



CATÓLICA

FACULDADE DE DIREITO

ESCOLA DE LISBOA

FENIX

Requerimentos e Emissão de Documentos
Requisitions and Document Issuance

Março | March
2026

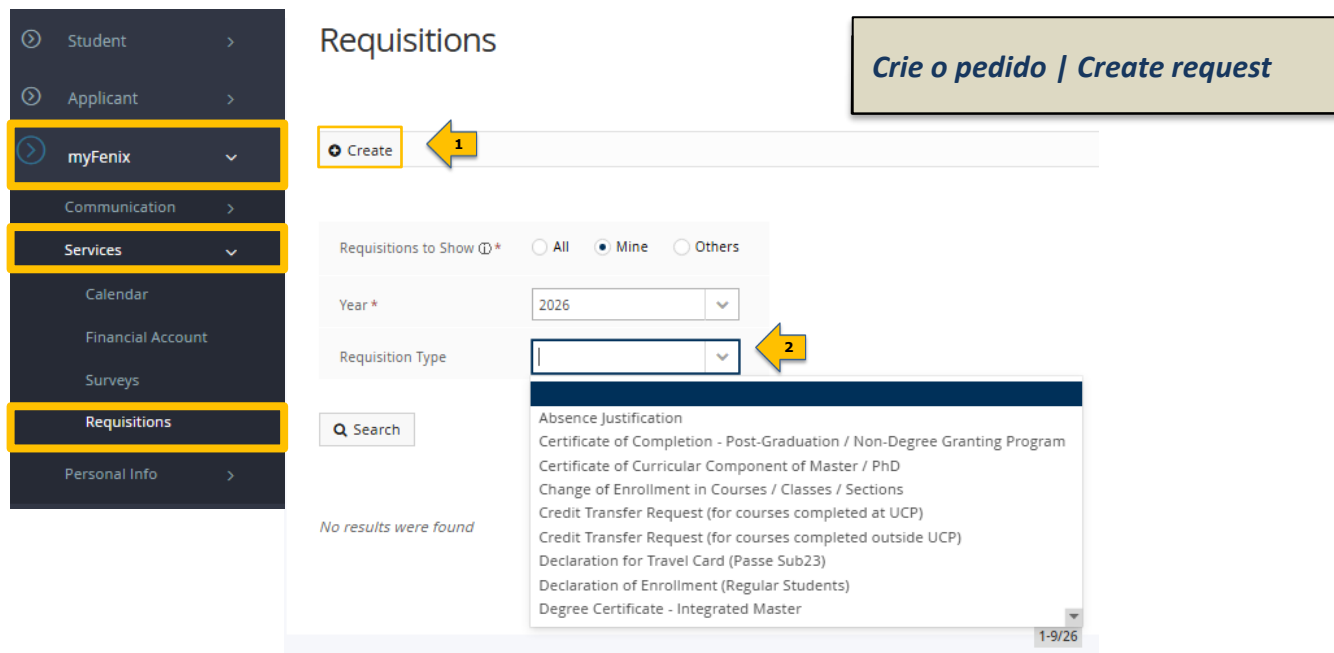
4. Requerimentos | Requisitions

Em **Requerimentos**, no separador **MyFenix**, pode submeter todos os seus pedidos, nomeadamente:

- **Emissão de documentos** – certidões de grau, certidões de aprovação em UC, declarações de matrícula, programas de unidades curriculares, entre outros
- **Outros pedidos** – como pedidos de estatuto ou justificação de faltas, de acordo com o aplicável ao seu curso.

*In the **Requisitions** section, under the **MyFenix** tab, you can submit all your requests, including:*

- **Document issuance** – degree certificates, course approval certificates, enrolment declarations, course syllabi, among others
- **Other requests** – such as special status requests or absence justifications, depending on what applies to your programme.



Requisitions

Crie o pedido | Create request

Create

Requisitions to Show All Mine Others

Year * 2026

Requisition Type

Absence Justification
 Certificate of Completion - Post-Graduation / Non-Degree Granting Program
 Certificate of Curricular Component of Master / PhD
 Change of Enrollment in Courses / Classes / Sections
 Credit Transfer Request (for courses completed at UCP)
 Credit Transfer Request (for courses completed outside UCP)
 Declaration for Travel Card (Passe Sub23)
 Declaration of Enrollment (Regular Students)
 Degree Certificate - Integrated Master

No results were found

1-9/26



4. Requerimentos | Requisitions

Dependendo do pedido que escolher, deverá preencher as informações solicitadas.

