

Welcome!

Please take note of some important information about your exchange period at USP.

1. Enrollment at USP

For information about enrollment, dates, required documents and additional academic orientation, students must head to the [local International Office](#) of their host School/Institute from which they received the acceptance letter.

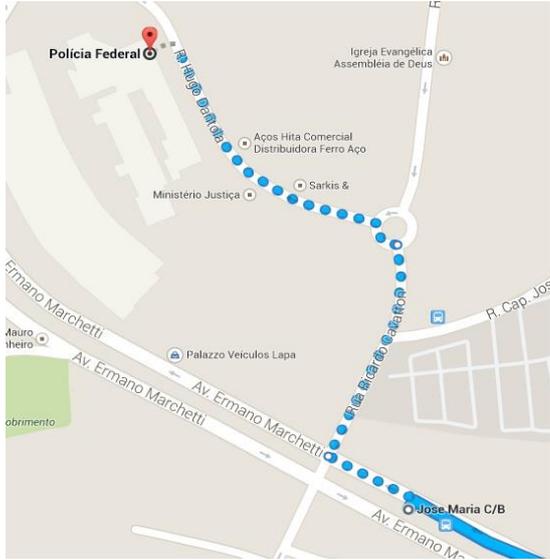
2. Getting the National Foreign Registry - *Carteira de Registro Nacional Migratório (CRNM)*

Within 90 days upon arrival in Brazil, the exchange student will have to apply for a foreign person ID card (**CRNM** = *Carteira de Registro Nacional Migratório*), a mandatory document for their temporary or permanent residency in Brazil. The student will need a CRNM to legalize their stay in the country and to obtain a Student Bus Pass. In order to obtain their CRNM, the student must head to the local International Office of their host School/Institute. Here are some links – for reference only – with more information and a list of required documents (*Lista de Documentos*): [Carteira de Registro Nacional Migratório](#) and [Federal Police - Migration FAQ](#).

Be aware that, before any proceedings, you should contact your local Office.

How to get to Federal Police Office – Superintendência regional do Estado de São Paulo

Address: Rua Hugo D'Antola, 95 - Lapa de Baixo - São Paulo-SP Phone: (11) 3538-5000/ (11) 3538-5126 / E-Mail: nutel.srsp@dpf.gov.br

| From USP Leste station (CPTM) |
|--|
| <ol style="list-style-type: none"> 1. Go to the USP Leste CPTM station 2. Get on the train heading to Brás and get off at the final station (Brás) 3. At Brás station, transfer to Linha 3-Vermelha (Line 3, Red) 4. Get on the subway heading to Palmeiras-Barra Funda and get off Palmeiras-Barra Funda station 5. Head to the Barra Funda Bus Terminal (next to the subway station), North side – Platform A 6. Get on the 8500-10 – Terminal Pirituba bus 7. Get off at the José Maria stop (ref.: Federal Police) 8. Stay on the Ermano Marchetti 9. Make a right at the Ricardo Cavatton 10. Stay on the left onto Hugo D'Antola street. The Federal Police building will be at number 95. |
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3. How to apply for a CPF

CPF usefulness: The student will need a CPF to apply for a Student Bus Pass, open a bank account, language courses at USP, etc...

The **Cadastro de Pessoas Físicas (CPF)** is the registry of a citizen with the Brazilian IRS (*Receita Federal*).

Before arrival:

In order to apply for a CPF, the foreigner can attend a representation of Brazil in his/her home country, following the instructions in the [Consular web portal](#) (available in Portuguese and the electronic form available in English).

After arrival:

You can apply for a CPF online, via the [Receita Federal website](#) (available in Portuguese).

Alternatively, the foreigner can attend in person the responsible office (Banco do Brasil banks, Receita Federal or Poupatempo offices (Osasco or Sé) or. To be able to get a CPF, the foreigner must submit a few documents when they apply. The **CRNM** (CIE or its protocol of receipt) is essential for the foreigner to be able to request a CPF. to be able to file the request for a CPF. Once s/he goes to a Banco do Brasil bank or a Receita Federal office, the foreigner will receive a protocol of receipt to pick up the CPF. With this in hands, s/he can present it in any Poupatempo office once they've been notified of its availability.

4. Housing

USP doesn't offer housing to its exchange students. The student should search for it on its own, according to their interests and financial conditions. Alternatively, there are some options available at <http://www.usp.br/internationaloffice/en/index.php/campus-life/housing> and at [Morar USP](#). USP encourages the students to participate in the [USP iFriends](#) program, in order to get information about housing. The candidates can apply to the program as soon as they have been nominated by their Home University.

