

U.S. – Brazil Exchange Handbook



**Systems and Information Engineering
Department**

**University of Virginia
2007-2008**

Created by:

**SYS 453 Capstone Team
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American Passport Information

In order to travel to any country, you will need a passport. A passport is a travel document issued by a national government that allows you to enter and pass through other countries. Only the U.S. Department of State can issue American Passports, and their current procedures are on the website below.

http://travel.state.gov/passport/passport_1738.html

If you do not have a passport, the closest location from here is the Regional Post Office in Charlottesville located on Route 29.

NOTE:

- If you do not have a passport, apply for one immediately. It is a long process and extra fees will be added if you need to rush the delivery of your passport.
- If you have a passport, make sure that it does not expire while you will be abroad, so that you can enter back into the U.S.
- Keep a photocopy of your passport ID pages in a safe place at home with family
- Leave a copy with Professor Bass or Professor Guerlain
- Keep a copy in a secure place with you abroad
- Regular Processing time is 10 weeks and rush delivery is 4 weeks
- The passport application fee is \$67; the execution fee is \$30, to make a total of \$97. If you are just renewing a passport, the total is \$67. However, extra fees may be added for rush delivery or for processing at a specific location instead of mailing it in.

Brazilian Visa

Current Visa Procedures will be listed on the following websites:

www.brasilemb.org

This is the Brazilian Embassy's website in Washington D.C.

http://www.brasilemb.org/consulado/consular_vitem4.shtml

This website contains specific information about the Temporary Visa: VITEM – IV which is the student visa we need.

Below are the requirements for the Temporary Visa you will need as of February 20, 2007.

Comments are written in Red by past students with more tips.

Temporary Visa: VITEM-IV

Eligibility:

Students at the undergraduate, graduate, post-graduate or technical level. Student Visa (i.e. Vitem-IV) holders are not allowed to engage in any paid activity in Brazil.

Procedures:

Submission to the Consular Service of two [visa application](#) forms per applicant, properly and completely filled in. **Note: Every applicant must complete Item 21 of the visa application form, "Comments" (Purpose of Trip).** In this section, the applicant must explain precisely what they are going to do while in Brazil. For especially complex trips, the applicant may submit details on an extra sheet of paper, if necessary. Each visa application form must be duly signed by the applicant (and parents must sign the application forms for those under 18 years of age), and must be submitted together with the following documentation:

2 COPIES OF THE VISA APPLICATION ARE REQUIRED.....

Note: When filling out your length of stay on the form, make sure you are exact, or overestimate a bit. Last year, we put "6 months" and our visa was valid for exactly 180 days, expiring a couple weeks before we left (we could have been deported). I would put 7 months, just to be safe.

- passport with a minimum validity of six months (it must also have at least one blank page available for the visa stamp);
- two recent 2" x 2" passport-type photo, in color or black and white, front view, full face, light background (snapshots are not accepted);
 - ***THESE MUST BE PASSPORT PHOTOS..YOU CANNOT JUST TAKE A PICTURE YOURSELF.. MAKE SURE YOU GET 2 ALSO.***
 - ***Fedex Kinko's, Walmart, CVS, STA travel all do it***
- documented proof of enrollment at a Brazilian educational organization;
 - ***IF YOU HAVE NOT SENT TO PROFESSOR JOSE ORLANDO (UFRJ) YOUR NAME AS IT APPEARS ON YOUR PASSPORT, PLEASE SENT THIS TO HIM RIGHT AWAY. HE WILL BE MAILING THESE LETTERS UP TO US, AS THEY NEED TO BE THE ORIGINAL LETTER TURNED IN WITH THE APPLICATION.***

Letter of Acceptance from Orlando – He will need your name as it appears on your Passport and a copy of your transcript

- proof of residence within the consular jurisdiction for the past 12 months;
 - ***THIS CAN BE PROVED A NUMBER OF WAYS. THEIR RECCOMENDATION WAS A COPY OF BANK STATMENT WITH YOUR NAME/ADDRESS ON IT. ALSO YOU COULD USE ANY OTHER OFFICIAL STATEMENT WITH YOUR NAME AND ADDRESS ON IT THAT WILL DATE BACK AT LEAST A YEAR.***

