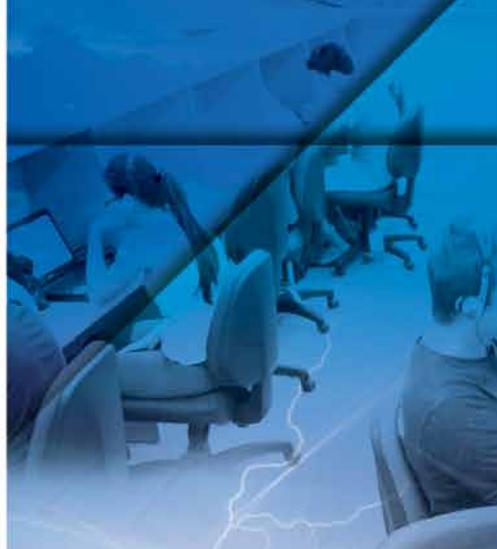




STUDENT GUIDE



Be very welcome at FEA-RP!

We are very glad you chose our university to have new experiences in your social and academic life. To make it a little easier, we worked on this guide to provide you with some information about our country - history, culture, facts - as well as about our city, Ribeirão Preto. AIESEC Ribeirão Preto decisively helped us with the guide: Thank you folks!

You are at the best Latin American University, a more than 75-year-old public institution. While you are at USP, we would like you to do a few things. We would like you to take the most advantages of all the courses offered in English but we do encourage you to take some courses in Portuguese and learn one more language. To help you about that, we offer a Portuguese language course. Still in academic field, we would like to propose you use your extra time to establish some research activities, which can be done partially here and partially when you get back to your country. It is a great idea to have any kind of result relating both countries! You can also get engaged in any of the students group - you could play at Tikutuko - FEA-RP band. We assure you it is going to be great fun!

But we don't think you are going to enjoy only the academic opportunities. Ribeirão Preto is a great city, where there is a good cultural life - we have some theaters, which offers different plays and musicals every week, three different cinemas, with the latest launches, lots of dance houses and also parks, with wonderful green areas for the practice of different sports. You are going to find a nice sports center in the university as well. Take good care of your body and enjoy our wonderful climate at any time of the year for outgoing!

We also have some days during the semester we won't have classes because of holidays. We would encourage you to travel on these days. Try not to miss classes - this can cause troubles at the end of the semester and this is not a good idea. Use these days to know all the beauties Brazil offers! Straight from Ribeirão Preto, you can fly to amazing places that you must visit while here: Rio de Janeiro, Foz do Iguaçu, Florianópolis (best known as Floripa), the Northeastern beaches at Fortaleza, Maceió or Natal, Brasília - the capital of the country where you should spend 2 or 3 days. And if you like adventure, you could go to Amazonia or to the Pantanal. All of them are lovely places to visit. You will be amazed!

Well, if you take good care of your academic life and also do some travelling to know a little bit further our culture, we are sure this experience will change you into a different person. You will probably want to come back soon!

If you have any doubts, please always contact anyone at the International Office or any of your Professors. We are here to make you get the most advantage of your interchange experience.

Best regards,

International Office FEA-RP/USP

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ABOUT BRAZIL

Brazil is Federative Republic, administratively and politically divided in 27 federative units (26 states and a federal district). The president, governors, mayors, senates, deputies and councilors are elected directly by mandatory vote every 4 years. Brazilian territory is still widely covered by woods, mainly in the North. Colonized by Portugal, it is the only country of Portuguese language in America. About religion, Brazil is the country with greatest number of Catholics in the world. Brazilian society is one of the most multiracial in the world. Brazil has the biggest Italian population outside Italy and the biggest Japanese population outside Japan, besides a notable German dispersion.



1.1 Geography

Brazil is located in South America and it is the fifth greatest country in area with 8.514.876.599 km². The country is bordered by Atlantic Ocean through its entire coast. It is also the fifth country in population, with about 200 million inhabitants. Majority of the population is concentrated in the coast.

Brazilian topography is diverse and includes hills, mountains, plains, highlands, and scrublands. Much of the terrain lies between 200 meters (660 ft.) and 800 meters (2,600 ft.) in elevation. The main upland area occupies most of the southern half of the country. The northwestern parts of the plateau consist of broad, rolling terrain broken by low, rounded hills. The country has also one of the greatest sweet groundwater reservoir in the planet: The Guarani Aquifer, which is partly located under Ribeirão Preto.

