

STUDENT GUIDE



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SCHOOL OF ECONOMICS, BUSINESS ADMINISTRATION AND ACCOUNTING AT RIBEIRÃO PRETO

FEA-RP/USP

Welcome Message

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 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 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, we offer a Portuguese language course. Still in academic field, we would like to propose that 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 for example. 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 offer 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 activities

We also have some holidays during the semester. We encourage you to travel on these days, but 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 turn 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 make the most advantage of your experience.



About the School

FEA-RP was established in 1992 as an extension of the already traditional and renewed School of Economics, Business Administration and Accounting at São Paulo (FEA-USP) offering courses on those areas. During the first ten years, the School was most concerned about consolidating high-levels night-time undergraduate programs to become a reference in the country. The autonomy of FEA-RP/USP came in 2002, while daytime undergraduate programs in Business Administration were designed together with Master's programs in Business Administration, Economics and Accounting.

In 2010, several specialization programs including the MBAs started to be offered, with more than a thousand students enrolled. The PhD program in Business Administration opened in 2010, while the PhD from Accounting Program started in 2014 and the Economics in the following year. Nowadays Prof. Dr. André Lucirton Costa and Prof. Dr. Fábio Augusto Reis Gomes are FEA-RP's Dean and Associate Dean, respectively.

Facts and Figures

- 1,325 Undergraduate students
- 190 Graduate students
- 1,239 Extension students
- 96 PhD professors, 95% Full Time
- 67 Administrative Staff
- 80 partner universities in 32 countries, 6 continents
- 64 students on university exchange abroad each academic year
- 73 international students each academic year
- 500 company partners for internships programs



International Relations Committee

FEA-RP's International Relations Committee (CRIInt) was established in 2003 (first as International Affairs Commission) aiming to assist the Dean with School's internationalization strategies. Its first Director was Prof. Dr. Dante Pinheiro Martinelli, who was in charge from 2003 to 2004, when Prof. Dr. Dirceu Tornavoi de Carvalho led from then to 2006.

Profa. Dra. Irene Kazumi Miura led the Committee from 2006 to 2012. During her time, FEA-RP signed dozens of international agreements, started events such as Get Together, the institutional programs as the Portuguese Course, the iTeam by that time. FEA-RP created several rules, processes and structure the whole operation of the International Office, bringing new partnerships and getting more and more students and researchers.

Profa. Dra. Luciana Romano Morilas started her role as Director of CRIInt in March 2012. It was a time of intensification of international agreements, the expressive increase in the number of exchange students, definition of new strategies and creation of International policies for FEA-RP. In 2012 CRIInt FEA-RP participated in the organization of the [Future of Food Business](#), a seminar coordinated by Prof. Dr. Marcos Fava Neves on agribusiness and its prospects, which had the presence of King Willem-Alexander and

Queen Máxima of the Netherlands. In 2013 participated co-organized the first [University Global Partnership Network \(UGPN\)](#) meeting in the Ribeirão Preto campus. Since 2014, as a result of this UGPN meeting, the first [Summer School at FEA-RP](#) started, a 3-week summer course on Brazil 's economy, business and culture targeted to international students. In 2015 completely restructured the course of [Portuguese for foreigners](#), now an USP official extension course.

Prof. Dr. José Francisco Ferreira Ribeiro was the Director from July 2014 until February 2015. In July 2015 was elected as new Director Prof. João Luiz Passador.

International Office

FEA-RP 's International Office has the objective to foster, coordinate and set the internationalization of this School, including the foreign exchange programs for students and professors of FEA-RP with higher education institutions of Economics, Business Administration, and Accounting overseas so as to grant the FEA-RP community with the possibility of getting in touch with other educational, cultural, and economic realities as well as disseminating the scientific knowledge produced at FEA-RP.

