

UNIVERSIDADE FEDERAL DE LAVRAS - UFLA
PRÓ-REITORIA DE PÓS-GRADUAÇÃO - PRPG
DIRETORIA DE REGISTRO E CONTROLE ACADÊMICO - DRCA
SETOR DE REGISTRO ACADÊMICO DA PÓS-GRADUAÇÃO - SRPG

the GRADUATE PROGRAM ENROLLMENT INSTRUCTIONS

EXCLUSIVE FOR INTERNATIONAL APPLICANTS

1st SEMESTER OF 2023

The Pro-Rectorry of Graduate Programs - PRPG, through the Board of Academic Registration and Control - DRCA, unveils this "ENROLLMENT INSTRUCTION" referring to the regular enrollment in Stricto Sensu Graduate Programs (PPGSS) of the Federal University of Lavras - UFLA, applicable for the first academic semester of 2023.

These Enrollment Instructions are based on the Federal Law No. 9.394/1996, amended by the Federal Law No. 13.184/2015, on the Decree No. 8727/2016, on the Federal Law No. 13.726/2018, on MEC Decree No. 360/2022, on the Resolution No. 175/2021 of the Teaching, Research and Extension Council (CEPE), on the PRPG/UFLA/2023.1 Public Notice, and other relevant regulations.

1. ENROLLMENT

According to MEC Decree No. 360/2022, the documents submitted by international applicants must take place **exclusively online**:

1.1. A digital copy of the documentation must be sent, via Google form, within the enrollment deadline established in ANNEX I

1.1.1. The form stated above in 1.1 must be accessed exclusively through the following electronic address <https://forms.gle/wckmpSNkK8joro2n6>

1.1.2. Attention! We advise that the form **MUST NOT** be fulfilled with an institutional account, for example, @estudante.ufla.br or @ufla.br

1.1.3. We also warn that the e-mail scope **MUST NOT** be fulfilled with addresses ending with @ufla.br or @estudante.ufla.br.

1.1.4. UFLA is not responsible for not receiving the digital documentation for any technical reasons like computer problems, communication failures, communication lines jamming, the applicant following an improper procedure, technical issues that prevent data transfer, or even third parties actions resulting from force majeure that prevent sending the documentation.

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1.1.4. Failure to submit the documentation through Google Form within the established deadlines and as requested will result in an irreversible waiver.

1.1.5. Please be advised that it is not necessary to fill in the form more than one time. If there is a need to correct anything, just use the option “edit your answer”. Even so, if the same applicant fills in more than one form, the DRCA will consider the last answer as valid, disregarding the previous ones.

1.2. The digital documents sent shall be checked by the Graduate Academic Registration Department (SRPG/DRCA), **during the foreseen period** for the initial enrollment in the Academic Calendar approved by CEPE.

1.2.1. After the SRPG/DRCA analyzes the documents, if a document is considered different from the requested standards, or in the absence of any document, the candidate will be notified through the email provided in the Google Form.

1.2.1.1. The notification message shall be sent by the SRPG/DRCA at the address matricula.pos.drca@ufla.br.

1.2.1.1.1. The candidate will have (02) two business days to follow the informed procedures and solve the pending issue.

1.2.1.1.2. Under no circumstances will pending items be received after the deadline has expired.

1.2.2. It is the candidate's responsibility to check daily for possible electronic messages sent by the SRPG/DRCA

1.2.3. UFLA is not responsible for documents sent differently from the guidelines in this Enrollment Instruction.

1.2.4. UFLA is not responsible if the candidate does not receive a notification for SRPG/DRCA electronic messages, to notify him/her of pending registration requests for any reason regarding computers, communication failures, communication line jams, an improper procedure by the candidate, reasons that make it impossible to transfer data or actions of third parties, or even because of a fortuitous event or force majeure that prevent the message from being sent.

1.3. The enrollment will only be effected to the candidates approved in the analysis stages.

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1.3.1. The Academic Registration Department of the Graduate Program at DRCA/UFLA is responsible for homologating the enrollment stages.

