


Partner University datasheet 2020/2021 academic year	
Name of University:	Universidade de Ribeirão Preto – UNAERP
Country:	Brasil
Website :	www.unaerp.br
Postal Address :	Av. Costábile Romano, 2.201 – Ribeirania City: Ribeirão Preto State: São Paulo Postal Code: 14096-900
Contact person for exchange (IN-OUT) students:	Last name: Panico First name: Vanessa e-mail: vpanico@unaerp.br or dcini@unaerp.br
E-mail for exchange students enquiries:	intercambio@unaerp.br or dcini@unaerp.br
How many of our exchange students do you accept for next academic year?	n. 04 per year or n. 02 per each semester
Can you accept more students over those indicated above?	Depending on the program, we will be able and more than glad to receive more of your students.
How your academic year is organized? semester..quarter etc. *(please see our note down the form)	01 st semester from February to June 02 nd semester from August to December
Academic calendar (if not yet available, please provide us the approximate periods):	The 2019 calendar for approximate periods for 2020 1 st term: from February 04 rd to June 28 th 2 nd term: from July 29 th to December 14 th
Examination periods (if not yet available, please provide us the approximate periods):	The 2019 calendar for approximate periods for 2020 1st term: partial exams from April 08 th to 18 th / final exams: from July 15 th to 27 th 2nd term: partial exams from September 30 th to October 11 th / final exams from December 02 rd to 14 th
Deadline for nominations:	-
Deadline for applications	Our partner universities can nominate students to apply to UNAERP during the application period, as long as the students send the application form taking into account the deadline below: Studying at the 1 st term and full academic year : August 15 th to October 31 st Studying at the 2 nd term : January 20 th to March 30 th
Web link with application procedures information:	www.unaerp.br/internacional (the content will be updated soon to English) For further information send an email to dcini@unaerp.br
Documents list required for application:	Before arrival (via email) - Application Form (sent by UNAERP) - Updated transcript - Curriculum vitae - Application Letter (in Portuguese if applying for Portuguese Programs)

	<ul style="list-style-type: none"> - Recommendation Letters from Professors/Coordinators - Passport copy (identity page and expiration date) - Statement of Enrollment <ul style="list-style-type: none"> - Student visa (after receiving UNAERP acceptance letter) - Visa application with the name of the student's mother and father, given by the Brazilian Embassy
Are there any kind of mandatory fees our exchange students need to pay?	There are no fees and tuition required for students from partner institutions attending UNAERP, as long as they attend special programs, which should be discussed.
If yes, what is the amount?	
Do you have any specific requirements for admission of exchange students? (e. GPA, language proficiency etc.)	<p>International students are not obliged to take a Portuguese Proficiency exam. However, it is the student's responsibility to be comfortable when it comes to learning lessons and living in environments which are completely in Portuguese.</p> <p>We strongly recommend international students to take our paid Portuguese for Foreign course, which is offered in VIP or group classes.</p> <p>TOEFL IBT - 70 (for English programs), or equivalent, or a letter from the partner university approving his/her language level for attending the English programs.</p>
In case of language proficiency requirements, have our exchange students mandatory to provide any kind of language certification? If yes, which one?	TOEFL IBT - 70 (for English programs), or equivalent, or a letter from the partner university approving his language level for attending the English programs.
Main language of instruction:	Portuguese
Others languages of instruction:	English
Which department can our exchange students access to? Can they take classes from different departments?	<p>Students are able to take classes from different departments. All UNAERP undergraduate programs offered on the website www.unaerp.br can receive students from partner university.</p> <p>For the graduate programs the partner university should contact UNAERP for further information.</p>
Are there any departments/courses not open to our exchange students?	The Medicine Program is not included in the scope of the international mobility.
Could you explain us your credit grading system in full?	<p>The final grade in each course is expressed from 0 (zero) to 10 (ten), calculated up to the first decimal place. In order to pass, the student must obtain a minimum final grade of ≥ 5.0 (five).</p> <p>01 UNAERP credit is = 1,5 to 1,7 ECTS Usually our courses have 04 or 02 UNAERP credits.</p>
If available, can you indicate the web site link where to find your courses list open to our exchange students?	<p>For Portuguese taught programs: http://unaerp.br/cursos/graduacao</p> <p>For English taught programs, please write to dcini@unaerp.br</p>
Do you provide accommodation for exchange students?	UNAERP does not offer campus housing, however the International Team will be glad to provide options for accommodation to all international student.
If yes, what is the average cost?	Average cost: US\$ 139 - 350
Can you provide the web site link for accommodation information?	
E-mail address for accommodation enquires:	dcini@unaerp.br

