

STUDENT GUIDE



WELCOME AT FFLCH!



COMISSÃO DE COOPERAÇÃO INTERNACIONAL DA
FACULDADE DE FILOSOFIA, LETRAS E CIÊNCIAS
HUMANAS (CCINT-FFLCH)

We are very pleased to welcome you at FFLCH and we are happy you chose our Faculty to have new experiences in your academic and social life.

The Faculty of Philosophy, Languages, and Human Sciences of the University of São Paulo was founded in 1934 and is nationally and internationally acknowledged as Latin America's most important centre of excellence in the study of humanities. We have five undergraduate courses: Philosophy, Social Sciences, History, Geography, and Languages and Literature. Exchange students can choose subjects from any of these courses, obtaining grades and credits in the end of the semester. We also have 26 graduate programmes, in which graduate exchange students can choose to take courses or develop academic research.

To know a little bit further our language and culture, FFLCH offers to exchange students the course "Aspectos da Cultura Brasileira" (Aspects of Brazilian Culture) and a "Portuguese for Foreigners" course. We also have a Homestay Program, a good opportunity for cultural exchange between Brazilian students and foreigners.

In this guide you will find important information for your exchange stay at our University. If you have any doubts, please always contact us at FFLCH International Office: ccint2.fflch@usp.br. We hope you enjoy your stay at São Paulo!

Best regards,

International Office FFLCH-USP

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GENERAL INFORMATION

1.1. Visa

(information taken from the website <http://www.fearp.usp.br/pt-br/international.html>)

Once you have been accepted for an exchange period at University of São Paulo, the International Office will send you the Acceptance Letter, which is one of the necessary documents for the Visa, requested by the Brazilian Consulate at your home country.

You must get a special type of visa to be able to enter Brazil as a student: the TEMPORARY VISA ITEM IV – Student visa. Tourist or Work visas are not accepted to register the exchange student at USP.



Here are the most common documents requested by the Brazilian Consulate to get that visa:

- Passport valid for more than 6 (six) months from the intended date of entry in Brazil;
- 2 (two) copies of the visa application form filled in, dated, and signed by the applicant;
- Original acceptance letter confirming the vacancy reservation, issued by a Brazilian University;
- Proof of financial capacity. For those who have scholarship: a scholarship certificate stating the amount to be received monthly, as well as the duration of the fellowship. Non-scholarship holders: proof of financial capacity to cover the costs during the stay in Brazil, notarized;
- 2 (two) recent photographs, front view, with a white background, and no spectacles or hats;
- Certificate of good report to be obtained by the foreigner at the local authority of his/her country;
- Insurance coverage valid for Brazil, and payment of repatriation to the country of origin, made by national insurance company, which covers the entire duration of stay in Brazil.
- Payment of fees.

The list of documents requested and the amounts of fees may have sudden changes, so it is important to check these close to your intended use of it. For further details and guidelines, contact the Embassy or Consulate of Brazil at your country http://www.dce.mre.gov.br/estrangeiros/vistos_e_documentacao.php.

1.2. CRNM (Carteira de Registro Nacional Migratório)

Exchange Students will have 30 or 90 (thirty or ninety) days from the date of arrival in Brazil to register with the Federal Police in the city where he/she will be based, in order to obtain the CRNM (Carteira de Registro Nacional Migratório), which is a mandatory identity card for foreigners. Please, check the dates indicated on your student visa. In the first months, until the definitive card is issued, a receipt (protocol) will be issued. This protocol is needed to obtain the CPF Number, to open a bank account, to obtain the student reduced fee Bilhete Único Card (for public transportation), and for other activities. It is also necessary for registration at graduate courses.

How do I apply for it?

The first steps are online and can be done before your departure to Brazil, in your country:

- Access the Federal Police website (www.dpf.gov.br). In the column on the left you will find the headline “**Serviços**”, under which you should select the option “**Imigração**”. On the drop down menu, you should access the item “**Carteira de Registro Nacional Migratório**” (this option will also be available on the main screen).



