



## **GUIDEBOOK FOR INTERNATIONAL VISITORS**

Moving away from home can be a scary prospect, but it can also be a meaningful and fun experience. This guide is an effort to help international students, professors and staff adapt to a new life at UFABC.

Both undergraduate and graduate students can benefit from the information listed here about admission, but graduate students must consider the special conditions of the selection process they have participated in.

The information is structured in three main groups: BEFORE LEAVING HOME, AFTER YOUR ARRIVAL and LIFE AT UFABC. Each section covers the topics our past international visitors needed help with.

We are a fairly new university, located in an industrialized area in greater São Paulo, Brazil's largest and most populated city, state capital of São Paulo. The region is known as ABC, and the initials stand for the names of the three oldest cities in the area, namely Santo André, São Bernardo do Campo and São Caetano do Sul. So, no sunny beaches at our doorstep – but you'll find they aren't too far away either.

UFABC operates two campuses: one in Santo André and one in São Bernardo do Campo. Both campuses are still under construction, as the university keeps growing and more buildings are completed and more classrooms and labs made available.

**Index**

<b>BEFORE LEAVING HOME.....</b>	<b>3</b>
<b>APPLICATION .....</b>	<b>3</b>
<b>REQUIREMENTS.....</b>	<b>3</b>
<b>VISA .....</b>	<b>3</b>
<b>A PLACE TO STAY.....</b>	<b>4</b>
<b>MONEY MATTERS.....</b>	<b>5</b>
<b>AFTER YOUR ARRIVAL .....</b>	<b>6</b>
<b>AT THE AIRPORT .....</b>	<b>6</b>
<b>DOCUMENTS.....</b>	<b>6</b>
<b>GETTING AROUND.....</b>	<b>9</b>
<b>LIFE AT UFABC .....</b>	<b>11</b>
<b>THE UNIVERSITY .....</b>	<b>11</b>
<b>GETTING TO KNOW THE CAMPUSES.....</b>	<b>12</b>
<b>SAFETY AND SECURITY .....</b>	<b>14</b>
<b>CALENDAR.....</b>	<b>14</b>
<b>STUDENT ID CARD.....</b>	<b>14</b>
<b>ENROLLMENT .....</b>	<b>14</b>
<b>LANGUAGE COURSES .....</b>	<b>16</b>

## BEFORE LEAVING HOME

There is a lot of important information you need to ascertain before you become an international degree or non-degree seeking student.

First of all, although the university does not require a certificate of proficiency in Portuguese, our courses are taught in Portuguese, as is the course material. You can find some of the course material in English and we have Portuguese courses for foreigners, but it's best if you speak some Portuguese. Also, the application process takes a few months to complete, and has to be done at least 6 months prior to the start of term.

Our university is a government-funded higher education institution and, as such, we don't charge tuition. That means you don't have to pay any fees to apply; however, you are not exempt from your financial obligations with your home university.

## APPLICATION (for students)

### 1. Process

#### a. Academic Mobility for non-degree seeking students

Students interested in academic mobility must print out the Academic Mobility Application Form, fill it out and present it at their university's international office, where it must be signed and stamped with the university seal, attesting the student's eligibility for a mobility program. The form must be forwarded to us at [incoming@ufabc.edu.br](mailto:incoming@ufabc.edu.br), along with a few other documents (see Requirements below).

#### b. Programs for degree seeking students

Students interested in undergraduate degrees should take the National Entry Exam ([ENEM](#)). It happens once a year, and in order to sign up for it you need to have registered as a foreigner in Brazil and to have a CPF number – check the Documents section of this guide to find out more about them. You'll find step-by-step sign up instructions on this [link](#) (in Portuguese).

Students interested in graduate degrees should know that each program has special requirements for admission. Calls for programs are divulged at the programs' websites. You can check all the programs offered [here](#) (in Portuguese).

## REQUIREMENTS

All applicants should have a valid passport.

Mobility students must send us a scanned copy of the identification pages of their passports and a copy of their Academic Transcript, which is provided by their home university.

As for degree seeking students, they have to fulfill the requirements of the call they're applying for.

To know more about document authentication, and what needs to be done before you leave your country, please read section 3 of Documents.

## VISA

### 1. Acceptance Letter

It's the official document provided by us confirming that you have been accepted into one of our programs. We send them via email and a printout copy is usually enough for a student visa application. In case the Brazilian Embassy or Consulate requests the original letter, we can send it by post, and it can take up to 20 days for it to reach you, as long as you provide a correct and complete address, so make sure you pay attention to it.

## 2. About the visa

Students will come to Brazil on a student visa – **VISTO TEMPORÁRIO IV**, type IV visa, which is valid for a year and must be renewed before it expires. It allows you to study and to find internships while you're here. Please keep in mind that while you may accept paid internships, you won't be permitted to take formal employment here.

Other people, such as professors and staff, will come to Brazil on other types of visa – each case is unique and must be handled differently.

After receiving the acceptance letter, students should request their student visas at a Brazilian embassy or consulate. Here's a [list](#) (in Portuguese) of cities in alphabetical order of all Brazilian offices around the world. For every different country, there is a different set of rules and requirements.

The link to the visa application form is [here](#). For instructions in English, click on the British flag.

You'll need information about the university to complete your visa form:

Name of institution: Fundação Universidade Federal do ABC

Address: Avenida dos Estados, 5001

City: Santo André

State/Province: São Paulo (SP)

Postal Code: 09210-580

Telephone number: +55 11 3356 7220

Email: [incoming@ufabc.edu.br](mailto:incoming@ufabc.edu.br)

Make sure you keep all the original documents, especially the visa form. You'll need it later to register with the Ministry of Justice and the Federal Police in Brazil.

We strongly recommend you check out IATA's Travel Centre for customs and travel information. Their website is <http://www.iatatravelcentre.com>.

## A PLACE TO STAY

In Brazil, it's not common for public universities to have residence halls, which is why we don't offer Campus Living. We are going to present some of the alternatives available to our students, Brazilians and foreigners alike.

