



## UNIVERSIDADE DO ESTADO DO RIO DE JANEIRO

Diretoria de Cooperação Internacional  
Rua São Francisco Xavier, 524 – sala T030/F  
20550-900 – Rio de Janeiro – RJ – Brasil  
Tel.: 55 21 2334-0797

<http://www.dci.uerj.br/> [intercambio@dci.uerj.br](mailto:intercambio@dci.uerj.br)



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### 1 - Information on visas

The Visa is a document that gives its holder an expectation of entry into the national territory and can be requested in the embassies, consulates-general, consulates, vice-consulates and, when authorized by the competent body of the Executive Branch, by the commercial offices and representative offices of Brazil abroad. It has an individual and non-transferable character. The law 13.445/17, regulated by Decree 9199/17, lists the possibilities of visas to be granted to those who wish to enter Brazil in different situations. The purpose will always guide the choice of the migrant who must analyze beforehand what he or she wants in the national territory.

The temporary visa may be granted after case-by-case assessment to the migrant who comes to Brazil for the purpose of research, education or academic extension (Temporary IV).

The visa application for entry into Brazil can be submitted at any Brazilian diplomatic body abroad. It is required to pay a fee that varies according to the requested type of visa.

The visa granted to the student shall be valid for a maximum of one year. The student with a visa for more than 90 days can do an internship in the same field of exchange studies. It is essential that the student is enrolled in academic subjects.

The Letter of Acceptance from UERJ – State University of Rio de Janeiro is essential for the visa application.

It is necessary that the visa is requested well in advance in the Brazilian diplomatic body abroad, given that the complete proceeding may take some time.

Below are some of the documents required for the visa application in the Brazilian diplomatic body in the country of origin:

- 1) Application fee
- 2) Passport
- 3) Filled visa application
- 4) Flight ticket
- 5) Criminal record from the country of origin
- 6) Maintenance fund record (scholarship or parents' sponsorship)
- 7) Letter of Acceptance from UERJ
- 8) Other

**It is important to note that Brazil is a Portuguese-speaking country and, as such, it prioritizes accuracy in the declared names, without abbreviations, nicknames or marital status, as commonly used in different countries. The inaccuracy causes inconvenience to the foreigner during the registration and other applications in the national territory.**



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More than one visa may be granted to the Migrant, provided that they will serve for different purposes.

Regarding the entry into the national territory, the Foreigner must present the visa that he or she intends to use, in case of having more than one, and in case of only one, must go for an admission interview when requested.

## 2 - Information for the entry in Brazil

Upon arrival in Brazil, the passport shall be valid for at least 1 year.

All foreigners who stay in Brazil for a period for more than one month must register at the Federal Police: NMR - National Migration Registration. This registration must be done within thirty days after the arrival in Brazil.

The Migrant has the right to an identification containing the registration data, photo, time and purpose of stay in the country, that will serve as an identity document in the national territory. For this, the civil identification is necessary by means of biographical and biometric data. This is done through registration after the entry into the national territory.

It is the responsibility of the Federal Police to organize, maintain and manage the identification processes of the immigrant, issue the National Immigration Registration card and manage the database referring to the National Migration Registration.

After entering the Brazilian territory, a foreigner who holds a temporary visa is required to register at the Federal Police in 90 days, according to Article 64, Decree 9199/17.

A daily fine shall be imposed after the legal registration in the amount of 100.00 BRL, one hundred Brazilian reais per day.

**ATTENTION! According to article 68 of Decree 9199/17, the identification of the parentage is compulsory for the immigrants. Therefore, if the travel document does not indicate it, it is necessary to present the birth certificate or consular registration, always complete, without abbreviations, omissions or marital status.**

The temporary visa shall be valid for 1 (one) year with the possibility of multiple entries during the period of validity.

In case the student wants, the form for the foreigner registration of the Federal Police of Brazil can be filled 20 days before the departure to Brazil. This also can be done after the arrival in Brazil.

