

EXCHANGE Student's Guide

Welcome to UFOP!



UFOP

Welcoming
Documents
Tourism
Places and cities
Services
Departaments



international@ufop.edu.br



caint.ufop.br



+55 31 3559-1192



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Editing:

Carlos Magno de Souza Paiva

Ângela Poletto

Lucas Alves Escanio

Mariana Araújo

Ana Cristina Gonzaga

Matheus Martins Corrêa

Revision and adaptation:

Talyta Teixeira

Anderson Gamarano

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Welcome to UFOP!

This is the guide for foreign exchange students. The objective is to help exchange students and researchers adapt smoothly to our University, our city and to our country's main characteristics and customs. We believe that, with the correct information and by carefully following the necessary immigration procedures, the student will have an excellent stay in Brazil, especially in Ouro Preto, with all of its cultural and academic offerings.

In order to a better understanding, we have listed some clarifications to help foreign student's organization. We will start with some information about the city, passing

through the Universidade Federal de Ouro Preto (UFOP), where the main benefits and tips for the foreign student, and we will still bring various points relevant to the issues of immigration.

We hope that both the student and the researcher feels welcome and free to do the studies, and enjoy some of our natural beauties and our historical heritage.



The city of Ouro Preto



Born from explorer Antônio Dias's discovery of "ouro preto" (black gold) in the Tripuí riverbed in the 17th century, the history of the city could be conflated with Brazil's. Ouro Preto enjoyed its gilded age during the Ciclo do Ouro, when it was the stage for the Inconfidência Mineira, a separatist movement led by Tiradentes and motivated by the Portuguese crown's high taxation of gold.

The wealth of the region, which produced majestic churches, was also the matter for intrigue and the target of many criminal schemes—like the bandits led by Vira-saia who sometimes assaulted cattle dealers carrying gold en route to Portugal.

In an attempt to prevent these attacks, they opened the Estrada Real, or Royal Road, connecting Ouro Preto to the cities of Paraty and Rio de Janeiro.

Constructed on the backs of black slaves laboring in the mines, the city still has strong traces of African culture—despite having being marginalized for years—evident in Capoeira, Congados, and religious syncretism. Chico Rei is considered a hero of the black resistance in Ouro Preto, since, after buying his freedom, he became the owner of his own gold mine, known as the Mina do Chico Rei.

The decline of Ouro Preto's mines, at the end of the 18th Century, led much of

the population to abandon the city. This migration, on the other hand, led to the preservation of its historical center, the largest example of Baroque architecture in the world, and a World Heritage sight since 1980. Especially noteworthy are the works of Aleijadinho and Master Ataíde.

Inspiration for poets and artists, for mysterious legends and stories that have persisted generation after generation among its inhabitants, Ouro Preto is an icon survived in Tomás Antônio Gonzaga's poetry, in Guignard's canvases and in the imagination of all who have the chance to visit.

Visit the Historical Center

When in Ouro Preto, don't miss the chance to explore its historical hills and visit the numerous mines, churches, libraries and museums!

Our state is known for its typical cuisine, and no visitor of Ouro Preto can resist a warm Pão de Queijo (cheese bread), Frango com Ora-pro-nobis (a traditional chicken dish) cooked in a stone pot, or a Romeu e Julieta (also known as goiabada com queijo



or a guava preserve paired with cheese). Take advantage and visit Tiradentes in August for its Gastronomical Festival:

www.culturaegastronomia.com.br, or the Festival of Gastropub Cuisine in Belo Horizonte in April: www.comidadibute-co.com.br; belohorizonte.com.br, as well as many



other traditional festivals in the city. Get to know the Orchestra of Ouro Preto that offers an extensive calendar of events throughout the course of the year,

For detailed tourist information, go to the Tourist Office (Centro Cultural e Turístico) in Tiradentes Plaza, open every day from 9 a.m. to 7 p.m. or the tourist information at the bus station, open Tuesday through Sunday from 7 a.m. until 6 p.m., or go to the city's main tourism page: www.ouropreto.mg.gov.br/portaldoturismo.

including at the Casa da Ópera. For more information, access the site: www.orquestraouropreto.com.br.



Catholicism is the dominating religion in Ouro Preto, as well as in Brazil—a remnant of the Portuguese presence in the city. Today, however, there is also room for other beliefs and religions, such as Espiritismo, at the Grupo Espírita



Evangelho de Cristo in the São Cristóvão neighborhood; or Zen Buddhism, at the Buddhist Zen Templo Pico dos Raios in Morro São Sebastião; and Candomblé or Protestantism. The Fundação de Arte de Ouro Preto: www.faop.mg.gov.br and the Instituto Candongueiro: www.institutocandongueiro.com.br are two important organizations that promote culture in the city, developing various projects together with the artists and the community. Visit the sites and consult the calendar of cultural opportunities that will take place throughout the year!

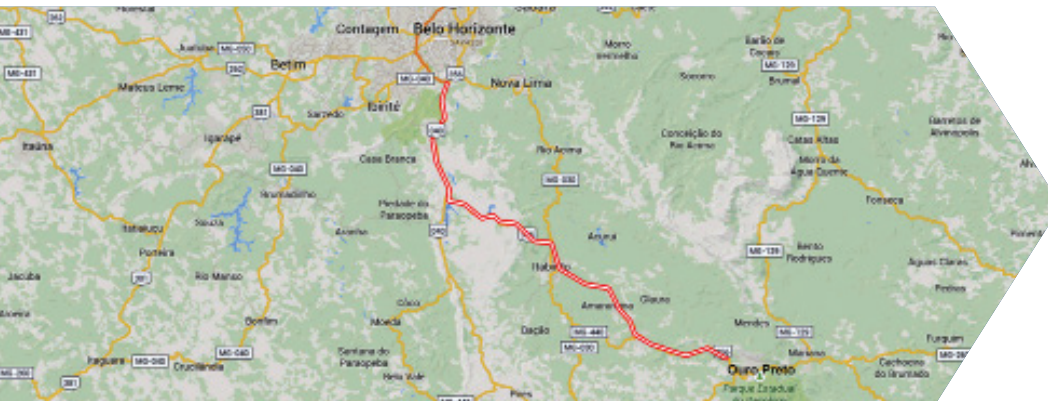


Municipal Holidays and UFOP-sponsored events

January	Congado for N. Sra. do Rosário and Sta. Efigênia;
February	Carnival (can also happen in March)
March	Guava festival in the district of São Bartolomeu
April	Anniversary of João Monlevade (29) Holy Week; Week of the Inconfidência; Anniversary of the School of Pharmacy (21)
May	“Tudo é Jazz” festival: www.tudoejazz.com.br ; Museum Week: www.museusouopreto.ufop.br
June	Ouro Preto Cinema Festival: www.cineop.com.br ; Corpus Christi Holiday
July	Anniversary of Ouro Preto (8) and Mariana (16); Winter Festival and Forum of Arts: www.festivaldeinverno.ufop.br , in Ouro Preto and Mariana.
August	Music Festival MIMO: www.mimoart.br
September	Jabuticaba Festival in district of Cachoeira do Campo; Spring Festival in district of Sto. Antônio do Leite; Festival of São Gonçalo and Cavalhadas in district of Amarantina
Outubro	Anniversary of School of Mining (12)
November	Aleijadinho Week: www.museualeijadinho.com.br ; Fórum das Letras: www.forumdasletras.ufop.br
December	Day celebrating N. Sra. da Conceição (8)

These are the city's most traditional events, all free and open to the public. Most don't have a fixed date, so it is important to pay attention to the local newspapers, to the news boards scattered around the city and to the City Hall's website (www.ouopreto.mg.gov.br) and the University page (www.ufop.br) to stay informed about the year's events.

General Information about the City



Where is it located? The municipality of Ouro Preto is in the interior of the state of Minas Gerais, in the southeast region of Brazil, and has about 70 thousand inhabitants (2010 census), distributed among its 12 rural districts and central downtown.

