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Guide Book

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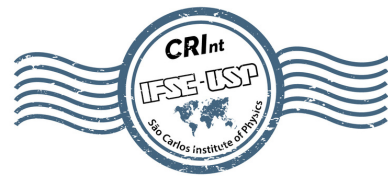


Be very welcome!

The IFSC/USP International Relations Department (CRInt) welcomes you and wishes you a great stay in São Carlos! To facilitate your adaptation in Brazil, this Guide was prepared with information about the University, city and country, as well as tips and guidelines to help you during this exchange period.

About CRInt

The University of São Paulo USP has the São Carlos Institute of Physics that created the International Relations Commission called CRInt. for international cooperation and Provide administrative assistance to foreign undergraduate students in order to promote academic mobility, cultural and scientific exchange and provide a curricular and personal enrichment to your community. Its function is to support the reception and regularization of visiting students from Brazil and abroad. Before disembarking in Brazil, please inform CRInt of the date of your arrival in São Carlos to schedule a welcome visit and orientation.



Buddy Program

The sponsorship program has as its main objective: to help foreign students in their initial phase of adaptation to Brazil and academic life, making them feel part of the community; we know how important integration is, contact us and participate in the program.

Director: Prof. Dr. Gregório Couto Faria

Second director: Prof. Dr. Diogo Boito

Address: Av. Trab. São Carlense, 400 - Parque Arnold Schmidt, São Carlos - SP, 13566-590

How to get there: Campus I, entrance through the Instituto de Física Gate, the first building on the right.

Contacts: crint@ifsc.usp.br

Feel free to contact CRInt, it will be a pleasure to help you.

1. PLANNING YOUR TRIP

1.1. Documents

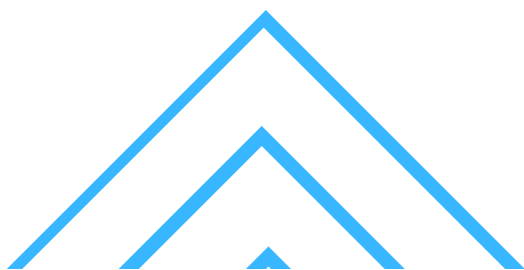
To study in Brazil for a short period of time, the student must contact the Brazilian consulate in his/her country of origin and require a temporary visa (inquire about the appropriate type of visa according to the nature of the activity to be developed in Brazil). Once in Brazil, the student must arrange the rest of the documentation.

With all documents at hand the student should go to the Undergraduate or Graduate Section of the Physics Institute for other administrative measures.

1.2. Registro Nacional de Estrangeiros (RNE)

In order to remain in Brazil the time required to develop a course, graduate program or postdoctoral research, and to be able to officially register at the university, the foreign student or researcher must obtain a visa for entry into the Brazilian consulate in your country of origin. This visa must allow the development of their academic and research activities in the country (permanent visa, temporary VITEM IV, Mercosur and temporary VITEM I - the latter exclusively for carrying out post- doctoral). Isn't possible to enroll in the university foreign students holding visas for tourists. You also can not change the type of visa once inside Brazil . In such cases , the student must obtain the new visa at the consulate in your country .

Once in Brazil, the student should refer to Section Undergraduate (or Graduate) of IFSC, where you will receive the instructions to (1) obtain the identity of foreign (called "RNE") and (2) make registration and obtain the identity card of the USP.



1.3. Registro de Estrangeiros

The document of temporary stay of foreigners in possession of a visa in your passport is called the National Registry of Foreigners (RNE). Only with this number can you get CPF, open a bank account, buy school pass or perform any other activity that requires a confirmation of his prolonged stay in Brazil. The RNE should be obtained in a Police Federal Police (DPF) within 30 days from the entry in Brazil (under penalty) leading:

1 - Original valid travel document (passport) and a certified copy of the passport used sheets.

Certified copies must be made in a notary.

