



ORIENTATION MANUAL UNIVERSITY SECRETARY



2020

UNILOGOS, SECRETARY ORIENTATION
MANUAL UNIVERSITY

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PRESENTATION

In pursuit of a work of excellence, the Academic Secretariat will offer answers and solutions with agility and security, attributes that will fix an image, not only of the sector itself but also of the entire institution. Thus, it is important that all those involved in the sector are aware of their importance and responsibility and accept the challenge of contributing to the construction and consolidation of an image of seriousness and efficiency for UNILOGOS.

The Academic Secretariat is a Supporting Body and is subordinate to the Board of the Institution. It is responsible for the control, verification, registration, custody of documentation and the student's entire academic life, from entry to completion and issuance of his / her diploma.

This manual is the Philosophical and Operational Guideline of the Academic Secretariat and aims at efficiency in the services provided to the Academic Community.

MISSION:

The mission of the Academic Secretariat is to carry out all the procedures that involve academic control and registration, as well as guide the students to them, promptly and effectively.

GENERAL OBJECTIVES

Adequate and guide the operational procedures of the Academic Secretary to ensure quality in the services offered.

SPECIFIC OBJECTIVES

- 1- Cultivate team spirit. There are always interrelations of the work done, doubts and mainly solutions. Limits should be observed in the relationship, not allowing personal issues to influence service;
- 2- To act with professionalism in the service, through a good relation with the public, in a climate of education, respect and cordiality, always aiming at the satisfaction of the academic community;
- 3- To standardize the communication with all the collaborators, using the same discourse before the internal and external community, certain that all the

components of the team have access to the same information;

4- Be updated with the Internal Rules, Resolutions, IDPs and any other UNILOGOS document that will determine the academic activities or add knowledge about the institution;

5 - To seek the improvement of the processes of records and academic control to better enable the procedures.

ADMINISTRATIVE SKILLS

The Academic Secretariat is responsible for:

1. Organize and keep up-to-date the Individual Student Folder that contains all student document files delivered to the Institution;
2. Receive academic protocols regarding student requests;
3. To keep abreast of student requests;
4. Issue documentation regarding the academic life of the student;
5. Provide data to the Academic Directorate for completing the Educational Census of Higher Education;
6. Respond to other Control Systems of the DEPARTMENT OF EDUCATION AND ACCREDITATOR, referring to the students;
7. Issuing Diplomas and Certificates;

DOCUMENTS BASED ON SECTOR ACTIVITIES

- 1- Protocols;
- 2- Reports on Selective Processes;
- 3- Students' documentation;
- 4- Opening of classes (Request made by Course Coordinators at the beginning of the academic period);
- 5- Control of Dependencies and Adaptations (Request made by Course Coordinators at the beginning of the school term);
- 6- Curricular Matrices and Course Plans (provided by coordinators)
- 7- Acts of graduations;
- 8- Documents referring to the Grade Collation;
- 9- Resolutions, ordinances, laws, among other documents related to UNILOGOS.

ORGANIZATION OF THE ACADEMIC SECRETARIAT

The Academic Secretary will be attached to the Teaching Department, with the Secretary (a) as coordinator of the administrative competencies of the sector, subdivided into:

1. University Registration and Documentation Sector
2. Academic Management Sector
3. Protocol Unit
4. File Sector

REGISTRATION AND UNIVERSITY DOCUMENTATION SECTOR

1. Coordinate the enrollment process, registering the students;
2. Analyze the documentation of the incoming candidates, proceeding to the respective qualification and filing;
3. Maintenance of the Archive by student of the University
4. Enroll students;
5. Accompany the academic life of the student by updating the student's status;
6. Proceed with cadastral changes with the academic system

ACADEMIC MANAGEMENT SECTOR

1. Insertion of courses in the system, with hours and disciplines / curricular units (provided by coordinations);
2. Maintenance of curriculum matrices in the system;
3. Class opening for new student enrollment and
4. Issuance of records.

PROTOCOL UNIT

For any and all requests, the applicant must file an application within the business hours of the sector (9am to 11am and 2pm to 9pm). The Application Protocols, are made online, will be forwarded to the appropriate sectors responsible for Deferral / Rejection.

It is the responsibility of the person responsible for the protocol:

- a.) Provide information of the Protocol, with the data of the applicant and with the number of the Protocol, according to the Numerical Control of Requirements;
- b.) Orient the student regarding the Protocol, noting that there are requirements, which must be accompanied by justification and / or documents for analysis, and proof;
- c.) Distribute the requirements to the Sectors, by filing them and before the deadline, requesting the return with the appropriate approval / rejection or necessary measures;
- d.) Give the applicant the proof of the Protocol;
- e.) Inform the applicant of the deadline for delivery of the document or response of the requested service (when stipulated);
- f.) Maintain control via Protocol Module, input / processing / return Protocols, in order not to exceed the delivery deadline of the requested service.