On the following screen there will be a few important options:

The two options that appear on top: **“Documentos Necessários”** and **“Formulários e Modelos”** and afterwards a few important steps. Let’s have a look:

VOCE ESTÁ AQUI: PÁGINA INICIAL > SERVIÇOS PF > IMIGRAÇÃO > CARTEIRA DE REGISTRO NACIONAL MIGRATÓRIO

Carteira de Registro Nacional Migratório

por Edivaldo Evangelista Lopes — publicado 23/05/2017 15h18, última modificação 11/05/2018 09h13

Orientações para emissão e registro da Carteira de Registro Nacional Migratório - CRNM

Documentos necessários **Formulários e modelos**

Orientações Gerais sobre emissão da Carteira de Registro Nacional Migratório:

- O processo para registro, emissão/renovação da Carteira de Registro Nacional Migratório deverá ser feito pessoalmente, na unidade da Polícia Federal em que haja atendimento a imigrantes **da circunscrição onde esteja domiciliado o requerente** com autorização de residência deferida no País com fundamento em outra hipótese que não a de trabalho como marítimo. Verifique aqui a [Lista de circunscrição da Polícia Federal](#)
- Ao dirigir-se a uma unidade da Polícia Federal, leve consigo todos os seus documentos pessoais e a documentação correspondente ao procedimento solicitado; procure sempre apresentar um comprovante de endereço. O preenchimento equivocado do formulário, notadamente do CEP, pode atrasar o seu atendimento;
- Clique sobre os tópicos, para:
 1. Preenchimento do formulário;
 2. Verificar se existe agenda disponível;
 3. Reimprimir o formulário clique aqui.
 4. Reagendar seu atendimento ou excluir seu agendamento;
 5. Para gerar GRU
- A GRU poderá ser paga em qualquer instituição bancária, casas lotéricas, agências dos Correios e correspondentes bancários;

“Documentos Necessários:”

Here you will find a long list with different kinds of immigration types. You should choose the last one called **“Visto Consular”**. There, you will find the documents you will need when you go to your appointment at the “Polícia Federal”.

VOCE ESTÁ AQUI: PÁGINA INICIAL > SERVIÇOS PF > IMIGRAÇÃO > CARTEIRA DE REGISTRO NACIONAL MIGRATÓRIO > DOCUMENTOS NECESSÁRIOS PARA REGISTRO

Documentos necessários para registro

por Natália Lima Lopes — publicado 09/04/2018 14h27, última modificação 20/04/2018 17h15

Dispõe sobre os procedimentos a serem adotados em relação à tramitação dos requerimentos de autorização de residência, registro e emissão da Carteira de Registro Nacional Migratório, especifica a documentação necessária para instrução dos pedidos e define o procedimento de registro de autorizações de residência concedidas pela Polícia Federal, nos casos de:

- Acolhida Humanitária;
- Acordo ou Tratado de residência - Mercosul
- Apátrida;
- Asilo Político concedido pelo Estado brasileiro;
- Avaliação da condição de Hipossuficiência Econômica;
- Casos não previstos expressamente na Lei nº 13.445, de 24/05/17 e no Decreto nº 9.199, de 20/11/17;
- Com base em DOU
- Férias-trabalho;
- Fins de estudo;
- Nacionais de países Fronteiriços onde não esteja em vigor o Acordo de Residência para Nacionais dos Estados Partes do MERCOSUL e países associados.
- Liberdade provisória ou em cumprimento de pena;
- Mais médicos;
- Perda e do cancelamento da autorização de residência;
- Refugiado pelo CONARE;
- Regularização migratória (e 2 via)
- Reunião familiar;
- Substituição da Carteira de Registro Nacional Migratório de residente por prazo indeterminado em razão de decurso do prazo de validade do documento.
- Tratamento de saúde;
- Visto Consular

The required documents are (these could change, so we still recommend you look it up as shown in the previous screenshot):

1. Filled out electronic form
2. Original valid Passport (and a copy of every page), with the visa or print of the electronic visa, along with the stamp you get when entering Brazil.
3. Two recent 3x4 photos, in color, white background, facing the camera, no glasses or hats, and undated.
4. Birth or Marriage certificate or *certidão consular* (stating the parent's names, if these are not already listed in the passport). [There is further explanation about this item on page 12]
5. Declaration of electronic address and other means of contact. (Preferably with a copy of a proof of residence).
6. Proof of tax payment: emission of your CRNM (R\$ 204,77 – Code 140120).
7. If you have previously had a Brazilian ID you should bring it along with you.

