

Ministry of Foreign Affairs – MRE Cultural Department
– DC
Division of Educational Themes – DCE

STUDENT PROGRAM - UNDERGRADUATE AGREEMENT



STUDENT- AGREEMENT MANUAL

PRESENTATION

Dear student,

Receive our congratulations on your selection in PEC-G!

This document, prepared by the DCE with the valuable contribution of students and others involved in the Program, contains general information to guide you in your arrival and installation in Brazil, in order to facilitate your adaptation to the country and to make your experience in the PEC-G more pleasant and fruitful.

Help us improve and keep this Manual useful and up-to-date by sending comments, criticisms, questions and suggestions to the email address dce@itamaraty.gov.br.

DCE wishes you success in your academic journey in Brazil.

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The PEC-G



Students-agreement and managers of the PEC-G at a regional meeting to evaluate the Program, in Florianópolis-SC, 2005.

Created in 1964, the Undergraduate Student Agreement Program (PEC-G) offers undergraduate vacancies in Brazilian Higher Education Institutions (HEIs) to students from developing countries with which Brazil has an educational, cultural or scientific-technological cooperation agreement.

The idea of creating a Government Program to receive students from other countries arose from the increase in the number of foreigners in Brazil in the 1960s. The need to unify the conditions of student exchange was perceived

and to ensure similar treatment of students by universities. Thus, in 1965 the first PEC-G Protocol was launched. Currently, the Program is governed by Presidential Decree No. 7,948, published in 2013, which gives greater legal force to the PEC-G regulation.

Over the past decade, there have been more than 6,000 selected in the Program. Africa is the continent of origin of most students, with emphasis on Cape Verde, Guinea-Bissau and Angola. In Latin America, the largest participation is from students from Paraguay, Ecuador and Peru. In Asia, East Timor accounts for the largest number of candidates. Annually, about 400 students join the Program, while about 200 graduate.

The PEC-G is administered by the Ministry of Foreign Affairs (MRE), through the Division of Educational Themes (DCE), and by the Ministry of Education (MEC), through the Secretariat of Higher Education (SESu), in partnership with the HEIs participating in the Program.

In addition to cooperating in the training of professionals from developing countries, the PEC-G contributes to the internationalization and diversification of the Brazilian academic scenario. During your stay in Brazil, try to get involved in events to disseminate the culture and reality of your country. In this way, you will be enriching your academic life and contributing to the broadening of your colleagues' horizons. Actively represent your country in Brazil!

ASSISTANCE PROVIDED TO THE STUDENT-HEALTH PLAN

- Free vacancy in an undergraduate course in more than 90 Brazilian HEIs, without charging fees.
- Medical, dental and pharmaceutical assistance through the Unified Health System (SUS).
- Free receipt of your legalized academic documents (diploma, syllabus and school transcript) at the Brazilian diplomatic mission of the country where you enrolled in the PEC-G.

DUTIES OF THE STUDENT-HEALTH PLAN

- Observe the rules of the PEC-G, provided for in Decree No. 7,948/13 (attached).
- Observe the rules and regulations of your HEI.
- Observe Brazilian legislation.
- Keep your passport, temporary student visa (VITEM-IV) and National Registry of Foreigners (RNE) up to date.
 - Upon arrival in Brazil, the student-health plan has 30 (thirty) days to present himself or herself to the Federal Police and request his/her RNE.
 - The student-agreement must request the extension of his/her VITEM-IV, with the Federal Police, before 30 days from the expiration of the visa. If you do not do so, you will incur

in a daily fine, applied immediately after the expiration of the visa, for being illegally in Brazil.

- Maintain, during their stay in Brazil, exclusively a temporary student visa (VITEM-IV).
 - The student who obtains a visa other than VITEM-IV will be disconnected from the PEC-G.
- Not to get involved in matters of Brazilian domestic and foreign policy, according to Article 107 of Law No. 6,815/80.
- Have sufficient financial resources to pay for their maintenance in Brazil: housing, food, transportation, clothing, teaching materials, etc.
- Dedicate yourself exclusively to your studies.
- Not engage in a paid activity that constitutes an employment relationship or that characterizes the payment of salary or fees for services rendered.
 - The participation of the student-agreement in curricular internship, research, extension and monitoring activities, in compliance with the legislation regarding temporary resident foreigners. In these cases, the student may receive a scholarship, provided that an employment relationship is not established or a salary payment is characterized for the services provided.

- Keep updated, with the HEI, your address in Brazil, telephone number and e-mail, as well as the contact details of your parents and/or financial guardian in the country of origin.
- Communicate to the Federal Police about the change of address in Brazil, within thirty (30) days after its effectiveness.
- Return immediately to the country of origin in the following cases:
 - Upon completion of the course;
 - If you fail the CELPE-Bras exam applied in Brazil (for candidates from countries where CELPE-Bras does not apply), according to the rules of the PEC-G Selection Notice; and/or
 - If disconnected from the HEI for improper conduct, failure or abandonment of studies, under the terms of specific legislation, in which case he/she may not be referred to another HEI.
- Receive your academic documents (diploma, syllabus and academic transcript) exclusively at the Brazilian Diplomatic Mission where you enrolled in the PEC-G.
- To keep informed about his/her obligations and commitments as a health insurance student, through regular consultation of the electronic pages of SESu/MEC, DCE/MRE and his/her HEI.

APPLICABLE LAW

➤ Law No. 6,815/80: defines the rights and duties, as well as establishes the conditions of permanence of foreigners in Brazil.

