Dear Partner and colleagues,

We are glad for your students’ interest in coming to PUC - Rio de Janeiro to study with us. We are sending you important information about our international programs.

If you need further assistance, just contact us or access our website:

http://www.puc-rio.br/ensinopesq/ccci/incoming/

Through our website prospective students will be able to access PUC-Rio’s application form, which must be filled out online. In addition, there is some information regarding the required documents for applying, frequently asked questions, our housing program, deadlines, etc.

The aim of the exchange program is to offer the International student the possibility to have the credits taken at PUC approved for their undergraduate and graduate courses at their home Universities.

We created a new promotional material to encourage more exchange students coming to PUC-Rio. This material is easier and more comprehensive for people that use English as a communicational language. Therefore, if you need material to promote better our university among your students, let us know. You will be able to distribute it during your academic events, seminars, meetings, and fairs. It will be a great opportunity to deepen our wonderful and fruitful partnership.
### EXCHANGE STUDENTS

**WHO:** Undergraduate and graduate students enrolled in institutions that have an exchange agreement with PUC-Rio. In addition to Portuguese as a Second Language (required), these students may attend other regular courses according to her/his area of interest.

**CREDITS:** Academic credits are obtained.

**TRANSCRIPT:** The student will receive an official PUC-Rio transcript listing the courses taken and, for each one, the total number of class-hours, number of credits obtained and final grade.

**APPLICATION:** To apply, the student must obtain more information at his/her home institution’s Study Abroad Office and observe all the requirements of its exchange program.

**DEADLINES:**
- October 15th: First term (first semester)
- February/March to July
- May 15th: Second term (second semester) - August to December.

**Administrative Cost:** So as to provide our students enriching activities during their stay in Rio de Janeiro, an administrative cost is charged to all exchange students. **It is MANDATORY** to all incoming students and **CAN NOT BE WAIVED** under any circumstance.

More details about the payment, please access:
- http://www.puc-rio.br/ensinopesq/ccci/fees_tuition.html

**VISA:** Student visa is required. The visa must be obtained BEFORE the entrance in Brazil. A tourist visa can not be transformed in a student visa once in the country.

### DOUBLE DEGREE STUDENTS

The double degree program is a special cooperative program between PUC-Rio and other universities (see the list of universities on the website). The students who have concluded the first two years at his/her home university can spend two years studying at PUC-Rio and obtain two degrees: one from PUC-Rio and one from his/her home university.

International students who participate in this program are considered to be a part of the exchange program and are subject to the same rules. Furthermore, as they will obtain a diploma from PUC-Rio, they must provide the documents listed in our site below, and that they pursue a certain number of obligatory courses, in particular, disciplines of religious culture (see the statement below).

**A- ON LINE APPLICATION FORM (Mandatory):** The application form must be filled out on-line by the student for all types of registration (i.e. Intensive Program, Semester Exchange, double degree and Housing) accessing the following link: [http://www.puc-rio.br/ensinopesq/ccci/forms-hp.html](http://www.puc-rio.br/ensinopesq/ccci/forms-hp.html)

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Watch the video: "Vidéo d’orientation pour préparer un double diplôme à la PUC-Rio":
- [Arquivo para download (tamanho: 127Mb)](http://midia.puc-rio.br/ensinopesq/ccci/videos/video_ccci_duplica_diplomacao.mp4)

- **Youtube:** [https://www.youtube.com/watch?v=q4HDofryVo4](https://www.youtube.com/watch?v=q4HDofryVo4)

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PORTUGUESE AS A SECOND LANGUAGE

All international students at PUC-Rio must take the Portuguese online test.

PORTUGUESE as a SECOND LANGUAGE is offered in regular and intensive courses.

The courses aim the development of the student’s ability to understand, speak, read and write in Portuguese in both formal and informal situations. They also prepare foreign students to attend regular University courses in all academic areas, including History, Anthropology, Literature, International Relations, Engineering, etc.