### 1. Temporary accommodations

#### a. Hotels

Hotels can be quite expensive, especially in places close to São Paulo, and are not a very good option if you're on a tight budget. There are two hotels within walking distance of the university, one for each campus. Ibis Santo André (Accor) is located next to a shopping center and a city park, and it takes you a 15-minute walk to reach campus. Their rates start at R\$ 150. PalmLeaf Residence (Bhaisa Group), located in São Bernardo do Campo, about 10 minutes away from campus and a shopping center, offers discounts for guests who stay for more than 30 days. In that case, their rate is R\$ 125.

#### b. Youth hostels

There are no certified hostels in Santo André or São Bernardo do Campo, but there are plenty in São Paulo close to subway stations, which makes it easy to reach Santo André by train. We suggest either one of two hostels that are part of Hostelling International. One of them is *Praça da Árvore* Hostel, close to *Praça da Árvore* subway station. You can make reservations [on their website](#) (in English) and find more information about pricing, location and what kind of amenities they offer. The other one is *Pousada dos franceses*, close to *Avenida Paulista*. You can make reservations [on their website](#) (in English) and find more information about pricing, location and what kind of amenities they offer. Please, read [this](#) to check membership requirements.

## 2. *Repúblicas* (home sharing)

Most of our students live in shared houses/apartments called “Repúblicas”. They can be run by the students themselves or by other people, who rent the houses and manage the bills. They’re mostly within walking distance of the university, about 5 minutes away. In some cases, you can even find furnished rooms. Prices range from R\$ 300 to R\$ 800, all bills included. The easiest way of finding a vacant spot is getting in touch with the students who have been at the university for a while.

### a. “*Morar UFABC*” & “*Repúblicas UFABC*” (Facebook groups)

The groups are run by students and are open to all students who wish to participate in it. Students are free to divulge vacancies where they live and to inform other participants of their interest in a place to live. They’re closed groups, but you can easily ask to join. The activity is in Portuguese, but we can help you getting in touch with other students if you should need.

The pages are located at: <https://www.facebook.com/groups/508526529199286/>  
<https://www.facebook.com/groups/633597580013005/>

## 3. Specialized websites

You can try websites that arrange room rentals, but don’t expect them to be updated very frequently. We can recommend [EasyQuarto](#) (in Portuguese), where we found the lowest monthly rates advertised.

## MONEY MATTERS

Living in Brazil can get a bit expensive. The cost of living can vary a lot according to one’s needs, but if you allow for food, rent, utilities, health insurance, transport, mobile, you should expect to spend about US\$800/month, while living in close proximity to campus in a shared apartment. Depending on the location and price range, you might even have to share a room. Meals at the campus restaurant cost R\$ 3,91 for students; during the week, both lunch and dinner are served, but on Saturdays, only lunch is served. On Sundays, the restaurant is closed.

## AFTER YOUR ARRIVAL

### AT THE AIRPORT

#### 1. Guarulhos International Airport (GRU)

Guarulhos is the largest airport in the state of São Paulo, and the busiest in Latin America, so most airlines operate there. It's your best option to get either to São Paulo, Santo André or São Bernardo by public transport.

There are two options if you want to leave the airport: the taxi service or public transport. The taxi service is operated by a co-operative called Guarucoop. They offer fixed rates that can be arranged at their desk, which is located right outside the international arrivals gate. From the airport to Santo André, for example, a taxi should cost you about R\$ 150,00.

As for public transport, you have two options: the Airport Bus Service lines, which cost R\$ 42,00, as it's an executive coach service. Three of them can take you to subway stations in São Paulo: **259 – República**, **472 – Barra Funda (via Tietê)** and **316 – Circuito dos hotéis**, the latter of which takes you to *Avenida Paulista*, where there are many subway stations. They may take one or two hours to arrive at the final stop.

The other option is an intercity bus that can also take you to a subway station: both lines **257 – São Paulo (Metrô Tatuapé)** and **299 – São Paulo (Metrô Tatuapé)** will cost you R\$ 5,15 and will take about an hour to reach *Tatuapé* subway station, depending on traffic conditions. (For more information on the transport system, check the **Getting around** section).

#### 2. Viracopos International Airport (VCP)

Viracopos is located in Campinas, a city that lies about 100 km to the northwest of São Paulo. It's a bit further away than Guarulhos, but it is possible to get to São Paulo, Santo André or São Bernardo by bus.

First, you have to go to the city's bus terminus ("*Terminal Multimodal Ramos de Azevedo*") by taking one of two buses: a city bus, **Line 193 – Rodoviária**, which operates from 6:00 am to midnight, and costs R\$ 3,00; or you can take the **Lirabus** executive coach, which operates from 6:00 am to 12:30 am, and costs R\$ 9,00.

Then, once you arrive at the bus terminus, you can get another coach to São Paulo, to *Terminal Rodoviário Tietê*. This will cost you about R\$ 25,00. It's possible to get a coach directly to Santo André (*Terminal Rodoviário de Santo André*) or to São Bernardo do Campo (*Terminal Rodoviário João Setti*) and these will cost you about R\$ 35,00.

All of these options should take you about 2 to 3 hours, depending on traffic conditions.

There are a lot of companies that provide transport from Campinas to these 3 cities, but we can specially recommend [Viação Cometa](#) and [Viação Santa Cruz](#). You can purchase your ticket from their website, but we recommend you purchase it at the terminus ticket booth before boarding. (For more information on the transport system, check the **Getting around** section).

## DOCUMENTS

#### 1. RNE – Registro de estrangeiro (Foreigner registration)

##### a. Why do you need it and how to get it

All foreigners who establish residency in Brazil are required to register with the Federal Police within **30 days** from the date of entry into the country. In order to do it, you have to apply online and schedule an appointment to present your documents.

Fill out the application [here](#).