Notaries in São Carlos:

1.1 - Tabelionato Campos Porto 1º Tabelião - São Carlos

Rua Dona Alexandrina, 958 - Centro

1.2 - Tabelionato Tombi 2º Tabelião - São Carlos

Rua Marechal Deodoro, 2318 - Centro

2 - Two photos 3 x 4 - colored, white background

3 - Original application for visa (is the document presented in the Brazilian consulate of the country of origin, with information on the visa issued)

4 - Proof of payment of the original fee collected from the banking network through billet (GRU), got the link <https://servicos.dpf.gov.br/gru2/gru?nac=1&rec=9>. Fill in the guide with all the information requested. In the field of tax collecting units, select SP(102-3) Delegacia de Polícia Federal em Araraquara/SP. In the field "Código da Receita STN" select " 140082 - Registro de Estrangeiro". Then click on "Gerar Guia" and print. The value of this FEE is R\$ 64,58 (May 2015).

Next, you must repopulate the same GRU with the following modifications: in the field "Código da Receita", select "140120 - Carteira de Estrangeiro de 1ª via". Then click on "Gerar Guia" and print the other guide. The value of this fee is R\$ 124,23 (May 2015).

Note: the name of the applicant shall be equal to the passport. The affiliation (name of father and mother) must be equal to the visa application.

Pay the two guides at any bank (stay tuned to the payment period).

5 - Fill out the form to request registration, issuance of identity of foreign (1st and 2nd copy), renewal application for conversion of temporary residence in permanent - amnesty and free residence MERCOSUR agreement. The electronic form is available on <https://servicos.dpf.gov.br/sismigra-internet/home.seam>. Then click the save button and print the completed form.

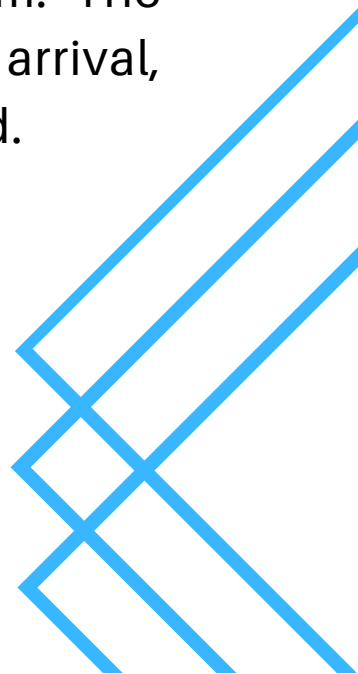
After filling out and printing the electronic form, go to the Federal Police Station in São Carlos. It is recommended not to wear shorts, as this may prevent your attendance at the Federal Police.

Federal Police Station in Araraquara:

Address: Av. Maria Antonia Camargo de Oliveira, 3013 - Vila Ferroviária, Araraquara - SP, 14802-230

Phone: (16) 2108-5100

The attendance for foreigners at the Federal Police Station in Araraquara is from 08 am to 5 pm. The service is conducted in the order of arrival, according to the number distributed password.



After Making the record in DPF, the applicant receives a protocol with the number of your RNE, which will serve as proof of your legal status in the country. The Foreign ID (RNE) takes a few months to get ready, but this time the RNE protocol is valid as official identification. The applicant may consult the website of the Ministry of Justice the progress of your application for temporary registration <https://www.gov.br/mj/pt-br>.

Extension of deadline: if you need to extend the period of stay in Brazil, the applicant must go to Federal Police Station in São Carlos up to 40 days before the expiration of the period of stay in the country (as indicated in RNE).

1.4. Registration of Individuals (CPF)

The application of CPF can be made at any branch of the Banco do Brasil. The applicant must submit the passport, application protocol RNE and proof of address in Brazil.

The CPF is an essential document in the most diverse spheres of Brazilian Public and Private Administration and, for the university, a necessary document for student registration.

Foreign students can withdraw their CPF prior to coming to Brazil directly at the diplomatic offices of Brazil in their respective countries.

Procedures and documents can be found on the Federal Revenue website (<https://www.gov.br/pt-br/servicos/inscrever-no-cpf>)

In Brazil, the CPF can be requested in the network associated with the Federal Revenue:

- Civil Registry of Natural Persons;
- Bank of Brazil;
- Caixa Econômica Federal;
- Mail.

