REQUEST OF CERTIFICATE OF DEGREE'S CONCLUSION

If you would like to request a Certificate of Degree's Conclusion, please follow the steps below:

1 – Go to ESCA (https://sca.lisboa.ucp.pt/e-sca/Esca.aspx?Perfil=aluno)

If you experience any problem related to your login details to ESCA, please send an email to helpdesk@ucp.pt

2 – Go to the tab "Services"

3 – Choose "Request of Certificate of Degree's Conclusion"

4 – Choose the type of Certificate including language and number of copies.
If you wish that the document is sent to you by email or courier, please specify that in the "Other" box and indicate the delivery address. Documents sent by courier have an associated cost.

If you authorize 3rd parties to pick up your certificate, you must fill the respective fields "To be collected at UCP by 3rd parties, indicating below the mandatory information".

New request

< / Home page / Services / New request

REQUEST CONTENT:

Fill in the following form:

So that we can issue your document correctly, please check and, if necessary, rectify your data in ESCA, tab "Personal Data". If your ID document is out of date, you should first send a copy to the email: academicservices.lisboa@ucp.pt.

	Number of Copies	
	Portuguese	English
☐ Certificate of Degree's Conclusion with Final Average	Zero ▾	Zero ▾
☐ Certificate of Degree's Conclusion	Zero ▾	Zero ▾
☐ Certificate of Degree's Conclusion with Final Average and Grades per Subject	Zero ▾	Zero ▾
☐ Ranking (can only be issued in the civil year following conclusion)	Zero ▾	Zero ▾
☐ To be collected at UCP by 3rd parties, indicating below the mandatory information:		

☐ To be collected at UCP by 3rd parties, indicating below the mandatory information:

[1 - Full name of 3rd party]

[2 - Identification document nr. of 3rd party]

☐ To be sent by post (associated costs)   ☐ To be sent by e-mail

If you requested postal delivery, please write your full address or another note in this box:

5 – In order to ensure that the certificate is updated please send to academicservices.lisboa@ucp.pt a copy of your ID document.

6 – On the next working day, check in "Requests/View detail/Requirements" tabs the "Entity/Reference/Amount" of the payment. The requests will only be handled after the payment.

If you do not have a bank account in Portugal, please send an email to tesouraria.sede@ucp.pt asking for the IBAN in order to proceed with the payment.

7 – Check the status of your request in "Requests".
As soon as the "Completed Request" it means that the request is processed.

8 – If applicable, you can pick up the associated documents. Our services are in the Library Building – level 0, and we are open every working day, 9.00 am-6.00 pm.