

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

INITIAL REGISTRATION INSTRUCTIONS FOR GRADUATE PROGRAMS

DOCUMENT VALID ONLY FOR FOREIGN APPLICANTS

2nd SEMESTER OF 2024

The Pro-Rector of Graduate Studies - PRPG, through the Directorate of Academic Registration and Control - DRCA, hereby publishes this **ENROLLMENT INSTRUCTION** regarding the regular enrollment of foreign candidates in Stricto Sensu Graduate Programs (PPGSS) at the Federal University of Lavras - UFLA, valid for the second academic semester of 2024 for the first applicants and alternates.

1. DOCUMENTATION FOR ENROLLMENT

- 1.1. In order to apply for enrollment, all candidates selected by the selection processes conducted by PRPG/UFLA are required to fill out the **Enrollment Application**, generated by the website <https://sigaa.ufla.br/sigaa/public/home.jsf#> (see step-by-step available in **ANNEX I**).
 - 1.1.1. We recommend using Mozilla Firefox as your browser.
 - 1.1.2. Foreign applicants selected through specific programs or selection processes must request the Enrollment Application from the Office of International Affairs, via the following email address dri@ufla.br.
 - 1.1.3. Candidates must download the Enrollment Application with the correct data and **digitally** insert a recent 3x4 photo into the application in the field provided.
 - 1.1.4. The application **should not be printed**. It must be sent as a PDF file.
- 1.2. Considering the provisions of MEC Ordinance No. 360/2022, which provides for the conversion of academic records to digital media, in the case of foreign applicants, **the handwritten signatures on the initial registration forms will be replaced by a selfie photo of the applicant holding their ID document**, showing their photo and document number.
 - 1.2.1. If the document is laminated, two photos must be sent: one of the front and one of the back of the document.
 - 1.2.2. For more information on how to take a selfie, see the **ANNEX II**.
- 1.3. The candidate must send all the required documents, in **PDF** format, as per item 2.2 of these instructions.
 - 1.3.1. If it is necessary to scan documents that are printed on physical media, it will be the candidate's responsibility to note that these documents must be scanned and sent

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with all the information legible, in a good quality file (without cuts, erasures or amendments).

- 1.3.2.** In the case of sending born-digital (electronically generated) documents, these must be sent as they were downloaded, without any alterations whatsoever.

1.4. Foreign applicants must send the following documents:

- 1.4.1.** Enrollment application produced as provided for in item 1.1 or 1.1.2, as appropriate;
- 1.4.2.** Selfie photo of the candidate holding their ID card, as per item 1.2. and **ANNEX II**;
- 1.4.3.** Proof of registration status in the Individual Taxpayer's Registry (CPF), obtained exclusively from the electronic address:
<https://servicos.receita.fazenda.gov.br/SERVICOS/CPF/CONSULTASITUACAO/CONSULTAPUBLICA.ASP>
- 1.4.4.** A simple, legible copy of the Passport Identification Sheet and the sheet with the entry stamp. If there is no stamp, present the entry card;
- 1.4.5.** Simple, legible copy (front and back) of the National Migratory Registration Card (CRNM) issued by the Federal Police or simple, legible copy of the protocol;
- 1.4.5.1.** If the candidate is not yet in Brazilian territory, a simple copy of the Birth or Marriage Certificate may be presented.
- 1.4.6.** Applicants entering the **Master's** program must send a digital or scanned copy (front and back) of their diploma or certificate of completion of their undergraduate degree.;
- 1.4.6.1.** If you studied abroad, submit a complete, legible, legalized or apostilled copy of the diploma or certificate of completion of the degree course, duly signed by the graduate;
- 1.4.6.2.** If the diploma or degree certificate was issued in a language other than Portuguese, a simple, legible copy of the sworn translation of the document must be attached.
- 1.4.6.3.** **In order to be eligible for enrollment, applicants must provide proof of having graduated.** Certificates of probable graduation, graduation predictions, course completion certificates without a graduation date and/or similar documents **will not be accepted**;
- 1.4.6.4.** **Lato Sensu Graduate Certificates will not be accepted.**