2. DA DOCUMENTAÇÃO PARA A MATRÍCULA

2.1. It will be mandatory for international applicants selected by selection processes managed by PRPG/UFLA, to fill in the Enrollment Application on the website <https://sigaa.ufla.br/sigaa/public/home.jsf#> to apply for enrollment. We advise the use of Mozilla Firefox as a browser, see step-by-step available in ANNEX II, from **10 am on December 12, 2022 to 5 pm on January 20, 2023** (Brasilia time, Brazil).

2.1.1. International applicants selected through specific Programs or specific selection processes must request the Enrollment Application to the International Relations Department, through the electronic address, dri@ufla.br.

2.1.1.1. For next-in-line candidates, the deadline will be **10 am on January, 2023 to 5 pm on February 3rd, 2023** (Brasilia time, Brazil).

2.2. Considering the determined by MEC Ordinance nº 306/2022, so that the registration process is exclusively digital, in the case of foreign candidates, handwritten signatures on the forms for initial registration will be replaced by sending a selfie photo of the candidate holding his identification document, in which the photo and the document number appear.

2.2.1. If the identity document is laminated, two photos must be sent: one with the front and the other with the back of the document.

2.2.2. For more information on what a selfie should look like, see Annex IV.

2.2. SENDING THE DIGITAL DOCUMENTATION

2.2.1. The applicant must access the electronic form exclusively through the link <https://forms.gle/XxBWKvy29ZnmTUcv7> and send the documentation as digitalized/scanned files (PDF extension) in good quality (with no cuts, erasures, or amendments) and with readable information with a maximum size of 5Mb (5242880 bytes) each of the following documents:

2.2.1.1. Enrollment application as stated in 2.1. or 2.1.1, as appropriate;

2.2.1.1.1. Download the application with the correct data;

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2.2.1.2. A recent 3x4 photo - paste on the Enrollment Application;

2.2.1.3. For Master Degree:

2.2.1.3.1. If you have attended an undergraduate course abroad, present a complete, legible, legalized, or apostille copy of the diploma or the completion certificate of the undergraduate course, duly signed by its owner, (*Lato sensu* Graduate Certificate will not be accepted);

2.2.1.3.2. If you have attended an undergraduate course in Brazil, present a simple and legible copy (front and back) of the diploma or the completion certificate of the undergraduate course, duly signed by its owner (*Lato sensu* Graduate Certificate will not be accepted);

2.2.1.3.3. A simple and legible copy of the certified translation of the diploma or the completion certificate (if not issued in Portuguese).

2.2.1.4. For Doctorate:

2.2.1.4.1. If you have attended a Master's Degree abroad, present a complete, legible, legalized, or apostille copy of the diploma or the completion certificate of the master's degree;

2.2.1.4.2. If you have attended a Master's Degree in Brazil, present a simple and legible copy (front and back) of the diploma or the completion certificate of the master's degree, duly signed by its owner;

2.2.1.4.3. A simple and legible copy of the certified translation of the diploma or the Master's Degree completion certificate (if not issued in Portuguese).

2.2.1.5. Simple and legible copy of the Passport Identification Sheet and the sheet with the entry stamp. If you do not have the stamp, present the entry card;

2.2.1.6. *Cadastro de pessoa física* – CPF, a copy taken exclusively through the electronic

address:<https://servicos.receita.fazenda.gov.br/SERVICOS/CPF/CONSULTASITUACAO/CONSULTAPUBLICA.ASP> The CPF must be updated with the Federal

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Revenue if any change has occurred in the person's registration data, such as, for example, name change;

2.2.1.7. Simple and legible copy (front and back) of the National Migration Registry Card (CRNM) issued by the Federal Police or a simple and legible copy of the protocol;

2.2.1.7.1. If the student is not yet in Brazilian territory, a simple copy of the Birth Certificate or Marriage Certificate may be presented;

2.2.1.7.1.1. The student must submit the document with the certified translation if the birth certificate or the marriage certificate is not issued in English, French, or Spanish.

2.2.1.8. The exclusive Term of Acknowledgment and Agreement for international students, duly completed and signed. Available on the DRCA page <https://drca.ufla.br/mestrado-e-doutorado/matricula>

2.2.1.9. Applicant students from UFLA's courses do not need to present the documents requested in **2.2.1.5.**, **2.2.1.6.** and **2.2.1.7.** considering they have already given such documents in a previous selection process.