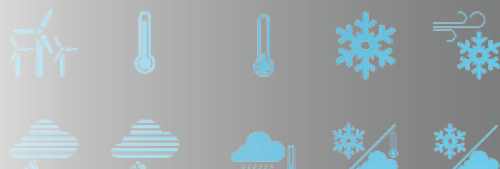
How to get there? There are bus companies that run regular and direct buses to the country's three major cities: Belo Horizonte, capital of Minas Gerais, about 100 km away from Ouro Preto; São Paulo, about 600 km in distance, and Rio de Janeiro, about 420km away.

There are regular buses every hour between Ouro Preto and Belo Horizonte. The trip lasts about 1 hour and 30 minutes and costs around R\$30,00.



Climate

High-altitude tropical climate, characteristic of mountainous regions with rain during December and March. Cold winters and temperate summers.



Average Temperature

Minimum 6°C (43°F) in July.
The temperature can reach as low as 2°C (36°F).
Maximum: 28°C (82°F) in January.

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Important!

Standard plugs and sockets



ELECTRICAL APPLIANCES

Brazil recently adopted a new three-pronged model for its outlets, similar to the Swiss model. You will need adaptors to use appliances here.

ATENÇÃO!

Some outlets are **110v** volts while others are **220v**. Check before using it.

GMT
te- 3 horas GMT
do Norte- 2 ho
GM

Important!

Time zones in Brazil



In **Ouro Preto**, the time zone is the same as Brazil's capital, **GMT -3h**.



Important!

International calls

To make an international call to **CAINT**, for example, you must dial:

00 55 31 3559-1192

- International code
- Brazil country code
- City code (DDD)
- Phone number

To make a regional call within Brazil:

0 XX 31 3559-1192

- Long distance calls code
- Telephone operator code
- Area code for your city
- Telephone number

To call from Brazil to abroad:

00 YY ZZ XXXX-XXXX

- código de ligações internacionais
- code for the desired country
- Area code for your city
- Telephone number

To call a mobile phone, in some states it is necessary to dial **9** before the phone number.



Cost of living in Ouro Preto:


Some price estimations:

Food PF *	R\$ 7,00 – 15,00
Food by the Kg **	R\$ 20,00 – 40,00
French bread by the kg	R\$ 10,00 – 12,00
Bottled Water 500 ml	R\$ 2,00 – 3,50
Soda (can)	R\$ 3,00 – 5,00
Women's haircut	R\$ 20,00 – 55,00
Men's haircut	R\$ 12,00 – 20,00
Bus or Shared taxi	R\$ 3,20
Movie theater	Free

* "PF" is an abbreviation for "Prato Feito".

In Brazil, there are many restaurants that serve a standard meal (generally rice, beans, salad, meat and a side) for a set price.

** Restaurants in Brazil that serve "Food by kg" are self-service restaurants.



Note that, since Ouro Preto is a touristic city, the shops and restaurants are generally more expensive in its historic center.

Here, taxis don't have a meter, so before taking a taxi you should arrange a price with the driver in order to prevent miscommunication.

In Brazil, by law, students pay half price to enter cultural events, museums and the movies. Always carry with you your UFOP student ID card to take advantage of the discounts!



Urban Infrastructure and Facilities

TRANSPORTATION

In addition to buses, there are shared taxis (known as taxi lotação) that circulate around predetermined routes, charging a set price. The taxis that pass through UFOP's campus are labeled “via Bauxita” or “via campus UFOP”.

In the event of blocked streets,

accidents or other transportation concerns, call the Departamento de Tráfego da Prefeitura (OUROTRAN) 3559-3238.

Urgent Care or Unidade de Pronto Atendimento (UPA): 24h (for urgent matters and emergencies) – 3559-3131.
Rua José Mecânico Português, São Cristóvão.



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COMMERCIAL CENTERS

In addition to a variety of neighborhood grocery stores and markets, Ouro Preto relies on many consumer-owned products throughout the week.

In the case of misunderstandings or customer abuse, call the Serviço de Proteção ao Consumidor (Procon) 3559-3238.

BANKS AND “LOTTERY HOUSES” (CASAS LOTÉRICAS)

Bank agencies in the center: Banco do Brasil, Itaú, Santander, Caixa Econômica Federal, HSBC and Casa Lotérica on Rua São José (also known as “Rua dos Bancos,” or Bank Street); Bradesco is in the city’s center plaza, Praça Tiradentes.

Bank agencies in Bauxita: Casa Lotérica in the “Pracinha da Bauxita” (the little plaza of Bauxita); Caixa Econômica Federal and Banco do Brasil on UFOP’s campus.

It’s important to know that in Brazil, many bank notes can be paid not only at

banks but also at casas lotéricas. The bank note will always indicate where it can be paid.

POSTAL SERVICE

Office in the Center: Rua Conde de Bobadela (also known as “Rua Direita”), 180. 3551-1855. Open from 8:30 a.m. to 5:30 p.m., Monday to Friday.

Office in Bauxita: In the “Pracinha da Bauxita”. 3551-2936. Open 9 a.m. to 5 p.m. from Monday to Friday.

CULTURAL SPACES

The Casa da Ópera (Opera House), also known as the Teatro Municipal de Ouro Preto (the Municipal Theater of Ouro Preto), is a spectacle unto itself. The building is the oldest preserved theater in Latin America and it is open for visitation for free from Monday to Sunday from 12 to 6.

The city’s movie theater, also housed in an historic building, is known as Cine

Teatro Vila Rica. Run by UFOP, the theater a variety of free screenings throughout the year in addition to showings organized by students, like CineArq, which just celebrated its third anniversary. You can check the schedule online at their Facebook page: www.facebook.com/Cine.Teatro.Vila.Rica.

The Convention Center of UFOP on Rua Diogo Vasconcelos, 328, Pilar, holds many national and international conferences. It is also used for cultural events like Cine OP and the Winter Festival, and is used as a theater for Ouro Preto.

Additionally, the city has places for studying and research, such as the Public Library, open Monday to Friday, from 8 a.m. to 8 p.m. on Rua Xavier da Veiga, 309, Center; and the Public Archives (in the Casa de Gonzaga), open from Monday to Friday, from 1 p.m. to 3 p.m., on Rua Cláudio Manuel (or Rua do Ouvidor), 61, City Center.





NIGHT LIFE

Ouro Preto's famous nightlife results from the eclectic mix of residents, tourists and students who meet up in traditional bars and restaurants in the Historical Center, at República parties or at the shows sponsored by the Centro Acadêmico da Escola de Minas (Caem).

SPORTS AND LEISURE

The Horto dos Contos (www.hortodoscontos.com.br) is a large botanical garden in the middle of the city's Historical Center, created more than 200 years ago and recently renovated and reopened to the public. Entrance is free and It is equipped for various activities.

The Convention Center parking area, which has a play area for kids, also is a space frequently used by residents for daily walks and outings with kids on the weekends.

One can find even more public spaces spread throughout the city, such as the football fields in the Barra and Água Limpa neighborhoods, the plazas in Ponte Seca and Antônio Dias and various multipurpose courts. Moreover, the city's historical churchyards - are commonly used today as communal meeting places.

Attention with money when traveling

The currency in Brazil is the Real, and currently there are two different bills in circulation, due to its recent redesign. If you travel with cash, be aware that you cannot exchange money in Ouro Preto—the closest currency exchange offices are in Belo Horizonte.

Packing tips and local sites to see

Don't forget to bring comfortable shoes, such as boots and sneakers. There are many hills. In the city's historical center, streets and sidewalks are still made of cobblestone. Also, don't miss the chance to visit some of the ecotourism sights in the region.

- **Andorinhas Cave and Waterfall** about thirty minutes from the historical center of Ouro Preto. The bus heading to the Morro São Sebastião neighborhood drops you at the foot of the trail.

- **Lavras Novas**, a district of Ouro Preto about 20 km from the city, is accessible by car or bus (from the central bus station or rodoviária). On weekends, many visitors seek out its relaxed atmosphere to enjoy hikes to waterfalls, scenic views and quaint restaurants with typical food.

The original road of the Estrada Real or Royal Road, that links Ouro Preto to Paraty and today the country's most important ecotourism itinerary. Take advantage of this journey through history and of Brazil's natural beauty (www.institutoestradaareal.com.br).