1.2 Climate

Brazilian climate comprises a wide range of weather conditions across a large area and varied topography, but most of the country is tropical. Brazil hosts five major climatic subtypes: equatorial, tropical, semiarid, highland tropical, temperate, and subtropical.

The different climatic conditions produce environments ranging from equatorial rainforests in the north and semiarid deserts in the northeast, to temperate coniferous forests in the south and tropical savannas in central Brazil.

The country climate is predominantly tropical. The exception is South Country (including parts of São Paulo and Mato Grosso do Sul extreme south) which presents subtropical climate, with reasonable defined seasons.



1.3 Environment and Historical Heritage

Brazil's large territory comprises different ecosystems, such as the Amazon Rainforest - recognized as having one of the greatest biological diversity in the world - the Atlantic Forest and the Cerrado (Savana), sustaining a great variety of biodiversity. In the south, the Araucaria pine forest grows under temperate conditions. The rich Brazilian wildlife reflects the variety of natural habitats. Scientists estimate that the total number of plant and animal species in Brazil could approach four million.

Brazil has a great historical heritage spread all around the territory, with different backgrounds. Some part of it is concentrated in the State of Minas Gerais (Ouro Preto, Diamantina) and in other specific areas, like in historical centers of Recife, São Luis, Salvador, Olinda, Santos etc.



1.4 Economy

Brazilian economy is the largest in Latin America, the world's sixth largest economy at market exchange rates and the seventh largest in purchasing power parity (PPP), according to the International Monetary Fund and the World Bank. Brazil has a mixed economy with abundant natural resources.

The first big product of Brazilian Economy was the sugarcane and sugar production, during colony period, followed by the gold extraction in Minas Gerais territory. After its independence, a new economic cycle has emerged, and coffee became the main product. This moment was very important for the development of the state of São Paulo, which is now the richest one in the country. Nowadays, Brazil is within the 20 world greatest exporters.



1.5 Ethnicity

Brazilians are mainly descendant of native people, Portuguese colonists, Africans and from the diverse groups of immigrants that established in Brazil between 1820 and 1970. Most part of immigrants were Italians and Portuguese, but there was significant presence of Germans, Spanish, Japanese, Syrian and Lebanese. Racism is considered an imprescriptible and no-bail crime by Brazilian Constitution.

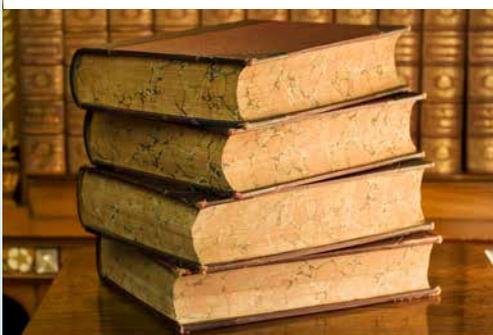
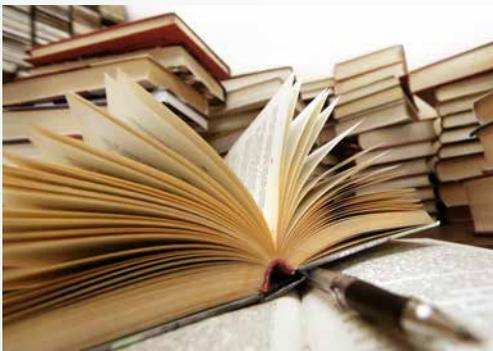
1.6 Culture

Due to its continental dimensions, Brazil is a country with a rich cultural diversity that synthesizes the diverse ethnicities from Brazilian people. Thus there is no homogeneous Brazilian culture, but a mosaic of different cultural sources that together form Brazilian culture. As the Portuguese settled here, there's a great influence of their culture.

It's exactly this Portuguese cultural inheritance that composes Brazilian unit: there are different ethnicities, however, everyone speaks the same language (Portuguese) and almost 90% of population is Christian, either Catholics or Protestants.