1.5. Open a bank account

- To open an account at the Banco do Brasil, the foreign student must submit the following documents (original and copy):
- RNE Protocol
- CPF
- Proof of enrollment at USP and USP number
- Proof of residence
- Passport.
- Proof of residence may be a bill (water, electricity or telephone) or a copy of the lease. Students living in university accommodation should contact the coordinator of your accommodation or the Student Support Services on campus, by phone (16) 3373-9111.

2. TRANSPORTATION TO SÃO CARLOS

- Here are the detailed instructions to travel from Guarulhos International Airport in São Paulo to São Carlos:
- The arrivals area at Guarulhos Airport (São Paulo) is on the ground floor. When you arrive, leave the airport building without changing the floor. Outside the building, before crossing the street, look for the bus box office “Airport Service”. It can be situated at your right or left, depending on the arrival terminal.
- Buy a ticket to the Terminal Rodoviário Tietê (which is the main bus station of São Paulo). The value can vary between 40 and 60 reais. (<https://www.airportbusservice.com.br/c%C3%B3pia-hor%C3%A1rios-1>)

- Take the bus on the street in front of the bus box office. (Note, that there are several buses going to different destinations! Care to take the one going to Tietê – usually on platform 4.
- The trip to the Tietê Bus Station takes up to 30 minutes.
- Airport express
- The second option is to go by train to the bus station:
- Train-Airport-Guarulhos
- The express airport is the express line that connects Guarulhos Airport to Luz station. Therefore, it is a faster way to go from Luz station, one of the main and most important stations in São Paulo, to the airport.

That way, the service that works in both directions makes hourly trips. That's why it's worth remembering that it's necessary to adapt your trip to the times they work. As trains depart at full times between 05:00 and 24:00, it is necessary to calculate the right time to arrive at the station on time and not miss the train, for example.

- In the direction of Luz - Aeroporto, the trains go straight to the Airport - Guarulhos station, making only one stop at the Guarulhos-Cecap station. However, for those who use the service in the opposite direction, the train makes a stop at Guarulhos-Cecap station, but also at Brás and finally at Luz station.
- Finally, the reason cited by the secretary of transport for not having a stop at Brás during the stretch towards Guarulhos Airport was the following: stopping at Brás could cause confusion for passengers, as it passes on the same platforms as Line 11 or 10, and an unsuspecting one could board the wrong train. In the sense of Luz, residents of Guarulhos will have two options for the center of SP.
- Train to Guarulhos Airport: Travel Time, Prices and Schedules
- At first, our experience was departing from Jabaquara station and the trip to the station where the train to Guarulhos airport departs (Engenheiro Goulart) lasted exactly 1 hour.

- Line 13 – Jade: It takes just 13 minutes in both directions. The ticket currently costs R\$ 4.40, the same price as the subway.
- Line 13 Jade schedules:
- Working days: every 20 minutes from 04:00 to 24:00;
- Saturdays: 04:00 to 08:45 every 20 minutes, 08:45 to 16:40 every 30 minutes, 16:40 to 20:00 every 20 minutes and 20:00 to 24:00 every 30 minutes;
- Sundays and holidays: every 30 minutes from 04:00 to 24:00.
- Airport Express: Travel time is 35 minutes in both directions.
- The airport express operates daily and leaves constantly every hour, between 5 am and 12 am, in both directions. If you arrive by subway to Luz station, you will need to pay an extra R\$ 4.40 to use this service. Unlike the previous train, you cannot use the same ticket. The total value of the trip will be R\$ 8.80. (More information:
<https://www.viajeleve.net/trem-para-aeroporto-de-guarulhos/>)

- When you arrive at Tietê, go to the upper floor of the bus station to find the box office. Find the box office of either the bus company Empresa Cruz or Cometa, and buy the ticket to São Carlos (the approximate cost is R\$ 82).
- Viação Cometa: R\$ 81,93
(https://viacaocometa.queropassagem.com.br/?gclid=Cj0KCQjw94WZBhDtARIsAKxWG-_ZjU9an0RUTkclrHFPM4PowpaP6omqj6oMA2NQSuy7exzE5_4UnrQaAkDxEALw_wcB)
- Empresa Cruz: R\$ 80,95
(https://www.empresacruz.com.br/?utm_source=google-ads&utm_brand=empresa_cruz&utm_campaign=empresacruz&utm_kxconfig=u3fp0qvzv&gclid=Cj0KCQjw94WZBhDtARIsAKxWG--Rpk14WBHL58a3lPzQlPo1_BrYq1GkfljYK29lxhszM4HEXwM0394aAuOPEALw_wcB)

2.1. Public Transport in São Carlos

The company in charge of public transportation in São Carlos is called Suzantur. The tariff of the buses is R\$ 4,50.