This is the link for more information about the scheduling for registering:

<https://servicos.dpf.gov.br/sismigra-internet/faces/publico/tipoSolicitacao/solicitarRegistroEmissaoCie.seam?cid=12121>



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<http://www.dci.uerj.br/> [intercambio@dci.uerj.br](mailto:intercambio@dci.uerj.br)

If you have problems filling out the scheduling form, please send a message to [intercambio@dci.uerj.br](mailto:intercambio@dci.uerj.br)

In order to register, after fill the form it is necessary to make an appointment at Brazil Federal Police in the Migration Department (DELEMIG) for registration (NMR - National Migration Registration) when you are in Brazil. The Migrant must appear at the unit twenty minutes before the scheduled time, bearing the following documents:

- 1) The form (registering application) <https://servicos.dpf.gov.br/sismigra-internet/faces/publico/tipoSolicitacao/solicitarRegistroEmissaoCie.seam?cid=12121>
  - 2) Original consular visa application
  - 3) If the parentage is not indicated in the passport, it will be necessary to present the birth certificate, marriage certificate or consular registration containing the complete Migrant's data;
  - 4) Certified copies of the used passport or travel document sheets.
  - 5) Two ID-size colored pictures in a white background.
  - 6) Pay GRU fee (Brazilian Federal Revenue collection slip): You may get it at the Federal Police or generate the note on the link <https://servicos.dpf.gov.br/gru2/gru?nac=0&rec=2>. GRU (Brazilian Federal Revenue collection slip, i.e. note for payment of the registration fee) can be paid at any banking institution, lottery kiosks, post offices and correspondent banking services, according to the criteria applied for receiving for those correspondent banking services.
- NOTE: The failure to submit the listed documents makes registration impossible.

GRU (fee) must be filled out with the following data:

1-Personal data of the student.

**2- Collecting unit:** choose from the list (021-3) REGIONAL SUPERINTENDENCE OF RIO DE JANEIRO

3-Fee:

**Secretariat of the National Treasury code:** 140120 – Issuance of the National Migration Registration Card (amount = R\$204.77\*)

\* Note: This amount might change. Visit the website to check the current amount.

### **Federal Police address in Rio de Janeiro:**

SANTOS DUMONT AIRPORT – RIO DE JANEIRO DELEMIG

Address: Sen. Salgado Filho Square n/n –

Departure Terminal – 3° Floor. Centro, Rio de

Janeiro. Phone: 55 21 3814-7070

Website: [www.pf.gov.br](http://www.pf.gov.br)

### **3 – CPF – Individual Taxpayer's Registration Number – obtain at the Embassy/Consulate when scheduling the student visa**

CPF – Individual Taxpayer's Registration Number – is the document that Brazilians and foreigners residing in Brazil must have, in order to buy goods and services in Brazil with the Tax Receipt issuance (document proving payment).



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This document must be obtained through the procedures informed on the website:

<http://www.receita.fazenda.gov.br/>

and also on the website:

[http://cgparis.itamaraty.gov.br/pt-br/cpf\\_-\\_cadastro\\_de\\_pessoas\\_fisicas.xml](http://cgparis.itamaraty.gov.br/pt-br/cpf_-_cadastro_de_pessoas_fisicas.xml)

If the document is requested at the Brazilian Embassy or Consulate abroad, it is necessary to observe the date and time procedures for its withdrawal. If the document is requested when you are already in Brazil, after completing and paying GRU for obtaining the CPF, you must appear at any Federal Revenue Office to obtain the printed document or obtain the printed document from Banco do Brasil, according to the procedure chosen for the document issuance.

**The acquisition of CPF is important for UERJ, because only with this document it is possible to issue the food card for the University Restaurant.**

The Internal Revenue Service closest to UERJ Maracanã campus is located at Rua Pereira Nunes, 419 – Vila Isabel, Rio de Janeiro – RJ, 20541-022.

