Pre-Departure Manual (PUC-RIO)
Dear International Student,

The Pre-Departure Manual was prepared with three objectives:

a) to clarify all your concerns about your program;
b) to highlight important questions you might have throughout your stay,
c) to help you become informed about the beautiful country and the city where you will be living in a few weeks.

If you need further assistance, please do not hesitate to contact:

Central Coordination for International Cooperation
Mrs. Linda Cristina Sousa
Senior Advisor for International Students
• Once you receive your PUC-Rio acceptance letter, please send a confirmation message to incoming1@puc-rio.br with the subject line: Acceptance Letter and Email Confirmation.

• For students requesting airport pickup, send your flight information to Mr. Leonardo Dias at housing@puc-rio.br. The deadline is shown and specified at CCCI International Programs calendar located on CCCI website: http://www.puc-rio.br/ensinopesq/ccci/calendar/index.html. Please send it with the subject: Flight Information. The text of the e-mail must be in the following order: Name, Date, Flight, Time, Company.

• Please do not send your flight confirmation, just the information asked above.

• After you apply for your student visa and receive it, do not forget to bring your original and copy of the approved visa application form with you to Brazil. Without it you will not be able to register at the Federal Police Department within 30 days of your arrival.

• Send us by e-mail (scanned) the proof of your International Health Insurance coverage for the entire duration of your stay in Brazil. Please include the insurance company’s name, policy number, dates of coverage and company contact information.

• Email: incoming1@puc-rio.br; Subject Line: Health Insurance Coverage;

• Health Insurance: Students are required to obtain a mandatory International Medical Insurance before coming to Rio. It is mandatory to bring the Health Insurance Contract printed in case you have problems.

• Students who applied for our accommodation Program will have their homestay arrangements notified by email within 10 days prior to their arrival in Brazil.

• Please, do not plan your return trip for a date before the official semester finishes. You may have exams until the day indicated as classes end. Please see the Academic Calendar for the exact dates.

• Special situations will be allowed only with the International Office permission.

• Students will receive information regarding course registration and the required Portuguese as a Second Language Placement Test, right after they have the acceptance letter.

• Please read this information carefully!
Rio de Janeiro is an awe-inspiring city of contrasts. Impossibly steep granite mountains jut out of the ocean between glorious stretches of golden sand, impeccable colonial buildings nestle in between modern glass skyscrapers and verdant forests tumble down hillsides into densely populated residential areas.

Rio is a city high on life, a city of beach worship, football, samba and Carnival. The Cariocas – as the citizens of Rio are known – are characterized by a passion and enthusiasm for life. High above the fun and frivolity stands Rio's ever-present, iconic landmark – the statue of Christ the Redeemer.

Rio de Janeiro has...

- **remarkable educational opportunities system**: it is the Brazilian city with the highest concentration of excellent scientific centers and universities;
- **varied economy**: it is the Brazilian main center of oil production, arts, cultural production and tourism;
- **very rich cultural life**: offers varied cultural agendas, both popular and classical with an intense metropolitan life and simple local way of life;
- **unique people**: the most diverse, joyful, welcoming, warm and helpful people in Brazil.
The University: PUC-RIO

The University of PUC-RIO was created in 1940 by the Jesuit Order with the objective of developing knowledge based on humanistic values. The university now has 20,000 students who come from a variety of religious, ethnic and social backgrounds.

The Pontifícia Universidade Católica do Rio de Janeiro (PUC-Rio) is Recognized worldwide as one of the most important doctoral research centers in the country. The campus is located in Gávea, a charming neighborhood located near the forest and the beach. A large number of city bus lines makes it easy to get to and from campus. There are four libraries on campus: the Central Library and a specialized library per academic center.

The RDC computer center was the first internet provider in the country and has a state-of-the-art multiprocessor computer, a graphics computing center, among other equipment and programs. All PUC-Rio students, including international students, benefit from free access to the Internet from terminals located in various microcomputer laboratories on campus.
VERY IMPORTANT!
ACCEPTANCE LETTER
AND STUDENT VISA INFORMATION

You are receiving an acceptance letter in order to apply for a STUDENT VISA at the nearest Brazilian Consulate. As soon as you receive this package, please send a message to: incoming1@puc-rio.br with the subject line: Acceptance Letter confirmation.