- proof of financial ability to pay for one's stay in Brazil;
 - **IF YOU ARE A MINOR, YOU WILL NEED A LETTER FROM YOUR PARENTS STATING THAT THEY ARE FINANCIALLY ABLE TO PAY FOR YOUR STAY IN BRAZIL. THIS NEEDS TO BE OFFICIALLY NOTARIZED, SIGNED, AND DATED.**
 - **IF YOU ARE NO LONGER A MINOR, YOU MUST WRITE THIS LETTER YOURSELF. ONCE AGAIN, HAVE IT NOTARIZED, SIGNED AND DATED.**
- as applicable, yellow fever vaccination certificate is required only if the applicant has traveled within the last 90 days to any of the following countries: Angola, Benin, Bissau Guinea, Bolivia, Burkina Faso, Burundi, Cabo Verde, Camerun, Central African Republic, Colombia, Congo, Democratic Republic of Congo, Ecuador, Equatorial Guinea, Ethiopia, French Guiana, Gabon, Gambia, Ghana, Guiana, Guinea, Ivory Coast, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Panama, Peru, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Somalia, Sudan, Surinam, Tanzania, Togo, Trinidad and Tobago, Uganda or Venezuela. Yellow fever vaccination is advisable if applicant's destination in Brazil includes any of the following States: Acre, Amapá, Amazonas, Federal District, Goiás, Maranhão, Mato Grosso, Mato Grosso do Sul, Pará, Rondônia, Roraima and/or Tocantins;
 - **VACCINATION RECORDS ONLY IF YOU'VE BEEN TO THE PLACES.**
- a person under 18 year of age not traveling with both parents or legal guardian(s) must provide a notarized letter of consent signed by the non-accompanying parent or guardian, together with appropriate payment to facilitate formal [authentication](#) by the Consular Service of the notarized letter of consent and, as applicable, the guardianship document (proof of guardianship is required)
- Visa fee payment of US\$ 40.00 per visa. An additional non-refundable processing fee of US\$ 100.00 per visa will be charged to US citizens in reciprocity for the identical fee paid by Brazilian citizens who apply for a visa to the United States of America;
- a non-refundable handling fee of US\$10.00 per visa applies to visa applications submitted by mail or by any individual other than the applicant or an immediate member of his or her family.
 - **TOTAL FEES = \$150**
- [Methods of Payment Accepted by the Consular Section of the Brazilian Embassy in Washington](#)

Applications may be submitted by mail only by residents of the District of Columbia, Kentucky, Ohio, Maryland, Virginia, and West Virginia. Please enclose a self-addressed stamped envelope with appropriate postage for return of passport. US POSTAL SERVICE First Class, Certified, Priority or Express Mail is advisable. Documents will neither be received nor returned via FEDEX.

It was easiest for me to hand it in personally at the Brazilian embassy in DC. They process it in one day, and you can pick it up the day after. Note that the consulate is only open 8am-1pm on weekdays, so it's tough to get there when it's open.

THE CONSULAR SERVICE WILL NOT BE HELD RESPONSIBLE FOR PASSPORTS SENT BY MAIL.

For a stay of longer than 90 days, recent non-criminal record certificate issued by the Police Department of the applicant's place of residence (this does not for persons less than 18 years of age).

THIS IS REQUIRED FOR THE VISA APPLICATION SINCE OUR STAY IS LONGER THAN 30 DAYS.

You will need a criminal background check for the visa – go to a local police station and pick up a form for this, you will need to notarize this (at any bank),and send it to the address on the form. This takes a couple weeks at least to process; make sure you do it early.

The requirements listed above should not, in any way, be considered all-inclusive. The Brazilian Consular Office processing the visa reserves the right to apply additional requirements, when they are deemed necessary.

One's first entry into Brazil must take place within 90 days from the date when the visa was issued.

This visa is good for multiple entries, for the time of the visa's duration. If necessary, an extension may be obtained with the Federal Police in Brazil, if requested at least 30 days prior to its expiration.

Visitors planning to stay for more than 90 days must register with the Federal Police in Brazil within 30 days of their first entry into the country (together with the passport, you must submit the original visa application form that will be returned to you by the Consular Service).

YOU WILL HAVE TO TAKE CARE OF THIS ONCE WE GET DOWN TO RIO DE JANEIRO OR PORTO ALEGRE.