#### 4 – Accommodation and food

UERJ does not have accommodation and does not offer support service for contracting housing. However, a group of students from UERJ, who have already done student exchange program, can help in any way they can. If you need any help, please contact them through the facebook group:

[www.facebook.com/groups/gti.uerj](http://www.facebook.com/groups/gti.uerj)

Or contact us through e-mail: [intercambio@dci.uerj.br](mailto:intercambio@dci.uerj.br)

Suggestions of the sites for searching the accommodation in Rio de Janeiro

<http://www.easyquarto.com.br/>

<http://dividir-apartamento.vivanuncios.com/alugar-quarto-vaga+rio-de-janeiro>

Suggestions of the sites for renting apartments

<http://www.zap.com.br/imoveis/rio-de-janeiro/apartamento-padrao/aluguel/>

<http://www.vivareal.com.br/>

Facebook groups for searching the accommodation in Rio de Janeiro

UERJ off-campus student residency: <https://www.facebook.com/groups/168565336638837/>

UERJ: <https://www.facebook.com/groups/185260218158825>

(GTI-UERJ) UERJ's International Alumni Association:

<https://www.facebook.com/groups/gti.uerj/>

UERJ has several canteens that sell meals and snacks (lunch, dinner, snacks) located on different floors and blocks. As it is located in an urban area, there are several options of restaurants of different categories and prices in its surroundings.



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## 5 – Transport

### Traffic

Traffic flows as usual. However, at rush hour, from 7 am to 9 am and from 5 pm to 8 pm, it tends to be slow in several neighborhoods of the city. As UERJ is located around the Maracanã Stadium, this neighborhood suffers from the rush hour.

UERJ is located in an area with easy access by bus, train or subway:

**Subway** – the Maracanã Station, of the line 2, has a walkway that ends in front of the UERJ gate. To know more about the subway stations, check the website: <http://www.metrario.com.br/estacoes.htm>.

**Train** – UERJ is located at the Maracanã Station behind the Maracanã Subway Station. To know more about the train stations, check the website: [http://www.supervia.com.br/site/abrangencias\\_e\\_mapas.php](http://www.supervia.com.br/site/abrangencias_e_mapas.php)

**Bus** – Rio de Janeiro has more than 200 bus companies in more than 20 thousand bus lines. Many lines pass in front of UERJ. Use the Google Maps to map out its route: <http://maps.google.com.br/?hl=pt-BR>

## 6 – Entry in UERJ

### Academic calendar and year

The academic calendar shall be attached to this document.

**The maximum period during which the student has to plan and ratify the subjects to be studied in the first semester, including the launching in the system (enrollment in the subjects) and the ratification (confirmation of the subjects) of the data in FIO form, shall be informed by e-mail.**

### Enrollment

**The student must arrive in Brazil at least 1 week** before the classes begin at UERJ in the semester the student is going to study, in order to get to know UERJ campus and the urban mobility of the city of Rio de Janeiro.

**The foreign student must appear immediately at the International Cooperation Directorate (DCI) of UERJ when he or she returns from the trip** to receive the guidelines and to enroll in subjects, as well as to fill out the application form. After formalizing the entry to UERJ as an exchange student, the student should go to the academic unit where he or she will study, in order to continue the exchange program.

If there is a syllabus agreed with the student's university of origin, it will be necessary to



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formalize a request of the *syllabus change* through the proper form of each university of origin, in case of subject change.

DCI is located on the ground floor:

**UERJ – Universidade do Estado do Rio de Janeiro**  
**International Cooperation Directorate (DCI)**  
**Rua São Francisco Xavier, 524 – ground floor, room T 030, block F**  
**Maracanã**  
**Phone: 2334-0797**  
**E-mail: [intercambio@dci.uerj.br](mailto:intercambio@dci.uerj.br)**  
**<http://www.dci.uerj.br>**

### Exchange program period

The exchange program period may be one semester or one year. The student who wishes to change the period initially authorized in the Letter of Acceptance, both for extension and for anticipation of the ending, shall notify in advance and within the application deadline his or her intention to DCI and to the university of origin, in order to receive instructions for the procedures.