Tab "Dados pessoais"

You'll be asked to inform "**Unidade da Polícia Federal**" from a drop down menu. Choose "**SP**". Then, choose "**DELEMIG/SP – SAO PAULO**".

List your personal information, as follows: your full name for "**Nome atual completo**", your father's name at "**Nome do pai completo**", your mother's name at "**Nome da mãe completo**"; choose your gender from a drop down menu: **MASCULINO** for male or **FEMININO** for female; your date of birth at "**Data de nascimento**" in dd/mm/yyyy format; choose your marital status from a drop down menu: **SOLTEIRO** for single, **CASADO** for married, **VIÚVO** for widow/widower, **SEPARADO JUDICIALMENTE** for legally separated, **DIVORCIADO** for divorced, or **OUTROS** for other options; choose the country you were born in from a drop

down menu at "**País de nascimento**"; the city you were born in at "**Cidade de nascimento**"; choose your nationality from a drop down menu at "**País de nacionalidade**".

In "**Ocupação principal**", click the magnifying glass and choose "**ESTUDANTE**" from the list.

Inform your email and click "**Próxima**" to move on.

#### Tab "Entrada no País"

On the next page, "**Local de entrada**" is where you'll be asked to inform your port of entry (e.g. if you fly into Guarulhos Airport, you'll choose "SP" from the first drop down menu and "GUARULHOS" from the next); "**Data de entrada**" is your arrival date, "**Meio de transporte**" is the mode of transport by which you arrived in Brazil: **AVIÃO** for airplane, **NAVIO** for ship, **ÔNIBUS** for bus and **OTHERS** for other options; "**Tipo documento de viagem**" asks for the kind of document you used to get into Brazil: from a drop down, choose **PASSAPORTE** if it was your passport, inform the passport number in "**Número doc de viagem**" and choose the country that issued your passport from the drop down menu at "**País expedidor doc. viagem**". If it was your home country's identity card, choose **CARTEIRA DE IDENTIDADE** instead, inform the card number and country that issued the card.

Click "**Próxima**" to go on to the next page.

#### Tab "Endereço Residencial"

On the next page, you'll have to provide an address in Brazil: in "**Endereço**", inform your street name and number; in "**Distrito/Bairro**", inform your district; in "**Cidade**", first choose "**SP**" from the first drop down menu and the city from the second; "**CEP**" is the postal code and "**DDD – Telefone**" is a telephone number, with the area code 11 in the first space. If you don't have a landline, you can enter the International office number: 11-33567220. Inform your mobile number and click "**Próxima**".

#### Tab "Endereço Comercial"

The next page is where you list the information about the university. In "**Estabelecimento Comercial/Estudantil**", enter UFABC. Then inform Av. Dos Estados, 5001 for "**Endereço**" and Bangu for "**Bairro**". Choose "**SP**" and "**Santo André**" from the drop down menus. Click "**Próxima**" one last time.

#### Tab "Termo Responsabilidade"

The last page is where you establish the truth of all information provided by ticking the box and copying the CAPTCHA text.

Finally, click "**Salvar**". Print out the form and keep it in hand.

#### Scheduling an appointment – "Agendamento"

The next step in scheduling your appointment at Superintendência Regional de São Paulo on this [page](#). You'll have to inform the "**Código de Solicitação**" on the top left of the application form you have just printed, the CAPTCHA text and click "**Prosseguir**". Choose your preferred date and time. Click "**Salvar**" and print out the page. Make sure you keep this appointment and arrive there early.

#### Issuing the GRU

Then, you have to issue a document called "GRU", which is what you'll take to the bank to pay for the registration fees. They can be issued [here](#). You'll have to do this twice. Twice, you'll enter your full name ("Nome"), street address and number ("Endereço"), district ("Bairro"), city ("Cidade"), country ("País"), your email and your mother's name ("Nome da mãe").

In "**Unidade Arrecadadora**", choose "**SP (027-2) SUPERINTENDENCIA REGIONAL NO ESTADO DE SAO PAULO**".

On the first time, click on the magnifying lens next to "**Código da Receita STN**" and choose "**REGISTRO DE ESTRANGEIROS/REESTABELECIMENTO DE REGISTROS**". It will automatically fill the information for "**Valor total R\$:**" with 64,58.

Click "**Gerar guia**" and it will open up a window that you have to print.

On the second time, click on the magnifying lens next to "**Código da Receita STN**" and choose "**CARTEIRA DE ESTRANGEIRO DE PRIMEIRA VIA**". It will automatically fill the information for "**Valor total R\$:**" with 124,23. . Click "**Gerar guia**" again and print the new window.

Pay both registration fees at any bank and keep the payment slips.



## b. How to get there and what to take with you

The Federal Police headquarters is located at Rua Hugo D'Antola, 95 - Lapa de Baixo.

Assuming you're setting off from Santo André, you can take the train from **Estação Prefeito Celso Daniel – Santo André**, which is quite close to the university. You have to board **CPTM Line 10 Turquesa** towards **Brás**.

When you get to **Brás**, you have to switch trains and board **Metrô Line 3 Vermelha** towards **Palmeiras-Barra Funda**.

There, you can switch to **CPTM Line 7 Rubi** and get off at **Lapa** station. Take the exit at Rua Engenheiro Fox and walk towards Rua Hugo D'antola, until you see a sign that says "Departamento de Polícia Federal". The trip should take you about 2 hours.

You should take all following documents:

- Your passport, with copies of all used pages;
- Visa and original visa request form;
- 2 (two) portraits, size 3 cm x 4 cm, against a white background;
- The payment slips;
- Some form of proof of address.

The proof of address can be a household bill, but you're going to have to take with it a document from the person whose name is on the bill, stating you live with them. Ask the person to authenticate their signature on the document.

The Police are going to put a stamp on your passport, with a protocol number confirming you have registered with them. The actual identification card, called CIE – *Cédula de Identidade de Estrangeiro* – will get ready in about 60 days, and you'll have to go back there to take it.