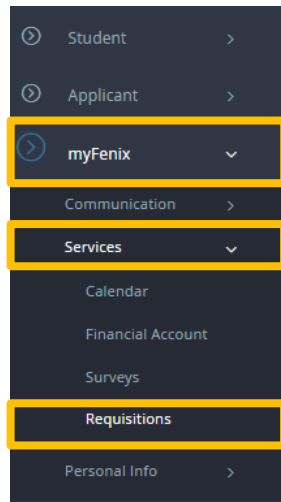
Exemplo: Certificado de Aprovação em Unidades Curriculares

1. Selecione:
 - **Finalidade**
 - **Curso**
 - **Criar**
2. Escolha as opções pretendidas:
 - **Língua de emissão** (PT ou EN)
 - **Inclusão da média atual** (Sim / Não)
 - **Inclusão das UC em que se encontra inscrito** (Sim / Não)
3. No final, clique em **Submeter**.

Depending on the request you choose, you will need to complete the required information.

Example: Certificate of Approval in Curricular Units

1. Select:
 - **Purpose**
 - **Registration**
 - **Create**
2. Choose the desired options:
 - **Language of issuance** (PT or EN)
 - **Include current average grade** (Yes / No)
 - **Include currently enrolled courses** (Yes / No)
3. Finally, select **Submit**



Create Requisition

Requisition Type * Certificate of Approval in C

Purpose Other Purpose

Registration * For Scholarship Purposes in Applied Micro
Other Purpose
PRIMUS INTER PARES

Create

Details

Person

Type Certificate of Approval in Curricular Units

State

Purpose Other Purpose

Form Responsible People Remarks Process Monitoring

Field "Language*" is required.
Field "Do you wish to include the Current Average in the Certificate of Approval in Curricular Units?" is required.
Field "Do you wish to include the Courses Enrolments in the Certificate of Approval in Curricular Units?" is required.

Language *
 English
 Portuguese



4. Requerimentos | Requisitions

Regresse ao menu principal para consultar a lista de todos os requerimentos submetidos.

Return to the main menu to view the list of all submitted requests.

Requisitions

Create

Requisitions to Show * All Mine Others

Year * 2024

Requisition Type

Search

Number of results: 1 (Total 1)

Requisition Type	Number	Urgency	State	Last Modification	Degree
Certificate of Approval in Curricular Units	REQ-151	No	Fill Form	05/01/24 08:27	Master Degree ... Microbiology (P3636)



4. Requerimentos | Requisitions

Após pagamento, o certificado é assinado digitalmente pela Diretora dos Serviços Académicos, e seguidamente disponibilizado no separador “Documentos” do requerimento. O estado do requerimento muda para “**Documento entregue**”

*After payment, the certificate is digitally signed by the Head of the Academic Services and then made available in the “Documents” tab of the requisition. The request status will change to “**Document delivered**”.*

The screenshot shows the 'Requisitions' management interface. On the left, a list of requisitions is displayed with a table. One requisition is highlighted with a yellow box and a yellow arrow pointing to its status 'Document Delivered'. A yellow box also highlights a 'View' button next to it. On the right, the 'Details' tab is selected, showing information about the requisition, including its type, state, and purpose. A yellow box highlights the 'Final Document' section, which contains a link to the certificate and a 'Published Doc' button.

Requisition Type	Number	Urgency	Status	Last Modification	Degree
Certificate of Approval in Curricular Units	REQ-151	No	Document Delivered	05/01/24 09:01	Master Degree ... Microbiology (F3616)



Código QR para validação do documento

Site para validação
<https://fenix.ucp.pt/validar-documentos>

Código de Validação
8a381 3f28

Os documentos têm sempre um link e Código de validação, para facilitar a verificação de autenticidade por entidade recetoras dos mesmos.

All documents include a validation link and code to allow receiving organisations to verify their authenticity.



Diretora dos Serviços Académicos
28 de dezembro de 2023

A maioria dos documentos emitidos são igualmente assinados pela Diretora dos Serviços Académicos.

Most issued documents are also digitally signed by the Head of the Academic Services.



Atenção | Attention

É absolutamente essencial que aguarde pelo registo integral de todas as notas antes de submeter o pedido de emissão de certificados, uma vez que estes documentos são gerados automaticamente pela plataforma com base na informação disponível no momento do requerimento.

It is essential that you wait until all grades have been fully recorded before submitting a request for certificate issuance, as these documents are automatically generated by the platform based on the information available at the time of submission.