“Formulários e Modelos”:

In this page only one option will be important for you. The “**Declaração de endereço eletrônico e demais meios de contato**” (Declaration of electronic address and other means of contact). You will have to open and print it, fill it out by hand (legible handwriting) and then take it with you along with the rest of the documents on the day of your appointment:

The screenshot shows the official website of the Polícia Federal (Federal Police) of Brazil. The header includes the logo and name of the institution, along with a search bar and social media links. The main navigation bar lists various services and information. The content area is titled 'Formulários e Modelos' (Forms and Models). On the left, there is a sidebar with links to different sections of the website. The main content area lists several models and declarations available for download. A red arrow points to the link 'Modelo de declaração de endereço eletrônico e demais meios de contato', which is the document required for the visa application.

Polícia Federal
MINISTÉRIO EXTRAORDINÁRIO DA SEGURANÇA PÚBLICA

Buscar no portal

Quem é quem | Perguntas Frequentes | Área de Imprensa | Ouvidoria

VOCÊ ESTÁ AQUI: PÁGINA INICIAL > SERVIÇOS PF > IMIGRAÇÃO > CARTEIRA DE REGISTRO NACIONAL MIGRATÓRIO > FORMULÁRIOS E MODELOS

A POLÍCIA FEDERAL

- Academia Nacional de Polícia
- Acesso à Informação
- Agenda do Diretor Geral
- Código de Ética
- Galeria de Ex-Diretores Gerais
- Memória
- Missão, Visão e Valores
- Ouvidoria
- Pesquisa de Satisfação
- Planejamento Estratégico
- Unidades/Contatos

SERVIÇOS

Formulários e Modelos

por Natalia Lima Lopes — publicado 09/04/2018 14h36, última modificação 30/04/2018 09h13

Modelos e declarações:

- Autorização para regularização migratória de menor de idade
- Declaração de ausência de antecedentes criminais
- Declaração de que não se ausentou por mais de 2 anos
- Declaração da testemunha de união estável
- Modelo de declaração de endereço eletrônico e demais meios de contato
- Modelo de notificação acerca das exigências a serem cumpridas
- Modelos de declaração de Hipossuficiência Econômica
- Modelo de declaração de não vinculação a pesquisa e/ou ensino e/ou extensão acadêmica
- Regras de Legalização, Apostilamento e Tradução
- Requerimento de alteração de assentamento - nome
- Requisitos das procurações particulares a serem apresentadas nos Núcleos de Registros de Estrangeiros

After these two considerations you can start following the steps shown underneath the options we just presented. The steps 1, 2 and 5 will be important:

➡ I. Fill out the online form (Preenchimento do formulário)

Click on “Preenchimento do Formulário”.

VOCÊ ESTÁ AQUI: PÁGINA INICIAL > SERVIÇOS PF > IMIGRAÇÃO > CARTEIRA DE REGISTRO NACIONAL MIGRATÓRIO

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- Código de Ética
- Galeria de Ex-Diretores Gerais
- Memória
- Missão, Visão e Valores
- Ouvidoria
- Ouvidoria da Polícia Federal**
- Planejamento Estratégico
- Unidades/Contatos

SERVIÇOS

- Acordos de Cooperação
- Adoção Internacional
- Antecedentes Criminais
- Aposentados/

Carteira de Registro Nacional Migratório

por Edvaldo Evangelista Lopes — publicado 23/05/2017 15h18. Última modificação 11/05/2018 08h13

[Twitter](#)

