

FOREIGN STUDENT GUIDE



Universidade Federal de Itajubá
- UNIFEI -

SRI

Secretaria de
Relações
Internacionais



Secretaria de
Relações Internacionais
- SRI -

Universidade
Federal de Itajubá
- UNIFEI -



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Message to Foreign Students

Welcome to the Universidade Federal de Itajubá - UNIFEI (Federal University of Itajubá), one of the most important higher education institutions in the State of Minas Gerais, Brazil.

It is a pleasure to receive you. We wish your stay in one of our campuses - either in Itajubá or Itabira is productive, pleasant and rewarding. You can count on us to enjoy the best academic experience possible.

In this Guide you will find information, tips and important contact numbers that will help with your travel preparations before coming to our country and also during your academic life in our university.



WELCOME to UNIFEI





UNIFEI

The Universidade Federal de Itajubá is one of the most prestigious and reputable engineering universities in Brazil. It stands out for being a pioneer in teaching Mechanical and Electric Engineering, and is considered the one of the first Brazilian technological universities.

UNIFEI ranked 18th in the 2016 Best Universities Award, which listed the 20 best public universities in Brazil. This list was made by the publication Student Guide, which evaluates national universities yearly.

<http://guiadoestudante.abril.com.br/universidades/premio-melhores-universidades-2016-usp-e-a-melhor-publica/>

Throughout its existence, UNIFEI has reached national and international recognition, generating and spreading knowledge - education, research and extension, as well as being responsible for introducing highly skilled professionals to the worldwide job market and for taking important initiatives to improve quality of life and society progress.



UNIFEI in numbers

1913 - Founding year

2 Campuses: Itajubá and Itabira

Over 50 undergraduate and graduate programs

5 distance education centers

Over 8,000 students

491 Professors

Over 100 labs

7 Institutes



UNIFEI

Location

UNIFEI has two campuses, in the cities of Itajubá and Itabira.



Distance from ITAJUBÁ	
SÃO PAULO	261 km
RIO DE JANEIRO	318 km
BELO HORIZONTE	445 km

Distance from ITABIRA	
SÃO PAULO	687 km
RIO DE JANEIRO	551 km
BELO HORIZONTE	109 km



Itajubá Campus

Itajubá

Located between the two main Brazilian capitals, São Paulo and Rio de Janeiro, close to Mantiqueira mountain range, the city is very inviting to sports practice and outdoor activities. Itajubá has around 100 thousand inhabitants and hosts several large multinational corporations.

Itabira

In 2008, UNIFEI's advanced campus was implemented in the city of Itabira, near Minas Gerais state capital, Belo Horizonte. With around 120 thousand inhabitants, Itabira also hosts Vale Company, the largest producer of iron ore and nickel in the world.



Itabira Campus



SRI

Secretaria de
Relações
Internacionais



The Secretaria de Relações Internacionais - SRI UNIFEI (Unifei's International Relations Office) is responsible for international academic mobility.

SRI provides administrative support and caters to foreign students in both UNIFEI campuses.

Itajubá Campus

Building B - 2nd floor

Business hours: Monday to Friday

8am-12pm and 1:30pm-5:30pm

E-mail: sri@unifei.edu.br

Phones: + 55 35 3629.1732 / 1733 / 1876

Itabira Campus

José de Alencar Building (building 1) - 3rd floor,
room 1311

Business hours: Monday to Friday

7am-12pm and 1pm-4pm.

E-mail sci.itabira@unifei.edu.br

Phones: + 55 31 3839.0895 / 0809

Come visit us!

Schedule an appointment via our contact e-mail or phone call. It will be a pleasure to receive you and answer any questions you might have.





International Student Admission

Undergraduate Students

International Academic Mobility (6 months to 1 year)



Requirements

- Being regularly enrolled in a foreign institution of higher education partnered with UNIFEI ;
- Having a valid health insurance plan during their stay in Brazil;
- Having at least basic (survival) Portuguese language skills.

Required Documents

Once the student has met the previous requirements, the partner institution must send SRI the following documents:

- Academic transcript;
- Letters of Recommendation from teachers (optional);
- Letter of Motivation;
- Study plan;
- Passport photocopy;
- Two recent photographs, size 3x4cm;
- Application form at:

<http://unifei.edu.br/files/arquivos/aris/Formulario%20de%20Aplicacao%20aluno%20estrangeiro.docx>

Application Deadlines

- **November 15** - in order to begin mobility in the first semester (March to July);
- **May 15** - in order to begin mobility in the second semester (August to December).