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- 1.4.7.** Applicants entering the **DOCTORATE** program must send a digital or scanned copy (front and back) of their master's degree diploma **or** certificate (only one document is required);
- 1.4.7.1.** If you took your master's degree abroad, submit a complete, legible, legalized or apostilled copy of the diploma or certificate of completion of the master's degree, duly signed by the graduate;
- 1.4.7.2.** If the master's degree diploma or certificate was issued in a language other than Portuguese, a simple, legible copy of the sworn translation of the document must be attached.
- 1.4.7.3.** Candidates selected for the doctorate who took their master's degree in **Brazil** and do not yet have a certificate of completion or diploma must submit a scanned or digital copy of the minutes of the dissertation defense signed by all the members of the board (**a declaration of defense will not be accepted**);
- 1.4.8.** If, at the time of enrolment, the candidate has any outstanding documents, he/she must send the duly completed Statement of Acknowledgement and Agreement, available on the DRCA website (<https://drca.ufla.br/mestrado-e-doutorado/matricula>).
- 1.4.8.1.** Candidates who use the dissertation defense minutes in the documentation for initial registration (item 1.4.7.3) must include the pending master's degree certificate or diploma in the Statement of Acknowledgement and Agreement.
- 1.4.8.2.** Candidates will have until the end of the second academic term of the course to regularize any outstanding documentation; **failure to do so will result in the cancellation of enrollment.**
- 1.4.9.** Graduates of UFLA courses are exempt from submitting the documents requested in items 1.4.3, 1.4.4 and 1.4.5, since they have already submitted these documents in a previous selection process.
- 1.4.9.1.** For the purposes of these Enrollment Instructions, candidates who have completed an undergraduate and/or postgraduate course at UFLA will be considered graduates.

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2. SENDING THE DOCUMENTATION

- 2.1. Candidates will only be able to send documents **digitally**.
- 2.2. The documentation in PDF format will be sent via **Google Form**, within the registration deadlines established in item **3** of these Instructions
 - 2.2.1. The Google Form can only be accessed at the following website
<https://forms.gle/QiocPcPBNk2zNhyW8>
 - 2.2.2. **Attention!** Please note that the form **MUST NOT** be filled in from a UFLA institutional account. For example: @estudante.ufla.br or @ufla.br.
 - 2.2.2.1. Likewise, the field for entering your personal e-mail address **MUST NOT** be filled in with the e-mail addresses mentioned in item 2.2.2.
 - 2.2.3. Candidates should only fill in the form **once**. If you need to correct the document, simply use the “edit your answer” option.
 - 2.2.4. If the same candidate fills in more than one answer, the DRCA will consider the last answer as valid, disregarding the previous ones.
- 2.3. The documents sent via the Google Form will be checked by the Graduate Academic Registry Department (SRPG/DRCA) during the period provided for initial enrollment in the Academic Calendar approved by CEPE.
 - 2.3.1. After the documents have been analyzed by the SRPG/DRCA, if a document is found to be out of line with the standards requested or if a document is missing, the candidate will be notified via the e-mail address provided on the Google Form.
 - 2.3.1.1. The notification message will be sent by SRPG/DRCA to the following e-mail address matricula.pos.drca@ufla.br.
 - 2.3.1.2. The candidate will have 2 (two) working days to follow the procedures informed and resolve the pending issue.
 - 2.3.1.3. **Under no circumstances will pending applications be received after the established deadlines have expired.**
- 2.4. DRCA/UFLA **will not be held responsible** for any documentation that is not submitted in accordance with the guidelines set out in these Enrollment Instructions.

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2.5. Enrollment will only take place if the candidate obtains approval in the analysis of the documents sent digitally.

2.5.1. Approval of enrollment is the responsibility of the Graduate Academic Registry Department of the DRCA/UFLA.

3. DEADLINES

3.1. The deadline for the first applicants to submit their registration request and documentation using the Google form (see **ANNEX III**) will start at **10 a.m. on August 1, 2024**, and will end at **5 p.m. on August 22, 2024** (Brasília time).