For more information about housing options, the student should contact their [local International Office](#).

5. Meals

- EACH restaurant

Pricing:

| CATEGORY | PRICE per Lunch or Dinner |
|-------------------------------------|---------------------------|
| Student (undergraduate or graduate) | R\$ 2,00 |



USP Menus app ("Cardápio USP"):

You can load money credits to your USP via the "Cardápio USP" app. On the app, you can generate a *boleto* (a bank slip payable using a bar code, being R\$20,00 and R\$200,00 the minimum and maximum allowed amounts). Upon its payment, the credits should be available in up to 3 working days.

6. Portuguese Classes to Foreigners, at the Languages Center

The student should apply **only** after being enrolled at USP. For more information, go to [Languages Center page](#). Pay attention to the online application form deadline: **1st of August**. The student **must** have a **CPF** to enroll in these classes.

7. Transportation – Student Bus Pass

The bus pass (Bilhete Único) gives the student the right to pay only half the fare on any public transportation. In order to request a Student Bus Pass (Bilhete Único Estudante), the student must be enrolled at their School/Faculty and have a CRNM.

Transportation

The **Bilhete Único Estudante** is a card used to pay the fare on the public transport that allows a 50% discount on the bus, minibus, subway and CPTM trains fare. It allows up to 4 trips in buses or minibuses in the city during a 3 hour period, paying only one student fare.

To apply for a Bilhete Único you must have in hands the following:

- CRNM number
- CPF number
- Postal code of your address in São Paulo
- Postal code of the USP School you're enrolled at
- Digitized 3x4 recent photo

You must already be enrolled at least in one course in your host School/Institute.

After you have confirmation on your enrollment, head to [SAS – Passe Escolar](#) office (near the Central Restaurant) and start the proceedings in order to obtain your *Bilhete Único*.

More information about the application can be found at (in Portuguese): <http://estudante.sptrans.com.br/>

Current rates: <http://sptrans.com.br/tarifas>.

Note for Post-Graduate exchange students: For a student to have access to all facilities available at USP and especially discounts on **restaurants** (Cafeteria/Bandejão) and **public transport**, her/his stay should last a minimum of more than 3 months (from 91 days on).

Campus Transportation

The place is easily accessible by public transport. Cidade Universitária is served near its campus by Butantã Station of Line 4 – Yellow of the São Paulo Metro. On the bus terminal at this station, there are three buses (Circular 1, 2 and 3) which circulates on the campus. There are lines of municipal buses network that also circulates on the campus. For more details, visit the [USP Transportation page \(available in Portuguese\)](#).

bilhete único dá ao estudante o direito de pagar a metade do preço nos transportes públicos. Para solicitar o Bilhete Único Estudante é necessário que o aluno tenha realizado previamente o processo de matrícula junto à Unidade e o número do RNE.

8. USP card

USP Card: Your USP Student ID card. With it, the student may use libraries, student restaurants, sports and recreational facilities, etc. It can be used electronically via the mobile app “e-Card USP”, available on the App Store/Google Play.

9. Wireless network - eduroam

Students can access USP’s **free Wi-Fi** by selecting the “eduroam” network on their devices. The user login is the USP Number (“número USP”, your ID number linked to the university the USP Card) followed by @usp.br (as example: 1234567@usp.br), and the password is your common password for USP Digital (Mundus). More details about configurations on devices can be found at [Eduroam USP website](#) (available in Portuguese).

10. Apps and other relevant links

Apps:

E-card USP: <http://www.sti.usp.br/appusp/e-card-usp/>

The USP card is now digital. It substitutes the physical card, which remains valid in all situations and can be used as an ID at USP. With the E-card app you can have access to the Libraries and Restaurants.

USP Libraries (Bibliotecas USP): http://www.app.usp.br/?page_id=59

Find where a specific book is located at USP and check its availability. Use your camera to scan a bar code and check if there is a copy of it in any USP library. Create a wishlist, suggestions and references lists with the results. Export your lists to an e-mail or a DropBox account. Find where a library is located through the map and check the working hours, contact numbers and e-mail. Alternatively, you can search USP Libraries database on [Dedalus page](#) or on [Portal de Busca Integrada](#).

USP Menus (Cardápio USP, restaurants): http://www.app.usp.br/?page_id=70

The weekly menu for restaurants maintained by the university (Superintendência de Assistência Social, SAS) can be accessed directly on your phone or tablet. You can bookmark a restaurant and its menu will always update once you open the app. Check more information on each restaurant and where it’s located on the map.

*Academic Mobility Team
USP International Office*