



Universidade
Federal
Fluminense



Diretoria de Relações

Internacionais

EXCHANGE STUDENT GUIDE



Universidade
Federal
Fluminense



Diretoria de Relações

Internacionais

UFF - UNIVERSIDADE FEDERAL FLUMINENSE

INTERNATIONAL COOPERATION OFFICE

EXCHANGE STUDENT GUIDE





Universidade
Federal
Fluminense



UNIVERSIDADE FEDERAL FLUMINENSE

President | Roberto de Souza Salles

Vice-President | Sidney Luiz de Matos Mello

Director of International Relations | Livia Maria de Freitas Reis

Vice-President for Undergraduate Studies | Renato Crespo Pereira

Vice-President for Student Affairs | Sérgio José Xavier de Mendonça

Vice-President for Extramural Activities | Fábio Barboza Passos

Vice-President for Research, Post-Graduate Studies and Innovation | Antônio Cláudio
Lucas de Nóbrega

Vice-President for Planning and Finance | Heitor Luiz Soares de Moura

Vice-President for Administration | Leonardo Vargas da Silva

Vice-President for Human Resources | Jovina Maria de Barros Bruno





Universidade
Federal
Fluminense



WELCOME

Dear Exchange Student,

In this guide you will find useful information on UFF International Student's Exchange Program. In our University, the activities related to international cooperation and Students Exchange are supported by our International Cooperation Office (ICO). It will provide you with all the necessary assistance to make your Student Exchange experience productive and rewarding. It represents a unique opportunity that includes interaction with a different culture, combined with immersion in a different academic environment, and fosters personal growth. In addition to constituting cultural enrichment, living away from home it helps to broaden the student's academic and professional horizons.

ICO





Universidade
Federal
Fluminense



SUMMARY

1. GENERAL INFORMATION.....	6
2. ABOUT UNIVERSIDADE FEDERAL FLUMINENSE – UFF	7
3. ABOUT THE INTERNATIONAL COOPERATION OFFICE – ICO	7
3.1 Cooperation Policy	8
3.2 Exchange Program.....	9
3.3 UFF Buddy Program	14
4. PORTUGUESE AS A FOREIGN LANGUAGE	15
5. CERTIFICATE OF PROFICIENCY IN PORTUGUESE	16
6. FACILITIES	17
7. USEFUL ADDRESSES AND PHONE NUMBERS	21





Universidade
Federal
Fluminense



1. GENERAL INFORMATION

Institution | UNIVERSIDADE FEDERAL FLUMINENSE

Country | BRASIL

Website | www.uff.br

Cooperation and Exchange | International Cooperation Office - ICO

Director of the ICO | Lívia Maria de Freitas Reis

Contact | 55 21 26295227 | 55 21 26295228

Address | Rua Miguel de Frias, 9, 7º andar. Icaraí, Niterói-RJ CEP 24220-900

Website | www.aai.uff.br/

ICO STAFF

Director of the International Cooperation Office | Lívia Maria de Freitas Reis

Project Coordinator | Adriana Maciel

International Cooperation Agreements | Amélia Lírio

Julia Laneuville

Exchange - Outgoing Students | Maria Geisa Mendonça

Rafael Gerardo

Vivian Souza

Exchange - Incoming Students | Julia Laneuville

Lucia Helena Venancio

Silvino Eduardo Barbalho

Executive Secretary | Lucia Helena Venancio





Universidade
Federal
Fluminense

UFF
Diretoria de Relações
Internacionais

2. ABOUT UFF

Founded on December 18th 1960, Universidade Federal Fluminense is one of the largest universities in Brazil and has been experiencing a huge growth in the number of undergraduate and post-graduate courses, as well as in research and extramural activities. It provides around 100 undergraduate courses (classroom teaching and distance learning), more than 50 MA and 30 Doctorate programs, in addition to more than 150 diploma courses. UFF also counts on approximately 560 research groups registered at CNPq (Brazilian National Council for Research). Still in the academic arena, the university offers scientific initiation, innovation, monitoring and internship activities to its students.