## 2. CPF – Cadastro de Pessoa Física

The individual taxpayer registration can be obtained before you even come to Brazil, but we recommend you do it as soon as you get your RNE. It is a number that represents a person at the Brazilian Tax authority (*Receita Federal*), and you need it to open a bank account and to make all kinds of purchases. The registration form can be found [here](#) (in English).

You first have to select your country from a drop down menu. As you're already in Brazil, select "**Others**". Click **Send** to go to the next page. First, select **Registration**. Then, fill out your **full name**, your **gender**, your **date of birth**, your **mother's full name**, your **address (in Brazil)**, your **nationality**, your **phone number** if you have one and your **email**. Leave date of exit black. Click **Submit**.

You'll see a pop up window, which you'll have to print and take to a post office (called "Correios"). Make sure you take your documents (Passport, RNE) with you. It costs R\$5,70. They'll give you a receipt, which you'll take to *Receita Federal*, along with your other documents.

Before you go, you can check out the status of your request [here](#).

There are two *Receita Federal* offices nearby: **CAC Santo André**, located at Avenida José Caballero, 35 – Vila Bastos and **CAC São Bernardo do Campo**, located at Rua Marechal Deodoro, 480 – Centro.

## 3. Diploma validation for graduate students

If you graduated from a foreign institution, you have to present your diploma and academic transcript, both authenticated by the Brazilian Embassy in the country where they were issued, in order to enroll in a graduate program.

You can also choose to validate your undergraduate diploma with a Brazilian university; Brazilian universities are able to validate diplomas of programs that they offer, or that are very similar to them. In that case, here's what you should present at the university:

- A letter to the Rector soliciting your validation (in Portuguese), the template for which can be found at [this page](#), under "Modelo de requerimento de revalidação de diploma de graduação estrangeiro";



- Diploma: original, authenticated by the Brazilian Embassy or Consulate in the country where it was issued, a certified translation of the diploma in Portuguese, plus a copy of the diploma after it's been authenticated and of the translation;
- Academic transcript: original, authenticated by the Brazilian Embassy or Consulate in the country where it was issued, a certified translation of the transcript in Portuguese, plus a copy of the transcript after it's been authenticated and of the translation;
- Course syllabus and curriculum of all courses listed in the transcript: authenticated by the Brazilian Embassy or Consulate in the country where it was issued, plus a copy of the document after it's been authenticated;
- Declaration issued by the Brazilian Embassy or Consulate or other competent authority as to the regularity of the institution of education that issued the diploma, in the latter case authenticated by the Brazilian Embassy or Consulate, a certified translation of the declaration in Portuguese, plus a copy of the declaration after it's been authenticated;
- Secondary school diploma: original, plus a copy;
- RNE: original, plus a copy;
- Marriage certificate: original, in case you got married and changed your name since the diploma has been issued, plus a copy;
- Payment of validation fee for R\$ 1300 (thirteen hundred *reais*), the slip of which can be issued at this [page](#).

Instructions on issuing the slip (called **GRU**):

In the field "**Unidade Gestora UG**", insert the number **154503**. Then, you'll be able to choose "**FUNDACAO UNIVERSIDADE FEDERAL DO ABC**" from the drop down next to "**Gestão**". In "**Código de Recolhimento**", select "**28927-2 - Taxa de Registro de Diploma**" from the drop down menu and click "**Avançar**".

On the next page, you'll fill in the information marked in red.

In "**Número de Referência**", insert "**99.402**", which is the code for undergraduate diploma validation.

In "**Competência (mm/aaaa)**", insert the current month in mm/yyyy format. As for "**Vencimento (dd/mm/aaaa)**", insert the last day of the current month in dd/mm/yyyy format. The slip must be paid before this date.

In "**CNPJ ou CPF do contribuinte**", put your CPF number and in "**Nome do Contribuinte/Recolhedor**", add your full name.

"**(=) Valor Principal**" is where you'll insert the cost of the service, and that's "1,300.00". Insert the same amount for "**(=) Valor total**". Click "**Emitir GRU**" and it'll open in a new window. Print it and take it to a *Banco do Brasil* agency for payment.

Please note that the fee is non-refundable, so make sure the university can validate your diploma.

The whole process should take up to 90 days. After it's been validated, you'll have to register it. Registering your validated diploma costs R\$ 150 and you have to follow the same steps to issue the GRU, and this time you'll insert code "**99.401**".

#### 4. Visa/CIE Renewal

According to Brazilian Laws and regulation, a temporary visa must be renewed before it expires. Foreigners interested in renewing their visas can do it starting 30 days before the expiry date. After it expires, a visa may no longer be renewed in Brazilian soil.

The process is very similar to foreigner registration, just complete the application form [here](#) (instructions above) and proceed to the Federal Police headquarters.

## GETTING AROUND

### 1. São Paulo, Santo André, São Bernardo do Campo

São Paulo, the state capital, is a huge metropolis, with lots to do and crazy traffic jams. Getting around can be a little complicated, as there are about 2500 bus lines connecting 67 subway stations from five different Metrô lines, 28 bus terminals and lots of train stations from six different railway lines. You can check out the transport system layout on this [map](#). The easiest way of finding out how to get where you want to go is by checking the map. Here's a brief outline:

Metrô **Line 1 – Blue** connects the north and the south; Metrô **Line 2 – Green** runs underneath busy *Avenida Paulista* and runs closest to Santo André and São Bernardo do Campo; Metrô **Line 3 – Red** runs west to east, and gets the closest possible to Guarulhos International Airport, at *Tatuapé* station; Metrô **Line 4 – Yellow** goes downtown from the busy financial center in the southwest of town; Metrô **Line 5 – Lilac** is very small, running to the southwestern border of the city.

CPTM Lines 7 – Rubi, 8 – Diamante, 9 – Esmeralda, 11 – Coral and 12 – Safira are railway lines that connect the capital to different parts of the metropolitan area. CPTM **Line 10 – Turquesa** is the line that cuts through ABC: it connects with Metrô **Line 2 – Green** on *Tamanduateí* station and **Santo André – Prefeito Celso Daniel** station is the closest to the Santo André campus.

