

Guide for International Students

University of Brasilia (UnB) | International Affairs Office (INT)

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Welcome to UnB

Dear international students,

Thank you for choosing the University of Brasilia. We are honored to welcome you in our facilities. We hope our university could provide great times for you, contributing to your academic and professional experience, as well as to your personal life. A warm welcome to all of you.

Abraços,

Prof. Dr. Virgílio Pereira de Almeida Head of the International Office

Brasilia

Brasilia was built in 41 months and inaugurated on April 21^{st} , 1960, by President Juscelino Kubitschek. The planned capital city is listed as a World Heritage Site by UNESCO due to its modernist architecture. Brasilia's population is about 2.8 million. It is the 4^{th} most populous city in Brazil.

University of Brasilia

UnB was founded on April 21st, 1962, to integrate the city especially built to be the capital of the country. Created as the 1st modern research university in Brazil, the UnB brought a new concept of institution based on autonomy of management, research, teaching, and academic structure. It was the first university in Brazil to be divided into Institutes and Faculties. The pedagogical model was designed by educator Anísio Teixeira along with the anthropologist Darcy Ribeiro.

Numbers

400 Campus Laboratories378 Research Groups1,919 Scholarships for Doctorate and Master

Areas of Study

- Agricultural Sciences
- Applied Social Sciences
- Biological Sciences
- Earth and Exact Sciences
- Engineering and Technology
- Health Sciences Humanities
- Linguistics, Language and Arts
- Multidisciplinary

See more

Campuses



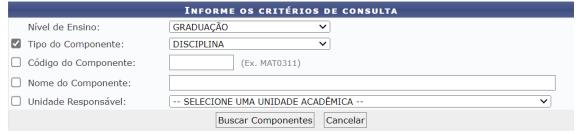
Subjects

You can consult the curricula of all the undergraduate major curricula here: sig.unb.br/sigaa/public/curso/lista.jsf?nivel=G&aba=p-graduacao

Each subject has a code with three letters from the faculty initials plus a number. For example, all the subjects whose code starts with "ENC" are of the Civil and Environmental Engineering Department.

You also can search for subjects using keyword at this link sigaa.unb.br/sigaa/public/componentes/busca componentes.jsf.

- In "Nível de Ensino", select "Graduação" (Undergraduate) or "Stricto Sensu" (Graduate).
- In "Tipo do Componente", select "Disciplina".
- The fields "Código do Componente", "Nome do Componente" and "Unidade Responsável" are optional.



The list of subjects is available before each semester begins at: sig.unb.br/sigaa/public/turmas/listar.jsf

- In "Nível de Ensino", select "Graduação" (Undergraduate) or "Pós-Graduação" (Graduate).
- In "Unidade, select your department to access the list of subjects available by each Faculty/Department on the current semester.
- In "Ano/Período", select the current semester, for example: "2023-2"

*Be aware that mandatory subjects are offered each semester, but optional subjects may vary from semester to semester.

Available subjects are displayed as this following example:



Our International Office will take care of your subject enrollment after you send us the learning agreement. We will send it to the analyze of the academic coordinator.

Courses not available for exchange students

- LET0016 PORTUGUÊS PARA ESTRANGEIROS: COMUNICAÇÃO ORAL E ESCRITA 1
- LET0017 PORTUGUÊS PARA ESTRANGEIROS: COMUNICAÇÃO ORAL E ESCRITA 2
- LET0014 PORTUGUÊS PARA ESTRANGEIROS: LÍNGUA E CULTURA 1
- LET0015 PORTUGUÊS PARA ESTRANGEIROS: LÍNGUA E CULTURA 2

English Taught Subjects

Please send an email to <u>intweb@unb.br</u> asking for the list of courses taught in English.

Portuguese Classes

UnB offers Portuguese classes (beginner and intermediate level) for international students. Applications are done at the International Affairs Office (INT) or submit your application to intweb@unb.br. Please include on the application your mother tongue and level of knowledge of Portuguese. If you studied Portuguese before, please specify how and where the study was done and duration.