Orientações para emissão e registro da Carteira de Registro Nacional Migratório - CRNM

**Documentos necessários**

**Formulários e modelos**

Orientações Gerais sobre emissão da Carteira de Registro Nacional Migratório:

- O processo para registro, emissão/renovação da Carteira de Registro Nacional Migratório deverá ser feito pessoalmente, na unidade da Polícia Federal em que haja atendimento a imigrantes **da circunscrição onde esteja domiciliado o requerente** com autorização de residência deferida no País com fundamento em outra hipótese que não a de trabalho como marítimo.
Verifique aqui a [Lista de circunscrição da Polícia Federal](#)
- Ao dirigir-se a uma unidade da Polícia Federal, leve consigo todos os seus documentos pessoais e a documentação correspondente ao procedimento solicitado; procure sempre apresentar um comprovante de endereço. O preenchimento equivocado do formulário, notadamente do CEP, pode atrasar o seu atendimento;
- Clique sobre os tópicos, para:
 - Preenchimento do formulário;**
 - Verificar se existe agenda disponível;
 - Reimprimir o formulário clique aqui.
 - Reagendar seu atendimento ou excluir seu agendamento.
 - Para gerar GRU
- A GRU poderá ser paga em qualquer instituição bancária, casas lotéricas, agências dos Correios e correspondentes bancários,

https://servicos.dpf.gov.br/sincroWeb/
Departamento de Polícia Federal
Registro Nacional de Estrangeiro
Sistema de Registro de Estrangeiro
1.6.12

Preencha os dados corretamente

Dados Pessoais	Entrada no País	Endereço Residencial	Endereço Comercial	Termo Responsabilidade
Unidade Polícia Federal:	<input type="text"/>			
RNE:	<input type="text"/>			
RNE do Responsável:	<input type="text"/>			
Nome atual completo:	<input type="text"/>			
Nome anterior completo:	<input type="text"/>			
Nome do pai completo:	declarado: <input type="checkbox"/> Não			
Nome da mãe completo:	declarado: <input type="checkbox"/> Não			
Sexo:	<input type="text"/>			
Data de nascimento:	<input type="text"/>			
Estado civil:	<input type="text"/>			
País de nascimento:	<input type="text"/>			
Cidade de nascimento:	<input type="text"/>			
País de nacionalidade:	<input type="text"/>			
Ocupação principal:	<input type="text"/>			
CPF:	<input type="text"/>			
E-MAIL:	<input type="text"/>			

[Limpar](#) [Próxima >>](#)

(*) Campo Obrigatório

Then fill in with your personal data and print the form. You will need this document in order to schedule your interview at the Federal Police office. At the end of this procedure, you will also get a “código de solicitação”, you will need it for the next step.

➡ II. Schedule your interview

The next step is to make an appointment at the “**Polícia Federal**”. To do so you will have to click on step 2.

VOCÊ ESTÁ AQUI: PÁGINA INICIAL > SERVIÇOS PF > IMIGRAÇÃO > CARTEIRA DE REGISTRO NACIONAL MIGRATÓRIO

A POLÍCIA FEDERAL

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- Código de Ética
- Galeria de Ex-Diretores Gerais
- Memória
- Missão, Visão e Valores
- Ouvidoria
- Ouvidoria da Polícia Federal**
- Planejamento Estratégico
- Unidades/Contatos

Carteira de Registro Nacional Migratório

por Edvaldo Evangelista Lopes — publicado 23/05/2017 15h18, última modificação 11/05/2018 08h13

[Twitter](#)

Orientações para emissão e registro da Carteira de Registro Nacional Migratório - CRNM

Documentos necessários

Formulários e modelos

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- Clique sobre os tópicos, para:
 - Preenchimento do formulário;
 - Verificar se existe agenda disponível;**
 - Reimprimir o formulário clique aqui.
 - Reagendar seu atendimento ou excluir seu agendamento.
 - Para gerar GRU
- A GRU poderá ser paga em qualquer instituição bancária, casas lotéricas, agências dos Correios e correspondentes bancários,

On the next page you'll have to insert the “**código de solicitação**” you received at the end of the last step. Then proceed to make your appointment.