➔ **The Inhotim Institute**, about 110km from Ouro Preto, seeks to unify art and nature. The Contemporary Art museum complex is nestled among an extensive natural park, inhabited by local fauna.

More information about the Institute can be found at: (www.inhotim.org.br)



Despite being in a tropical zone, Ouro Preto has an unpredictable climate due to its high altitude—about 1,100 meters about sea level. Therefore, it is important to carry a light jacket in every season of the year, since even sunny days can turn into cold nights with strong winds.

The winters are cold and dry and the summers are temperate and humid. The high level of humidity in summer—which causes mold to grow in houses—and the sharp decrease in humidity in the winter require those who have respiratory sensitivity or problems to carefully monitor their health. Consult your doctor.



Where to stay in the first few days

It is not difficult to find housing when you first arrive in the city. Since the city caters to tourists, there are many hostels, bed and breakfasts and hotels, not to mention

private repúblicas (student housing) that offer empty rooms for very low prices. You will find below find the contact information if you wish to plan in advance.

SHARED ROOMS IN HOSTELS COSTS ABOUT \$60 PER DAY

The suggestion is to stay in hostels since Ouro Preto is a touristic city and often charges marked-up prices at its hotels and pousadas, or bed and breakfasts.

Viva Chico Rei, close to Igreja do Antônio Dias, City Center.

☎ 55 31 3552-3328

✉ vivachicorei@outlook.com

📘 facebook.com/hostelemouropreto

Goiabada com Queijo, close to Igreja do Pilar, City Center.

☎ 55 31 3552 3816

✉ goiabadaacomqueijohostel@gmail.com

📘 facebook.com/HostelGoiabadacomQueijo

Trilhas de Minas, close to Igreja do Antônio Dias, City Center.

☎ 55 31 3551-6367

✉ contato@trilhasdeminashostel.com

📘 facebook.com/trilhasdeminashostel

Buena Vista Hostel, close to Praça Tiradentes, City Center.

☎ 55 31 3551 4677

✉ buenavistahostel@hotmail.com

📘 facebook.com/buenavistaop



Structure, operations, services and general information

Federal University of Ouro Preto (UFOP) was founded on August 21, 1969, as a consolidation of two significant preexisting institutions: the Escola de Farmácia (1839), the first state college and one of the oldest in Latin America, and the Escola de Minas (1976) founded by Henry Gorceix and the first Brazilian institution founded to teach mining, metallurgy and geology.

According to the newspaper Folha de São Paulo, Universidade Federal de Ouro Preto is among the 35 best universities in the country. In addition to the Escola de Minas and the Escola de Farmácia, UFOP excels in many diverse areas and has received international recognition in the areas of technology and innovation, historical research on colonial Brazil and the Biological Sciences research center, classified by CAPES as a Program of International Excellence. In 2013 the Law course was considered by the Ministry of Education to be the best in Brazil.

UFOP's community is comprised of approximately 13 thousand students, 800 technical and administrative workers and about 1000 professors. The faculty is highly qualified, considering out of its 1000 professors, 717 earned their PhDs, 244 have masters and 53 have taken additional postgraduate courses.

UNDERGRADUATE COURSES

Currently, the University has campuses located in Ouro Preto, Mariana and João Monlevade. It offers 47 onsite-learning courses in 11 academic units. The institution also offers 5 distance-learning courses, administrated from Ouro Preto but with sights in various cities in Minas Gerais and in São Paulo, Bahia and Acre.

The Dean's Office for Undergraduate Studies (PROGRAD in Portuguese) is responsible for the enrollment and its adjustments, and issuing transcripts and diplomas for graduation. The PROGRAD is located in the Centro de Convergência.

PROGRAD is fundamental for the exchange student

For enrollment information (see page 36)

To adjust your enrollment (see page 36)

UFOP currently offers the following courses for undergraduates

School of Mining (Escola de Minas) — EM (1876)

- Architecture and Urban Studies
- Environmental Engineering
- Civil Engineering
- Control and Automation Engineering
- Mining Engineering
- Production Engineering
- Geological Engineering
- Mechanical Engineering
- Metallurgical Engineering
- Urban Engineering

Institute of Social Sciences (Instituto de Ciências Humanas e Sociais) — ICHS (1979)

- History (teaching licensure and baccalaureate)
- Languages (teaching licensure and baccalaureate)
- Pedagogy

Institute of Exact and Biological Sciences (Instituto de Ciências Exatas e Biológicas) — ICEB (1982)

- Biological Sciences (teaching licensure and baccalaureate)
- Computer Science
- Physical Education

- Statistics
- Physics (teaching licensure and baccalaureate)
- Mathematics (teaching licensure and baccalaureate)
- Chemistry
- Industrial Chemistry

Institute of Philosophy, Arts and Culture (Instituto de Filosofia, Artes e Cultura) — IFAC (1994)

- Artes Cênicas (licenciatura e bacharelado)
- Philosophy
- Music

School of Nutrition (Escola de Nutrição) — ENUT (1994)

- Food Science and Technology
- Nutrition

Institute of Applied Social Sciences (Instituto de Ciências Sociais Aplicadas) — ICSA (2008)

- Administration
- Economics
- Journalism
- Social Work



**Institute of Exact and Applied Sciences
(Instituto de Ciências Exatas e Aplicadas) — ICEA (2009)**

- Computer Engineering
- Electrical Engineering
- Production Engineering
- Information Systems

School of Medicine (Escola de Medicina) — EMED (2012)

- Medicine

**School of Law, Tourism and Museology
(Escola de Direito, Turismo and Museologia) — EDTM (2013)**

- Law
- Tourism
- Museology

**Center for Open and Distant Education
(Centro de Educação Aberta e a Distância)—CEAD (2003)**

- Public Administration
- Geography
- Mathematics
- Pedagogy

Graduate Studies

The Dean's Office for Research and Graduate Studies (PROPP in Portuguese) is responsible for advising the University administration on matters of graduate studies, especially regarding Masters and PhDs. Information regarding the selection process, courses and matriculation can be found on the site PROPP (www.propp.ufop.br). There are 22 academic master's degree programs offered, 7 professional masters, 13 doctorates and 3 specializations.

Graduate Courses offered by UFOP

Engineering

- Civil Engineering (MSc & PhD); www.propec.ufop.br
- Materials Engineering (MSc & PhD). www.redemat.ufop.br
- Geotechnics (MSc & PhD); www.nugeo.ufop.br
- Environmental Engineering (MSc & PhD); www.proamb.ufop.br
- Mineral Engineering (MSc & PhD); www.ppgem.ufop.br
- Production Engineering (MSc); www.ppgpe.ufop.br

Health and Biological Sciences

- Biological Sciences (MSc & PhD); www.nuheb.ufop.br/cbiol
- Pharmaceutical Nanotechnology (PhD)(In network with UFGS, UFSM, UFSC, USP/Ribeirão Preto, UNESP-Araraquara, UFG, UFMG, UFOP, UFPE and UFRN); cipharmaufop@gmail.com/
cipharma@ef.ufop.br
- Pharmaceutical Sciences (MSc & PhD); www.cipharma.ufop.br
- Ecology of Tropical Biomes (MSc); www.biomias.ufop.br
- Biotechnology (MSc & PhD); www.nuheb.ufop.br/biotec
- Multicenter Chemistry (PhD); www.ppgmqmg.ufop.br

Bem-vindo ao Website da PROPP

A Pró-Reitoria de Pesquisa e Pós-graduação (PROPP) é a unidade administrativa da UFOP que desenvolve e implementa políticas de fomento e apoio à pesquisa, pós-graduação e inovação. Neste website, você encontrará diversas informações, normas e requerimentos relacionados a esses temas.

Nos menus principais deste website, você encontrará informações históricas e atuais sobre as principais áreas de atuação da PROPP. Algumas áreas possuem website específicos. Novidades e notícias relacionadas a editais internos, processos seletivos, oportunidades de financiamento são publicadas no menu Notícias, também em destaque no banner da página principal. Alguns dos principais portais de informação, da UFOP ou externos, podem ser acessados através das logomarcas abaixo.