Portuguese classes available to exchange students (not the 2 levels simultaneously) are: "LET0239 - Português para Estrangeiros 1" and "LET0242 - Português para Estrangeiros 2"

For paid intensive courses of Portuguese, consult neppe.unb.br

Curricula of Brazilian Portuguese as Second Language

If you are majoring in Portuguese Language, you may have interest in the curricula of the undergraduate major in Brazilian Portuguese as Second Language (<u>Português do Brasil como Segunda Língua – PBSL</u>).

Study Load

The recommended study load is from 240 to 360 class hours per semester. The minimum study load is 180 class hours; the maximum study load is 450 class hours.

Each subject has normally 60 class hours (contact hours). There is no exact conversion of UnB class hours to ECTS (European Credit Transfer and Accumulation System).

The learning agreement must contain a proposal with, at least, 6 courses. After arriving, the student will have a period for confirmation of the requested courses. From the pre-selected courses, we recommend the student to effectively attend around 4 courses.

Subject Enrollment

All the subjects you want to be enrolled in must be approved by the Faculty coordinator. The International Office will meadiate your request.

Grading Scale

Mentions:

SR	II	MI	MM	MS	SS
0.0	0.1 to 2.9	3.0 to 4.9	5.0 to 6.9	7.0 to 8.9	9.0 to 10.0

Approval grades are: "SS", "MS", and "MM". | "SR" mention is attributed to failure for absences, when the student did not attend a minimum of 75% of classes.

If you need numerical grades on your transcript of records, please inform our office.

Academic Calendar

You can find the Academic Calendar at this link: saa.unb.br/graduacao/calendario-academico

Enrollment Period

Period to confirm the subjects with the academic coordinator at UnB. The student may also change the learning agreement. Enrollment in Portuguese for Foreigners classes takes place through International Affairs Office (INT).

Adjustment Period

Deadline to request the adjustments on classes schedule: change subjects or classes, insert or remove subjects, by means of a formal request through the Academic Coordinator.

Automatic Partial Locking

Partial enrollment lock of the subject can be requested by the student to suspend curricular activities. Partial locking of enrollment, or automatic locking of discipline (TR), can be granted only once in each isolated subject and within the deadline stipulated in academic calendar. Note that it will be marked on your Transcript of Records.

Internship for Law Students

The "Teixeira de Freitas Program" is an internship program for Law students at Brazilian Supreme Court (Supremo Tribunal Federal – STF), with a duration of approximately 5 months.

The program's aim is to promote a juridical-cultural exchange of Law students (both undergraduate and graduate) from member and associated states of Mercosul. Eligible students can apply for an internship at the STF during the period of the exchange at UnB.

Before the Mobility

How to Apply (incoming students)

1 What type of student are you?

- Exchange by institutional agreement (Regular student of a partner university)
- International Visiting Student (Student whose admission is not supported by an agreement between UnB and foreign institutions)
- Senior Researcher

2 Check the application requirements

- To be a regular student at one of UnB's partner institutions
- To be nominated by the partner institution
- To have a minimum level of Portuguese to attend the classes (no specific certificate is required)
- To present a statement of financial support for the whole exchange period

3 Complete the Application Form

Fill the application form <u>forms.office.com/r/8BXd5dgKH7</u>. Please inform in the form if you want to have Portuguese classes and if you want to stay at our in-campus accommodation.

4 Fill the Learning Agreement

The learning agreement must contain a proposal with at least 6 courses. At least 3 courses must be from the same academic unit. After arriving at UnB, the student will have a period for confirmation of the requested courses. Of the 6 pre-selected courses, we recommend the student to effectively attend around 4 courses. Check the courses at <u>Subjects section</u>.

