

MIGUFU PROGRAM



A step by step guide on mentoring
international students.

MIGUFU PROGRAM

INTERNATIONAL STUDENT

Welcome, student!

We are very happy to welcome you to our university! We hope you have an excellent experience and enjoy everything the city has to offer. Uberlândia is a welcoming city, with a good quality of life, many leisure options, and a very active university environment.

To make your experience at UFU even better — both at the university and in the city — the DRI, together with PROINT, offers you the MIGUFU Program. Through this program, you will be connected with a UFU student, called a MIGUFU (or buddy/mentor), who will help you in your first steps: from academic matters to tips about the city, and especially helping you immerse yourself in Brazilian culture, such as the language, typical food, festivities, and daily life in Brazil.

We believe this exchange is one of the most special parts of your experience here!

And now you might be wondering: how can I participate and get a MIGUFU?

In this e-book, we will guide you through the entire step-by-step process, explaining how the program works and what you need to do to participate. Let's get started!

How does the MIGUFU Program work?

MIGUFU is a buddy/mentoring program that connects international students with UFU students, aiming to facilitate your academic, social, and cultural adaptation in Brazil.

It works in a simple way: each international student is paired with a UFU student, who will be your main point of support during this initial period. This contact can begin even before your arrival in Brazil and continue throughout your experience at the university.

Your MIGUFU can help you with several things, such as:

- **answering questions about UFU and academic life;**
- **giving tips on housing, transportation, and cost of living;**
- **helping with practical information (documents, shopping, etc.);**
- **showing you the campus and the city of Uberlândia;**
- **recommending activities, events, and cultural experiences;**
- **helping you integrate with other students.**

In addition, the program promotes activities and meetings throughout the semester, creating opportunities for you to meet new people, share experiences, and feel more integrated into the university community.

It is important to remember that MIGUFU is a program based on exchange, respect, and collaboration. Your active participation makes all the difference in ensuring a positive experience for everyone!

How to participate in the MIGUFU Program (step by step)

1. Reply to the invitation email

Once the DRI has the list of students coming to UFU, you will receive an email titled:

“Convite para participar do Programa MIGUFU / Invitation to Join the MIGUFU Program”.

In this email, we will ask if you are interested in participating. The process will only continue after your response.

Therefore, your first step is to reply to the email sent from migufu.mentoriam@ufu.br.

If you do not receive this email but are still interested, please contact us informing which program you will attend at UFU and express your interest in having a MIGUFU.

2. Send your information

After the first contact, we will ask you to complete a participation form and provide some important information, such as:

- **Phone number (preferably WhatsApp);**
- **Course you will attend at UFU;**
- **Campus where you will study (e.g., Santa Mônica, Pontal, etc.);**
- **Languages you speak.**

This information is essential for us to find a compatible MIGUFU for you.

3. Take the “Welcome to UFU” course

You will be enrolled in the online course “Welcome to UFU”, where you will learn more about UFU, the city of Uberlândia, and the MIGUFU Program.

4. Wait for your “match” with a MIGUFU

After submitting your information (and preferably completing the course), we will begin looking for a MIGUFU for you.

We always try to find someone compatible, considering factors such as course, interests, and languages — it’s like a match!

As soon as we find the best person for you, we will connect you both.

Attention: The “Welcome to UFU” course is not mandatory, but students who complete it are prioritized in the matching process. After connecting all students who completed the course, we will match those who did not.

5. Connect with your MIGUFU

The connection will be made by email, sent from migufu.mentoria@gmail.com, with the subject: “MIGUFU: Introduce yourselves”.

After receiving the email, reply to confirm and get in touch with your MIGUFU via WhatsApp or email. You can choose the communication method that works best for both of you.

6. Enjoy the experience!

Once connected, you will have the autonomy to communicate and interact. The PROINT and DRI teams will always be available for support and will also organize meetings and activities throughout the semester.

Take this opportunity to make friends, get to know the university better, and experience Brazilian culture!

If you need help

If, for any reason, you are not satisfied with your MIGUFU, please contact us:

prointufu@gmail.com

migufu.mentoria@gmail.com

We will do our best to support you!