It is also up to FEA-RP International Office to develop several activities for the benefit of the internationalization of the faculty by signing up agreements with foreign universities concerning undergraduate and graduate studies, research and extension; visiting activities for professors and foreign representatives, including lectures that may be given at FEA-RP; designing and organizing Outgoing Exchange Programs (Brazilian students going out on exchange programs to accredited universities), and Incoming Exchange Programs (welcoming foreign students to take undergraduate or graduate studies at FEA-RP); Portuguese programs for foreigners, among other activities.



International Office Staff



Prof. Dr. João Luiz Passador
Director, of International Relations Committee



Ms. Valeria Degani
Head of the Office of Institutional Relations



Mrs. Fabiana Abreu
Staff Member



Mr. Paulo Roberto Torres Jr
Staff Member



Mr. Arthur Trovo
Intern

Brazil

Brazil is a 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. 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.



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. The 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 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.

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.



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.



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.

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.





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 people 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.

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.



Learn more about FEA-RP [Portuguese Language Course for Foreigners](#)

Discover Ribeirão Preto

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 694,534 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 708km 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.



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.

Economy

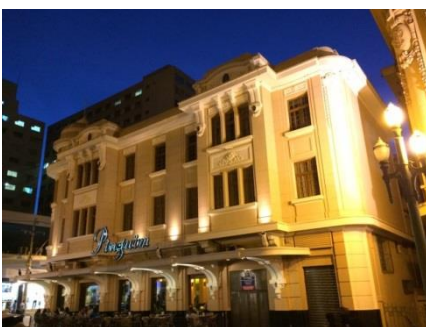
After the New York Stock Exchange crash in 1929, the economy of Ribeirão Preto, based only on exportation crops, collapsed, and the city had to adapt to a new situation. Since the city is relatively far from other major Brazilian urban centers, it found a new economic vocation in the services and commercial 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 led Brazil to look for alternative means of fueling and the solution found was the ethanol fuel program, or ProÁlcool 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.

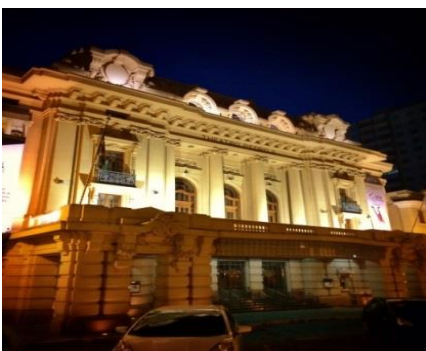
Due to the Pró-Álcool program, local farmers were encouraged by government subsidies to grow sugarcane. The high productivity of the land around Ribeirão Preto rapidly placed the region as the largest ethanol and sugar producer of the world, being responsible for 30 percent of Brazil's sugarcane alcohol 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. This increased the city's wealth and turned it into a sophisticated center of services for Brazil and South America.

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). There are now 2 Pinguim places in the block, a beerhouse and a gift shop.



Pedro II Theater - The 2nd biggest Brazilian opera theater in public capacity (after Municipal Sao Paulo Theater) 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 was reopened in April, 1996. It's located at the same block as Pinguim, being the main attractions.



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 6am to 7pm
Address: Av. Costábile Romano, 337



Dr. Luis Carlos Raya Park - Opened in 2004, this park is great to walk, to play games, to relax watching 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.

Parque das Artes - Located close of Ribeirão Shopping in Nova Aliança neighborhood, the Park received an investment of R\$2.5 million to be restructured and revitalized. With 45,000 m² of green area and about 23,000 m² of three interconnected artificial lakes, the park features an indoor running track and walk about 1,500 meters long and three meters wide. The Arts Park, which is open daily from 6am to 9pm.

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

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
- Area 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
 - 21 = Claro
 - 31 = Oi
 - 41 = TIM

Transportation

Inside downtown area 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.

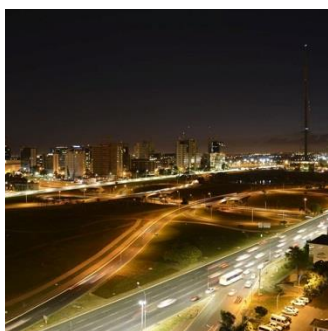
By car

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

By bus

Be aware that the city buses in Ribeirao Preto are managed by the company Ritmo and they not accept cash. You can only use the specific card that can be purchased at strategic points such as the Coach Station, Airport, USP Campus (near Clinic Hospital), Central Bus Stations and Shopping Malls. The specific card for students (with a 50% discount on the fare) may be made after the enrollment at FEA-RP. Instructions on this matter will be given on the orientation meetings.

