



INFORMATION ABOUT ADMISSION PROCEDURES FOR FOREIGN STUDENTS AT UNIVERSIDADE FEDERAL DE SÃO PAULO – UNIFESP

UNIFESP International Office promotes the internationalization of undergraduate courses, offering students the opportunity of discovering about other cultures through mobility programs.

Students who come to UNIFESP will get a different academic knowledge, besides the research practices and the professional activities, enhance the personal and academic perspectives, and enjoy the Brazilian culture.

This material was written in order to guide the foreign institution of higher education that has a cooperation agreement with UNIFESP and the foreign students who want to apply for studies at UNIFESP.

1. ACADEMIC MOBILITY

UNIFESP accepts students from foreign Institutions to accomplish an academic period according to the requirements described below and the availability of vacancies. Interested students shall verify the procedures and send required documentation to the International Office to the e-mail: internacional@unifesp.br.

UNIFESP privileges receiving students from institutions of higher education that have a cooperation agreement with UNIFESP. However, students who come from other institutions can also be accepted as long as they fulfill the following requirements, according to the availability of vacancies.

Undergraduate students can require a studying period at UNIFESP, according to one of the

three following purposes: Academic Exchange, Research Activity or Specialized Elective Activity.

1.1 Academic Exchange

Enrollment in regular courses. The complete list of the undergraduate courses offered is available on the website: <http://www.unifesp.br/prograd/portal>. Click on "Cursos de Graduação".

1.2 Research activity

Participation in a research project, advised by a professor of UNIFESP. Interested students shall contact the International Office and send a summary of the research project, informing the period they would intend to come to UNIFESP.

1.3 Specialized Elective Activity

Professional activities for undergraduate students. The students will have to accomplish the offered activities along with the undergraduate students from UNIFESP.

2. REQUIREMENTS

The applicant students shall accomplish the following requirements:

- Be enrolled in a recognized Institution at the student's country.
- Have the necessary proficiency in Portuguese that allow them to take classes at UNIFESP.

2.1 Specific requirements

2.1.1 Academic exchange:

- Have concluded the first year of undergraduate course at the Home Institution.

2.1.2 Research activity:

- Be able to accomplish research activities.

2.1.3 Specialized Elective Activity:

- Be able to accomplish specialized activities.

3. MOBILITY REQUEST

The mobility request is made by the International Office of the student's Home Institution, within mobility programs and cooperative exchange programs established with other Institutions; if there is no cooperation agreement with the original institution, the applicant himself can do it, contacting UNIFESP International Office on the e-mail internacional@unifesp.br.

The International Office will send the request to the person in charge of the academic department in order to evaluate the possibility of receiving the exchange student.

4. MOBILITY PERIOD

4.1 Academic exchange: For undergraduate studies, exchange courses last one term, and can be attended according to the following periods:

- First term: February to June;
- Second term: August to November.

4.2 Research activity

- To be defined according to the research project proposal of the candidate.

4.3 Specialized Elective Activity

- To be defined according to the curricular program and the availability of vacancy.

5. REQUIRED DOCUMENTATION

Interested students shall send the following documents, in PDF format, to UNIFESP, International Office e-mail: international@unifesp.br

5.1 Documentation - Academic Exchange

- Application form filled by the student (appendix 1);
- Presentation Letter issued by the International Office of the student's Home Institution (according to the Model – appendix 2);
- Official Academic Transcript translated into Portuguese;
- Motivation Letter written in English, Spanish or Portuguese, in which the student shows the reasons for attending a course at UNIFESP;
- Study plan which shows the list of subjects to be taken at UNIFESP. The student can consult the list of subjects visiting the site: http://www.unifesp.br/prograd/uc2/filtro_uc/filtro_uc.php and make a study plan that fulfills the same time load (disciplines or credits) taken by UNIFESP students;
- A summary of the Curriculum Vitae.

5.2 Documentation - Research activity

- Application form filled by the student (appendix 1);
- Presentation Letter issued by the International Office of the student's Home Institution (according to the Model – appendix 2);
- Official Academic Transcript translated into Portuguese;
- Motivation Letter written in English, Spanish or Portuguese, in which the student will have to show the reasons for attending a course at UNIFESP;
- Letter from the tutor (or other academic leader, coordinator, director, adviser or dean of

undergraduate studies) from the Home Institution, supporting the student to come to UNIFESP;

- Summary of the research project;
- A summary of the Curriculum Vitae.