French citizens do not require a visa to enter Brazil for stays no longer than 90 days except under some circumstances.

Visa will be issued on a "[laissez-passer](#)" to nationals of the following countries: Bhutan, Central African Republic, Comoros, Kampuchea, Taiwan.

**Consular Service
3009 Whitehaven Street, N.W.
Washington, D.C. 20008
Phone: (202) 238-2828
Fax: (202) 238-2818**

Steps to take with UVa for the Exchange Program

1. The basic requirements for any UVa student to study abroad are a GPA of 2.5, the completion of at least one semester on grounds and attendance at a GIS. The US-Brazil Exchange requirements/application process is more stringent, however, and must be completed as well. You must apply and be accepted by both the Brazil Exchange program and UVa in order to study abroad. The timely and full completion of all requirements will aid toward a well-planned and supported study abroad experience.
2. First, you must apply to the US-Brazil Exchange program administered by the Department of Systems and Information Engineering, for which information, including the application form, is found [here](#)¹. This program is facilitated by Professors Ellen Bass and Stephanie Guerlain.
3. Second, you must attend a General Information Session facilitated by the UVa International Studies Office. Monday-Thursday 2:00-3:00 p.m. Minor Hall 224 (retain GIS code given at this meeting)
4. The ISO also requires you to submit a bunch of paperwork regardless of your choice of study abroad program. The steps are required and are outlined in detail [here](#)². It is important to get all these steps completed by April 1, 2007, at the very latest.
5. Any courses you plan to take in Brazil should be pre-approved to ensure a smooth transfer of credit. Students should consult Mrs. Lane in Thornton Hall A-122 regarding approval of transfer credit. Generally, for a class to be approved, an English translation of the Brazilian class syllabus must be reviewed by the UVa professor whose class for which you wish to receive credit. Approval forms are available in Thornton Hall A-122. A minimum grade of C is required for transfer of a course. Courses transfer-grades do not. Grades obtained for courses taken elsewhere will not count towards your UVA GPA. It is recommended that you pre-approve any/all classes you're considering taking in Brazil in order to give yourself the most flexibility in selecting a final schedule.
6. Students seeking financial aid for study abroad should follow the instructions outlined [here](#)³. In the case of the US-Brazil exchange, this would include those students currently receiving UVa financial aid. Remember to declare your NSF grant money.
7. You must also attend the ISO's Summer & Fall 2007 Study Abroad Pre-departure Orientation on either April 17th or 18th from 6-9pm
8. Various administrative entities on grounds should be informed of your study abroad details, in order for your online accounts and ISIS access to be continued in your absence. These possible entities include:
 - a. Systems IT department – Contact: Ig, ij5x@virginia.edu
 - b. ITC – Contact: accounts@virginia.edu
 - c. SEAS office – Thornton, A wing

¹ <http://www.sys.virginia.edu/brazil>

² http://www.studyabroad.virginia.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=F6C50E3D-9286-EDE7-9994B586F83EBAE3&Link_ID=6FA2F3D5-F5F1-0D0A-3B9DD0747D6A53F0&pID=1&IID=7

³ <http://www.virginia.edu/financialaid/studyabroad.php>

- d. Academic advisor
9. Proof of enrollment will be necessary for several offices – this letter must come from a Brazilian university. Professor Jose Orlando (UFRJ) and Lia (UFRGS) should write this letter for their respective expected UVa students.

To do:

Ask Mary Lane about ISIS codes for spring, ISIS access, accounts while gone, transfer of class credit, proof of enrollment necessary for visa, but for UVa too?

Transfer Credit

- Obtain “Request for Transfer Credit” form in Thornton Office
- Get the UVA syllabus of the course you want to transfer, the syllabus of the similar course taught in Brazil, translate the syllabus, and have a Systems Professor Sign off on it
- Professor Guerlain and Professor Bass can sign off on SYS courses
- For other courses not in the Systems department, you need to go specifically to the Professor who teaches that course to sign off on it
- The Advisor and Dean need to sign off on the course as well
- A copy of the completely filled out “Request of Transfer Credit” is held in the Thornton Office, and you should keep a copy as well
- EACH STUDENT MUST SUBMIT A “REQUEST FOR TRANSFER CREDIT” INDIVIDUALLY – one form does not work for a whole group because they need to keep paperwork on file for each student