Link: www.planalto.gov.br/ccivil_03/leis/l6815.htm

➤ Decree No. 86,715/81: regulates Law No. 6,815/80, which defines the legal situation of foreigners in Brazil.

Link:

www.planalto.gov.br/ccivil_03/decreto/Antigos/D86715.htm

➤ Decree No 7.948/13: regulates o Program of Undergraduate Students-Agreement – PEC-G.

Link: www.dce.mre.gov.br/PEC/PECG.php (in HeyEnglish, French, English, Spanish)

BRAZIL



Political map of Brazil.

Official name: Federative Republic of Brazil

Area: 8,515,767.049 km². It is the largest country in South America, occupying 47% of the South American territory, and the fifth largest in the world

Population: 201,032,714 (2013 estimate)

Climate: Tropical, subtropical, temperate, equatorial and semi-arid

Borders: Venezuela, Guyana, Suriname, French Guiana, Colombia, Bolivia, Peru, Argentina, Paraguay and Uruguay

Official language: Portuguese

Government: Presidential federative republic **Capital:** Brasília

Independence: September 7, 1822

Religion: Brazil is a secular state, with the free exercise of religious cults guaranteed by the Federal Constitution.

Mode: Real (BRL) **DDI:**

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Internet code: .br

Website: www.brasil.gov.br

Brazil is made up of 26 states and a Federal District. The Brazilian Institute of Geography and Statistics (IBGE) divides the country into five territorial blocks or regions, grouped based on common physical, human, economic and social traits.

BRAZILIAN REGIONS

Midwest

The Central-West Region is formed by the states of Goiás (GO), Mato Grosso (MT) and Mato Grosso do Sul (MS) and the Federal District (DF). It occupies 18.86% of the Brazilian territory, with a population of about 12 million inhabitants, being the least populous region of the country.

The climate is tropical, with a rainy summer, between the months of October and March, and a dry winter, between the months of April and September. In the months of July and August, at the height of the drought, air humidity reaches very low levels, especially in the Federal District.

The relief of the region is composed of the plateau, with predominant cerrado vegetation, and the Pantanal plain, the largest floodplain in the world, with very varied vegetation. The Pantanal is known worldwide for its biodiversity, being a major destination for ecological tourism.

In the 60s, the settlement of the Midwest was accelerated by the transfer of the federal capital to Brasília. The population was formed with migrants coming from all other regions of the country. The urban population is relatively large.



Brasilia, capital of Brazil.

In rural areas, extensive cattle ranching is the most important activity.

The largest city in the region is Brasília (DF), the federal capital, which houses the headquarters of the Executive, Legislative and Judiciary Branches, as well as Embassies and most federal agencies.

Largest cities:

Brasília – DF

Goiânia – GO

Campo Grande – MS

Northeast

It is the region that has the largest number of states (nine in total): Maranhão (MA), Piauí (PI), Ceará (CE), Rio Grande do Norte (RN), Pernambuco (PE), Alagoas (AL), Sergipe (SE), Paraíba (PB) and Bahia (BA). It occupies 18% of the national territory and has the longest coastline in the country.

The Northeast region was the cradle of Portuguese colonization in the country, from 1500 to 1532, based on the extraction of brazilwood, whose wood dye was used to dye the clothes of the European nobility. The first capital of Brazil, Salvador (current capital of Bahia), was founded in 1549. The Northeast was the financial center of Brazil until the mid-eighteenth century, since the Captaincy of Pernambuco was the main productive center of the colony and Recife, the city of greatest economic importance.

The average annual temperature of the region is between 20° and 28°C, with four types of climates: humid equatorial, present

in a small part of the state of Maranhão, on the border with Piauí; humid coastal, from the coast of Bahia to Rio Grande do Norte; tropical, in the states of Bahia, Ceará, Maranhão and Piauí; and semi-arid, in the northeastern hinterland. The northeastern vegetation ranges from the Atlantic Forest, on the coast, to the Cocais Forest, in the Middle North, with ecosystems such as mangroves, caatinga and cerrado, among others.

The Northeast is home to almost 30% of the Brazilian population, being the second most populous region in the country.

The large number of cities located on the coast, combined with the natural beauty, contributes to the growth of tourism. On the coast, a cuisine based on fish and seafood is developed. In the countryside, the consumption of dried meat is more common.

The Northeast Region enjoys since the end of the 2000s of strong economic growth, with a significant improvement in income distribution.



Largest cities:

Salvador – BA

Fortaleza – CE

Recife – PE

North

The North Region is composed of the states of Acre (AC), Amapá (AP), Amazonas (AM), Pará (PA), Rondônia (RO), Roraima (RR) and Tocantins (TO). It is the largest in the country interterritorial extension, occupying the equivalent of 42.27% of the Brazilian territory, greater than the area of India and slightly smaller than the European Union. On the other hand, it has the lowest population density. The population, largely made up of mestizos, descendants of indigenous and Portuguese, is concentrated in the state capitals.

Most of the region has a hot and humid equatorial climate. The Amazon rainforest is the predominant vegetation. The region has the largest hydrographic basin in the world, the Amazon basin, formed by the Amazon River and its tributaries.

The region's economy is based on industrial activities, plant and mineral extractivism, including oil and natural gas, agriculture and livestock, as well as tourism.

Largest cities:

Manaus – AM

Belém – PA

Ananindeua – PA



Belém, capital of Pará.

Southeast

It comprises the states of Espírito Santo (ES), Rio de Janeiro (RJ), Minas Gerais (MG) and São Paulo (SP).



