UNIVERSIDADE DE SÃO PAULO
International Exchange 2016-2017

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Universidade de São Paulo

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Websites	University website: http://www.usp.br/ International website: http://www.usp.br/internationaloffice/en/
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Location	USP has 8 campuses spread throughout the state of São Paulo:
	• São Paulo Campus, subdivided into 4 different locations:
	  1. São Paulo Cidade Universitária Armando de Salles Oliveira (see location);
	  2. São Paulo USP Leste (see location);
	  3. São Paulo Faculdade de Direito - Largo de São Francisco (see location);
	  4. São Paulo Quadrilátero da Saúde (see location);
	
	The Campus at São Paulo is comprised largely of *Cidade Universitária*, which means "University City" in English (its full official name is *Cidade Universitária Armando de Salles Oliveira*). *Cidade Universitária* is located on the west side of the city of São Paulo, one of the largest urban areas in the world. It was inaugurated in 1968, and houses most of the University's academic departments and administrative offices. The health complex, in the near of *Pinheiros* District, is considered part of the main campus. It includes the Academic Health System: the School of Medicine, the School of Public Health, the School of Nursing and the Institute of Tropical Medicine - São Paulo, as well as a large hospital complex and several other public health institutions. The Law School is located downtown in a traditional and well preserved building of great historical value. The newest part of the Campus at São Paulo is the School of Arts, Sciences and Humanities, located in the east side of the city. Since the Campus is located in the most populous city in South America, it is an extremely dynamic place with activities that involve numerous internal and external audiences;
	
	• Bauru: (see location)
	The city of Bauru is located 326 kilometers (202 miles) northwest of the city of São Paulo. Campus Baruo houses a Coordination Office, the Hospital for Rehabilitation of Craniofacial Anomalies (HRAC) and the Bauru School of Dentistry (FOB). Among the most important facets of the work on Campus are its health services, since they are an essential part of the activities of both the School and the Hospital. Multidisciplinary teams in several fields of health act
	together in the treatment of students, employees and citizens in general.
	Cultural activities at the campus (sponsored by the Cultural Events Division) include classes, workshops, presentations, exhibits and lectures on painting, theater, music, dance and arts. In addition, the Technical Sports Division offers the local community a diverse program of activities aimed at its well-being, improving quality of life, and integrating the campus community with the
	citizens of Bauru. This is one aspect of the University's extension projects, which are among USP's most valued objectives;
	
	• Lorena (see location);
	With a population of over 80,000 inhabitants, the city of Lorena is located 180 kilometers (111 miles) northeast of the city of São Paulo. Since its foundation in 1969, the School has already awarded more than 2,300 degrees in Engineering.
	The School's alumni are now employed in important companies and higher education institutions all over the country;
	
	• Piracicaba (see location);
	The city of Piracicaba is located 150 kilometers (93miles) northwest of the State Capital. In 1934, the well known Practical School of Agriculture of Piracicaba, later renamed Luiz de Queiroz College of Agriculture (ESALQ), was one of the founding institutions that were brought together when the Universidade de
	São Paulo was created. The campus is also home to the Center for Nuclear Energy in Agriculture (CENA). The campus at Piracicaba covers 9,200 acres (which is about 48% of the area of all USP's campuses);
	
	• Pirassununga (see location);
	The Pirassununga Campus is one of USP's largest campuses in surface area. Its facilities include land for crops and units for animal production. Pirassununga has a high-altitude tropical climate, with an average annual temperature of 20.8ºC (70ºF), which makes the region especially adequate for these activities.

The farm launched its activities in 1945 as the "Fernando Costa Practical School of Agriculture." In 1989 it was incorporated as a campus in its own right by the University's School of Veterinary Medicine and Animal Science;

- Ribeirão Preto (see location);

Ribeirão Preto is located 313 km away from São Paulo (state capital) with a population of over 600,000 inhabitants. The Campus is well known for both its beautiful park-like setting and academic excellence. It is not only the 2nd largest campus of the Universidade de São Paulo in terms of academic specialties, but also in scientific production. When the Campus was originally laid out in the 50's, it was essentially a health sciences campus (medical and nursing sciences, pharmaceutical sciences, dentistry). Since then, several academic specialties have been introduced, such as physics, mathematics, chemistry, biology, psychology and education. More recently, the Campus also received Schools of Business, Law, Physical Education, and a Department of Music. The Campus has an International Office that integrates each Faculty. It helps visitors get settled and feel the hospitality of the city. A business and cultural center in the countryside of São Paulo, Ribeirão Preto is a city with active cultural and student life.