BRAZILIAN CONSULATE
Students must obtain the visa at any Brazilian consulate. A personal visit to the consulate may be required.

Be aware that, as an international exchange student, you cannot enroll at PUC-Rio without a student visa. This visa cannot be obtained in Brazil. It must be obtained prior to arrival.
The Brazilian Consulate within your area of jurisdiction will require you to fill out a visa application form to obtain a student visa. This form must be stamped by the Brazilian Consulate and must include both your parents' names and your full name, even if they are passed away. This visa form must be presented to the Federal Police (Immigration) office no later than 30 days after your arrival in Brazil. If you arrive in Brazil before the official arrival date, please contact CCCI immediately. To fill out the Visa Application Form correctly, please pay close attention to the instructions below:

- Your name must be written according to the following sequence:
  
  Name/Middle Name/Last Name.

  French Students: Prénom/Nom.

- Initials are not allowed
- You must provide your parents' complete name and no initials can be used
- You should use capital letters to fill out the visa application form
When you apply for the student visa, the Brazilian Embassy or consulate will ask you, at the moment of application, to give an address in Brazil. We suggest that you give the PUC-Rio’s International Office as a temporary address. This procedure has some reasons:

· The Embassy will always be able to contact you via the PUC-Rio address in case you decide to move out of your homestay or initial place of residence.
· The homestay matching process begins after students apply for their visas. Therefore, do not wait for your Accommodation information to apply for your visa.

The address is below:

**PUC-Rio - CCCI**
**Rua Marquês de São Vicente, 225**
**Ed. Pe. Leonel Franca, 8º andar**
**22 451-900 Rio de Janeiro - RJ - Brasil**
VERY IMPORTANT!
ACCEPTANCE LETTER
AND STUDENT VISA
INFORMATION

PLEASE BE AWARE that if you do not follow the specific visa solicitation instructions, you will have to go to Palácio Itamaraty (Diplomacy Department in Rio) in order to correct wrong information on your visa application form before registering at the Federal Police Department. Corrections done by yourself will not be accepted!

As mentioned above, the visa application form must be presented to the Federal Police upon arrival. Please do not forget to bring the form with you to Brazil. Without this document, you will not be able to register with the Federal Police. If you do not register by the 30th day after your arrival, you will be considered illegal in Brazil and will have to pay a daily fee until manage to go. The Federal Police (immigration) have the right to ask you to leave the country in case you take so long to process your registration.

In order to register you must take to the Federal Police (after your arrival): 2 photos 3cm X 4cm sized and colored, the Federal Police appointment confirmation, cadaster and receipt of the payment of the two fees (CCCI will help you with this procedure), original Passport and original Visa Form Application. Copies will not be accepted.
According to PUC’s acceptance letter, you will study in Brazil for six months or one year. Please be aware that if you come to Brazil earlier, you will only be allowed to stay here for six months (or 12 months, according to your period of study) starting from the date of your arrival in the country.

This means that your visa could expire before the end of classes which would require a request a visa extension. Note that this kind of visa extension may not be approved by the Federal Police and have a cost.
The Brazilian authorities require International student to register their visa in the first 30 days of their arrival.

Students have to request an appointment at the federal Police website: http://www.pf.gov.br

Make sure that you request your appointment within 05 days of your arrival to have enough time to pay the required fees and get official documents. In case the student fail to register the visa within the 30 days. Students will pay a daily fine for the authorities and may jeopardize their stay in the country. Tourist visa is not accepted for studying at PUC-Rio for Regular semester. Students with Brazilian Passport entrance do not need to go to the Federal Police.