São Paulo, capital of São Paulo.

It is the most important industrial, commercial and financial region in the country. Highly urbanized, it has the highest GDP, as well as the two most populous cities in Brazil: São Paulo, with about 11 million inhabitants, and Rio de Janeiro, with about 6 million. Despite

occupying only 10.6% of the national territory, the Southeast concentrates more than 40% of the Brazilian population.

The predominant climates are the tropical Atlantic, on the coast, and the tropical altitude, in the plateaus. The original vegetation, the Atlantic Forest, was almost entirely devastated during the occupation of the interior, especially by the expansion of coffee plantations, which was one of the reasons why the region received many European and Japanese immigrants. These were concentrated in the state of São Paulo, where they left great cultural influence.

The economy is strong and industrialized, producing everything from steel and cement to automobiles and airplanes. Agriculture is quite developed, with a high technical standard and good productivity. There are, in the region, large cattle herds and an outstanding production of oranges, sugar cane and coffee. Mines

Gerais extracts a numerous variety of minerals, and Rio de Janeiro and Espírito Santo are the largest oil producers in the country.

Largest cities:

São Paulo – SP

Rio de Janeiro – RJ

Belo Horizonte – MG

South

The South Region is made up of three states: Paraná (PR), Santa Catarina (SC) and Rio Grande do Sul (RS). Occupying 6.8% of the national territory, it is the second richest region and the one with the highest literacy rate and the best levels of education,

health and social welfare.

The subtropical climate, with the lowest temperatures in the country, predominates in the region. In addition to remnants of Araucaria Forest, the South is covered by vegetation favorable to cattle raising, one of its main economic activities.



Curitiba, capital of Paraná.

Agriculture is practiced on a large scale, with the use of modern techniques, which provide good productivity to wheat, soybean, corn, rice, beans and tobacco crops.

The colder climate, subject to occasional frost and snow, and European-style architecture contribute to attracting tourists in winter. On the coast of Santa Catarina and Paraná, there is an intense tourist flow also in the summer.

Largest cities: Curitiba –
PR Porto Alegre – RS
Joinville – SC

HIGHER EDUCATION IN BRAZIL



Federal University of Paraná - UFPR, one of the oldest in Brazil.

Brazilian Higher Education is basically governed by Laws 9.394/96, 9.131/95, 9.192/95, by the Opinions and Resolutions

of the National Council of Education and by the Statutes and Internal Regulations of the HEIs themselves.

National education is composed of the following systems: federal education system; state education systems and the Federal District; and municipal education systems.

Higher education courses are taught in HEIs of different designations, such as universities, university centers and universities.

colleges. Read more about the nomenclatures of the HEIs on the DCE website:

www.dce.mre.gov.br/nomenclatura_cursos.html

HEIs can be public or private. Public institutions are created and maintained by the government in the three spheres – federal, state and municipal. Private institutions are created and maintained by private legal entities, with or without profit.



Federal University of Ceará - UFC.

In public HEIs, undergraduate and graduate higher education *stricto sensu* it is free, by virtue of a constitutional rule. In private institutions, there are Collection tuition fees for both undergraduate and graduate studies. Both IES and federal and state systems as well as public and private institutions. Insurance students are exempt from paying any fees throughout the course.

According to the 2010 Higher Education Census of the National

Institute of Studies and Research Anísio Teixeira (INEP), there are 2,377 HEIs in Brazil (278 public and 2099 private).

Access to undergraduate higher education courses occurs by classification in its own selection processes, open to candidates who have completed high school or equivalent.

Higher education is organized in the following modalities:

- Undergraduate, which includes the Bachelor's and Licenciature Degrees;
- Technological

development of studies and research, university career, development of supervision and advice in general. The Degree is intended for the training of teachers qualified to teach in Kindergarten, Elementary and High School schools.

graduation, which confers a degree of technologist to the graduate;

- Postgraduate, composed of the levels of specialization (*lato sensu postgraduate*), master's and doctorate (*stricto sensu postgraduate*);

- Extension, represented by free courses open to candidates who meet the requirements determined by the educational institutions.

Within the scope of the graduation, the Bachelor's Degree is the designated title to the professional from different areas of knowledge that will work in different fields of work and activities, as a professional practice



State University of Campinas - Unicamp.

therefore, the curriculum of the courses comprises pedagogical disciplines.

In the same area of knowledge, some courses may allow several qualifications.

The regular academic year, regardless of the calendar year, adds up to a minimum of two hundred days of effective academic work, excluding the time reserved for final exams, when applicable.

COMMUNICATION IN BRAZIL

MOBILE TELEPHONY

Brazil is one of the largest mobile telephony markets in the world. Several companies offer plans with different costs and services, which may include internet connection, sending messages and free calls to numbers from the same operator. Plans can be prepaid or postpaid.

Prepaid: They work through a system of credits that can be purchased by the user at any time. The credits are inserted into the user's account through the purchase of cards whose values vary from R\$ 20.00 to R\$ 100.00 (twenty to one hundred reais) and which can be found in several establishments. Each card has a numerical code on the back that, once entered into the system, adds credits to the user's account.

As the user makes calls, their credits are consumed. The mobile phone informs you when the balance is about to run out, at which point it is necessary to purchase a new calling card.

The biggest advantage of prepaid plans is the possibility of better controlling spending on phone calls.

