

FEDERAL UNIVERSITY OF LAVRAS - UFLA
PRO-RECTORY OF GRADUATE STUDIES - PRPG
BOARD OF ACADEMIC REGISTRATION AND CONTROL - DRCA
GRADUATE STUDIES ACADEMIC REGISTRATION SECTOR - SRPG

GRADUATE PROGRAM ENROLLMENT INSTRUCTIONS

EXCLUSIVE FOR INTERNATIONAL APPLICANTS

2nd SEMESTER OF 2023

The Pro-Rector 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 second 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/2023.2 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/RgXvBFbU75Bo8CFq7>

1.1.2. Attention! We advise that the form **MUST NOT** be filled 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 filled 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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1.1.5. Failure to submit the documentation through Google Form within the established deadlines and as requested will result in an irreversible waiver.

1.1.6. 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.

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

1.2.1.3. Under no circumstances will pending items be received aer the deadline has expired.

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

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

1.2.3. 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 axons 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. DOCUMENTATION FOR ENROLLMENT

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.

2.1.1. We advise the use of Mozilla Firefox as a browser, see step-by-step available in ANNEX II, from **10 am on July 03, 2023** to **5 pm on July 18, 2023** (Brasilia time, Brazil).

2.1.2. For next-in-line candidates, the deadline will be **10 am on July 24, 2023** to **5 pm on July 28, 2023** (Brasilia time, Brazil).

2.1.3. International applicants selected through specific Programs or specific selection processes must request the Enrollment Application to the Office of International Affairs, through the electronic address, dri@ufla.br.

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.

2.3. The applicant must send all the required documents, in PDF format, as per item 1.1 of these instructions.

2.3.1. If scanning is required of documents that are printed on physical media, it is the applicant's responsibility to note that such documents must be scanned and sent with all information legible, in a good quality file (no cuts, erasures, or amendments).

2.3.2. In cases of sending natural-digital documents (generated electronically), these must be sent as they were downloaded, without changes of any kind.

2.4. Foreign applicants should send the following documents:

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2.4.1. Enrollment Application produced as provided in item 2.1. or 2.1.3, as the case may be;

2.4.1.1. Download the application with the correct data. Insert in the Enrollment Application a recent 3x4 photo in the appropriate field;

2.4.2. Selfie photo of the candidate holding his/her identification document, as instructed in item 2.2 and ANNEX IV;

2.4.3. Simple, 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;

2.4.4. *Cadastro de Pessoa Física - CPF* (Individual Taxpayer's Register), copy obtained exclusively through the electronic address:

<https://servicos.receita.fazenda.gov.br/SERVICOS/CPF/CONSULTASITUACAO/CONSULTAPUBLICA.ASP>. The CPF must be updated at the Federal Office in case there has been any change in the taxpayer's registration data, such as, for example, a change of name;

2.4.5. Simple and legible copy (front and back) of the National Immigration Registration Card (CRNM) issued by the Federal Police or simple and legible copy of the protocol;

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

2.4.6. For **Master** Degree:

2.4.6.1. 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;

2.4.6.1.1. If the diploma or graduation certificate has been issued in a language other than Portuguese, a simple, legible copy of the sworn translation of the document must be attached.

2.4.6.2. 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;

2.4.6.3. *Lato sensu* Graduate Certificate will not be accepted.

2.4.7. For **Doctorate**:

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2.4.7.1. 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, duly signed by its owner;

2.4.7.1.1. If the diploma or masters certificate has been issued in a language other than Portuguese, a simple, legible copy of the sworn translation of the document must be attached.

2.4.7.2. If you have attended an masters course in Brazil, present a simple and legible copy (front and back) of the diploma or the completion certificate of the masters course;

2.4.7.2.1. Candidates selected for the **doctorate** who studied their master's degree in Brazil and do not yet have a certificate of completion or diploma, must submit a digital or scanned copy of the dissertation defense minutes signed by all the members of the dissertation committee (**a declaration of defense will not be accepted**);

2.4.8. If, at the time of enrollment, the candidate has any pending documents, he/she must send the Term of Awareness and Agreement duly filled out, available at the DRCA page (<https://drca.ufla.br/mestrado-e-doutorado/matricula>).

2.4.8.1. Candidates who use the dissertation defense minutes in the documentation for initial registration (item 2.4.7.2.1.) must include the pending master's degree certificate or diploma in the Term of Awareness and Agreement.