Em caso de dúvidas, sugestões e informações, por favor entre em contato com nossa equipe.

Últimas Notícias

Resultado Parcial - Editais de Auxílio a Pesquisador e Auxílio à Publicação
27 Julho 2018

A Pró-Reitoria de Pesquisa e Pós-Graduação torna público o resultado parcial dos editais 07/2017 - Auxílio Financeiro a Pesquisador e 08/2017 - Auxílio à Publicação. A distribuição dos recursos foi baseada na demanda qualificada por grande área e por faixa de concorrência, considerando a disponibilidade financeira...

Adiamento do resultado dos editais internos de fomento à pesquisa
29 Junho 2018

Devido a um atraso ocorrido no envio dos dados de avaliação das planilhas de produtividade, o resultado dos editais de Auxílio Financeiro ao Pesquisador e Auxílio Publicação será divulgado na próxima segunda-feira, 02 de julho de 2018. As demais datas do cronograma estão mantidas: 02 de julho a 03 de julho período para...

Divulgada a seleção preliminar do EDITAL PIBIC/CNPq/Convênio UFOP-CPRM Nº 06/2018
29 Junho 2018

Earth and Exact Sciences

- Crustal Evolution and Natural Resources (MSc & PhD); www.posdegeo.ufop.br/degeo
- Computer Sciences (MSc & PhD); www.decom.ufop.br/pos
- Sciences: Physics of Materials (MSc); www.fimat.ufop.br

Human Sciences, Applied Social Sciences and Languages, Linguistics and Arts

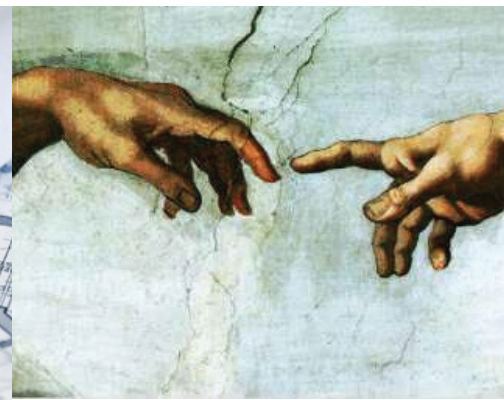
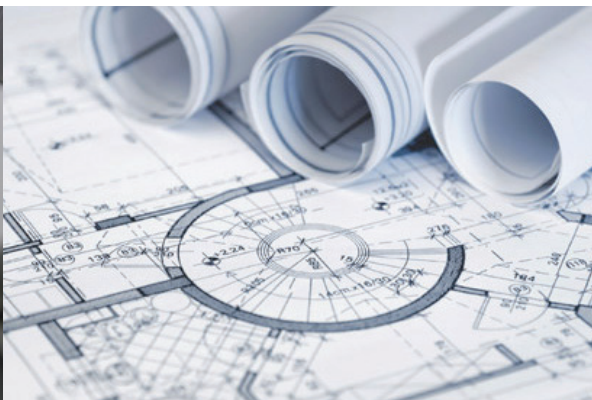
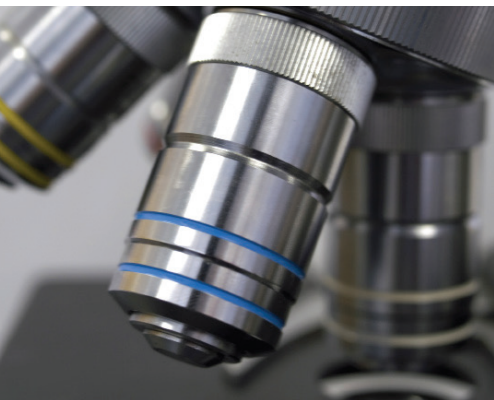
- Philosophy (MSc); www.ifac.ufop.br/efa
- History (MSc & PhD); www.ichs.udop.br/pgh
- Language Studies (MSc); www.posletras.ufop.br
- Education (MSc & PhD); www.posedu.ufop.br
- Communication (MSc); www.ppgcom.ufop.br
- Applied Economics (MSc); www.ppea.ufop.br
- Law (MSc); www.novosdireitos.ufop.br
- Performing Arts (MSc); www.ppgac.ufop.br

Interdisciplinary

- Environmental Socioeconomic Sustainability (MSc); www.sustentabilidade.ufop.br
- Metallic Construction (MSc); www.mecom.ufop.br
- Mathematical education (MSc); www.ppgedmat.ufop.br
- Instrumentation, Control and Automation of Process in Mining – ITV (MSc); www.proficam.ufop.br
- Science Teaching (MSc); www.mpec.ufop.br
- Geotechnical Engineering (MSc); www.nugeo.ufop.br
- Mathematics National Network (MSc); www.proformat-sbm.org.br

Specialization

- Medical Residency in Family and Community Medicine
- Medical Residency in General Surgery
- Medical Residency in Medical Clinic



What are the CA, DA and DCE?

The Central Directory of Students (DCE in Portuguese) is an independent organization within the University whose function is to represent and coordinate undergraduate students studying at UFOP. It works closely with the Academic Centers (CAs in Portuguese) and the Academic Directories (DAs in Portuguese). The academic center or academic directory is a student organization that represents the students in a specific course. The CA/DA is responsible for planning activities to promote the social integration of students, and also for representing students in front of the other departments, the DCE and the Institution. The CAs/DAs are a good channel of communication among students, teachers and coordinators of each course. Occasional student conflicts, for example, can be dealt with through the CAs/DAs. Additionally, the student organizations promote numerous academic, entertainment and social activities.

Look it up where your course's CA/DA is located and get involved in the student-sponsored activities.

What services can UFOP offer you?

Our institution pays careful attention to the academic progress of the student, in addition to his or her physical and mental health. To this end, the University has put many structures in place, and offers **free services** to its students, including to foreigners, such as libraries, university dining halls (RUs in Portuguese), a health center and a sport's complex.

Other benefits offered to exchange students:

- Medical Assistance
- Portuguese as a foreign language course
- Extension courses
- Support for special needs
- Psychological support
- Student house

Libraries

UFOP has libraries in most of its academic units, totaling a collection of more than 62 thousand titles and 101,688 volumes. There is also the Rare Books library, which contains more than 20 thousand volumes, among them works from the 18th and 19th centuries, of foreign researchers and naturalists who studied Brazil. This library is in the former Mining School, located in Ouro Preto's historic center and is one of the most important rare books libraries in Brazil.

The Libraries and Information System (SISBIN) is responsible for managing UFOP's 13 libraries. There is an online platform (www.sisbin.ufop.br) that helps students access book titles, track their individual account, renew books, access the Capes Portal and enter the database of UFOP Thesis Dissertations via internet. It should be emphasized that the libraries are part of an integrated system that allows students to return books at any one of the locations, regardless of where they were checked-out.



HOW LONG CAN I KEEP IT?

Graduation students are entitled to a seven-day loan valid for any book in the collection. An online renewal can be made up to a maximum of five times, as long as the book is not booked or delayed. For graduate students, the period is up to 14 days.

HOW DO LATE FEES WORK?

The amount charged is equivalent to R\$ 2,00 per day of delay. To regularize your situation, the student just need to go to any library of the academic units, pay the fine that is in the name of its user and return the pending book (s), if there is any.

CAN I MAKE AN ONLINE RESERVATION?

It is possible to reserve books through the Pergamum system, which can be accessed through the website www.pergamum.ufop.br.

HOW CAN I CONDUCT A SEARCH ON THE DATABASE?

It is possible to use one of the computers located in the library or search directly at www.sisbin.ufop.br.

ATTENTION: The user will be suspended (unable to make a new loan or a renewal) when the total of the fine reaches the quota of R \$ 10.00 (ten reais).

In order to regularize your situation, all you have to do is go to the library of one of the academic units: pay the fine that is under your user's name and return the pending book(s), if there is any.

HOW TO USE THE ONLINE CATALOGUE?

