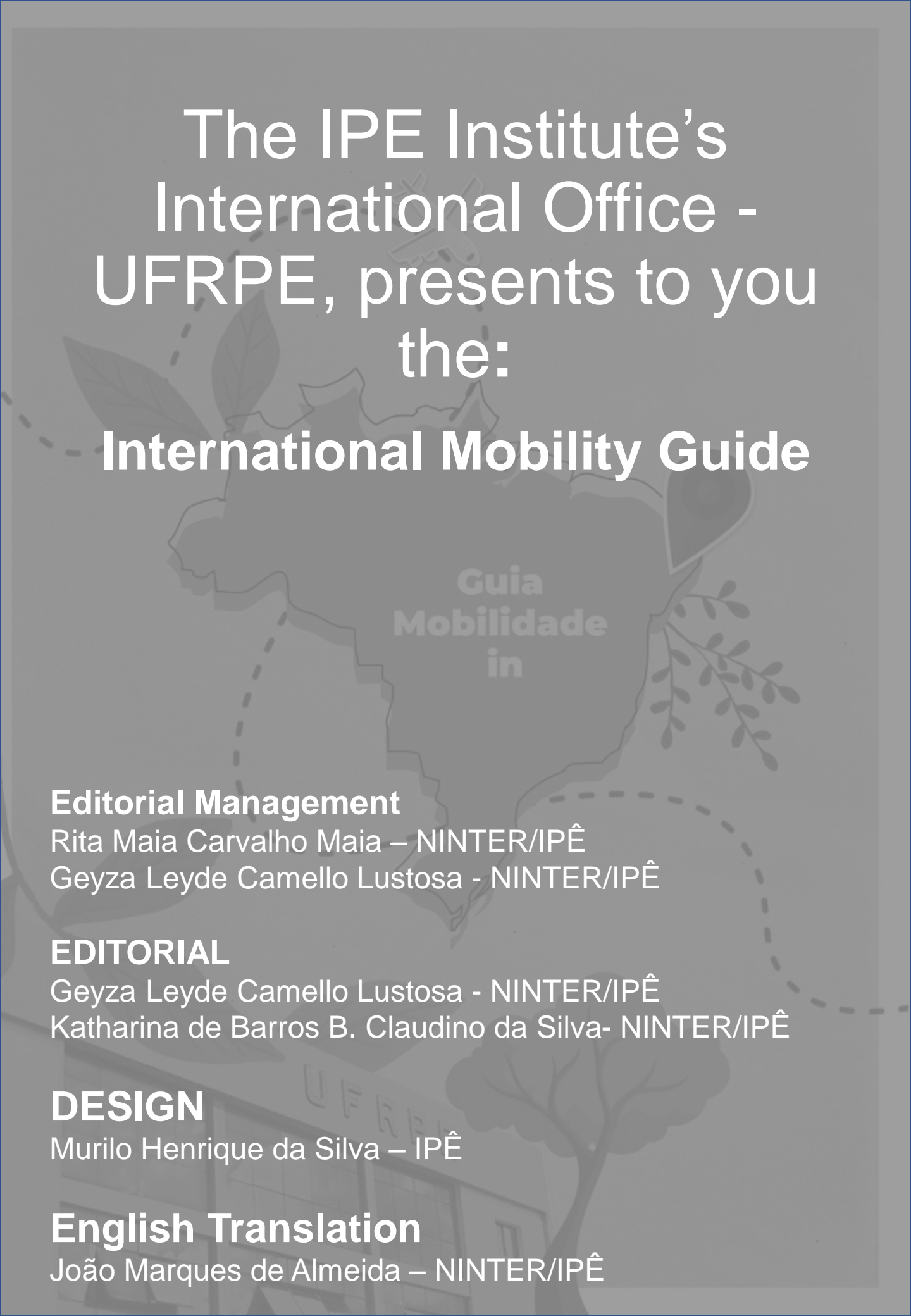




**Guia
Mobilidade
in**





The IPE Institute's
International Office -
UFRPE, presents to you
the:
International Mobility Guide

Guia
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CONTENT

About our University	4
Students' Enrollment	6
UFRPE Services	8
Students' Benefits	10
Emergency Phones and CPF registering	11
Legal Procedures in Brazil	12
Consulates in Recife	16
NINTER Contact Information	17



UNIVERSIDADE FEDERAL RURAL DE PERNAMBUCO

Born in 1912, UFRPE has a long tradition in teaching, extension and research both in the State and Country. Its centenary history is marked by the capacity to innovate when seeking to contribute to overcome socio-environmental problems and to promote sustainable development in projects and research involving the agrarian, human, social and exact sciences.

In order to diminish the frontiers of knowledge, UFRPE, through the IPE Institute's International Office (NINTER), establishes interinstitutional cooperation agreements with Universities, centers of teaching and scientific production from all over the globe, while also providing support for international students and researchers.





This guide aims, essentially, to provide foreign students who chose UFRPE as part of their higher education experience, with the best reception and guidance possible for your arrival. It's also designed to provide knowledge towards services and infrastructure to which you can benefit from. Keep in mind that our International Office – NINTER IPÊ – will always be available to assist you.