Spring Semester Enrollment

- Need to contact your advisor and let them know you will be abroad, they could e-mail your advising code to you
- Talk to your advisor and specifically indicate ALL the courses you will take in your 4th year, and make sure you have everything satisfied in order to graduate. This is important because some courses are only offered in the Fall or Spring Semesters.
- Need to change your status with the Thornton Front Office to FLC so you may enroll while abroad

Systems Accounts – NASH and BART

- Contact Ig and make sure everything will be available and not erased on the capstone Bart Account
- Make sure Ig will not erase your NASH account
- UVA Anywhere – make sure you have this downloaded on your computer, and have it set up. This way you can access BART and your NASH account while you are abroad

Personal Information

Comments are written in Red by past students with more tips.

Health Insurance

For the most extreme purposes, the insurance card that you are required to buy when you study abroad will cover you. For normal purposes, your health insurance company will likely cover you in some way. You need to check. If not, there are several plans you can buy. The study abroad office can help you finding a great deal; they have flyers for several insurance plans. They seem to be around \$300-400.

Plane Tickets

www.studentuniverse.com has great deals for students.
American Airlines and Delta seem to offer the lowest fares.

www.kayak.com
Searches every airline – offers really good deals

I flew American and it was easy to change dates \$75, and the ticket price was the same so that was it...I knew someone that had flown Delta and had to pay a lot more

Credit Card/Bank information

Bank Machines often take **VISA** and other non-Brazilian credit cards. Check for the Cirrus or VISA PLUS logo. Shell Petrol/Gas stations with a shop might also have an ATM which does. Banco do Brasil may have many ATM's but only one per branch which accepts foreign credit/debit cards. There is often a long line of people waiting, as the machines are used by locals to pay bills. **BankBoston, HSBC, Bradesco, and Citibank** also accept PLUS and Cirrus ATM cards and usually have shorter lines. Citibank is big in Rio, not so big in Porto Alegre but it is still there. Apparently you need to let them know that you will be using your card abroad. Once that is done, just use the ATM's down there. I've heard there is no surcharge for getting Brazilian currency instead of American, but I'm not sure how favorable the exchange rate is at the ATM. I did hear from Eric that citi atms are hard to find in Porto Alegre, so he just ate the surcharge from using another bank's atm. Apparently it's only like 6 reais (more or less 3 US dollars).

In terms of the most common form of payment, **cash in small bills** is king in Brazil. Wire transferring money to Brazil is nearly impossible.

You can't open a bank account in Brazil (You would need a 1-year temporary residence status to do that)...your two options are hsbc and citi-bank, you can open a bank account with either here and use their atms in Brazil. You will be charged a 1 percent currency exchange fee, but you will be charged that no matter what you do. I used Citi-bank and never had a problem.

Packing

It's wise to pack light and acquire a Brazilian wardrobe within a couple of days of arrival.

Cell Phones

Global calling cards (www.CallingCards.com) are a good option, but you must first check with your cell phone service to see if they will charge a connection fee. Also, your current cell phone company may offer international roaming deals. Another option is purchasing or renting an unlocked GSM phone. GSM phones operate all over the world except for Canada and the U.S. (they do, however, work in Washington D.C.).

you can buy a cell phone in Brazil (the cheapest model is about 50 dollars, or R\$110...if you have certain phones like a razor you can take them to Brazil and have them unlocked (illegal but common)...number one thing with phones is to realize that calling cell phones is expensive (whether you call from a land line or a cell phone) all incoming calls are free so it is nice to have one so your parents can call you on it or Brazilian friends

-If buying a cell phone in Brazil it is pre-paid, you go to a store and buy it and you have to keep buying cards to add money to them...have a Brazilian go with you when you get your phone

GMS phone and SIM card- The SIM card holds all of a subscriber's personal information and phone settings. It also holds the phone number, personal security key and other data necessary. The card can be switched from phone to phone, making the new phone receive all calls to the subscriber's number. When you buy an unlocked GSM phone, it can work with any SIM card from any service provider. On most sites, a phone and SIM card will cost anywhere from \$100-\$400. http://www.planetomni.com/FAQ_gsm.shtml#1

Nextel offers an international walkie-talkie plan that allows you to instantly connect with people in the US. However, you must purchase a Nextel phone and Nextel plan. The rate for the international walkie-talkie is \$0.20/min or \$10/month.

