



# UNIVERSIDADE DE SÃO PAULO

International Exchange 2016-2017



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Universidade de São Paulo	
<b>Visiting address</b>	USP International Office Av. Prof. Lucio Martins Rodrigues, s/n - Cidade Universitária São Paulo/SP – Brazil
<b>Websites</b>	University website: <a href="http://www.usp.br/">http://www.usp.br/</a> International website: <a href="http://www.usp.br/internationaloffice/en/">http://www.usp.br/internationaloffice/en/</a>
<b>Contact</b>	Rogério Nóbrega Phone: +55 11 3091-2309 <a href="mailto:mobility.area4@usp.br">mobility.area4@usp.br</a>
<b>Location</b>	USP has <a href="#">8 campuses</a> spread throughout the state of São Paulo: <ul style="list-style-type: none"><li>• São Paulo Campus, subdivided into 4 different locations:<ol style="list-style-type: none"><li>1. São Paulo Cidade Universitária Armando de Salles Oliveira (<a href="#">see location</a>);</li><li>2. São Paulo USP Leste (<a href="#">see location</a>);</li><li>3. São Paulo Faculdade de Direito - Largo de São Francisco (<a href="#">see location</a>);</li><li>4. São Paulo Quadrilátero da Saúde (<a href="#">see location</a>);</li></ol></li><li>• Bauru (<a href="#">see location</a>);</li><li>• Lorena (<a href="#">see location</a>);</li><li>• Piracicaba (<a href="#">see location</a>);</li><li>• Pirassununga (<a href="#">see location</a>);</li><li>• Ribeirão Preto (<a href="#">see location</a>);</li><li>• São Carlos (<a href="#">see location</a>).</li></ul>
<b>Faculties, Schools and Institutes</b>	48 teaching and research units (see the <a href="#">full list</a> )
<b>Mailing address</b>	USP International Office Universidade de São Paulo - USP Fone +55 11 3091-2309 Av. Prof. Lucio Martins Rodrigues, s/n - Cidade Universitária São Paulo/SP - Brazil CEP: 05508-020
Registration Guidelines	
<b>Academic Calendar</b>	1 <sup>st</sup> Semester: from February to June (holidays in July) 2 <sup>nd</sup> Semester: from August to December (holidays in January) The full academic calendars are available at <a href="#">2016</a> or <a href="#">2017</a> . <i>Nota bene:</i> some Schools follow a different calendar, so please refer to their <a href="#">International Office website</a> for more information.
<b>Nomination &amp; Application Deadlines</b>	1 <sup>st</sup> Semester (from February to June): Please nominate your students until <b>October 5<sup>th</sup></b> (students should submit their applications until <b>October 15<sup>th</sup></b> ); 2 <sup>nd</sup> Semester (from August to December): Please nominate your students until <b>May 5<sup>th</sup></b> (students should submit their applications until <b>May 15<sup>th</sup></b> );
<b>Application Procedures</b>	<b>Undergraduate studies</b> 1 - The student needs to be officially nominated via the Online Nomination/ Application Platform <a href="#">Mundus</a> . <b>No hard copies are needed!</b> 2 - The student receives an automatic link referring him/her to upload the following documents (no hard copies are requested): <ul style="list-style-type: none"><li>• Recommendation letter from a professor;</li><li>• <a href="#">Learning Agreement</a> (signed and stamped by the International Office of the home university);</li><li>• Official Transcript of Records along with its simple translation into Portuguese (signed and stamped by the home university);</li><li>• Copy of the valid passport page that contains the personal data;</li></ul>