1.7 Language



Portuguese is the official spoken language for all population. Brazil is the only country of Portuguese language in America, giving to it a distinct cultural identity in relation to the other countries from the continent. The language spoken in Brazil is very similar to the one spoken in the other parts of the world. Amazingly Portuguese is considered to be the most homogeneous occidental language spoken modernly. There are differences in some words and in pronunciation, but all speakers can understand themselves.

Try to learn these words and expressions commonly used in Brazil before your arrival:

Não	No
Sim	Yes
Quente (usually represented in red colour)	Hot
Frio (usually represented in blue colour)	Cold
Água	Water
Suco	Juice
Carne de Vaca	Beef
Frango	Chicken
Peixe	Fish
E aí?	What's up?
Bom dia!	Good Morning!
Boa tarde!	Good afternoon!
Boa noite!	Good evening!/Good night!
Eu gostaria de...	I would like to...
Quanto custa...?	How much is...?
Por favor	Please
Onde é...?	Where is...?
Como você está?	How are you?
Obrigado (a)	Thanks/Thank You
Desculpa	I'm sorry
Com Licença	Excuse-me
Oi/olá	Hi/ hello
Tchau!	Bye!
Tudo bem!	Fine!
Que horas são?	What time is it?
Você fala inglês?	Do you speak English?
O que significa?	What does it mean?
Não entendo nada	I don't understand anything
Como digo ... em Português?	How can I say ... in Portuguese?
Socorro, ajuda	Help!
Nada	Nothing
O que é isto?	What is it?

ABOUT RIBEIRÃO PRETO

2.1 City Facts

Ribeirão Preto (Portuguese for “black stream”) is a city in the State of Sao Paulo, Brazil. It is nicknamed Brazilian California because of a combination of an economy based on agribusiness plus high technology, wealth and sunny weather all over the year. With 612,339 inhabitants, Ribeirão Preto is the eighth largest municipality in the state. With a total area of 652,2 square kilometers, its latitude is 21o 10’ 42” South and longitude 47o 48’ 24” West. It is 330 km far from the capital city and 708 km far from Brasília, the federal capital. The average altitude is 546,8 m. Ribeirão Preto is in the center of a urban agglomeration with about 1,032,547 inhabitants.

2.2 History

The city was founded in June 19th, 1856, by farmers who came from the southeast of Sao Paulo State in search for good climate and soil for coffee growing. The city is laid by a stream called “Black Stream”, and was named after it. Eventually the farmers’ choice revealed itself as very adequate and the fertile soil of the Ribeirão Preto region allowed the highest crop productivity in Brazil.



2.3 Economy

After the New York Stock Exchange crash in 1929, the economy of Ribeirão Preto, based only on exportation crops, collapsed, and the city had to adapt to a new situation. Since the city is relatively far from other major Brazilian urban centers, it found a new economic vocation in the services and commercial sector, which was developed to meet the local and regional demands.

The second economic boom in the history of Ribeirão Preto occurred after the oil crisis in the 1970s. The increase in the oil price obliged Brazil to look for alternative means of fueling and the solution found was the ethanol fuel program, or Pro-Álcool as it was called. The program led to the development of a technology which allows the use of ethanol (sugarcane alcohol) either as automotive fuel or as a gasoline additive. The latter improves performance and decreases polluting emissions. Due to the Pró-Álcool program, local farmers were encouraged by government subsidies to grow sugarcane.

The high productivity of the land around Ribeirão Preto rapidly placed the region as the largest ethanol and sugar producer of the world, being responsible for 30 percent of Brazil's sugarcane alcohol fuel.

In an opposite direction to what had happened during the city's first economic boom, this time Ribeirão Preto farmers and entrepreneurs did not concentrate themselves exclusively on a single crop and diversified their investments making the city one of the most important agribusiness centers of Brazil. Besides sugar and ethanol, Ribeirão Preto's major products are orange juice, cotton, rice, meat, dairy products, textiles, machinery, steel, furniture, building materials, agrochemicals, pharmaceuticals and beer.

The sugarcane boom brought a new age of prosperity for the city, which was called the "Brazilian California" during the 1980s and early 1990s, and this has increased the city's wealth and turned it into a sophisticated center of services for Brazil and South America.



2.4 Tourist Attractions

Pinguim - The famous Brazilian beerhouse was built by Antarctica (the first beer producing factory in the city, which today is a brand from AB InBev) and now there are two of them in the block, one is the beerhouse, the other is a gift shop.



