

# STUDENT GUIDE



## WELCOME AT FFLCH!

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**COMISSÃO DE COOPERAÇÃO INTERNACIONAL DA  
FACULDADE DE FILOSOFIA, LETRAS E CIÊNCIAS  
HUMANAS (CCINT-FFLCH)**

We are very pleased to welcome you at FFLCH and we are happy you chose our Faculty to have new experiences in your academic and social life.

The Faculty of Philosophy, Languages, and Human Sciences of the University of São Paulo was founded in 1934 and is nationally and internationally acknowledged as Latin America's most important centre of excellence in the study of humanities. We have five undergraduate courses: Philosophy, Social Sciences, History, Geography, and Languages and Literature. Exchange students can choose subjects from any of these courses, obtaining grades and credits at the end of the semester. We also have 26 graduate programmes, in which graduate exchange students can choose to take courses or develop academic research.

To know a little bit further our language and culture, FFLCH offers to exchange students the course "Aspectos da Cultura Brasileira" (Aspects of Brazilian Culture) and a "Portuguese for Foreigners" course. We also have a Homestay Program, a good opportunity for cultural exchange between Brazilian students and foreigners.

In this guide you will find important information for your exchange stay at our University. If you have any doubts, please always contact us at FFLCH International Office: [ccint2.ffiich@usp.br](mailto:ccint2.ffiich@usp.br). We hope you enjoy your stay in São Paulo!

Best regards,

International Office FFLCH-USP

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## 1.1. Visa

Once you have been accepted for an exchange period at University of São Paulo, the International Office will send you the Acceptance Letter, which is one of the necessary documents for the Visa, requested by the Brazilian Consulate at your home country.



Here are the most common documents requested by the Brazilian Consulate to get that visa:

- 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 a Brazilian University;
- 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 costs during the stay in Brazil, notarized;
- 2 (two) recent photographs, front view, with a white background, and no spectacles or hats;



- 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 list of documents requested and the amounts of fees may have sudden changes, so it is important to check these close to your intended use of it. For further details and guidelines, contact the Embassy or Consulate of Brazil at your country [http://www.dce.mre.gov.br/estrangeiros/vistos\\_e\\_documentacao.php](http://www.dce.mre.gov.br/estrangeiros/vistos_e_documentacao.php).

## 1.2. CPF (Cadastro de Pessoa Física)

*(information taken from the website <http://www.fearp.usp.br/pt-br/international.html>)*

The CPF (Brazilian Social Security Number) is a document required in Brazil for several institutions, such as opening a bank account, registering a mobile phone number, acquisition of goods etc. To get a CPF number, the foreigner



must go to any Banco do Brasil, Caixa Econômica Federal or Post Office branch, fill out a form and pay a tax (around R\$ 7,00). To accomplish this procedure, the foreigner must already have the RNE number from their registration the Federal Police, and the passport.

After 72 hours, the exchange student must go to any Receita Federal office (<https://idg.receita.fazenda.gov.br/contato/unidades-de-atendimento/sao-paulo>) with the following documents:

- Proof of payment for the tax;
- Passport and RNM receipt;
- Proof of residence in Brazil, or a signed declaration from the person responsible for the residence testifying that the foreigner resides at the address indicated in the document;
- Document with parent's names, if this information is not in the passport.



### 1.3. Accommodation

The University of São Paulo does not offer accommodation for exchange students.

#### ➡ Suggestions of hostels for the first days in São Paulo:

In case of accommodation for immediate arrivals, FFLCH International Office has suggestions of hostels specialized in receiving exchange students:

#### **Sampa Hostel**

**Address:** Rua Girassol, nº 519, Vila Madalena, CEP: 05433-000

**E-mail:** contato@hostelsampa.com.br

**Phone:** 55 11 3034 1996

**Website:** [www.sampahostel.com.br](http://www.sampahostel.com.br)

#### **Girassol Hostel**

**Address:** Rua Purpurina, nº 199F, Vila Madalena

**Phone:** 55 11 2307-4494 **E-mail:** girassolhostel@gmail.com

**Website:** <http://girassolhostel.wix.com/hostel>

### 1.4. Health Insurance

During his/her stay in Brazil, the foreigner will be allowed to use the services of the Brazilian Public Health System only in case of emergency. For this reason, Universidade de São Paulo demands that students obtain health insurance (travel insurance), which should be purchased in their home country prior to their arrival in Brazil. The insurance policy must be valid for the entire period of intended stay in the country. The choice of one specific travel insurance or another is the student's responsibility.