There are a variety of ways to search the work you are looking for using the catalogue, but the most precise way is using “pesquisa por palavras-chave,” or “search by key-words.” To do this, select from the tab which type of search you would like (author, title, etc.). Click in the empty box. Type the key words according to which type of search you selected (last name of author, title of the work, call number, topic, etc.) and click “busca” (search) or type “enter” after. To search something else, click “reiniciar” (restart).

Operating hours for the libraries at UFOP

Escola de Minas Library

8:00-20:00

Monday-Friday

Holiday hours: 8:00-14:00

ICEB Library

8:00-22:00

Monday-Friday

Holiday hours: 8:00-14:00

IFAC Library

8:00-20:00

Monday-Friday

Holiday hours: 8:00-17:00

ICHS Library

8:00-22:00

Monday-Friday

Holiday hours: 8:00-17:00

ICSA Library

8:00-22:00

Monday-Friday

Holiday hours: 8:00-17:00

ENUT Library

8:00-22:00

Monday-Friday

Holiday hours: 8:00-17:00

EFAR Library

07:30-19:30

Monday-Friday

Holiday hours: 8:00-17:00

DEMUS Library

08:00 - 20:00

Monday-Friday

Medicina Library

8:00-20:00

Monday-Friday

Holiday hours: 8:00-17:00

DEGEO/DEMIN Library

7:00-19:00

Monday-Friday

Holiday hours: 8:00-14:00

Rare Books Library

8:00-11:00 and 13:00-16:00

Monday-Friday

Holiday hours: 8:00-17:00

João Monlevade Library

8:00-22:00

Monday-Friday

Holiday hours: 8:00-19:00



University Dining Hall or Restaurante Universitário (RU)

UFOP has four university dining halls, or “RUs,” distributed among its three campuses: Ouro Preto, Mariana and João Monlevade. The dining halls, supervised by UFOP’s School of Nutrition (ENUT in Portuguese), offer balanced meals at an accessible price of just R\$3.00 per meal. To eat at the dining halls, the student must be regularly enrolled (see page 36) and have a student ID card (see page 39).

Everyday, the student can, in advance, check the RU’s daily menu on UFOP’s website. Go to www.ufop.br and click on the side tab “cultura e serviços,” where you will find the option “cardápio do RU” that includes the menu.

Credits for RU meals, which are put on the Student ID cards, can be purchased at the lanchonetes (snack bars) on campus.

HORÁRIO DE FUNCIONAMENTO DOS RESTAURANTES:

Lunch

Monday-Friday

RECAM: 10:45-13:15

REMAR I (ICHS) and REMAR II (ICSA): 11:00- 13:00

RU-JM (ICEA): 11:40-13:30

Dinner

Segunda-feira a sexta-feira

RECAM: 18:00-19:30

REMAR I (ICHS): 17:30-19:00

REMAR II (ICSA): 17:30-19:00

RU-JM (ICEA): 17:00- 19:00



Dean of Community and Student Issues (PRACE in Portuguese)

PRACE is the organ responsible for the psychosocial well-being of students and seeks to ensure that the academic community can maintain their studies at the University. Take note of the PRACE contacts at each campus:

PRACE - Ouro Preto

8:00-11:30 e 13:00-16:30

Centro de Convergência

Campus Morro do Cruzeiro - (31) 3559-1271

Nace - Mariana

9:00-11:30 and 13:30-16:00

ICHS - (31) 3557-9448

Nace - João Monlevade

13:00-18:00

ICEA - (31) 3852- 8709

Services offered by PRACE

Psychological Services

Students have the chance to participate in group psychotherapy. If the 16 available sessions are not sufficient, the student is referred to UFOP-accredited psychologists in the private network.

How to schedule an appointment for psychological counseling?

Students should contact one of UFOP's health centers.

- **Ouro Preto** – Centro de Saúde: (31) 3559-1248
portasabertas@prace.ufop.br
- **Mariana** - NACE (ICHS): (31) 3557-9448
psicologia.mariana@prace.ufop.br
- **João Monlevade** – NACE (ICEA): (31) 3852-8709
Branch line: 39 – psicologia.jm@prace.ufop.br

The Medical Center

The Health Center at the Morro do Cruzeiro campus serves, through its outpatient program, the entire university community and is open daily from 7:00-19:00. Students from all campuses can contact the sectors responsible for the health of their respective campus.

- **Ouro Preto** – Centro de Saúde – (31) 3559-1248
portasabertas@prace.ufop.br

Some specialties found in the Health Center:

- Cardiology
- Neurology
- Endocrinology
- Gynecology
- General Clinic
- Odontology

Medical Services

Morning hours begin at 7:00 and afternoon hours begin at 13:00. The office is closed for visitation on Tuesday and Friday afternoons.

Nursing Services

The nurses administer vaccines, medications, and nebulizers; take blood pressure and blood sugar; treat wounds; and conduct home visits (when necessary). They also do regular and prenatal check-ups, and perform preliminary consultations to deal with high demand. Contact information: (31) 3559-1284.



School Of Pharmacy

The School of Pharmacy is in charge of distributing to the community the medication released by the municipality of Ouro Preto and prescribed in Ouro Preto. Though the prescription does not have to come from SUS, it must come from the Municipality of Ouro Preto. Furthermore, this sector of the health center supports pharmaceutical projects (related to hypertension and diabetes, for example) and is responsible for the appropriate disposal of medicines. Daily hours of operation are from 7:00 to 17:00. For more information, call: (31) 3559- 1289.

- In order to pick up antimicrobial medications from the School of Pharmacy, you must present your ID card and CPF (the prescribed medication does not have to be under your name).

UPA – Unidade de Pronto Atendimento (or Urgent Care)

Telephone Number: (31) 3559-3131

Address: Rua Mecânico José Português, s/n—São Cristóvão, s/n

SAMU – Serviço de Atendimento Móvel de Urgência
(or Ambulance)

Telefone de Emergência: 192

The Wellness Center

The Wellness Center advocates for the quality of life of the students, offering a variety of activities, such as:

Aikido: Group Aikido classes, led by instructors of the area. To participate, the student must first participate in a class at the Wellness Center, and then, after class, must talk with the teacher regarding the next class.

Massage Therapy: Individual massage therapy appointments with specialized massage therapists. Services are available Monday to Friday, and appointments can be made at the end of each month.

Yoga: Group yoga classes, led by instructors of the area. To participate, just show up at the Wellness Center with gym clothes at the scheduled time for a trial class.

Attention! The student should check the UFOP's website for information regarding the dates for registration.

HOW TO REGISTER:

Registration can be done in person at the Wellness Center. You must bring your UFOP student ID card.

WHERE IS IT?

Rua Reinaldo Alves de Brito, nº 47-A - Centro (basement of Cine Vila Rica). Telephone Number: (31) 3559-1243



Sport Facility (CEDUFOP)

The Sports Facility welcomes students and community members to use the space to practice sports. It offers many free activities, such as swimming, acrobatics classes, chess and jiu jitsu; and lowcost classes, such as ballroom dancing, weight-lifting and gymnastics.

FREE ACTIVITIES

- **School of Futsal**
(offered for the children's of the community)
- **Acrobat Art School**
- **Chess**





PAID ACTIVITIES

To participate in these activities, you must pay R\$50.00 at the beginning of each semester (every six months). Some activities require a physical evaluation, which is included in the cost, before starting.

Offered Activities:

- Fitness
- Bodybuilding
- Dance Hall (Forró, Bolero and Samba)
- Jiu Jitsu

HOW TO PARTICIPATE?

To enroll in any of the activities, the student must register in person at CEDUFOP. Entries are made in room 9, in which the interns in charge of the extension projects stay.

For more information: (31) 3559-1517 ou cedufop@ufop.br

Attention: The activities offered by CEDUFOP and Wellness Center can vary from one semester to another.

Enrollment

To enroll in classes, the student must go to PROGRAD with their passport.

- Before arriving in Brazil, the study abroad program documents are sent and approved by CAINT;
- When the student arrives at PROGRAD, they will find the list of courses chosen in his or her plan of studies.

Foreign students has the two days prior to the start of classes and the first day of classes to enroll.