Pedro II Theater - The 2nd biggest Brazilian opera theater in public capacity (after Municipal Sao Paulo Theater), is the main point of the block, and was first opened in October 8th, 1930. In 1980 a big fire hit the building and after more than a ten-year period of abandon, the city hall decided to rebuild it and it reopened in April, 1996.

Metropolitan Cathedral - When the cathedral at XV November Square was put down, this new one was built, and then founded in 1920. Stylized in romantic and gothic lines, its main attractions are the colored glasses in the window and the paintings inside from Benedito Calixto, dated from 1817. It's located downtown, in front of Praça das Bandeiras, which presents people a craft fair on weekends.



Pref. Dr. Luiz Roberto Jábali Park / Curupira Park - Opened in 18th December 2000, the environment complex is the largest leisure area from the city. There are 152 thousands m² with artificial lakes, waterfalls and paved trails that can be ridden on foot or by bicycle. There is a great tropical forest in the area with a variety of birds and little mammals. It is open daily from 6 a.m. to 8 p.m. Address: Av. Costábile Romano, 337

Dr. Luis Carlos Raya Park - Opened in 2004, this park is great to walk, to play games, to relax with the artificial waterfalls. It is situated in the so considered the wealthiest area of the city, the south area. Address: Av. Wladimir Meirelles Ferreira, s/n.



2.5 Climate

Ribeirão Preto is a very warm city during the whole year. Generally between the months of May and September the temperature drops considerably in the mornings and at nights, but it is still hot during the afternoons. It's strongly important to remember that in these months, the air humidity is considerably very low and it rarely rains.

- Average winter temperature 19° C (68o F)
- Average summer temperature 35° C (90o F)

2.6 Telephone

How to dial:

- Local collect Call: 9090 + telephone number
- Long distance collect call (even for other cities with the area code 16): 9 + 0 + telecom code + city code + telephone number
- International collect calls: 9 + 00 + telecom code + country code + city code + telephone number
- Country Code 55
- City Code 16

Telecom code: If you want to call a different city or country, you need to choose a telecom and prices vary between them. Look for different fees in the websites.

The companies and respective codes are:

12 = CTBC

15 = Vivo (Telefônica)

17 = Transit Telecom

21 = Claro (Embratel)

23 = Intelig

25 = GVT

31 = Oi

41 = TIM



2.7 Transportation

If you are downtown you can get around on foot, once the places aren't so far. But if you want to go anywhere else, you are strongly recommended to go by bus, by car or by taxi.

By car: to be able to drive in Brazil, foreigners need to have either a foreign driver's license with an translation or an international driver's license. They can do that only after 180 days after entering the country. After that period, they have to take the Brazilian exams.

By bus: check the itineraries and schedules on Transerp's website:
<http://www.ribeiraopreto.sp.gov.br/transerp>

By taxi: Taxi is the most expensive way to get around, but is it more comfortable and faster. You can ask for one on the street, go to any taxi stop or call one by phone. Ask your buddy for the number of a good taxi company.

2.8 Opening Hours

Shopping centers: Ribeirão Shopping, Novo Shopping, Shopping Santa Ursula
Shopping Open from 10 am to 10 pm from Monday to Saturday and from 12 am to 10 pm on Sundays. Stores open from 2pm to 8pm on Sundays.



Supermarkets: Usually open from 8 am to 10 pm from Monday to Saturday. Some of them can open on Sundays. There are two supermarkets open 24/7: "Pão de Açúcar" and "Extra".

Banks: From Monday to Friday, from 11 am to 4 pm. In the campus, Banco do Brasil and Santander are open from 10 am to 3 pm.