What is the average living cost?	<p>MEALS (inside of UNAERP) Breakfast: US\$ 1.00 – 3.00 Lunch: US\$ 4.00 – 7.00 Dinner: US\$ 4.00 – 7.00</p> <p>ACCOMODATION Average cost: US\$ 139.00 – 350.00</p> <p>TRANSPORTE Average cost: US\$ 1.00/ each ticket</p>
Do you have a web site link for living cost details?	There is a website for living cost which may be interesting for an idea on the cost for living in Brazil cities: https://www.numbeo.com/cost-of-living/in/Ribeirao-Preto?displayCurrency=EUR
Have our exchange students to subscribe any kind of insurance that is mandatory for your university and/or for your country?	All students can purchase their international health insurance at the most convenient company
If yes, can you give us more details about it and the average cost?	It must be effective from the date of the Student's arrival to his/ her departure to home country and includes repatriation services.
Visa information	Students should present the Student Visa and find further information on how to apply it directly with the Brazilian responsible entities in their home countries. For further information, please access: www.itamaraty.gov.br/en/foreign-missions-in-brazil
Timing of the acceptance letters release	<p>Applying to attend the first semester: results will be disclosed until November 30th</p> <p>Applying to attend the second semester: Results will be disclosed until May 15th</p>
36. Acceptance letter sending mode	<input type="checkbox"/> by mail to the student <input checked="" type="checkbox"/> by mail to the student's home University <input type="checkbox"/> by courier to the student <input type="checkbox"/> by courier to the student's home University
37. Timing of transcript of records release	15 days after the end of the semester
38. Transcript of records ending mode	<input type="checkbox"/> directly to the student before his departure <input type="checkbox"/> by mail to the student <input checked="" type="checkbox"/> by mail to the student's home University <input type="checkbox"/> by courier to the student <input type="checkbox"/> by courier to the student's home University
Others useful information....	

PLEASE NOTE: Our academic calendar consists in a 1st semester (fall semester) starting on October (es. October 2020) and in a 2nd semester (Spring semester) starting on the middle of February (es. February 2021). For this reason, our Call AY 20/21 will unavoidably concern selection of outgoing students according to this calendar: this means that **just for those Universities with the AY that starts with a spring semester (es. Spring 2020 + Fall 2021) we will necessarily have to consider the Fall 2020 and the Spring 2021 dates and related deadlines.*

APPLICATION GUIDE FOR INTERNATIONAL STUDENTS

RIBEIRÃO PRETO CAMPUS

Av. Costábile Romano, 2.201 Ribeirânia
Ribeirão Preto – SP | ZIP Code 14096-900

GUARUJÁ CAMPUS

Av. D. Pedro I, 3.300 Enseada
Guarujá – SP | ZIP Code 11440-003

✉ intercambio@unaerp.br

☎ +55 16 3603-6835 | +55 16 3603-6823

👍 facebook.com/intercambiounaerp

Bem-vindo | Welcome | Bienvenue | Bienvenido



UNAERP
Universidade de Ribeirão Preto

Campus Ribeirão Preto - Campus Guarujá

EXCELÊNCIA NACIONAL. PADRÃO MUNDIAL DE ENSINO.