2.4.8.2. The candidates will have until the end of the second term of the course to regularize the pending documentation; **failure to do so will result in cancellation of enrollment.**

2.4.9. Graduates from UFLA courses are exempt from presenting the documents requested in items 2.4.3, 2.4.4 and 2.4.5, since these candidates have already presented such documents in the previous selection process.

3. FINAL RESULTS

3.1. The final result of the enrollment request shall be published **by July 21, 2023** for the first call and next calls **by August 3, 2023** on the DRCA page.

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3.2. 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 Instrucon, will result in a **waiver**, with no possibility of appeal.

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

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

4. 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.

5. RESIGNING THE UNIVERSITY'S SPOT

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

5.1. Fails to apply for enrollment as established in 2.1. in this Instruction;

5.2. Do not send the **digital** documentation as established in 2.2. and 2.3. of this Instrucon;
and/or

5.3. do not solve any pending issues within the period established in the Term of Acknowledgment and Agreement.

6. 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.

6.1. 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.

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7. FINAL CONSIDERATIONS

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

7.1.1. 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 Instrucon.

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

7.1.3. 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.

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

7.3. 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.

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

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

8. ENROLLMENT INFORMATION

8.1. 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.

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

8.2 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.

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

Daniel Isnard Moulin Gomes
**Coordinator of the Graduate Academic Registration Sector
SRPG/DRCA/PROGRAD/UFLA**

Daniela Armondes de Paula Oliveira
**Director of Registration and Academic Control
DRCA/PROGRAD/UFLA**

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ANNEX I
ACTIVITIES SCHEDULE: STRICTO SENSU ENROLLMENT 2023/2

DATE	ACTIVITY
July 03, 2023 to July 18, 2023	Enrollment period for the 2nd academic semester of 2023 for selected candidates.
July 21, 2023	Final result of the initial enrollment requests for the 2nd academic semester of 2023.
July 24, 2023 to July 28, 2023	Enrollment period for the 2nd academic semester of 2023 for selected next-in-line candidates.
August 03, 2023	Final result of the next-in-line enrollment requests for the 2nd academic semester of 2023.
August 28, 2023 to August 31, 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
August 28, 2023	Beginning of the 2nd 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#>

The screenshot displays the SIGAA (Sistema Integrado de Gestão de Atividades Acadêmicas) web interface. The browser's address bar is highlighted with a red arrow, showing the URL <https://sigaa.ufla.br/sigaa/public/home.jsf>. The page header identifies the institution as 'UNIVERSIDADE FEDERAL DE LAVRAS' and the system as 'SIGAA Sistema Integrado de Gestão de Atividades Acadêmicas'. The date 'Lavras, 06 de Dezembro de 2021' is also present. The main content area is organized into a left-hand navigation menu and three primary informational sections: 'Pesquisadores' (Researchers), 'Bases de Pesquisa' (Research Bases), and 'Iniciação Científica' (Scientific Initiation). The 'PESQUISA' (RESEARCH) menu item is currently selected. At the bottom, a 'NOTÍCIAS E COMUNICADOS' (NEWS AND COMMUNICATIONS) section indicates that no news are currently registered. The footer provides technical details, including the system version 'v4.0.295.28.7' and the date '04/12/2021 09:43'.

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Stricto sensu - Selection Processes

Applicant's CPF - search (*buscar*)

Caro visitante,
 Nesta página você encontrará os últimos processos seletivos cadastrados no SIGAA para que você possa consultar e, caso o período de inscrições esteja aberto, preencher o formulário destinado para tal.
 Será possível visualizar as informações destes processos, como o curso a que ele se refere, o período de inscrição, alguns arquivos associados (como editais e manuais) e as instruções aos candidatos.
 Para cada processo listado está também disponível um **formulário de inscrição** para os candidatos.
 Os períodos dos processos seletivos marcados na cor **verde** estão em aberto.

CONSULTAR INSCRIÇÕES
 CPF:
 A pessoa é estrangeira e não possui CPF.