2.4. FINAL RESULTS

2.4.1. The final result of the enrollment request shall be published **by January 25, 2023** for the first call and next calls **by February 8, 2023** on de DCRA page.

2.4.2. Failure to comply, for any reason, with the conditions determined by the Public Notice, the established deadlines, and/or to present the documentation required for enrollment published in this Instruction, will result in a waiver, with no possibility of appeal.

2.4.3. It is the applicant's responsibility to keep informed about the final result of the enrollment request.

2.4.5. DRCA/UFLA is not responsible for other publications and/or information on the results.

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3. THE GENERAL PERSONAL DATA PROTECTION LAW (LGPD)

By sending the documentation for the initial enrollment and having the request granted, the applicant consents and authorizes, freely and fully, the use, treatment, and other procedures established in the Consent, in ANNEX III.

4. RESIGNING THE UNIVERSITY'S SPOT

It will imply losing the University's spot and, therefore, the irreversible waiver, to the candidate who:

- 4.1.** failure to apply for enrollment as established in 2.1. in this Instruction;
- 4.2.** do not send the **digital** documentation as established in 2.2. of this Instruction; or
- 4.3.** do not solve any pending issues within the period established in the Term of Acknowledgment and Agreement

5. SOCIAL NAME

As established in Resolution No. 034/2017 of UFLA's University Council, available in <https://drca.ufla.br/gpgl-legislacao>, in order to use a Social Name in the academic record and in other documents for internal and official use under the responsibility of the DRCA, the applicant must fill in the Form "Application to use a SOCIAL NAME within UFLA" available at the electronic address <https://drca.ufla.br/mestrado-e-doutorado/formularios-mestrado-dotorado> and forward it to the Graduate Academic Registration Department (SRPG) of the DRCA/UFLA through the email address strictosensu.drca@ufla.br.

- 5.1.** For the purposes here intended, a Social Name is a designation by which the transvestite or transsexual person is identified and is socially recognized, according to Decree No. 8.727/2016.

6. FINAL CONSIDERATIONS

- 6.1.** The international applicant accepts fully and unconditionally the rules stated in these Enrollment Instructions and other documents related to this process.

- 6.1.1.** It is the applicant's sole responsibility to comply with the established procedures and deadlines, as well as to verify the documents required for enrollment and the regulations established for selected candidates, available in this Enrollment Instruction.

- 6.1.2.** The DRCA/UFLA is not responsible for the non-acceptance of an application due to any reasons related to technical reasons like computer issues, communication failures,

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jamming of communication lines, the applicant following an improper procedure, or technical issues that prevent data transfer

6.1.3. The DRCA/UFLA is not responsible for possible communication problems that may occur due to incorrect information provided by the applicant at the time of registration and when filling out the enrollment application.

6.2. Omissions regarding these Enrollment Instructions will be resolved by the Pro-Rector of Graduate Studies (PRPG), after consulting the Board of Academic Registration and Control (DRCA).

6.3. It will be the candidate's responsibility to keep the original documents with them to present them to the Board of Academic Registration and Control if requested.

6.3.1. The accuracy of the information and documents sent is the applicant's responsibility.

6.3.2. Proved that the candidate presented false information or documentation, verified after enrollment, with ample defense guaranteed, will lead to the enrollment annulment without prejudice to any criminal sanctions that may be applicable.

7. RESPONSIBLE DEPARTMENTS

7.1. ENROLLMENT INFORMATION

The initial enrollment services will be provided exclusively by email. We ask that, when contacting us by email, please insert in the subject the applicant's full name and type of request. For example FULL NAME - NAME OF COURSE OR PROGRAM - BRIEF DESCRIPTION OF THE SUBJECT.

