



**MINISTRY OF EDUCATION
FEDERAL UNIVERSITY OF CEARÁ
OFFICE OF THE VICE PROVOST FOR INTERNATIONAL AFFAIRS AND
INSTITUTIONAL DEVELOPMENT**

Electronic Validation of Undergraduate Transcripts of Records

With a view to ensuring a higher degree of documental security in international communications, in addition to promoting sustainable managerial practices, the issuance of undergraduate transcripts in English is now made available exclusively in downloadable electronic format.

The authenticity of these documents can be ascertained through the **Integrated System for Academic Activity Management** (*Sistema Integrado de Gestão de Atividades Acadêmicas – SIGAA*). Ever mindful of the need to foment a sound, paper-free administrative environment, the SIGAA platform is maintained by the Federal University of Ceará in order to ensure the unified management of academic activity by faculty, staff and, of course, students.

Our Office has tapped into the system's affordances to make possible the issuance of undergraduate transcripts directly in the English language. This innovative possibility is designed to expedite mobility opportunities inasmuch as no manual certification by the translation team is required.

Below are instructions on how to confirm the authenticity of the transcripts.

Sincerely,

The Translation Team

PROINTER / UFC

Transcript authenticity verification

Every page of the transcript contains instructions on how to validate the document.

1) Click the link in the footer.

1994.2	SF0684	BUCCOFACIAL ANATOMY	96.00	96.00	7.4	PASS
1994.2	SK0956	DENTAL MATERIALS	96.00	88.00	6.0	PASS
1995.1						
1995.1	SG0362	PHARMACOLOGY	128.00	88.00	6.1	PASS
1995.1	SJ0807	BUCCO-DENTAL PATHOLOGY	96.00	85.00	8.0	PASS
1995.1	SJ0808	RADIOLOGY	96.00	90.00	7.4	PASS
1995.1	SJ0809	ORAL DIAGNOSTICS	96.00	100.00	7.0	PASS
1995.1	SJ0822	SURGICAL PROPEDEUTICS	48.00	95.00	7.4	PASS
1995.1	SK0951	PRECLINICAL CONSERVATIVE DENTISTRY	96.00	95.00	8.4	PASS

To verify the authenticity of this document, please access <http://sj3.ufc.br/sigaa/documentos> and enter the enrollment number, the date of issue and the verification code **724352237d**

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2) Go to “**Internacional / International**” then select “**Histórico Traduzido / Translated Transcript**”.

EXTENSÃO
Declaração de Participante como Membro da Equipe de Ação de Extensão

INTERNACIONAL / INTERNATIONAL
Histórico Traduzido / Translated Transcript

ESTÁGIO
Declaração de Orientação Docente em Estágio
Declaração de Estágio de Discente

3) Enter the student's **enrollment number** (*Identificador*), the document's **date of issue**, seen at the top of each page (*Data de Emissão*), and the verification code (*Código de Verificação*), seen in the footer of each page. Then enter the confirmation code seen immediately below the field *Código de Verificação* and click on **Validate Document** (*Validar Documento*).

The screenshot shows a form titled "DADOS PARA VALIDAÇÃO". It contains three input fields: "Identificador:" (with a note "(Ex: Matrícula do Aluno, CPF, SIAPE)" and a red label "Enrollment Number"), "Data de Emissão:" (with a calendar icon and a red label "Date of Issue"), and "Código de Verificação:" (with a red label "Verification Code"). Below these fields is a section labeled "Digite o conteúdo da imagem ao lado:" with a red label "Confirmation Code" and a text input field. To the right of this field is a colorful image containing the number "071436". Below the input field is a button labeled "Validar Documento" (with a red label "Validate Document"). At the bottom, there is a note: "Campos de preenchimento obrigatório." Arrows point from the text in the first paragraph to the corresponding fields and the confirmation code image.

4) If the document is valid, the following message will appear, and you will also be able to download a new file containing the transcript directly from the SIGAA platform.

The screenshot shows a page titled "VALIDAÇÃO DE DOCUMENTOS". It features a yellow box with a document icon and a green checkmark, containing the text "Documento válido e emitido pelo SIGAA!". Below this box is a link "Visualizar documento" (with a magnifying glass icon). To the right of this link is a red label "Click here to download the transcript directly from the portal." with an arrow pointing to the link. At the bottom of the page is a link "<< voltar ao menu principal".

5) Should you have further queries about the transcript, you may contact the translation team at traducao@prointer.ufc.br and tradutor@prointer.ufc.br