Postpaid: In this modality, the user contracts a package of services from the operator (minutes of calls, messages, internet connection, etc.) and is charged monthly. The bill includes the value of the contracted package, regardless of

whether all services have been used or not, and may be added to an additional amount, if the user exceeds the plan limit.

The advantages of postpaid plans are the possibility of choosing, among a variety of service packages, the one that best suits the needs and habits of the user and the continuity of services, even after exceeding the plan limit.

PUBLIC TELEPHONY

Public telephones, popularly known as "orelhões", can be found in transport terminals, corners, squares or shopping centers. To make a call, you need to purchase a calling card.

Nowadays, with the expansion of the use of mobile phones, public telephones are used less and less.



Public telephone, or payphone.

HOW TO MAKE INTERNATIONAL CALLS

To make an international call in Brazil, you must dial the following:

00 + [Brazilian carrier code] + [country code (IDD)] + [city/area code (if any)] + [phone number]

For example, to call the number 123-4567, from Angola (country code: 244), in the city of Luanda (city code: 2), you should dial:

00 + [operator code in Brazil] + 244 + 2 + 1234567

ARRANGEMENTS FOR THE TRIP

- Contact the Brazilian diplomatic representation where you registered for the PEC-G to start the process of issuing your student visa (VITEM-IV).
- Consult the PEC-G coordination at your university (find the contacts in the "Calendars and Contacts of the HEIs" tab of the PEC-G section on the DCE website: www.dce.mre.gov.br/PEC/G/estudantes/calendarios_contatos.php) to confirm the dates on which you must present yourself and request information about your arrival, reception and accommodation options. See also the university's website; many of them have specific information material for PEC-G students.

➤ Check out the documents that must be submitted to the HEI at the time of your enrollment in the "Enrollment" tab of the PEC-G section on the DCE website:

www.dce.mre.gov.br/PEC/G/estudantes/matricula.php

➤ It is possible to advance the arrangements for issuing your National Registration of Foreigners (RNE) while still in the country of origin. See the tips in the topic "National Registration of Foreigners – RNE/Foreigner Identity Card – CIE".

➤ Currently there are several groups of PEC-G students on social networks. Check to see if there are any that can offer more information about the city and/or the HEI you are going to.

➤ Find out about the cost of living in your destination city. The page Electronics www.custodevida.com.br conIt has information about several Brazilian cities.

➤ Check the season of the year in which you will arrive and the climate of the region of the country you are intended for, to bring appropriate clothing.



Winter of 2013 in Caxias do Sul, Rio Grande do Sul - RS.

➤ Include bed and bath linen, as well as personal hygiene products, in your luggage for the first days in Brazil.

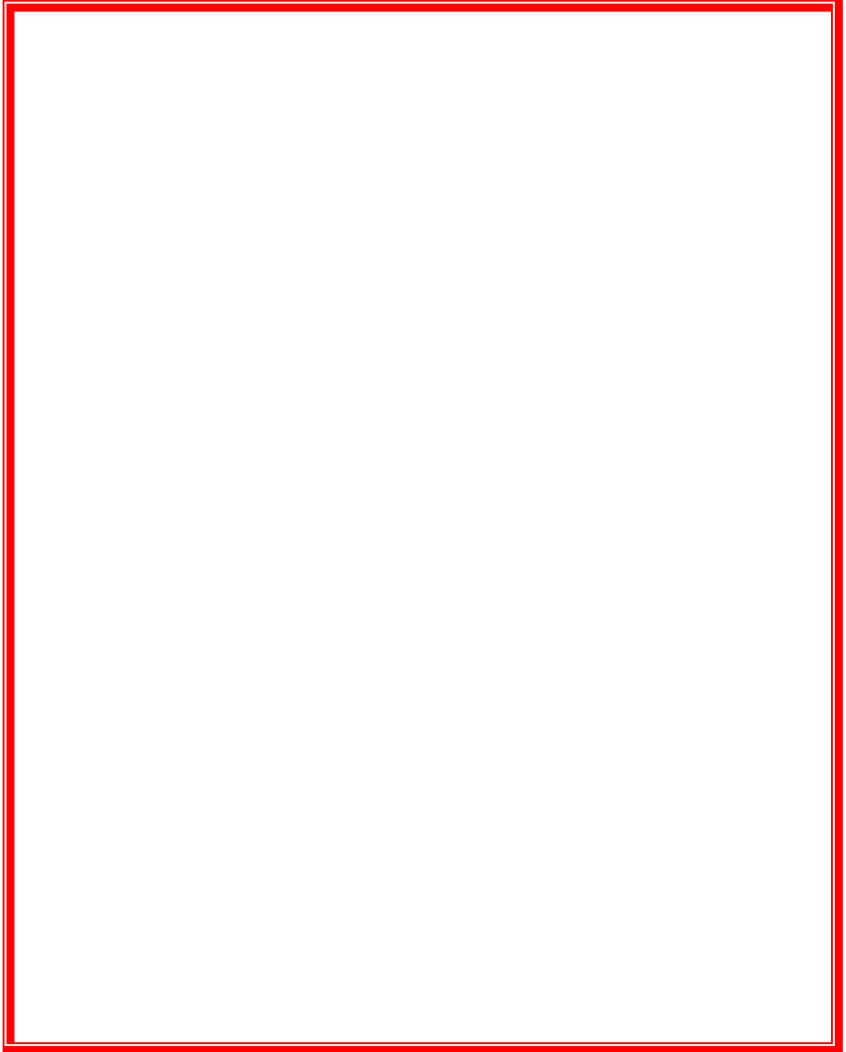
- Find out about the distance and transfer options from the airport where you will land in Brazil to your destination city or initial accommodation.
- It is recommended to make a reservation in some type of accommodation before arrival, whether temporary or permanent.
- Obtain the contact details of your country's diplomatic representation in Brazil, if any, for any emergency.
- Buy or prepare a small dictionary of useful phrases in Portuguese, if you are not a speaker of the language.
- Get to know the banknotes and coins of the Real on the website of the Bank Central, by link www.bcb.gov.br/pt-br/#!/n/CEDMUD. PageINA also provides guidance for identifying counterfeit banknotes: www.bcb.gov.br/htms/mecir/seguranca/comoagir.asp.
- Consult the Central Bank's Exchange Booklet for information on how to receive transfers from abroad in Brazil: www.bcb.gov.br/rex/cartilha/cartilha_cambio_envio_recebimento_pequeno_valores.pdf