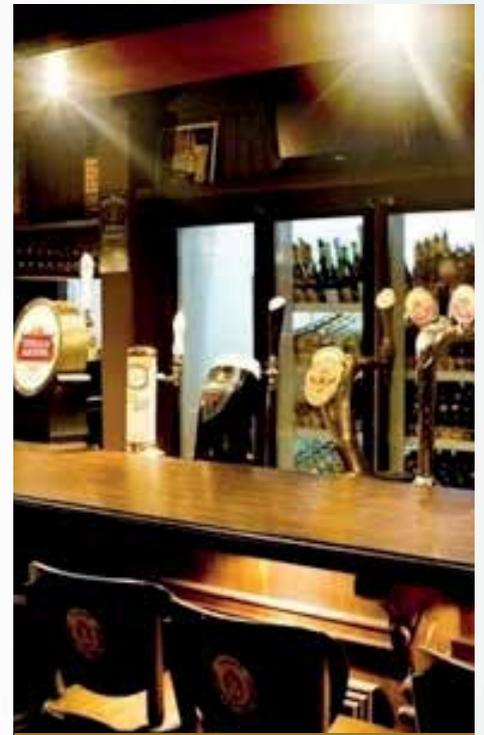
2.9 Nightlife

Ribeirão Preto is mainly a city for youths. With 7 big universities in town, it attracts young students who come from all over the country to study. For that reason and the warm weather, Ribeirão has a great night life. Ribeirão is known as “Terra do Chopp” which would be “The Draft Beer Land” as we have what is known as the Best Draft Beer in all the country.

Good music is found all over the town. There is music for all tastes, from the traditional MPB (Música Popular Brasileira - Brazilian Popular Music) and Samba to Heavy Metal. For that, you can go not only to bars which play this kind of music, but to concerts as well. There are big halls in the city, which are frequently used for gigs and concerts (bands, singers) and, orchestras.

You can go to a party almost the whole week (that normally is organized by a group or university students). These parties are held in the republicas (houses shared by students) or at one of the local nightclubs of the city.

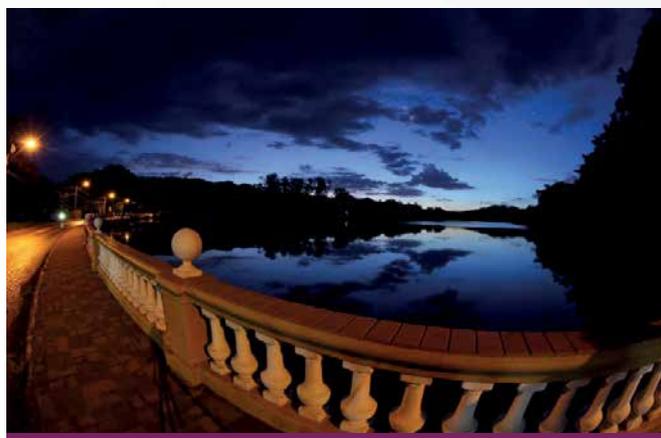
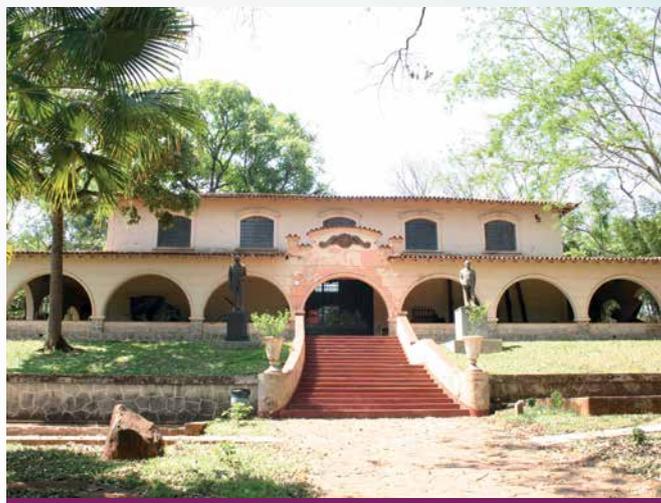
“Micareta” is another traditional and fun party for youngsters. It is a kind of carnival in April, it means out of its right time in the year, that is February. In a “Micareta”, you will have the opportunity of experiencing all the excitement and all the music of a carnival!