MOBILITY PROGRAM DIRECTOR/COORDINATOR

Professor Vanessa França Bonini Panico

OFFICE HOURS

Mon. Wed. and Fri.: 09am to 06pm

Tue. and Thu.: 12pm to 09pm

ACADEMIC CALENDAR

1st semester: February to June

2nd semester: August to December

APPLICATION DEADLINES

1st semester: From August 15th to October 31st

Results will be disclosed until November 30th

2nd semester: From January 20th to March 30th

Results will be disclosed until May 15th

STUDENT VISA

Students should find visa information directly with the Brazilian responsible entities in their home countries. For further information, please access: www.itamaraty.gov.br/en/foreign-missions-in-brazil

LANGUAGE

International students are not obliged to take a Portuguese proficiency exam. However, it is the student's responsibility to be comfortable when it comes to learning lessons and living in environments which are completely in Portuguese.

We strongly recommend international students to take UNAERP Portuguese for Foreigners course, which is offered in VIP or group classes.

For English programs: TOEFL IBT – 70, IELTS 5.5 or a letter from the partner institution attesting the student language level.

IMPORTANT INFORMATION:

The International Office at the home institution will have to send an email at intercambio@unaerp.br informing the names and field of studies of the students interested in studying at UNAERP for 1 or 2 semesters.

Aware of the interested applicants, the Exchange Office at UNAERP will forward the application forms.

After receiving and evaluating the applications, UNAERP will inform the partner Institution about the selection process and the selected applicants will receive a letter of acceptance.

DOCUMENTS Before arrival (via email):

- Application Form
- Learning Agreement
- Updated transcript
- Curriculum vitae
- Motivation Letter (in Portuguese if applying for Portuguese Programs)
- Recommendation Letters from Professors/Coordinators
- Passport copy (identity page and expiration date)

After UNAERP Acceptance Letter (via email):

- Student Visa
- Student Visa Application paper given by the Brazilian Entity with the student's mother and father names.
- International Health Insurance with repatriation services
- Individual Taxpayer Registration Number (CPF) that can be ordered at the Brazilian Entity
- Flight Tickets

After arrival at UNAERP

- Present original and a copy of documents listed above
Obs.: it is mandatory to present the updated transcript translated by Public Sworn Translators
- International Health Insurance with repatriation services
- Two (2) 3X4 photos
- Individual Taxpayer Registration Number (CPF)
- National Migration Registry Card (CRNM)
- Copy of residence proof in Ribeirão Preto / Guarujá

GRADING

The final grade in each course is expressed from 0 (zero) to 10 (ten), calculated up to the first decimal place. In order to pass, the student must obtain a minimum final grade of ≥ 5.0 (five).

Student must attend to at least 75% of the classes to be approved.

INTERNATIONAL HEALTH INSURANCE PLAN

It is mandatory for all international students at UNAERP to present a Health Insurance Plan with repatriation. It must be effective from the date of the student's arrival to his/ her departure to home country.

UNIVERSITY FACILITIES

International Students have entire access to the University Facilities, such as Library, Gym, Sport Courts, Pool, Computer Labs, WiFi, Restaurants, Hospital, Clinics, Services, Shows and Events.

UNAERP ACADEMIC PROGRAMS

Undergrad/Grad/Certificate Programs in Portuguese, please access: www.unaerp.br/cursos

- The Medicine Program is not included in the scope of the international mobility.



Universidade de Ribeirão Preto
Campus Ribeirão Preto - Campus Guarujá

EXCELÊNCIA NACIONAL. PADRÃO MUNDIAL DE ENSINO.