The email support will occur, according to demands, at the address strictosensu.drca@ufla.br

SETOR DE REGISTRO ACADÊMICO DA PÓS-GRADUAÇÃO (SRPG)

DIRETORIA DE REGISTRO E CONTROLE ACADÊMICO (DRCA)

E-mail: strictosensu.drca@ufla.br

7.2 GENERAL INFORMATION ABOUT STRICTO SENSU PROGRAMS

7.2.1. We highlight that general questions about the Program can be answered by the graduate students' support, which is done directly at the Integrated Secretariats of the Academic Units

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7.2.2. Contact forms for the Integrated Secretariats are available on the PRPG website at <https://prpg.ufla.br/contato/contatos-secretarias-integradas>.

Juliana Aparecida da Silva
Coordinator of the Graduate Academic Registration Department
SRPG/DRCA/PROGRAD/UFLA

Daniela Armondes de Paula Oliveira
Director of Academic Registration and Control

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ANNEX I

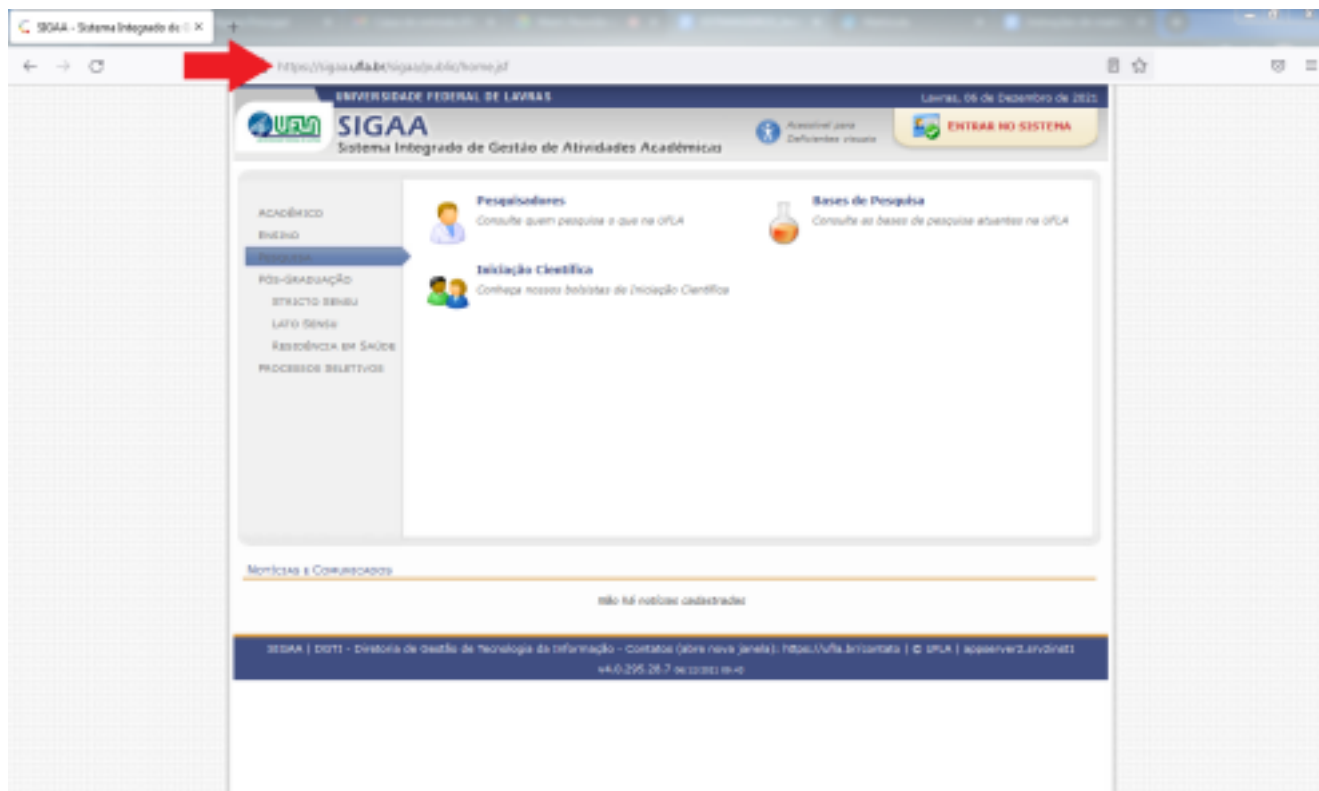
SCHEDULE	
DATE	ACTIVITY
December 12, 2022 to January 20, 2023	Enrollment period for the 1st academic semester of 2023 for selected candidates.
December 12, 2022 to January 27, 2023	ATTENTION! EXCLUSIVE FINAL DATE for the Minas Gerais' Multicenter Program in Chemistry - enrollment period for selected candidates invited for the 1st academic period of 2023.
January 30, 2023 to February 03, 2023	Enrollment period for the 1st academic semester of 2023 for next-in-line candidates.
from February 09 to February 15, 2023	Enrollment period for an isolated/specific course – SPECIFIC INSTRUCTIONS SHALL BE PUBLISHED ON THE DRCA PAGE ON THE ESTIMATED PERIOD IN THE ACADEMIC CALENDAR
January 25, 2023	Final result of the initial enrollment requests for the 1st academic semester of 2023.
February 08, 2023	Final result of the next-in-line enrollment requests for the 1st academic semester of 2023.
February 27, 2023	Beginning of the 1st academic semester of 2023.