Important: For those responsible for the analysis of applications, it is of fundamental importance to keep the deadlines for the delivery of the Protocols and documents requested, duly justified the Deferment / Refusal and clarify any doubts in writing, before passing it on to the student.

ARCHIVE SECTOR

It is the responsibility of the industry, that all documents, requirements pertaining to each student are filed in their folders, as well as their conservation and storage.

ACADEMIC PROCEDURES

ACADEMIC REGISTRATION PROCESS

The Academic Registry, guaranteed by approval, classification in the number of vacancies of the Selective Process and call of the candidate through own Notice, will be effected by delivery of documentation, requested in the Call for Selection Process corresponding to the Academic Secretary by Public Notice and Academic Calendar published in the site of UNILOGOS.

The conference and the custody of the documentation of the academic record will be the responsibility of the Academic Secretary, as well as the registration of the courses and students in the system of academic control of the Institution.

The documents required for the enrollment are:

- Identity or Passport
- Individuals Registry (VPF)
- Reservation certificate
- Election Title
- Birth or marriage certificate
- Certificate of completion of high school or similar
- High school history or similar
- proof of address
- 1 pictures 3 x 4

Note: All documents in Digital format in high quality or PDF.

REMATRÍCULA

For the students of the semester courses the remittance will occur every new semester and the annual remittance will occur every beginning of the year, BEING MANDATORY.

ABANDONMENT OF COURSE

The abandonment of the course is characterized by a non-renewal of enrollment in a period of two (2) years.

DECLARATION OF REGISTRATION

The student may request at any time a statement stating his / her academic situation. The application must be filed at the Academic Secretariat and will have a period of 7 (seven) business days for withdrawal.

DAILY CLASS UPDATE

The Academic Secretary has a period of fifteen (15) days after the start of classes for the issuance of the journals. It is necessary to have all the information of the professors that will assume the disciplines / curricular units duly registered in the respective classes. In order for the Journal to be updated, it is necessary for the Teacher to inform the Course Coordinators about the students who are not in the journals but who are attending classes.

The Journal of Class is a document of extraordinary importance and value, which will include all students by class and subject / curricular units at the end of each term (bimester / semester). Teachers should complete the evaluation concept and the frequency of students in each curricular component. You must also submit to the Academic Coordination the diary filled out with all the approvals, disapprovals,

programmatic, dated and signed contents that should be filed.

EVALUATION REPOSITION (2nd call)

The academic who does not carry out evaluations must justify through documentation attached (certified) to the protocol within 3 (three) business days after the evaluation, requesting the replacement by means of a specific form sent to the teacher, through a duly completed protocol.

Underage students must bring the document signed by parents and / or guardians.

The evaluation must be carried out up to 15 (fifteen) working days from the date of approval by the teacher.

According to the Regular University measure:

- The student will be guaranteed the reinstatement of the assessment, provided there is evidence of removal, for the following reasons:

I - Military Service;

II - Death of Relative of First Degree;

III - Gestation / Adoption License;

IV - Infectocontagious disease;

V - Hospitalization;

VI - Force Majeure.

- Applications must be accompanied by supporting documents, "referring to the motive alleged by the student."

REMOVAL

There will be no credit for absences, whatever the reason for absence, except in case of summoning the student in a Military Reserve Training body.

In cases of maternity leave, as regulated by Law No. 6202 of April 17, 1975 and Law No. 10,421 of April 15, 2002 (BRAZILIAN GOVERNMENT LAW, NOT APPLYING TO STUDENTS OF OTHER COUNTRIES), the student may after submitting a medical certificate or by presenting the judicial term of custody to the adopter or guardian, to carry out their academic activities at home for a period determined by the physician, observing the legal regulations and the student's health conditions.

The request must be made at the Academic Department, and the medical certificate must be attached. The request must be made within three (3) business days after the date of issue of the certificate.

You can carry out the academic activities in a home-based regime with family support, according to Decree-Law No. 1,044, dated October 21, 1969

(BRAZILIAN GOVERNMENT LAW), the student who is affected by infectious diseases, exposed fractures, affections congenital or other situations that to prevent students from attending school / academic work for a specific period of time, even through their study computer.

The request must be made at the Academic Secretariat, and the medical certificate must be attached, with the correct classification of the disease, according to the diagnostic code expressed in the International Classification of Diseases (ICD). The request must be made within three (3) business days after the date of issue of the certificate.