MIGUFU PROGRAM

MENTOR - MIGUFU

1. Introduction

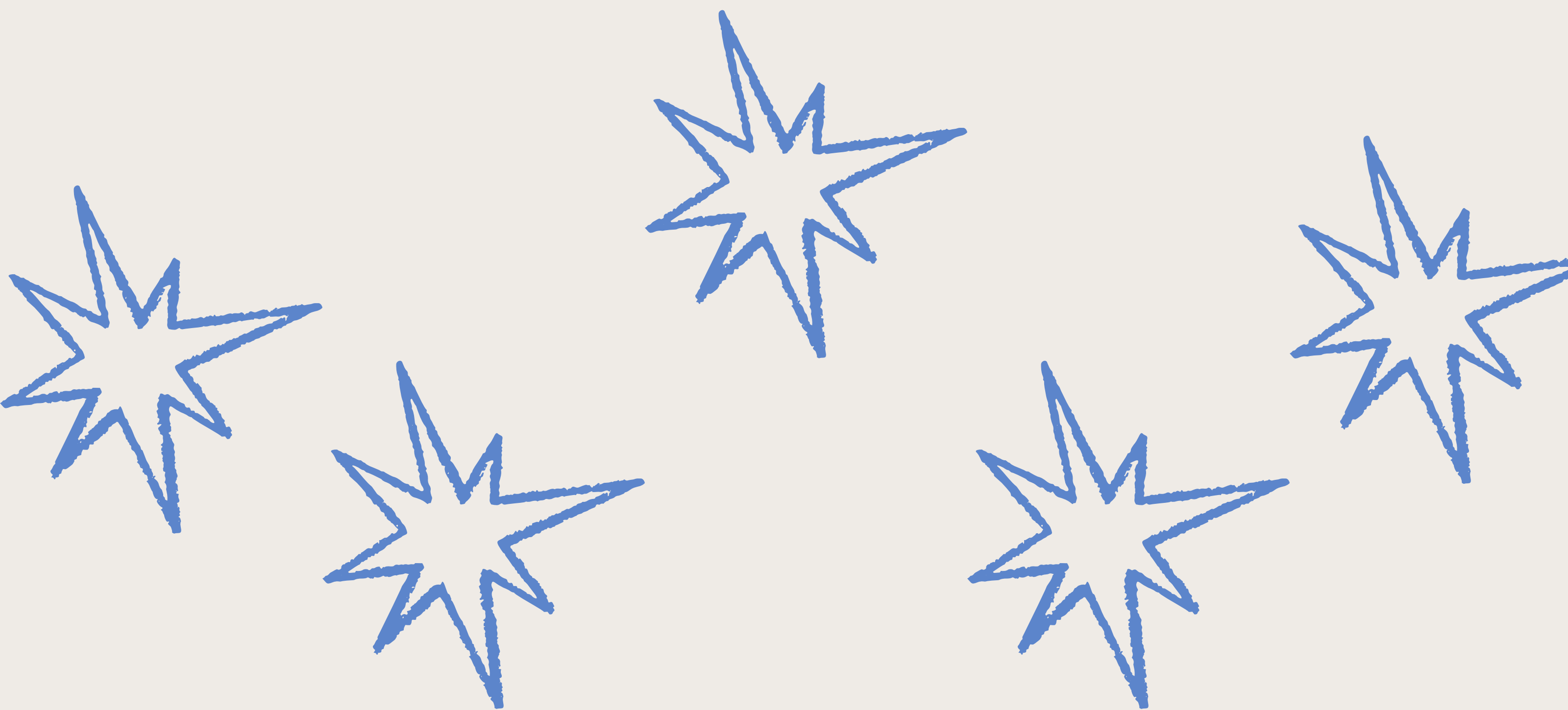
MIGUFU (Mentor for Global Integration at UFU) is a program created by the Training Program for Internationalization (PROINT), in partnership with the Directorate of International and Interinstitutional Relations (DRII/UFU), aimed at promoting dialogue and integration between international students and the academic community at UFU. The proposal is a voluntary initiative by students, with the goal of assisting students participating in international mobility programs through actions such as:

- **Communicating with international students prior to their arrival at UFU;**
- **Assisting students with basic information about housing options and cost of living (e.g., websites and social media groups about rental options such as dormitories, shared housing, hostels, etc.) before and after their arrival at UFU;**
- **Welcoming international students at the airport;**
- **Helping students obtain basic information when needed (e.g., information on where to buy things or get documents, such as CPF), accompanying them**

whenever necessary;

- **Integrating students into the university environment with tours of the campus and the city of Uberlândia;**
- **Assisting with the enrollment process, use of the Student Portal, and other platforms;**
- **Introducing students to social activities;**
- **Encouraging international students to learn the local language and participate in cultural activities, whether in-person or virtual (e.g., artist livestreams, Brazilian entertainment or information channels on social media or TV, etc.);**
- **Participating in activities promoted by ProInt and DRI (workshops, happy hours, parties, meetings, INTERUFU, etc.).**

Participants are expected to be proactive, communicative, and willing to dedicate part of their time to the activities proposed by the program.