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	<ul style="list-style-type: none"><li>• A photo in “.jpg” format (50Kb Size). See also our <a href="#">website</a> for further information on how to apply.</li></ul> <p><b>Postgraduate studies</b> Applications for courses at the postgraduate level (Mestrado and Doutorado) should be sent by <a href="#">email</a>. Please ask us which documents will be necessary;</p>
<b>Courses offered</b>	Students may choose subjects from different courses offered at different Schools. Click <a href="#">here</a> to browse the online course catalogue.
<b>Special requirements</b>	<ul style="list-style-type: none"><li>• The School of Engineering (<i>Escola Politécnica</i>) requires exchange students to enrol in a number subjects that correspond to at least 12 credits.</li><li>• The Ribeirão Preto School of Economics, Administration, and Accounting (<i>Faculdade de Economia e Administração de Ribeirão Preto - FEARP</i>) requires applicants to enrol in a number of subjects that correspond to at least 16 credits.</li></ul>
<b>Credit System</b>	Exchange students are recommended to enroll in subjects that correspond to at least 12 credits (see Special requirements below for specific Schools). <ul style="list-style-type: none"><li>• 1 'In class' Credit = 15 hours</li><li>• 1 'Workload' Credit = 30 hours</li></ul>
<b>Grading System</b>	Grades may range from zero to ten, and these numbers may be rounded to the nearest tenth. In order to pass a course, the student must fulfill two conditions: minimum score of 5,0 (five) and minimum attendance of 70%.
<b>Course restrictions</b>	<ul style="list-style-type: none"><li>• Exchange students in the area of Human Health are not allowed by law to undertake practical classes and internships. They may follow those disciplines as guest auditors, if suitable.</li><li>• The School of Architecture and Urbanism (<i>Faculdade de Arquitetura e Urbanismo – FAU</i>) and the School of Economics, Business and Accountancy (<i>Faculdade de Economia, Administração e Contabilidade – FEA</i>) receive each semester a large number of applications and have limited capacity to admit exchange students. Please refer to their <a href="#">Local International Offices</a> before nominating students / applying. We highly recommend that students intending to apply for such schools consider the possibility of alternatively applying for other schools as well.</li></ul>
<b>Language requirements</b>	Good command of Portuguese (at least intermediate level, since most classes are taught only in Portuguese). No certificate of language proficiency is required.
<b>Acceptance letter</b>	It usually takes from 30 to 45 days after the deadline for applications.
<b>Transcripts</b>	An official transcript will be sent to the Home University's International Office after completion of the studies once the grades are released.
<b>Short and Summer Courses</b>	USP offers <a href="#">short courses</a> (refresher, diffusion, specialization, professionalizing, extension, etc) either free of charge or at reduced fees.
<b>Student Services, Support and Campus Life</b>	
<b>Language course</b>	The exchange student can attend (during the semester, not before) an intensive Portuguese course offered by the <i>Language Learning Center</i> (Centro de Línguas da FFLCH) <u>at the São Paulo Campus only</u> – Cidade Universitária. For further information, please visit <a href="http://clinguas.fflch.usp.br/">http://clinguas.fflch.usp.br/</a> or send an e-mail to <a href="mailto:portcl@usp.br">portcl@usp.br</a> . For opportunities available on other campuses, please refer to our <a href="#">Local International Offices</a> .
<b>Restaurants</b>	All campuses have their own restaurants that serve breakfast, lunch and dinner at affordable prices.
<b>Medical facilities</b>	USP owns two large hospitals and has partnerships with the Clinical Hospital of São Paulo and of Ribeirão Preto. Exchange students can have access to them in case of emergency.
<b>Sports and</b>	<a href="#">Sports and recreational facilities</a> are present on all the campuses. Some centers



<b>Cultural facilities</b>	run specific programs for several sports such as soccer, basketball, volleyball and swimming. All programs are supervised by professionals from the respective field and are available to foreign students. In addition to museums, USP also has several <a href="#">cultural centers</a> and groups providing students with a rich diversity of options for leisure and culture.
<b>Student's Union</b>	For information regarding the student's union, please refer to the website of the <a href="#">student's associations</a> .
<b>International Buddy Programme</b>	<a href="#">USP iFriends</a> is a program created by International Office of USP in order to facilitate the contact between international students and the academic community. The USP iFriend (a regular student at USP who signs up for the program) is responsible for the process.
<b>Accommodation</b>	There are no accommodation options for exchange students within the campuses. The search for accommodation must be carried out by the students themselves according to their economic conditions and interests. USP strongly recommends that students take part in the <a href="#">USP iFriends</a> program in order to get more information about accommodation. Applicants may opt to take part in the buddy program when filling out the online application form. For further information regarding alternative housing options outside the campuses, please contact the <a href="#">Local International Offices</a> .
<b>Disability Support</b>	Please inform us about students' disabilities as early as possible. This information will not be used to assess their application at all. Through the programme "USP Legal", we support students with special needs, including adapted transportation services. <a href="#">Here</a> is a full list of all the available services.
<b>Pre-arrival Information</b>	
<b>Visa Information</b>	If accepted, the student will receive an Acceptance Letter, which is necessary for them to request the appropriate Student Visa (VITEM IV) at the <a href="#">Brazilian diplomatic representation</a> in their home country. The university is not allowed to enroll students with a tourist visa!
<b>Tuition fees</b>	USP is a public state institution that receives exchange students at no cost, except for a few short summer and extension courses.
<b>Insurance</b>	The international student must provide a health insurance paper (mandatory). During his/her stay in Brazil, the international student will have access to the Brazilian Public Health System only in emergency cases.
<b>Orientation dates</b>	Upon acceptance, the student will receive further information about orientation dates. Please notice that different faculties/schools may have different orientation dates as well as enrollment deadlines. Specific inquiries should be directed to the <a href="#">Local International Offices</a> .
<b>Student Guide</b>	For further information, please check the <a href="#">student guide</a> .
<b>After Arrival</b>	
<b>Registering with the police</b>	Visitors will be required to register with the Brazilian Federal Police office within 30 days upon arrival and apply for a National Foreigner Registry - <b>Registro Nacional de Estrangeiros (RNE)</b> . For further information, please contact the <a href="#">Local Office</a> of the host School/Faculty.
<b>Enrollment</b>	Immediately upon arrival, the student should provide the <a href="#">Local International Office</a> with copies of their health insurance paper and visa so as to confirm their attendance in person and collect their personal University Card.
<b>Costs and Additional Information</b>	
<b>Living Expenses</b>	<ul style="list-style-type: none"><li>• There are free transportation options within each campus (<a href="#">information available in Portuguese</a>)</li><li>• It is possible to <a href="#">compare prices</a> of basic living expenses in a variety of cities.</li></ul>
<b>Student and researcher's guide</b>	An International Student and Researcher's Guide is available for <a href="#">download</a> . For further information the student may contact the <a href="#">Local International Offices</a> .