You can either check online the itineraries and schedules on [Ritmo](#)'s website or use apps on your phones and tablets. Both apps available are [Moovit](#) and [CittaMobi](#). Remember to download them before arriving in the city.



By taxi

[Uber](#) is a very popular way of affordable and comfortable transportation. It operates in Ribeirão Preto, São Paulo, Brasília, Rio de Janeiro and in other main capitals. Taxi is the most expensive way to get around, but it is also 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. You can use the apps [99Taxis](#) and [Easytaxi](#) on your smartphone to call certified cabs.



Opening Hours

Shopping centers

[Ribeirão Shopping](#), [Shopping Iguatemi Ribeirão](#), [Novo Shopping](#) and [Santa Ursula Shopping Malls](#) open from 10am to 10pm from Monday to Saturday. On Sundays and holidays they open from 2pm to 8pm.

Street commerce

Usually it's open from 9am to 6pm from Monday to Friday and from 9am to 1pm on Saturdays and closed on Sundays and Holidays.

Banks

It's open from Monday to Friday, from 10am to 4pm. At USP campus, there's branch of Banco do Brasil, Santander and Bradesco.

Nightlife



Ribeirão Preto is mainly a city for youths. With 7 big universities in the city, 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 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 music, you can go not only to bars that plays music live, 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 Life

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

- Physical Education and Sports - EEFERP
- Nursing – EERP
- Pharmacy – FCFRP
- Law – FDRP
- Economics, Business, Accounting – FEA-RP
- Biological and Hard Science – FFCLRP
- Medicine – FMRP
- Dentistry – FORP



International Visitors Guest House

Foreigner Guest House is a hosting service for short stay international visitors who have academic ties with the Ribeirão Preto 's USP Campus.

The guest house has suite bedrooms, single bedrooms, double bedrooms 1 triple suites. It has a living area with a TV, microwave and refrigerator that are available to guests. The breakfast is served on weekdays from 7:30 to 9:30 AM.

Address: Rua Pedreira de Freitas, 7

Website: [International Visitors Guest House](#)



Campus 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

Phone: +55 (16) 3315 3533

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

E-mail: bcrp@usp.br

Website: [Campus Library](#)



Center for Physical Education and Sports

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 Av.

Phone: +55 (16) 3315 3561

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

E-mail: cefer.pc@usp.br / Website: [CEFER](#)



Campus Restaurant

The campus Restaurant produces and distributes meals (breakfast, 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.

Phones: +55 (16) 3315 3560 and +55 (16) 3315 4650.



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

Website: [Campus Restaurant](#)

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 6h30am 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).

Phone: +55 (16) 3315 3557

Website: [Circular USP](#)



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.

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, it will be used in the library, the campus restaurant and it will also serve as proof of the student condition. In Brazil, students pay half tickets for entry into theaters, concerts, cinema etc. by enforcement of the law.

Portuguese Course for Foreigners

Basic

FEA-RP have from now on an in-class with no cost called Basic Level Portuguese for Foreigners course. It's a course created and developed by Profa. Dra. Maria Helena da Nóbrega.

General Information

Housing

USP doesn't offer student accommodation in campus. Accommodations that exist on campus are dedicated exclusively to Brazilian students who can not afford housing, offered by the university.

About 80% of USP Ribeirão Preto students are not from the city of Ribeirão Preto. So they have two options when they start their studies in the city: either the university housing mentioned above, or live in "Republicas". This means the students themselves join in small groups, rent houses, buy furniture, pay the monthly bills and so. It is a very interesting option because students learn to share costs and should take care of the house themselves. It is a model inspired by the fraternities.