Real Certificates.

CHECKLIST - BEFORE DEPARTURE

- Contact IES to check the **date** on which you must present yourself
- Arrange a **student visa** with the Brazilian diplomatic representation in your country
- Provide **documentation for enrollment** (sworn translation can be done in Brazil)
- Purchase **flight ticket** for the trip
- Check the climate of the region and season of the year in which you will arrive in Brazil, to provide **appropriate clothing**
- Provide a sum of **money** for first expenses in Brazil
- Advance arrangements for the issuance of the **RNE** (recommended)
- Book temporary or permanent accommodation in Brazil (recommended)



ARRIVAL IN BRAZIL

- When leaving the airport, it is important to be aware of safety when choosing transportation. Seek information from employees and/or accredited companies to select the best service in your arrival city.
- Have some cash on hand for the first few expenses, as opening bank accounts can take time. Remember that there will be expenses with the issuance of documents.
- When you arrive, if you need to exchange your money for the local currency (Real), look for an exchange office at the airport. For security reasons, it is not recommended to exchange a lot of money at once.
- It is interesting to have a bank card from the country of origin, if possible.
- If you need to make sworn translations of your documents for registration, consult the <http://drei.smpe.gov.br/assuntos/juntas-comerciais> website for data from the Boards of Trade of all Brazilian states, which can provide information on sworn translators and, sometimes, price lists in your destination state.
- Have a conversion table from your country's currency to the Brazilian Real, to get an idea of your expenses. It is also interesting to keep a spreadsheet to control your expenses.

BRAZILIAN DOCUMENTS

National Registry of Foreigners – RNE/Foreigner Identity Card – CIE

Upon arrival in Brazil, the student has 30 days to present himself or herself at the nearest Federal Police and request his or her National Registration of Foreigners (RNE), an identity number that legalizes his or her stay in the country. If you do not show up within 30 days, a fine will be charged for each day of delay.

After the delivery of the documentation, the Federal Police will provide the student with a protocol until the issuance of the Foreigner's Identity Card (CIE), which may take some time.



Foreigner's Identity Card - CIE.

See more information about the RNE on the Federal Police website: www.pf.gov.br/servicos-pf/estrangeiro.

Fees

The issuance of the first copy of the CIE/RNE and its renewal

require the payment of fees. Payment can be made at any bank, lottery house, post office and bank correspondents, through the Union Collection Slips (GRUs), which must be generated on the Federal Police website. For each fee, a GRU must be generated.

Fee: FIRST COPY OF THE RNE/CIE

STN Revenue Code: 140120

Amount: R\$ 204.77

**Fee: REQUEST FOR EXTENSION OF
PERIOD OF STAY**

STN Revenue Code: 140090

Amount: R\$ 110.44

How to apply for the RNE

- Fill out the electronic form available on the Federal Police website.

- After filling out the electronic form, the system will indicate the possibility of scheduling the date and time for the service.

- Then, click on the Save button and print the completed form and the respective GRUs (Union Collection Guides), paying attention to the guidelines on the configuration of the printer.

- Go to the Federal Police unit where you made the appointment, or, if it was not possible to make an appointment, go to the Federal Police unit closest to where you will take up residence, with all the required documents.

Documents required to apply for RNE/CIE

- a) Original of the Consular Certificate or Visa Application Form;
- b) Original valid passport;
- c) Certified copy of the pages used in the passport (the pages may be authenticated by the Notary Office or by a Federal Police official);
- d) Certified copy of the Entry Card;
- e) 02 (two) recent 3X4 photos, colored, with white background;
- e) Proof of payment of the relevant fee.

Tips

- It is possible to make copies of the documents, provide 3x4 photos and schedule your interview on the Federal Police website before arriving in Brazil, to speed up the process. The authentication of the copies, however, must be done in Brazil.

- With the airline ticket and date of arrival in Brazil, try to schedule your interview before traveling, as the waiting time for the interview and delivery of documentation can be long.

- After delivering the documentation to the Federal Police, it is possible to follow the RNE process on the PF page, or on the Page of DCE, in the link www.dce.mre.gov.br/estrangeiros/vistos_e_documentacao.php. It is also possible to search for your name on the Diary portal

Official of Union (DOU), by link <http://portal.impresanacional.gov.br/>, to verify if your registration has already been published.

Renewal of the RNE

The request for renewal of the RNE must be made before the expiration of the document, under penalty of payment of a fine.

The student must access the Federal Police page, fill out the electronic form and schedule a date and time for their service, according to the instructions on the website.