Necessary documents do Register at the Federal Police after students arrival in Rio:
• Passport (original and copy);
• Visa form (original and copy);
• 2 photos (3cm x 4cm colored sized photos – with white background)
• Schedule of your appointment for the VISA registration at the Federal Police website and print the 2 forms to be paid any Brazilian bank. This appointment should be scheduled by the 5th Day after your arrival. Leonardo Dias will be in charge of assisting the students during the Federal Police process and appointment.
Step by step to make the appointment at Federal Police

The Federal Police only accepts the students that are scheduled on the website. If it passes 30 days after your arrival, there is the possibility that you have to pay a fine, which they will inform you once you are there, so be prepared.
www.dpf.gov.br

Click on the link “Estrangeiro”.

Federal Police website
Dispõe sobre a concessão de residência temporária a nacional de país fronteiriço.

Procedimentos nos processos de prorrogação de prazo:

- Poderá ser concedida residência temporária, pelo prazo de até 2 anos, ao estrangeiro que tenha ingressado no território brasileiro por via terrestre e seja nacional de país fronteiriço, para o qual ainda não esteja em vigor o Acordo de Residência para Nacionais dos Estados Partes do MERCOSUL e países associados.

- O estrangeiro que pretenda se beneficiar da presente Resolução Normativa e tenha solicitado refúgio no Brasil deverá apresentar às unidades da Polícia Federal declaração de preferência de regularização de estadia, indicando como fundamento de seu pedido esta Resolução Normativa.

- A declaração de preferência será encaminhada ao Comitê Nacional para Refugiados (CONARE) para as providências administrativas a seu encargo.

Documentos necessários para efetivação da solicitação: [clicar aqui].
OBS.; In the end of this page you will see: Tipos de registros:

Click on the link: 1– Registro de visto consular;
You have to click on it: para preenchimento do formulário clique aqui;

1– Preencher o Formulário eletrônico, em seguida, clicar no botão SALVAR e imprimir o formulário preenchido, atentando para as orientações sobre a configuração da impressora. para preenchimento do formulário clique aqui;
Fulfill the form for the request of register. **Attention:** You must fill only the red points.
This is the Protocolo SIAPRO: Please copy the long number on the top of the page, e.g; 301721602212199830. You must have to print this page. Let's use the long number copied on the other page.
After you had printed and copied the long number, please back to the page **Registro de visto Consular.** Choose the option 2 (verifique aqui se existe data disponível) Put the long number copied on “Código de Solicitação” and inform the picture code. Please make sure there is no blank space between letters and numbers.

Choose the day and the time to go to the Federal Police.
Print the appointment.

1. Antes de imprimir o formulário, configure sua impressora para PAPEL A4.
2. Limpe as informações no topo e no final da folha a ser impressa, para isso siga os seguintes passos: clique em Arquivo, Configurar Página e limpe o conteúdo de cabeçalho e rodapé. Altere as margens para 0.
3. Clique aqui.

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**MINISTÉRIO DA JUSTIÇA**
**DEPARTAMENTO DE POLÍCIA FEDERAL**
**SERVIÇO NACIONAL DE ESTRANGEIRO**

**AGENDAMENTO**

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Please return to the page COMO REQUERER. You will click on option 5 Clique aqui para gerar Gerar GRU.
The recommendations below are for those who could not make an appointment for the registration on the Federal Police within the mandatory 30 days to register.

You should go for the Federal police office located on the International airport Antonio Carlos Jobin (Galeão) within of 1 or 2 days prior to the expiring date to be registered.

Show them the appointment form which is the evidence that you were just able to schedule a date after your 30 days mandatory period for registration.

They will tell whether you will be able to be registered on the same day or they will ask you to come back in another day.

You should take all the documents needed for the registration in case they found a slot to accommodate you in the same day.

It is likely, if you go in advance, that they exempt you to pay a fine if they ask you to come back in another day which overpass the mandatory 30 days, however, you should not take this for granted. If they decided to charge you the fine, you must pay!

Did you have any problems to schedule?