Our University counts on a complex structure of libraries, auditoriums, amphitheatres, bank agencies, cafeterias, a theater, an Arts Center, a movie theater, a publishing house, a Symphony Orchestra and the Antonio Pedro University Hospital (Hospital Universitário Antonio Pedro - HUAP), which assumes a social role of great impact in the region, as well as providing our undergraduate and post-graduate students in medical sciences with excellent human and social experiences.

By means of its International Cooperation Office, UFF stimulates and promotes the students' exchange and the international cooperation activities according to the Academic Exchange Program and the Cooperation Policy of the Institution, respectively.

The city of Niterói

The city of Niterói, 13 km away from the city of Rio de Janeiro, has a population of more than 400.000 inhabitants, who are privileged to enjoy its natural beauty, life quality and high human development rate. Niterói also houses several public buildings, signed by the famous Brazilian architect, Oscar Niemeyer, which form a pathway along the city shores.





Universidade
Federal
Fluminense



3. THE INTERNATIONAL COOPERATION OFFICE - ICO

The International Cooperation Office of the Universidade Federal Fluminense provides support services relating to key aspects of the University's internationalization strategy, promoting students exchange programs and international cooperation agreements.

Support provided for:

- Foreign students of associated institutions;
- UFF students interested in attending universities overseas;
- Working trips of teachers and Office directors of associated institutions;
- Articulation with foreign university institutions and international organizations;
- Establishing international cooperation agreements;

3.1. Cooperation Policy

According to its academic policy, UFF values the international insertion of its students and professionals. Its International Cooperation Office facilitates the access to Student Exchange Programs at associated Teaching and Research Institutions. By means of its international cooperation activity, UFF establishes cooperation agreements aiming to formalize students, professionals and technical administrative personnel exchange and/or the development of other technical/administrative activities. The agreements and their amendments enable academic partnerships with foreign institutions, either on a bilateral or multilateral basis. In accordance with the Brazilian legislation, the agreements are only valid for up to (five) years with the possibility of renewal.





Universidade
Federal
Fluminense

UFF Diretoria de Relações
Internacionais

3.2. Exchange

We live in a world where the borders are blurred through the process of globalization, which has contributed to an accelerated professional and geographical mobility of the younger generations. At the present moment it is essential to deepen and enhance the general level of education.

According to its academic policy, UFF values the international insertion of its students and professionals, aiming at strengthening the university teaching and researching activities in this globalization process we are living nowadays. Our International Cooperation Office facilitates the student's access to the exchange opportunities at associated institutions.

EXCHANGE – INCOMING STUDENTS

1. REQUIREMENTS

- Valid health insurance during their stay in Brazil.
- Basic knowledge of Portuguese.

2. DOCUMENTS REQUIRED

- Presentation letter from the student;
- Recommendation letter from a teacher;
- Transcript;
- Photocopy of Passport.

3. DEADLINES

- August 15 to November 15 for the academic semester from March to July;
- February 15 to May 15 for the academic semester from August to December.

4. DURATION OF THE STUDENTS EXCHANGE PROGRAM:

The Student Exchange Program may last one semester, two semesters or less than one semester (Medicine course).





uff

Universidade
Federal
Fluminense

uff Diretoria de Relações
Internacionais

5. APPLICATION PROCEDURE

If you are interested in the International Student Exchange Program, the first step is to contact your university for information and advice. Once you have obtained the necessary information at your university and chosen to come to UFF, it is important to verify if our University offers courses compatible with the one you are studying at your university. You may take a look at the list of courses by accessing the following link:

http://www.aai.uff.br/sites/default/files/cursos_de_graduacao.pdf

You should also contact your academic coordinator in order to elaborate a course proposal, which consists of a list of the courses you intend to attend at UFF. The course proposal must be included in the application form, containing the signatures of your academic and institutional coordinators.