The student summoned in a Military Reserve Formation, according to Law no. 4,375, dated August 17, 1964 (BRAZILIAN GOVERNMENT LAW), should have his absences and special conditions for the recovery of unrealized school activities, defined by the teacher of the discipline (s), together with the Teaching, Research and Extension Directorate and the student.

The request must be made within three (3) business days after the date of the call. Upon return, the student must present the documentation proving the period of his / her removal to the Academic Secretary within a period of up to two (2) business days.

The Academic Secretary will send to the Directorate of Teaching, Research and Extension the application for Home Regime, which will be analyzed by the Teaching, Research and Extension Department together with the teachers of the curricular components involved and communicated the decision to the student.

In the Curricular Components in which the Teaching, Research and Extension Directorate, together with the teacher of the curricular component, judges that nature is incompatible with the home exercises, the student will have its enrollment removed, of that curricular component that will not be realized through the Regime Domicile, in the semester / year in which the incapacity occurred.

The student or his / her representative should look for the teachers of the curricular components in which he / she was entitled to the Home Regimen with family support, to receive the respective indications of the home exercises, being responsible for the fulfillment of the deadlines established by the teachers.

The Teaching Directorate, in agreement with the teacher (s) of the curricular component (s) studied by the student, may sporadically dismiss the regular classes through the WebSala the student participating in courses seminars, congresses, special classes, and other similar activities whenever there is a correlation

with your course, in case of deferment, attendance is scheduled in all classes and possible recovery of formal evaluations that may occur in the period.

The student should send a formal request to the Teaching Directorate, which, together with the teacher (s) of the curricular component (s), must speak within five days of receiving of the request. At the end of the event, the student should immediately present to the teacher (s) documentary evidence of his / her participation in the event, in order to have attendance and mark the assessments missed during the period of absence.

TRANSFER

Procedure for EXTERNAL Transfer:

The student should look for the Course Coordinator, who will issue the TRANSFER form. In case of request, please provide a Library with a DECLARATION OF NOTHING CONSTITUTED (as it can not have any pending), attend the protocol of the secretariat and request its transfer to another UNIVERSITY.

Documents that will be delivered to the student - transfer

- Statement of academic status, stating that the student requested transfer;

- Declaration that the student is not sub judice (Respondent in Justice for debt);
- School history;
- Menus - programs of the disciplines

TRANSFER

Procedure for incoming students by transfer:

The student should seek the Coordination of the Course to evaluate the history issued by the EXTERNAL UNIVERSITY for evaluation (dismissal of the discipline). The Coordinator will issue the form with the disciplines dispensed and the suggestion of the curriculum in which the student should be enrolled. The student will attend the protocol of the secretariat with the waiver, curriculum and the following documentation:

- Statement of academic status, stating that the student requested transfer
- Declaration that the student is not sub judice
- History of the UNIVERSITY of origin
- News and Events
- Form with the disciplines dispensed and the suggestion of the curricular grid (made by the coordination)
- Identity or Passport
- National Register of Individuals
- Certificate of Reservation (Military)

- Election Title
- Birth or marriage certificate
- Certificate of completion of high school or equivalent
- High school history or equivalent
- proof of address
- 1 photos 3 x 4 (digital)

Note: All documents in Digital format in high quality or PDF.

INTERNAL TRANSFER (change of course within UNILOGOS)

Procedure for students wishing to change course in UNILOGOS:

The student should seek the Coordination of the desired course, which will make an equivalence (dismissal of the discipline), will issue the form with the disciplines dispensed and the suggestion of the curriculum in which the student should be enrolled. Attend the protocol of the secretariat to fill out an application requesting in writing your transfer to the new course. This procedure will only be possible during the enrollment period according to the academic calendar.

REINGRESSO

Procedure for incoming students by re-entry:

The student should seek the coordination of the course, with a copy of the history and diploma issued by the UNIVERSITY EXTERNAL, for evaluation (exemption of disciplines). The Coordinator will issue the form with the disciplines dispensed and the suggestion of the curriculum in which it should be enrolled. To attend the protocol of the secretariat with the dispensation and suggestion of the grid and the following documentation:

REINGRESSO (bearer of graduation diploma)

- Copy of the diploma of the superior course
- Copy of the academic record of the superior course if there are exemptions of disciplines
- Menus if there are exemptions of disciplines
- Identity or Passport
- National Register of Individuals
- Certificate of Reservation (Military)
- Election Title
- Birth or marriage certificate
- Certificate of completion of high school
- High School History
- proof of address
- 1 picture 3 x 4 (Digital)

SCHOOL HISTORY

The student will request, through an application in the office, the history that may be partial or of conclusion. The delivery period is 10 (ten) business days.

TRANSFER OF COURSE

The student may lock in his or her enrollment and other related activities for a specified period of time, without compromising his or her relationship with the institution, upon application filed with the Academic Secretary.

