ENROLLMENT CERTIFICATE REQUEST

If you would like to request an enrollment certificate, 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.sede@ucp.pt

2 – Go to the tab "Services"

3 – Choose "Request of Enrollment Certificate"

4 – Choose Reason and Type of Certificate

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:

Reason for Certificate

☐ Transport Card   ☐ Social Benefits   ☐ Public Administration Health System (ADSE)

☐ Family Allowance   ☐ Scholarship   ☐ Military Purposes   ☐ Residence Permit

☐ Visa   ☐ Other (State):

Type of Certificate

☐ Registration   ☐ Attendance in the Academic Year [   ] / [   ]

☐ Grade per subject

☐ Other (State):

No. of Copies in Portuguese [Zero ▼]   No. of Copies in English [Zero ▼]

☐ 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]

5 – On the next working day, check in "Requests" tab if any payment is needed. If there are any value to pay the information "View detail" appears in front of the request, otherwise the information will be "View request".

6 – Check the status of your request in "Requests/View Request". As soon as it is processed the "Status" will be "Concluded".

7 – 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.