2. Code of Conduct

The Training Program for Internationalization expects the relationship between international students and their mentors to be based on mutual respect, tolerance, and consent. We believe that the success of the MIGUFU experience is intrinsically linked to guaranteeing an environment free of harassment, sexual harassment, bullying, and any form of constraint.

Therefore, this Code of Conduct applies to all students participating in the mentorship program, whether they are national or international.

We reiterate that harassment refers to any unwanted behavior based on discrimination factors, with the purpose or effect of disturbing or constraining an individual, affecting their dignity, and creating an intimidating, hostile, degrading, humiliating, or destabilizing environment. Sexual harassment, in turn, refers to unwanted behavior of a sexual nature, whether verbal, non-verbal, or physical, with the purposes or effects stated above.

The practice of bullying or systematic intimidation is defined by Brazilian law as any act of physical or psychological violence, intentional and repetitive, that occurs without evident motivation, practiced by an individual or group, against one or more persons, with the goal of intimidating or harm them, causing pain and diss-

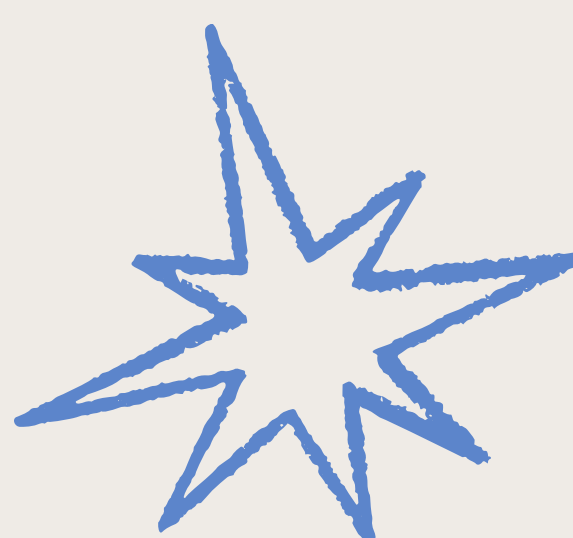
tress to the victim. Acts of intimidation may include physical attacks, personal insults, prejudiced expressions, derogatory nicknames, among others.

It is also important to emphasize that acts of constraint related to the following will not be tolerated:

- **Nationality, race, or ethnic group;**
- **Physical appearance or age;**
- **Religious beliefs and/or political views;**
- **Spoken language and educational background;**
- **Sexual orientation, gender identity, or expression.**

By agreeing to participate in the MIGUFU Program, students acknowledge that any acts related to discrimination, harassment, or violence will be reported to the appropriate authorities.

IMPORTANT: PROINT is available to assist you in case of any violation of the Code of Conduct. Program members can assist you in person at Block 3P (Reitoria), room 3P02, during morning and afternoon hours, or virtually via email at prointufu@gmail.com. Do not hesitate to contact us!