Attention, the buses are not exactly punctual. It is a good idea to arrive 5 minutes before the established time and wait until 15 minutes more.

If you wish to rent a car, there are many companies that provide this service. The range of prices is really big. You may find here a list with different options to rent a vehicle.

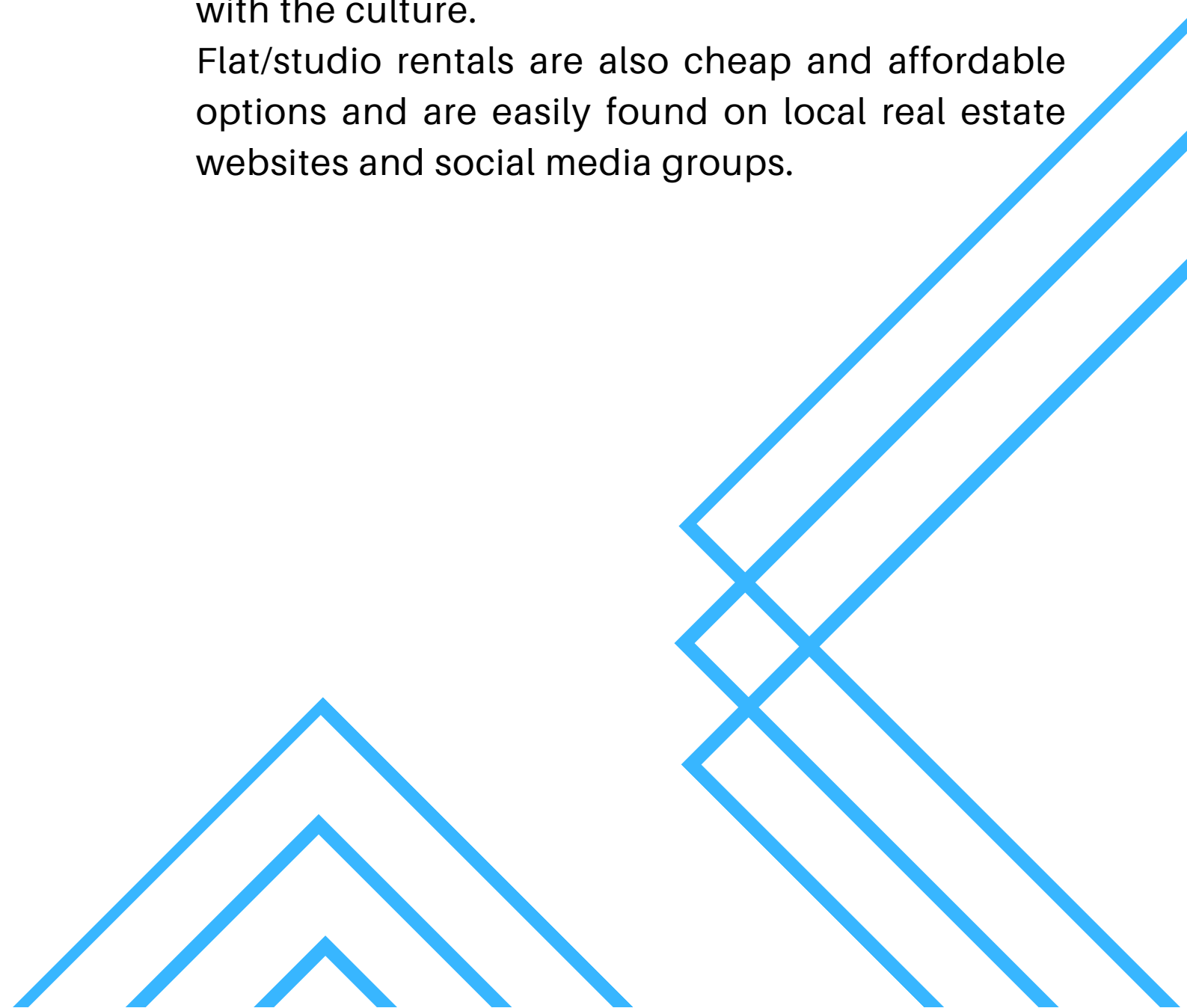
There is still the possibility of calling a taxi. Check here some taxi stations and find the closest one to your place. The prices are not previously fixed and may vary a lot, ask the driver beforehand how much, on average, the run usually costs.