Please, always remember that you will be dealing with the Police Immigration.
You should fill out and print these two fees:
• 140120 (R$204,77)—“Carteira de Estrangeiro de Primeira Via”.
• 140082 (R$106,45)—"Registro de Estrangeiro/Restabelecimento de registro”.
PS.: Portuguese citizen need to print the “Carteira de Estrangeiro de Primeira Via” (R$204,77) only.

Unidade Arrecadadora=RJ(021–3) Superintendencia Regional no Estado do Rio de Janeiro
Now you have to pay the fees
Where? At any bank (cash only).
When? Until the due date.
Attention!

After this process, you should go to Federal Police with:

- Protocolo Siapro form
- Appointment at Federal Police
- Two fees already paid:
  - Carteira de estrangeiro de primeira via (140120) R$204,77
  - Registro de estrangeiro/Restabelecimento de registro (140082) R$106,45
- Visa Application Form
- Passport
- Two photos 3cm by 4cm (There is a photo store in front of the Shopping da Gávea).

Federal Police Address:
Dear students,

The recommendations below are for those who could not make an appointment for the registration on the Federal Police within the mandatory 30 days to register.

The recommendations are:
* You should go for the Federal police office located on the International airport Antonio Carlos Jobin, also known as Galeão, within of 1 or 2 days prior to the expiring date to be registered.
* Show them the appointment form which is the evidence that you were just able to schedule a date after your 30 days mandatory period for registration.
* They will tell whether you will be able to be registered on the same day or they will ask you to come back in another day.
* You should take all the documents needed for the registration in case they found a slot to accommodate you in the same day.

* It is likely, if you go in advance, that they exempt you to pay a fine if they ask you to come back in another day which overpass the mandatory 30 days, however, you should not take this for granted. If they decided to charge you the fine, you must pay! Please, always remember that you will be dealing with the Immigration Police.

**Documents you should bring:**
- Visa application form (original)
- Passport (original)
- Two fees paid
- Two photos 3x4

**Location,**
International Airport, terminal 1, 3º floor
CLIMATE

Rio’s average temperature is around 27ºC (80 ºF) which may reach 40ºC (low 100s ºF) during the summer months from December through March. In the middle of winter (July), the temperatures in Rio can drop as low as 18ºC (65ºF) during the day, but never drop below 12ºC (54ºF) in the evening.

ELECTRIC CURRENT

The electric current in Rio is 127 volts (60 cycles). If you have any doubts, check with the owner of the house or apartment. Transformers to boost the current from 110 volts to 220 volts are available in most electrical supply stores. It is also advisable to purchase an international outlet converter.

BUSINESS HOURS

Most stores are open from 9 am to 6:30 pm / 7 pm on weekdays, and from 9 am to 1 pm on Saturdays. However, many shopping centers stay open from 10 am to 10 pm on weekdays and from 3 pm to 9 pm on Sundays. The banks are open from 10 am to 4 pm. ATM services are available from 6 am to 9 pm.
CLOTHING - DRESS CODE

Rio's tropical weather makes light summer clothing most practical, especially for outdoor activities like sightseeing. Most restaurants and nightspots do not have a strict dress code; therefore, polo shirts, t-shirts, slacks, blouses, skirts, sun dresses and sneakers are accepted at most places. Even though winter in Brazil is not so cold we recommend you bring one jacket for rainy and winter days.

MEDICAL SERVICES

Rio de Janeiro and Brazil have a number of internationally respect private hospitals, clinics and doctors, but treatment maybe expensive.

Health Insurance: Students are obliged to obtain an International Medical Insurance before coming to Rio. It is mandatory to bring the Health Insurance Contract printed.
AIRPORTS:
International Airport Antônio Carlos Jobim:
Information: +55 21 3398-5050 / 3398-6060
Flights: +55 21 3398-4527/3398-4526

Domestic Airport - Santos Drummond:
Information: (55 21) 2210-2457/ (55 21) 2524-7070


STUDENT AIRPORT PICKUP
The International Programs Central Coordination Office offers airport pick-up to those students who previously inform CCCI of their flight information and who arrive on the date scheduled by PUC-Rio. See the Academic Calendar for the specific deadlines. Please send your flight information to Student Service: e-mail housing@puc-rio.br.
**Taxi**

There many taxi companies at the airport, included the yellow metered cab. If you take a special taxi, you will be charged a fixed fare according to area.