INTERNATIONAL MOBILITY

❑ UNDERGRADUATE STUDENTS ENROLLMENT

International students must get in touch with NINTER/IPÊ in advance, informing about their interest in our Institution and applying by sending the necessary documentation, by digital or non-digital mail, as follows:

1. Proof of Enrollment of Origin Institution;
2. Academic Transcript of Origin Institution;
3. Passport and Visa;
4. Foreign Student Form (NINTER);
5. CPF (National Taxpayer ID Number) obtained at Brazil's IRS (Receita Federal do Brasil);
6. List of disciplines to be taken, with course names and code numbers;
7. Health Insurance.

ps. To access the undergraduate courses list of disciplines, click on the link below:

<http://www.ufrpe.br/br/graduacao>



INTERNATIONAL MOBILITY

▣ GRADUATE STUDENTS ENROLLMENT

International candidates to the UFRPE Graduate Programmes (PPG) must first contact the PPG informing about their interest in advance and sending their application with the necessary documents, digitally or non-digitally, as follows:

I – undergraduate diploma (certified by the Brazilian Consulate of the respective country of origin);

II – masters diploma (certified by the Brazilian Consulate of the respective Country of origin);

III - 3 x 4 photo;

IV – Birth or Marriage certificate (certified by the Brazilian Consulate of the respective country of origin);

V – academic transcript (certified by the Brazilian Consulate of the respective country of origin);

VI – passport, with visa obtained with the Brazilian Consulate;

VII – Health insurance;

VIII – PPG identification form;

IX – Proof of Language Proficiency (Portuguese), certificate or official declaration; and

X –Plan of work.

NINTER/IPÊ will send the documentation to the International Office of the Provost of Graduate Programmes, so they can carry out the UFRPE enrollment in graduate courses.

To consult the disciplines of every graduate course, please access the link below:

<http://www.ufrpe.br/br/pos-graduacao>



SERVICES FOR STUDENTS AT UFRPE

☐ QUALITY OF LIFE DEPARTMENT

WhatsApp Channel +55 81 8811-1134

For health issues: promocaodesaudedqv@ufrpe.br;

For mental health issues: acolhimentodqv@outlook.com;

Specialties: Clinical doctor, cardiologist, gynecologist, psychiatrist, psychologist, dentist, nutritionist, infirmary and social assistance.

Necessary Documentation:

1. Passport
2. 3x4 Photos (2)
3. Proof of Enrollment

☐ LANGUAGES

Courses of Spanish, English, French, Portuguese as Second Language

Partnership NINTER and Language Center (NID)

E-mail: inscricao.ninteripe@ufrpe.br

Facebook: NID Nucli UFRPE

Instagram: @ipeufrpe
@nid.ufrpe

Portuguese as a Second Language

The student must enroll through NINTER calls published on the webpages ufrpe.br and aci.ufrpe.br



SERVICES FOR STUDENTS AT UFRPE

☐ UNIVERSITY CAFETERIA

Monday to Friday

Lunch: 10h:30min to 14h:00min

Dinner: 16h:30min to 19h:00min

App: Cardápio UFRPE

Menu: <http://www.progesti.ufrpe.br/br/restaurante/cardapio>

ps. The International Office – NINTER/IPÊ will request access to the cafeteria for the foreign student.

☐ SPORTS

Physical Education Department

Sports list:

Track and Field / Volleyball / Basketball / Handball / weight training / Swimming / Indoor Soccer / Fitness training
Yoga / Dance.

Information and application by phone: (081) 3320 5445

Site: <http://defis.ufrpe.br/>



STUDENT'S BENEFITS

❑ STUDENT'S ID CARD

1. 3×4 Photo;
2. Passport;
3. Proof of Enrollment

1st Place: Access - <https://une.org.br/lp/carteira-de-estudante-oficial>

Steps: Fill out the form, pay the fee, send the documents and photo and wait for the Student's ID card to be delivered at your address.

2nd Place: UFRPE Students Center (DCE), right next to the University Cafeteria.

❑ STUDENTS PUBLIC TRANSPORT PASS (VEM)

1. Student's ID Card
2. Passport
3. Proof of Residency
4. Proof of Enrollment

Address: Rua da Soledade, 259, Boa Vista

Phone: (81) 3125-7858

More information:

<http://www.granderecife.pe.gov.br/sitegrctm/servicos/bilhagem-eletronica/vem-estudante/>



USEFUL PHONE NUMBERS

SAMU (Medical Emergency): 192

Police: 190

Fire Department: 193

Women Protection Service: 180

SIGA (University Portal)

<https://www.siga.ufrpe.br/ufrpe/index.jsp>

Academic Calendar

<http://drca.ufrpe.br/>

CPF REGISTRING

CPF Form

<https://servicos.receita.fazenda.gov.br/Servicos/CPF/InscricaoCpfEstrangeiro/default.asp>



LEGAL PROCEDURES IN BRAZIL

❑ FOREIGN STUDENT'S VISA

The Student's Visa (Temporary Visa IV/VITEM IV) may be made for stays of up to 365 days in Brazil, for students accepted or enrolled in undergraduate or graduate courses recognized by the Ministry of Education (MEC) in Brazil. The beneficiary of the ITEM IV must not have any employment bond in Brazil.