There is the possibility of getting around the city using the Uber app. The app is used by most students because it is safe and a cheaper option than the taxi.

3. ACCOMMODATIONS

The most popular housing option among students are the so-called dormitories, that is, housing in which residents share the costs of rent and other expenses. It is important to emphasize that this type of housing allows the international student to have more assistance and a better environment in Brazil, as well as more contact with the culture.

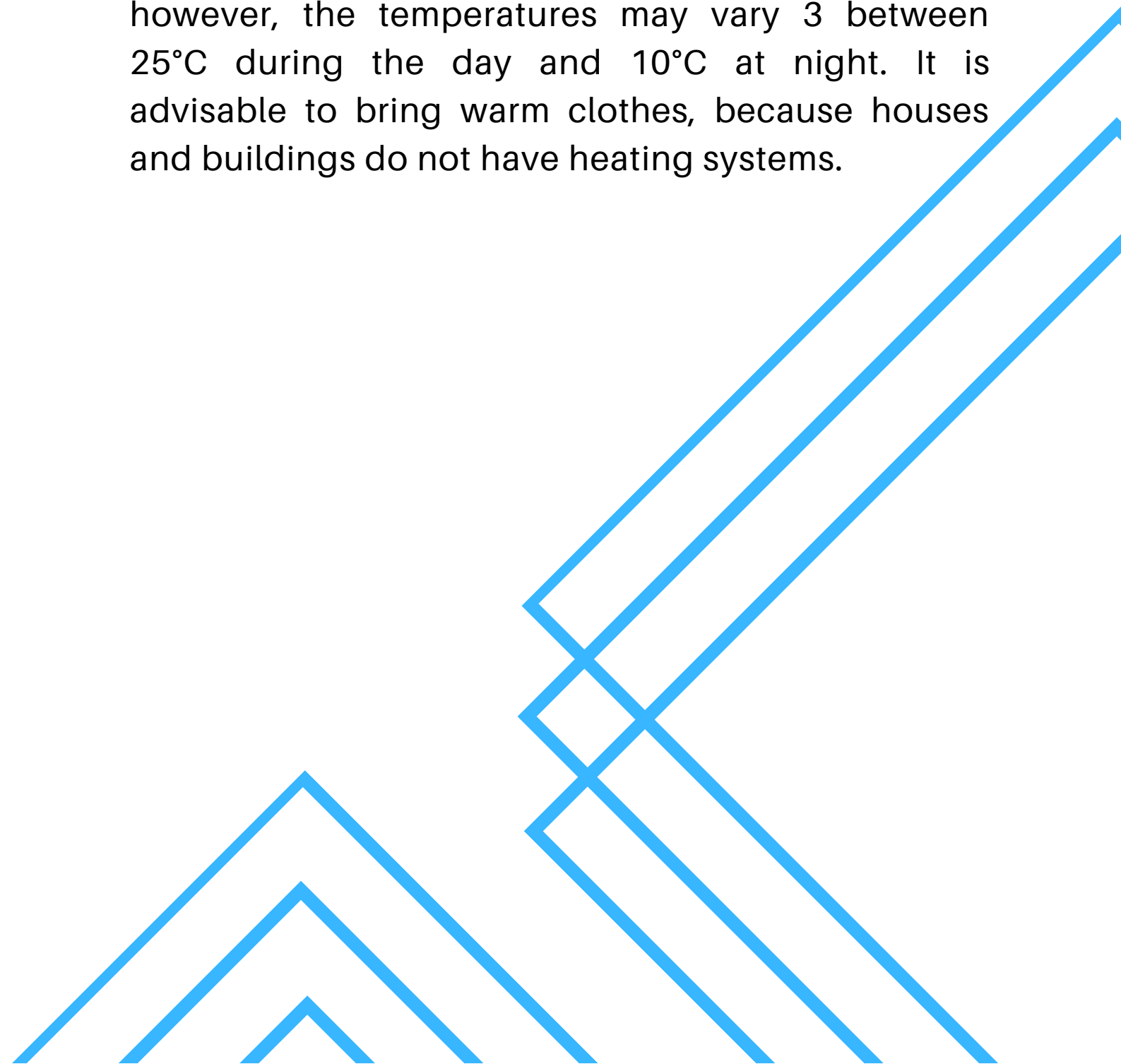
Flat/studio rentals are also cheap and affordable options and are easily found on local real estate websites and social media groups.



