UNIVERSITY OF SÃO PAULO
INSTITUTE OF INTERNATIONAL RELATIONS

International Exchange Program

Founded in 2004, the Institute of International Relations (IRI) of the University of São Paulo (USP) aims at promoting research, education and dissemination of knowledge in the field of International Relations; to strengthen academic links with national and foreign institutions; and to propagate the public understanding of world affairs. Our Institute is committed with a multidisciplinary approach regarding world affairs, bringing together expertise in the fields of Law, Political Science, Economics and History.

IRI's academic staff is formed by professors with exclusive dedication to the Institute as well as political scientists, economists, historians, jurists, administrators and sociologists belonging to other USP departments and involved with research and teaching on International Relations.

Our Institute offers Bachelors, Masters and PhD degrees in International Relations. It also has a Post-Doctorate Program, aimed at PhD holders recently graduated in national and foreign institutions, and an International Researchers Program, focused on receiving international academics for a limited period of time.

CONTACT INFORMATION	Institute of International Relations IRI-USP IRI-USP International Office (CCNInt) Av. Prof. Lúcio Martins Rodrigues, s/n – trav. 4 e 5 – 2nd floor, room 26 Zip Code: 05508-020 – Cidade Universitária – São Paulo/SP – Brasil Telephone: +55 11 3091-0517 E-mail: ccnint.iri@usp.br Web Address: http://www.iri.usp.br
ACADEMIC YEAR	**First semester: February to July** July: winter vacation **Second semester: August to December** January: summer vacation
NOMINATION AND APPLICATION DEADLINES	First semester (February to June): **by November 10th** Second semester (August to December): **by May 10th** Note: Master and PhD students who just want to work on their research projects, but do not intend to attend disciplines, can apply throughout the year.
LANGUAGE REQUIREMENTS	It is important for students to be acquainted with the Portuguese language because all undergraduate classes and the most of graduate classes offered at the University of São Paulo are taught in Portuguese. For students who need to improve their skills in Portuguese, the Language Center of Faculty of Philosophy, Languages and Human Sciences (Centro de Línguas da FFLCH) offers Portuguese courses for foreigners (http://clinguas.fflch.usp.br). If students want to take an online Portuguese course offered by the University of São Paulo in partnership with Universia Brasil (Basic A1 level) free of charge, students' home universities may inform us in the nomination process.
ACADEMIC SYSTEM	USP academic credit system is based on "In Class" credit and "Workload" credit. One "In Class" credit is equal to 15 hours in a given semester, while one "Workload" credit corresponds to 30 hours.

ACADEMIC SYSTEM	It is common to adopt 1 USP credit as equivalent to 2 ECTS credits, but each institution has autonomy to determine the final equivalence.
ADMISSION AS AN EXCHANGE STUDENT	**Undergraduate exchange students** are allowed to attend courses at IRI-USP for one semester. This period can be further extended up to three more semesters if previously authorized by the home institution and by IRI-USP. Many undergraduate disciplines have prerequisites. Therefore, applications will be analyzed according to students' transcripts and study plans. Study plans sent for the application process are used only as a guideline to analyze the relevance of the exchange. However, there is no guarantee that students will be accepted to take all the disciplines requested. **Graduate exchange students** are allowed to attend courses at IRI-USP for three to twelve months. This period can be further extended up to twelve more months if previously authorized by the home institution and by IRI-USP. Therefore, undergraduate and graduate students can study for no longer than two years. They must require extension for each semester. Students can obtain credits or conduct research valid to their home institution. Once the application has been submitted and accepted by IRI-USP, it will be sent a message to the student by e-mail containing general information and the Acceptance Letter.

NOMINATION AND APPLICATION PROCEDURES - UNDERGRADUATE STUDENTS - 1. Nomination: the responsible for the students' exchange at the home university nominate their undergraduate students and send the documentation by email to the address ccnint.iri@usp.br 2. Application: once nominated, undergraduate students receive an email with a link to complete the online application and upload the documentation on our platform "Sistema Mundus"	**UNDERGRADUATE STUDENTS** **Documents to be submitted in ".pdf" format in Portuguese, English or Spanish** **Nomination:** 1. Application form with a Study Plan **written in Portuguese**, including the disciplines the candidate intends to take at IRI-USP (browse information about course programs and schedules in the university catalogue https://uspdigital.usp.br/mundus > Undergraduate Course / Module Catalogue); 2. Copy of the applicant's passport: pages containing photo, personal data, passport number and expiration date. **Application:** 3. Copy of the student's undergraduate transcript issued by the home university (current course); 4. Presentation Letter from the home university addressed to the Dean of the Institute of International Relations – USP. In case of extending the exchange period, it can be changed by an Agreement Letter of extending the exchange for one more semester; 5. Digital photograph for document, in ".jpg" format and maximum size of 50 Kb (in color and taken against a white background, with face clearly visible); 6. Proof of knowledge of the Portuguese language.