5 Send your application

Your candidature documents must be sent to <u>intweb@unb.br</u>, in Portuguese, English or Spanish. Send one single PDF file, smaller than 90MB. Attach all required documentation:

- Learning Agreement*;
- 2. A copy of your passport;
- 3. Official transcripts from the Home Institution;
- 4. Letter of Introduction from your home Institution signed by the person in charge of the exchange program;
- 5. Curriculum Vitae;
- 6. A statement of sufficient funds or funding to support the student during the intended period of study in Brasilia;
- 7. Research project based on internationally accepted academic standards <u>(only for Master/Doctoral candidates)</u>;
- 8. Copy of all Higher Education previous diplomas obtained (only for Master/Doctoral candidates);

9. Transcripts of records of all Higher Education Courses successfully completed <u>(only for Master/Doctoral candidates)</u>.

Deadlines

- April 15th, 2022 to study from August 25th to December 23rd, 2023.
- November 1st, 2023 to study from March to July, 2024.
- April 1st, 2024 to study from August to December, 2024.

Applying for Important Documents

How to get a Visa

After receiving the Letter of Acceptance, please contact the Brazilian Embassy or Consulate at your home country to request the Student Visa. Please do not forget to bring to Brazil your original visa application form ("formulário de pedido de visto").

How to get a CPF (Federal Revenue Number)

The student must request a CPF (Federal Revenue Number), which is mandatory to enroll at the UnB. In order to request your CPF number, fill this <u>online form</u> and save it as a pdf file. Then, send to <u>cpf.residente.exterior@rfb.gov.br</u> the form (as pdf) + copy of identity card + copy of voter I.D + a selfie photo holding your identity card. You will receive a CPF number by email within 15 days.

Obs.:

Upon arrival, you must apply for an Immigration Residence Permit (CRNM) too (please consult the "Upon Arrival" section). Please also check the "Accommodation" and "Buddy Program" sections.

Upon Arrival

Immigration Residence Permit (CRNM)

Please access the <u>Federal Police official website</u> to request your Certificate of Immigration Residence Permit (CRNM), also known as "*Registro Nacional de Estrangeiro* (RNE)". You will have up to 90 days, after arriving in Brazil, to register at Federal Police, and receive your residence permit.

The service costs R\$ 204.77. You can pay it at any bank (check the "Bank Account" section to consult the localization of on-campus bank agencies) or at a *Lotérica* unity. The nearest *Lotérica* to UnB is at this localization: goo.gl/maps/v5VHogcVABXshDUY9.

Please do not forget to bring to Brazil your original visa application form ("formulário de pedido de visto"). You must take it to Federal Police in order to request the CRNM. This document is mandatory for opening a bank account and requesting a public transport card.

"Cádigo

Step-by-step for CRNM

- 1. Generating the tax bill (GRU)
 - a. Click on this link and fill out the GRU form with your data and insert the code "140120"

111	tile	Coulgo	Receita 3111	neia.
Código STN	Código SIAR	Incidência	Descrição	R\$
140120	124	TAXA	Emissão de cédula de identidade de imigrante	204.77

Pocoita

CTNI"

b. Print the tax bill and pay in at a bank agency or at a Lotérica unit.

2. Filling out the CRNM form

a. Click on this <u>link</u> and fill out the form with your personal data. In "Tipo de Registro" field, select "Registro de Visto Consular"; in "Ocupação principal", select "930 - ESTUDANTE";
 In "Endereço Comercial / Instituição de Ensino", fill as bellow:



- b. Print the form.
- 3. Scheduling an appointment at Federal Police
 - a. Click on this <u>link</u>, select "Migração" in the first field, insert the number of your CRNM request in the second field and inform your date of birth in the last field.
- 4. Getting to the Immigration Federal Police
 - a. The Immigration Federal Police is located here. You can take a bus to the airport to get there (line 011 in L2 Norte; line 030 in W3 Norte; line 102 in Rodoviária).