Document Submission

Firstly, send digital copies of the required documents to:

sri@unifei.edu.br

Afterwards, either hand in photocopies personally or mail them to the following

address:

Universidade Federal de Itajubá
Secretaria de Relações Internacionais
Av. BPS, 1303, Bairro Pinheirinho
CEP: 37500-903
Itajubá . MG . Brasil



Undergraduate Students

Student Program - Undergraduate Partnership (PEC-G)

This program is for foreign students whose home countries have a framework agreement with Brazil in education, culture, science or technology areas. To be eligible, the student must be foreign-born and graduated from or coursing the last year of high school, in an international institution outside Brazil. The student must apply in person at the Brazilian Embassy or Consulate in their home country.

It is important to know which Higher Education Institutions (Instituições de Ensino Superior - IES) in Brazil are part of this program and which courses they offer. Vacancies are distributed by the Office of the Provost for Undergraduate Studies (Pró-Reitoria de Graduação - PRG), through a letter sent annually to the Brazilian Ministry of Education (MEC). When applying, the student may choose two course option in each desired city of residence.

For further information, please access:

<http://www.dce.mre.gov.br/PEC/PECG.php>

Graduate Students



Selective Processes

Entry to Unifei's graduate programs is done through selective processes, usually opened in May and October. Foreign students may take part on open calls and apply for scholarships.

The selective processes can be found at:

<https://www.unifei.edu.br/selecao/processos-seletivos>

Scholarships from Brazilian Funding Agencies

Scholarships for Master's and Doctorate degrees depend on availability. They are granted through criteria defined by funding (https://www.unifei.edu.br/prppg/normas_e_procedimentos/bolsas)

and by the Scholarship Committee of each UNIFEI Graduate Program (https://www.unifei.edu.br/prppg/conheca_a_prppg).

Student Program - Graduate Partnership (PEC-PG)

The PEC-PG program offers national scholarships for developing countries with which Brazil has a cultural and/or educational partnership agreement, for strictu sensu Graduate degrees (Master's and Doctorate) in Brazilian higher education institutions. Further information at:

<http://www.dce.mre.gov.br/PEC/PG/candidatura.html>



Documentation

Required Documentation for International Students

Visa

A student visa is necessary to enter Brazil. You can apply for a Student Visa at the Brazilian Consulate or Embassy in your home country. If accepted at UNIFEI, either in a mobility program or as a regular student, undergraduate or graduate, the student will receive an acceptance letter from either PRG or the Office of the Provost for Research and Graduate

Studies (Pró-Reitoria de Pesquisa e Pós-Graduação - PRPPG). You must take this letter with you when applying for a student visa.

Please note that a student visa does not allow the practice of paid activity of any kind during the student's stay in Brazil. It is also not possible to change a tourist visa to a student visa.

How to apply for a CIE

Fill out the electronic form available under "Requerer Registro / Renovação" option. Then, click the SALVAR button and print the completed form.

Generate the Guia de Recolhimento da União (GRU), a document similar to a common bank slip

payable at any Bank or ATM, lottery shop or post office; make an appointment at the regional Federal Police office to submit the required documents in person.

Further information at:

<http://www.pf.gov.br/servicos-pf/estrangeiro/cedula-de-identidade-de-estrangeiro/registro-e-emissao-renovacao-de-cedula-de-identidade-de-estrangeiro>

Foreign Resident's Identity Card (Cédula de Identidade de Estrangeiro - CIE)

The CIE is a foreign resident's main document. To apply for a CIE, the student must be registered at the Federal Police's immigration office within 30 days of arrival in Brazil; otherwise, the student will be fined for each late day. This document can only be required in person, at the Federal Police Office closest to their place of residence. Once registered, the CIE (pictured) will be issued, identifying the student's residency status and period of stay.



Documents required to apply for a CIE

- Registration application form, completely filled and printed;
- Valid travel document (ID is accepted for Argentina, Uruguay, Paraguay, Chile, Bolivia, Peru, Colombia and Ecuador), original and authenticated photocopies of the used pages of the passport or travel document;
- Obtained visa and original visa form;
- Two recent photographs, size 3x4cm (color, white background);
- Proof of payment of registration fee (paid at a bank);
- Proof of payment of CIE fee.

Further information at:

http://www.pf.gov.br/servicos-pf/estrangeiro/cedula-de-identidade-de-estrangeiro/copy_of_emitir-cedula-de-identidade-de-estrangeiro

Unifei can help you regularize your documentation at the Federal Police. Here's how

Itajubá Campus

- The International Relations Office can help you get the necessary documentation and schedule a date at the Federal Police office to regularize them. Appointments are scheduled by calling (35) 3219-1442.
- The Federal Police office nearest to Itajubá is in Varginha, at the following address:
Rua Humberto Pizzo, 999 . Jardim Canaã Varginha - MG. Phone: (35) 3219.1442

Transportation to the Federal Police office in Varginha

Once a semester, Unifei usually offers an official vehicle, drives included, to take foreign students who need to regularize their situation in Brazil. To check transportation dates and availability, please contact the International Relations Office (SRI).

