# Welcome to UFU

**Step by step for the integration of the international student in the university**

## 1 National Migration Registry (RNM) and National Migration Registry Card (CRNM) - Federal Police (PF) **

**1.1** Access the website *https://servicos.dpf.gov.br/sismigra-internet/faces/publico/tipoSolicitacao/solicitarRegistroEmissaoCie.seam?* and fill out the Online Nacional Immigration Regristry form. Then click the "save" button and print it.

**1.2** Schedule, at the end of the form, a day and time for the PF, according to your availability; On: *https://servicos.dpf.gov.br/agenda-web/acessar*

**1.3** Access the website *https://servicos.dpf.gov.br/gru2/gru?nac=1&rec=9*, fill out and print the GRU. Pay the fee with cash or card at Banco do Brasil, lottery shops or in person at the Integrated Service Unit (UAI);
* STN Revenue Code: 140120 - R$204.77 (Issuance of National Immigration Registry Card).

**1.4** Go to the Federal Police Headquarters, located on the second floor of Center Shopping, whose service is from Monday to Friday, from 13:00 to 19:00. The following documents will be required:

- **Online National Immigration Registry form duly completed.** (1.1)
- Proof of payment of fees; (1.3)
- Original passport;
- Original consular visa application form;
- "Declaration of electronic address and other means of contact", available at: *https://www.gov.br/pf/pt-br/assuntos/imigracao/declaracoes-e-formularios/declaracao-electronics-and-other-means-of-contact.pdf*
- Acceptance letter and enrollment certificate;
- Proof of legal means of subsistence in the country.

## 2 Obtaining the CPF*

**2.1** It is possible to start the CPF request process in the international student's country of origin, accessing the website *https://servicos.receita.fazenda.gov.br/servicos/cpf/inscricaocpfestrangeiro/default.asp* Upon arrival in Brazil, the student You must go to a Federal Revenue office (Address: Av. Rondon Pacheco, 4488, Tibery neighborhood) to complete the process.

**2.2** If the international student is already in Brazil, he can start the CPF request process on the Federal Revenue website (link above) and then go to a unit of the institution to complete it. Or you can carry out the entire process at a branch of: Banco do Brasil or Caixa Econômica Federal or Correios or Federal Revenue Office, carrying the following original documents:

- Official identification document with photo (Passport or CNRM) proving nationality and date of birth;
- If the nationality and date of birth are not included in the initial identification document: birth certificate (or equivalent document) or marriage certificate (or equivalent document);
- For applications initiated via the internet, document proving the applicant's CPF;
- Certificate of Enrollment.

## 3 Bank account opening*

The documents required for opening a bank account are:
- Passport;
- CPF;
- Proof of enrolment;
- Proof of residence and copy of the identity of the owner.
- Take the documents to a bank branch (of your choice).

**\*\*Obligatory for all international students**

**\*If the international student needs**

## 4 Public Transport Card*

The public transport card for Students in Uberlândia can get a free public. To get it, you need to download the Ubertrans-Supersit app, for **Android**, for **iPhone**, create an account, click on **Cartões(Cards)** >**Solicitações de 1ª via de Cartão(Requests for 1st copy of Card)**, and attach the scanned documents that are requested.

If you have any problems or doubts, **you should go to** Ubertrans. They are located on the 2nd floor of Pratic Shopping within the Central Terminal (Av. João Pinheiro 1154, Centro), carrying the following documents:

- Passport, photo identification documents;
- Certificate of enrollment issued by UFU;
- And any others that the application has requested.

## University Procedures

## 5 Go to the coordination of your course at UFU

Look for the coordination of the course in which you were accepted to introduce yourself and check the subjects enrolled according to the proposed study plan.

## 6 Academic Identity



**6.1** If you do not yet have a GOV account, go to _https://www.gov.br/pt-br/servicos/criar-sua-conta-gov.br_ and follow the instructions. Please note that you will need your CPF to create it.

**6.2** Access to the UFU Student Portal can be done through the link _https://sso.ufu.br/entrar_ using your GOV account.

**6.3** Access the Student Portal website again by logging in with your GOV account. After logging in, click on 'Academic Identity' and then on 'Request Identity'. It is also necessary to upload a face photo without adornments for the academic identity.

**6.4** When your Academic ID is ready, it will be made available on the UFU Mobile app, 'Digital ID' section. Keep, in the Student Portal, your registration data always updated, in case there are any changes. This option is found in the 'Registration Data' tab.

## 7 UFU Mobile

**7.1** Download the UFU Mobile app from the Play Store or App Store;

**7.2** Insert the institutional e-mail as login and the same password of the Student Portal.

## 8 University restaurant

To access the RU, you must have your Academic ID. If you don't already have it, you can gain access to the RU by presenting your passport and a printed registration certificate. The certificate can be obtained through the Student Portal, clicking on 'Reports' and then 'Registration Certificate'.





## 9 Library

To access university library services, go to the library's information desk with your academic ID and request your registration.

## 10 Institutional e-mail UFU

**10.1** Access the website: _https://www.idufu.ufu.br/login#/newAccountAuthenticate_;

**10.2** Click on 'Choose your affiliation with UFU' and select the 'Student' option;

**10.3** Enter your first name, last name and registration number. In "document to be informed", choose the option "passport". Add date of birth, email (Gmail) and click 'Submit'.