- Upon expiration of the deadline for the course, the student must apply for remittance, during the period for re-enrollment in the current academic calendar, upon application to the Academic Secretariat, under penalty of cancellation of its link with the course and institution.

- In the upper courses the locking can take place as follows:

- I - First lockout: 2 semesters, and in the annual courses the semesters should be in the same school year as in semester courses that only have one offer per year, or two consecutive years;

- II - Second lockout: 2 semesters, and in the annual courses the semesters should be in the same school

year as in semester courses that have only one offer per year.

- Special situations that require longer lock-up time will be analyzed by the Teaching Department and forwarded to the Board of Governors for their approval or rejection.

- Relevant reasons are:

- a) cases of illness, duly proven;

- b) situations of which the student is a family support, duly proven;

- c) other hypotheses of a special nature, provided they are proven.

- The actual lockout periods will not be considered for the purpose of counting time for curricular payment.

- The student requesting the course lock will be given formally science, that upon his return, will be framed in the last grade approved in the Board of Trustees for the course.

UNDERSTANDING

Students who have interrupted their course by locking up will be reinstated, by means of regular enrollment in the campus academic secretariat, within the

deadlines set forth in the academic calendar, provided they have not exceeded the maximum period established in the Plan of their respective Course.

In this case the unlocking will be independent of the existence of a vacancy in the course.

On the occasion of the unlocking of the course, the student will be placed in the current curriculum approved by the Board of Governors, and it will be up to the academic coordination to determine the equivalences that may be necessary.

The academic coordination should communicate formally to the Secretariat, the curricular option in which the student will be framed, in a Curriculum Adaptation form.

CANCELLATION OF REGISTRATION

The cancellation is the voluntary process of disconnection of the student with the course / Institution. The student should be aware that when they cancel their enrollment, all academic acts become null and void, both with the course and with

the Institution (eg students who have been awarded scholarships at Federal and State Universities).

There is also the Cancellation of the student who is studying and for personal reasons can not continue in that semester (request the cancellation of the semester).

For both types of cancellation the student should look for the coordinator of the course, which will issue the CANCELLATION form.

Arrange with the Library and the Finance Department a DECLARATION OF NOTHING CONSTITUTES (since it can not have any financial pending), to file an application with the academic secretary.

IMPORTANT: The re-entry takes place through a new Selective Process for the 1st case and the second must return within the allowed period.

DEGREE COLLECTION CEREMONY

As our courses are 100% at distance the student receives the oath of the Degree, he must sign and return for registration at the academic secretariat. Only after this solemnity can the diploma be delivered.

UNIVERSITY DEGREE

The student who attends all the modules / curricular units foreseen in the course, having obtained proficiency in all subjects, a minimum frequency of 75% of the time / class, has had his / her TCC (Course Completion Work) approved, delivered the report with the (when the course requires), before the period of retirement, will receive the Diploma of completion of the course, which will be issued by the Academic Secretary.

The Academic Secretary will request the students to complete the necessary documentation for the preparation of their diploma as well as proof of absence of debt with the library and the Financial Department.

The period for the preparation and issuance of the diploma will be from 06 (six) months to 18 (eighteen) months, after the request (filling out the application) made at the secretary's office. The student will be entitled to a declaration of completion of his course.

ADMISSION

Admission to the Courses is done through a Selective Process in which you evaluate the high school

curriculum, the letter of intent and if the student is able to study at a distance.

ACADEMIC CALENDAR

Schedule of academic activities for the academic year or semester. It establishes the period of classes, term for request of cancellation, lock of disciplines, reopening of matrícula, dates of tests and etc.

DISCIPLINARY BODY - COMPOSITION OF RIGHTS AND DUTIES

All students enrolled individually or collectively, as the case may be, have the following fundamental rights and duties:

1. To apply the highest diligence in the use of the teaching given;
2. To comply with the regulatory provisions regarding the didactic-pedagogical organization, the frequency in the online classes and the execution of the works and programs;
3. Observe the disciplinary regime and other regulations;
4. Refrain from acts that may matter in disturbances of order and offense to good manners;
5. Contribute in the sphere of its action to the growing prestige of UNILOGOS and respect for its purposes;

6. Respect, ensure and preserve the moral, material and cultural heritage of UNILOGOS;
7. Appeal of decisions of the administrative organs to organs of the administration of the superior hierarchy, in subjects of their interest;
8. To promote, duly authorized by the competent organ, activities related to the interests of the academic life;

NOTICE

Official act written and published for public knowledge, and, therefore, sent to the official email of the student and made available in the common space of the Virtual Environment Teaching. It presents various purposes, such as convening meetings, opening courses or contests, calling for registration, rematrícula etc. The announcement will be made and will be available on the UNILOGOS website.