If a Unifei car isn't available, you may take a bus.

Outbound trip - from Itajubá to Varginha: departs at 6:05 am and arrives at 10:10 am.

Return trip from Varginha to Itajubá: departs at 12:30pm and arrives at 4:10pm.

The round trip costs around R\$ 100,00.

Further information: <http://www.buscaonibus.com.br/>.

Itajubá Bus station - Expresso Gardênia (Gardenia Express buses): (35) 3623.4850.

Itabira Campus

- The Federal Police office nearest to Itabira is in the state capital, Belo Horizonte, at the following address: Rua Francisco Deslandes, 900 . Anchieta, Belo Horizonte - MG.
- The office is within Anchieta Garden Mall, 3rd floor, room 301. Phone: (31) 2517.9900.

Transportation to the Federal Police office in Belo Horizonte

Hourly Saritur Express buses are available from Itabira to Belo Horizonte, 5am to 8pm Mondays to Fridays, and from Belo Horizonte to Itabira, 6am to 8pm. Time schedule information at <https://www.portaldepassagens.com.br>.

The trip takes around two hours, the round trip costing around R\$ 80,00.

Itabira Bus station Saritur: (31) 3831.3379.

Brazilian Individual Taxpayer Registration

A Brazilian Individual Taxpayer Registration (Cadastro de Pessoa Física - CPF) for foreigners is the person's registration in the Brazilian Federal Revenue Service (Receita Federal). Each individual

is assigned a unique number, unchangeable even if the card is lost.

A CPF number is required to open a bank account in Brazil.

To register for a CPF

Registration can be done at a Post Office, branch of Banco do Brasil, or branch of the Caixa Econômica Federal.

In Itajubá

Post Office:

Av. Cel. Carneiro Júnior, 141, Centro
(35) 3692.2368
Business hours: 9am to 5pm

Banco do Brasil:

UNIFEI Campus Branch
(35) 3622.1913
Business hours: 11am to 3pm
Central Branch: Praça Adolfo Olinto, 51, Centro
(35) 3621.1499
Business Hours: 10am to 3pm

Caixa Econômica Federal:

R. Antônio Simão Mauad, 89, Centro
(35) 3621.1550
Business hours: 10am to 3pm

In Itabira

Post office:

Av. João Pinheiro, 0, Sede de Município, Centro
(31) 3831.2417 (31) 3831.6042
Business hours: 8:30am to 6pm

Banco do Brasil:

Rua Tiradentes, 210, Centro
(31) 3831.6720
Business hours: 11am to 4pm

Caixa Econômica Federal:

Av. Daniel Jardim de Grisólia, 117, Centro
(31) 3831.7040
Business hours: 11am to 4pm

Collecting your CPF Card

Once registered, the foreign student must go to the nearest Receita Federal office to collect their CPF card.

In Itajubá

Rua Francisco Masseli, 370, Centro
Phone: (35) 3622.0249
Business hours: 1pm to 4:30pm

In Itabira

Av. Mauro Ribeiro Lage, 190, LJ 04, Esplanada da Estação
Phone: (31) 3834.6156
Business hours: 1pm to 5pm



Enrollment

International Academic Mobility Student (6months 1 year)

The foreign student's initial enrollment is done through the Integrated Academic Activities Management System (Sistema Integrado de Gestão de Atividades Acadêmicas - SIGAA), by the Board of Academic Registry (Diretoria de Registro Acadêmico - DRA).

For the initial enrollment, the student must bring the following documents:

- A recent photograph, size 3x4cm;
- Original and valid passport, plus photocopies of picture, visa and number pages;
- Birth certificate or visa application form;
- Up-to-date academic transcript from the institution of origin.

Regular PEC-G Student

The foreign student's initial enrollment is done through SIGAA, by the Board of Academic Registry. The applicant must bring:

- A recent photograph, size 3x4cm;
- Original and valid passport, plus photocopies of picture, visa and number pages;
- Birth certificate or visa application form;
- High school academic transcript;
- Cover letter, from the Ministry of Foreign Affairs;
- RNE number and CPF card, if available.