Documents required to apply for renewal of the RNE

- a) Form completed and signed by the student;
- b) Two recent 3x4 photos, in color, with a white background;
- c) Authenticated, clear and complete copy of the passport, including blank sheets;
- d) Certified copy of the RNE or RNE registration protocol;
- e) Updated proof of academic performance (Academic Record);
- f) Proof of enrollment, issued by the HEI;
- g) Proof of means of subsistence (Financial Responsibility Term or document from the HEI or its government that states that the student is a beneficiary of a scholarship);
- h) Proof of payment of the related fees.

Important notes

➤ The foreigner registered in Brazil is obliged to notify the Ministry of Justice of the change of his/her domicile

or residence, owing Do it We 30 (thirty) days immediately following its implementation.

➤ When going to a Federal Police unit, take all your personal documents with you and always try to present proof of address. Incorrect filling of the form, especially the zip code, can delay your service.

➤ In case of loss, theft or misplacement of the RNE, the same procedures described for its renewal must be observed. However, the value of the fee is higher: R\$ 502.78.

➤ The deadlines for student visa renewal are non-extendable. If the deadline is missed, the student will be illegal in the country and will not be able to remain in the HEI, and must leave Brazil.

Individual Taxpayer Registration – CPF

The Individual Taxpayer Registry (CPF), managed by the Brazilian Federal Revenue Service (RFB), is required for all transactions in Brazil, including enrollment in the HEI, opening a bank account, and signing a rental agreement. The request for registration in the CPF can be made in Brazil or at Brazilian diplomatic representations abroad. More information About o CPF are Available in the link

<http://idg.receita.fazenda.gov.br/orientacao/tributaria/cadastr os/cadastro-de-pessoas-físicas-cpf/assuntos- Related/Questions- and-Answers>.

To enroll in the CPF, foreigners must present an identification document valid in the country of origin, with a sworn translation, or RNE/CIE (National Registry of Foreigners/Foreigner Identity Card), or Passport, or RNE Protocol in which their registration data appears.

SWORN TRANSLATIONS

If his/her school documents are not in Portuguese, the student must provide his/her sworn translations for enrollment in the HEI.

A sworn translation is what gives legal value in Brazil to a document issued in a foreign language, and must be done by a professional accredited as a "Public Translator and Commercial Interpreter" by the Board of Trade of the Brazilian state (UF) where he resides, who is qualified in the language of the original document. Prices are set by the Boards of Trade of each state. This means that, in the same state, there can be no difference in the amount charged for the translation of the same document.

CHECKLIST - ARRIVAL IN BRAZIL

- Present yourself at the Federal Police within 30 days of arrival, to request **RNE/CIE**
 - **Schedule** service
 - Arrange **for fee payment**
 - Provide **necessary** documentation

- Register for CPF

- Open **bank account** (CPF and RNE or their protocol required)

- Provide **sworn translations** of documents for enrollment, if necessary

- Present yourself at the IES for **enrollment**

GRADUATION AND RETURN

The main objective of the PEC-G is to train professionals who apply the knowledge acquired in Brazil for the benefit of their countries. Therefore, upon entering the Program, the student-health plan undertakes to **return to his or her country** after graduation.

DCE RETURN TICKET

Under some conditions, the DCE may grant air travel to the country of origin for the graduating student who:

- has benefited from the Merit 1 Scholarship at any time during the course, or
- prove financial inability to afford your return.

The benefit must be officially requested by the student's HEI. The ticket will be issued on the most economical segment available on the requested departure dates, which cannot be later than the student's visa expiration date. For more information on granting a return ticket, see the DCE website.

¹ For information on the Merit Scholarship and other financial benefits offered by the Brazilian Government to health insurance students, see the DCE page, through the link www.dce.mre.gov.br/PEC/G/estudantes/bolsas.php

RECEIPT OF THE DIPLOMA

Approaching the end of the course, the student-health plan must verify, with the HEI, the necessary procedures for issuing his/her diploma.

As established by Decree 7,948, the graduate must pick up his/her authenticated academic documents (diploma, transcript and syllabus) **in person**, at the Embassy or Consulate of Brazil where he/she registered for the PEC-G.

When withdrawing his/her documents, the student must:

- Check that all data and authentications are correct. Any irregularity must be reported, so that correction can be provided to the responsible institution.
- Sign the diploma in the presence of an employee of the Embassy or Consulate.

USEFUL CONTACTS

**DEPARTMENT OF HIGHER EDUCATION OF THE
MINISTRY OF EDUCATION - SESU/MEC**
Website: portal.mec.gov.br/sesu **PEC-G**
Coordinator: Rafael Duarte **Phone:** (61) 2022-
8181
e-mail: rafael.duarte@mec.gov.br

**DIVISION OF EDUCATIONAL THEMES OF THE
MINISTRY OF FOREIGN AFFAIRS - DCE/MRE**
Website: www.dce.mre.gov.br **PEC-G**
Coordinator: Patrícia Passos **Phone:**
(61) 2030-8564
e-mail: patricia.passos@itamaraty.gov.br

Presidency of the Republic: www.planalto.gov.br
Ministry of Justice: www.justica.gov.br **Federal Police**
Department: www.dpf.gov.br **Federal Revenue:**
www.receita.fazenda.gov.br

Military Police: 190
Mobile Emergency Care Service (SAMU): 192
Firefighters: 193
Civil Police: 197

ANNEX - DECREE NO. 7,948, OF MARCH 12, 2013

(This Decree is also available in unofficial translations into English, French and Spanish, on the DCE website, through the link www.dce.mre.gov.br/PEC/PECG.php)

Provides for the Student-
Agreement Program -
PEC-G.