4. OTHER USEFUL INFORMATIONS ABOUT THE CITY

São Carlos is the hometown of two big universities, hence it is a young, joyful city with many options of leisure and culture. The city is located in the countryside of the state of São Paulo and is considered to be medium sized according to Brazilian standards. As in most Brazilian cities, it is unusual that everybody knows how to communicate in English. However, because of the great number of college students, it will not be difficult to find someone who can help you in your daily activities, such as going to the supermarket or to the bakery, for example.

Concerning the weather, São Carlos has a pleasant climate – warm during the day and a bit colder and windy at night. The city is known as “Climate City”, because on the same day it is possible to feel the characteristics of all four seasons. In winter, however, the temperatures may vary 3 between 25°C during the day and 10°C at night. It is advisable to bring warm clothes, because houses and buildings do not have heating systems.



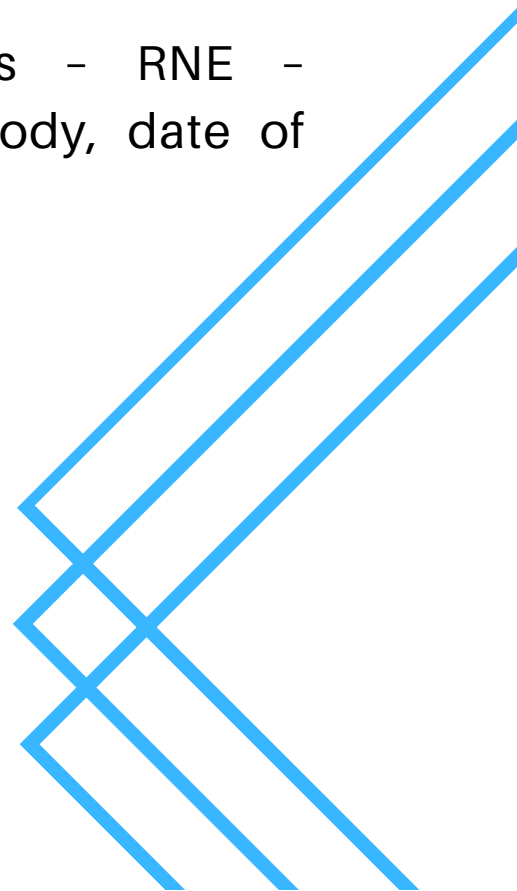
5. HEALTH INSURANCE

It is very important that you have your health insurance card at hand before you leave your country of origin. However, if you have any emergency, call the SAMU (Emergency Mobile Care Service) dialing 192. Or go to the public hospital Santa Casa de Misericórdia de São Carlos, at Rua Paulino Botelho de Abreu Sampaio, 573 (near USP's Campus I).

5.1. Cartão SUS

The SUS card enables medical care in any hospital in the Brazilian public network. Documents required for registration (original):

- National Registry of Foreigners – RNE – information: number, state, issuing body, date of issue, affiliation, place of birth;



- Certificates: Birth, Marriage, Divorce/Separation, Indigenous - information: book, sheets, term, date of issue, parentage, place of birth;

- Proof of Residence (electricity, water, telephone, bank - preferably in the name of the user or patient).