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ANNEX II

ACCESS GUIDANCE FOR GENERATING AN ENROLLMENT APPLICATION

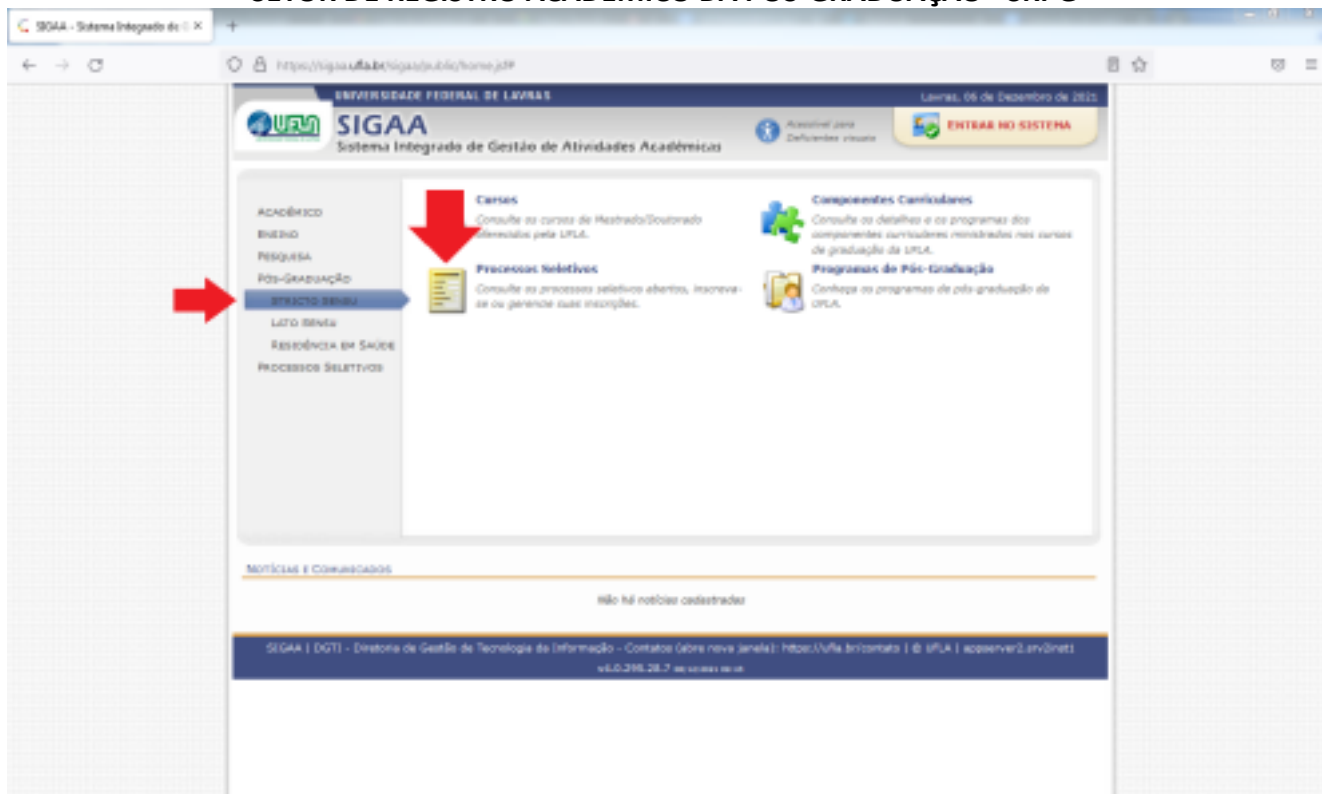
Attention! Only for international applicants selected by PRPG/UFLA's selection processes.

