

STUDENT GUIDE



FACULDADE DE FILOSOFIA, LETRAS E
CIÊNCIAS HUMANAS



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 choose 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 studies 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 researches.

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 of cultural exchange between Brazilian students and Foreigners.

On 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 in 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, dates and signed by the application;
- Original acceptance letter confirming the vacancy reservation, issued by 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 cost of during the stay in Brazil;
- 2 (two) recent photographs, front view and with a white background;
- 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 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. RNE (Registro Nacional de Estrangeiros)

(information taken from the website <http://www.usp.br/internationaloffice/en/>)

Exchange Students will have 30 (thirty) 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 RNE (Registro Nacional de Estrangeiros), which is a mandatory identity card for foreigners. 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 Bilhete Único Card (for public transportation), and to the execution of 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, at your country:

➡ I. Online Application

- Access the Federal Police website (www.dpf.gov.br). In the column on the left you will find the item “Serviços”. Access the item “Estrangeiro” and then click on option 2: “2. Requerer registro e emissão/renovação de Cédula de Identidade de Estrangeiro.” 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.



➡ II. Schedule your interview



- Still on option 2, “Requerer registro e emissão/renovação de Cédula de Identidade de Estrangeiros”, check the number 2 in order to schedule your interview. You will need the application code, which you can find on the top of your filled Application Form.

III. Pay the taxes

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

- Still on option 2, click on the step 5, "Gerar a GRU", and then click on option 3: "Pessoas e entidades estrangeiras", and fill in with your personal data.

Polícia Federal

Imigração / Estrangeiros

Guia utilizada para o recolhimento de taxas do Departamento referentes a Imigração e Estrangeiros.

Selecione uma das opções abaixo:

1. Pessoas e entidades brasileiras
2. Pessoas e entidades brasileiras – Complementar
- 3. Pessoas e entidades estrangeiras**
4. Pessoas e entidades estrangeiras – Complementar
5. Requerimento para Devolução de Taxa

- In the "Unidade Arrecadadora" line, select "SP (027-2) Delegacia Federal 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 de Recolhimento

Nome: *

Endereço: * Bairro: *

Cidade: * País: *

E-mail: *

Nome da Mãe: *

Nome do Pai: *

Unidade Arrecadadora: *

Código da Receita STN: *

Valor Total R\$: *

Gerar Guia

- In the "Código da Receita STN" line, select "140082 – Registro de Estrangeiro"

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 de Recolhimento

Nome: *

Endereço: * Bairro: *

Cidade: * País: *

E-mail: *

Nome da Mãe: *

Nome do Pai: *

Unidade Arrecadadora: *

Código da Receita STN: *

Valor Total R\$: *

Gerar Guia

- Click "Gerar Guia" and print it.
- Then you must fill in again the same GRU with the following modifications:

In the "Código da Receita" line, select "140120 – Carteira de Estrangeiro de 1ª Via".

Then click "Gerar Guia" and print this other guide.

- You can pay the two taxes at any Brazilian bank agency.

➡ 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, and undated.
- Valid passport and a notarized copy of it.
- The original sheet of your Visa application form, obtained in your home country.
- Proof of payment of R\$ 64,58 (GRU 140082), concerning registration tax for foreigners.
- Proof of payment of R\$ 124,23 (140120), for the RNE card.

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.

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 a form and pay a tax (around R\$ 5,70). To accomplish this procedure, the foreigner must have the RNE number 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;
- Proof of residence in Brazil, or a signed declaration from the responsible for the residence testifying that the foreigner resides at the address indicated in the document;
- Document with the parents 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 aims to give opportunity of cultural exchange between the foreigners and the 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 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

Limetime Hostel

Address: Rua Mourato Coelho, 973, Vila Madalena -CEP 05417-011.

Email: vila@limetimehostels.com.br

Phone: (+55 11) 3798 0051

Website: www.limetimehostels.com

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 and 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 Campus Butantã has 4 (four) restaurants, which produces and distributes meals (lunch and dinner) at reasonable prices (R\$1,90). 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\$ 0,60.



2.5. “Florestan Fernandes” Library

The University of São Paulo has 70 libraries installed in various units of education, 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 movie sessions 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 is located USP Theatre, 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 Pro-Rector of Culture and Extension website: <http://www.usp.br/prc>.