For foreigners residing in Brazil, in addition to the above documents, the following information is required:

- Country of origin;
- Date of entry into Brazil;
- Date of naturalization;
- Naturalization Ordinance Number.

Registration can be done at all Health Units in the municipality, with opening hours from Monday to Friday, from 8 am to 4 pm. After registering, the user receives a temporary card that is valid for their service. Subsequently, after validation by the Ministry of Health, a definitive card in the form of a credit card (in PVC plastic) - which will have a label on the back with user data and the number of the National Health Card - will be sent by mail. to the address provided in the registration. If you prefer, you can advance the registration of the SUS card online at

<https://portaldocidadao.saude.gov.br/portalcidadao/areaCadastro.htm>

6. SAFETY ISSUES

In São Carlos, as in any other city around the world, we should not overlook safety matters.

Despite being a peaceful, calm university city, try not to walk by yourself alone in unfamiliar places, mainly at night. Do not hesitate in calling for help in case you see something that does not seem normal. Here there is a list with some really useful emergency phone numbers:

- Corpo de Bombeiros (193)
- Defesa Civil (199)
- Delegacia de Atendimento à Mulher (180)
- Polícia Civil (197)
- Polícia Militar (190)
- Polícia Federal (194)

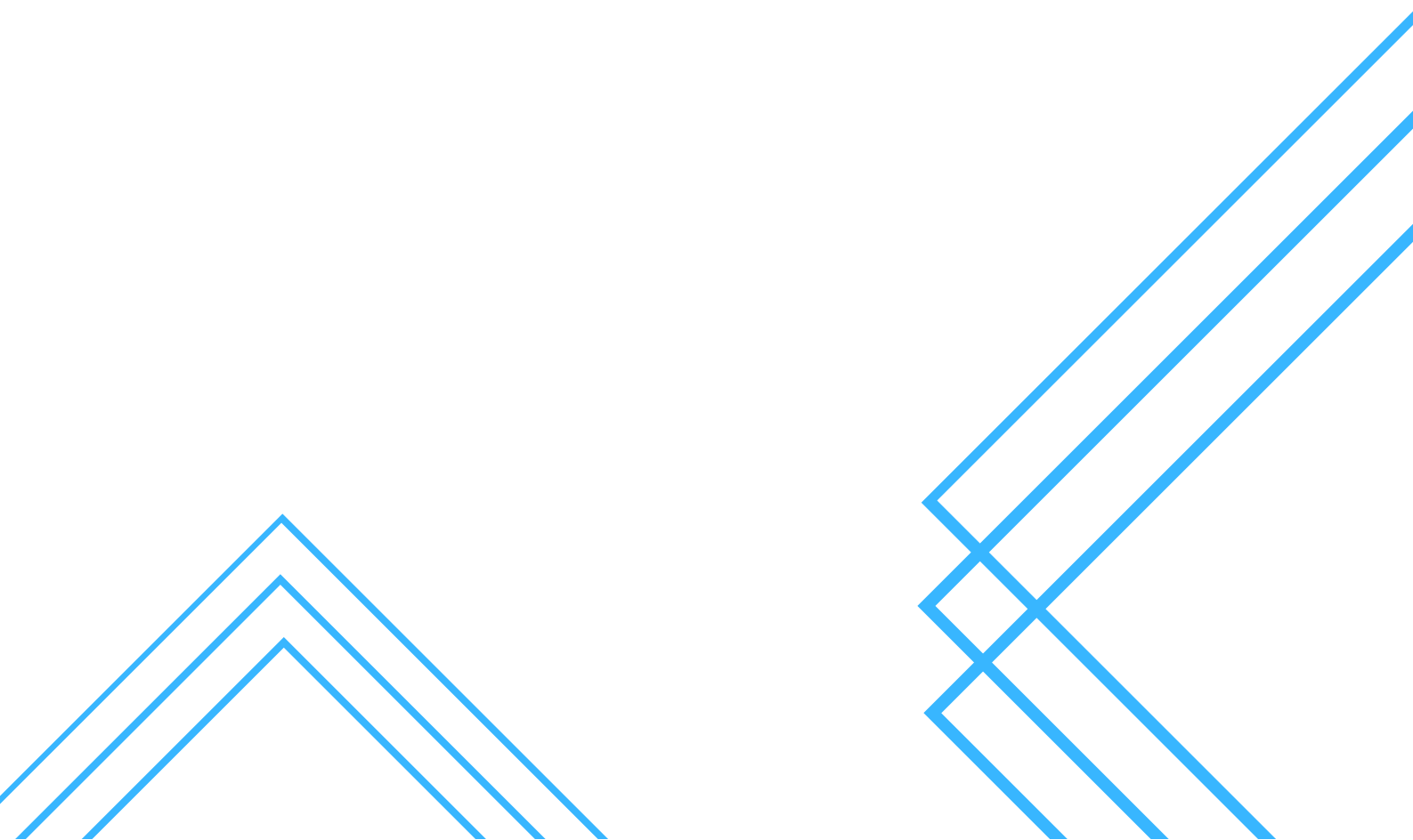
7. TOURISM, LEISURE AND ENTERTAINMENT

There are itineraries for everyone in São Carlos. There are many entertainment options: two movie theaters, one theater, many bars, pubs and nightclubs. Moreover, there is a place called SESC that offers a big range of activities, such as sports, dance shows, plays, concerts, circus activities, workshops and more. Some of them are for free and others are offered for a very low cost.

The extent of options in terms of gastronomy is also really big. The town has restaurants specialized in many types of cuisines besides the Brazilian one, such as American, French, Japanese, and Chinese. In addition, there are some coffee shops where you can just hang out to have a pleasant afternoon, or even some “botecos”, places where beer is always cold and ready to be served in small “American glasses”. Unlike in other countries, there is also a type of restaurant serving “rodízio”, i.e. all-you-can-eat food directly served at the customer's table, normally meat or pizza. Due to the size of the city, there are really many options with a big variety of prices and types of services.