There are five proficiency levels offered in the Portuguese for foreigners program:

- **Level I - BEGINNER** (90 class-hours, 6 academic credits)
- **Level II - INTERMEDIATE I** (90 class-hours, 6 academic credits)
- **Level III - INTERMEDIATE II** (90 class-hours, 6 academic credits)
- **Level IV - ADVANCED I** (60 class-hours, 4 academic credits)
- **Level V - ADVANCED II** (60 class-hours, 4 academic credits)

In order to place candidates according to their proficiency in the Portuguese Language, an on-line PLACEMENT TEST will be available before students arrival and a second Placement Test is given on the first day of classes. Candidates who test above Level V will be allowed to attend the university’s regular undergraduate introductory Portuguese Language courses.

PORTUGUESE INTENSIVE PRE-TERM COURSE

Offered twice a year: January/February and July (not included in the annual tuition). Its costs include instruction and academic material. Students who intend to come for the intensive pre term Portuguese course AND the following regular term will have to comply with all the requirements of each academic period.

Please refer to [http://www.puc-rio.br/ensinopesq/ccci/fees_tuition.html](http://www.puc-rio.br/ensinopesq/ccci/fees_tuition.html) to get more information about the tuitions, fees and wire transfer details.

**APPLICATION: TO APPLY** the student must fill out the online application form accessing the PUC-Rio website: <http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp_students.html>

**Required documents**: The student must send by e-mail: 1- personal statement with one photo, 2- One letter of recommendation from present or former teachers/professors, 3- copy of passport. Being the applicant accepted, CCCI will send a LETTER OF ACCEPTANCE, that will enable the student to obtain a visa at a Brazilian Consulate. CCCI will send information on each course’s fee and calendar, if already available for the period in which the student wishes to study at PUC-RIO.

**VISA**: student visa is not required for the Portuguese Intensive Pre-term course if the student does not intend to stay at PUC-Rio during the following regular term. Visas must be obtained BEFORE the entrance in Brazil. A tourist visa can not be transformed into a student visa inside the country.

In case you are applying for a Portuguese Intensive Pre-term course and regular semester, a student visa will be necessary. Exchange students cannot enroll at PUC-Rio regular semester without a student visa and must know that this visa cannot be obtained in Brazil.

**DO YOU KNOW?** People who speak Spanish with average fluency can communicate in Portuguese and are able to attend regular courses at PUC-RIO after taking the Intensive Pre-term Portuguese as a Second Language Course!
PONTIFICAL CATHOLIC UNIVERSITY OF RIO DE JANEIRO (PUC-RIO)

PORTUGUESE AS A SECOND LANGUAGE
INTENSIVE COURSE
Program Overview:

Intensive Portuguese language program at Pontifical Catholic University of Rio de Janeiro: 35 years of experience and excellence. Language instruction to be provided by specialized, experienced and qualified faculty. Five levels of proficiency with ninety hours of instruction each. Development of the student’s ability to understand, speak, read and write Portuguese in both formal and informal situations in a comfortable learning environment. Full access to university facilities. Field trips to historic and tourist surrounding areas. Free time to relax, make friends, shop.

With an intense cultural life, Rio de Janeiro is the perfect place for those who want to immerse themselves into the South American reality. Rio de Janeiro is an exciting city located inside the tropical forest and by the Atlantic Ocean.

Classes total of 90 class-hours, 5 days per week (morning)

Application:

Online application:

http://www.puc-rio.br/esuai/pesap/cc/FORMA-IP_STUDENTS.html

Deadlines for submitting online application forms: May 13th and October 13th.

Interested students must contact CCO by mail or E-mail and fill out the complete application form as well as mail the required documents. Please visit the following website to fill out the online application, see the required documents to send and for more information:

http://www.puc-rio.br/esuai/pesap/cc/FORMA-IP_STUDENTS.html

When the applicant is accepted, CCO will send a LETTER OF ACCEPTANCE that will enable him/her to obtain a visa at a Brazilian Consulate. CCO will also send information regarding course fees and the academic and international programs calendar, if available, for the period in which the student wishes to study at PUC-Rio.