**TRANSPORTATION**

There are numerous urban *bus* lines in Rio to reach PUC-Rio campus. The bus ticket is around R$3,80 for any path. *Bicycles* are a good and healthy option of transportation. Students can either buy a bike for or use the app ‘*Bike Rio*’. At night, it is advisable to take a taxi if you go out.

www.movesamba.com.br/Bike_Rio
With a population of approximately 7 million people, Rio de Janeiro is considered a big city by any standard. Rio de Janeiro currently faces safety issues, as is the case any other metropolitan city. This does not mean a direct threat to students, it is important to keep in mind. Most areas of interest for visitors are located either in the “Zona Sul” (Southern zone) or in the historical strip from Flamengo to Centro (downtown) area.

**RIO TOURIST POLICE**
Rua Humberto de Campos, 315
Leblon, Rio de Janeiro (at the corner with Avenida Afrânio de Mello Franco)
Phone: 2332-2924.
Open 24h -They are specialized in handling foreigner’s problems, they are fast and speak English.
Money Management

Withdrawing money: Visa electron or cirrus systems are available everywhere. You can withdraw money from almost every bank machine in Rio.

Receiving money from your family: American Express Foreign Exchange Services may be a good option.

Tipping

Hotel: hotels generally include in the bill any service charges.

Restaurant: tips are discretionary but are often included on the final bill as a "suggestion". In Brazil the norm is to give a tip.

Taxi: tips are not expected by drivers although most passengers will round the fare up if they are satisfied with the service.
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 them in homestay/Accommodation program. International students are placed in accommodation near campus. Most families live near the university, within 20-30 minutes away by city bus. However, many students opt to ride to university by bike as neighborhoods in the Southern Zone (Zona Sul) are connected by bike paths.

**Bus fare** [http://www.rioonibus.com/servicos/tarifas/samba](http://www.rioonibus.com/servicos/tarifas/samba)


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 has their specific rules in terms of hygiene, safety, cooking, 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.
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 (1 cup of milk and coffee, 2 slices of bread, butter, 1 slice of cheese, 1 slice of ham and 1 portion of fruit (available in the season). Access to kitchen and laundry facilities is also included. Telephone use is to be arranged between the student and the family.

How to apply: Candidates must send the completed and signed application form (refer to http://www.puc-rio.br/ensinopesq/ccci/forms-hp.html) and the additional required documents by the deadlines. Check the Calendar at: http://www.puc-rio.br/ensinopesq/ccci/calendar/index.html

Important: The Accommodation program is based on a first-come, first-served basis. The number of host families is limited, thus it is recommended that students apply early. Accommodation requests will be considered only after ALL admittance documents have been received and based upon the availability of home.
Withdraw Policy:

In order not to pay a fine for withdrawing from the Accommodation program, students must send a written notification to PUC-Rio with a thirty day notice before the program starts.

If the students decide to withdraw from the Accommodation program with less than thirty days before the course starts, they will have to pay the first month rent when arrive in Rio de Janeiro. This is not negotiable.

After the Accommodation program starts, students who decide to leave the Accommodation program before the end of the month won’t receive money back. Several universities have agreements where students cannot leave PUC Accommodation for the first month of the program. Check with your university if you are required to stay in PUC Accommodation. If students chooses to leave the home-stay, they must inform the PUC-Rio International Office via written notification 15 days prior leaving the house. If students do not respect this deadline, they must pay a fine. Please check the Accommodation contract for details.
Official Entrance Date:

The official arrival date listed on the International Student Calendar is also the official starting date to move in with host families. Check the calendar http://www.puc-rio.br/ensinopesq/ccci/calendar.html. Please note that students are not allowed to arrive in the host family’s residence before the official arrival date.

Important:
Remember that a host family’s home is not a hotel and you are the guest. As such, please be respectful of the rules, you are participating in a homestay program. As a guest in your family’s house, you are not allowed to bring anyone over to spend the night. It is important to discuss all norms with your host so that this are clear to both sides.