The application form is available at the website: <http://www.aai.uff.br/forms/>

Step by step tutorial on how to fill in the application form:

http://www.aai.uff.br/en/sites/default/files/step_by_step_-_how_to_fill_in_the_application_form.pdf

Please note that the form is only available within the period of time established for the application, as follows:

- August 15 to November 15 for the academic semester from March to July;
- February 15 to May 15 for the academic semester from August to December.

Please make sure to dedicate the necessary time for academic and institutional coordinators to sign the documents, as well as mailing the documentation required.

To fill in the form you will need the following documents:

- Presentation letter from the student;
- Recommendation letter from a professor;
- Transcript;





Universidade
Federal
Fluminense



- Photocopy of passport.

When you are finished, click the “send” button to submit your application online. Then, you should print the filled form and collect the signatures of your academic and institutional coordinators. The signed form and the documents listed above should be sent to us to the following address:

Universidade Federal Fluminense
Diretoria de Relações Internacionais
Rua Miguel de Frias, 9 - 7º andar
24.220-900 - Icaraí - Niterói - RJ
Brazil

Once we receive the documents signed, as well as all the other ones mentioned above, your application will be evaluated by the coordinators responsible for the courses you applied for. If you meet all the requirements and there is vacancy, our University will issue an acceptance letter and send it by e-mail and mail to your institutional coordinator, to the addresses listed in the application form. This letter will be essential for obtaining the student visa.

6. VISA

Exchange students need a student visa, which can be obtained at the Brazilian Consulate/Embassy in your country. If accepted by UFF, the student will receive an acceptance letter from the ICO to obtain the proper visa. Please note that the student visa does not allow any type of financially rewarded activity in Brazil and that it is not possible to change it to a tourist visa during their stay in Brazil.

Upon arrival in Brazil, the students must register at the Federal Police Immigration Office within 30 days. If they do so, a fine will be applied for each day of delay. Once registered, they will be issued an Identity Card for Foreigners. The documents required are:

- Photocopy of passport;
- Two 3x4 color photos with white background;
- Application Form for the Visa;





uff

Universidade
Federal
Fluminense



Diretoria de Relações

Internacionais

- Receipt of payment of the registration fee (payable at any bank);
- Receipt of payment of the foreign identity card (payable at any bank).
- Further information: www.dpf.gov.br.

7. PARTNERS INSTITUTIONS:

<http://www.aai.uff.br/en/institui%C3%A7%C3%B5es-conveniadas>

8. COURSES OFFERED:

http://www.aai.uff.br/sites/default/files/cursos_de_graduacao.pdf

9. IMPORTANT INFORMATION

Academic Calendar

Before you plan your trip, check our Academic Calendar: www.prograd.uff.br.

Meals

At UFF's cafeteria, the meal costs R\$0,70. In addition, there are several other dining options in the city of Niterói, the costs of which range from R\$8,00 to R\$30,00.

Acommodation

Foreign students usually prefer to stay at family houses, although it is also possible to rent an apartment and share it with other students. The monthly cost of a room in a family house ranges from R\$250,00 to R\$400,00. The rent of a two-bedroom apartment costs an average of R\$700,00 per month. The ICO maintains a list of available addresses near the University. We would like to remind you that the ICO merely indicates the address and all the details must be handled directly between the student and the owner. If necessary, the student may stay in a hotel or hostel for a few days before choosing a place to live.





Universidade
Federal
Fluminense



Diretoria de Relações

Internacionais

Transportation

The bus is the main public transportation in Niterói. The ticket fare costs around R\$2,60. To go to the city of Rio de Janeiro you may take a bus or a ferryboat; the tickets cost between R\$2,30 and R\$5,00.

Student ID

After registration, the student may apply for a student ID at his/her course coordination. For that purpose, he/she will need 3x4 photographs.