The exchange student's enrollment period for each semester can be found on the academic calendar and can be accessed through the UFOP site (www.prograd.ufop.br/index.php/administracao-e-registro-academico/calendario-academico).

For our graduate courses, the way matriculation is done depends, primarily, on how the student enrolled in the university graduate program. If the student's university does not have an agreement with UFOP, the student must go to the secretary of the graduate program with his or her CPF in order to be registered in the system. If the student's university does have an agreement, he or she must go to PROPP (the Dean of Research and Graduate Programs) with his or her personal ID. After, he or she will be sent to the secretary of the graduate program and will go through the same registration process as students whose universities do not have an agreement

ADJUSTMENTS IN ENROLLMENT

HOW CAN I ADJUST MY COURSES?

For the exchange student to stay for more than a semester at UFOP, it is necessary, before starting classes and during the time indicated on the academic calendar, to go personally to adjust your enrollment at PROGRAD, in the Centro de Convergência.

WHAT DOES “VAGA RESERVADA” (RESERVED SPOT) MEAN?

The class is reserved for another course of study or for freshmen. You can try to enroll again at a different time when the restrictions are removed (reservations for freshmen are maintained).

WHAT DOES “FALTA VAGA” (NO AVAILABILITIES) MEAN?

There are no available spots in the class selected. The student can try to enroll again at a different time in case a spot opens up, or can try to enroll in a different class. He or she can also petition for a spot in the class.

Attention! Be careful not to miss the period for making adjustments. It is set according to UFOP's academic calendar.

Scholarship opportunities for students

PROGRAD

Pró-ativa: Aims to contribute to the improvement of the teaching-learning process through the development of proposals for perfecting pedagogical practices and the creation and organization of materials and collections of didactic aids for the different disciplines. To share these experiences, the pró-reitoria puts on an annual show to present the various projects through oral and poster presentations. There are two types of scholarship recipients (or monitores): paid and voluntary. The paid monitor will receive R\$300.00 per 15hr/week and must contribute to the project for 8 months. (More information: www.prograd.ufop.br/index.php/nap/pro-ativa).

Monitoria: This project aims to offer students who have demonstrated academic excellence in a specific subject the opportunity to help other students who, perhaps, have doubts or questions about the content taught in that subject. This scholarship is offered each semester and the professors, who can opt to administer a written test or an interview as a way to evaluate the candidates, select the monitor. The only prerequisite for those who wish to apply for this scholarship is that they have already taken the class and received a grade of at least 70%. The scholarship is R\$300.00 and it lasts 4 months. (More information: www.prograd.ufop.br/index.php/nap/monitoria).



PROPP

PIBIC (Programa Institucional de Bolsas de Iniciação Científica): The intention is to introduce, from the beginning, the undergraduate student to the area of scientific research, so that he or she can begin to develop a specific interest within his or her field. It also helps the student cultivate a new mindset, which plays a role in the development of human resources. This project, furthermore, serves as an incentive for those who have an excellent academic record: scientific research projects often leads to post- -graduation research projects.

This program selects, through public announcements, its scholarship recipients and also offers opportunities for student volunteers (PIVIC). The students involved in this program must dedicate, at the minimum, 20 hours a week, participating in the following programs: PIBIC/CNPq, PIBIC-AF/CNPq, PROMETU/UFOP/ FG, PROMIN/UFOP/FG or PROBIC/FAPEMIG, and 12 hours a week to the scientific research programs. Your grade average in your classes must remain at a 6 or higher in order to participate. Some of the scholarship programs that exchange students can participate in includes:

- **PIBIC/CNPq/UFOP** (Programa Institucional de Bolsas de Iniciação Científica do CNPq).
- **PIBIC/CNPq-Af/UFOP** (Programa Institucional de Bolsas de Iniciação Científica do CNPq, modalidade Ações Afirmativas).
- **PIBITI/CNPq/UFOP** (Programa Institucional de Bolsas de Iniciação em Desenvolvimento Tecnológico e Inovação).
- **PIP/UFOP** (Programa de Iniciação à Pesquisa da UFOP).
- **PROBIC/FAPEMIG/UFOP** (Programa de Bolsas de Iniciação Científica e Tecnológica da FAPEMIG).
- **PIVIC/UFOP** (Programa Institucional de Voluntários de Iniciação Científica).

The selection of students for the scientific research programs is done through announcements on the PROPP webpage during the selection period. The site is www.propp.ufop.br.

More information about the programs can be obtained through the address www.propp.ufop.br.

ATTENTION: For more information about the programs, go to: www.propp.ufop.br > Search > Scientific Initiation.

PROEX

Extension Scholarship: Professors who coordinate projects can offer this scholarship to students who have shown interest in the professor's work. The student must dedicate 15 hours/week to the project and will receive R\$300.00 for his or her work. Students who would like to participate voluntarily are also welcome.

General questions

STUDENT ID CARD



In order to get your student ID card, you must take the following documentation to the Sistema de Bibliotecas e Informação (Sisbin).

For Undergraduate students:

1. Proof of Enrollment
2. Personal ID
3. CPF

TO OBTAIN A NEW CARD (IN CASE OF LOSS/

DAMAGE THAT MAKES CARD UNUSABLE):

1.1. Receipt of deposit of R\$5.00 in the following account:

Caixa Econômica Federal
Agência: 2012
CC: 500026-8
Operação: 03

For Graduate Students

1. Go to the department library to sign-up in their database, bringing proof of your link to the Masters or PhD program.
2. Bring the receipt of your R\$5.00 deposit in the above account.

WIFI NETWORK

EDUROAM

Eduroam is the wireless internet access service available at various research and teaching institutions around the world. The service allows its users to connect to the wireless network in all participating institutions with the institution's credentials source.

How access the wireless network?

For IOS:

- 1 Go to settings - Wifi option.
- 2 Enter your CPF@Ufop.br, enter your myUFOP password and click connect.
- 3 Click TRUST

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For IOS:

- 1 Go to settings - Wifi option.
- 2 Enter your CPF@Ufop.br, enter your myUFOP password and click connect.
- 3 Click TRUST

For Android:

- 1 Go to Settings - Wireless and network connections - Wi-Fi settings - Eduroam.
- 2 Choose PEAP as the authentication method and MSCHAPV2 as the Phase 2 authentication.
- 3 In the identity field enter your CPF@ufop.br and in the password field use the same one as your MinhaUFOP. Click Connect.

For computer:

Simply download the installation program (for the user who already has access to the Internet) or configure the equipment for network access Eduroam reporting the following data: PEAP Method: PEAP; Phase 2 Authentication: MSCHAPV2; CA Certificate: not specified; Identity and password: your Login to the minhaUFOP portal.

Attention: You must access the site “minha UFOP” (www.minhaufop.ufop.br) first in order to be able to use the wireless site; that is to say, users who have never accessed “minha UFOP” will not be able to get on the wireless network.

If you have not changed your password in more than three months, it is recommended, for questions of security, that you change your password. It is worth noting that everything you access through the “minha UFOP” wireless network will be registered with your username; therefore, it is important to change your password periodically to avoid unauthorized logins.

BENEFITS FOR STUDENTS OF THE SCHOOL OF MINING (ESCOLA DE MINAS)

Created on April 18, 1960 by alumni of the School of Mining, the Fundação Gorceix is a privately owned non-profit.

Its purpose is to provide social assistance to the students in the School of Mining, ensuring their personal and professional growth, promoting the integration of students into the job market and supporting research and technological development.

The Fundação Gorceix offers a R\$350.00 scholarship for the students who meet the criteria for need-based financial aid, which is determined at the beginning of the academic year.

In order to help the students of the School of Mining to integrate into the job market, the FG offers computer and personal development classes. Some of these classes include:

MS Excel, AutoCAD, AutoCAD Advanced 3D, MS Project and Minitab, Personal Marketing, languages and Entrepreneurship.

For more information about deadlines and registration:

Rua Carlos Walter Marinho Campos, 57 - Vila Itacolomy Ouro Preto - MG

Tel: (31) 3559-7100

www.gorceix.com.br

THE CENTER FOR INCLUSIVE EDUCATION

The purpose of the Center for Inclusive Education (NEI in Portuguese) is to support the UFOP students and workers who have a disability.