International students may prefer to rent an apartment near campus. Prices are usually around US$1200 - $1500 for a one-bedroom apartment in the neighborhoods near PUC-Rio, like Ipanema and Copacabana. The same type of apartment in Gávea, the neighborhood in which the university is located, costs around US$1,000. The student should be prepared to give a down payment in order to guarantee the apartment. Private apartments are not usually recommended by CCCI.
FOR STUDENTS NOT PARTICIPATING IN OUR ACCOMMODATION

Please be careful when renting apartments found via the internet. We recommend working with apartment locators specialized in renting and selling real estate. Also be sure that people with whom you will be sharing an apartment are trustful. PUC-Rio does not take responsibility for problems concerning accommodations which are not registered in our program.

In Brazil, the lease contracts are usually performed at 3 years or 3 months. There are many fees, deposits and taxes to pay for formal rental contracts.

Some tips when signing a lease:
• Students from previous semesters can give information about the apartments they rented. Search for PUC-Rio Facebook groups or CCCI students of previous semesters for recommendation
• Look for places specialized in real estate rentals.
• Request a receipt for each payment.
• Inform your new address to PUC-Rio immediately after you move in.
• Ask the doorman about the person who is offering the room.

CCCI cannot recommend apartments outside the Accommodation program. Legal Advice at PUC–Rio is available but they cannot take responsibility for the student as an individual in any rental agreement.
The orientation sessions are of upmost importance for incoming students because it is when they will receive the necessary information and guidance that will help them through their exchange period. Topics such as immigration, academic system, courses, add-drop, life in Rio, safety recommendations and accommodations will be discussed in depth. In addition, students have the chance to meet and interact with their international peers during the welcome lunch. For this reason, the student’s presence is mandatory.

This will guarantee that everyone’s experience at PUC-Rio will be an academically and personally successful one.

**IMPORTANT**: All students must bring to the orientation a copy of their visa application form, pages of their passport; visa, main one with their photo, stamp from entering the country (Brazil). Please bring the originals as well.

The Senior Student Advisor, Linda Cristina Sousa, will always be available to assist students throughout their academic term at PUC-Rio.

E-mail: incoming@puc-rio.br
Courses in English + Portuguese as a Second Language

International students will have the opportunity to take courses in English at PUC-Rio while learning Portuguese at the same time! Courses taught in English cover a variety of content related to Brazilian and Latin American subjects, including: culture, literature, business, design, civilization and history, among others. Disciplines in English are not necessarily offered every semester. These courses are subject to academic planning. In addition to courses in English which students may choose to take, all international students must attend a Portuguese as a Second Language class during their academic semester(s) as well as any other courses in Portuguese recommended by the coordinator.

DURATION

1 or 2 academic semesters.

COURSES

For a complete listing of available PUC-Rio courses taught in English, please visit:

http://www.puc-rio.br/ensinopesq/ccci/incoming/study_english_puc.html
PORTUGUESE PLACEMENT TEST AND ONLINE REGISTRATION

All regular exchange students must take a mandatory Portuguese as a Second Language online test located on the PUC-Rio website. Applicants will receive emailed instructions on how to access the online test. In addition, students will receive information about registering for classes online.

After receiving the language test results, you will be able to enroll in classes as well as the Portuguese course corresponding to your language level. It is very important that students complete all the required online registration steps.

Students will receive an e-mail informing the deadlines to complete their online course registration.

Upon arrival to PUC-Rio, students must take an oral language test in order to confirm their exact Portuguese level. Should an adjustment to the level be necessary, changes can be made during the Drop & Add (De-Para) period.

If you have not received any e-mails from the PUC-Rio International Office or from your home university, please contact us immediately, by emailing to Linda Sousa: incoming@puc-rio.br - Include in the subject line: Missing e-mail information.

For academic information please contact: The Languages Department.

Prof Adriana Albuquerque: E-mail: adri@puc-rio.br