias úteis |
| **8** | Outro *(especificar)* |  |

**Especificação:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## O prazo para emissão dos documentos pela Secretaria Acadêmica é considerado a partir da data de confirmação de pagamento da taxa administrativa.

**Data:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_ **Assinatura:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## **ESPAÇO RESERVADO PARA A SECRETARIA ACADÊMICA**

## Documento emitido pela Secretaria em: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ Por: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Informações da Secretaria: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



# REQUERIMENTO GERAL - COMPROVANTE

**NOME COMPLETO DO REQUERENTE**

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**CÓDIGO DA SOLICITAÇÃO PREVISÃO DE ENTREGA**

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**DATA DA SOLICITAÇÃO: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ ATENDIDO POR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OBSERVAÇÕES:** *Para retirar a documentação solicitada, é obrigatória a apresentação deste comprovante. Documentos não retirados em até 45 dias após a data prevista para entrega serão destruídos.*

*As solicitações de 2ª via de carteirinhas serão encaminhadas para a confecção nos dias 15 e 30 de cada mês. A carteirinha poderá ser retirada na Secretaria Acadêmica 15 dias após a data do encaminhamento.*