3. Useful Information

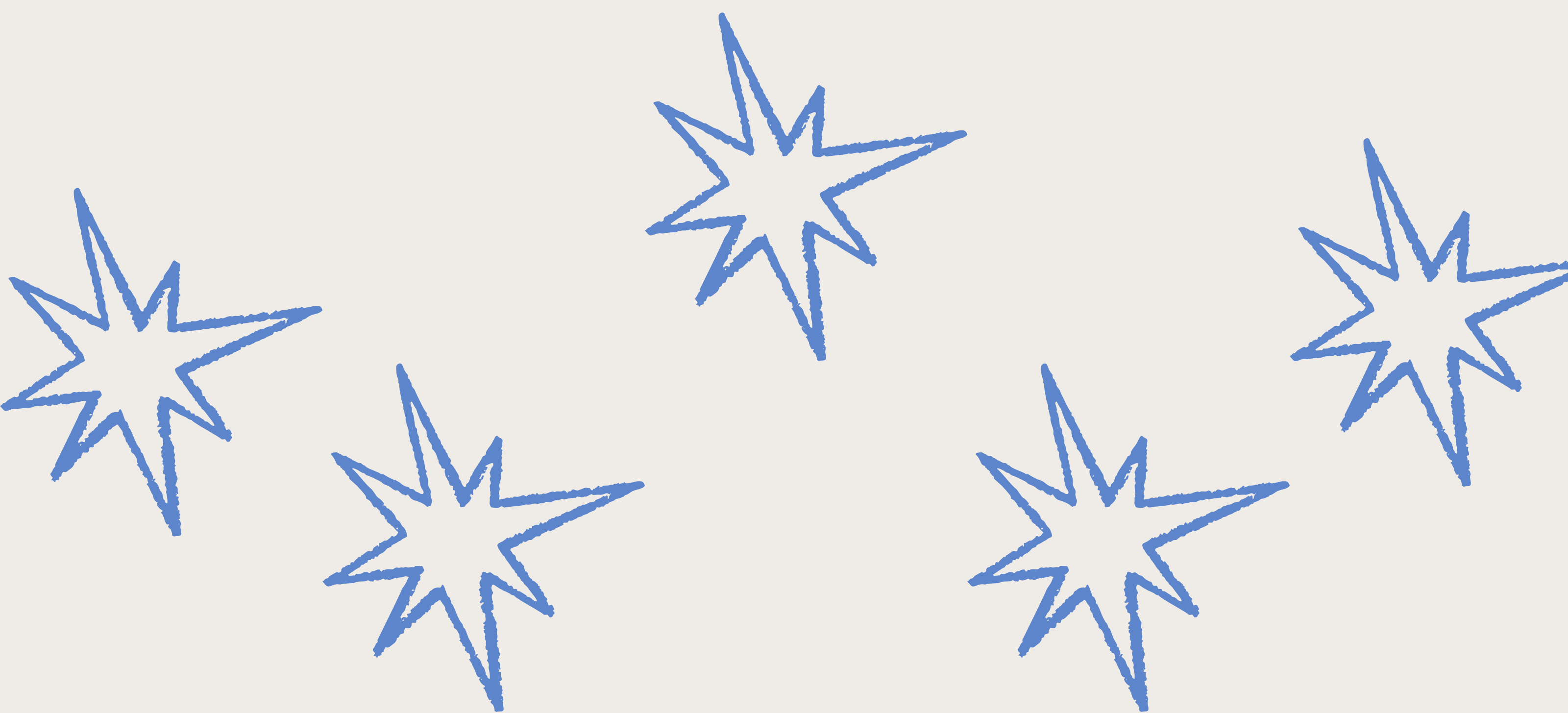
Once the training to learn about the MIGUFU Program, including the planned activities and expected conduct — is completed, the MIGUFU candidate must read the "MIGUFU Code of Conduct," a PDF summarizing everything covered in the training. After reading the code, the candidate must fill out the "Membership Agreement" and submit it as an attachment by clicking on the task "Membership Agreement Submission."

If it is verified that the MIGUFU candidate submitted the completed Membership Agreement and passed quizzes 1, 2, and 3 with at least 3 out of 5 correct answers in each, a certificate will be granted. This certificate relates only to the training and is worth 4 hours. From that point on, the MIGUFU candidate is placed on the priority waiting list to mentor an international student.

The selection criteria for the MIGUFU mentor take into account 4 factors. The MIGUFU must: (1) have completed the training, and/or (2) speak the international student's language, and/or (3) be enrolled in the same program as the international student, and/or (4) be from the same campus. Each international student will have 1 or 2 MIGUFU mentors, with at least 1 from the same program or campus, and at least 1 who speaks the mobility student's language.

If you are assigned as a MIGUFU to an international student, you will be notified by **email** and the student's contact information will be provided. **You must make the initial contact with the student, introduce yourself by email.** At the end of the semester, we will contact you to find out whether you wish to continue as a MIGUFU or end your participation. You will receive a form, and its completion is **mandatory** for the issuance of your certificate.

Please note that the information provided by both the MIGUFU and the international student must be consistent. In case of discrepancies between responses, or if any conduct that violates the **Code of Conduct** is reported, the MIGUFU may not receive the certificate, or the international student may be reassigned, as outlined in the training guidelines.



Mentor Membership Agreement

I - By completing the Membership Agreement, the student acknowledges that MIGUFU is a voluntary assistance program for students on international mobility exchanges and does not constitute an employment relationship with the Federal University of Uberlândia.

II - The volunteer declares that they are aware of the Code of Conduct recommendations regarding the expected behavior of participants.

III - The Internationalization Training Program (ProInt) and the Directorate of International and Interinstitutional Relations (DRII-UFU) are not responsible for any costs arising from the mentorship activities carried out by the volunteer.

IV - The participant declares that they are aware of the reception, support, and follow-up activities outlined in the MIGUFU Code of Conduct and is committed to dedicating time to the Program on a weekly basis.

() I acknowledge the information contained in this document and the activities planned by the program.

Volunteer Information

(For ProInt internal records)

Name: _____

Student ID number: _____

CPF (for certificate issuance): _____

Email: _____

Phone: _____

Program/Campus: _____

Uberlândia, _____ of _____ de 202__.

MIGUUFU