- São Carlos (see location):

The city of São Carlos, located 231 km (143 miles) north of the city of São Paulo, is an important scientific, educational and technological center for the state of São Paulo and the whole country. The city has an intense academic activity, due to the presence of many research institutions. Its universities and research centers are widely recognized for their excellence and diversity. The large number of academic, technological and industrial complexes in and around São Carlos has given the city the title of "Capital of Technology". The Campus includes five schools (of Engineering, Mathematical and Computer Sciences, Physics, Chemistry and Architecture and Urbanism). The USP Campus at São Carlos is divided geographically into two separate sections. Both of them occupy the central region of the city, and contain numerous local facilities, including free transportation between the two sections.

Faculties, Schools and Institutes	48 teaching and research units (see the full list)
Mailing address	USP International Office Universidade de São Paulo - USP Fone +55 11 3091-2309 Av. Prof. Lucio Martins Rodrigues, s/n - Cidade Universitária São Paulo/SP - Brazil CEP: 05508-020

Registration Guidelines

Academic Calendar	1st Semester: from February to June (holidays in July) 2nd Semester: from August to December (holidays in January) The full academic calendars are available at Mundus (menu on the left side) *Nota bene*: some Schools follow a different calendar, so please refer to their International Office website for more information.
Nomination & Application Deadlines	**Undergraduates and Second cycle - Master's level students from the European Higher Education Area*** Partners need to nominate students by filling in the form in our nomination platform Mundus (login required). Should you need a USP code in order to nominate your students, please follow the steps available at General Guide. When requesting your USP code, select the subject "University Nomination – Request International Access" and type *Solicitação* 'request' and provide us with your full name, name of institution, title and position. Soon you will get an automatic link with a provisional password. It is recommended that you generate a new one, which must contain a minimum of 6 alphanumeric characters, including at least one number, one letter and one special character. Please noticed that when nominating a student, the home university exchange coordinator chooses neither the campus nor the school the student will study at. These will be confirmed automatically after students add the courses/modules within the application system. * Most bachelor's (*bacharelado*) degrees offered at USP last either 4 or 5 years,

therefore it is highly recommended that students belonging to the European Higher Education Area apply to courses pertaining to the four final semesters of undergraduate programmes offered at USP, although it is also possible for three-year undergraduate students holding a bachelor's degree to apply to our postgraduate level courses (*Pós-graduação* – see further instructions below). Applications will be assessed on an individual basis.

Postgraduate studies – Master's and PhD students

Applications for courses at the postgraduate level (*Mestrado* and *Doutorado*) should be sent by email only.
Required documents:

1) Recommendation Letter (from the supervisor at the home university);
2) Proof of Enrollment in a degree-granting programme at the home university (Master or PhD);
3) CV;
4) Bachelor's Diploma and Transcript of Records;
5) Transcript of Records of the current degree (MA and/or PhD studies);
6) Outline of the activities planned / research proposal (this template can be used. Please make the intended period of exchange clear - start and end dates of the mobility);
7) Application form (template);
8) Passport.

Deadlines

1st Semester (from February to June): Please nominate your students until **October 5th** (students should submit their applications until **October 15th**);
2nd Semester (from August to December): Please nominate your students until **May 5th** (students should submit their applications until **May 15th**);

Application Procedures	**Undergraduate studies** 1 - The student needs to be officially nominated via the Online Nomination/ Application Platform Mundus. No hard copies are needed! 2 - The student receives an automatic link referring him/her to upload the following documents (no hard copies are requested): • Recommendation letter from a professor; • Learning Agreement (signed and stamped by the International Office of the home university); • Official Transcript of Records along with its simple translation into Portuguese (signed and stamped by the home university); • Copy of the valid passport page that contains the personal data; • A photo in ".jpg" format (50Kb Size). See also our website for further information on how to apply. Exchange students are allowed to choose courses offered by multiple schools. Please make sure that the courses are offered by schools located on the same campus.
Courses offered	Students may choose subjects from different courses offered at different Schools. Click here to browse the online course catalogue.
Special requirements	• The School of Engineering (*Escola Politécnica*) requires exchange students to enrol in a number subjects that correspond to at least 12 credits.