**Partner University
datasheet
2020/2021
academic year**



1. Name of University:	Universidade de São Paulo – Faculdade de Filosofia, Letras e Ciências Humanas
2. Country:	Brazil
3. Website :	http://ccint.fflch.usp.br/alunos-estrangeiros
4. Postal Address :	Rua do Lago, 717 - sala 130 - Cidade Universitária - CEP: 05508-080 - São Paulo - SP - Brasil
5. Contact person for exchange (IN-OUT) students:	Last name: Cassemiro First name: Márcia e-mail: ccint.fflch@usp.br
6. E-mail for exchange students enquiries:	Ccint.fflch@usp.br
7. How many of our exchange students do you accept for next academic year?	n. 8 per year ✓ or □ and n. 4 per each semester
8. Can you accept more students over those indicated above?	Yes
9. How your academic year is organized? semester..quarter etc. *(please see our note down the form)	1st semester: February to June 2nd semester: August to December
10. Academic calendar (if not yet available, please provide us the approximate periods):	1st term: 17/02/2020 – 04/07/2020 2nd term: 03/08/2020 – 02/12/2020
11. Examination periods (if not yet available, please provide us the approximate periods):	Normally the exams/evaluations are given in the middle and in the end of each semester . We don't have fixed dates.
12. Deadline for nominations:	1st term and full academic year : October 25th 2nd term : May 1st
13. Deadline for applications	1st term and full academic year : November 10th 2nd term : May 20th
14. Web link with application procedures information:	http://ccint.fflch.usp.br/alunos-estrangeiros
15. Documents list required for application:	http://ccint.fflch.usp.br/alunos-estrangeiros
16. Are there any kind of mandatory fees our exchange students need to pay?	No
17. If yes, what is the amount?	
18. Do you have any specific requirements for admission of exchange students? (e. GPA, language proficiency etc.)	No
19. In case of language proficiency requirements, have our exchange students mandatory to provide any kind of language certification? If yes,	It is highly recommended that exchange students coming to FFLCH-USP acquire a B1/B2 level of Portuguese language prior to their arrival, even though our Faculty doesn't require any official certificate.

which one?																
20. Main language of instruction:	Portuguese															
21. Others languages of instruction:																
22. Which department and lessons can our exchange students access to? Can they take classes from different departments?	Yes, they can attend classes from the following courses: Languages, History, Geography, Philosophy and Social Sciences (Sociology, Anthropology and Political Science)															
23. Are there any departments/courses not open to our exchange students?	Exchange Student cannot attend 1 st year courses (they receive by e-mail, before the beginning of the exchange period, the list of courses they can enroll)															
24. Could you explain us your grading system in full?	<p>Undergraduate 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%.</p> <p>Grading system at the graduate level is summarized at the table below:</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Performance</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Excellent</td> <td>Credits awarded, Pass</td> </tr> <tr> <td>B</td> <td>Good</td> <td>Credits awarded, Pass</td> </tr> <tr> <td>C</td> <td>Satisfactory</td> <td>Credits awarded, Pass</td> </tr> <tr> <td>D</td> <td>Fail</td> <td>No credits awarded</td> </tr> </tbody> </table>	Grade	Performance	Meaning	A	Excellent	Credits awarded, Pass	B	Good	Credits awarded, Pass	C	Satisfactory	Credits awarded, Pass	D	Fail	No credits awarded
Grade	Performance	Meaning														
A	Excellent	Credits awarded, Pass														
B	Good	Credits awarded, Pass														
C	Satisfactory	Credits awarded, Pass														
D	Fail	No credits awarded														
25. If available, can you indicate the web site link where to find your courses list open to our exchange students?	<p>Undergraduate students</p> <p>Undergraduate Exchange Students will have two weeks, after the official beginning of the classes, to choose the courses they wish to enroll (going to the classes and talking to the professors). After that, the official enrollment is made at FFLCH International Office. Study plans sent for the application process are used only as a Guideline to analyze the relevance of the exchange. However, there is no guarantee that students will be accepted to take all the disciplines requested.</p> <p>Undergraduate courses: https://uspdigital.usp.br/jupiterweb/jupDisciplinaBusca?tipo=D&codmnu=4526</p> <p>Graduate students</p> <p>Prior to their application, graduate exchange students must choose an advisor at FFLCH – a professor who will help them to develop their research during the semester. Even if the student will only attend graduate classes – and won't research -, he/she must have an advisor.</p> <p>It is very important to emphasize that graduate exchange students can't attend undergraduate courses (and vice-versa). They also must arrive in Brazil before the beginning of the classes, once it is not possible to register the student at classes which have already started.</p> <p>Graduate courses: https://uspdigital.usp.br/janus/componente/disciplinasOferecidasInicial.jsf</p>															