During day time it is possible to visit historical monuments, take a walk at the Zoo, get to know scientific attractions at CDCC, visit the TAM Aviation Museum, and many other activities. There are cultural, ecological, rural, educational, scientific, religious, and technological itineraries. You cannot miss it!

Exciting nightlife is offered in nightclubs, pubs, restaurants, and bars. Some of them have live music or band performances. Note, however, that some of them charge the entrance. Once again, there is something to do for everyone in São Carlos, it doesn't matter whether it is day or night.



8. USEFUL TIPS

8.1. Communication

When you arrive in São Carlos buy a mobile phone chip from a local telephone company. They are really cheap, around R\$ 15,00, and will make your communication life much easier. The most important ones are TIM, VIVO, CLARO, and Oi. Normally, if you call a number of the same company as your own, it will be much cheaper. Check which one fits you better.

8.2. Meals

Daily meals are served at the USP's University Restaurant (menu and information on pricing and time of use here), or just go to a "kilo restaurant". In this type of restaurant the customer serves him- or herself and pays for the amount of food, in kilograms, that he/she has taken. This option is really cheap and common for people who do not have much time to cook their own food. However, if your living place offers conditions to cook and you want to make your own meals, it is possible to buy food and kitchen utensils at supermarkets around USP's Campus I. Note, however, that this is not a customary behavior among Brazilians.

8.3. Taxes

In Brazil, taxes are included in the final value of the product.

8.4. Electric current

There are differences in the electric current regime depending on the state in which it is located. Check the voltage before connecting any electrical device. For most of the state of São Paulo, where São Carlos is located, the default voltage is 127v. Adapters can be purchased at home improvement stores or specialized websites.

9. USEFUL LINKS

- <http://internationaloffice.usp.br/wp-content/uploads/sao-carlos-mini-guia-agosto2018.pdf>
- <http://internationaloffice.usp.br/en/wp-content/uploads/esc.pdf>
- <http://internationaloffice.usp.br/wp-content/uploads/notes/n-sc.pdf>
- <https://www2.ifsc.usp.br/portal-ifsc/>