## 1.5. Public Transportation

➡ **Bilhete Único:** Exchange students can get the “Bilhete Único Escolar”, which connects buses and subway lines in the city of São Paulo and also allows the students to pay half-fare of bus and subway tickets. To acquire this card is necessary to have the RNE number and to be enrolled at USP. The student must go to the “Setor de Passe Escolar”, located at Rua do Anfiteatro, nº 295 – Cidade Universitária.



➡ **Circular USP (BUSP):** University of São Paulo provides internal, free buses for students. The “BUSP” connects the Butantã subway station to the campus. All exchange students receive a card to have access to the Circular buses.

## FACILITIES

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### 2.1. Portuguese for Foreigners course (intensive and regular course)

The University of São Paulo offers regular and intensive Portuguese courses for foreigners, so that exchange students can improve their language skills while studying in Brazil. The Intensive course is given in the months of February and July, before the beginning of the semester. The Regular course is given during the semester, twice a week, 30 class hours. Both courses are offered for undergraduate and graduate exchange students and deal with both language and cultural aspects. More information at <http://clinguas.fflch.usp.br/node/1270>.

### 2.2. CEPEUSP (Centro de Práticas Esportivas)

The “Centro de Práticas Esportivas” is a multisport complex, which offers a variety of activities such as Fitness, Capoeira, Swimming, Soccer, Volleyball, Judo, Karate,



etc. It has a gym, sports courts, pools, athletics track, soccer fields and rooms for other physical activities. All exchange students can have access to the centre and also take part on the activities. More information at <http://www.cepe.usp.br/>.

### 2.3. Athletic Union



FFLCH’s Athletic Union is called AAAOA – “Associação Atlética Acadêmica Oswald de Andrade” and it is managed by the students. The Union organizes entertainments such as sport competitions, parties, and a large number of sport disciplines covering a wide variety of interests, such as soccer, volleyball, basketball, handball, swimming, chess, table tennis, etc.



All international students are eligible and more than welcomed to join the AAAOA by becoming a member of any of its constituent sport disciplines.

## 2.4. University Restaurants

The Butantã Campus has 4 (four) restaurants, which produce and distribute meals (lunch and dinner) at reasonable prices (R\$2,00). The lunch is served from Monday to Friday, from 11:15am to 14:15pm and dinner from 5:30pm to 7:45pm. The Central Restaurant serves breakfast from Mondays to Fridays, from 7:00am to 8:30am, at R\$ 0,50.



## 2.5. “Florestan Fernandes” Library

The University of São Paulo has 70 libraries installed in various faculties, museums, and research institutes on various campi. These libraries make up USP’s Integrated System of Libraries (SIBi).

FFLCH has its own library, called “Florestan Fernandes”. It was founded in 1987, and it is one of the biggest and most important libraries of the Butantã Campus. It has a physical area of 6200m<sup>2</sup> and maintains a collection of 392.051 books, 13.455 thesis, 5.900 titles of national and foreign



periodicals. This library serves the programs of Languages and Literature, Sociology, Political Science, Anthropology, Geography, History, and Philosophy.

The Florestan Fernandes Library is open to the public during class periods from Monday to Friday, from 8:30 a.m. to 10 p.m. and on Saturdays from 9 a.m. to 1 p.m. The exchange students have full access to this library and also to the other libraries on the Campus.

## 2.6. “Pró-Aluno” Rooms

“Pró-Aluno” is a student computer room, with access to internet and black-and-white printer. Each building has its own “Pró-Aluno,” and all exchange students receive a username and password at the beginning of the semester to have access to it.

## 2.7. CINUSP/ USP Theatre / Museums



Universidade de São Paulo offers various cultural options for its students and also for the community. It maintains several museums, and most of them have free entrance. The University City (Cidade Universitária) – Butantã Campus - houses the Museum of Contemporary Art (MAC – Museu de

Arte Contemporânea) and the Museum of Archaeology and Ethnology (MAE – Museu de Arqueologia e Etnologia). Inside the campus you will also find Cinusp “Paulo Emílio” with free movies from Mondays to Fridays, often followed by debates and seminars with professors and deans.

