

## AGREEMENT AND VERACITY TERM FOR EXTERNAL USER REGISTRATION - SEI/UFJF

Name:

Passport:  Telephone:

Registered email:

The registration as an external user in the SEI of the Federal University of Juiz de Fora (UFJF) on the website (<https://www2.ufjf.br/sei/usuario-externo/>) and the delivery of this document will imply the acceptance of all the terms and conditions that guide the electronic process, according to Decree number 8.539, published in October 8, 2015, and other applicable rules, admitting as valid the electronic signature in the registered modality (login/password), resulting in the responsibility for the misuse of the actions carried out, which will be subject to civil, criminal and administrative verification.

### **In addition, I declare that all the data informed here are true and that they are my sole responsibility:**

- I. The secrecy of the access password, not being justified, in any case, allegation of improper use;
- II. The conformity related to the data informed in this form and those contained in the register and in the presented documents;
- III. The conformity related to the data informed in the electronic application form and those contained in the protocolized document, including the information provided in the mandatory fields and the attached essential and complementary documents;
- IV. The preparation of the petition and digital documents in accordance with the requirements established by the system about the type and size of the files to be transmitted electronically;
- V. Conservation of the original documents of that were used for the scanned documents sent by electronic petition until the administration right to review the acts performed in the process expires, so that, if requested, they can be presented to the UFJF for any type of conference;
- VI. Verification, by means of the electronic protocol receipt of petitions and electronically transmitted documents;
- VII. Periodic consultation at the SEI/UFJF in order to verify the receipt of notifications, considered as performed on the data on which the consultation is carried out in the system or, if the consultation is not carried out, fifteen days after the date of its issuance;

### **Instructions:**

For the registration to be analyzed and approved, send it as an attachment to [USUARIOEXTERNO.CAT@UFJF.BR](mailto:USUARIOEXTERNO.CAT@UFJF.BR)

- This form completely filled in, signed and scanned
- Scanned image of the identity document and CPF (Taxpayer Registration Number in Brazil).

The terms with “pasted signature”, or electronic signature that are not in accordance with the MP2.200-2/2001 will not be accepted. If you use a cell phone to scan, please ensure good quality. If possible, use a scanning application.

Alternatively, to this form, the Department Office may request the approval of Professors/External Guests registration by email or official letter to the UFJF Service Center (Central de Atendimento), in the main campus.

The approval of the registration does not imply the availability of access to the process (when applicable), which will be the object of analysis of the unit/department in which it is being processed. After the registration approval, the user who requires access to the SEI process have to be in contact with the responsible sector. In order to provide access to the SEI process, the sector where it is in progress may request additional documentation.

,  /  /  (dd/mm/yy)

Signature ( sign according to the document to be attached)