Extend the Stay in Brazil

To extend your stay in Brazil, please consult the information at this link: gov.br/pt-br/servicos/prorrogar-estada-no-brasil

Enrollment at UnB

The International Affairs Office (INT) will take care of your enrollment after you inform us your CPF number and copy of health insurance policy. Or contact: +55 (61) 3107-0265 | intweb@unb.br

UnB System - SIGAA

After you have been informed of your UnB registration number ("número de matrícula"), you will have to register yourself at sigaa.unb.br. Please follow these steps:

1. Click on "Cadastre-se"



2. Check the box "A pessoa é estrangeira e não possui CPF"

CADASTRO DE DISCENTE					
Após a finalização do seu cadastro, suas credenciais de acesso aos serviços do AD, Office 365, UnB Wireless, EduRoam e SIG serão unificadas e alteradas para a senha utilizada neste formulário de cadastro. Futuras alterações ou recuperações de senhas devem ser realizadas através do SIGAA.					
Para cadastrar-se no SIGAA é necessário preencher o formulário abaixo. O cadastro só será validado se os dados digitados forem iguais aos dados informados no processo seletivo.					
DADOS DO DISCENTE					
Matrícula: ☀					
Nível: ☀ GRADUAÇÃO ✓					
A pessoa é estrangeira e não possui CPF					
Passaporte: *					
Nome Completo: ★					
Data de Nascimento: *					
E-Mail: *					
Ano/Semestre Inicial * (Ex.: 2006-2)					
Usuário: * O login do sistema será a matrícula. Somente os dígitos, sem pontos ou traços.					
Senha: *					
Confirmar Senha: *					
Cadastrar Cancelar					
Campos de preenchimento obrigatório.					
CTCAA Company of Tourseland of Telegraphy CTT (C1) 2107 0100 Company of the Company of the Campany of the C					

Having access to UnB system, you can also access the on-campus Wi-Fi and to the Microsoft 365 of UnB. Please check the "Internet on Campus" and "Microsoft 365" section.

Internet on Campus

The wireless internet covers the entire Campus. The network name is UnB Wireless. You will be required to enter a username and a password. Your username is your registration number, without dash, only numbers. Your password is the same as the UnB system (SIGAA).

See more information at sti.unb.br.

If you forgot your password, access: sig.unb.br/admin/public/recuperar-senha.isf, fill in the fields "Login" with your UnB registration number and "E-mail Cadastrado" with the email address that you used to create an account on SIGAA. Then all your UnB systems' passwords will be unified.

SIM Card for Mobile Phones

When you are out of campus, it's recommendable to have Internet on your smartphone. The main Mobile Phones operators in Brazil are: <u>Claro</u>, <u>Vivo</u>, <u>Tim</u>, and <u>Oi</u>. Buying a prepaid SIM Card at an unofficial store may be an easier alternative than contracting a postpaid phone plan at an official store. Ask your buddy for help when buying a SIM Card.

Microsoft 365

All UnB community have access to Microsoft Office 365 (office.com). Your email is your UnB registration number plus @aluno.unb.br (for example, 220054321@aluno.unb.br), and your password is the same of the UnB system SIGAA. You can recover your password at: sig.unb.br/admin/public/recuperar-senha.jsf

Welcoming Week

Please access the website for welcoming new students: <u>boasvindas.unb.br</u> (Portuguese language only). There you can find the event's schedule, campus map, and freshman handbook.

Accommodation

Currently, the International Affairs Office (INT) has 4 apartments on campus, offering 20 vacancies to exchange students. The monthly individual fee is R\$ 600.00. Interested students must indicate their wish to stay at our apartments in the Application Form. See the Accommodation Rules here. Please come to

Brasilia prepared to stay the first night in a hotel, since we cannot guarantee your check-in at Colina outside of busy hours (Monday to Friday, from 08:00 to 18:00).

Small apartments (kitchenette) or Living with co-tenants (*República*) are usually the most affordable housing option. Kitchenette options near UnB campus are located on 406/407 and 410/411 north. Accommodation advertisements are usually published on the boards of the Instituto Central de Ciências (ICC) building. Check also on social networks such as Facebook groups "Brasília - Dividir Moradia", "Repúblicas da UnB", "Repúblicas/ Alquiler de Habitacion/ Room UnB". The accommodation cost may vary from R\$ 600.00 to R\$ 2000.00 per month.

For Japanase students, please check the information about accommodation at this link.

Signing the contract of accommodation in Colina

First, access the site <u>SEI</u> and register yourself as an external user. Remember of checking the "Estrangeiro" box, as the following:



After that, we will validate your registration and send a link to your informed email address in order to electronically sign the contract.