Graduate Student

For initial enrollment, the student approved at the Selective Process for Master's and Doctorate Programs must follow these steps:

Step 1: Confirming Your Enrollment

During the period of time established at the Selective Process Call and/or Unifei's Didatic-Administrative Calendar (https://www.unifei.edu.br/calendario_didatico_administrativo), the accepted student must confirm their enrollment in person, at the Board of Academic Registry (Diretoria

de Registro Acadêmico, DRA), bearing all the original documents previously required, as well as the original diploma and academic transcript, plus a photocopy of each. Failure to confirm enrollment during the established period will be considered withdrawal and you program acceptance will be automatically cancelled.

Step 2: Registering for Subjects and/or Curricular Components

After receiving your student ID number, please access Unifei's Academic System (SIGAA) in order to register in the desired subjects, following your program's academic calendar. If this is your first access to SIGAA, please use the option “cadastre-se” to sign-up.

Step 3: Generating Declaration of Attendance

The Declaration of Attendance can be obtained directly from SIGAA.

<https://sig.unifei.edu.br/sigaa/verTelaLogin.do;jsessionid=23674D6EED7A13EF0C9D0DC539D8AFA8.srv2inst1>

Board of Academic Registry

The Board of Academic Registry (Diretoria de Registro Acadêmico, DRA) is responsible for registering academic information of Unifei's entire Undergraduate and Graduate student bodies.

Itajubá Campus

Business hours: 8am to 11:30am
and 2pm to 6pm
Phones: + 55 35 3629.1127 / 1233
E-mail: dra@unifei.edu.br

Itabira Campus

Business hours: 7am to 10:30 am
and 1:30pm to 5pm
Phone: +55 31 3839.0802
E-mail: dra@unifei.edu.br



Enrollment Support Departments

Office of the Provost for Undergraduate Studies

Is responsible for structuring Undergraduate programs, as well as courses and projects aiming for development and consolidation of those programs.

Itajubá Campus

Business hours: 8am to 5pm
 Phones: +55 35 3629.1128 / 1282
 E-mail: prg@unifei.edu.br

Itabira Campus

Business hours: 7:30am to 12pm
 and 1:30pm to 6pm
 Phones: +55 31 3839.0836
 E-mail: dir.academica.itabira@unifei.edu.br

Office of the Provost for Graduate Studies

Is responsible for structuring, regulating and orienting Graduate programs, as well as research projects aiming for development and consolidation of these programs.

Itajubá Campus

Business hours: 9:30am to 11:30am
 and 3:30pm to 5:30pm
 Phone: + 55 35 3629.1118
 E-mail: posgrad@unifei.edu.br

Itabira Campus

Business hours: 7am to 12pm
 and 1pm to 6pm
 Phones: +55 31 3839.0806 / 0809

Unifei Library

In order to access Unifei's Library physical and digital archives and borrow books, both in Itajubá and Itabira, the foreign student must personally go to the library and register in the system.

Itajubá Campus

Mauá Library (Biblioteca Mauá - BIM)
 Phone: (35) 3629.1124
 E-mail: maua@unifei.edu.br
 Business hours: Monday to Friday
 8am to 12am and
 1:30pm to 9:30pm

Itabira Campus

Phone: (31) 3839.0865
 E-mail: viniussouza@unifei.edu.br
 Business hours: Monday to Friday
 8am to 5pm





Housing

In Itajubá

Foreign students usually choose to live in a student house (República Estudantil). A República is house or apartment shared by a small amount of students, usually from the same program or institution.

By choosing this housing option, the student gains independence, learns to live with different people and develops personal responsibility by executing in-house tasks and/or paying household expenses.

Further advantages of living in a república include daily interaction with students from several different Brazilian areas, possibly developing great friendships, possibility of practicing the Portuguese language and learning more about the Brazilian culture.

Living expenses in a república will depend on the amount of students living in a house. In a four-student house, for example, costs are usually around R\$500,00.

Unifei can help you find a place to live. Please contact the International Relations Office, at sri@unifei.edu.br, for further information.



In Itabira

Repúblicas are also a housing option for foreign students in Itabira. Living expenses usually cost around R\$500 a month, depending on the amount of students in a house and other variables, such as individual rooms, food options, among others.

Other housing options include renting a room in a family house, hotel or inn, or renting a flat.

To find vacancies, the foreign student may contact members from the Student Representation (Representação Estudantil, RE), at the e-mail re@unifei.edu.br, or look for housing vacancies through the Roommatcher app, available on Google Play store.





Health

Unifei offers, in its both campuses, professional teams responsible for health and quality of life actions in its academic community.