3.2. For **substitute** candidates, the deadline will be from **10 a.m. on August 29, 2024** until **5 p.m. on September 03, 2024** (Brasília time).

4. THE FINAL RESULT

4.1. The final result of the enrollment request will be published from **August 28th, 2024** for the first applicants, and from **September 9th, 2024** for the alternates, on the DRCA website - <https://drca.ufla.br/mestrado-e-doutorado/matricula> (see **ANNEX III**).

4.2. Candidates who are granted a DEFERRED result will have their application accepted and will be enrolled.

4.3. Candidates who receive an INDEFERRED result, accompanied by the appropriate justification, will have their application rejected and enrollment will not take place.

4.4. It is the candidate's responsibility to find out the final result of the initial enrollment request on the DRCA website.

5. THE GENERAL LAW ON PERSONAL DATA PROTECTION (LGPD)

5.1. By submitting the documentation for initial registration and having the request approved, the candidate freely and fully consents and authorizes the use, treatment and other procedures provided for in the Consent form, contained in the **ANNEX IV**.

6. LOSS OF VACANCY

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6.1. The loss of the vacancy and, therefore, the irreversible renunciation of the vacancy will be the result of the candidate who:

- 6.1.1.** Failure to apply for registration in accordance with item 1.1 of these Instructions;
- 6.1.2.** Failure to send documentation in the digital form provided for in item 2.2;
- 6.1.3.** Failure to submit documentation by the deadlines set out in item 3;
- 6.1.4.** Failure to resolve any pending issues within the timeframe requested under item 2.3.1.2;

7. SOCIAL NAME

- 7.1.** In accordance with Resolution No. 034/2017 of the UFLA University Council, available for consultation at <https://drca.ufla.br/gpgl-legislacao>, in order to use the Social Name in the academic record and in other internal and official documents under the responsibility of the DRCA, the candidate must complete the Form "Application for the use of SOCIAL NAME within the scope of UFLA" available at <https://drca.ufla.br/mestrado-e-doutorado/formularios-mestrado-doutorado> and send it to the Graduate Academic Registry Department (SRPG) of the DRCA/UFLA by email to strictosensu.drca@ufla.br.
- 7.2.** For the purposes of this item, Social Name means the designation by which the transvestite or transsexual person identifies themselves and is socially recognized, according to Decree No. 8.727/2016.

8. FINAL PROVISIONS

- 8.1.** Initial registration will be handled exclusively by the e-mail matricula.pos.drca@ufla.br.
- 8.1.1.** When contacting us by e-mail, please include the applicant's full name and the type of request in the subject line. For example: FULL NAME - NAME OF COURSE OR PROGRAM - BRIEF DESCRIPTION OF SUBJECT.
- 8.2.** General questions about postgraduate courses and programs can be answered by the postgraduate student services, which are provided directly by the Academic Units' Integrated Secretariats.

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- 8.2.1.** The contact details for the Integrated Secretariats are available on the PRPG website at <https://prpg.ufla.br/contato/contatos-secretarias-integradas>.
- 8.3.** DRCA/UFLA will not be held responsible for any request that is not accepted due to any technical reasons such as computer malfunctions, communication failures, congested communication lines, technical factors that make it impossible to transfer data, improper procedure by the candidate, factors resulting from the actions of third parties, or factors resulting from unforeseeable circumstances or force majeure that prevent the sending of documentation and/or the exchange of messages with the SRPG/DRCA.