Some Republicas have a vacant room (individual or shared). When this occurs, Republicas tell us, make a register with us and we disclose this opportunity to foreign students before they arrive. Thus the international students contact the Republicas and negotiate the opportunity available.

This is our housing program: International students have the opportunity to live in the republics of Brazilians, which facilitates the integration between them, learning Portuguese, the experience at USP and in Ribeirão Preto.

This is a program that our Brazilian students offer a place at their house/apartment to welcome an exchange student. Most of the exchange students stay in those "Repúblicas". We will contact the international students very soon informing the list of the accommodation options. Your Tutor (Buddy) will be glad to help you to find your housing.

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 issue that visa. Please, follow the steps 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 and enrolled at USP.** 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 living 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:

Arriving in Ribeirão Preto

Probably you will arrive in São Paulo, and Ribeirão Preto is a city located 300km away from there. The state capital has 2 main airports:

São Paulo / Guarulhos International Airport - (GRU), popularly known as "Cumbica Airport", is the main and the busiest airport in Brazil, located in Guarulhos city, 25 km far from the city center of São Paulo. Since 2012 it was renamed as GRU Airport.

São Paulo-Congonhas Airport (CGH) is the second busiest airport in number of passengers and number of aircrafts in Brazil. It is located in Sao Paulo, Vila Congonhas district, about 11 km distant from the city center and 37 km from GRU Airport.

You have two options to come to Ribeirão Preto:

By Plane

From Guarulhos-Cumbica (GRU) and São Paulo-Congonhas (CGH), we have several flight options to Ribeirão Preto Airport (RAO). The prices can be a little bit higher, because there are some airport taxes. Only pay attention at the time - you should reserve at least 2 hours within your arrival time and the departure so that you are able to make the immigration process calmly and you can also have time to look for the correct gate to come. Flight companies normally have options for English version:

- [LATAM](#)
- [Passaredo](#)
- [Azul](#)

If you decide to come by plane, be careful to buy the ticket from Guarulhos Airport (GRU) or São Paulo-Congonhas (CGH) because there is also Viracopos Airport, that is considered to be Sao Paulo but it is in Campinas city, which is 2 hours away from Sao Paulo. The trip from São Paulo to Ribeirão Preto by plane takes around 1 hour. If you arrive in other cities (for example: Rio de Janeiro, Belo Horizonte or Brasília), check if the airline's companies have directly flights to Ribeirão Preto, as most of them have it.



By Coach

The Airport Bus Service is operated by the Consortium Internorte, offering transport by bus between GRU Airport to São Paulo/Congonhas Airport and the Tietê Coach Station (the only coach station you can take to come to Ribeirão Preto!), Barra Funda Coach Station, Itaim Bibi, Praça da Republica, and circuit of hotels of Avenida Paulista and Rua Augusta.

You can also take a taxi to the coach station, but it is going to be much more expensive. If you prefer to do that, be sure to take an official taxi from the airport. They are more trustable. Taxis in Sao Paulo can be harsh with foreigners. It is going to take you around the same time than the coach. Just be sure that you get to the Tietê Coach Station.

Once you get to the Tietê Coach station, look for the company called "Cometa" or "Rapido Ribeirão Preto."

You can buy the tickets from the internet or only check the available schedule (it is very frequent - around every 40 minutes) at [Viação Cometa](#)

The trip from São Paulo to Ribeirão Preto takes around 4 hours, leaving from Tietê Coach Station.

Registration After Your Arrival in Brazil

This is REALLY important!! Foreigners will have 90 (ninety) days from the date of arrival in Brazil to register at the Federal Police in the city where he/she will be based, in order to obtain the CRNM (Carteira de Registro Nacional Migratório - Migration National Registry), 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. You **cannot stay at USP** without that registration.