➡ III. Pay the tax

One of the documents you must take with you for the interview is the receipts of the federal tax. But first, you have to fill the taxes' form (GRU).

Choose step 5 “Para gerar GRU”

VOCE ESTÁ AQUI: PÁGINA INICIAL > SERVIÇOS PF > IMIGRAÇÃO > CARTEIRA DE REGISTRO NACIONAL MIGRATÓRIO

A POLÍCIA FEDERAL

Academia Nacional de Polícia

Acesso à Informação

Agenda do Diretor Geral

Código de Ética

Galeria de Ex-Diretores Gerais

Memória

Missão, Visão e Valores

Ouvidoria

Ouvidoria da Polícia Federal

Serviço

Planejamento Estratégico

Unidades/Contatos

SERVIÇOS

Acordos de Cooperação

Adoção Internacional

Antecedentes Criminais

Aposentados/

Carteira de Registro Nacional Migratório

por Edvaldo Evangelista Lopes — publicado 23/05/2017 15h18, última modificação: 11/05/2018 08h13

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- Ao dirigir-se a uma unidade da Polícia Federal, leve consigo todos os seus documentos pessoais e a documentação correspondente ao procedimento solicitado; procure sempre apresentar um comprovante de endereço. O preenchimento equivocado do formulário, notadamente do CEP, pode atrasar o seu atendimento;
- Clique sobre os tópicos, para:
 - Preenchimento do formulário;
 - Verificar se existe agenda disponível;
 - Reimprimir o formulário clique aqui.
 - Reagendar seu atendimento ou excluir seu agendamento.
 - Para gerar GRU**
- A GRU poderá ser paga em qualquer instituição bancária, casas lotéricas, agências dos Correios e correspondentes bancários,

- Fill in with your personal data, and in the "Unidade Arrecadadora" line, select "SP (0272) Superintendência Regional no Estado de São Paulo/SP"

Informações Importantes

• [Receitas de Passaporte clique aqui.](#)

Observações

- Os campos marcados com * são de preenchimento obrigatório.
- Em caso de dúvidas sobre o preenchimento dos campos, clique aqui.
- Escolha corretamente a Unidade Arrecadadora onde entregará a guia.
- Não tire cópias da guia.
- As informações impressas na guia não podem ser adulteradas.

Dados do Recolhimento

Nome *

CEP * Telefone

Endereço *

Complemento

Bairro *

Cidade * UF

País de Nacionalidade *

Email

Nome da Mãe *

Nome do Pai

Unidade Arrecadadora

Código Receita STN *

0124 - EMISSÃO DE CARTEIRA DE REGISTRO NACIONAL MIGRATÓRIO

Valor Total * R\$

- In the "Código da Receita STN" line, select "140120 – Emissão de Carteira de Registro Nacional Migratório"

- Click "Gerar"

Then print the document that will be generated. You will have to take this to any Brazilian bank or post office to pay it. Keep the proof of payment that will be issued when you do.

➡ IV. Attend the interview

And don't forget to take with you the following documents:

- The application form that you printed online.
- 2 recent standard 3x4 color photos, taken on a white background, no glasses or hats, and undated.
- Valid passport (and a copy of every page), with the visa or print of the electronic visa, along with the stamp you get when entering Brazil.
- The original sheet of your Visa application form, obtained in your home country.
- Proof of payment of R\$ 204,77 (GRU 140120), for the CRNM card.
- Declaration of electronic address and other means of contact. (Preferably with a copy of a proof of residence).
- Birth or Marriage certificate or *certidão consular* (stating the parent's names, if these are not already listed in the passport). *

You may be asked to present other documents, such as the USP letter of acceptance or invitation, the entry/exit form stamped by the immigration officer at the airport in Brazil, and a proof of residency. If you already have these documents, take them with you.