REGISTRATION

1. Enrollment is the formal act of enrollment and attachment of the student to the Teaching Institution;
2. It can be classified as initial registration or re-registration;
3. It is held in the period determined by the Academic Calendar.

CURRICULUM

Document containing all course units and course hours.

SELECTIVE PROCESS

The Selection Process of admission is intended to evaluate the training received by the candidates and to classify them within the strict limit of the vacancies offered.

REMATRÍCULA

1. Remarriage is the renewal process of enrollment, carried out by the student, every six months and / or annually;
2. The enrollment is renewed semiannually / annually in the periods established by the Academic Calendar and Edital proper to the courses;
3. At the time of enrollment, the student will sign an enrollment application in which his / her registration data is recorded. You must sign the application and submit other documents required in your own Notice.

HOURS OF SERVICE

Secretary of UNILOGOS

09h to 12h / 13h to 16h from Monday to Friday.

Phone: +1 (786) 259-0471

+1 (305) 507-8793

RESPONSIBLE DIRECTOR

Bel. Pollyanna C. Pereira, DhC

Bachelor of Business Administration with Specialization
in Archivology

Wide experience in bureaucratic matters

Note: It has 3 advisors in your sector

FORMS

Note: Request in the Secretariat or download in the
Virtual Teaching Environment

001 - Registration form

FORMULÁRIO 001
FICHA DE MATRICULA



Controle de Matrícula:

IDENTIFICAÇÃO

Nome: _____
 Data de Nascimento: _____ Naturalidade: _____
 Nacionalidade: _____ Estado Civil: _____
 Filiação: Pai: _____ Mãe: _____
 RG nº: _____ Emitido por: _____ em: _____
 C. P. F. nº: _____

ENDEREÇO RESIDENCIAL

Telefone: _____ Fax: _____ E-mail: _____
 Rua: _____ Nº _____
 Complemento: _____ Bairro: _____
 CEP: _____ Cidade/UF: _____

ENDEREÇO COMERCIAL

Empresa: _____ Função: _____
 Telefone: _____ Fax: _____ E-mail: _____
 Rua: _____ Nº _____
 Complemento: _____ Bairro: _____
 CEP: _____ Cidade/UF: _____

GRADUAÇÃO

Curso: _____ Data da colação de grau: _____
 Instituição: _____ Cidade/UF: _____
 Nº do Diploma: _____

REQUER MATRICULA

Curso: _____ Nível Educacional: _____
 Carga Horária: _____ Cidade/UF: _____

DOCUMENTAÇÃO APRESENTADA (Acompanhamento Interno)

- | | |
|---|--|
| <input type="checkbox"/> Fotocópia da carteira de identidade | <input type="checkbox"/> Xerox comprovante residência |
| <input type="checkbox"/> Fotocópia do C. P. F. | <input type="checkbox"/> Pagamento da Taxa Inscrição |
| <input type="checkbox"/> Fotocópia da certidão de nascimento, casamento ou divórcio | <input type="checkbox"/> Pagamento de Correio |
| <input type="checkbox"/> Fotocópia do histórico escolar da graduação | <input type="checkbox"/> Pagamento da Taxa de identidade Acadêmica |
| <input type="checkbox"/> Fotocópia do diploma do curso superior | |
| <input type="checkbox"/> Curriculum Vitae | |

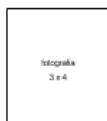
1



UNILOGOS®
Intelligence Educational

FORMULÁRIO 002

FICHA DE TRANSFERENCIA



Controle de Matrícula:

IDENTIFICAÇÃO

Nome: _____		
Data de Nascimento: _____	Naturalidade: _____	
Nacionalidade: _____	Estado Civil: _____	
Filiação: _____	Pai: _____	Mãe: _____
RG nº: _____	Emitido por: _____	em: _____
C.P.F. nº: _____		

ENDEREÇO RESIDENCIAL

Telefone: _____	Fax: _____	E-mail: _____
Rua: _____	Nº _____	
Complemento: _____	Bairro: _____	
CEP: _____	Cidade/UF: _____	

ENDEREÇO COMERCIAL

Empresa: _____	Função: _____
Telefone: _____	Fax: _____
Rua: _____	E-mail: _____
Complemento: _____	Nº _____
CEP: _____	Bairro: _____
Cidade/UF: _____	

DADOS DA UNIVERSIDADE DE ORIGEM

Curso: _____	Data de Início do Curso: _____
Instituição: _____	Cidade/UF: _____
Nº da Matrícula: _____	