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 CRNM:

- Original valid passport;
- Visa application form;
- Proof of payment of R\$204.77*, for the foreigner ID;
- Two (02) recent photos, size 3x4 (colored, white background, front, unadorned smooth paper);

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

Steps to do the Federal Police Registration

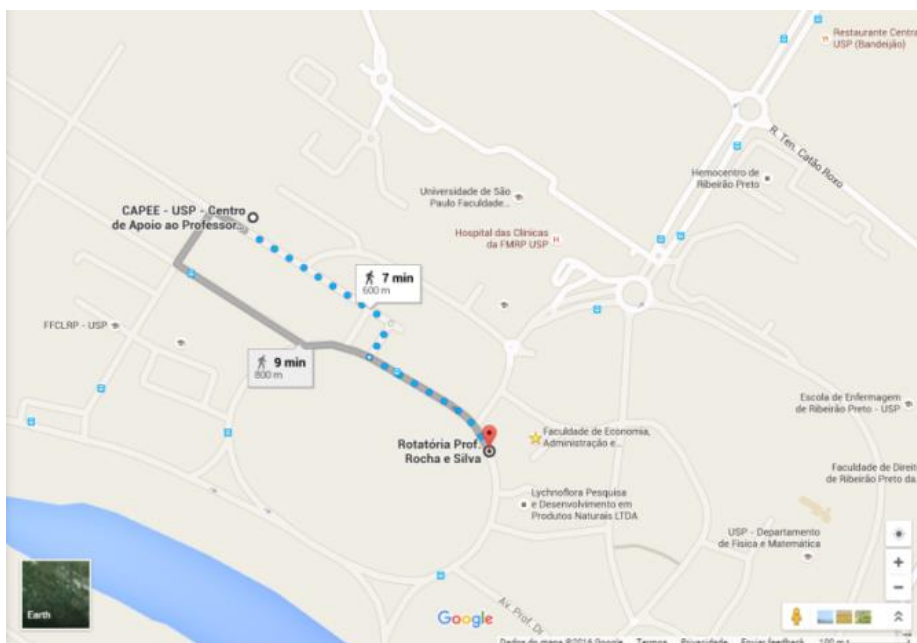
1. You should go to the CAPEE Office (Rua das Paineiras, house 4, Campus USP) to schedule the day of the appointment to the Federal Police. On this day you should bring with you the following documents:

- Passport
- Visa application form
- Your address in Brazil

2. On that day, and ONLY if you bring these documents, it will be scheduled the day of your appointment visit at the Federal Police.

3. On the scheduled day and time the staff tell you, you should go back to the CAPEE with the same documents mentioned above and approximately R\$230.00* in cash for payments, to perform the following:

- Payment of fees
- Photo



4. After these procedures you will be taken to the Federal Police Office to effectively do your Migration National Registry (CRNM);

5. Send a copy to the International Office of your CRNM protocol.

For further information, please contact: Centro de Apoio para Professores e Estudantes Estrangeiros da USP Ribeirão Preto

Phone: (55) (16) 3315-4926

Email: capee.pc@usp.br

Website: CAPEE

Address: Rua das Paineiras, Casa 4, Campus da USP-RP

*** This amount may change according to federal government definitions.**

Cadastro de Pessoa Física (CPF)

The Cadastro de Pessoas Físicas (CPF; Portuguese for "Natural Persons Register") is the Brazilian individual taxpayer registry identification, a number attributed by the Brazilian Federal Revenue (Receita Federal do Brasil) to both Brazilians and resident aliens who pay taxes or take part, directly or indirectly, in activities that provide revenue for any of the dozens of different types of taxes existing in Brazil. It's not a mandatory procedure like the Federal Police Registration. To get a CPF number, the foreigner must follow those steps:

BEFORE arriving in Brazil

Foreigners living outside Brazil can obtain the registration CPF instantly in a Brazilian Diplomatic representation abroad. To get a CPF in your home country you must follow the procedures:

- Fill in the electronic form available [on this link](#) and print it;
- Submit the form, alongside with copies of personal documents in a Brazilian consulate (consulate or embassy with consular section) to complete the request.