5.3 Documentation - Specialized elective activity

- Application form filled by the student (appendix 1);
- Presentation Letter issued by the International Office of the student's Home Institution (according to the Model – appendix 2);
- Academic transcript;
- Motivation Letter written in English, Spanish or Portuguese, in which the student shows the reasons for attending a course at UNIFESP;
- Study plan which shows the list of subjects to be taken at UNIFESP. The student can consult the list of disciplines visiting the website: http://www.unifesp.br/prograd/uc2/filtro_uc/filtro_uc.php and make a study plan that fulfills the same time load (disciplines or credits) taken by UNIFESP students;
- A summary of the Curriculum Vitae.

6. DEADLINES

The student who is interested in applying for an academic mobility period must send the documentation below until the following dates:

6.1 Academic exchange

- Mobility during the first term (February to June): send documentation by **October 15th**;
- Mobility during the second term (August to November): send documentation by **May 15th**.

6.2 Research activity

The student interested in applying for a period of investigation must send the

documentation until 4 months prior to the beginning of the proposed activity.

6.3 Specialized elective activity

The student interested in applying for a period of professional activity must send the documentation 4 months prior to the beginning of activities.

7. STUDENT'S REQUIRED DOCUMENTATION - AFTER ACCEPTANCE

7.1 Preparing for Arrival

- Health insurance (the student is responsible for all the expenses with health insurance);
- Student Visa (Temporário IV) - if the student is accepted, an Acceptance Letter will be sent to the student's Home Institution in order to file for the student visa. The Acceptance Letter is indispensable for filing for the student visa at a Brazilian Embassy.

Before coming to UNIFESP, the student have to send by e-mail (international@unifesp.br) a copy of the passport, health insurance original policy, valid while the student stays in Brazil, and a copy of the student visa. A photo 3×4 (passport sized) is also necessary for the student's badge.

7.2 Upon Arrival: Foreign students who come to Brazil in order to complete an academic mobility period have to obtain the Foreign Identity – RNE (Registro Nacional de Estrangeiros), which is the equivalent to a Brazilian citizen's identity card and is considered as such whenever a person is asked for proof of identity in Brazil. There is a 30-day deadline, counting from the student's arrival at the country. After this time, a daily fine will be charged.

The student should follow these two steps bellow to obtain the RNE:

- First: Fill in the available form in the Federal Police site:
<http://servicos.dpf.gov.br/sincretWeb/>
The student will schedule a date through an online form to go to the Federal Police office – Regional Superintendence of São Paulo.

OBS: DO NOT WAIT TO SCHEDULE A DATE AT THE FEDERAL POLICE DEPARTMENT

- Second: Go to the Federal Police Office – Regional Superintendence of São Paulo, at the scheduled date, carrying the following documents:
 - Valid travel document. ID from Argentina, Uruguay, Paraguay, Chile and Bolivia will be accepted. For other countries, the original passport and certified copies of the passport used pages are required (to obtain a notarized copy, go to a notary public);
 - Application form to require the visa;
 - Two recent photographs, size 3x4cm (colour, white background, smooth paper);
 - Vouchers of two fees; one refers to the foreign card and the other one, to the foreign register. Both fees can be paid in any bank. To take the bank slip, fill in the online form: <https://www2.dpf.gov.br/gru/gru?nac=1>

To check the status of an application: Click here (enter protocol number and name)

8. UNDERGRADUATE COURSES LOCALIZATION

UNIFESP is composed of 6 *campi*, in São Paulo and neighbor cities. To view the map of São Paulo and the campus localization, visit the website <http://www.unifesp.br/prograd/portal> and click on "Localização e Mapa".