The necessary documentation for a visa application depends on the candidate's origin country. Check with the nearest consulate to know what are your country's requisition.

Access:

http://www.dce.mre.gov.br/estrangeiros/vistos_e_documentacao.php

In general, the documentation includes, at minimum:

- ✓ Form filled out and signed in two copies;
- ✓ Passport;
- ✓ Declaration from the Brazilian Teaching Institute attesting that the candidate was accepted or is enrolled in the required course;
- ✓ Financial Responsibility Term issued by the competent body, when a scholarship is in place, or by the person in charge of the student;
- ✓ Parents authorization, if minor; Certificate of good records;
- ✓ Certificate of means of transportation for entering and leaving the national territory.

Other information may be found in the Foreigners Portal of the Ministry of Justice:

<http://www.justica.gov.br/central-de-atendimento/estrangeiros>



LEGAL PROCEDURES IN BRAZIL

□ Documents/Requirements after entering Brazil

The documentation needed depends on the type of legal support that the student have to stay in Brazil. However, in general terms, the necessary documents are:

- 1- Valid travel document (it may be an ID card for Argentina, Uruguay, Paraguay, Chile, Bolivia, Peru and Colombia), original and copy of the used pages of the passport authenticated by a notary's office or the Federal Police Department (DPF);
- 2- Consulate visa obtained and original form of the visa request or, in case of permanence obtained in Brazil, a copy of the Federal Official Gazette (DOU) Where it was published (in case of permanence, a personal document must be presented with filiation data, as for instance, the Consulate registry);
- 3- Two 3x4 photos that are recent, colored, with a white background;
- 4- Payment of the respective fees (to pay in any bank, lottery shops, post office agencies and related bank institutions)
Code 140120 Fee FOREIGN CARD FIRST COPY R\$124,23 (reais);
Code 140082 Fee FOREIGN REGISTRY / RECOVERY OF REGISTRY R\$64,58.
- 5- The place for regularization is at the Federal Police Department (DPF) in the Airport and the deadline is of 90 days after arrival in the country.



LEGAL PROCEDURES IN BRAZIL

☐ How to request the Migratory National Registry

Portal: <https://www.gov.br/pt-br/servicos/obter-documento-provisorio-de-registro-nacional-migratorio>

1- Fill out the digital form available in the REGISTER option. Afterwards, click on the button SAVE and print the filled out form, paying attention to the guidelines about the printer settings.

2- After filling out and printing the digital form, verify if there is any available date in the DPF Unity and select the time and date. It will be necessary to inform the request code in the form header. ATTENTION! Do not miss the registry deadline, in case there isn't availability, the solicitant must go immediately to the Unit of the Federal Police Department closer to their residency.

3- Be present in the Federal Police Unit scheduled in the request, or, in case no schedule was made, go to the Federal Police Unit closer to where the student's residency will be, with all the required documents;

4- Generate the GRU (Brazilian Federal Revenue Collection Slips), pay and take the receipt to the Federal Police agency in the Airport.



LEGAL PROCEDURES IN BRAZIL

☐ Individual Taxpayer Registration – CPF

The Individual Taxpayer Registration (CPF), managed by the Brazilian IRS Secretary (RFB), is mandatory for all transactions in Brazil, including enrollments in HEIs, opening a bank account and signing a lease contract.

The CPF request can be made in Brazil or in any Brazilian diplomatic representation agency abroad.

More information regarding the CPF and schedules in the link:

<http://www.receita.fazenda.gov.br/Aplicacoes/Atcta/cpfEstrangeiro/Fcpf.asp>

To register for a CPF, foreign students must present identification documents valid in their origin country, with certified translation, or RNE/CIE (National Foreign Registry/Foreign Identity Card), or Passport, or the RNE Protocol in which the registering data is present.

Access:

<https://servicos.receita.fazenda.gov.br/Servicos/CPF/InscricaoCpfEstrangeiro/default.asp>



RECIFE: CAPITAL OF THE NORTH-NORTHEAST CONSULATE DIPLOMACY

Recife is the North-Northeast city with the largest consulate number, with almost 43 consulates from several continents.

Recife: Capital da diplomacia Consular do Norte-Nordeste. Diário de Pernambuco, 2019. available in: <https://www.diariodepernambuco.com.br/noticia/colunas/2019/02/recife-capital-da-diplomacia-consular-do-norte-nordeste.html>

❑ Embassies and Consulates in Brazil

To find the embassy, consulate or diplomatic representation of your country, access the link below:

<https://www.gov.br/mre/pt-br/assuntos/representacoes/estrangeiras-no-brasil>



INTERNATIONAL OFFICE - NINTER IPÊ - CONTACT

☐ Address: Dom Manuel de Medeiros,
s/n, Dois Irmãos- Recife-PE

☐ Phone: (81) 33206010

☐ Emails: mobilidade.ninter@ufrpe.br
chamado.ipe@ufrpe.br

☐ Websites:
aci.ufrpe.br
ipe.ufrpe.br
ufrpe.br



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