Lavras, July 15, 2024

Daniel Isnard Moulin Gomes
Graduate Academic Registry Department
SRPG/DRCA/PROGRAD/UFLA

Marcos Otávio de Oliveira Santos
Director of Academic Registration and Control
DRCA/PROGRAD/UFLA

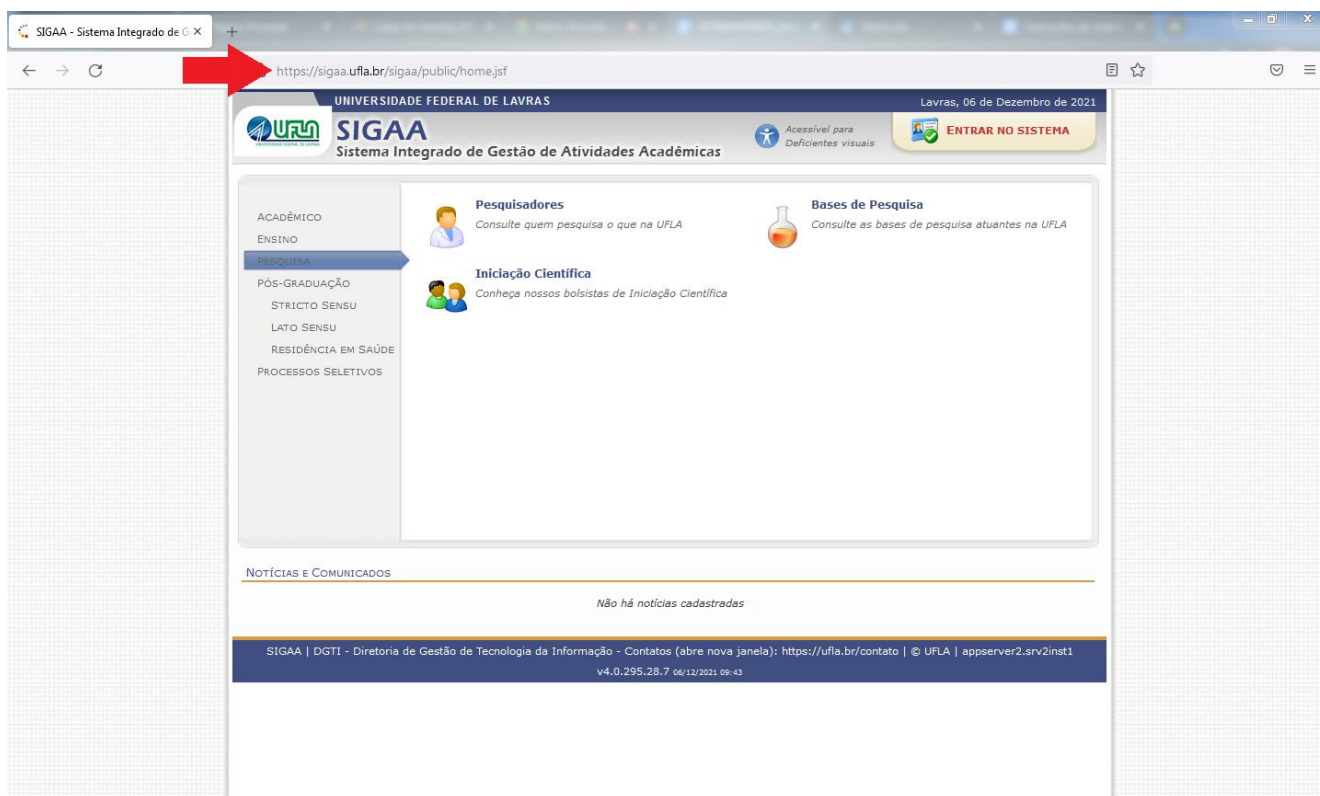
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ANNEX I