7. ARRIVING AT UFF

Upon arrival in Niterói, the students should go to the ICO to confirm their arrival and have their arrival certificate signed and sent to their home universities. Next, they are expected to go to PROGRAD, located on the second floor of the same building where ICO is located. Then, they will be registered and receive a document to enroll at their course coordination.

For further information, please contact us by email (mobilidadein@aai.uff.br) or by phone (55 21 26295227).





Universidade
Federal
Fluminense

Diretoria de Relações
Internacionais

3. 3. UFF Buddy

What is it?

The assistance for international students linked to the International Mobility Program aims to promote the integration of such students with UFF and its students. The assistance, provided by one of UFF students, is a volunteering activity and consists of a rich experience of cultural exchange. Besides, it is a great contribution not only to the development of the International Mobility Program, but also to the students' personal development. The buddies are responsible for assisting the foreign students upon their arrival in Brazil, helping them with whatever they need. At the end of the assistance period and after the submission of the final report, participation certificates shall be granted to those who fulfilled their responsibilities related to the Program.

How to participate

It is a volunteering activity to which every student regularly registered at UFF may apply. Both UFF's and international students' preferences shall be taken into consideration, as described in the application forms. The International Cooperation Office shall make an effort to conciliate the interests of both parties. International students who wish to receive this assistance must indicate it on their application form for the exchange program.

4. PORTUGUESE AS A FOREIGN LANGUAGE

UFF offers a Portuguese as a Foreign Language Program. It promotes the international student interaction with native speakers. In the Program, in addition to the regular classes, the student performs outside activities in public spaces such as museums, exhibitions and touristic places.

For further information contact our Languages Institute:

Instituto de Letras da UFF
Gragoatá Campus, Block B, 3rd floor
Gragoatá, Niterói – RJ





Universidade
Federal
Fluminense



Diretoria de Relações

Internacionais

Phone number: 55 21 26292517

5. CERTIFICATE OF PROFICIENCY IN PORTUGUESE

Celpe Bras

In Brazil, the official Certificate of Proficiency in Portuguese is the CELPE/Bras, issued by the Ministry of Education (MEC).

How to get it

To receive the Proficiency Certificate of Portuguese you need to be approved at the CELPE/Bras exam, developed by MEC and administered by institutions authorized by MEC. The exam consists on a written test that must be taken in two hours and 30 minutes and a 20-minute oral evaluation. Usually, it happens twice a year usually in the months of April and October.

For further information, please visit the website: <http://celpebras.inep.gov.br>.

Agencies authorized by MEC to administer the CELPE/Bras Exam:

- Universidade Federal Fluminense
- Other Brazilian universities
- Institutions located abroad





Universidade
Federal
Fluminense



6. FACILITIES

Chancellery

Located in an *Art Deco*-styled building at 9 Miguel de Frias, Icaraí. The chancellery houses the great majority of administrative offices, including the International Cooperation Office – ICO.

Gragoatá Campus

On Gragoatá Campus, in the district of São Domingos, the following facilities are located: the Central Library (Biblioteca Central), the Social Service School (Escola de Serviço Social), the Education School (Faculdade de Educação), the Social Science and Philosophy Institute (Instituto de Ciências Humanas e Filosofia), the Physical Education School (Educação Física) and the Languages Institute (Instituto de Letras).

Praia Vermelha Campus

Praia Vermelha Campus is located at 156 Passos da Pátria, Boa Viagem. There you will find the Engineering School (Escola de Engenharia), the Architecture School (Escola de Arquitetura), the Physics Institute (Instituto de Física), the Geosciences Institute (Instituto de Geociências) and the Computer Sciences Institute (Instituto de Ciências Sociais).

Valonguinho Campus

The Valonguinho Campus, downtown, hosts the following areas of expertise: Biological Sciences, Chemistry, Dentistry, Nutrition, Tourism, Business, Accountability, Mathematics and Statistics.