NEI offers special inclusion centers at the different academic departments on UFOP's campus, and depends on professionals and monitors to help develop the student's activities. These include activities for teaching, research and extension projects.

Students that need some type of special help can register on NEI's site: www.nei.ufop.br

NEI is located in the Bloco de Sala de Aulas, rooms 107 and 108, on the Campus Morro do Cruzeiro in Ouro Preto.

Hours of Operation:

13:00 to 16:00, Monday to Friday

For more information:

Telephone number: (31) 3559-1322

E-mail: inclusao.prograd@ufop.edu.br



HOUSING

The UFOP students have the chance to experience a unique housing situation, unlike any other part of Brazil. They are called Repúblicas, and are either Federal or Private. CAINT helps the student find a república to live in.

Federal Repúblicas:

Federal Repúblicas are apartments that the University provides for student housing. In Ouro Preto there are 70 repúblicas. They are located around the Morro do Cruzeiro campus and are spread out among the historic center of Ouro Preto. The average price is about R\$300.00 per month.

The foreign students that are matriculated at UFOP can also live in Federal Repúblicas without having to undergo the process of internal selection.

Each república has its own internal structure. Accordingly, each has its own system of selection to evaluate the potential resident's sense of community and family.

Private Repúblicas

The Private Repúblicas provide another housing option for the students in Ouro Preto, Mariana and João Monlevade. These repúblicas are formed by students who rent a private apartment and divide the housing costs and maintenance among them. The cost varies widely, as it depends on the number of people sharing the house.

The average price for private repúblicas is about R\$ 400.00, including Internet, rent, TV, “cumadre” (a housekeeper) and general house expenditures.

Apartments (Kitnets)

Another housing option is a kitnet, a small apartment generally comprised of two or three rooms and bathroom. Kitnets are more expensive than repúblicas, since they are not divided among various people.

On UFOP’s website, on the student section, you can access the list of Federal and Private Repúblicas.



IMMIGRATION AND OTHER INFORMATION FOR FOREIGN STUDENTS

What is the International Affairs Office (Coordenadoria de Assuntos Internacionais or CAIN)?

CAINT was created in 2009 and is responsible for the international academic mobility programs that are linked to UFOP. CAIN manages the academic exchange, receives foreign visitors, publicizes opportunities and prepares the logistics of this process.

How can CAIN help you?

- Receive your mobility application to UFOP
- With general information on international mobility
- Issuance of letters of acceptance
- Portuguese Foreigners Course
- Reception and Housing

PORTUGUESE FOR FOREIGNERS COURSE

UFOP offers regular classes in Portuguese as a second language. Contact CAIN for more information about times and registration.



WHERE TO FIND CAIN:

Coordenadoria de Assuntos Internacionais (CAINT)
 Centro de Vivência – Campus Morro do Cruzeiro s/n
 Ouro Preto – MG – Brasil – CEP: 35.400-000
 Telephone number: (31) 3559-1192
 E-mail: international@ufop.edu.br
 Website: www.caint.ufop.br
 Facebook: /ufopcaint
 Hours of Operation:
 Monday-Friday — 8:00-12:00 and 13:00-17:00

Which documents should be obtained in the country of origin to travel to Brazil, especially to travel to UFOP?

- Passport
- Student's Visa
- Copy of enrollment at home university
- International health plan valid in Brazil for entire stay (required by UFOP)
- Acceptance letter from UFOP or recommendation letter from program coordinator (for graduate studies).
- Proof of income.

A STUDENT COMES TO BRAZIL TO STUDY AT ONE UNIVERSITY, BUT WANTS TO TRANSFER TO UFOP. DO THEY NEED A NEW VISA?

Yes. The Student Visa is granted for a specific course at a chosen university. If the foreign student decides to change courses or institutions, he or she must request a new Student Visa at a foreign Brazilian consulate.





Are any vaccines required for students to be allowed to enter Brazil?

Brazil is a vast country with diverse climates and many regional differences, so the need for specific vaccines depends on the location. The country does not require an International Certificate of Vaccination or Prophylaxis to enter the country; however, it recommends having the following vaccines up-to-date: Hepatitis A and B; Polio; Diphtheria, Tetanus and Whooping Cough; Yellow Fever; Meningococcal Meningitis (MM); HPV; Measles, Mumps and German Measles; Chickenpox; Tuberculosis; Pneumonia, Meningitis, Otitis and Sinusitis; Rabies; Cholera and Traveler's Diarrhea. The vaccine should be administered at least 10 days before traveling to the location.

Anti-malaria medications must be taken before visiting the Amazon Region, comprised of the following states: Acre, Amapá, Amazonas, Maranhão, Mato Grosso, Pará, Rondônia, Roraima and Tocantins.

TO STUDY AT UFOP, IS AN INTERNATIONAL HEALTH PLAN NECESSARY?

Like most Brazilian academic institutions, at UFOP it is obligatory for foreign students to have an International Health Plan, which must be presented to the University before your arrival.

What is a CPF? Why is it important?

The National Registration of Physical Persons, or Cadastro Nacional de Pessoa Física (CPF), is the data bank of the Secretaria da Receita Federal do Brasil (the Brazilian government institution responsible for financial reports). For the foreigner to be able to study at UFOP, open a bank account and even buy an airline ticket via Internet, he or she needs a CPF. To register, the student needs to go first to a post office with his/her passport, and pay the tax of R\$7,00. After, go to an agency of Receita Federal with payment's receipt and make your CPF.



How about the National Migration Register Card?



The student has 30 days, beginning from the arrival date in Brazil, to go to the Federal Police (the institution that regulates entry, temporary residence and exit of foreigners in Brazil) in order to legalize his/her temporary residence, receiving a Foreigners ID Card. If the student does not go to the Federal Police within this 30-day period, he/she will need to pay a fine for each day late. Careful not to go to the Federal Police wearing sandals, shorts, tank tops or hats.

Documents necessary for regularization:

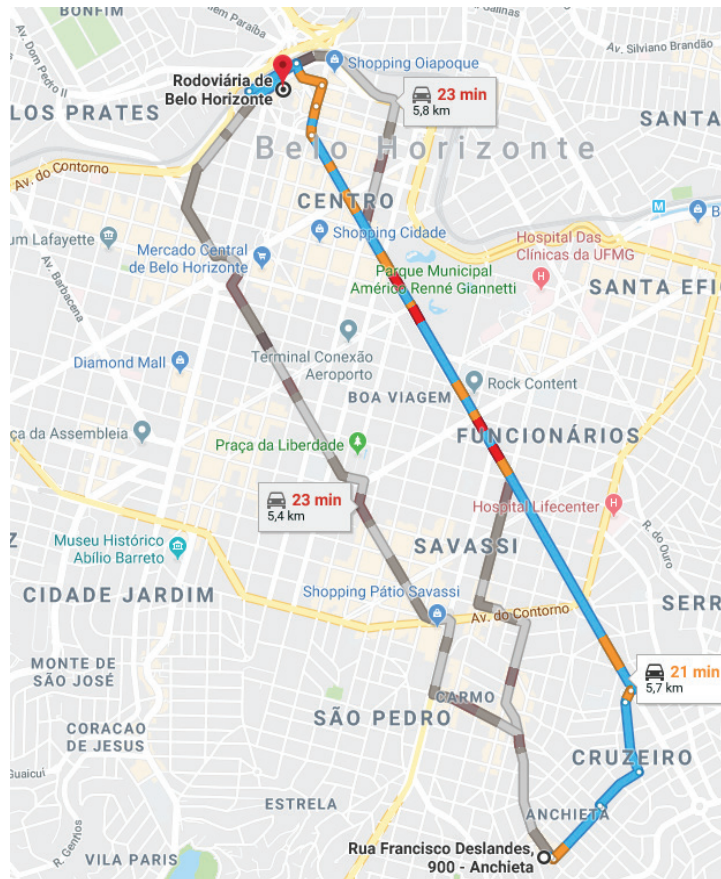
- Passport
- Copy of every page in passport (including the original visa request form)
- Two 3 x 4 recent color photos with white background
- Receipts of paid fees

If the purpose of the travel is tourism, business, sport or artistic activities, it is not necessary to register with the Federal Police, nor is a Brazilian ID card necessary. Their registration will be done when they arrive in Brazil.