<https://sigaa.ufla.br/sigaa/public/home.jsf#>

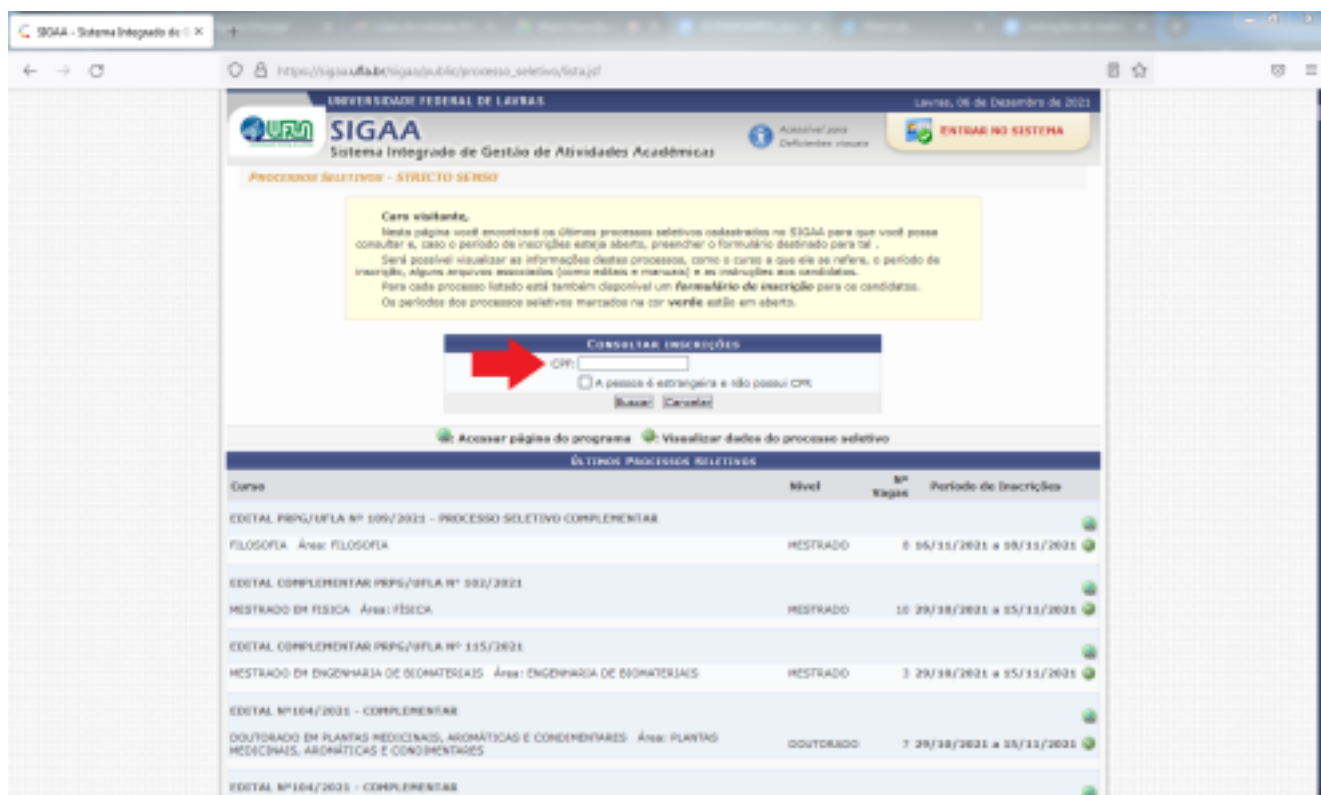


Stricto sensu - Selection Processes

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Applicant's CPF - search (*buscar*)



If the person does not have CPF, click on "The person is a foreigner and does not have CPF" ("*A pessoa é estrangeira e não possui CPF*") and fill in the Passport number.