Buddy Program

A Buddy is a volunteer-student from UnB who is selected to help you when you arrive at UnB and during your stay, trying to solve the difficulties found in the most different areas. The main goal is to promote academic and social integration of foreign students in the local community through companionship and solidarity. If you wish to have a "buddy", inform us in the application form or contact our team via email: intweb@unb.br

During the Stay

UnB Facilities

Places you might want to know:

Library (BCE)

Created in 1962, Central Library (BCE) holds over 1.5 million volumes. BCE's website: bce.unb.br

University Restaurant (RU)

Breakfast: R\$ 2.85 (7:00 to 9:30) Lunch: R\$ 6.10 (11:00 to 14:00) Dinner: R\$ 6.10 (17:00 to 19:30)

You can consult the week menu at RU's website: ru.unb.br

Olympic Center (CO)

Check the "Campus Sport Activities" section. Also follow CO account at Instagram: @co_unb_

Language Center (UnB Idiomas)

UnB Idiomas offers paid courses of 14 foreign languages. Check this out at <u>unbidiomas.unb.br</u>. But you can apply for fee-waiver regular language subjects in your Learning Agreement (search for "Depto Línguas Estrangeiras e Tradução" at <u>SIGAA</u>). For Portuguese classes, check the "Portuguese Classes" section.

University hospital (HUB)

The University Hospital of Brasilia registers more than 149,611 consultations and 5,713 surgeries per year.

Others

Cafeterias, Green areas, Farm, etc.

Transportation

Getting at UnB

Several lines of buses go to the Darcy Ribeiro campus

- Linha 0.110 Rodoviária do Plano Piloto/UnB
- Linha 110.2 Rodoviária do Plano Piloto/UnB (CAESB)
- Linha 0.116 Rodoviária do Plano Piloto/Avenidas W3-L2 Norte

For more information: dfnoponto.semob.df.gov.br

We also recommend this bus app: Moovit

Intracampus bus

UnB has a free-of-charge bus for on-campus routes. It departs from the Olympic Center hourly from 7:00 to 23:00 (the route is shorter at night). Consult the itinerary <u>here</u>.

Free Transport Card

UnB students can apply for a free transportation card ("cartão Passe Livre Estudantil"). The student must live at least 1 kilometer far from UnB and only use the free transportation service to go to/and return from the university.

Apply for your free transportation card online: mobilidade/cartao-estudantil.html

Click on "cadastro". You will need to submit an online copy of your passport, CPF, Federal Police Registration (RNM), a 3x4cm photo, an UnB declaration for student transportation card (you can download it at SIGAA), proof of address (for the students who live in the campus, present the contract and ask our office for an statement with the postal code of your apartment; for students who live in private accommodation, present the contract or a letter from the owner), and a regular student certification.

Integrated Mobility Card

Cartão Mobilidade is a debit card exclusively for public transport use in Brasilia. It is possible to take until 3 buses or metro within 3 hours and pay only R\$ 5.50. It is practical and economic. You can request the

Mobility Card at mobilidade.brb.com.br/mobilidade/cartao-mobilidade.html, and then receive it at a BRB Mobilidade unity. Having a CPF and a CRNM is mandatory.

Bus

There are two main bus stations in Brasilia, the "Rodoviária do Plano Piloto", which is a bus station for local buses, located in the center of the city and the "Rodoviária Interestadual" for urban network located outside the city.

Bus rates inside Brasília vary between R\$ 3.80 and R\$ 5.50.

For more information about local transportation (bus line, time schedules and itineraries) in Brasilia, visit: dfnoponto.semob.df.gov.br

Metro

Two metro lines join south suburbs to central Brasilia. It costs R\$ 5.50. For more information (timetables, map) visit: metro.df.gov.br

Car Transportation Apps

The principal car transportation apps used in Brasilia are: Uber, 99, and InDriver. An approximate rate for Taxi price from Juscelino Kubitschek Airport (BSB) to central Brasilia: R\$ 50 – R\$ 60 (approximate rate).