In Itajubá

- Occupational Medicine: Offers doctor's appointments for evaluation and referral of patients, performs Expert Medical Reports, plus the entire occupational medicine area. Phones: (35) 3629.1768 / 1767.
- Nursing and Occupational Health Nursing: in case of accident or illness on a Unifei campus, the Occupational Health Nurse should be called at the phone numbers (35) 3629.1657 or (35) 98402.9717, in order to evaluate and offer first aid to the student/worker, and if needed, transfer them to the nearest hospital.
- Psychology: Unifei's Psychology Service aims to offer health and quality of life actions, based on the biopsychosocial approach, to students,

teachers, administrative technicians and everyone who participates in the academic community. To schedule an appointment you can go to the Board of Student Assistance (Diretoria de Assistência Estudantil), near the Poliesportivo, or get in touch via e-mail psicologia@unifei.edu.br or by phone (35) 3629.1965 / 1820.

- Social Service: provides guidelines on the access to students' social rights, assists in their realization, and carries out socio-economic assessments in order to guide the proper application of the Student Assistance Resources.

Phone numbers: (35) 3629.1792 / 1767 / 1947.

In Itabira

- Nursing and Occupational Health Nursing: in case of accident or illness on a Unifei campus, the Occupational Health Nurse should be called at the phone number (31) 3839.0826, in order to evaluate and offer first aid to the student /worker, and if needed, transfer them to the nearest hospital.
- Psychology: Our Psychology Service aims to offer health and quality of life actions, to students, teachers, and administrative technicians, as well as give continuous psychological support to those in need. To

schedule an appointment you can go to the Board of Student Assistance (Diretoria de Assistência Estudantil) room 1420, or call (31) 3839.0904.

- Social Service: guides students on the access to their social rights, assists in their realization, and carries out socio-economic assessments in order to guide the proper application of the Student Assistance Resources. For further information, please refer to the Board of Student Assistance (Diretoria de Assistência Estudantil) room 1420, or call (31) 3839.0904.

Public Healthcare System SUS Sistema Único de Saúde

In Brazil, the Sistema Único de Saúde (Unified Health System, or SUS for short) is the universal and free healthcare system available for every Brazilian citizen.

How to apply for a SUS card

SUS cards are issued by all Brazilian health centers, free of charge. The following documents are required to obtain an SUS card:

- 1) Passport
- 2) Photocopy of CPF card
- 3) Proof of residence

SUS healthcare includes public hospitals, health centers and clinics. In order to access Brazil's public healthcare, an SUS card is needed.



Health centers near Unifei campuses

Itajubá Campus

PSF Cruzeiro

Rua Antônio Silva Branco, 375, Bairro Cruzeiro

Phone: (35) 3621.1975

SUS card issuing hours: 8am-3pm

Itabira Campus

PSF Amazonas

Avenida Brasil, 50 - Bairro Areão

Phone: (31) 3839.2225

SUS card issuing hours: 8am-4pm

PSF Centro

Rua Mestre Emílio, 292 - Centro

Phone: (31) 3831.4439

SUS card issuing hours: 8am-4pm

Healthcare Plans

In case you're interested in getting to know the healthcare plans available in Itajubá, we suggest you schedule an appointment with Nurse Tiago Ribeiro, Head of the Community Affairs Division, at the e-mail dac@unifei.edu.br.



Opportunities

Portuguese Language for Foreigners

Itajubá Campus

Every semester, Unifei offers undergraduate students the subject Português para Estrangeiro (Portuguese Language for Foreigners, LET 009), with classes twice a week and total of 64 class hours by semester.

Sports

The Sports and Physical Education Center (Centro de Educação Física e Esportes) is responsible for sports management in both Unifei campuses. It offers Physical-Sports Projects of Health and Quality of Life and Competitive Sports Projects with professional orientation of the Sports Technicians of our University.

Itajubá Campus

For further information, please e-mail: cefe@unifei.edu.br.

Itabira Campus

In Itabira, Atlético is responsible for issuing, promoting and encourage sports practice among Unifei students. Further information at:

<https://www.facebook.com/AssociacaoAtleticaUnifeiItabira/about/>

Contact

SRI - UNIFEI

Itajubá Campus

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Itabira Campus

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naidavaz@unifei.edu.br

Useful Numbers



- Emergency Medical Service - 192
- Fire Department - 193
- Civil Defense - 199
- Military Police - 190
- CEMIG (electric power distribution) - 116

In Itajubá

Hospital Escola - (35) 3629.7600
Santa Casa de Misericórdia - (35) 3629.5600

In Itabira

Hospital Nsa. Sra. das Dores - (31) 3839.1400
Hospital Carlos Chagas - (31) 3839.1600

Credits

Coordination

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is waiting
for you