The Brazilian consulate will process the request and inform the registration number. If there is any data inconsistency, the application for registration shall be submitted for analysis. In this case, the applicant can track the progress of its request at the website of the Brazilian Federal Revenue. Within 90 days, the applicant may:

- Issue the Registration Certificate in the CPF through service available on the site of the RFB; and
- In case of inaccuracy in registration data, request the rectification without charge.

AFTER arriving in Brazil

1. If you're already in Brazil, you can go to any Banco do Brasil or Post Office (there's a branch of each one in our campus), or even to a Caixa Econômica Federal Bank branch, fill a form and pay a tax (R\$ 7,00). You must have with you:

- Passport
- Visa application form
- Your address in Brazil
- Cash to pay the fee

2. After 24 hours, you must go to Receita Federal Office (Av. Dr. Francisco Junqueira, 2625) with the following documents to get your document with your CPF number:

- Passport
- Visa application form
- Proof of payment for the fee

Banking Information

Once you have a CPF number, 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, Santander and Bradesco.

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.

Students Association

A.A.A.F.C.F



Associação Atlética Acadêmica Flaviana Condeixa Favaretto – A.A.A.F.C.F (Academic Athletics Association Flaviana Condeixa Favaretto) is a student association responsible for the promotion of sports and physical activities among the students of FEA-RP, increasing their interactions with each other and developing a passion for defending our faculty on court. We do so by providing all the facilities and coaching necessary to make the training possible. We also promote parties and participate in several championships.

We offer trainings for soccer, indoor soccer, handball, basketball, volleyball, beach volleyball, rugby, tennis, table tennis, chess, judo, jiu-jitsu, athletics and swimming, and all for FREE!

In order to make all this training worth it, we participate in several championships throughout the year, which are: Economíadas, CaipirUSP, Taça LAURP, Intracampus and JUESP.

Economíadas is the most important championship for us. It usually takes place in the end of May and it lasts for three days. We play against 9 different faculties, most of them from São Paulo state. It has been a tradition for more than 15 years now, and FEA is the major winner, which we intend to be for a long time!

CaipirUSP is a championship in which we play against other USP campuses, which are also situated in the country side of São Paulo state. It has had more than 10 editions and it for sure is super exciting! The sportive level is higher than Economíadas and people just love to get along.

Taça LAURP and Intracampus both take place inside the campus of USP Ribeirão Preto. The first one happens from March till June, and the latter from September till mid-November. In these championships we compete against all the faculties inside the campus and it is quite competitive!

And for last, but not least, we have JUESP. It is a championship with the highest sportive level and FEA has quite recently joined it. It has many levels of competition, being the first one against teams from the countryside of São Paulo state, and the last one against the greatest team of the whole state.

If you're interested on joining one of our teams, don't be shy! Just get in touch with us, or during the Reception Day, and we'll arrange everything for you to start training right away!



iTeam



The iTeam is a group of students from USP-RP who are specially interested in the international area. Their goal is to provide you, exchange student, the best staying in Ribeirão Preto. In order to do this they'll try to choose a nice tutor for you to help you with the housing, showing you the city, the University and helping you anytime.

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

They are available to help you anytime you need to discover and experience as much as possible the Brazilian culture. The staff will organize some activities for you daytime and nighttime to discover Ribeirão Preto and enjoy everything in Brazil.

They want to make you feel at home in Brazil and will do the best for it.

Please feel free to contact them at any time: iteamusprp@gmail.com www.iteamusprp.com.br



Contacts / 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 Phone and email*
João Luiz Passador	Director of International Relations Committee	jlpassador@usp.br +55 16 3315 3937
Valeria Degani	Head of International Office	valdegani@usp.br +55 16 3315 0295
Paulo Roberto Torres Júnior	Staff Member	paulotorres@usp.br +55 16 3315 4969
Fabiana Abreu	Staff Member	fabreu@usp.br +55 16 3315 0650
Arthur Alves Trovo	Intern	international@fearp.usp.br +55 16 3315 4969

* You can contact the whole International Office team through the email international@fearp.usp.br

In case of extreme emergency, call these phones below:

- 190 – Police
- 192 – Ambulance
- 193 – Firemen

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