REQUER MATRICULA

Curso: _____	Nível Educacional: _____
Carga Horária: _____	Cidade/UF: _____

DOCUMENTAÇÃO APRESENTADA (Acompanhamento Interno)

- | | |
|---|--|
| <input type="checkbox"/> Fotocópia da carteira de identidade | <input type="checkbox"/> Xerox comprovante residência |
| <input type="checkbox"/> Fotocópia do C.P.F. | <input type="checkbox"/> Pagamento da Taxa Inscrição |
| <input type="checkbox"/> Fotocópia da certidão de nascimento, casamento ou divórcio | <input type="checkbox"/> Pagamento de Correio |
| <input type="checkbox"/> Fotocópia do histórico escolar da graduação | <input type="checkbox"/> Pagamento da Taxa de Identidade Acadêmica |
| <input type="checkbox"/> Fotocópia do diploma do curso superior | |
| <input type="checkbox"/> Currículo Vitae | |

003 – Re-entry Form



Formulário 003

LOGOS UNIVERSITY INTERNATIONAL - UNILOGOS®
PRÓ-REITORIA DE GRADUAÇÃO

FORMULÁRIO – REQUERIMENTO DE REINGRESSO

Ilma. Senhor (a)

Pró-Reitor (a) de Graduação

Da LOGOS UNIVERSITY INTERNATIONAL - UNILOGOS®

Nesta

EU, _____
RG nº _____, CPF _____ abaixo firmado,
ex-aluno(a) do Curso de _____, com
matrícula nº _____ vem, pelo presente, requerer a
Vossa Senhoria o REINGRESSO nessa Instituição no curso de origem em
que se encontra na situação escolar de ABANDONO desde o período letivo
de _____, considerando que o(a) requerente atende aos
requisitos da Resolução do CONSEPE para o Reingresso

Nestes termos, pede e espera deferimento.

Miami (FL), em _____ de _____ de 20____.

(Assinatura)

(E-mail)

004 - Scholarship Application Form
(Request for discount or gratuity)

FICHA DE INSCRIÇÃO PARA BOLSA DE ESTUDOS

Ao assinar o presente formulário o candidato assume total responsabilidade sobre a veracidade das informações prestadas, as quais poderão ser investigadas ou confirmadas a qualquer tempo. (SOMENTE TERÃO VALIDADE AS INFORMAÇÕES COMPROVADAS COM DOCUMENTOS LEGALMENTE ACEITOS)

IDENTIFICAÇÃO DO ACADEMICO			
Nome:			
Curso:	Módulo:		
CPF.:		RG.:	
Data nasc.:	Naturalidade:	UF.:	
E-mail:			
Endereço:	n°		
Cidade:	UF.:	Fone:	
Possui alguma deficiência? () sim () não qual:			
Profissão:			
Está empregado? () sim () não			
Local de Trabalho		Fone:	
Endereço:			
Cidade:		UF.:	
Tempo do último emprego Outras fontes de renda?			
() Sim Quanto? () não			
Estado Civil:		Nº de Dependentes:	
Cônjuge (Nome):		Profissão:	
Local de Trabalho:		Renda mensal:	
- É Graduação em curso superior? () sim () não			
- Possui algum benefício para custear seus estudos? () não () sim Qual?			
Escola onde concluiu o Ensino Médio:			
() Pública - Qual?			
() Particular Qual?			
No caso de particular, qual o percentual de bolsa recebida?			
Cidade da escola onde concluiu o Ensino Médio:			
Você reside: () com a família () sozinho () com parentes () pensão () república () outros			
Especificar:			
Total da renda bruta familiar e /ou individual mensal (Informações sobre todos que contribuem e/ou dependem da renda familiar (inclusive o próprio candidato): R\$			
Total Per capita familiar/individual:			

<input type="checkbox"/> Próprio – valor: R\$ _____ <input type="checkbox"/> Cedido <input type="checkbox"/> Herança <input type="checkbox"/> Alugado - valor: R\$ _____ <input type="checkbox"/> Financiado - valor: R\$ _____ <input type="checkbox"/> Outros <input type="checkbox"/> Mais de um imóvel? Quantos: _____ Valor: R\$ _____ Características do imóvel: <input type="checkbox"/> Alvenaria <input type="checkbox"/> Madeira <input type="checkbox"/> Mista
Você e/ou sua família possuem Terreno(s)? <input type="checkbox"/> em perímetro urbano. Quantos: _____ Valor: R\$ _____ <input type="checkbox"/> em perímetro rural. Quantos: _____ Valor: R\$ _____ <input type="checkbox"/> em perímetro praia. Quantos: _____ Valor: R\$ _____
Você e/ou sua família possui automóvel, moto, caminhão e/ou outros veículos de transporte? <input type="checkbox"/> Sim <input type="checkbox"/> Não Quantos? _____ Qual? _____ Quem? _____ Qual o modelo e o ano? _____ Valor: R\$ _____
Caso haja empresa informar: Nome da empresa: _____ CNPJ: _____ Nº de funcionários: _____ Valor estimado do patrimônio total da empresa: R\$ _____

_____, _____ de _____ de 2018.
 Declaro que as informações prestadas no presente Formulário de Declaração são verdadeiras e que estou ciente dos motivos de exclusão da concessão da bolsa de estudos do Programa de Bolsas de Estudo da UniLogos®.