ÚLTIMOS PROCESSOS SELETIVOS

Curso	Nível	Nº Vagas	Período de Inscrições
EDITAL PRPG/UFLA Nº 109/2021 - PROCESSO SELETIVO COMPLEMENTAR FILOSOFIA Área: FILOSOFIA	MESTRADO	8	16/11/2021 a 18/11/2021
EDITAL COMPLEMENTAR PRPG/UFLA Nº 102/2021 MESTRADO EM FÍSICA Área: FÍSICA	MESTRADO	10	29/10/2021 a 15/11/2021
EDITAL COMPLEMENTAR PRPG/UFLA Nº 115/2021 MESTRADO EM ENGENHARIA DE BIOMATERIAIS Área: ENGENHARIA DE BIOMATERIAIS	MESTRADO	3	29/10/2021 a 15/11/2021
EDITAL Nº104/2021 - COMPLEMENTAR DOUTORADO EM PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES Área: PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES	DOUTORADO	7	29/10/2021 a 15/11/2021
EDITAL Nº104/2021 - COMPLEMENTAR			

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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 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 logo of the Universidade Federal de Lavras and the text 'SIGAA Sistema Integrado de Gestão de Atividades Acadêmicas'. Below this, there is a section titled 'PROCESSOS SELETIVOS - STRICTO SENSU' with a yellow box containing instructions for visitors. The main part of the interface is a form titled 'CONSULTAR INSCRIÇÕES' with a 'Passaporte:' input field and a checkbox labeled 'A pessoa é estrangeira e não possui CPF.' which is checked. A red arrow points to this checkbox. Below the form are two buttons: 'Buscar' and 'Cancelar'. At the bottom, there is a table titled '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 FILOSOFIA Área: FILOSOFIA	MESTRADO	8	16/11/2021 a 18/11/2021
EDITAL COMPLEMENTAR PRPG/UFLA Nº 102/2021 MESTRADO EM FÍSICA Área: FÍSICA	MESTRADO	10	29/10/2021 a 15/11/2021
EDITAL COMPLEMENTAR PRPG/UFLA Nº 115/2021 MESTRADO EM ENGENHARIA DE BIOMATERIAIS Área: ENGENHARIA DE BIOMATERIAIS	MESTRADO	3	29/10/2021 a 15/11/2021
EDITAL Nº104/2021 - COMPLEMENTAR DOUTORADO EM PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES Área: PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES	DOUTORADO	7	29/10/2021 a 15/11/2021
EDITAL Nº104/2021 - COMPLEMENTAR			

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

icon 





UNIVERSIDADE FEDERAL DE LAVRAS
SIGAA
 Sistema Integrado de Gestão de Atividades Acadêmicas




Lavras, 06 de Dezembro de 2021

Processos Seletivos - STRICTO SENSU


Caro visitante,
 Nesta página você encontrará os últimos processos seletivos cadastrados no SIGAA para que você possa consultar e, caso o período de inscrições esteja aberto, preencher o formulário destinado para tal.
 Será possível visualizar as informações destes processos, como o curso a que ele se refere, o período de inscrição, alguns arquivos associados (como editais e manuais) e as instruções aos candidatos.
 Para cada processo listado está também disponível um **formulário de inscrição** para os candidatos.
 Os períodos dos processos seletivos marcados na cor **verde** estão em aberto.

CONSULTAR INSCRIÇÕES
 CPF:
 A pessoa é estrangeira e não possui CPF.
 [Buscar] [Cancelar]

 Acessar página do programa
  Visualizar dados do processo seletivo

Curso	Nível	Nº Vagas	Período de Inscrições
EDITAL PRPG/UFLA Nº 109/2021 - PROCESSO SELETIVO COMPLEMENTAR FILOSOFIA Área: FILOSOFIA	MESTRADO	8	16/11/2021 a 18/11/2021 
EDITAL COMPLEMENTAR PRPG/UFLA Nº 102/2021 MESTRADO EM FÍSICA Área: FÍSICA	MESTRADO	10	29/10/2021 a 15/11/2021 
EDITAL COMPLEMENTAR PRPG/UFLA Nº 115/2021 MESTRADO EM ENGENHARIA DE BIOMATERIAIS Área: ENGENHARIA DE BIOMATERIAIS	MESTRADO	3	29/10/2021 a 15/11/2021 
EDITAL Nº104/2021 - COMPLEMENTAR DOUTORADO EM PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES Área: PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES	DOUTORADO	7	29/10/2021 a 15/11/2021 
EDITAL Nº104/2021 - COMPLEMENTAR			

Click on the green link: Generate First Enrollment Request





UNIVERSIDADE FEDERAL DE LAVRAS
SIGAA
 Sistema Integrado de Gestão de Atividades Acadêmicas

Lavras, 06 de Fevereiro de 2020

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 Primeira Matrícula

Inscrição	Editais	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
 06/02/2020 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 w/n 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 ascertainments 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.

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13.709/2018.

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.

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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.