26. Do you provide accommodation for exchange students?	We don't, unfortunately.
27. If yes, what is the average cost?	-
28. Can you provide the web site link for accommodation information?	-
29. E-mail address for accommodation enquires:	-
30. What is the average living cost?	Around R\$ 2.000,00
31. Do you have a web site link for living cost details?	-
32. Have our exchange students to subscribe any kind of insurance that is mandatory for your university and/or for your country?	No.
33. If yes, can you give us more details about it and the average cost?	
34. Visa information	http://cgroma.itamaraty.gov.br/it/visa_to_travel_to_brazil.xml
35. Timing of the acceptance letter release	Until November 20 th (1 st semester) or May 30 th (2 nd semester)
36. Acceptance letter sending mode	<input checked="" type="checkbox"/> by mail to the student <input type="checkbox"/> by mail to the student's home University <input type="checkbox"/> by courier to the student <input type="checkbox"/> by courier to the student's home University
37. Timing of transcript of records release	2 months after the end of the semester.
38. Transcript of records ending mode	<input type="checkbox"/> directly to the student before his departure <input checked="" type="checkbox"/> by mail to the student <input type="checkbox"/> by mail to the student's home University <input type="checkbox"/> by courier to the student <input type="checkbox"/> by courier to the student's home University
39. Others useful information....	

PLEASE NOTE: Our academic calendar consists in a 1st semester (fall semester) starting on October (es. October 2019) and in a 2nd semester (Spring semester) starting on the middle of February (es. February 2020). For this reason, our Call AY 19/20 will unavoidably concern selection of outgoing students according to this calendar: this means that **just for those Universities with the AY that starts with a spring semester (es. Spring 2019 + Fall 2019) we will necessarily have to consider the Fall 2019 and the Spring 2020 dates and related deadlines.*

**Partner University
datasheet
2020/2021
academic year**



1. Name of University:	Universidade Federal Fluminense (UFF)
2. Country:	Brasil
3. Website :	http://international.uff.br/
4. Postal Address :	Rua Professor Marcos Waldemar de Freitas Reis, Bloco A, Térreo. São Domingos, Niterói –RJ 24210-201 Brazil
5. Contact person for exchange (IN-OUT) students:	Last name: Ierusalimschy First name: Vitor e-mail: mobilidadeinsri@id.uff.br
6. E-mail for exchange students enquiries:	mobilidadeinsri@id.uff.br
7. How many of our exchange students do you accept for next academic year?	n. 4 undergraduate students per course (except medicine students) per year <input type="checkbox"/> or <input type="checkbox"/> and n. 2 undergraduate students per course (except medicine students) per each semester
8. Can you accept more students over those indicated above?	Yes
9. How your academic year is organized? semester..quarter etc. *(please see our note down the form)	Semester
10. Academic calendar (if not yet available, please provide us the approximate periods):	1 st term: 01/03/2020-20/07/2020 (approximate periods) 2 nd term: 01/08/2020-20/12/2020 (approximate periods)
11. Examination periods (if not yet available, please provide us the approximate periods):	Determined individually by each teacher. One midterm examination and the second at the end of the semester.
12. Deadline for nominations:	1st term and full academic year: 12/04/2020 2nd term : 13/09/2020
13. Deadline for applications	1st term and full academic year: 14/04/2020-14/06/2020 2nd term : 14/09/2020-14/11/2020
14. Web link with application procedures information:	http://international.uff.br/undergraduate-mobility/
15. Documents list required for application:	Photo, Passport, Transcript of Records, Presentation Letter, Recommendation Letter, Portuguese Level Declaration
16. Are there any kind of mandatory fees our exchange students need to pay?	No fees are required by the university for undergraduate students from partner institutions.
17. If yes, what is the amount?	No
18. Do you have any specific requirements for admission of exchange students? (e. GPA, language proficiency etc.)	Minimum GPA Requirement: 6 out of 10; Language requirement: Basic Portuguese level A1
19. In case of language proficiency requirements, have our exchange students	Yes, Portuguese Level Declaration from the partner institution.