Attention! This area must be filled with the information provided by the applicant when registering

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for the selection process, via SIGAA.



The screenshot shows the SIGAA (Sistema Integrado de Gestão de Atividades Acadêmicas) interface. At the top, it displays the UFLA logo and the text 'SIGAA Sistema Integrado de Gestão de Atividades Acadêmicas'. Below this, there is a yellow box with instructions for visitors. A search form titled 'CONSULTE INSCRIÇÕES' is visible, with a red arrow pointing to the 'Pesquisar' button. Below the search form, there are two links: 'Acessar página do programa' and 'Visualizar dados do processo seletivo'. The main content area displays a table of 'ÚLTIMOS PROCESSOS SELETIVOS' with columns for 'Curso', 'Nível', 'Nº Vagas', and 'Período de Inscrições'.

Curso	Nível	Nº Vagas	Período de Inscrições
EDITAL PRPG/UFLA Nº 109/2021 - PROCESSO SELETIVO COMPLEMENTAR			
FLOSOFIA Área: FLOSOFIA	RESTRADO	8	04/11/2021 a 08/11/2021
EDITAL COMPLEMENTAR PRPG/SFLA Nº 092/2021			
RESTRADO EM FISICA Área: FISICA	RESTRADO	10	29/08/2021 a 05/11/2021
EDITAL COMPLEMENTAR PRPG/SFLA Nº 135/2021			
RESTRADO EM ENGENHARIA DE BOMBEIRIAIS Área: ENGENHARIA DE BOMBEIRIAIS	RESTRADO	3	29/08/2021 a 05/11/2021
EDITAL Nº104/2021 - COMPLEMENTAR			
DOCTORADO EM PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES Área: PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES	DOCTORADO	7	29/08/2021 a 05/11/2021
EDITAL Nº104/2021 - COMPLEMENTAR			

Attention!!! To select the Notice corresponding to the selection process you applied for, click on the

icon 

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CONSULTAR INSCRIÇÕES

CPF:

A pessoa é estrangeira e não possui CPF

[Buscar](#) [Cancelar](#)

[Abrir página do programa](#) [Visualizar dados do processo seletivo](#)

Curso	Nível	Nº Vagas	Período de Inscrições
EDITAL PRPG/UFLA Nº 109/2021 - PROCESSO SELETIVO COMPLEMENTAR FLOSOFIA Área: FLOSOFIA	MESTRADO	8	04/11/2021 a 08/11/2021
EDITAL COMPLEMENTAR PRPG/UFLA Nº 092/2021 MESTRADO EM FISICA Área: FISICA	MESTRADO	10	29/08/2021 a 05/11/2021
EDITAL COMPLEMENTAR PRPG/UFLA Nº 135/2021 MESTRADO EM ENGENHARIA DE BIONATERIAS Área: ENGENHARIA DE BIONATERIAS	MESTRADO	3	29/08/2021 a 05/11/2021
EDITAL Nº104/2021 - COMPLEMENTAR DOUTORADO EM PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES Área: PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES	DOUTORADO	7	29/08/2021 a 05/11/2021
EDITAL Nº104/2021 - COMPLEMENTAR			

Click on the green link: Generate First Enrollment Request

INSCRIÇÕES REALIZADAS EM PROCESSOS SELETIVOS - STRICTO SENSU

Abaixo estão listadas todas as inscrições em processos seletivos encontradas para o CPF informado, permitindo que seja reemitido o comprovante de inscrição.