ACCESS GUIDANCE FOR GENERATING ENROLLMENT APPLICATIONS

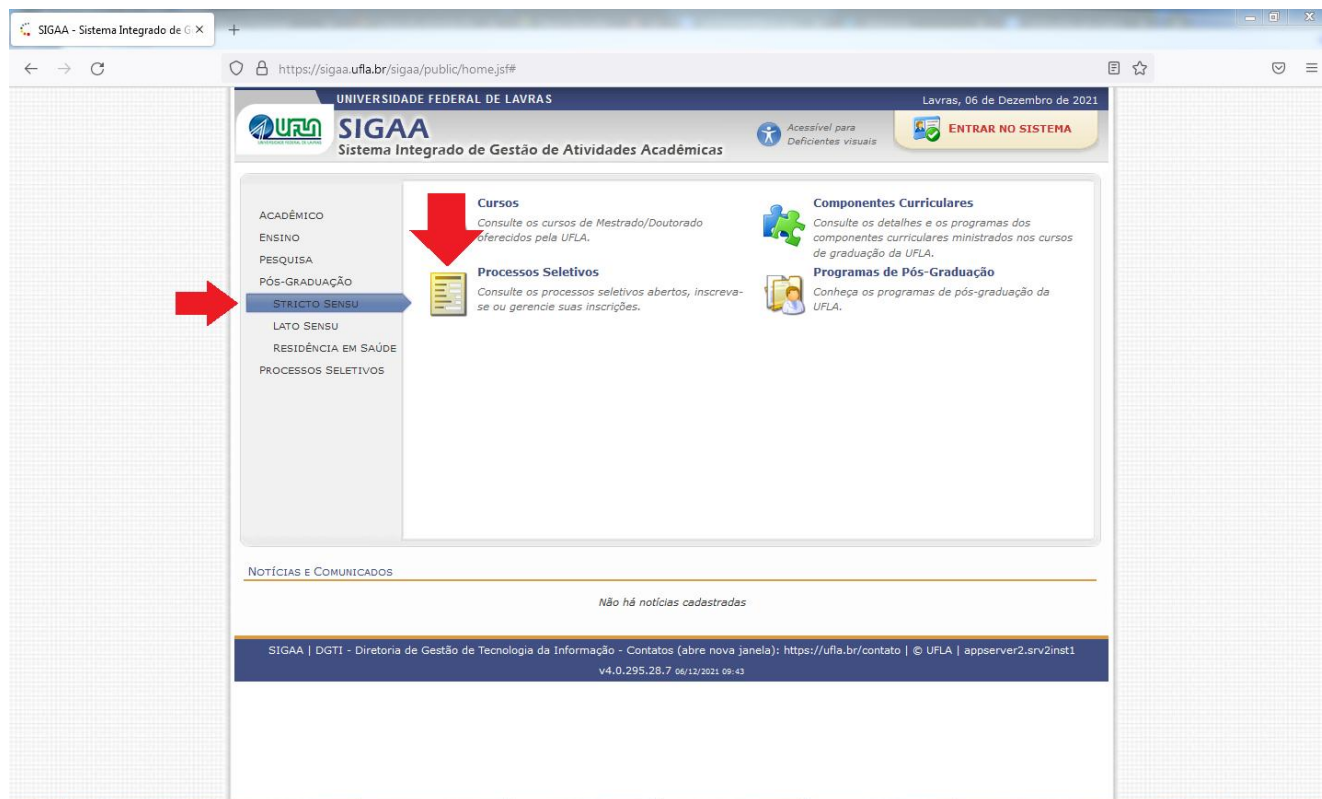
Attention! Only for foreign candidates selected by selection processes conducted by PRPG/UFLA.

