Re-issuance of University of São Paulo (USP) diplomas is regulated by the University Resolutions USP n. 5490/2008 and 5930/2011 and can be requested in cases of alterations in civil registry information, loss, damage, or destruction of the first issuance.

For re-issuance, the following is necessary:

• Publication of the fact in a newspaper or large circulation media in the city where the Faculty of Sciences, Philosophy and Letter of Ribeirão Preto/University of São Paulo is situated (e.g., in Ribeirão Preto, Jornal A Cidade);

Thirty days after the publication, the re-issuance should be requested at the Postgraduate Studies Office of the Faculty of Sciences, Philosophy and Letter of Ribeirão Preto/University of São Paulo. The request should follow the instructions below:

O It should be addressed to the Director of Faculty of Sciences, Philosophy and Letter of Ribeirão Preto/University of São Paulo;

O It should be signed by the duly qualified interested party;

O It should contain a report of the fact;

O It should be signed by two duly qualified witnesses.

Please attach the following documents to the request:

• Proof of publication of the fact; e.g., newspaper page where the fact was published, \*

• When the fact is not diploma loss, please attach the first issuance of the Diploma;

• Copy of the Identification Document;

• Proof of payment of the fee concerning the diploma re-issuance (please verify the fee value at the Accounting Office of Faculty of Sciences, Philosophy and Letter of Ribeirão Preto/University of São Paulo).