

GUIDE FOR BUREAUCRATIC PROCESSES

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APPLYING FOR A VISA

What it is: The visa is a document issued by Brazilian consulates abroad that permits entrance and residence of foreigners in Brazil.

International students should apply for the VISTO DE ESTUDANTE - VITEM IV before arriving in Brazil. This visa is valid for a maximum of one year and can be renewed annually until the conclusion of study in accordance with Federal University of Uberlândia's requirements.

Where to get it: For more information about specific application processes, students should inquire at the nearest Brazilian consulate in their home country as necessary documentation varies by country.

Useful link: More detailed information can be found at:

<http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro/documentos-necessarios-para-registro/fins-de-estudo/Residencia%20para%20fins%20de%20estudo>

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APPLYING FOR A NATIONAL REGISTRY OF MIGRATION IDENTITY CARD (CRNM)

International students with a visa issued by a Brazilian consulate in their home country should register with the Brazilian federal police for authorization of residency (Autorização de Residência) within 90 days of arrival in Brazil.

The Diretoria de Relações Internacionais will aid students in this process. If there is any confusion, students may contact DRII for clarifications about this process.

Students must register for authorization of residency in order to obtain a CRNM (Carteira de Registro Nacional Migratório), formerly called RNE.

To begin the process of obtaining authorization for residency, please consult the link below, which has all of the information necessary to obtain the card.

<http://www.pf.gov.br/servicos-pf/imigracao/registro-de-autorizacao-de-residencia-1/registro-de-autorizacao/registro-de-autorizacao-de-residencia>

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1. Access this site: <https://servicos.dpf.gov.br/sincretWeb/>
2. Fill out the electronic form, click the save button ("salvar"), and print
3. Access this site: <https://servicos.dpf.gov.br/gru2/gru?nac=1&rec=2>
4. Fill out and print the GRU and pay the fee in cash or card at the Banco do Brasil, at one of Caixa Econômica Federal's lottery houses, or in person at the Unidade de Atendimento Integrado (UAI).
5. Go to UAI at Avenida Bélgica, 1220, Pátio Sabiá, Tibery, with the following documents:
 - Passport and copies of all used pages (visas and personal information)
 - Entrance/exit card or stamp of entrance date on passport
 - Original visa application form
 - Two (2) recently taken colored portrait photos without modification taken on a white background from the front and sized 3x4cm (these photos can also be taken at UAI, for a nominal fee)
 - Completed form (item 2)
 - Receipt of fee payment (item 4)

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REPLACEMENT/ RENEWAL OF NATIONAL REGISTRY OF MIGRATION IDENTITY CARD

Necessary Steps:

1. Completed application form:

<https://servicos.dpf.gov.br/sismigra-internet/home.seam>

2. Registro Nacional Migratório card

3. Two (2) recently taken colored portrait photos without modification taken on a white background from the front and sized 3x4cm on glossy paper (more information about photos on the Polícia Federal website)

4. Receipt of fee payment, when applicable:

Card issued by the Registro Nacional Migratório (R\$ 204,77 – Code 140120)

5. Up-to-date record of previous criminal convictions issued in Brazil

6. Declaration, under the penalties of law, of the absence of criminal convictions in the last year

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7. Indication of the party responsible for the child or adolescent in Brazil, if applicable
8. Documentation demonstrating financial security of the individual or parties responsible for the individual to fund the duration of stay in Brazil, or sufficient educational scholarships, when applicable
9. For a residence permit for enrollment in a normal undergraduate program: documentation that confirms matriculation and approval from their academic department at UFU
10. For a residence permit for research or an international exchange study program or exchange research program: documentation demonstrating that the individual is enrolled in a university or attends college classes in a university outside of Brazil.

ATTENTION

All documents issued outside of Brazil should be authorized by Brazilian consulates abroad and translated by a public translator in Brazil that is certified or a part of the Junta Comercial.

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REPLACEMENT/ RENEWAL OF NATIONAL REGISTRY OF MIGRATION IDENTITY CARD

11. For an internship: Document outlining the terms of exchange between the home institution and internship site that details the compatibility between the student's area of study and internship focus.

12. Declaration of email and other contact information, a form which is attached to Brazil's Interministerial Ordinance No. 3 (look for "anexo XIX da Portaria Interministerial nº 3/2018")

Observations:

1. Authorization of residency and acceptance of criminal background records that do not comply with the 90-day time limit is subject to the discretion of the administrative authority.

2. When there is doubt of civil registration, the administrative authority may request a birth certificate or marriage license.

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GOING TO YOUR DEPARTMENT'S ADMINISTRATION

Go to your department's administration to validate your enrollment in your chosen classes.

STUDENT IDENTIFICATION CARD

1. Access the student portal (Portal do Estudante) at: www.portalestudante.ufu.br
2. Select "Primeiro Acesso" and enter your registration number as the log in. In the following field enter your personal email. You will then receive an email with instructions for creating a password.
3. Return to the student portal (www.portalestudante.ufu.br) using your registration number as the login and your newly created password. Select "Identidade Acadêmica" then "Solicitar Identidade." Upload a picture that clearly shows your face without accessories.
4. Once your student ID card is ready, you will receive an email requesting you claim it at "Atendimento ao Aluno."

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UNIVERSITY CAFETERIA/RESTAURANTE UNIVERSITÁRIO (RU)

1. To access RU, use your student identification card
2. Until your student identification card is ready, you will be able to access RU by presenting your passport and proof of enrollment. You can get your proof of enrollment document by going to www.portalestudante.ufu.br and clicking on Relatórios - Atestado de Matrícula.

LIBRARY

In order to access library services, head to the information desk at the library with your student identification card and request to be registered.

UFU MOBILE

1. Download the app UFU Mobile on PlayStore or App Store.
2. Enter your student registration number as the username and use the same password as Portal do Estudante.

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SETTING UP YOUR UFU EMAIL

1. Access the site:

<https://www.idufu.ufu.br/newAccountAuthenticate>.

2. Click "Escolha seu vínculo com a UFU" ("Choose your connection to UFU") and select the option "Aluno" ("Student").

3. Enter your matriculation number and the same password you use for the Portal do Estudante (Student Portal) and click "Enviar" (Send)

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APPLYING FOR A CADASTRO DE PESSOA FÍSICA (CPF)

What it is: The Certificado de Pessoa Física (CPF) is a document issued by the Receita Federal. It is especially useful for foreigners to open a Brazilian bank account and to acquire a Brazilian SIM card and phone plan.

How to get it: Acquire and bring the following documents:

1. Official document containing your photo (Passport or CRNM), that states your nationality and date of birth
2. Birth certificate (or equivalent document), Marriage Licence (or equivalent document) when applicable, *if* your nationality and date of birth do not appear on your official document from step #1
3. Documentation that proves the CPF of the applicant for requests of alteration and regulation began on the internet at the Receita Federal na internet, Post Offices, Banco do Brasil, Caixa Econômica Federal or an Entidade Pública Conveniada;

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Where can you apply for your CPF?

Brazilian consulates in your home country.

The agencies Banco do Brazil, Caixa Econômica Federal, or a Brazilian Post Office (Correios)

Or at the Delegacia da Receita Federal in Uberlândia

Address:

Av. Rondon Pacheco, 4488

- Tibery, Uberlândia -

MG, 38405-142

Telefone: (34) 3239-9000