VISA:

A student visa is not required for the Intensive Pre-term course if the student does not intend to stay at PUC-Rio during the following regular semester term. Visa must be obtained BEFORE the student’s entrance in Brazil. A tourist visa cannot be transformed into a student visa and visa inside the country.

Before arriving:

You must have a full health insurance coverage.
You should print out addresses in Brazil (accommodation and PUC-Rio address) and directions to the PUC-Rio campus as well.

CULTURAL ACTIVITIES
City Tour & Field Trip
Get Together Meeting
First Aid Assistance At Campus
24hr/7 Coordinator Cell Phone For Emergency
Security Plan

Program at a Glance:

Includes:
900 hours of instruction
4 levels of proficiency
Maximum of 32 students per class
Didactic materials
Placement Test
Full access to University facilities
Course Certificate
Airport pick-up
Cultural and Academic Orientation
Federal Police (Immigration assistance)
Family housing arrangement

Accommodation

PUC-Rio does not offer on-campus accommodations but homestays can be arranged for exchange students. International students are placed in homestays, where they have the basic opportunity to experience the Brazilian way of life and to speak Portuguese every day. Each student has his/her own private room in a family's home recommended by CCO.

Before arriving:

Bring your passport copy
You must have full health insurance coverage.
You should print out the Hospital addresses in Rio that your health insurance covers.
Have in hand the directions to PUC-Rio Campus.
Study in English at PUC-Rio!!!

International students have the opportunity to take courses in English at PUC-Rio while learning Portuguese! The courses have a content based on Brazilian and Latin American aspects, such as: culture, literature, business, design, civilization and history, among others. Along with the courses in English, international students must attend Portuguese as a Second Language. Disciplines in English are not necessarily offered every semester. These courses are subject to academic planning.

Candidates must follow the regular application procedures presented at [http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp_students.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp_students.html) indicating the intention to attend classes in English.

**Duration:** 1 or 2 academic semesters.

**Application Procedures and Deadlines:** Applicants must send the complete application form and other requested documents as indicated at [http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp_students.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp_students.html)

**COURSES IN ENGLISH AT PUC-Rio**

The courses have a content based on different areas such as culture, literature, business, design, civilization, history and logistics among others. Disciplines in English are not necessarily offered every semester. These courses are subject to academic planning.

- Architecture
- Business
- Chemical Engineering
- Communication
- Desing
- Economics
- Entrepreneurship
- History
- Industrial Engineering
- International Relations
- Letters
- Mathematics
- Mechanical Engineering
- Philosophy
- Psychology
- Sociology
Application Procedures and Deadlines

1. Online Application: International students will access our webpage below and fill out the mandatory application Website: [http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp_students.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp_students.html)

   Students will receive a password (code) to complete the forms and will receive a previous acceptance confirmation based on their information; They can send e-mails and contact us directly from this system. This version will also help us to make sure that the student email addresses are correct.

**DEADLINES**: October 15th: First term (first semester) February/March – July
May 15th: Second term (second semester) – Jul/August – December

2. Required Documents: Required documents Portuguese As a Second Language Regular Course and the Regular Term: Semester or Year

   · Nominee students must access PUC-Rio website and fill out the electronic forms, following the required steps.
   · International Office must send us the following students’ documents until the deadline:
     1. Official nominee letter with the name of the students, period of the attendance and student’s e-mail address.
     2. A 3x4 cm sized photo of the students scanned
     3. Official Transcripts
     4. A copy of the main page of a valid student passport.
     5. Personal Statement Letter (Students introduce themselves explaining why they would like to study at PUC-Rio).
     6. Copy of the Health Insurance with company name and number. As we know that students while are in Brazil travel a lot, we strongly recommend students take the yellow fever vaccine. The vaccine is applied ten days before the student trip. Send us the certificate of the vaccine too
     7. A receipt of the payment which must be done by wire transfer or by credit card:

   **An Administrative Cost is charged to all exchange students**: Please, WARN your student about this. It is mandatory.

   Please refer to [http://www.puc-rio.br/ensinopesq/ccci/fees_tuition.html](http://www.puc-rio.br/ensinopesq/ccci/fees_tuition.html) to get more information about the tuitions, fees and wire transfer details.

