

## International Exchange 2021-2022

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University of São Paulo	
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Mobility	<p><b>Incoming and outgoing exchange study coordinator</b></p>
	<p>Associate Director: Prof. Dr. Márcio Lobo Netto            Assistant: Patricia Lima</p> <p>Amarilis Valentim            Irani Cavalcante            Luciano Laface de Almeida            Rogério Nóbrega</p> <p><b>Mobility Areas</b></p> <p>Area 1 – Africa and Southern Europe  <a href="mailto:mobility.area1@usp.br">mobility.area1@usp.br</a></p> <p>Area 2 – The Americas (North, Central, South)  <a href="mailto:mobility.area2@usp.br">mobility.area2@usp.br</a></p>



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<p>Agreements</p>	<p>Associate Director: Prof. Dr. Sérgio Muniz Oliva Filho  Assistants: Deisemara Nascimento Silva Di Tota  Daniel Barcelos</p> <p>Marilena Pires</p> <p>Phone: +55 11 3091 3593  <a href="mailto:convinte@usp.br">convinte@usp.br</a>  <a href="mailto:international.networks@usp.br">international.networks@usp.br</a></p>
<p>Location</p>	<p>USP has <a href="#">8 campuses</a> spread across the state of São Paulo:</p> <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;</li> <li>2. São Paulo USP Leste;</li> <li>3. São Paulo Faculdade de Direito - Largo de São Francisco;</li> <li>4. São Paulo Quadrilátero da Saúde;</li> </ol> </li> <li>• Bauru;</li> <li>• Lorena;</li> <li>• Piracicaba;</li> <li>• Pirassununga;</li> <li>• Ribeirão Preto;</li> <li>• Santos;</li> <li>• São Carlos.</li> </ul> <p>Further information on our campuses is available at:  <a href="http://internationaloffice.usp.br/en/index.php/admissions/campus-guide/">http://internationaloffice.usp.br/en/index.php/admissions/campus-guide/</a></p>
<p>Faculties, Schools and Institutes</p>	<p>48 teaching and research units (see the <a href="#">full list</a>)</p>
<p>Mailing Address</p>	<p>Universidade de São Paulo  USP International Cooperation Office (AUCANI)  Av. Prof. Lucio Martins Rodrigues, 310 - Bloco B - 4º andar -  Cidade Universitária  05508-020  São Paulo/SP – Brazil</p>



## Registration Guidelines

### Academic Calendar

1st Semester: from February to June (holidays in July) 2nd Semester: from August to December (holidays in January)  
The full academic calendars are available at [Mundus](#) (menu on the left side)  
Nota bene: some Schools follow a different calendar, so please refer to their [International Office website](#) for more information.

### Nomination & Application Deadlines

#### **Undergraduates and Second cycle - Master's level students from the European Higher Education Area<sup>1</sup>**

(Non-)Partners are required to nominate students by filling in the form in the nomination platform [Mundus](#) (no login required, but students must be nominated from an authorized email address).

Study Abroad Advisors/Exchange Coordinators of (non-) partner universities whose email addresses are already authorized may request to be emailed a link to access the form by entering their email addresses in the Nomination Platform Mundus.

Should the exchange coordinator need permission to nominate students, the steps available at [General Guide](#) should be followed. When requesting permission, one has to provide some details, such as full name, name of institution, title and position at the sending institution.

After getting permission to nominate students, you may [request to be emailed a link](#) to nominate your students every time you need to do it without having to request or generate any passwords.

Please notice that when nominating a student, the Study Abroad Advisors/Exchange Coordinator chooses neither the campus nor the school at which the student will attend courses. These will be confirmed automatically after students add the courses/modules within the application system.

#### **Postgraduate studies – Master's and doctoral students**

Postgraduate students (Mestrado and Doutorado) may apply either to take courses or to carry out pure research. A combination of the two schemes is also possible. Students willing to attend courses should be nominated by the deadlines, whereas students willing to carry out research at USP may be accepted on a rolling basis and plus they will need a supervisor. Postgraduate students should be nominated by email only (see Mobility Areas). No nomination via [Mundus](#) is required (see section on application procedures below).