Institute of Arts and Social Communication, the Law School and the School of Economics

The Institute of Arts and Social Communication (Instituto de Artes e Comunicação Social – IACS), located at 126 Prof. Lara Vilela, in the district of Ingá, hosts the following areas of expertise: Archival, Biblioteconomy and Documentation,





Universidade
Federal
Fluminense



Diretoria de Relações

Internacionais

Social Communication, Media Studies and Cultural Production. Next to the IACS, you will find the Law School and the School of Economics, located at 62 Presidente Pedreira and at 17 Tiradentes.

Medical School and the Antônio Pedro Hospital (Huap)

In 1964, the Niterói Municipal Hospital became the University Hospital Antônio Pedro (Huap) and nowadays is the largest health facility in the city, responsible for a estimated population of two million, which includes inhabitants from neighboring towns. It is located at 303 Marquês do Paraná, Centro.

Pharmacy School and the University Pharmacy

The Pharmacy School is located at 523 Mário Viana, Santa Rosa and the University Pharmacy at 282 Marquês do Paraná, Centro.

The University Pharmacy aims to make pharmaceuticals available to the general public at reduced prices as well as provides students with additional practice in their field of study.

Veterinarian School

In 1936, it used to be the city's Botanical Garden. Later it was donated to Universidade Federal Fluminense and became its Veterinarian School, located at 64, Vital Brasil Filho, Santa Rosa.

Nursing School

The Nursing School is located at 74, Dr. Celestino, Centro.

Documentation Office

The Documentation Office (Superintendência de Documentação (SDC)) is responsible for the 25-library system and the University Archive as well as the Book Restoration Laboratory. A catalogue of the libraries and related services can be found at: www.ndc.uff.br.





Universidade
Federal
Fluminense



Diretoria de Relações

Internacionais

UFF's Publisher (EdUFF)

EdUFF publishes and distributes knowledge produced by the academic community. In addition, it manages a bookshop located at 9 Miguel de Frias, Anexo, Icaraí and other two at Gragoatá Campus and at Valonguinho Campus.

Arts Center

Located at the chancellery building, it is the most comprehensive cultural center in Niterói with a theater, a cinema and an art gallery for exhibitions, shows concerts, etc. The Arts Center also has a Symphony Orchestra and various music ensembles.

Further information: www.uff.br/centroartes.

Interiorization

UFF is present in a number of counties in the state of Rio de Janeiro, such as Itaperuna, Macaé, Volta Redonda, Campos dos Goytacazes, Rio das Ostras, Miracema, Santo Antônio de Pádua, Angra dos Reis, Nova Friburgo, Iguaba Grande, Cachoeiras de Macacu and in the Amazon: Oriximiná, in the state of Pará.

Interactive map of UFF: <http://www.uff.br/pagina/mapa/index.html>





Universidade
Federal
Fluminense



USEFUL ADDRESSES AND TELEPHONE NUMBERS

Chancellery

9 Miguel de Frias , Icaraí, Niterói/RJ – CEP 24220-900

Phone number: 55 21 26295000

www.uff.br

International Cooperation Office

9 Miguel de Frias, 7th floor, Icaraí, Niterói/RJ – CEP 24220-900

Phone number: 55 21 26295227

Phone number: 55 21 26295228

www.aai.uff.br

Undergraduate Studies Office

9 Miguel de Frias, 2nd floor, Icaraí, Niterói/RJ – CEP 24220-900

Phone number: 55 21 26295068

www.prograd.uff.br

Federal Police

Praça Fonseca Ramos, s/n, Centro, Niterói/RJ

Phone number: 55 21 26138800

www.dpf.gov.br

Neltur – Niterói Empresa de Lazer e Turismo

773 Estrada Leopoldo Froes, São Francisco

Phone numbers: 55 21 27102727

55 21 26111803

55 21 27149868

www.neltur.com.br