ACADEMIC INFORMATION



3.1. Academic Calendar

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

3.2. Enrollment Procedures

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. 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 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 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.

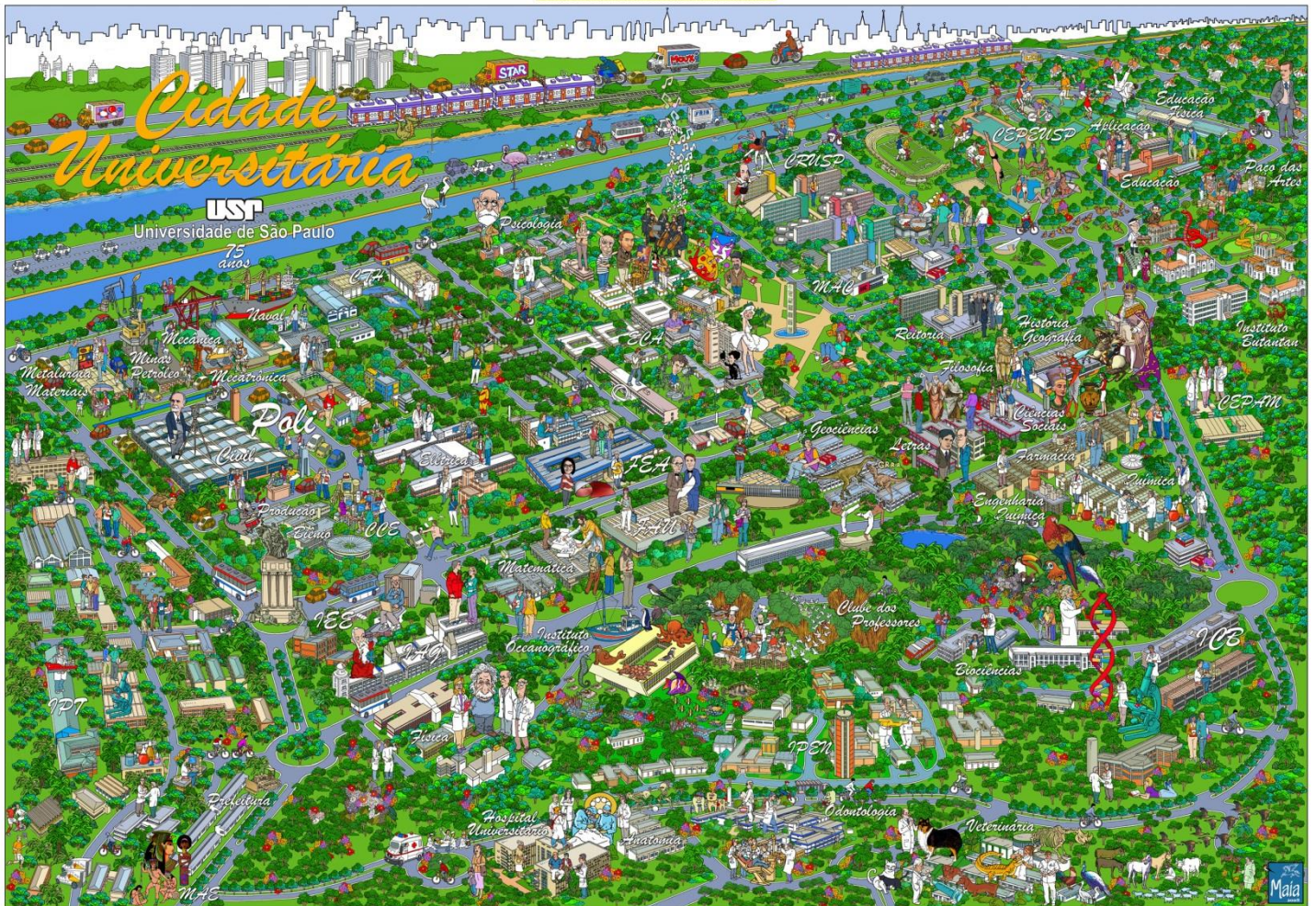


Address: Rua do Lago, 717 - room 130 - Cidade Universitária - CEP: 05508-080 - São Paulo - SP

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