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

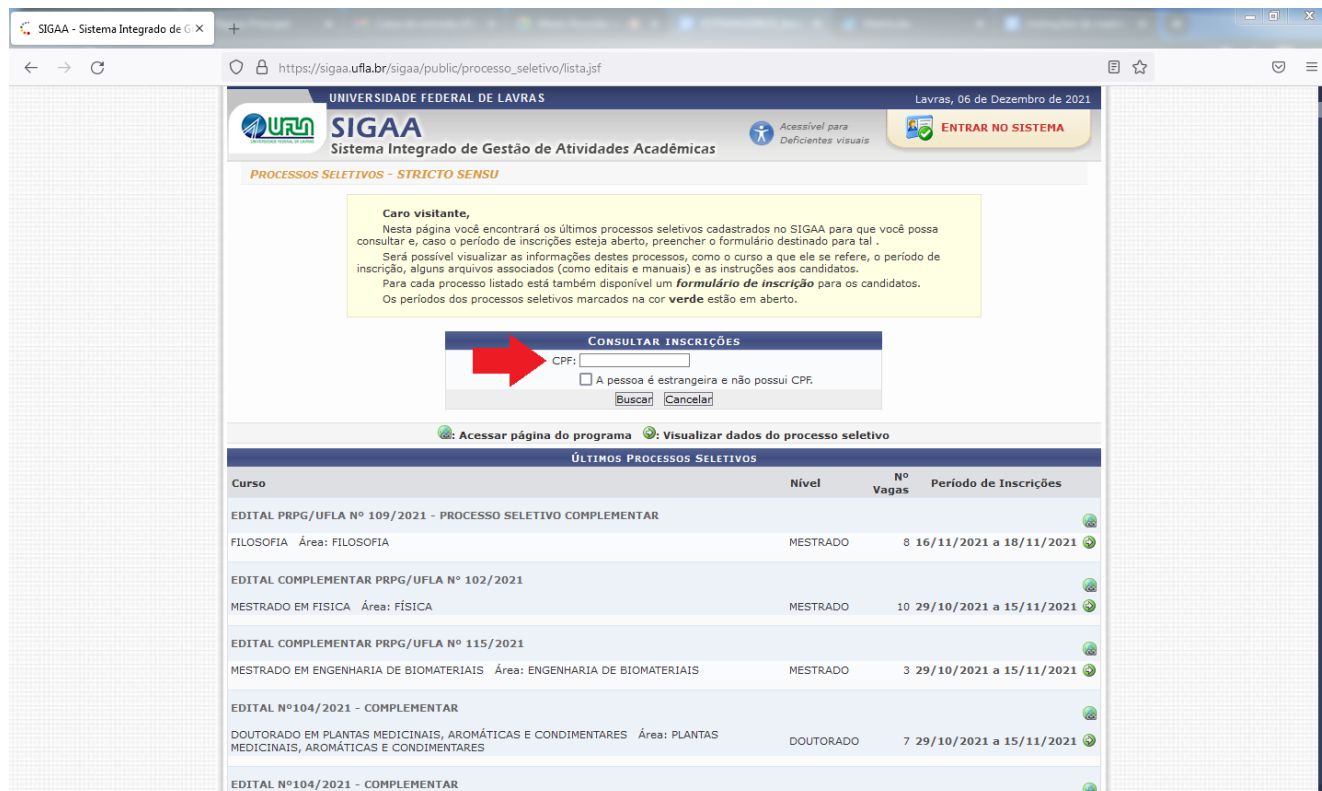


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Click on “*Stricto sensu*”, on the next screen select the option “Selective Processes”.



Enter your CPF in the field and click on “search”



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If you don't have a CPF, click on "The person is foreign and doesn't have a CPF" and fill in your passport number.

Attention! This field must be filled in with the information provided by the candidate when registering for the selection process via SIGAA.

The screenshot shows the SIGAA (Sistema Integrado de Gestão de Atividades Acadêmicas) interface. At the top, there's a header with the UFLA logo and the text "SIGAA Sistema Integrado de Gestão de Atividades Acadêmicas". Below this, a yellow box contains instructions for visitors. A red arrow points to the "CONSULTAR INSCRIÇÕES" section, specifically to the checkbox "A pessoa é estrangeira e não possui CPF." which is checked. Below this, there's a table titled "ÚLTIMOS PROCESSOS SELETIVOS" listing various selection processes with columns for Course, Level, Number of Vacancies, and Registration Period.

CONSULTAR INSCRIÇÕES


Passaporte:

☒ 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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Attention!!! To select the Public Notice corresponding to the selection process in which you applied,
 click on on the icon 



The screenshot shows the SIGAA system interface for the University of Lavras. The page title is 'SIGAA - Sistema Integrado de Gestão de Atividades Acadêmicas'. The date is 'Lavras, 06 de Dezembro de 2021'. The page content includes a 'CONSULTAR INSCRIÇÕES' form and a table of '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			

Click on "Generate First Enrollment Application" (green icon)



The screenshot shows the SIGAA system interface for the University of Lavras. The page title is 'SIGAA - Sistema Integrado de Gestão de Atividades Acadêmicas'. The date is 'Lavras, 06 de Fevereiro de 2020'. The page content includes a table of 'INSCRIÇÕES REALIZADAS EM PROCESSOS SELETIVOS - STRICTO SENSU'.