THE PRESIDENT OF THE REPUBLIC, in the exercise of the powers conferred on her by article 84, **caput**, item VI, paragraph "a", of the Constitution,

DECREES:

CHAPTER I GENERAL PROVISIONS

Art. 1 The Undergraduate Student Program - PEC-G is intended for the training and qualification of foreign students through the offer of free vacancies in undergraduate courses in Brazilian Higher Education Institutions - HEIs.

Sole Paragraph. The PEC-G is a set of activities and procedures for international educational cooperation, preferably with developing countries, based on current bilateral agreements and is characterized by the

training of the foreign student in an undergraduate course in Brazil and his return to the country of origin at the end of the course.

Art. 2 The PEC-G will be implemented jointly by the Ministry of Foreign Affairs and the Ministry of Education, under the terms of this Decree.

Paragraph 1 - It is incumbent upon the Ministry of Foreign Affairs to coordinate the procedures related to the implementation of the PEC-G with foreign governments through Brazilian diplomatic missions and consular offices.

Paragraph 2 - It is incumbent upon the Ministry of Education to coordinate the procedures related to the admission of HEIs to the PEC-G, the offer of vacancies, the selection and enrollment of candidates and the monitoring of the program.

Paragraph 3 - The Ministries of Foreign Affairs and Education shall not interfere in matters of an academic nature, which are the exclusive responsibility of the HEIs that are part of the program.

CHAPTER II VACANCIES

Art. 3 Interested HEIs will participate in the PEC-G by means of a specific term of admission to be signed with the Ministry of Education.

Art. 4 - The Ministry of Education shall establish, annually, the

total number of vacancies per course offered within the scope of the PEC-G after indicating the availability of the participating IES.

Paragraph 1 - The Ministry of Education may request the HEIs to offer additional vacancies to serve students applying for the PEC-G and as expressed in the international cooperation agreements.

Paragraph 2 - Within the scope of the PEC-G, vacancies may only be offered in courses offered during the day or full time.

CHAPTER III OF THE INSCRIPTIONS

Art. 5 - The calendar and selection process of the PEC-G shall be annually regulated by a public notice issued by the Ministry of Education, with the consent of the Ministry of Foreign Affairs.

Art. 6 Foreign students may enroll in the PEC-G:

I - residents abroad and who do not hold a permanent visa or any other type of temporary visa for Brazil;

II - over 18 and preferably up to 23 years old;

III - who sign a Financial Responsibility Agreement, in which they ensure that they have the means to cover transportation expenses and subsistence in Brazil during the undergraduate course;

IV - who sign a Term of Commitment, in which they commit to comply with the rules of the PEC-G; and

V - who present a certificate of completion of high school and a Certificate of Proficiency in Portuguese Language for Foreigners – Celpe-Bras.

Paragraph 1 - Exceptionally, the candidate who has not completed high school on the date of registration may present the certificate of completion of high school at the time of enrollment in the HEI.

Paragraph 2 - The candidate from a country where there is no application of the Celpe-Bras may take it in Brazil, only once, after completing the course of Portuguese for Foreigners preparatory to the Celpe-Bras exam, in accredited HEIs.

Paragraph 3 - The candidate who fails the Celpe-Bras applied in Brazil, pursuant to paragraph 2, may not enter the PEC-G, and the extension of his/her registration and the period of stay in Brazil is prohibited, as provided for in Law No. 6,815, of August 19, 1980 and Decree No. 86,715, of December 10, 1981.

Paragraph 4 - A new enrollment in the PEC-G is forbidden to the selected candidate who fails to make his initial enrollment in the HEI without justification.

Article 7 - After the announcement of the selection result, the Brazilian diplomatic missions and consular offices will grant the selected candidates the temporary student visa, in accordance with the applicable legislation.

Paragraph 1 - The regular migratory condition in Brazil, which includes obtaining a visa and updating the foreigner's registration, is the responsibility of the student-agreement, and is indispensable for effective enrollment and, subsequently, for enrollment in courses at the beginning of each academic term.

Paragraph 2 - The HEI shall ensure compliance with the obligations set forth in the Paragraph 1, providing the necessary documents for the registration of the foreigner, and the enrollment in courses of student-agreement in an irregular migratory situation is prohibited.

CHAPTER IV ENROLLMENT, DEADLINES AND COMPLIANCE WITH THE PROGRAM

Art. 8 - The presentation of the student-agreement for enrollment must comply with the school calendar of the HEI for which he or she was selected.

Sole Paragraph. It is the responsibility of the HEI to verify the documentation and regularity of the migratory situation of the student-agreement for effective and registration of enrollment.

Art. 9 - The agreement student may request a change of course or institution, in compliance with the criteria and regimental rules of the HEIs participating in the PEC-G.

Paragraph 1 - The change of course may occur only once and exclusively at the end of the first year of studies, in compliance with the criteria and regimental rules of the HEI.

Paragraph 2 - The student must comply with the regulatory deadline for curricular integration.

Paragraph 3 - Enrollment to obtain a new qualification, linked to the same course, will only be allowed if the regulatory deadline for completion of the initial course is respected.

Paragraph 4 - In the case of an agreement student who is a beneficiary of a scholarship or financial aid, the change of course will be conditioned to the favorable manifestation of the granting institution, governmental or private.

Paragraph 5 - The HEI shall immediately communicate the change of course to the Ministry of Education and the Ministry of Foreign Affairs.