<sup>1</sup> Most bachelor's (bacharelado) degrees offered at USP last either 4 or 5 years, therefore it is highly recommended that students belonging to the European Higher Education Area apply to courses pertaining to the four final semesters of undergraduate programmes offered at USP (see also Structure of degree programmes at USP)



	<p>When nominating a postgraduate student, please inform the following details:</p> <ol style="list-style-type: none"> <li>1) Student's full name</li> <li>2) Email address</li> <li>3) Level of study (whether master's or doctoral)</li> </ol> <p><b>Deadlines</b></p> <p>1st Semester (from February to June): Please nominate your students until <b>October 5th</b> (students should submit their applications until <b>October 15th</b>);</p> <p>2nd Semester (from August to December): Please nominate your students until <b>May 5th</b> (students should submit their applications until <b>May 15th</b>);</p>
<p>Application Procedures</p>	<p><b>Undergraduate studies</b></p> <p>1 – The student needs to be officially nominated via the Online Nomination/ Application Platform <a href="#">Mundus</a>. No hard copies are needed!</p> <p>2 – The student will be emailed a link and instructions to complete her/his application (no hard copies are requested).</p> <p>The details regarding the application process are available at <a href="#">International &gt; Student Exchange Programmes &gt; Undergraduate</a>.</p> <p><b>Graduate studies</b></p> <p>After being nominated by the exchange coordinator of the home university, the student will be contacted by email and should follow the steps and provide the documents listed at <a href="#">International &gt; Student Exchange Programmes &gt; Graduate</a>.</p>
<p>Courses offered</p>	<p>Students may choose subjects from different courses offered at different Schools. Click <a href="#">here</a> to browse the on-line course catalogue (Note that Mundus supports only codes of courses offered at the undergraduate level).</p> <p>It is not possible to take courses on multiple campuses, except for the 4 different locations spread throughout the city of São Paulo.</p> <p>NB: The campuses São Paulo Cidade Universitária Armando de Salles Oliveira and São Paulo USP Leste are located quite far from each other (40km).</p>
<p>Special requirements</p>	<ul style="list-style-type: none"> <li>• The School of Engineering (Escola Politécnica) requires exchange students to enroll in a number subjects that correspond to at least 12 credits.</li> <li>• The Ribeirão Preto School of Economics, Administration, and Accounting (Faculdade de Economia e Administração de Ribeirão Preto - FEARP) requires applicants to enroll in a number of subjects that correspond to at least 16 credits.</li> </ul>
<p>Credit System</p>	<p><a href="http://internationaloffice.usp.br/en/index.php/admissions/credit-system/">http://internationaloffice.usp.br/en/index.php/admissions/credit-system/</a></p>



Grading System	<a href="http://internationaloffice.usp.br/en/index.php/admissions/grading-system/">http://internationaloffice.usp.br/en/index.php/admissions/grading-system/</a>
Credit Transfer Guidelines & Grades Equivalency	<a href="http://internationaloffice.usp.br/en/index.php/admissions/credit-transfer-guidelines-grade-equivalency-3/">http://internationaloffice.usp.br/en/index.php/admissions/credit-transfer-guidelines-grade-equivalency-3/</a>
Course restrictions	<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 courses as audit students, if suitable.</li> </ul> <p>The School of Architecture and Urbanism (Faculdade de Arquitetura e Urbanismo – FAU) and the School of Economics, Business and Accountancy (Faculdade de Economia, Administração e Contabilidade – FEA) 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.</p>
Language requirements	<p>Most classes at USP are taught only in Portuguese. Therefore, the student must have a good command of Portuguese (at least B1 level according to the <a href="#">CEFR</a>) in order to attend classes.</p> <p>No specific certificate of language proficiency is required. For information on the availability of study options possibly taught in English at the postgraduate level, please refer to <a href="https://uspdigital.usp.br/janus">https://uspdigital.usp.br/janus</a> or to the <a href="#">Local International Offices</a> operating at the faculty level. There are no specific language requirements for students who wish to carry out research activities only. The activities can be carried out in the language agreed upon by the student and their supervisor.</p>
Acceptance letter	Once the successful applicant is accepted, the School/ Institute itself (not the Central International Office) will send the acceptance letter directly to the address informed by the Study Abroad Advisor/Exchange Coordinator, who will also receive a copy of the letter by email. It usually takes from 30 to 45 days after the deadline for applications.
Transcripts	An official transcript will be sent to the Home University's International Office both electronically and by post after completion of the studies once the grades are released.
Short and Summer Courses	USP offers <a href="#">short courses</a> (refresher, diffusion, specialization, professionalizing, extension, etc) either free of charge or at reduced fees.