FIND OUT MORE ABOUT THE CITY WHERE YOUR CAMPUS IS LOCATED:

DIADEMA: [HTTP://WWW.DIADEMA.SP.GOV.BR/TURISMO.HTML](http://www.diadema.sp.gov.br/turismo.html)

GUARULHOS: [HTTP://NOVO.GUARULHOS.SP.GOV.BR/](http://novo.guarulhos.sp.gov.br/)

OSASCO: [HTTP://WWW.OSASCO.SP.GOV.BR/INDEX.ASP?IDSITE=20](http://www.osasco.sp.gov.br/index.asp?idsite=20)


SANTOS: [HTTP://WWW.TURISMOSANTOS.COM.BR/](http://www.turismosantos.com.br/)

SÃO JOSÉ DOS CAMPOS: [HTTP://WWW.SJC.SP.GOV.BR/TURISTA.ASPX](http://www.sjc.sp.gov.br/turista.aspx)


SÃO PAULO:

[HTTP://WWW.PREFEITURA.SP.GOV.BR/CIDADE/SECRETARIAS/CULTURA/](http://www.prefeitura.sp.gov.br/cidade/secretarias/cultura/)

São Paulo – capital	
	Biological Sciences – Medical modality
	Nursing
	Speech Therapy
	Medicine
	Informatics and Health Technology
	Radiology Technology
	Ophthalmic Technology
	Health Technology

Guarulhos – 14 km from the capital	
	Social Sciences
	Philosophy
	History
	Art History
	Languages (Portuguese)
	Languages (Portuguese/Spanish)
	Languages (Portuguese/French)
	Languages (Portuguese/English)
Pedagogy	

Baixada Santista – 55 km from the capital	
	Physical Education
	Physiotherapy
	Nutrition
	Psychology
	Occupational Therapy

Diadema – 15km from the capital	
	Environmental Sciences
	Biological Sciences
	Chemical Engineering
	Industrial Chemistry
	Pharmacy and Biochemistry
	Teaching Degree in Sciences
	Chemistry

São José dos Campos – 87 km from the capital	
	Computer Sciences
	Baccalaureate in Sciences and Technology
	Computational Mathematics

Osasco – 6,6 km from the capital	
	Administration
	Accounting Sciences
	International Relations
	Economic Sciences

Universidade Federal de São Paulo – UNIFESP

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1500 - Vila Clementino - São Paulo - SP-
04021-001 Telefone: +55 (11) 5576-4770

internacional@unifesp.br

<http://www.unifesp.br>

<http://www.unifesp.br/reitoria/orgaos/secretaria/internacional/>

[ia/internacional/](http://www.unifesp.br/reitoria/orgaos/secretaria/internacional/)

Appendix 1

**STUDENT'S REGISTRATION FORM FOR ACADEMIC ACTIVITIES
AT UNIFESP**

Student Personal Data	Name	Gender	Nationality	Marital Status
	Birth Date	Passaport Number		
	Address			District
	City		Zip Code	
	Telephone		E-mail	
Personal Accident Insurance	Policy No.	Insurer	Provided by: () Student () Applicant Institution	
Home Institution	Address			District
	City		Zip Code	
	Telephone		E-mail	
Faculty	Programme/Course			Serie/Period
Contact Person at the Home Institution				
Other Information				

ACADEMIC ACTIVITY

Type of Activity	() Academic Exchange () Research Activity () Specialized Activity			
Where the Academic Activity will take place	Campus/ Course			
	Responsible for the Academic Activity			
Expected Duration	Start Date	Conclusion Date	Weekly Workload (hours)	Total Workload (hours)
Other Information				

Date: _____

Student's Signature

Appendix 2

*(MODEL OF LETTER TO BE FORWARDED BY THE FOREIGN INSTITUTION)
(UNIVERSITY/COLLEGE HEADED PAPER)*

(Date)

Prof. Dr. Benjamin Israel Kopelman
Coordinator of International Affairs
Universidade Federal de São Paulo – UNIFESP
Av. Sena Madureira, 1500 – 4th floor
Vila Clementino
04021-001 São Paulo – SP
Brazil

Dear Sir,

On behalf of (name of the Institution) I hereby declare to be aware that (students' name) is a regularly student enrolled in (name of the programme and level) at this Institution, and that (she/he) will hold an Academic Activity (Specialized Elective Activity, Academic Exchange or Research Activity) from (month/year) at Universidade Federal de São Paulo – UNIFESP, without prejudice to (her/his) academic activities.

Sincerely yours,

*Responsible's signature - Coordinator of International Affairs or other
administrative authority
(Position and stamp)*