### Libraries

The students of the exchange program have access to the library network. After receiving the student's enrollment code by DCI, the student can go to the library to register. The libraries are in block C of the Maracanã campus. You should look for information in the academic unit itself for other locations outside the Maracanã campus.

### Computers and internet

Each academic unit (faculty or institute) has a Computer Lab with Internet access, which is allowed to the student of the exchange program. All interested students should ask about getting the access in the academic unit.

### Student ID

In the city of Rio de Janeiro the students pay half the amount in cinemas, theaters, cultural centers. In order to get the discount, you must present the Student ID. The exchange program Student ID will be issued by DCI by using a recent 3 x 4 photo. This photo is requested with the initial application form. If it has not been submitted with the application form, it will be necessary to submit a photo to the DCI.

**DCI will send you e-mail informing when the Student ID is ready.**

### Portuguese Course for Foreigners

UERJ has a Language Course for the Community (LICOM), which offers Portuguese Course for Foreigners. LICOM charges a one-time fee of 330.00 BRL per semester. The course, that lasts 4



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semesters, submits the student to a placement test in the amount of 20.00 BRL in order to know in which of the 4 levels the student will study. At the end of the semester (s), a certificate will be awarded to the student.

The interested students should notify their interest in the application form. When you come to UERJ, you must appear at the Languages for the Community Department to learn the procedures for taking the course. The address of the Languages for the Community Department is below:

Licom – Languages for the Community

Rua São Francisco Xavier, 524, 11<sup>th</sup> floor, Room 11.007 – Block D

<http://www.licomletrasuerj.pro.br/index.php/cursos-oferecidos-plic>

### **Credit Transfer and Pass Criteria**

The credit transfer is the result of **assessments** throughout the semester and a **final test**. Usually the assessments throughout the semester are the result of at least two individual assessments, one of which is a mandatory written test. It is up to the teacher to decide the type and quantity of assessments, which can be of different types: exams, tests, essays, oral presentations, etc.

The classes are taught and assessments are made in Portuguese.

#### *Attendance*

The student, who does not obtain a required attendance in each subject or activity, i.e. the student who fails to attend a minimum of 75% of the total class hours, shall fail without a right to a final test regardless of the obtained final grade higher than 7.0

#### *Grades and Final Tests*

Grades from 0.0 to 10.0 are awarded by the assessment of the academic assignment and final tests.

The student, who achieves the average grade equal or higher than 7.0 in the subject or activity assessments and meets the minimum required attendance, shall pass and shall be exempted from the **final test**.

#### The students shall fail without a right to a final test:

- when they do not attend to a minimum of classes, regardless of any obtained grade;
- when they obtain a final grade below 5.0 or an average grade below 4.0 in the **assessments**;

#### The students shall take a final test:

- when they achieve an average grade between 4.0 and 6.9 in the **assessments** and when



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they have a minimum required attendance;

### The students shall pass by taking a final test:

– when they obtain an arithmetic average resulting from the average in the **assessments** and from the final grade equal or higher than 5.0;

### *Make-up test*

Students, who fail to take any assessments, will have the right to a make-up test, provided that they will prove illness, business trip or extraordinary work through the documents within a maximum of seven calendar days after the assessment date.

### *Grade review*

The student may request to review the test and grade within 72 hours after the grade announcement at the secretariat of the Unit responsible for the course. When you do not agree with the teacher's decision, you may appeal to the Departmental Council.

## TRANSCRIPT OF RECORDS

**After the end of the exchange program period**, a Transcript of Records containing the names of taken subjects, grades and attendance will be issued and sent directly to the university of origin. The transcript with the grades referring to all subjects taken in the exchange semester is issued within a period that can vary considerably due to internal processing, according to the course.

In case of emergency, due to the deadlines at the university of origin, the student must inform DCI at least one month before the end of the semester.