 Assinatura do aluno (a) e/ou responsável

PARA USO DA UNILOGOS (Não preencher)

PARECER: ☐ favorável ☐ não favorável

_____/_____/2018

Assinatura e carimbo / Assistente Social ou Equipe Técnica

Application Form for Doctor Honoris Causa Award



LOGOS UNIVERSITY INTERNATIONAL - UNILOGOS®

PRÓ-REITORIA DE ENSINO / TEACHING PRO-RECTOR

Phone /Telephone: +1 (786) 259-0471 (USA) / +55 (21) 3697-5854 (Brazil) - e-mail: contact@unilogos.org

**REQUERIMENTO PARA TITULO DOCTOR HONORIS CAUSA
APPLICATION FOR TITLE DOCTOR HONORIS CAUSA**

Nome requerente/ applicant name :			
Carteira de identidade (ID) n°:	Órgão Emissor (TYPE ID):	Estado Civil (MARITAL STATUS):	
Endereço/ ADDRESS (rua, avenida e outros):		(NUMBER/N°):	Country/Pais:
NEIGHBORHOOD / Bairro:	CITY/Cidade:	State/UF:	ZIP CODE/CEP:
E-mail:		PHONE/Telephone:	
Requires Diploma Doctor Honoris Causa in / Requer Diploma Doctor Honoris Causa em:			
Your profession / Sua Profissão:			
Sua Formação / your Training:		Conclusion year / Ano de Conclusão:	
Exponha aqui os motivos para Receber o Título / Expose here the reasons for Receiving Title			

Address: 7950 NW 53rd Street
Suite 337 - Miami, FL - USA 33166

www.logos-university.org / Phone: +1 (786) 259-0471 / contact@unilogos.org

Nome requerente/ applicant name :

Signature/Assinatura: _____

Date and Local / Data e Local: _____

DECLARAÇÃO DO REQUERENTE:

Atesto que todas as informações prestadas são verdadeiras e ser minha a inteira responsabilidade de entrega de todos os documentos exigidos.

Atesto, também, estar ciente de que qualquer irregularidade ou ausência de documentos na forma exigida, o processo será automaticamente indeferido e que, em nenhuma circunstância, será devolvida a taxa do processo de Concessão do Título.

Declaro que estou ciente e concordo com os procedimentos e normas estabelecidas pela Logos University®.

DECLARATION OF THE APPLICANT:

I certify that all information provided is true and that it is my responsibility to deliver all required documents.

I also wish to be aware that any irregularity or lack of documents in the required form, the process will be automatically rejected and that, under no circumstances, will be returned the rate of the Title Award process.

I declare that I am aware of and agree to the procedures and standards established by Logos University®.

Anexar: 2 depoimentos da área social ou cultural e documentos de identidade

Attach: 2 social or cultural statements and identity documents

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General Diploma Application Form



LOGOS UNIVERSITY®
PRÓ-REITORIA DE ENSINO / TEACHING PRO-RECTOR

Phone / Telefone: +1 (786) 259-0471 (USA) / +55(31) 3141-2326 (Brazil) - e-mail: contato@institulogos.org

REQUERIMENTO PARA DIPLOMA
APPLICATION FOR DIPLOMA

Nome requerente/ applicant name :			
Carteira de identidade (ID) nº:	Órgão Emissor (TYPE ID):	Estado Civil (MARITAL STATUS):	
Endereço/ ADDRESS (rua, avenida e outros):		NUMBER/Nº:	Country/País:
NEIGHBORHOOD / Bairro:	CITY/Cidade:	State/UF:	ZIP CODE/CEP:
E-mail:		PHONE/Telefone:	
Requires Diploma / Requer Diploma:			
Your profession / Sua Profissão:			
Sua Formação / your Training:		Conclusion year / Ano de Conclusão:	
Exponha aqui os motivos de seu Requerimento / State the reasons for your Application here			
Signature/Assinatura: _____			
Date and Local / Data e Local: _____			

DECLARAÇÃO DO REQUERENTE:

Atesto que todas as informações prestadas são verdadeiras e ser minha a inteira responsabilidade de entrega de todos os documentos exigidos.

