UNIVERSITY OF SÃO PAULO LAW SCHOOL
INTERNATIONAL OFFICE

CONTACT INFORMATION	**Dr. Fabio Silveira Molina (Head of the International Office)** Universidade de São Paulo – Faculdade de Direito | *University of São Paulo – School of Law* Comissão de Cooperação Internacional | *International Relations* Largo São Francisco, 95 CEP: 01005-010 SÃO PAULO – SP – BRASIL Tel./Fax: +55 11 3111-4099 E-mail: ccinnfd@usp.br
ACADEMIC YEAR	**First semester: February to June** July: winter vacation **Second semester: August to December** January: summer vacation
NOMINATION DEADLINES (by home university)	**First semester:** October 15th **Second semester:** May 15th For nomination, partner universities must send us by email the following information of the nominated student: 1. Full name (exactly as it appears on the passport): 2. Gender 3. Email 4. Address of the International Office of the Home University (in which the Letter of Acceptance must be sent) 5. Course name the student is enrolled in the home university 6. Period of the exchange 7. Undergraduate or Post-Graduate student? 8. Is your student interested in taking an online Portuguese course at beginner level A1, offered free of charge by USP?

APPLICATION DEADLINES (by the student)	**First semester:** October 30th **Second semester:** May 30th After the nomination, students will receive by email the application instructions. They will receive a link to complete their application in our online platform ("Sistema Mundus"), and it will be necessary to submit the following documents: 1. Application form (template attached in our online platform while completing the application); 2. Copy of the applicant's passport: pages containing photo, personal data, passport number and expiration date; 3. Copy of the student's undergraduate transcript of records issued by the home university (current course); 4. Motivation Letter, including the courses the candidate intends to take at FD-USP (Faculdade de Direito da USP). Browse information about course programs and schedules in the university catalogue https://uspdigital.usp.br/mundus > Course Catalogue/Catálogo de Cursos); 5. Digital photograph for the student card, in ".jpg" format and maximum size of 50 Kb (in color and taken against a white background, with face clearly visible); 6. Curriculum vitae. *Important:* *A) please note that the Photo (for the USP Student Card) must be in .jpeg format (maximum size of 50 Kb), in color and taken against a white background, with face clearly visible;* *B) all the other documents for upload in our online platform (Sistema Mundus) must be in .pdf format and smaller than 1MB.* *C) Study plans sent for the application process are used only as a guideline to analyze the relevance of the exchange. However, there is no guarantee that students will be accepted to take all the disciplines requested, and the final enrollment will be done personally by the student in the International Office.*
LANGUAGE REQUIREMENTS	Students must have an excellent level of Portuguese language (at least intermediate level, and we do not ask for certificates). It is important for students to be acquainted with the Portuguese language because all undergraduate classes and the most of graduate classes offered at the University of São Paulo are taught in Portuguese. For students who need to improve their skills in Portuguese, the Language Center of Faculty of Philosophy, Languages and Human Sciences (Centro de Línguas da FFLCH) offers Portuguese courses for foreigners (http://clinguas.fflch.usp.br).
ACADEMIC SYSTEM	USP academic credit system is based on "In Class" credit and "Workload" credit. One "In Class" credit is equal to 15 hours in a given semester, while one "Workload" credit corresponds to 30 hours. It is common to adopt 1 USP credit as equivalent to 2 ECTS credits, but each institution has autonomy to determine the final equivalence.

	Documents students must provide
BEFORE ARRIVE IN BRAZIL	1. **Passport with a Temporary Student Visa (type IV or MERCOSUL):** All nationals coming to Brazil for a period of time need to obtain a visa prior to travelling. In order to legally reside in Brazil during the period of intended study and to enroll in disciplines, foreign students must obtain a student visa (type IV or MERCOSUL) from the Brazilian Embassy or Consulates. Further information can be found at http://www.itamaraty.gov.br. Students should note that visa requirements may change from time to time. It is not possible for foreign students to be formally enrolled at USP holding only a tourist visa, nor is it possible to change the type of visa once the student is already in Brazil by a neighboring visa. 2. A copy of the **International Health Insurance/Travel Insurance** for the whole stay period, which should be purchased in the student's home country prior to the arrival in Brazil. 3. It is optional, but foreigners can get a document called **CPF - Cadastro de Pessoas Físicas** at the Brazilian Embassy or Consulates, which is especially useful such as for getting a student bus and subway card; opening a bank account; registering a mobile phone SIM card and buying at Brazilian online shopping websites.
ARRIVAL DATE	We recommend students to arrive in Brazil at least one week before classes. The orientation/welcome day normally occurs one day before the first day of classes. Students attend classes for 2 weeks and then they will officially enroll in courses personally at the International Office (changes cannot be made after that).
AFTER ARRIVAL	Once in Brazil, in the orientation/welcome day, foreign students must present their passports with the student visa (type IV or MERCOSUL). In order to stay legally in Brazil and to be enrolled at FDUSP, it is necessary for students to have a valid foreigner's ID card (RNM – Registro Nacional Migratório) issued by the Brazilian Federal Police. Please visit the Brazilian Federal Police website for further information. **IMPORTANT:** Students are not allowed to work in Brazil.
FEES & FUNDING ASSISTANCE	USP is a public university, therefore it does not charge any college fee from its students. Students have to afford their personal expenses in Brazil. However, there are restaurants at the University of São Paulo for the academic community and student cards that subsidize food and the acquisition of transportation tickets (which means that their costs for students are much lower than the regular ones charged outside the university). Student Accommodation at USP and USP's funding assistance programs are not eligible for exchange students.

MORE INFORMATION	USP iFriends http://www.usp.br/internationaloffice/en/index.php/usp-ifriends Library of FDUSP: http://biblifd.direito.usp.br/ Museums of USP http://www5.usp.br/en/extensao/museus SAS-USP Restaurants ("bandejão") http://sites.usp.br/sas/todos-os-restaurantes-2 CEPEUSP - USP's sports center http://www.cepe.usp.br Guide for foreign students and researchers at USP http://www.usp.br/internationaloffice/wp-content/uploads/student_researcher_guide_USP.pdf Brazilian Federal Police http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro Transport in São Paulo city - SPTrans (bus) http://www.sptrans.com.br São Paulo subway and train map http://www.metro.sp.gov.br/pdf/mapa-da-rede-metro.pdf Oficial website for tourism in SP: http://www.cidadedesaopaulo.com São Paulo Turismo: http://www.sp-turismo.com Visite São Paulo: http://www.visitesaopaulo.com