INTERNATIONAL EXCHANGE

Last update January / 2022

General Information	
Websites	University website: http://www.usp.br/ Faculty website: http://www.fflch.usp.br International website: http://www.ccint.fflch.usp.br
Contact	Vivian de Castro Phone: +55 11 3091-3572 international.fflch@usp.br Márcia Cassemiro Phone: +55 11 3091-4622 international.fflch@usp.br
Majors at FFLCH (Faculty of Philosophy, Languages and Human Sciences)	• Languages and Literature • Philosophy • Social Sciences • Geography • History
Mailing address	Comissão de Cooperação Internacional Rua do Lago, nº 717, sala 130 - Cidade Universitária Cep: 05508-080 - São Paulo/SP Brazil

Registration Guidelines	
Academic Calendar	1st Semester: from February to June (holidays in July) 2nd Semester: from August to December (holidays in January)
Nomination & Application Deadlines	1st Semester (from February to June): Please nominate your students until **October 25th** (students should submit their applications until **November 10th**); 2nd Semester (from August to December): Please nominate your students until **May 1st** (students should submit their applications until **May 20th**)
Application Procedures	**Undergraduate studies** 1 - Students need to be officially nominated by their home universities, by e-mail, with the following information: - Student's complete name: - Student's e-mail:

	- Major at the home university: - Period of studies at FFLCH-USP: - Sex (male/female): - Address (to send the acceptance letter): - Does the student want to do an online Portuguese course (free) before his/her arrival? 2 - The student receives an automatic link referring him/her to upload the following documents (no hard copies are requested): • Application Form (signed and stamped by the International Office of the home university); • Official Transcript of Records; • Copy of the valid passport; • A photo in ".jpg" format (50Kb Size). **Postgraduate studies** Applications for courses at the postgraduate level (*Master* and *PhD*) should be sent by email. Required documents: • Application Form (signed and stamped by the International Office of the home university); • Copy of the valid passport; • A photo in ".jpg" format (50Kb Size). • Proof of Enrollment in a degree-granting programme at the home university (Master or PhD); • CV; • Bachelor's Diploma; • Recommendation letter from a professor of the home university; • Nomination letter proving the connection to the home university; • Acceptance letter from an USP professor (that must be an accredited advisor in the program), accepting to be the advisor of the student during the mobility; • A copy of the International Health Insurance. **Important**: The student must indicate the name of a professor from FFLCH-USP to be his/her advisor during the mobility. If the student doesn't have contact with any professor, he/she can visit this website: http://ccint.fflch.usp.br/node/1680. The graduate student can research and/or attend courses during the mobility.
Language Requirements	The majority of the courses are taught in **Portuguese**, so it is highly recommended that exchange students coming to FFLCH-USP acquire a B1/B2

	level of the language prior to their arrival, even though our Faculty doesn't require any official certificate. Graduate students interested in attending courses are expected to have a B2/C1 level of Portuguese.
Credit System	Credit system at the **undergraduate level**: One 'In class' credit corresponds to 15 contact hours in a given semester, while one 'Workload' credit corresponds to 30 hours. The student whose final grade is five or higher, and whose attendance is seventy percent or higher, shall earn the applicable credits. Credit system at the **graduate level**: One credit corresponds to 15 hours of work (not based on contact hours only).
Grading System	Grades may range from zero to ten, and these numbers may be rounded to the nearest tenth. In order to pass a course, the student must fulfill two conditions: minimum score of 5,0 (five) and minimum attendance of 70%. Grading system at the graduate level is summarized at the table below: <table><tr><td>Grade</td><td>Performance</td><td>Meaning</td></tr><tr><td>A</td><td>Excellent</td><td>Credits awarded, Pass</td></tr><tr><td>B</td><td>Good</td><td>Credits awarded, Pass</td></tr><tr><td>C</td><td>Satisfactory</td><td>Credits awarded, Pass</td></tr><tr><td>D</td><td>Fail</td><td>No credits awarded</td></tr></table>
Transcripts	An official transcript will be sent to the student by e-mail after completion of the studies once the grades are released.
Courses	**Undergradute students** Undergraduate Exchange Students will have two weeks, after the official beginning of the classes, to choose the courses they wish to enroll (going to the classes and talking to the professors). After that, the official enrollment is made at FFLCH International Office. 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. **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. 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, once it is not possible to register the student at classes which have already started. **Graduate courses:** https://uspdigital.usp.br/janus/componente/disciplinasOferecidasInicial.jsf
Student Services, Support and Campus Life	
Restaurants	The Campus Butantã has 4 (four) restaurants, which serve meals (breakfast, lunch and dinner) at affordable prices (R$2,00).
International Buddy Programme	USP iFriends is a program created by International Office of USP in order to facilitate the contact between international students and the academic community. The USP iFriend (a regular student at USP who signs up for the program) is responsible for the process.
Accommodation	Unfortunately, there are no accommodation options for exchange students within the campus. The search for accommodation must be carried out by the students themselves according to their economic conditions and interests.