CAMPUS INFORMATION

The Campus of USP-Ribeirão Preto offers undergraduate and graduate courses in the fields of hard sciences, biological and human sciences:

- Physical Education and Sports - EEFERP
- Nursing - EERP
- Pharmacy - FCFRP
- Law - FDRP
- Economics, Business, Accountancy - FEA-RP
- Philosophy - FFCLRP
- Medicine - FMRP
- Dentistry - FORP



3.1 Central Library

The Central Library has a physical area of 4,243m² and maintains a collection of 110,000 books, 6,185 titles of national and foreign periodicals (5,118 titles for online access and 1,067 printed titles) 17,159 theses and 75,481 scientific papers published by professors from the campus of Ribeirão Preto. The Library serves the programs of: Business Administration, Biology, Information and Documentation Science, Accountancy, Economics, Enterprise Economics and Controllershship, Physical Education, Nursing, Biochemical Pharmacy, Medical Physics, Physiotherapy, Speech Therapy, Biomedical Informatics, Mathematics Applied to Business, Medicine, Music, Nutrition and Metabolism, Dentistry, Pedagogy, Psychology, Chemistry and Occupational Therapy.

Location: Rua da Biblioteca

Telephone: +55 (16) 3602 3533

Fax: +55 (16) 3602 4653

E-mail: bcrp@usp.br

Website: www.bcrp.pcarp.usp.br

Opening hours: Monday to Friday
from 8am to 9:45pm and Saturdays
from 9am to 1:45pm.



3.2 Center for Physical Education, Sports and Recreation

The Center for Physical Education, Sports and Recreation (CEFER) is a multisport complex that has a gym, sports courts (indoor and outdoor), tennis court, semi-Olympic pool, official athletics track with a synthetic surface, soccer fields (including an official one), ecological hiking trail and rooms for other physical activities, such as judo, weightlifting, gymnastics and fitness. The CEFER offers semester courses and also sporting and recreational activities, supervised by sports professionals, aiming at health promotion and interaction between the university and the community.

Location: Zeferino Vaz Avenue.

Telephone: +55 (16) 3602 3561.

E-mail: cefer.pc@usp.br.

Website: www.ccrp.usp.br/pages/cefer.

Opening hours: Monday to Friday, from 7am to 9pm.



3.3 Campus Restaurant

The campus Restaurant produces and distributes meals (lunch and dinner) prepared with appropriate nutritional concepts to students, employees and authorized visitors. The meals are subsidized and the sale of tickets takes place in the restaurant from Monday to Friday, in mealtimes. The lunch is served from Monday to Friday, from 11am to 1:30pm and dinner from 5:15pm to 7:15pm. On Saturday only lunch is served, from 11am to 1pm.

Location: Tenente Catão Roxo Street.

Telephones: +55 (16) 3602 3560 and +55 (16) 3602 4650.

E-mail: scalim.pc@usp.br.

Website: www.pcarp.usp.br/pages/restaurante



3.4 Internal Public Transport: 'Circular USP'

The Section of Transportation provides internal and free bus for users from the campus of Ribeirão Preto. The service is offered from Monday to Friday, from 6h30 to 11pm, with breaks in the morning, afternoon and evening, as a rest time for drivers and vehicle maintenance. See the timetable of the 'circular' (including during school recess).

website: www.ccrp.usp.br/pages/transp/horario_circular.asp.

Telephone: +55 (16) 3602 3557.

3.5 Frequency and Grades

The students must have a minimum frequency in class of 70%. The grades are from 0 to 10. Students should have at least the final average of grade of 5,0 to be approved in the discipline. The criteria used to calculate the final average vary within the courses and the professors that teach the discipline.

USP system also includes a recuperation test. To be eligible to take this last opportunity, students must have the minimum frequency and at least a grade of 3,0.

3.6 USP ID Card

After enrollment, students will receive the USP ID card. This card contains the student's number that will identify him/her in the campus, will be used in the library and it will also serve as proof the student condition. In Brazil, there is a law that provides students should pay half tickets for entry into theaters, concerts, cinema etc.

3.7 Medical Certificate Procedures

If a student suffers an accident or should be absent from class for medical reasons, he/she must immediately contact the International Office for procedures. To be able to have the absence not counted, the student who misses a class needs to have a medical certificate and take that to the graduation service. Only contagious diseases are able to cancel absences, so pay very much attention and use them for the unforeseen events.



GENERAL INFORMATION

4.1 Visa

You must get a special type of visa to be able to enter Brazil as a student. It's called TEMPORARY VISA ITEM IV and it is for "students". Here are the most common documents requested by the Brazilian Consulate to get that visa.