### **Address of the Academic Units of UERJ (in order to look for the Academic Advisor after the students formally present themselves at DCI):**

School of Industrial Design – ESDI – Tel: 2332-6908 – [www.esdi.uerj.br](http://www.esdi.uerj.br)  
Rua Evaristo da Veiga, 95 – Lapa – Rio de Janeiro – RJ – ZIP Code: 20031-040

Faculty of Administration and Finance – FAF – Room 8024 B – 2334-0217 – 8<sup>th</sup> floor – [www.faf.uerj.br](http://www.faf.uerj.br)

Faculty of Economic Sciences – FCE – Room 80190 B – 2334-0794 – 8<sup>th</sup> floor [www.fce.uerj.br](http://www.fce.uerj.br)

Faculty of Medical Sciences – FCM – FCM 2<sup>nd</sup> floor – HUPE – Pedro Ernesto University Hospital – 2868-8004 – [www.lampada.uerj.br/fcm](http://www.lampada.uerj.br/fcm)

Faculty of Social Communication – FCS – Room 10129 F – 10<sup>th</sup> floor – 2334-0390





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[www.fcs.uerj.br](http://www.fcs.uerj.br)

Faculty of Law – DIR – Room 7123 F – 7<sup>th</sup> floor – 2334-0312 – [www.direitouerj.org.br](http://www.direitouerj.org.br)

Faculty of Education – EDU – Room 12006 B – 12<sup>th</sup> floor – 2334-0613 – [www.educacao.uerj.br](http://www.educacao.uerj.br)

Faculty of Education of Baixada Fluminense – FEBF – [www.febf.uerj.br](http://www.febf.uerj.br) – 3651-8526  
Rua General Manoel Rabelo, n/n – Bairro Vila São Luís – Duque de Caxias – RJ – ZIP Code:  
25065-050

Faculty of Nursing – ENF – [www.facenf.uerj.br](http://www.facenf.uerj.br)  
Av. 28 de Setembro, 157, Room 706 B – Vila Isabel – PPPC – ZIP Code: 20551-030 – Phone:  
2868-8236 Ramal – 201

Faculty of Engineering – FEN – [www.eng.uerj.br](http://www.eng.uerj.br) – 5<sup>th</sup> floor – Room 5002 B – 2334-0268

Faculty of Teacher Training – FFP – [www.ffp.uerj.br](http://www.ffp.uerj.br)  
Rua Dr. Francisco Portela, 1470 – Patronato – São Gonçalo – RJ – ZIP Code 24435-000 –  
Phone: 2604-3232

Faculty of Geology – FGEL – [www.fgel.uerj.br](http://www.fgel.uerj.br) – 4<sup>th</sup> floor – Room 4002A – 2334-0454

Faculty of Oceanography – FAOC – 4<sup>th</sup> floor – Room 4020 E – 2334-0621

Faculty of Dentistry – ODO – [www.odontologia.uerj.br](http://www.odontologia.uerj.br)  
Av. 28 de Setembro, 157 – Vila Isabel – ZIP Code 20551-030 Phone: 2868-8000 / 2868-8279 /  
Pavilhão Mário Franco Barroso, 2<sup>nd</sup> floor- Reception 2868-8357

Faculty of Social Service – FSS – [www.fss.uerj.br](http://www.fss.uerj.br) – 8<sup>th</sup> floor – Room 8016 D – 2334-0564

Faculty of Technology – FAT – [www.fat.uerj.br](http://www.fat.uerj.br)  
Rodovia Presidente Dutra, km 298 – Polo Industrial – Resende/RJ – ZIP Code: 27.537-000 –  
Phone: (24) 3354-7851

Pedro Ernesto University Hospital – HUPE – Av. 28 de Setembro, 77 – Vila Isabel – 20551-030  
– [www.hupe.uerj.br](http://www.hupe.uerj.br)

Fernando Rodrigues da Silveira Institute of Application – CAp – [www.cap.uerj.br](http://www.cap.uerj.br)  
Rua Santa Alexandrina, 288 – Rio Comprido – ZIP Code: 20261-232 – Phone: 2333-7872 /  
2333-7873 / 2333-7875 / 2333-7876