mandatory to provide any kind of language certification? If yes, which one?	
20. Main language of instruction:	Portuguese
21. Others languages of instruction:	English
22. Which department and lessons can our exchange students access to? Can they take classes from different departments?	The list of the departments that foreigners students can take lessons is in the link below: http://international.uff.br/undergraduate-mobility/ . Mobility students can take classes in as many departments as they want, except Medicine.
23. Are there any departments/courses not open to our exchange students?	Medicine
24. Could you explain us your grading system in full?	Follows attached.
25. If available, can you indicate the web site link where to find your courses list open to our exchange students?	http://international.uff.br/undergraduate-mobility/
26. Do you provide accommodation for exchange students?	No, we provide a list of housing options recommended by previous mobility students at the moment we send the Acceptance Letter.
27. If yes, what is the average cost?	
28. Can you provide the web site link for accommodation information?	
29. E-mail address for accommodation enquires:	
30. What is the average living cost?	Varies greatly from student to student. Minimum amount suggested per month is €450,00.
31. Do you have a web site link for living cost details?	
32. Have our exchange students to subscribe any kind of insurance that is mandatory for your university and/or for your country?	Yes, the foreign student has to have an insurance that covers his stay in Niterói – RJ.
33. If yes, can you give us more details about it and the average cost?	Insurance is mandatory, but under full responsibility of the student.
34. Visa information	http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro/documentos-necessarios-para-registro/fins-de-estudo/Residencia%20para%20fins%20de%20estudo
35. Timing of the acceptance letter release	Usually 01 month after the inscription provided there are no pending issues.
36. Acceptance letter sending mode	<input type="checkbox"/> by mail to the student <input checked="" type="checkbox"/> by mail to the student's home University <input type="checkbox"/> by courier to the student <input type="checkbox"/> by courier to the student's home University
37. Timing of transcript of records release	01 month after the official end of the semester.
38. Transcript of records ending mode	<input type="checkbox"/> directly to the student before his departure <input type="checkbox"/> by mail to the student <input checked="" type="checkbox"/> by mail to the student's home University <input type="checkbox"/> by courier to the student <input type="checkbox"/> by courier to the student's home University
39. Others useful information....	For more information of our University and the city of Niterói visit our

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UNIVERSIDADE FEDERAL FLUMINENSE
DIRETORIA DE RELAÇÕES INTERNACIONAIS
GRADING SYSTEM

Final Grades

0,0 to 3,9 – Failed

4,0 to 5,9 – Supplementary Evaluation (VS)*

6,0 to 8,9 – Pass (Good)

9,0 to 10,0 – Pass (Excellent)

Extra exam where the student needs to achieve a minimum grade of 6,0 to be approved. In this case, the grade column of the transcript will show the grade received on this exam, and there will be an “” on the column “VS” of the Official Transcript.

To be approved, the student also needs to attend a minimum of 75% of the hourly load of the course.

Hours System

The Universidade Federal Fluminense adopts an Hours System where each course can have three types of Hourly workload represented on the Official Transcript by the letters “T”, “P” and “E”.

“T” – Number of Lecture Hours

“P” – Number of Practical Hours

“E” – Number of Internship Hours

CR (Grade Point Average)

The CR (Grade Point Average) will be calculated based on all grades received by the student since he/she joined the University by using the following formula:

$$CR = \frac{(G1 * H1) + (G2 * H2) + (G3 * H3) + \dots + (Gn * Hn)}{(H1 + H2 + H3 + \dots + Hn)}$$

G: Grade on the Course

H: Number of hours of the course

When the student is submitted to the Supplementary Evaluation (VS), the Grade used on the calculation of the CR is the average between his Final Grade on the course (before the VS) and the Grade received on the Supplementary Evaluation (VS).

Transfer Courses

Courses taken outside the Universidade Federal Fluminense (UFF) and recognized as part of the UFF program are represented by the symbol “DISP” on the grade column of the Official Transcript. These courses are not included, however, in the calculation of the CR (Grade Point Average).

AC (Supplementary Activities)

Supplementary Activities are mandatory to all degrees at UFF, and they are represented by the symbol “AC” on the grade column. These activities are not considered in the calculation of the CR (Grade Point Average).