Internship Application Process

The Brazilian law requires that students seeking for internships need to officially be enrolled in a Brazilian university. They need to enroll as an internship-status student at the International Office - CCCI website and agree to our terms of applications, as well as sending the required documentation (copy of passport, letter of recommendation and appointment to the internship etc.). In order to help the students in their registration in a Brazilian institution the Pontificia Universidade Católica do Rio de Janeiro – PUC-Rio, accepts the intern/research students nominated following the requirements below.

The student may obtain a student internship in two ways:

1. - Academic Internship within PUC:
   **Deadlines**: Fall semester – May 15th and Spring semester – October 15th
   **Documents**: 1) - The international students must complete the online form and submit all documentation required as follow: [Online form](http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp_students.html)
   - students must fill out the online forms with the “status estagio”. And send the documents to CCCI Office. Interns will be registered as an internship/research student in our system.

2. – Documents: copy of passport, resume, photo, and letter from the home university stating that the student is authorized to participate in an internship. **Copy of the Health Insurance** with company name. Recommendable students take the yellow fever vaccine. The vaccine is applied ten days before the student trip. 3 – The International Office – (CCCI) will issue a letter of acceptance to the applicant provided by the teacher.
Brazil – PUC-Rio Academic Information

Higher Education

All university students take a basic cycle of studies in either humanities or science. Following the basic cycle, students enter the professional cycle of undergraduate courses. Electives classes in other fields are allowed and diversified study is encouraged.

Academic Year

The academic school year normally runs from February/March through December. The year is divided into two semesters. Some institutions, especially those that have large enrollments and are located in urban areas, offer three "shifts" of classes each day—morning, afternoon and evening.

First Semester: February/March to July
Second Semester: August to December

Number of classes typical student takes per term:

PUC Rio Students: Usually 4 subjects /20 credits (minimum 2, maximum 5)
Exchange students: 4 (minimum 2subjects / 8 credits, maximum 5 subjects / 24 credits) (1 of which is mandatory. Portuguese as a Second Language Course with 6 credits).

Recommendable: not to take more than 20 credits in total (usually 3 subjects + the Portuguese Language Course).

Number of credits typical student spends in class: 20 or 24

Credits system:

1 credit = 1 class hour/week of lecture class OR 2 hours of laboratory class/week OR 3 hours of exercise class/week. In Brazil, a 1 hour/class correspond to 50 minutes session.

Number of weeks per term: PUC Rio: standard term is of 15 weeks.

Grading scales may even vary within each institution. Grading is fairly severe. The top grades are awarded to relatively few and the failure rate in a given course can be high.

Minimum grade: 0 (zero); maximum grade: 10 (ten); minimum passing grade: 5,0 (five) for undergraduate students and 6,0 (six) for graduate students.

Brazilian Grade to U.S. Equivalent

A transcript from PUC-Rio gives the number of hours spent in class per week and per semester to assist home universities in determining the number of credits for each class.

European University- ECTS

The conversion rate to ECTS as practiced between PUC-Rio and European Universities is 1 credit = 1,5 ECTS and European exchange students usually take 20 credits which are recognized as 30 ECTS, but this decision is up to the student’s home institution.

Portuguese as a second language class- (mandatory), there are five proficiency levels offered in the Portuguese as a Second Language program. Level I, II and III consist of 90 hours of instruction per term (6 hours per week), corresponding to 6 academic credits. Level IV and V consist of 60 hours of instruction per term (4 per week) corresponding to 4 academic credits.

Pre-Term Portuguese as a Second Language Intensive Course is also offered twice a year: January/February and July (Fee paid course). It is not mandatory.

90 hours of instruction per month.