Institute of Arts – ART – [www.inst-artes.uerj.br](http://www.inst-artes.uerj.br) – 2334-0912 – Room 11006 E – 11<sup>th</sup> floor

Roberto Alcântara Gomes Institute of Biology – IBRAG – [www.biologia.uerj.br](http://www.biologia.uerj.br)  
Pavilhão Américo Piquet Carneiro (PPAPC), Av. 28 de Setembro, 87 – ZIP Code 20551-030 e-  
mail: [biologia@uerj.br](mailto:biologia@uerj.br) – Phone: 2868-8388



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<http://www.dci.uerj.br/> [intercambio@dci.uerj.br](mailto:intercambio@dci.uerj.br)

Institute of Physical Education and Sport – IEFD – [www.iefd.uerj.br](http://www.iefd.uerj.br) – e-mail: [iefd@uerj.br](mailto:iefd@uerj.br)  
Room 9138/4 F – 9<sup>th</sup> floor – 2334-0790

Institute of Social and Political Studies – IESP – [www.iesp.uerj.br](http://www.iesp.uerj.br) – e-mail: [iesp@iesp.uerj.br](mailto:iesp@iesp.uerj.br)  
Rua da Matriz, 82 – Botafogo – ZIP Code: 22260-100 - 2266-8300

Institute of Philosophy and Human Sciences – IFCH – Room 9020 B – 9<sup>th</sup> floor – 2334-0497

Armando Dias Tavares Institute of Physics – FIS – [www.fis.uerj.br](http://www.fis.uerj.br) Room 3019B – 3<sup>rd</sup> floor – 2334-0071

Institute of Geography – IGEOG – <http://geografia.igeo.uerj.br/igeo> – 4<sup>th</sup> floor Room 4019B –  
Phone: 2334-0036

Institute of Languages and Literature – ILE – [www.institutodeletras.uerj.br](http://www.institutodeletras.uerj.br) – Room 11.023 B –  
11<sup>th</sup> floor – Phone: 2334-0245

Institute of Mathematics and Statistics – IME – [www.ime.uerj.br](http://www.ime.uerj.br) – 6<sup>th</sup> floor – Room 6019B –  
Phone: 2334-0505

Institute of Social Medicine – IMS – [www.ims.uerj.br](http://www.ims.uerj.br) – 7<sup>th</sup> floor Room 7002 D – Phone: 2334-  
0868

Institute of Nutrition – NUT – [www.nutricao.uerj.br](http://www.nutricao.uerj.br) – 12<sup>th</sup> floor – Room 12019 D – Phone:  
2334-0679 – R. 204

Institute of Psychology – PSI – [www.psicologia.uerj.br](http://www.psicologia.uerj.br) – 11<sup>th</sup> floor – Room 10019 B – Phone:  
2334-0484

Institute of Chemistry – QUI – [www.iq.uerj.br](http://www.iq.uerj.br) – Pavilhão Reitor Haroldo Lisboa da Cunha  
(PRHLC) – 3<sup>rd</sup> floor – PRHLC Room 310 – Phone: 2334-0563

Polytechnic Institute – IPRJ – [www.iprj.uerj.br](http://www.iprj.uerj.br) – Directorate and Fax: (22) 2533-5149  
Alberto Rangel n/n – Vila Nova – ZIP Code 28630-050 – Nova Friburgo – RJ  
PO box 97.282 – ZIP Code: 28.601-970 – Nova Friburgo RJ  
Phone: (22) 2528-8300/ 2533-1381/ 2533-2263/2533-2265/2533-2287/2533-2332 /2533-  
2976

Piquet Carneiro Polyclinic– PPC – Av. Marechal Rondon, 381 – São Francisco Xavier – Rio de  
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UERJ Map

<http://www.sigaassetas.uerj.br/mapaexterno.html>



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20550-900 – Rio de Janeiro – RJ – Brasil  
Tel.: 55 21 2334-0797