[Isento da Taxa de Inscrição](#) [Visualizar Dados da Inscrição](#) [Visualizar Comprovante](#)
[Alterar Inscrição](#) [Imprimir a GRU da Taxa de Inscrição](#) [Gerar Requerimento de Primeiro Matrícula](#)

Inscrição	Edital	Processo Seletivo	Data de inscrição	Status
9379	Mestrado em Ecologia Aplicada 2020/1	MESTRADO EM ECOLOGIA APLICADA	15/09/2019	Candidato Aprovado

[<< Voltar](#)

SIGAA | DGTI - Diretoria de Gestão de Tecnologia da Informação - (35) 3829-3185, (35) 2142-2135 ou (35) 3829-1526 | © UFLA | appserver2.srv2inst1 v4.0.295.15.1
 16/02/2020 10:34

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ANNEX III

CONSENT TO PERSONAL DATA PROCESSING

This document aims to record the free, informed, and unequivocal manifestation by which the Holder, or his/her Legal Representative, when enrolling in this selection process, **agrees** to the treatment of his/her data for a specific purpose, by Law No. 13,709/2018 - General Personal Data Protection Law (LGPD).

By accepting the present term, the Holder, or his/her Legal Representative, consents and agrees that the Federal University of Lavras (UFLA-MG), with headquarters at Rua Prof. Edmir Sá Santos s/no University Campus, Lavras-MG, hereinafter referred to as the Controller, may take decisions regarding the treatment of his/her personal data as well as carry out the treatment of his/her data, involving operations such as those regarding the collection, production, reception, classification, use, access, reproduction, transmission, distribution, processing, filing, storage, elimination, evaluation or control of the information, modification, communication, transfer, diffusion or extraction.

Personal Data

The Controller is authorized to make decisions regarding the processing and to carry out the processing of the personal data provided in the enrollment and any subsequent changes. Specific username and password for use of the Controller's services. Image/Voice of the Holder in an academic context, communication, verbal and written, maintained between the Holder and the Controller

Data Processing Purposes

The processing of personal data will have the following purposes: to enable the Controller to disclose its data in listings, results, proofs, and document ascertainment in the course of the process; to ensure the identification of and contact with the Holder for purposes of academic relations; to carry out studies by research organizations, guaranteeing, whenever possible, the anonymization of sensitive personal data; to comply with legal or regulatory obligations by the Controller

Data Sharing

The Controller is authorized to share the Holder's data with other data processing agents, if necessary for the purposes listed in this term, subject to the principles and guarantees established by Law No. 13.709/2018

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Data Security

The Controller is responsible for the technical and administrative security measures capable of protecting personal data from unauthorized access and accidental or unlawful situations of destruction, loss, alteration, communication, or any form of inappropriate or unlawful processing. Following art. 48 of Law no. 13.709/2018, the Controller shall notify the Holder and the National Data Protection Authority (ANPD) of the occurrence of a security incident that may lead to risk or relevant damage to the Holder

Holder Rights

According to Art. 18 of Law No. 13.709/2018, the holder of personal data has the right to obtain from the controller, concerning the holder data processed by it, at any time and upon request:

I - confirmation of the existence of the processing;

II - data access;

III - correction of incomplete, inaccurate or outdated data;

IV - anonymization, blocking, or elimination of data that is unnecessary, excessive, or processed in violation of the provisions of this Law;

V - transfer of the data to another service or product provider, upon express request, by the regulations of the national authority, respecting commercial and industrial secrets;

VI - exclusion of personal data processed with the consent of the holder, except in the cases foreseen in art. 16 of the aforementioned Law;

VII - information from public and private entities with which the controller has shared data use;

VIII - information about the possibility of not providing consent and the consequences of refusal;

IX - withdrawal of consent, according to § 5 of art. 8 of Law no. 13.709/2018.

ANNEX IV

Selfie photo with ID

- Face photo (*selfie*) of the interested party or their legal representative holding their identification document
- The identity document must be open (showing the **front and back**), and the photograph and the legible number must be clear for verification.
- If the identity document is laminated, two photos must be sent: one with the front and the other with the back of the document.
- **For people under 16**, the legal guardian must send their photo with their document and not the minor's document.
- **For people with disabilities**, the guardian must send their photo with their document and not the document of the person with disabilities.
- **In the case of a power of attorney**, the grantor must send his photo with his document and not that of the attorney