NOMINATION AND APPLICATION PROCEDURES - GRADUATE STUDENTS - The responsible for the students' exchange at the home university nominate their graduate students and send all documentation by email to the address ccnint.iri@usp.br	**GRADUATE STUDENTS** **Documents to be submitted in ".pdf" format in Portuguese, English or Spanish** 1. Application form with a Study Plan **written in Portuguese**, including a list of disciplines the candidate intends to take at IRI-USP (browse information about course programs and schedules on IRI's website http://www.iri.usp.br > Pós-Graduação > Informações > Créditos e Disciplinas > Lista de Disciplinas);

NOMINATION AND APPLICATION PROCEDURES - GRADUATE STUDENTS - The responsible for the students' exchange at the home university nominate their graduate students and send all documentation by email to the address ccnint.iri@usp.br	2. Copy of the student's graduate transcript issued by the home institution accompanied by a simple translation into Portuguese, English or Spanish (current course); 3. Presentation Letter from the home university addressed to the Dean of the Institute of International Relations – USP. In case of extending the exchange period, it can be changed by an Agreement Letter of extending the exchange for one more semester; 4. Digital photograph for document, in ".jpg" format and maximum size of 50 Kb (in color and taken against a white background, with face clearly visible); 5. Copy of the applicant's passport: pages containing photo, personal data, passport number and expiration date; 6. *Curriculum Vitae.* 7. Proof of knowledge of the Portuguese language. **For students who intend to work on their research projects during the exchange period, the following documents also have to be provided:** 8. Research project and the project timetable; 9. Acceptance Letter of a professor from IRI-USP, accredited in the Graduate Program, who will be responsible for the student's research (the contact with the professor is the candidate's responsibility, who should search relevant information on IRI's website. The professor's Acceptance Letter may be an email message); 10. Recommendation Letter from the student's institution addressed to the USP professor responsible for supervising the student at USP.
BEFORE ARRIVING IN BRAZIL	**Documents students must provide** 1. **Passport with the Temporary Student Visa or MERCOSUL Visa:** All nationals coming to Brazil for a period of time need to obtain a visa prior to travelling. In order to legally reside in Brazil during the period of intended study and to enroll in disciplines, foreign students must obtain the student visa (VITEM IV) or MERCOSUL visa from the Brazilian Embassy or Consulates. Further information can be found at http://www.itamaraty.gov.br. Students should note that visa requirements may change from time to time. It is not possible for foreign students to be formally enrolled at USP holding only a tourist visa, nor is it possible to change the type of visa once the student is already in Brazil by a neighboring visa. 2. A copy of the **International Health Insurance/Travel Insurance** for the whole stay period, which should be purchased in the student's home country prior to the arrival in Brazil. 3. It is optional, but foreigners can get a document called **CPF - Cadastro de Pessoas Físicas** at the Brazilian Embassy or Consulates, which is especially useful such as for getting a student bus and subway card; opening a bank account; registering a mobile phone SIM card and buying at Brazilian online shopping websites.
ARRIVAL DATE	We recommend undergraduate students to arrive in Brazil at least one week before classes begin at USP, and for graduate students, two weeks. **IMPORTANT:** Students must be present to sign up for classes. It is not possible for students to enroll in disciplines after the beginning of the classes.
AFTER ARRIVAL	Once in Brazil, foreign students must visit IRI-USP International Office (CCNInt-IRI) to present their passports with the student visa (VITEM IV) or MERCOSUL visa.

AFTER ARRIVAL	In order to stay legally in Brazil and to be enrolled at IRI-USP, it is necessary for students to have a valid foreigner's ID card (RNM) issued by the Brazilian Federal Police. Please visit the Brazilian Federal Police website for further information.
FEES & FUNDING ASSISTANCE	USP is a public university, therefore it does not charge any college fee from its students. Students have to afford their personal expenses in Brazil. However, there are restaurants at the University of São Paulo for the academic community and student cards that subsidize food and the acquisition of transportation tickets (which means that their costs for students are much lower than the regular ones charged outside the university). Student Accommodation at USP and USP's funding assistance programs are not eligible for exchange students.
FACILITIES AT USP	USP provides for exchange students Wi-Fi access, libraries, transportation, museums, sports center, cafeterias and restaurants.
COMPLEMENTARY INFORMATION	Application form for Undergraduate Students http://143.107.26.205/documentos/form_students_underg.doc Application form for Graduate Students http://143.107.26.205/documentos/form_students_post.doc USP iFriends http://www.usp.br/internationaloffice/en/index.php/usp-ifriends Libraries at USP http://www.sibi.usp.br Library of IRI http://www.iri.usp.br/biblioteca Museums of USP http://www5.usp.br/en/extensao/museus SAS-USP Restaurants ("bandejão") http://sites.usp.br/sas/todos-os-restaurantes-2 CEPEUSP - USP's sports center http://www.cepe.usp.br Guide for foreign students and researchers at USP http://www.usp.br/internationaloffice/wp-content/uploads/student_researcher_guide_USP.pdf Brazilian Federal Police http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro Transport in São Paulo city: SPTrans (bus) http://www.sptrans.com.br São Paulo subway and train map http://www.metro.sp.gov.br/pdf/mapa-da-rede-metro.pdf Leisure, culture and tourism in São Paulo Oficial website for tourism in SP: http://www.cidadedesaopaulo.com São Paulo Turismo: http://www.sp-turismo.com Visite São Paulo: http://www.visitesaopaulo.com

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