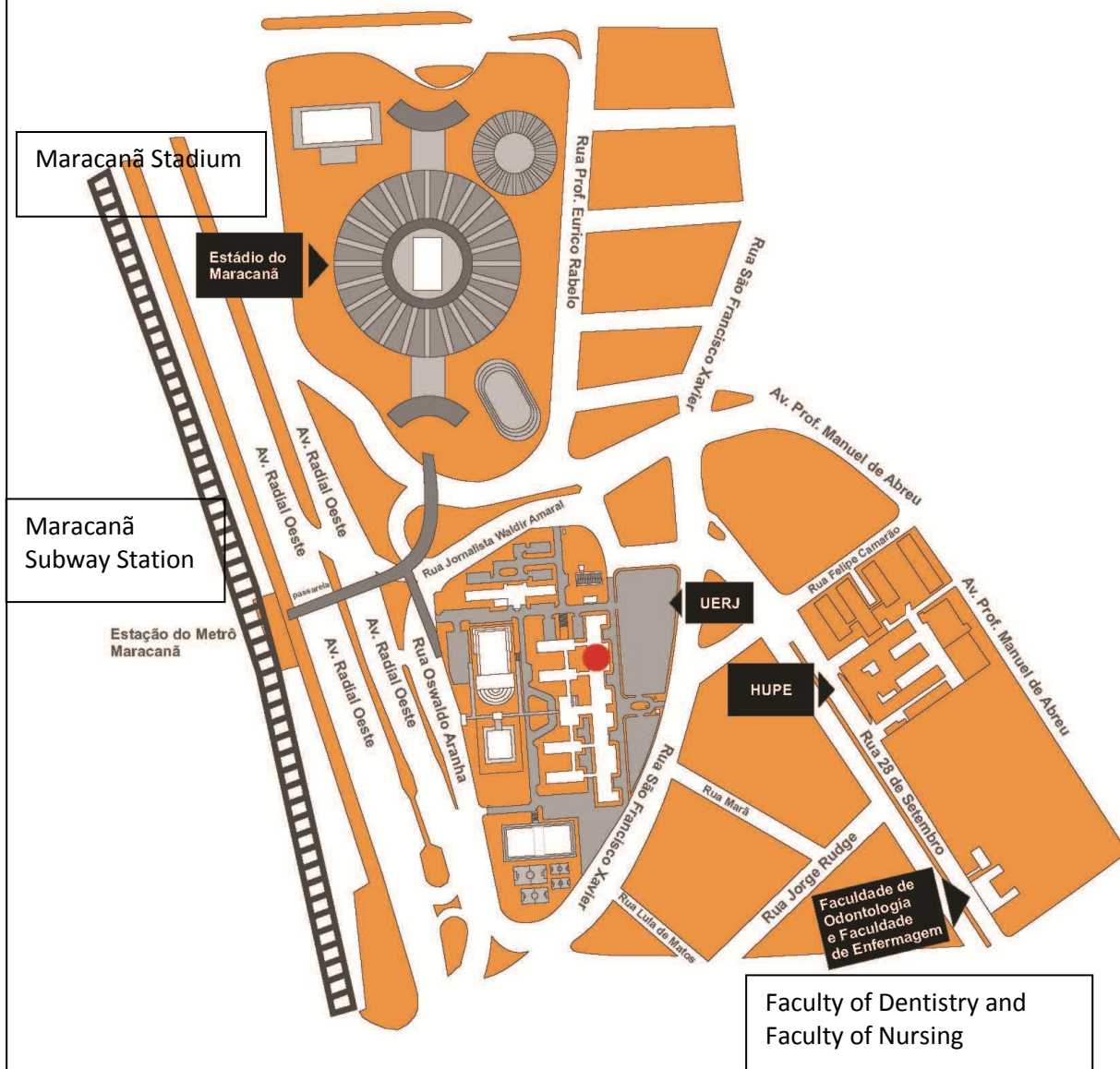
<http://www.dci.uerj.br/> [intercambio@dci.uerj.br](mailto:intercambio@dci.uerj.br)



