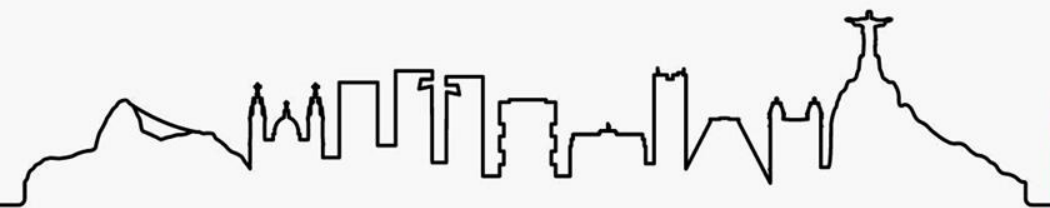




# Procedures to send your students 2023



Coordenação Central de Cooperação Internacional  
International Cooperation Central Coordination Office



## 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 for those who are not proficient**), these students may attend other regular courses according to their 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 15<sup>st</sup>:** First term (first semester) February/March to July

**May 15<sup>st</sup>:** Second term (second Semester) July/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](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>

**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\\_dupla\\_diplomacao.mp4](http://midia.puc-rio.br/ensinopesq/ccci/videos/video_ccci_dupla_diplomacao.mp4)

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

## Internship Application Process

The Brazilian law requires that students seeking for internships must be officially 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: 2 - Academic Internship outside of PUC with supervision from PUC-Rio professors.

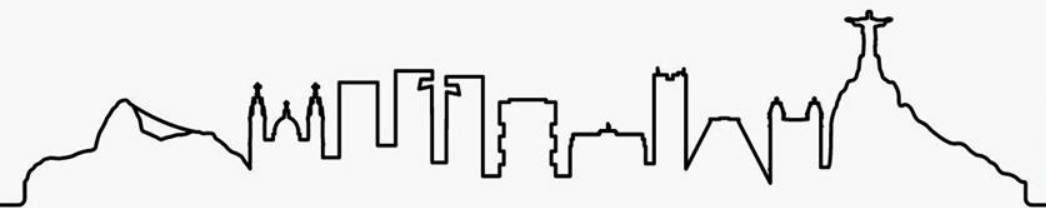
**Deadlines:** Fall semester-May 15<sup>th</sup> and Spring semester - October 15<sup>th</sup>

**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](http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp_students.html)

- students must fill out the online forms with the “***status estágio***”. And send the documents to CCCI Office. Interns will be registered as an internship/research student in our system.



# Application Procedures and Deadlines



Coordenação Central de Cooperação Internacional  
International Cooperation Central Coordination Office



## 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 for the 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.
- Home Institution **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 International 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. **COVID-19 Vaccine Certificate:** In addition to the regular International Health Insurance , students will need a certificate proving that they completed their COVID-19 vaccination cycle to be able study at PUC-Rio.
  8. **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

# Accommodation



  
Coordenação Central de Cooperação Internacional  
International Cooperation Central Coordination Office





# PUC-Rio

## Accommodation

PUC-Rio does not provide dorms facilities on campus but offers an enriching opportunity for students to experience the Brazilian way of life by placing them in a homestay program, in houses/apartments located in the south zone of the city, the same as the university. Some places are a walking distance from the university and others are within 30-40 minutes ride 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. In 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, wi-fi, 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)

# PUC-Rio

Details: <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 it out completely. They also need to handle the additional required documents before the deadline. Check the Calendar at:

<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.

## **Welcome to PUC-Rio and general information**

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

## **Central Coordination for International Cooperation`s information sheet**

[http://www.puc-rio.br/ensinopesq/ccci/download/incoming\\_pucRio\\_information\\_sheet.pdf](http://www.puc-rio.br/ensinopesq/ccci/download/incoming_pucRio_information_sheet.pdf)

## **Central Coordination for International Cooperation`s video**

<https://www.dropbox.com/s/0w34t1v0pm7kbpm/Video.avi?dl=0>

## **International exchange student admission procedures/nomination guide**

[http://www.puc-rio.br/ensinopesq/ccci/download/PUCRio\\_procedures.pdf](http://www.puc-rio.br/ensinopesq/ccci/download/PUCRio_procedures.pdf)

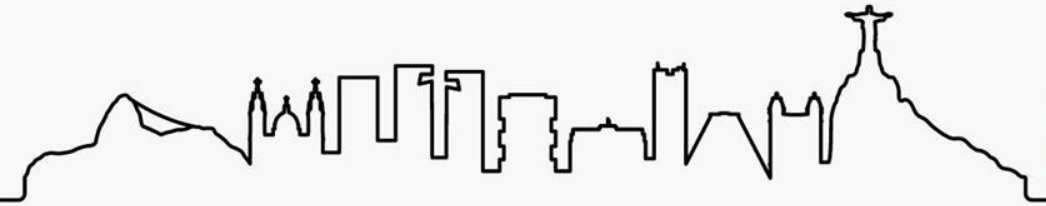
## **International calendar**

<http://www.puc-rio.br/ensinopesq/ccci/calendar/index.html>





# PORTUGUESE AS A SECOND LANGUAGE



Coordenação Central de Cooperação Internacional  
International Cooperation Central Coordination Office



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 regular semester Portuguese as a Second/ Foreign Language 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



Coordenação Central de Cooperação Internacional  
International Cooperation Central Coordination Office



# PUC-Rio

## 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](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 mandatory. 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 might be able to communicate in Portuguese and be able to attend regular courses at PUC-RIO after taking the Intensive Pre-term Portuguese as a Second Language Course!