EMTU **Corredor Metropolitano ABD** is a bus rapid transit system that connects Metrô Line 1 in São Paulo to *Santo André* station and *Terminal São Bernardo*.

Santo André is much smaller than both São Paulo and São Bernardo do Campo, and is a bit of a contradiction: it houses a great number of companies in the chemical industry and a large green area, with scattered city parks and protected areas. There's even a remote English village from the nineteenth century that hosts a winter festival. There are many shopping centers, one quite close to campus, a busy nightlife in *Rua das Figueiras*, an interactive science museum with planetarium called "*Sabina*".

São Bernardo do Campo is a pretty quiet town. The city bus terminus (*Terminal São Bernardo*) is about 10 minutes away from campus, the busy nightlife is in *Avenida Kennedy*, where there's also a shopping center and a gymnasium.

The weather here is very unpredictable: it can rain unexpectedly; it can get foggy in the nights, windy in the evenings and really hot during the day, even in winter. Temperatures here average 30°C in the summer, 19°C in winter and fall, 27°C in spring. The rainy season starts in the summer, and it usually rains in the afternoon. Make sure to always carry an umbrella with you.

## 2. **Bilhete Único**

A travel card that allows you to board buses in São Paulo, the subway, and the CPTM trains. In order to get one, you have to register with SPTrans, who manages the transport system in São Paulo. You can register as a student and pay half the fares. It also gives you a discount on trips that require transfers between buses and the subway or the trains for a period of up to 2 hours. One of the advantages is that you can purchase credits online and you don't have to stand in line to get tickets for the trains. You can sign up [here](#) (in Portuguese), just click "**Iniciar Cadastro**".

## 3. **BOM**

It is also a travel card, one that works only on intercity buses, like the ones that connect Santo André, São Bernardo do Campo and São Paulo. You can register as a student and pay half the fares, but you don't get a discount on transfers. In this case, you have to register with EMTU, who manages transport between cities in Greater São Paulo. This card also works on CPTM stations and some subway stations. You can sign up [here](#) (in Portuguese). Note that you have to have your RNE number in order to register as a student.

## LIFE AT UFABC

### THE UNIVERSITY

You can find information about the university and the offices at the website [ufabc.edu.br](http://ufabc.edu.br), though it's mostly in Portuguese.

Both campuses are still under construction, so students will witness a lot of change around here.

Make sure you enjoy the extra classroom activities and opportunities to interact with our students. There are several student-run organizations at the university, like DCE, the students' representative council; AXIS, the athletic department; UFABC Cheer, the cheering squad; the Aero and Rocket design teams; the chess club; IEEE UFACB; the Finance League; *Infanteria*, our marching band; these and many others can be found on the ground floor of *Bloco A* in Santo André.

The university offers a free shuttle service between campuses. The service runs on weekdays and Saturdays, during term time. During vacation time, it runs on a special schedule. A fleet of 5 buses operate 3 different routes: Campus Santo André to *Estação Santo André* ("Linha 01"); Campus Santo André to Campus São Bernardo ("Linhas 2, 3, 4"); Campus São Bernardo to *Terminal São Bernardo* ("Linha 05"). The timetables are under "**Transporte**" on the main page of the website.

Here's a brief explanation of how things are structured around here:

#### **PROGRAD – The Provost Office for Undergraduate Education**

This office handles all academic affairs concerning undergraduate students. Student services such as requesting official academic transcripts can be done at *Secretaria Acadêmica*. They are in charge with the release of the term schedule and the management of the enrollment system.

They have a program called PEAT (*Programa de Ensino e Aprendizagem Tutorial*), which is an Academic Advising Program that pairs a student and a teacher so they can discuss the student's objectives and options. International students can also participate in it, and you can choose any professor in the university to help you.

As for paid internships, which international students are allowed to accept, the office is also responsible for checking the documents and signing the contract.

The link to their website can be found under "**Graduação**" on UFABC's main website.

#### **PROPG – The Provost Office for Graduate Education**

This office handles all academic affairs concerning graduate students, such as acceptance letter emission, registration and enrollment.

The link to their website can be found under "**Pós-graduação**" on UFABC's main website.

#### **PROPES – The Provost Office for Research**

This office heads all research activities in the university. Students can choose to participate in the Undergraduate Research Program (*Iniciação Científica*); all they have to do is get in touch with a professor whose line of research they're interested in.

The link to their website can be found under "**Pesquisa**" on UFABC's main website.

#### **PROEX – The Provost Office for Outreach**

This office is in charge of all the outreach initiatives the university has to offer to the greater public. They organize courses, events and all kinds of activities for students.

The link to their website can be found under "**Extensão**" on UFABC's main website.

#### **PROAP – The Provost Office for Community Affairs and Affirmative Actions**

This office is behind the social inclusion initiatives the university offers students, such as financial aid, psychological support, sports activities. International students are welcome to participate in all their initiatives.

The link to their website can be found under “**PROAP**” on UFABC’s main website.

#### **CECS (Center for Engineering, Modeling and Applied Social Sciences)**

This faculty is responsible for the **Aerospace, Biomedical, Energy, Management, Environmental and Urban, Information, Instrumentation, Automation and Robotics** and **Materials** Engineering programs, as well as the **Economics, International Affairs, Public Policy** and **Territorial Planning** Bachelor’s programs.

It is located in Tower 1 in *Bloco A* in Campus Santo André. Their website is [cecs.ufabc.edu.br](https://cecs.ufabc.edu.br).

#### **CMCC (Center for Mathematics, Computation and Cognition)**

This faculty is responsible for the **Computer Science, Mathematics** and **Neuroscience** Bachelor’s programs, as well as the **Mathematics** Teaching program.

It is located in Tower 2 in *Bloco A* in Campus Santo André. Their website is [cmcc.ufabc.edu.br](https://cmcc.ufabc.edu.br).