Please, follow them carefully and never ask for a TOURIST VISA or a WORK VISA. If you don't have a Student Visa you are not going to be able to be registered in USP system and will not be able to use any of our facilities. So, be very careful about this. In case of any doubts regarding Visa BEFORE you come to Brazil, get in touch with us.

Necessary documents you have to present at the Brazilian Consulate to obtain your Temporary Visa Item IV - Student:

- 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 Brazilian university, or a document proving that the student is already enrolled in the educational institution (with Education Ministry recognition), mentioning the duration of the course;
- 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 his 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 documents requested and the amounts of fees may have sudden changes, so it is always important to check close to your intended use of it. For further details and guidelines, contact the Embassy or Consulate of Brazil closest to your residence:

http://www.dce.mre.gov.br/estrangeiros/condicoes_VITEM-IV.html

4.2 Portuguese Lessons

FEA-RP in partnership with FUNDACE - Fundação para Pesquisa e Desenvolvimento da Administração, Contabilidade e Economia - offers the Portuguese course to the foreign students semiannually. The course develops skills of speaking, listening, reading and writing promoting fluency in the environment for foreign students. Classes take place twice in a week and they are charged monthly. Values and schedules depend on the students demand and availability of the teachers and will be arranged in arrival.

4.3 Health Insurance

You MUST have life/accident insurance while you are in Brazil. Please make the proper arrangements before leaving your country. Moreover, please, send us the insurance statement before your arrival. In addition, be sure you know how to get in touch with the insurance company and how to use it in case something unexpected happens.



4.4 Housing

The Campus Coordination and the CAPEE (USP-RP Center of Support for Foreign Visitors) settled the "Home Stay Program", which aims to give opportunity of cultural exchange between Brazilians and Foreigners. Therefore we developed a registry of people in the community USP interested in hosting foreign students. The International Team also helps exchange students with housing (check it on International Team topic).

4.5 Arrival Note

In order to provide you with a nice reception, you are suggested to send us, before your arrival, an arrival note, which should include: how you will arrive (by plane, bus or any other means of transportation), the day and time of your arrival, so that your buddy may be there to help you out.

4.6 Arriving in Ribeirão Preto

When you arrive at the International Airport in Guarulhos, you have two options to come to Ribeirão Preto:

- by bus - around 5 hours, after you get to the bus station;
- by plane - around 1 hour, leaving from the airport.

We stay 330 km far from Sao Paulo, the capital of the state. We highly suggest you come by plane, because you wouldn't have to go anywhere else, but at the airport.

1) COMING FROM GUARULHOS BY BUS

At the airport, you have to find the bus to take you to the Tietê Bus Station. It is a very nice executive bus that is going to take you around 1 hour. At the airport, look for the bus. You can check the information at <http://www.aeroporto-guarulhos.net/transporte-onibus-aeroporto-guarulhos> but it is in Portuguese only.

You can also take a taxi to the bus station, but it is going to be more expensive. If you prefer to do that, be sure to take an official taxi from the airport. They are more trustable. It is going to take you around the same time than the bus. Just be sure that you get to the Tiete Bus Station - because there are others in the city. Once you get to the bus station, look for the company called "Cometa".

You can buy the tickets from the internet or only check the available schedule (it is very frequent - around every 40 minutes) at <http://www.viacaocometa.com.br/pt/>. The price varies according to the time. You can pay using credit card. The bus is probably going to stop once during the tour for you to have some food. It takes normally around 15 minutes - be sure not to miss your bus!

2) COMING FROM GUARULHOS BY PLANE

From Guarulhos, there are several flight options to Ribeirao Preto. Prices vary a lot, but they can be as cheap as the bus ride. Only pay attention at the time. You need to have at least 2 hours within your arrival and the plane leaving so that you won't have the chance to loose the plane to Ribeirão Preto. Flight companies normally have options for English version

- TAM: www.tam.com.br
- PASSAREDO: www.voepassaredo.com.br
- AZUL: www.voeazul.com.br

If you decide to come by plane, be careful to buy the ticket from Guarulhos Airport (GRU) to Ribeirão Preto (RAO) because there is also Congonhas Airport (CGH), which is close to the center area of São Paulo and Viracopos (VCP), located in Campinas city.



4.7 Registration After Your Arrival in Brazil

National Registry of Foreigner (RNE)

Foreign persons 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 an identity card for foreigners.