Article 10. The transfer of the student-agreement must comply with the requirements of the receiving HEI, and the criteria established by article 49 of Law No. 9,394, of December 20, 1996, except for the prohibitions provided for in items VI and VII of the **caput** of article 12.

Paragraph 1 - The transfer for the continuation of studies in the same course must be made between HEIs participating in the PEC-G only once, exclusively at the end of the first year of studies.

Paragraph 2 - The HEI, upon accepting the transfer, shall immediately arrange for the issuance of the documents referring to the transfer to the Federal Police, to update the registration, pursuant to Law No. 6,815, of 1980.

Paragraph 3 - It is incumbent upon the receiving HEI to communicate the fact to the Ministry of Education and the Ministry of Foreign Affairs.

Article 11. The participation of PEC-G students in academic mobility programs that implies student displacement, with change of enrollment conditions, with temporary change of headquarters or country, is prohibited.

Article 12. The student who has an agreement will be disconnected from the Program if:

- I - not enrolling within the regulatory deadline of the HEI;
- II - unjustifiably suspend enrollment or abandon the course;
- III - does not obtain the minimum attendance required by the HEI in each subject;
- IV - fails three times in the same subject;
- V - Fails more than two subjects, or equivalent number of credits, in the same semester, from the 2nd year or 3rd semester of the course;
- VI - obtains transfer to an HEI that does not participate in the PEC-G, or that does not comply with the provisions of article 10;
- VII - obtains new admission to HEIs through a selection process other than that of the PEC-G;
- VIII - obtains, during the course, a visa different from the one indicated in article 7 or a different migratory condition; or
- IX - present improper conduct, found by disciplinary proceedings, within the scope of the HEI.

Paragraph 1 - Improper conduct is understood to be that which violates the disciplinary norms of the IES and Brazilian legislation, and ostensive manifestations of transgression of norms of social coexistence.

Paragraph 2 - The general suspension of enrollment will not be allowed, except for reasons of health, one's own or that of a relative in the first degree, including affinity, proven with the HEI.

Paragraph 3 - The rules applicable to the members of the student body of each HEI compatible with this Decree are extended to the agreement student, including those that deal with retirement and other hypotheses of dismissal from the course.

Paragraph 4 - It is incumbent upon the HEI to communicate the dismissal of the student-agreement to the Federal Police, the Ministry of Education and the Ministry of Foreign Affairs.

CHAPTER V FINAL PROVISIONS

Article 13. It is forbidden for the student to exercise a paid activity that constitutes an employment relationship or characterizes the payment of salary or fees for services rendered.

Sole Paragraph. The participation of the agreement student in curricular internship, research, extension and monitoring activities is allowed, in compliance with the legislation regarding temporary resident foreigners.

Article 14. The student-health plan is guaranteed medical, dental and pharmaceutical assistance by the Unified Health System - SUS, under the terms of an agreement signed between

the Ministry of Foreign Affairs and the Ministry of Health, without prejudice to the student's adherence to a complementary health plan.

Sole Paragraph. In case of death, serious or incurable illness that prevents the continuation of studies, the Ministry of Foreign Affairs may bear the costs related to the transfer of the student-agreement to the country of origin, if there is financial impediment of the student and availability of budgetary resources from the Ministry.

Article 15. The institutions participating in the PEC-G may, under the terms of the law, grant financial aid to the student-agreement, for a limited period and during the course, as the cost of housing, transportation or food, in any case conditioned to good academic performance.

Article 16. The student-agreement bond with the PEC-G ceases with the completion of the course and graduation.

Paragraph 1 - It is incumbent upon the HEI to inform the list of graduated students to the Federal Police, the Ministry of Education and the Ministry of Foreign Affairs, immediately after graduation.

Paragraph 2 - The extension of the student-agreement's stay in Brazil beyond the legal period indicated in the Foreigner's Statute is prohibited.

Article 17. The student-agreement will receive, mandatorily, personally and free of charge, his/her diploma, syllabuses and academic transcripts, legalized, at the Brazilian diplomatic

mission where he/she enrolled in the PEC-G.

Article 18. HEIs that offer vacancies in the Portuguese for Foreigners course preparatory to the Celpe-Bras exam to agreement students must do so by signing a specific Term, to be signed with the Ministry of Education, ensuring the conditions and compliance with the Program.

Article 19. The agreement students contemplated in this Decree are exempt from nomination for the National Student Performance Exam - ENADE, part of the National System of Higher Education Evaluation - SINAES, established by Law No. 10,861, of April 14, 2004.

Article 20. The Ministry of Education and the Ministry of Foreign Affairs will keep their respective electronic pages on the PEC-G up to date, where additional information and other matters of interest will be included.

Sole Paragraph. It is the responsibility of the student-agreement to keep informed about obligations and commitments arising from participation in the PEC-G through regular consultation of the electronic portals of the Ministry of Foreign Affairs, the Ministry of Education and the HEIs.

Article 21. A joint act of the Ministers of State for Education and the Ministry of Foreign Affairs will provide for the operationalization of the PEC-G

Article 22. This decree enters into force on the date of its publication.

Article 23. Decree No. 55,613, of January 20, 1965, is hereby revoked.

Brasília, March 12, 2013; 192nd anniversary of Independence and 125th anniversary of the Republic.

DILMA ROUSSEFF

Antonio de Aguiar Patriota

Aloizio Mercadante

This text does not replace the one published in the Official Gazette of March 13, 2013