#### **CCNH (Center for Natural and Human Sciences)**

This faculty is responsible for the **Biological Sciences, Chemistry, Philosophy** and **Physics** Bachelor’s programs, as well as the **Biological Sciences, Chemistry, Philosophy** and **Physics** Teaching programs.

It is located in Tower 3 in *Bloco A* in Campus Santo André. Their website is [ccnh.ufabc.edu.br](https://ccnh.ufabc.edu.br).

## **GETTING TO KNOW THE CAMPUSES**

### **1. Santo André – Bloco A, Bloco B, Bloco C**

The campus occupies a large area surrounded by four streets: *Avenida dos Estados, Rua Santa Adélia, Rua Abolição* and *Rua Oratório*, as shown in the map below. The easiest way to access the campus on foot is by coming in through where there is a pedestrian gate. There is pedestrian access in *Rua Santa Adélia, Rua Abolição* and *Avenida dos Estados*, this one right next to a big supermarket. To access by vehicle, you must go to *Rua Oratório*.

There are four buildings currently in use: *Bloco A, Bloco B, Bloco C* and the university restaurant.

*Bloco A* is where the majority of undergraduate courses take place. It houses the three faculty centers: CMCC, CCNH and CECS.

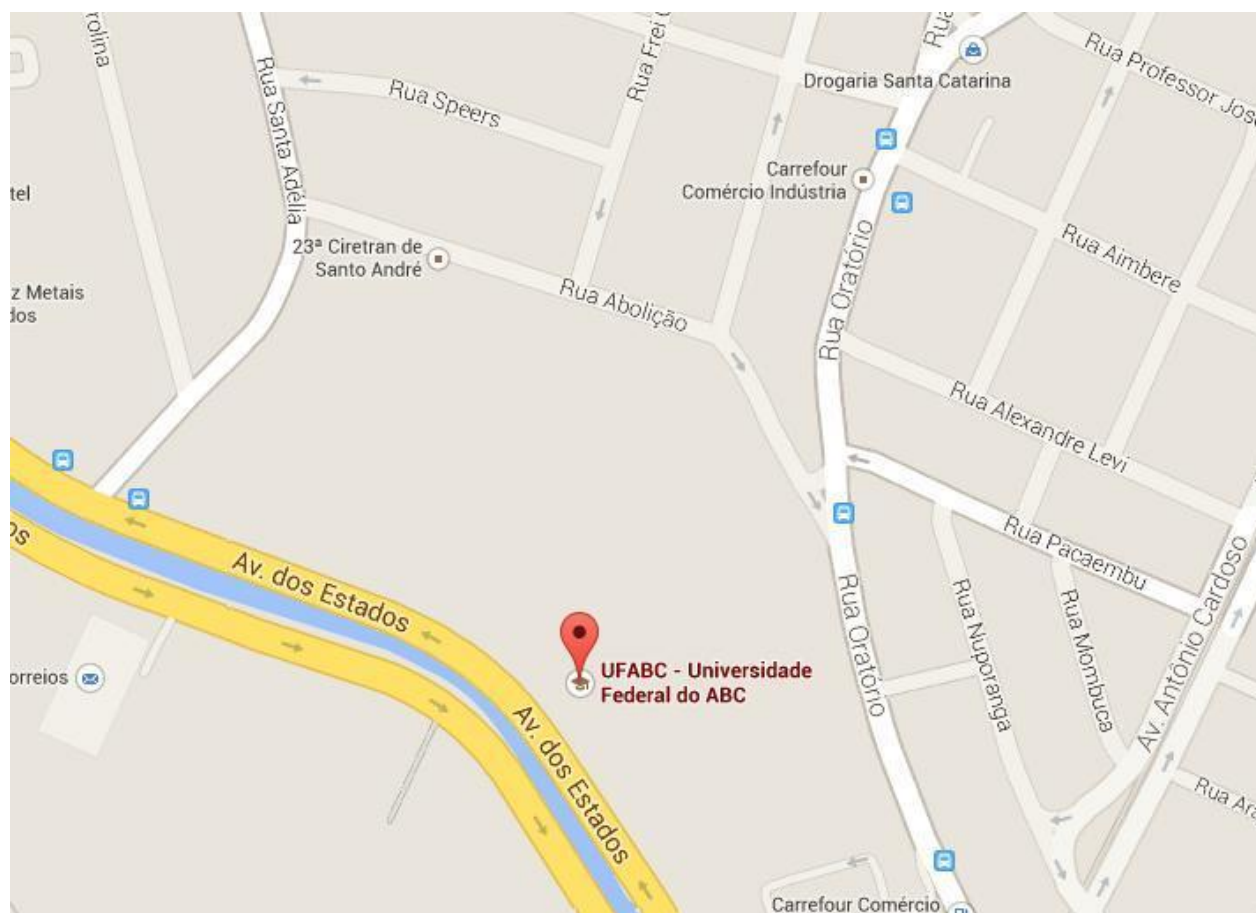
Each center occupies one of the three towers. The professors’ offices and classrooms are distributed accordingly. It is also where the infirmary, International Affairs, PROGRAD, PROEX and PROAP offices are located, all of them on the ground floor.

*Bloco B* is where the Graduate Office is located and where most of the graduate courses take place. There are also research laboratories on every floor, the CEM (*Central Experimental Multiusuário*) laboratory on the ground floor and professors’ offices on the top three floors. The roof is used for sports activities.

*Bloco C* is where the library is located.

The restaurant is located in front of *Bloco A*.





(Map taken from Google ©)

## 2. São Bernardo do Campo – *Bloco Alpha, Bloco Alpha II, Bloco Beta, Bloco Gama, Bloco Delta*

The campus has two entrances: one in *Avenida São Paulo*, for vehicle and pedestrian access, and the other in *Rua Arcturus*, exclusive for pedestrian access. Public transport can take you as far as *Avenida Senador Vergueiro* and *Avenida Kennedy*, shown in the map below.