# Study in English at PUC-Rio



Coordenação Central de Cooperação Internacional  
International Cooperation Central Coordination Office





# 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)



# Academic System



Coordenação Central de Cooperação Internacional  
International Cooperation Central Coordination Office



# PUC-Rio

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 2 subjects / 8 credits, maximum 5 subjects or 24 credits (1 of which is mandatory. Portuguese as a Second Language Course with 6 or 4 credits – depending on the level).

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

**Number of hours per week a 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, 1 class/hour corresponds to a 50 minutes session.**

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

## **PUC-Rio Grade System**

<http://www.puc-rio.br/ensinopesq/ccci/download/BRAZIL%20and%20PUC%20Rio%20academic%20system%202019.pdf>

## **PUC-Rio Information Sheet**

[http://www.puc-rio.br/ensinopesq/ccci/download/incoming\\_pucRio\\_information\\_sheet.pdf](http://www.puc-rio.br/ensinopesq/ccci/download/incoming_pucRio_information_sheet.pdf)

## **More Information for Partners**

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



Important videos and links to  
share with your students



Coordenação Central de Cooperação Internacional  
International Cooperation Central Coordination Office



**PUC-Rio celebrating 80's year anniversary!!! – University Campus**

<https://youtu.be/RUBtkKdWVzc>

**PUC-Rio's presentation**

<https://www.dropbox.com/s/3tul0epqupqu3yd/PUCRIO>

**PUC-Rio's academic centers**

[http://www.puc-rio.br/ensinopesq/cci/incoming/centers\\_courses.html](http://www.puc-rio.br/ensinopesq/cci/incoming/centers_courses.html)

**PUC-Rio's virtual visit**

<https://ccead.puc-rio.br/360>

**Business department video**

<https://youtu.be/t7YVRZYXO9k>

## **Welcome to PUC-Rio and general information**

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

## **Central Coordination for International Cooperation`s information sheet**

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## **International calendar**

<http://www.puc-rio.br/ensinopesq/ccci/calendar/index.html>

## Special activities for international students

[http://www.puc-rio.br/ensinopesq/ccci/incoming/special\\_activities.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/special_activities.html)

## Brother Carioca - Buddy System

[http://midia.pucRio.br/ensinopesq/ccci/videos/video\\_ccci\\_brothercarioca.mp4](http://midia.pucRio.br/ensinopesq/ccci/videos/video_ccci_brothercarioca.mp4)

## Double degree students: video with Procedures

[http://midia.puc-rio.br/ensinopesq/ccci/videos/video\\_ccci\\_dupla\\_diplomacao.mp4](http://midia.puc-rio.br/ensinopesq/ccci/videos/video_ccci_dupla_diplomacao.mp4)

## Social Media



E-mail: [incoming@puc-rio.br](mailto:incoming@puc-rio.br)



Site: <http://www.puc-rio.br/ccci>



Instagram: [@pucRio4all](https://www.instagram.com/pucRio4all)



Facebook: <https://www.facebook.com/puc4all>



## Special activities for international students

[http://www.puc-rio.br/ensinopesq/ccci/incoming/special\\_activities.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/special_activities.html)

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## Social Media



E-mail: [incoming@puc-rio.br](mailto:incoming@puc-rio.br)



Site: <http://www.puc-rio.br/ccci>



Instagram: [@pucRio4all](https://www.instagram.com/pucRio4all)



Facebook: <https://www.facebook.com/puc4all>

# International Office contacts

## **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

## **Senior Advisor for International Mobility**

**Ms. Linda Cristina Sousa**

[incoming@puc-rio.br](mailto:incoming@puc-rio.br)

## **Assistants:**

**Marcos Lesbaupin** : [incoming1@puc-rio.br](mailto:incoming1@puc-rio.br)

**Bianca Salvini**: [incoming2@puc-rio.br](mailto:incoming2@puc-rio.br)

## **Students Services and Accommodation Services**

**Leonardo Dias** : [housing@puc-rio.br](mailto:housing@puc-rio.br)

## **Visiting PUC-Rio Visiting Professors Staff Mobility and Erasmus+**

The Central Coordination for International Cooperation (CCCI) offers a special program to support visiting professors and staff mobility at our university. Contact the Incoming Coordination: **[incoming2@puc-rio.br](mailto:incoming2@puc-rio.br)**