Around the city of São Paulo, there are other cultural options provided by USP, such as Paulista Museum (MP – Museu Paulista), the Museum of Zoology (MZ – Museu de Zoologia), the Science Station (Estação Ciência) and “Maria Antônia” University Center (Centro Universitário Maria Antônia), where USP Theatre is located, all of them providing students with a rich diversity of leisure and cultural options.

For more information about these and other leisure options, please visit the Rectory of Culture and Extension website: <http://www.usp.br/prc>.

## ACADEMIC INFORMATION

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### 3.1. Academic Calendar

The Brazilian academic year is from February to December and is divided in two semesters: the first semester is from February to June, and the second from August to December. In January and July we

have vacations period at University of São Paulo.

### 3.2. Enrollment Procedures

#### Undergraduate students

Undergraduate Exchange Students will have two weeks, after the official beginning of the classes, to choose the courses in which they wish to enroll (going to the classes and talking to the professors). After that, the official enrollment is made at FFLCH International Office. It is important to emphasize that each course has a limited number of vacancies for international students, so it is not possible to guarantee the enrollment for the courses chosen on the original study plan. For this reason, there is no problem if the student needs to change courses.

#### Undergraduate courses:

<https://uspdigital.usp.br/jupiterweb/jupDisciplinaBusca?tipo=D&codmnu=4526>

#### Graduate students

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.

Graduate Exchange Students must also have a RNM number to register at FFLCH. Without this number it will not be possible to enroll the student or to order the USP

cards (to find the procedures to get the RNM, please, see the RNM Guide). In addition, students need to have the RNM number before the beginning of the classes.

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, it is not possible to register a student at classes which have already started.

#### **Graduate courses:**

<https://uspdigital.usp.br/janus/componente/disciplinasOferecidasInicial.jsf>

### **3.3. Aspectos da Cultura Brasileira (Aspects of Brazilian Culture)**

This is a course offered and prepared exclusively to Exchange students. It is given once a week, with a total workload of 60 hours and 3 (three) credits. The course comprises weekly seminars, each one being of different theme related to Brazilian language and cultural aspects.



### **3.4. Frequency and grades**

➡ **Undergraduate (Graduação)** grading system at USP ranges from 0,0 (zero) to 10,0 (ten), where zero is the lowest grade and ten is the highest one. To pass a course, the student must fulfill two conditions: minimum score of 5,0 (five) and minimum attendance of 70%. The score represents an average of all work developed by the student.

If the final student score is below 2,99, he/she has failed the course. If the final student score is between 3,0 and 4,99, he/she will have a chance for re-evaluation: he/she still has a chance to pass. This is called REAVALIAÇÃO (Revaluation).

Each Professor has his/her own criteria for exams and work to be developed by the student. That information is detailed by professors in the first class of the course.

➡ **Graduate (Pós-Graduação)** grading system is based on four grades: A, B, C and R, where A, B and C are passing grades, and R is a failing grade. Minimum attendance required is of 75%.

➡ **USP Credit System:** USP academic credit system is based on Class Credit, and Work Credit. One class-credit is equal to 15 hours of class work, or class contact hours, and one work credit is equal to 30 hours of work outside the class.

➡ **ECTS AND USP CREDITS SYSTEM:** We suggest one USP Credit is equivalent to 2.5 ECTS, but it is your home institution that will determine the final equivalence.



### 3.5. USP card

After their arrival, exchange students will eventually receive the USP ID Card. This card contains the student's number that will identify him/her in the campus and will give him/her access to the libraries, university restaurants, and sports center. It can also serve as proof of student condition, being accepted at theatres, concerts, cinema, where exchange students can pay half tickets for entry.

### 3.6. FFLCH International Office

The Commission for International Cooperation (International Office) at Faculty of Philosophy, Languages and Human Sciences of the University of São Paulo is responsible, within FFLCH, for the coordination of activities related to international cooperation.



The Commission also orientates the students who are interested in academic activities abroad regarding the recommendation of foreign partner universities, conditions of inscription and selection for internships abroad, besides offering institutional support for foreign exchange students in this faculty.



**Address:** Rua do Lago, 717 - Room 130 - Cidade Universitária - CEP: 05508-080 - São Paulo - SP

**Phone numbers:** 55 11 3091-3572 or 3091-4622

**E-mail:** ccint.fflch@usp.br / ccint2.fflch@usp.br

**Operation hours:** Monday to Friday, 9:00 - 12:00a.m. and 1:30 - 5:00p.m.

## Map – University of São Paulo – Butantã Campus