There are five buildings currently in use: *Bloco Alpha I*, *Bloco Alpha II*, *Bloco Beta*, *Bloco Gama* and *Bloco Delta*.

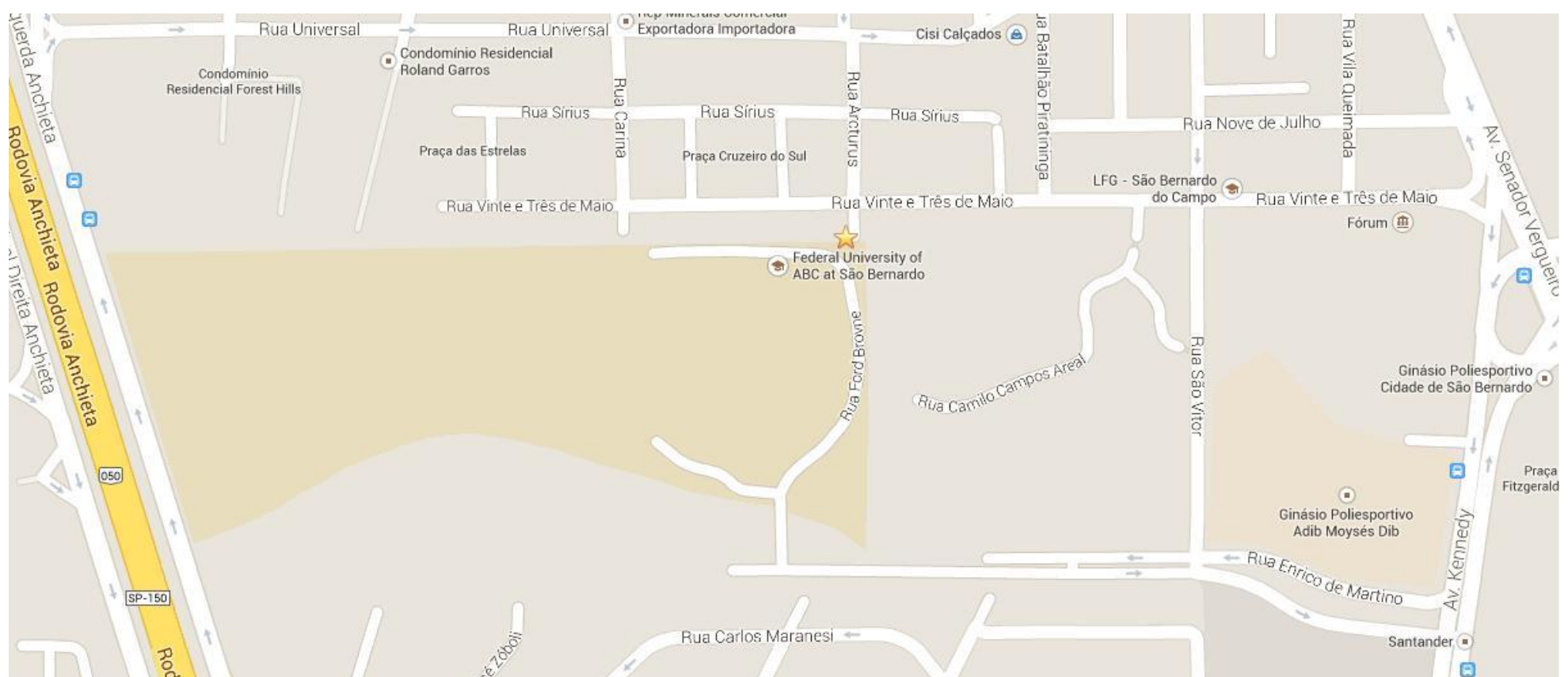
*Bloco Alpha I* houses classrooms and laboratories on the top floor. On the ground floor, you'll find the offices of PROGRAD and PROAP.

*Bloco Alpha II* houses classrooms.

*Bloco Beta* houses the auditorium on the ground floor, as well as the library and the infirmary, the former located on the first floor, the latter on the second.

*Bloco Gama* houses the university restaurant.

*Bloco Delta* houses professors' offices, research laboratories and a patio with chess tables.



(Map taken from Google ©)

## SAFETY AND SECURITY

Though *Santo André* station is quite close to campus, we advise you don't walk that way by yourself, especially not after dark. Keep your electronic devices in your bag when you walk around the street, don't carry large quantities of money with you and always carry your personal documents.

Police emergency number: **190** (911 or 112 also redirects there, they have agents prepared to speak English and Spanish)

Emergency and urgent care service "SAMU": **192** (In Brazil, health care is free; we advise you to have health insurance all the same.)

Fire Department (fires, life hazard, dangerous animals, critical emergency service) "Bombeiros": **193**

## CALENDAR

Our academic year starts in January and is divided into 3 terms, which are called "*quadrimestres*"; every year, they begin and end at a different date. In-between these periods, we have a few weeks of recess.

The calendar applies for both campuses and for undergraduate and graduate programs, though there are some particularities to each, such as enrollment period. You'll find the calendar at PROGRAD's or PROPG's website, under "*Calendário Acadêmico*".

## STUDENT ID CARD

### 1. Campus Access

Campus Santo André is equipped with physical access control. To enter *Bloco A* or *Bloco B* you must present the ID card provided by the university. When you arrive on campus for the first time, you'll have to present a personal document in order to gain access. Make sure you have a copy of your acceptance letter when you get here.

If you're a graduate student, your ID card may take a while to get ready, so you'll be given a provisory card, which must be returned upon delivery of your actual card.

### 2. Library

The library in Campus Santo André is located in *Bloco C*. In Campus São Bernardo do Campo, it's located in *Bloco Beta*, on the 1st floor. You need a student ID card to borrow books. Students are allowed to borrow 5 books at a time, for 7 days. Unless a book has been recalled, you have a right to renew it 10 times. Books may only be renewed online. If you forget to do so, or if a book has been recalled and you don't return it, you'll be blocked from borrowing books for a period of time – 5 days for each book delayed, every day until the book is returned.