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

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ANNEX II

INSTRUCTIONS FOR THE SELFIE PHOTO

- Photo of the face (selfie) of the person concerned or their representative, holding their identification document.
- The identification document must be open (**front and back**), with the photograph and the document number clearly visible for checking.
- If the identification document is laminated, **two photos** must be sent: one of the front and one of the back of the document.
- In the case of a person **under the age of 16**, the legal guardian must send their selfie with their own ID, and not that of the minor
- In the case of an **incapacitated person**, the curator must send their selfie with their own ID, not that of the incapacitated citizen.
- In the case of a **power of attorney**, the grantor must send their selfie with their own ID, not that of the proxy.



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ANNEX III

SCHEDULE OF ACTIVITIES: STRICTO SENSU ENROLLMENT 2024/2

DATE	ACTIVITY
01/08/2024 to 22/08/2024	Registration period for those selected for the 2nd academic semester of 2024.
28/08/2024	Final result of the initial enrollment request for the 2nd academic semester of 2024
29/08/2024 to 03/09/2024	Registration period for substitutes called up for the 2nd academic semester of 2024.
09/09/2024	Final result of the request to register substitutes for the 2nd academic semester of 2024.
16/09/2024 to 18/09/2024	Registration period for single subjects - SPECIFIC INSTRUCTIONS TO BE PUBLISHED ON THE DRCA PAGE DURING THE PERIOD PROVIDED FOR IN THE ACADEMIC CALENDAR.
23/09/2024	Start of the 2nd academic semester of 2024.

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ANNEX IV

CONSENT FOR PROCESSING PERSONAL DATA

This document is intended to record the free, informed and unequivocal expression by which the Holder, or his/her Legal Representative, by registering for this selection process, agrees to the processing of his/her personal data for a specific purpose, in accordance with Law No. 13,709/2018 - General Personal Data Protection Law (LGPD).

By accepting this term, the Holder, or his/her Legal Representative, consents and agrees that the Federal University of Lavras (UFLA-MG), headquartered at Rua Prof. Edmir Sá Santos, w/n., University Campus, Lavras-MG, hereinafter referred to as the Controller, to take decisions regarding the processing of your personal data, as well as to carry out the processing of your personal data, involving operations such as those that refer to the collection, production, reception, classification, use, access, reproduction, transmission, distribution, processing, archiving, storage, elimination, evaluation or control of information, modification, communication, transfer, dissemination or extraction.

Personal Data

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

Purposes of data processing

The processing of personal data will have the following purposes: To enable the Controller to disclose your data in lists, results, proofs and document verifications in the course of the process; to guarantee identification and contact with the Holder for academic relationship purposes; to carry out studies by a research body, guaranteeing, whenever possible, the anonymization of sensitive personal data; to comply with a legal or regulatory obligation by the controller.

Data Sharing

The Controller is authorized to share the Holder's personal 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.

Data Security

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The Controller is responsible for technical and administrative security measures capable of protecting personal data from unauthorized access and from accidental or unlawful situations of destruction, loss, alteration, communication, or any form of improper or unlawful processing. In accordance with Article 48 of Law No. 13,709/2018, the Controller shall notify the Data Subject and the National Data Protection Authority (ANPD) of any security incident that may pose a significant risk or harm to the Data Subject.

Rights of the Holder

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

I - confirmation of the existence of processing;

II - access to data;

III - correction of incomplete, inaccurate or outdated data;

IV - anonymization, blocking or deletion of unnecessary, excessive data or data processed in breach of the provisions of this Law;

V - portability of data to another service or product provider, upon express request, in accordance with the regulations of the national authority, observing commercial and industrial secrets;

VI - deletion of personal data processed with the consent of the data subject, except in the cases provided for in art. 16 of the aforementioned Law;

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

VIII - information on the possibility of not providing consent and the consequences of refusing to do so;

IX - revocation of consent, under the terms of § 5 of art. 8 of Law No. 13.709/2018.