	• The Ribeirão Preto School of Economics, Administration, and Accounting (*Faculdade de Economia e Administração de Ribeirão Preto - FEARP*) requires applicants to enrol in a number of subjects that correspond to at least 16 credits.
Credit and Grading Systems	Download file
Course restrictions	• Exchange students in the area of Human Health are not allowed by law to undertake practical classes and internships. They may follow those disciplines as guest auditors, if suitable. • The School of Architecture and Urbanism (*Faculdade de Arquitetura e Urbanismo – FAU*) and the School of Economics, Business and Accountancy (*Faculdade de Economia, Administração e Contabilidade – FEA*) receive each semester a large number of applications and have limited capacity to admit exchange students. Please refer to their Local International Offices before nominating students / applying. We highly recommend that students intending to apply for such schools consider the possibility of alternatively applying for other schools as well.
Language requirements	Good command of Portuguese (at least intermediate level, since most classes are taught only in Portuguese). No certificate of language proficiency is required.
Acceptance letter	It usually takes from 30 to 45 days after the deadline for applications.
Transcripts	An official transcript will be sent to the Home University's International Office after completion of the studies once the grades are released.
Short and Summer Couses	USP offers short courses (refresher, diffusion, specialization, professionalizing, extension, etc) either free of charge or at reduced fees.

Student Services, Support and Campus Life

Language course	The exchange student can attend (during the semester, not before) an intensive Portuguese course offered by the *Language Learning Center* (Centro de Línguas da FFLCH) at the São Paulo Campus only – Cidade Universitária. For further information, please visit http://clinguas.fflch.usp.br/ or send an e-mail to portcl@usp.br. For opportunities available on other campuses, please refer to our Local International Offices.
Restaurants	All campuses have their own restaurants that serve breakfast, lunch and dinner at affordable prices.
Medical facilities	USP owns two large hospitals and has partnerships with the Clinical Hospital of São Paulo and of Ribeirão Preto. Exchange students can have access to them in case of emergency.
Sports and Cultural facilities	Sports and recreational facilities are present on all the campuses. Some centers run specific programs for several sports such as soccer, basketball, volleyball and swimming. All programs are supervised by professionals from the respective field and are available to foreign students. In addition to museums, USP also has several cultural centers and groups providing students with a rich diversity of options for leisure and culture.
Student's Union	For information regarding the student's union, please refer to the website of the student's associations.
International Buddy Programme	USP iFriends is a program created by International Office of USP in order to facilitate the contact between international students and the academic community. The USP iFriend (a regular student at USP who signs up for the program) is responsible for the process.
Accommodation	There are no accommodation options for exchange students within the campuses. The search for accommodation must be carried out by the students

	themselves according to their economic conditions and interests. USP strongly recommends that students take part in the USP iFriends program in order to get more information about accommodation. Applicants may opt to take part in the buddy program when filling out the online application form. For further information regarding alternative housing options outside the campuses, please contact the Local International Offices.
Disability Support	Please inform us about students' disabilities as early as possible. This information will not be used to assess their application at all. Through the programme "USP Legal", we support students with special needs, including adapted transportation services. Here is a full list of all the available services.
Pre-arrival Information	
Visa Information	If accepted, the student will receive an Acceptance Letter, which is necessary for them to request the appropriate Student Visa (VITEM IV) at the Brazilian diplomatic representation PT, EN or ES in their home country. The university is not allowed to enroll students with a tourist visa!
Tuition fees	USP is a public state institution that receives exchange students at no cost, except for a few short summer and extension courses.
Insurance	The international student must provide a health insurance paper (mandatory). During his/her stay in Brazil, the international student will have access to the Brazilian Public Health System only in emergency cases.
Orientation dates	Upon acceptance, the student will receive further information about orientation dates. Please notice that different faculties/schools may have different orientation dates as well as enrollment deadlines. Specific inquiries should be directed to the Local International Offices.
Student Guide	For further information, please check the student guide.
After Arrival	
Registering with the police	Visitors will be required to register with the Brazilian Federal Police office within 30 days upon arrival and apply for a National Foreigner Registry - *Registro Nacional de Estrangeiros* (RNE**)**. For further information, please contact the Local Office of the host School/Faculty.
Enrollment	Immediately upon arrival, the student should provide the Local International Office with copies of their health insurance paper and visa so as to confirm their attendance in person and collect their personal University Card.
Costs and Additional Information	
Living Expenses	• There are free transportation options within each campus (information available in Portuguese) • It is possible to compare prices of basic living expenses in a variety of cities.
Student and researcher's guide	An International Student and Researcher's Guide is available for download. For further information the student may contact the Local International Offices.