The library system can be accessed at <http://www.biblioteca.edu.br>. You can log in using your email credentials (*Login integrado UFABC*). To renew books, click "*Circ./Renovação*", check the desired books and click "*Renovar itens selecionados*". If it says "*Item renovado*", you can keep the book. If it doesn't, you have to return it.

### 3. RU – Restaurante Universitário

There are two restaurants, one on each campus. Students pay R\$ 3,91 for a meal; Professors and visitors pay R\$9,77 and entrance is subject to the presentation of the university ID card.

You can find the week's menu on UFABC's main page, in the link "**Cardápio**", under "**Restaurante Universitário**".

## ENROLLMENT

### 1. Undergraduate programs

The first step is to register at <https://acesso.ufabc.edu.br/cadastro/index>, and you can use your passport number for that. Just choose "**Passaporte**" from the drop down menu and inform the passport number in "**Número do documento**"; click "**Continuar**" to go on to the next page.



You will then review your personal information and select a screen name and a password; the website's default language is Portuguese, but it's a simple matter of checking if the information is correct. Let us know whether they're wrong or if you have any problems.

With those credentials, you'll be able to log into the student email system (your email will be yourscreename@aluno.ufabc.edu.br), the enrollment and library systems, as well as Tidia Ae, our learning management system.

The enrollment system can be accessed at <http://matricula.ufabc.edu.br> and you can log in to enroll in courses at least two months prior to your arrival and the start of term. Every year, the exact date changes, as it depends on the current calendar.

When you log in, you'll see the courses listed in three separate categories ("**Obrigatórias**" or Mandatory, "**Opção Limitada**" or Limited Option, "**Livres**" or Free credits), but you can sign up for any of them, according to your availability. The courses are displayed in alphabetical order, with the course code followed by the course name, number of seats offered and number of sign up requests, and in brackets (X – X – X) the information about the course **CLH**, meaning the hours spent in lectures for **C**ontact, the hours spent in **L**aboratories for practice and the required amount of **H**ome study, which you should take into consideration when you plan your schedule. You'll also be able to see the campus a course is being offered at and the time of classes, when you click "**Ver detalhes**".

As you select your preferred courses, you'll see the timetable "**Tabela de horários**" filling up, with color codes for each course. When it's colored red, it means something could be wrong.

Please note that, for practical reasons, some courses with a total of 3 hours of Contact have one weekly class of 2 hours and a biweekly one of 2 hours, so as to avoid leaving blank periods and maximize class time. Biweekly classes are planned as "semanal I" or "semanal II", as terms starts with week type I. If you pick two courses with biweekly classes, they have to be of different week types. So make sure you take this into account and create a conflict-free schedule.

Students also have to fill out the Incoming Student Form, sent with the enrollment procedures, where they'll provide travel info, emergency contacts, health insurance info and other personal details.

## 2. Graduate programs

Students usually arrive in Brazil a few days before enrollment, and it happens at a different date every *quadrimestre*. Once you get the result from the selection process, you can inquire about it.

Enrollment procedures are different for freshmen and upperclassmen.

### a. Freshmen

Students will receive an email with their credentials for accessing the enrollment system a week before it opens. When you access "**Portal do Aluno**" for the first time, log on using the ID and password you have received and click "**Entrar**". You'll then add your personal details before you go on to the course list.

Select the courses you're set to sign up for, as previously discussed with your adviser. Print out your course selection, take to your adviser for her/his signature and bring it to the Graduate Office, along with the following original documents and copies in A4 paper:

- Passport and visa;
- RNE (or the stamp on your passport);
- CPF;
- Birth or marriage certificate;
- Proof of address;
- A portrait, size 3 x 4 cm;
- Undergraduate degree diploma (authenticated by the Brazilian Embassy or Consulate in the country where it was issued);
- Full academic transcript of your undergraduate degree;
- Master's degree diploma, for doctoral students (authenticated by the Brazilian Embassy or Consulate in the country where it was issued);
- Full academic transcript of the master's degree;

- A declaration stating you comply with rules of Graduate Programs at UFABC (found [here](#));
- A declaration from your adviser, if you already have one, stating her/his acceptance of you as an advisee (found [here](#)).

## **b. Upperclassmen**

Before enrollment begins, you will hear about the period during which the system will be open.

When the time comes, log into **Portal do Aluno**, choose the courses you want to sign up for, generate a document (in pdf format) and send it via email to your adviser. The email subject must be identified with your course code (see list below), the current year and *quadrimestre* (for example, for the first *quadrimestre* of 2015, it has to be 2015.1), your registration number (RA) and your full name.

Your adviser will approve of your selection and forward your document to [posgraduacaoufabc@ufabc.edu.br](mailto:posgraduacaoufabc@ufabc.edu.br).

Every program has a different code:

BIS – Biosystems  
BTC – Biotechnoscience  
CCM – Computer Science  
CHS – Social and human sciences  
CTA – Environmental Science and Technology  
CTQ – Science and technology - Chemistry  
EBM – Biomedical engineering  
EEL – Electrical engineering  
ENE – Energy  
ENS – Education, history and philosophy of Science and Mathematics  
EVD – Evolution and diversity  
FIL – Philosophy  
FIS – Physics  
INF – Information engineering  
INV – Innovation Engineering and Management  
MAT – Mathematics  
MEC – Mechanical engineering  
NMA – Nanosciences and advanced materials  
NCG – Neuroscience and cognition  
PGT – Territorial management and planning  
PPU – Public policy

## **LANGUAGE COURSES**

We offer language courses for professors, staff and students; international students are welcome to participate in them. Calls for the courses are published on our website periodically and students who wish to get a certificate at the conclusion of the course must sign up, follow the instructions and abide by the rules described in the call.

When students fail to sign up for a course, if there are openings in a course, they can choose to participate as attending students, which means they won't get a certificate at the end of the course.

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