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## Mapa Campus Maracanã

### Maracanã Campus Map





# UNIVERSIDADE DO ESTADO DO RIO DE JANEIRO

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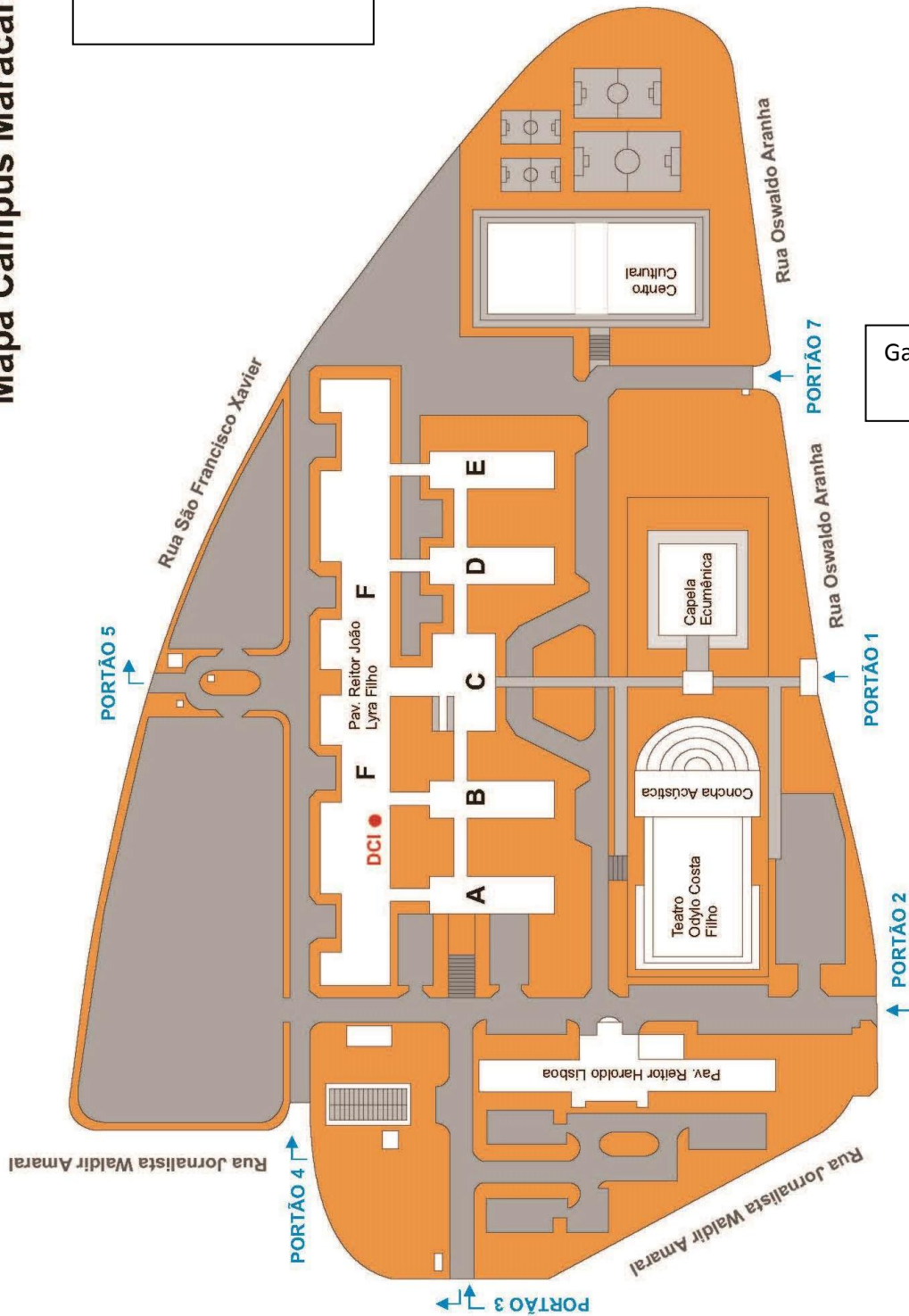
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## Mapa Campus Maracanã

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Gate 7