



INFORMATION ABOUT ADMISSION PROCEDURES FOR INCOMING UNDERGRADUATE EXCHANGE STUDENTS AT THE UNIVERSIDADE FEDERAL DE SÃO PAULO – UNIFESP

UNIFESP's International Office promotes the internationalization of undergraduate courses, offering students the opportunity of discovering about other cultures through mobility programs. Besides the access to research practices and the professional activities, students who come to UNIFESP will attain a different academic knowledge, enhance their 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 on the e-mail: international@unifesp.br.

UNIFESP privileges receiving students from institutions of Higher Education that hold a cooperation agreement with UNIFESP.

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 <https://unifesp.br/world/index.php/study-at-unifesp/undergraduate/undergraduate-courses>.

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 pursued the first year of their 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 can do it, contacting UNIFESP's International Office on the e-mail international@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 candidate's research project proposal.

4.3 Specialized Elective Activity

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

5. REQUIRED DOCUMENTATION

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

5.1 Academic Exchange

- Application form filled in 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 and fulfills the same time load (disciplines or credits taken by Unifesp students). The student can consult the list of courses and the academic offer visiting the site: <https://unifesp.br/world/index.php/study-at-unifesp/undergraduate/undergraduate-courses> .

5.2 Research activity

- Application form filled in 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 another 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 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 <https://unifesp.br/world/index.php/study-at-unifesp/undergraduate/undergraduate-courses> 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 Consulate.

Before coming to UNIFESP, the student has to send by e-mail (international@unifesp.br) a copy of his/her passport, health insurance original policy, valid while the student stays in Brazil, and a copy of the student visa. A photo 3x4 (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 below to obtain the RNE:

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

OBS: DO NOT WAIT TO SCHEDULE A DATE.

- Second: Go to the Federal Police Office – Regional Superintendence of São Paulo, at the scheduled date, carrying the following documents:

- Original passport and notarized copies of the passport used pages are required (to obtain a notarized copy, go to a notary public). For citizens from Argentina, Uruguay, Paraguay, Chile and Bolivia ID will be accepted.
- Application form to require the visa and a notarized copy;
- Two recent photographs, size 3x4cm (colored, white background, smooth paper);
- Payment slips 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;
- Entrance and exit cards (original and notarized copies);
- Proof of residence.

8. UNDERGRADUATE COURSES LOCATION

Located in the most populated state of Brazil, UNIFESP has its original Campus in the heart of the city of São Paulo. Three other campuses are located in the metropolitan area and the two remaining in outstanding cities close to the city of São Paulo.

Find out more about the cities where our campuses are located and how to arrive:

<https://unifesp.br/world/index.php/about-the-university/our-campuses/visitor-information>

Appendix 1

STUDENT'S REGISTRATION FORM FOR ACADEMIC ACTIVITIES AT UNIFESP

Student personal data	Name		Gender	Nationality	
	Birth date	Passaport number		Validity date	
	Address				
	City	Zip Code		Country	
	Telephone		E-mail		
Personal accident insurance	Policy No.	Insurer		Provided by	
Home institution	Address				
	City	Zip Code		Country	
	Telephone		E-mail		
Faculty	Programme/Course				
Contact person at the home institution					
Other information					
Type of activity	<input type="checkbox"/> Academic exchange		<input type="checkbox"/> Research activity		<input type="checkbox"/> Specialized elective
Where the academic activity will take place	Campus/ Course				
	Responsible for the Academic Activity				
Expected duration	Start date	Conclusion date		Weekly 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. Miriam Galvonas Jasiulionis
Coordinator of International Affairs
Universidade Federal de São Paulo – UNIFESP
Rua 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's name) is a student regularly enrolled in (name of the programme and level) at this Institution, and that (she/he) will hold a/an (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)*