Atesto, também, estar ciente de que qualquer irregularidade ou ausência de documentos na forma exigida, o processo será automaticamente indeferido e que, em nenhuma circunstância, será devolvida a taxa do processo de Concessão do Título.

Declaro que estou ciente e concordo com os procedimentos e normas estabelecidas pela Logos University®.

Information Access Request Form
(Consultation of Diplomas and Personal Data)
Obs: Private and Confidential Consultation

Formulário para pedido de acesso à informação

Pessoa natural



Dados do requerente - obrigatórios

Nome: _____

CPF: _____

Endereço físico:

Cidade: _____ Estado: _____

CEP: _____

Endereço eletrônico (e-mail): _____

Dados do requerente – não obrigatórios

ATENÇÃO: Os dados não obrigatórios serão utilizados apenas de forma agregada e para fins estatísticos.

Telefone (DDD + número): () _____

() _____

Endereço eletrônico (e-mail): _____

Sexo: Masculino ☐ Feminino ☐

Data de nascimento: ____/____/____

Escolaridade (completa)

- | | | |
|---|---|---|
| <input type="checkbox"/> Sem instrução formal | <input type="checkbox"/> Ensino fundamental | <input type="checkbox"/> Ensino Médio |
| <input type="checkbox"/> Ensino superior | <input type="checkbox"/> Pós-graduação | <input type="checkbox"/> Mestrado/Doutorado |

Ocupação principal

- | | | |
|---|--|---|
| <input type="checkbox"/> Empregado - setor privado | <input type="checkbox"/> Profis. Liberal/autônomo | <input type="checkbox"/> Empresário/empreendedor |
| <input type="checkbox"/> Jornalista | <input type="checkbox"/> Pesquisador | <input type="checkbox"/> Servidor público federal |
| <input type="checkbox"/> Estudante | <input type="checkbox"/> Professor | <input type="checkbox"/> Servidor público estadual |
| <input type="checkbox"/> Membro de partido político | <input type="checkbox"/> Membro de ONG nacional | <input type="checkbox"/> Servidor público municipal |
| <input type="checkbox"/> Representante de sindicato | <input type="checkbox"/> Membro de ONG internacional | |
| <input type="checkbox"/> Outras | <input type="checkbox"/> Nenhuma | |

Órgão/Entidade Destinatário(a) do Pedido:

Órgão/Entidade Destinatário(a) do Pedido:

☐ Correspondência eletrônica (e-mail)

☐ Correspondência física (com custo)

☐ Buscar/Consultar pessoalmente

Especificação do pedido:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

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Formulário para reclamação
Pessoa natural



Dados do requerente

Nome: _____

CPF: _____

Endereço físico*:

Cidade*: _____ Estado*: _____

CEP*: _____

Endereço eletrônico (e-mail)*: _____

Telefone (DDD + número)*: () _____

() _____

* Informar apenas em caso de mudança ou imprecisão dos dados cadastrais informados no pedido de acesso à informação original

Dados do pedido de acesso à informação original não atendido no prazo

Protocolo (NUP)*: _____

Data do pedido: _____

* informação é obrigatória

Descreva sua Reclamação

Application Form (In case of Orders denied)

Formulário para recurso
Pessoa natural



Dados do requerente

Nome: _____

CPF: _____

Endereço físico*:

Cidade*: _____ Estado*: _____

CEP*: _____

Endereço eletrônico (e-mail)*: _____

Telefone (DDD + número)*: () _____

() _____

* Informar apenas em caso de mudança ou imprecisão dos dados cadastrais informados no pedido de acesso à informação original

Dados do pedido de acesso à informação original

Protocolo (NUP)*: _____

Data do pedido: _____

Data da resposta: _____

* informação é obrigatória

Recurso

Instância do recurso:

- ☐ 1ª instância – Autoridade superior à que proferiu a decisão ☐ 2ª instância – Autoridade máxima do órgão/entidade ☐ 3ª instância – CGU

Motivo do recurso:

- ☐ Ausência de justificativa legal para classificação
☐ Autoridade classificadora não informada
☐ Data da classificação (início/fim) não informada
☐ Grau de classificação inexistente
☐ Grau de sigilo não informado
☐ Informação classificada por autoridade sem competência
☐ Informação incompleta
☐ Informação recebida não foi a solicitada
☐ Informação recebida por meio diferente do solicitado
☐ Justificativa para o sigilo insatisfatória/não informada
☐ Prazo de classificação inadequado para o grau de sigilo
- ☐ Outros

Justificativa do recurso:

Registered Document - Copy Not allowed

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Identificador: 1903100220547



ORIENTATION MANUAL UNIVERSITY SECRETARY