The Pre-Term Portuguese as a Second Language Intensive Course does not provide academic credits or transcripts. Nonetheless, a certificate of completion with the final grade achieved will be provided.
PUC-Rio does not provide dorms facilities on campus but offers an enriched opportunity for students to experience the Brazilian way of life by placing students in a homestay program. International students are placed in homestays located in the south zone of the city, the same as the university. Most families live near the university, within 30-40 minutes from campus by city bus. The host families are recommended by CCCI and represent a wide range of incomes and situations, from a grandmother living alone to a family with several young children. Each house there are specific rules in terms of hygiene, safety, cooking and bringing friends over etc.

PUC-Rio serves as a liaison to facilitate the introduction between exchange students and host families interested in receiving them. PUC-Rio is not responsible for the payment of rent, student expenditures, or the student’s failure to abide by the house rules previously agreed upon by both parties. However, should the need arise, PUC-Rio will support and help both parties in improving the interaction between them. PUC-Rio does not have a contract with these families, we serve as an intermediate, they are independent to do what is best for them.

Each student will sign a contract and pay the rent upfront during his/her stay. The rent includes a private room with a bed, a fan, a weekly change of sheets and towels, access to light and gas and a Brazilian breakfast (coffee, milk, bread, butter, jelly and fruit). Access to kitchen and laundry facilities is also included. Telephone use is to be arranged between the student and the family. Please be aware that some houses have only shared rooms (2 beds). In this case the rental per student will be lower than the private room.

Prices: [http://www.puc-rio.br/ensinopesq/ccci/incoming/fees_tuition.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/fees_tuition.html)

For July 2020-2, PUC-Rio’s International Office will change its prices.

Details: [http://www.puc-rio.br/ensinopesq/ccci/incoming/housing.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/housing.html)

How to apply:

Candidates must complete the application online selecting the Accommodation Program and filling out everything is asked. They also need to handle the additional required documents by the deadlines. Check the Calendar at: [http://www.puc-rio.br/ensinopesq/ccci/calendar/](http://www.puc-rio.br/ensinopesq/ccci/calendar/)

Accommodation requests will be considered only after ALL admittance documents have been received and based upon the availability of homes.

For those who have requested to participate in the Accommodation Program he/she must respect the application deadline, otherwise in case of withdrawn without our knowledge, he/she must pay the entire price of rental.

Withdraw Policy:

In order not to pay a fine for withdrawing from the Accommodation Program, students need to notify PUC-Rio their withdrawn in writing thirty days before the program starts.
Special Activities for International students

With the objective of providing our International students with a variety of enriching activities during their stay in Rio de Janeiro, a number of special services are offered including the following activities, among others:

- Welcome at the International airport and airport pick-up (on specified dates)
- Orientation week
- Online Portuguese placement test
- Assistance with the Federal Police registration (Immigration)
- Welcome lunch
- Tourist/cultural activities
- City tour of Rio de Janeiro
- Field trip, Welcome reception
- Buddy system - Brother Carioca is a group of PUC-Rio students motivate to help new international students with opportunities available at the University. Students can register as an International Buddy and be part of the Brother Carioca Buddy system.
- Farewell cocktail with live Brazilian music
- Assistance throughout the academic term - personal & academic.
- These services cover not only social activities and orientation sessions but also and mainly online registration for classes, cultural orientation in order to bridge their transition, safety plan and emergency number available 24/7, psychologist assistance, student access to the First Aid Center on campus, student Id card, access to the computer lab and up to 100 prints for free, access to the gym etc.

We encourage students to participate in our activities, parties and field trip once they are part of the social life in Rio and on PUC-Rio campus.
Contact us

PUC-Rio — Central Coordination for International Cooperation
Rua Marquês de São Vicente, 225
Edifício Padre Leonel Franca - 8º andar
CEP 22453-900 - Rio de Janeiro - BRAZIL
Tel: (55 21) 3527 1578
Fax: (5521) 3527 1094

Senior Advisor for International Students
Ms. Linda Cristina Sousa
incoming@puc-rio.br

Assistants:
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Marcos Lesbaupin: incoming2@puc-rio.br

Students Services and Accomodation Services
Leonardo Dias: housing@puc-rio.br