* Considering a recent change in Brazilian immigration laws, anyone pledging a CRNM has to have an official document stating their parents' names. There are two options:

1st - Students of most countries can bring their original birth certificate to Brazil and present it in the Consulate of their country here, in order to obtain a "Certidão Consular". Exceptions we already know: China and UK (we strongly recommend you contact the consulate of your country in Brazil to double check this information).

2nd – Some Consulates don't issue the "Certidão Consular". In these cases students can bring their original and apostilled (or legalized) birth certificate. When in Brazil they'll have to have an official translation made. It's important to emphasize that having an official translation may be challenging and expensive.

1.3. CPF (Cadastro de Pessoa Física)

(information taken from the website <http://www.fearp.usp.br/pt-br/international.html>)

The CPF (Brazilian Social Security Number) is a document required in Brazil for several institutions, such as opening a bank account, registering a mobile phone number, acquisition of goods etc. To get a CPF number, the foreigner must go to any Banco do Brasil, Caixa Econômica Federal or Post Office branch, fill out a form and pay a tax (around R\$ 7,00). To accomplish this procedure, the foreigner must already have the RNE number from their registration the Federal Police, and the passport.



After 72 hours, the exchange student must go to any Receita Federal office (<https://idg.receita.fazenda.gov.br/contato/unidades-de-atendimento/sao-paulo>) with the following documents:

- Proof of payment for the tax;
- Passport and RNE receipt;
- Proof of residence in Brazil, or a signed declaration from the person responsible for the residence testifying that the foreigner resides at the address indicated in the document;
- Document with parent's names, if this information is not in the passport.



1.4. Accommodation

As the University of São Paulo does not offer accommodation for exchange students, the International Office from FFLCH has created the "Homestay Program," which offers the opportunity of cultural exchange between foreigners and students from the Faculty. We developed a registry of students, professors, and researchers interested in hosting exchange students. If it interests you, you can make your inscription at our website (after receiving the acceptance letter), and we will contact you. It is important to say that the search for accommodation must be carried out by the interested parties, in accordance to their economic conditions and interests.

➡ **Homestay Program - FFLCH:** <http://ccint.fflch.usp.br/node/374>

➡ **Other vacancies notices:** <http://www.usp.br/coseas/COSEASHP/resexterna.html>

➡ **Suggestions of hostels for the first days in São Paulo:**

In case of accommodation for immediate arrivals, FFLCH International Office has suggestions of hostels specialized in receiving exchange students:

Sampa Hostel

Address: Rua Girassol, nº 519, Vila Madalena, CEP: 05433-000

Email: contato@hostelsampa.com.br

Phone: 55 11 3031 6779

Website: www.sampahostel.com.br

Girassol Hostel

Address: Rua Purpurina, nº 199F, Vila Madalena

Phone: 55 11 2307-4494

E-mail: girassolhostel@gmail.com

Website: http://girassolhostel.wix.com/hostel

1.5. Health Insurance

During his/her stay in Brazil, the foreigner will be allowed to use the services of the Brazilian Public Health System only in case of emergency. For this reason, Universidade de São Paulo demands that students obtain health insurance (travel insurance), which should be purchased in their home country prior to their arrival in Brazil. The insurance policy must be valid for the entire period of intended stay in the country. The choice of one specific travel insurance or another is the student's responsibility.

1.6. Public Transportation

➡ **Bilhete Único:** Exchange students can get the “Bilhete Único Escolar”, which connects buses and subway lines in the city of São Paulo and also allows the students to pay half-fare of bus and subway tickets. To acquire this card is necessary to have the RNE number and to be enrolled at USP. The student must go to the “Setor de Passe Escolar”, located at Rua do Anfiteatro, nº 295 – Cidade Universitária.



➡ **Circular USP (BUSP):** University of São Paulo provides internal, free buses for students. The “BUSP” connects the Butantã subway station to the campus. All exchange students receive a card to have access to the Circular buses.