## Student Services, Support and Campus Life

Language course	<ul style="list-style-type: none"> <li>The exchange student can attend (during the semester, not before) an intensive Portuguese course offered by the Language Learning Center (Centro de Línguas da FFLCH) at the São Paulo Campus only – Cidade Universitária. For further information, please visit <a href="http://clinguas.fflch.usp.br/">http://clinguas.fflch.usp.br/</a> or send an email 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>.</li> </ul> <p>Language center courses can be combined with regular courses arranged by various faculties, but they are not listed on the transcript of records. Students who pass the exams receive a certificate of attendance and exchange coordinators may consider them when transferring credits.</p>
Restaurants	All campuses have their own restaurants that serve breakfast, lunch and dinner at affordable prices.
Medical facilities	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.
Sports and Cultural facilities	<p><a href="#">Sports and recreational facilities</a> and more are present on all the campuses. Some centers 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.</p> <p>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.</p>
Student's Union	For information regarding the student's union, please refer to the website of the <a href="#">student's associations</a> .
Safety on campuses	<p>Safety tips for students are available at <a href="http://www.sppu.usp.br/dicas-seguranca">http://www.sppu.usp.br/dicas-seguranca</a></p> <p>A safety app for emergency situations and phone numbers are available at:  <a href="http://www.usp.br/internationaloffice/wp-content/uploads/APP_2019.pdf">http://www.usp.br/internationaloffice/wp-content/uploads/APP_2019.pdf</a></p>
International Buddy Programme	<p><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 Programme (a degree student at USP who signs up for the programme) is responsible for the process.</p> <p>Links  <a href="#">About the program</a> / <a href="#">Activities</a> / <a href="#">Submissions</a> / <a href="#">FAQ</a> / <a href="#">Contact</a></p>



Accommodation	<p>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.</p> <p>Alternatively, there are some options available at <a href="http://internationaloffice.usp.br/en/index.php/campus-life/housing/">http://internationaloffice.usp.br/en/index.php/campus-life/housing/</a></p> <p>For further information regarding alternative housing options outside the campuses, please contact the <a href="#">Local International Offices</a>.</p>
Disability Support	<p>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 "<a href="#">USP Legal</a>", USP supports students with special needs, including adapted transportation services. <a href="#">Here</a> is a full list of all the available services (in Portuguese only).</p>
Psychological support	<p>The Office for Mental Health<sup>PT</sup> offers psychological support to exchange students.</p>
<b>Pre-arrival Information</b>	
Visa information	<p>The successful applicant will receive an Acceptance Letter, which is necessary for them to request the appropriate Student Visa (VITEM IV) at the Brazilian diplomatic representation, or in their home country.</p> <p>The university is not allowed to enroll students with a tourist visa!</p> <p>Further information is available at <a href="http://www.portalconsular.itamaraty.gov.br/vistos">http://www.portalconsular.itamaraty.gov.br/vistos</a></p>
Tuition fees	<p>USP is a public state institution that welcomes exchange students at no cost, except for a few short summer and extension courses.</p> <p>No courses have registration or material fees, except for <a href="#">Short and Summer Courses</a>.</p>
Insurance	<p>The international student will also have to provide evidence of medical insurance or appropriate and valid travel medical insurance policy for registration upon arrival. Students must purchase their Health/Travel Insurance in their countries of origin before travelling to Brazil (this must cover the entirety of the stay in Brazil). International students will have access to the Brazilian Public Health System only in emergency cases.</p>



Orientation dates	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 addressed to the <a href="#">Local International Offices</a> . Students accepted to study at different Schools/Institutes should attend all the orientation dates.
Student Guide	For further information, please check the <a href="#">student guide</a> .
Vaccination and Health	<p>Yellow fever vaccines may not be required for visa application at the Brazilian diplomatic representations abroad, but yet are recommended when travelers intend to visit the following States in Brazil: Acre, Amapá, Amazonas, Distrito Federal, Goiás, Maranhão, Mato Grosso, Mato Grosso do Sul, Pará, Rondônia and Tocantins. Please note that vaccinations requirements may change without prior notice.</p> <p>Additional information in English about health and vaccines requirements by Brazilian states and cities may be find at <a href="https://visitbrasil.com/">https://visitbrasil.com/</a></p> <p>Exchange students may refer to one of the several Public Community health centers upon arrival in Brazil and require certain vaccinations if they decide to visit areas of risk.</p>
<b>After Arrival</b>	
Registering with the police	The former National Foreign Registry (Registro Nacional de Estrangeiro – RNE), the long-term identity document issued after Federal Police registration, has been renamed Carteira de Registro Nacional Migratório (CRNM). Visitors will be required to register with the Brazilian Federal Police office within 90 days upon arrival and apply for a CRNM. For further information, please contact the <a href="#">Local International Office</a> operating at your host school.
Enrollment	Immediately upon arrival, the student should provide the <a href="#">Local International Office</a> with copies of their medical insurance or appropriate and valid travel medical insurance policy as well as of the visa so as to confirm their attendance in person and collect their personal University Card.
<b>Costs and Additional Information</b>	
Living Expenses	<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>
Student and researcher's guide	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> .