Skype is free to use from pc to pc; you just need headphones and a speaker phone. It is dirt cheap to do from pc to phone.

Student Travel Card

ISIC (International Student Identity Card) offers its holder numerous discounts on everything from flights and hotels to entertainment and shopping. It also includes basic insurance and emergency help. The card costs \$22 and remains valid for one year after activation. You can apply for a card in Charlottesville at either Peace Frogs Travel and Shipping (located by Kroger on barracks, open 10-6) or STA Travel. You would need to bring a license and a student ID to prove you are a full time student. You don't need a picture, but if they have to take it costs an extra \$11. You may also apply online at STATravel.com.

Vaccinations

According to the Brazil Tourism Office, a yellow fever vaccination is **mandatory** if applicant traveled within the last 90 days to any of the following Countries: Angola, Benin, Bolivia, Burkina Faso, Cameroon, Colombia, Ecuador, French Guyana, Gabon, Ghana, Gambia, Guinea, Liberia, Nigeria, Peru, Sierra Leone, Sudan, Democratic Republic of Congo (ex-Zaire)

or Venezuela. A yellow fever vaccination is **advisable** if applicant's destination in Brazil includes any of the following States: Acre, Amapá, Amazonas, Goiás, Maranhão, Mato Grosso, Mato Grosso do Sul, Pará, Rondônia, Roraima, Tocantins and the Federal District.

You would need to protect yourself against malaria only if you are planning to travel into certain, more remote regions (there is little risk in both Porto Alegre or Rio) which are listed online at the Center for Disease Control.

Important Calendar Dates

ASAP	Apply/Renew Passport Contact Prof. Jose Orlando and Prof. Lia to send letters of acceptance Apply for Temporary Visa (need letters for this)
April 17/18, 2007	Fall 2007 Study Abroad Pre-departure
May 20, 2007	UVA Classes End
June 25, 2007	Portuguese Classes in Rio begin
August 11, 2007	Academic Classes in Rio & Porto Alegre begin

Grant Money

You will get the 1st payment of \$1500 around April 1.
You will get the 2nd payment of \$1500 around June 1.
You will get the 3rd payment when you return in October.

*The checks will be shipped to the address listed on ISIS, or through direct deposit if you are an employee of UVA

Sample Budget

American Passport Fees	\$67 - \$97
Brazilian Student Visa Fees	\$150
Student Travel Card	\$22 - \$33
Portuguese Language Course	
Plane Ticket	\$900-\$1200
Immunizations	
Books	

Rent
 Food and Drinks
 Clothing
 Travel

Common Questions

How much money did you bring in addition to the \$4000 grant?

Porto Alegre:
 Around \$3,000. Spent mostly on trips around Brazil.

Rio:
 \$5,000-6,000. Patrick said 90% of his 6,000 was spent on taking trips. Amy did not specify.

What did you recommend we pack and what to buy once were there?

What they took with them to Brazil:

Eric: A backpack and a duffel bag. Just enough clothes for a couple weeks. Says clothes can be bought there really cheap.

Amy: Clothes and a lot of textbooks. Does not recommend taking a lot of textbooks, she did not end up needing them.

Patrick: Laptop and clothes.

Also just FYI mostly for the girls: Patrick said some of the 3prong plugs we have don't work there but other than that for the most part all the plugs are the same as here.

Exchange Program Locations

Rio Group

Kathy, Blair, Nicole
 SISA Ergonomic Reporting System

<http://www.ufrj.br/>

Universidade Federal do Rio de Janeiro (UFRJ)

Porto Alegre

Mathew, Chubbs
 Petrobras Distribution Center

<http://www.ufrgs.br/ufrgs/>

Universidade Federal do Rio Grande do Sul (UFRGS)

Helpful Links

<http://www.sys.virginia.edu/students/brazilexchange.html>

The official website for the U.S.-Brazil Exchange program

<http://wikitravel.org>

Free online travel guide

http://cat.sckans.edu/builders_abroad/Packing.htm

<http://studyabroad.msu.edu/whattopack/index.html>

Packing information for Study Abroad