Students should inform us the arrival date in Brazil in advance, because the Federal Police service is done with a prior appointment.

FEA-RP International Office will help you scheduling a visit to Federal Police and someone from CAPEE (USP-RP Center of Support for Foreign Visitors) will be there with you to get the correctly documents done, help you filling up the forms, getting the certified copies and paying the fees. You just need to bring the original documents.

The Federal Police will require the following documents in order to issue an RNE:

- Original valid passport;
- Certified copies of the used pages of the passport or travel document;
- Visa application form and a certified copy thereof;
- Proof of payment of R\$ 64,58, concerning registration fee for foreigners;
- Proof of payment of R\$ 124,23, for the foreigner ID;
- Two (02) recent photos, size 3x4 (colored, white background, front, unadorned smooth paper);
- Arrival and departure (original and certified copy);
- Proof of address in Brasil;
- Visa application form (original and certified copy);

The documents requested and the amount of fees may have sudden changes, so it's always important to be aware.



4.8 Cadastro de Pessoas Físicas (CPF)

The CPF (Brazilian Social Security Number) is a document required in Brazil for several situations, such as opening a bank account, 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\$ 5,50). To accomplish this procedure, the foreigner must have the Federal Police Protocol (the document given to the foreigner at the Federal Police Office) and the passport. At the campus of Ribeirão Preto, there are two Banco do Brasil branches, one near the CEFER (next to the Post Office branch) and the other at Paineiras Street, number 12.

After 72 hours, the foreigner must go to Receita Federal (at Dr. Francisco Junqueira Avenue, 2625. Telephone: +55 (16) 2111 5900, with the following documents:

- Proof-of-payment for the fee;
- Passport;
- Proof of residence, that can be any phone bill, light bill etc, issued 90 days before the date of requirement, or a signed declaration from the responsible for the residence testifying that the foreigner resides at the address indicated in the document;
- Federal Police Protocol (RNE);
- Document with parents names (parentage), if this information is not in the passport.

The CPF number will be given for you then. It is important to know that there are not anymore physical CPF cards issued.



4.9 Banking Information

Once you got the CPF, with some other documents, you are allowed to open a bank account in Brazil. There are several branches of many national and international banks in the city (such as CitiBank, HSBC, Safra, Santander). In our campus there are branches of Banco do Brasil and Santander.

Remember to unlock your credit card before arriving in Brazil! Check the procedures with your bank. In Brazil, only Real (BRL), the official currency, is accepted. You can exchange money as soon as you arrive at the international airport in Guarulhos or in specific offices in the city.

4.10 In Case of Emergency

In case any unexpected event happens, you should ask for your buddy's help. Anyway, feel free to get in touch with the International Office staff. We kindly ask you to inform us of any happening, including any disagreement during classes or arrangement with tests, for example.

Name	Function	Contact email and phone
Luciana Romano Morilas	Director of International Office FEA-RP	morilas@fearp.usp.br (55) (16) 3602 - 0212
Valeria Degani	Head of Technical Section of Agreements and Projects	international@fearp.usp.br (55) (16) 3602 -0295
Leonardo Rezende	Analyst for Administrative Affairs	international@fearp.usp.br (55) (16) 3602 -4969

- In case of extreme emergency, call these phones below:

190 - Police

192 - Ambulance

194 - Firemen

- The calls are free and you can call by your telephone, or by any public phone.

4.11 International Team

The International Team FEA-RP (ITeam) is a group of students from FEA-RP who are specially interested in the international stuff. Our goal is to provide you, exchange student, the best staying in Ribeirão Preto. In order to do this we tried to choose a nice tutor for you to help you with the housing, showing you the city, the University and helping you anytime.

Our team was created to bring awareness to Brazilian students about the importance of the internationalization of FEA-RP. Students are an important part of it and welcome foreign students is the heart of our team.

We are available to help you anytime you need, to discover and experience as much as possible the Brazilian culture. Our staff will organize for you some activities by day and by night to discover Ribeirão Preto and enjoy everything in Brazil.

We want to make you feel at home in Brazil and we will do our best for it. As part of the International Team FEA-RP, I am proud to welcome you!

Please feel free to contact us at anytime: iteamfearp@gmail.com

See you all very soon!!!

INTERNATIONAL