FACILITIES



2.1. Portuguese for Foreigners course (intensive and regular course)

The University of São Paulo offers regular and intensive Portuguese courses for foreigners, so that exchange students can improve their language skills while studying in Brazil. The Intensive course is given in the months of February and July, before the beginning of the semester. The Regular course is given during the semester, twice a week, 30 class hours. Both courses are offered for undergraduate and graduate exchange students and deal with both language and cultural aspects. More information at <http://clinguas.fflch.usp.br/node/1270>.

2.2. CEPEUSP (Centro de Práticas Esportivas)

The “Centro de Práticas Esportivas” is a multisport complex, which offers a variety of activities such as Fitness, Capoeira, Swimming, Soccer, Volleyball, Judo, Karate, etc. It has a gym, sports courts, pools, athletics track, soccer fields and rooms for other physical activities. All



exchange students can have access to the centre and also take part on the activities. More information at <http://www.cepe.usp.br/>.

2.3. Athletic Union



FFLCH’s Athletic Union is called AAAOA – “Associação Atlética Acadêmica Oswald de Andrade” and it is managed by the students. The Union organizes entertainments such as sport competitions, parties, and a large number of sport disciplines covering a wide variety of interests, such as soccer, volleyball, basketball, handball, swimming, chess, table tennis, etc.

All international students are eligible and more than welcomed to join the AAAOA by becoming a member of any of its constituent sport disciplines.

2.4. University Restaurants

The Butantã Campus has 4 (four) restaurants, which produce and distribute meals (lunch and dinner) at reasonable prices (R\$2,00). The lunch is served from Monday to Friday, from 11:15am to 14:15pm and dinner from 5:30pm to 7:45pm. The Central Restaurant serves breakfast from Mondays to Fridays, from 7:00am to 8:30am, at R\$ 0,50.



2.5. “Florestan Fernandes” Library

The University of São Paulo has 70 libraries installed in various faculties, museums, and research institutes on various campi. These libraries make up USP’s Integrated System of Libraries (SIBi).

FFLCH has its own library, called “Florestan Fernandes”. It was founded in 1987, and it is one of the biggest and most important libraries of the Butantã Campus. It has a physical area of 6200m² and maintains a collection of 392.051 books, 13.455 thesis, 5.900 titles of national and foreign periodicals. This library serves the programs of Languages and Literature, Sociology, Political Science, Anthropology, Geography, History, and Philosophy.

The Florestan Fernandes Library is open to the public during class periods from Monday to Friday, from 8:30 a.m. to 10 p.m. and on Saturdays from 9 a.m. to 1 p.m. The exchange students have full access to this library and also to the other libraries on the Campus.



2.6. “Pró-Aluno” Rooms

“Pró-Aluno” is a student computer room, with access to internet and black-and-white printer. Each building has its own “Pró-Aluno,” and all exchange students receive a username and password at the beginning of the semester to have access to it.

2.7. CINUSP/ USP Theatre / Museums



Universidade de São Paulo offers various cultural options for its students and also for the community. It maintains several museums, and most of them have free entrance. The University City (Cidade Universitária) – Butantã Campus - houses the Museum of Contemporary Art (MAC – Museu de Arte Contemporânea) and the Museum of Archaeology and Ethnology (MAE – Museu de Arqueologia e Etnologia). Inside the campus you will also find Cinusp “Paulo Emílio” with free movies from

Mondays to Fridays, often followed by debates and seminars with professors and deans.

Around the city of São Paulo, there are other cultural options provided by USP, such as Paulista Museum (MP – Museu Paulista), the Museum of Zoology (MZ – Museu de Zoologia), the Science Station (Estação Ciência) and “Maria Antônia” University Center (Centro Universitário Maria Antônia), where USP Theatre is located, all of them providing students with a rich diversity of leisure and cultural options.

For more information about these and other leisure options, please visit the Rectory of Culture and Extension website: <http://www.usp.br/prc>.

ACADEMIC INFORMATION



3.1. Academic Calendar

The Brazilian academic year is from February to December and is divided in two semesters: the first semester is from February to June, and the second from August to December. In January and July we have vacations period at University of São Paulo.