The application for the issuance of the National Immigration Registry Card can only be made personally by the interested party at the nearest Federal Police Department unit.

The unit of the Federal Police in Belo Horizonte (where students of UFOP go) is located at Rua Francisco Deslandes, 900, Bairro Anchieta (in the Plaza Anchieta mall). Phone: (31) 2517-9900.

To get from the Belo Horizonte Bus Station to the Federal Police, possible to go by taxi or bus (line 4180 is the fastest). Other route is to go from the bus station to Avenida do Contorno and take the bus at the point located in front of the number 11530. Get off at Avenida Afonso Pena at the bus stop located in front of number 4114. Walk approximately 900 meters and you will reach Shopping Plaza Anchieta, where the Federal Police is located.



How to acquire a Foreign Identity Card

01. Fill out the electronic form available under the option "National Migration Register Card", through the link: <http://www.pf.gov.br/servicos-pf/imigracao>

02. After completing the electronic form, the system will indicate the possibility of scheduling the date and time for the attendance.

03. Then click the Save and print the completed form and its GRUs (Union Pickup Guides) button.

04. Attendance at the Federal Police Unit for which you have scheduled, or if it was not possible to schedule, go to the Federal Police Unit closest to where you will reside, with all the required documents.

To issue the Union Collection Guide (GRU) for the National Migration Registration Card, access the link: <http://www.pf.gov.br/servicos-pf/gru>

The federal revenue code is 140120 and it costs R\$204,77 (two hundred four reais, and seventy seven cents).

In the case of lost or stolen ID cards, the foreigner registered with Federal Police Department should follow the same procedures described above:

Renewal: Generally, the foreign students have ID cards that last for one year, and before the expiration date, they can renew them. The requests for foreign ID cards can be made through the Portal: <https://servicos.dpf.gov.br/SincWeb/protocolo>. Additional information regarding issuing, renewal or replacement of ID cards can be obtained through the Federal Police, by email estrangeiros@dpf.gov.br.

Attention: The foreigner with a permanent visa who leaves Brazil for more than 2 uninterrupted years will lose his or her right to stay, and the ID card will be cancelled. Minors must be accompanied by a parent or guardian.

Rates are subject to change without prior notice.

IMPORTANT:

A request for the renewal of an id card must be done before it expires in order to avoid a fine.



General information

How can a foreigner open a bank account in Brazil?

To open a bank count, the foreigner must be a resident in Brazil. The requirements depend on the bank. For example, for the Bank of Brazil (the Bank with the largest number of agencies in Brazil and abroad) you will need:

- Personal ID with photo
- CPF
- Proof of income
- Proof of residence
- National ID card for Foreigner

Can foreign students work in Brazil?

The student visa does not allow paid work in Brazil, even if the student isn't officially employed by a company.



Can the foreign student have an internship?

Yes. Foreign students regularly matriculated in higher-education courses in Brazil that are authorized or recognized by the Ministry of Education can have an internship as long as the internship contract does not exceed the length of time the student can legally stay in Brazil according to his or her temporary visa.

Can a foreigner drive in Brazil? What will they need?

Drivers licensed to drive abroad can only drive in Brazil if registered and if they are over 18. In this case, they should carry their foreign driver's license and an additional form of personal identification. After 180 days of being in Brazil, the foreign driver who wishes to continue driving should complete a physical and mental aptitude test and psychological evaluation in order to obtain the Brazilian National License Card (CNH in Portuguese). For this, you must present your driver's license from your country of origin, as well an official translation (done in Brazil).

The foreigner who is not licensed but wishes to be must complete all of the necessary steps at the legislação brasileira de trânsito, according to the Resolution nº 360/2010 of CONTRAN.

Only foreigners whose countries signed the Convention of Vienna will be able to enjoy these benefits. The following countries are supported by the agreement: France, Argentina, United States, Italy, Australia, Netherlands, Mexico, Portugal, the United Kingdom, Germany and Colombia.

What to do in the case of a lost passport in Brazil?

In case of lost or stolen documents, the first step is to file a Boletim de Ocorrência (B.O.) at any of the city's police delegacies. This is very important so that you are not blamed if your documents are used inappropriately. Additionally, the foreigner should immediately contact his or her country's Consulate or Embassy.



Consulate Addresses in Belo Horizonte

REPUBLIC OF ARGENTINA

Rua Ceará 1566 - 6º andar – Funcionários

CEP: 30150-311 - Belo Horizonte - MG

Tel./ fax: (31) 3281-5288

REPUBLIC OF THE UNITED STATES OF AMERICA

CASV – Centro Atendimento ao Solicitante de Visto

Rua Maranhão, 310 - Loja I - Santa Efigênia

CEP: 30150-330 - Belo Horizonte - MG

Cônsul para Minas Gerais: Rita Rico

Av. do Contorno, 4520, 8º andar - Funcionários

CEP 30110-090 - Belo Horizonte - MG

Tel.: (31) 3213-1572

REPUBLIC OF ITALY

R. Alagoas, 721 - Savassi

CEP: 30130-160– Belo Horizonte – MG

Fone: (31) 3508-5100– fax: (31) 3524-1010

Email: segr.belohorizonte@esteri.it / segreteria.belohorizonte@esteri.it

EASTERN REPUBLIC OF URUGUAY

Av. do Contorno 6777, conj. 1301 - Santo Antônio

CEP: 30110-935 - Belo Horizonte - MG

Tel.: (31) 3296-7527 – fax: (31) 3296-7291

Email: jorgepouy@hotmail.com

FEDERAL REPUBLIC OF GERMANY

Av. Protásio de Oliveira Penna, 366 - 101 - Bairro Buritis

CEP: 30575-360 - Belo Horizonte - MG

Tel.: (31) 3378-5173

Email: belo-horizonte@hk-diplo.de

REPUBLIC OF PORTUGAL

Av. Álvares Cabral, 1366, 9º andar, Lourdes

CEP: 30.170-000 – Belo Horizonte – MG

Fone: (31) 3614-4231

Email: amelobandeira@hotmail.com; mail@cnbel.dgacp.pt

REPUBLIC OF FRANCE

Av. do Contorno 5417 - 2º andar - Cruzeiro

CEP: 30110-925- Belo Horizonte - MG

Tel.: (31) 4501-3649

Email: consulat.belo Horizonte@yahoo.fr

REPUBLIC OF UNITED KINGDOM

Rua Fernandes Tourinho, 669/702

30112-000

Belo Horizonte Minas Gerais

Tel.: +55 21 2555 9600

Email: bcg.bh@fco.gov.uk

**ASSOCIATION OF THE MEMBERS OF
THE CONSULAR BODY OF MINAS GERAIS**

Rua Marquês de Maricá, 377 - Santo Antônio

Cep: 30.350-070 - Belo Horizonte - MG

Fone: (31) 3342-1510

E-mail: diretoria@corpoconsular.com.br

THE KINGDOM OF SPAIN - CERVANTES INSTITUTE

Av. Olegário Maciel , 454 – sala 01

CEP: 30.180.110 – Belo Horizonte – MG

Fone: (31) 3213-0763

Email: claalvarez@ig.com.br

EMPIRE OF JAPAN

Rua Paraíba, 1352 – sala 1401 – Funcionários

CEP: 31.130-141 – Belo Horizonte – MG

Tel.: (31) 3657-4811 - (31) 3657-4813

Email: consuladohonorario.japaobh@gmail.com;

yukari.hamada@hotmail.com

KINGDOM OF NETHERLANDS

Rua Sergipe 1167, sala 1203– Funcionários

CEP: 30130-171 - Belo Horizonte - MG

Tel.: (31) 3504-3381 / Fax: (31) 3227-5275

Email: contato@consuladoholandabh.com.br

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