3.2. Enrollment Procedures

Undergraduate students

Undergraduate Exchange Students will have two weeks, after the official beginning of the classes, to choose the courses in which they wish to enroll (going to the classes and talking to the professors). After that, the official enrollment is made at FFLCH International Office. It is important to emphasize that each course has a limited number of vacancies for international students, so it is not possible to guarantee the enrollment for the courses chosen on the original study plan. For this reason, there is no problem if the student needs to change courses.

Undergraduate courses:

<https://uspdigital.usp.br/jupiterweb/jupDisciplinaBusca?tipo=D&codmnu=4526>

Graduate students

Prior to their application, graduate exchange students must choose an advisor at FFLCH – a professor who will help them to develop their research during the semester. Even if the student will only attend graduate classes – and won't research - , he/she must have an advisor.

Graduate Exchange Students must also have a RNE number to register at FFLCH. Without this number it will not be possible to enroll the student or to order the USP cards (to find the procedures to get the RNE, please, see the item 1.2 on page 5). In addition, students need to have the RNE number before the beginning of the classes.

It is very important to emphasize that graduate exchange students can't attend undergraduate courses (and vice-versa). They also must arrive in Brazil before the beginning of the classes, it is not possible to register a student at classes which have already started.

Graduate courses:

<https://uspdigital.usp.br/janus/componente/disciplinasOferecidasInicial.jsf>

3.3. Aspectos da Cultura Brasileira (Aspects of Brazilian Culture)

This is a course offered and prepared exclusively to Exchange students. It is given once a week, with a total workload of 60 hours and 3 (three) credits. The course comprises weekly seminars, each one being of different theme related to Brazilian language and cultural aspects.



3.4. Frequency and grades

➡ **Undergraduate (Graduação)** grading system at USP ranges from 0,0 (zero) to 10,0 (ten), where zero is the lowest grade and ten is the highest one. To pass a course, the student must fulfill two conditions: minimum score of 5,0 (five) and minimum attendance of 70%. The score represents an average of all work developed by the student.

If the final student score is below 2,99, he/she has failed the course. If the final student score is between 3,0 and 4,99, he/she will have a chance for re-evaluation: he/she still has a chance to pass. This is called REAVALIAÇÃO (Revaluation).

Each Professor has his/her own criteria for exams and work to be developed by the student. That information is detailed by professors in the first class of the course.

➡ **Graduate (Pós-Graduação)** grading system is based on four grades: A, B, C and R, where A, B and C are passing grades, and R is a failing grade. Minimum attendance required is of 75%.

➡ **USP Credit System:** USP academic credit system is based on Class Credit, and Work Credit. One class-credit is equal to 15 hours of class work, or class contact hours, and one work credit is equal to 30 hours of work outside the class.

➡ **ECTS AND USP CREDITS SYSTEM:** We suggest one USP Credit is equivalent to 2.5 ECTS, but it is your home institution that will determine the final equivalence.



3.5. USP card

After their arrival, exchange students will eventually receive the USP ID Card. This card contains the student's number that will identify him/her in the campus and will give him/her access to the libraries, university restaurants, and sports centre. It can also serve as proof of student condition, being accepted at theatres, concerts, cinema, where exchange students can pay half tickets for entry.

3.6. FFLCH International Office

The Commission for International Cooperation (International Office) at Faculty of Philosophy, Languages and Human Sciences of the University of São Paulo is responsible, within FFLCH, for the coordination of activities related to international cooperation.



The Commission also orientates the students who are interested in academic activities abroad regarding the recommendation of foreign partner universities, conditions of inscription and selection for internships abroad, besides offering institutional support for foreign exchange students in this faculty.

Address: Rua do Lago, 717 - Room 130 - Cidade Universitária - CEP: 05508-080 - São Paulo - SP

Phone numbers: 55 11 3091-3572 or 3091-4622

E-mail: ccint.fflch@usp.br / ccint2.fflch@usp.br

Operation hours: Monday to Friday, 9:00 - 12:00a.m. and 1:30 - 5:00p.m.

Map – University of São Paulo – Butantã Campus