Shared Bikes

Tembici is a system of shared bikes with stations spread throughout Brasilia. Please find more information at <u>brasilia.tembici.com.br</u>.

Weather

The biome in Brasilia is known as "Cerrado". It is a vast tropical savanna ecoregion of Brazil. The yearly average temperature in Brasilia is 20.5°C (69 °F).

Brasilia has a dry season and a rainy season. The dry season is from May to September. During the dry season, the weather cools down. The coldest month is July, with an average low of 13°C (55°F).

The rainy season lasts from October to April. It is warm and mild. The hottest season in the year is September (26°C or 85°F).

Culture and Leisure

Some Tourist Spots

Lago Paranoá

Boating trips: Barca Brasília (61) 3039-2011 | Tôa Tôa: (61) 99982-1161

Centro Cultural Banco do Brasil

SCES, Trecho 02, lote 22. Phone: (61) 3108-7600. Open from Tuesday to Sunday from 9am to 9pm. ccbbdf@bb.com.br

Memorial JK

Eixo Monumental. Phone: (61) 3226-7860 / 3225-9451

Parque da Cidade

Eixo Monumental Sul, S/N.Phone: (61) 3329-0400

Memorial dos Povos Indígenas

Zona Cívico-Administrativa. Phone: (61) 3344-1154

Caixa Cultural

Setor Bancário Sul Quadra 4 Lotes 3/4 - Asa Sul. Phone: (61) 3206-9450

See more tourist spots

Brasllia Virtual Tour on Google Earth

Where to Eat at UnB

Restaurante Universitário (RU)

University Restaurant (Restaurante Universitário – RU) offers full meals (beverage included).

Breakfast: R\$ 2.85 | Lunch: R\$ 6.10 | Dinner: R\$ 6.10

Access <u>ru.unb.br</u> to see the menu (cardápio).

More

Beijódromo

(Memorial Darcy Ribeiro na UnB, next to the rectory)

Restaurante da Finatec

Self-service (L3 – Near to the faculty of Health Sciences)

Cantina Chico Mendes

Self-service (Chico Mendes square, next to the Multiuso)

Coisas da Terra

Vegetarian food (at the end of the ICC north - ground level)

Lanches João de Barro

Near to BCE

MASC (Amarelinho) - Centro

Fast food: <u>Gulla's Restaurante</u>

MASC (Amarelinho) - Sul

Near to BSA Sul and Institute of Biology (IB)

Frangão Burger

Near ICC Norte

Sanoli Restaurante Executivo

Inside University Restaurant (RU)

Restaurante Nature IBAMA

Behind the Institute of Biology (IB)

Bank Account

In order to open a bank account in Brazil, having the passport, the CPF and a residence proof is mandatory. The accommodation contract ("termo de ocupação") may be used as a proof of address.

Some of on-campus bank agencies are <u>Santanter</u>, <u>BRB</u>, <u>Caixa Econômica Federal</u>, and <u>Banco do Brasil</u>. If you prefer a simple bank account service without taxes, ask for a free essential services package (Pacote de Serviços Essenciais).

Pix: tax-free instant transference

Brazilian bank accounts have a convenient payment and transference system called "Pix". It is tax-free and works instantly, 24h per day. Please find more at the site of <u>Brazilian Central Bank</u>.

Useful Numbers and Address

Police: 190

Police stations: 916 Norte, Rodoviária, SPO-Lote 23

Firefighter: 193

Medical service (Samu): 192

Hospitals:

Hospital Universitário de Brasília (HUB): 605 Norte

Hospital Regional de Asa Norte (HRAN): SMHN-Area especial Hospital Materno Infantil de Brasília (HMIB): 608/609 Sul

Hospital Sector - North: 516 Norte Hospital Sector - South: 716 Sul

Campus Sport Activities

Sport activity	Email address	Facebook page	
Basketball	unb.acb@gmail.com	basqueteunb	
Taekwondo	taekwondounb@gmail.com		
Kayaking	canoagemunb@gmail.com		
Rugby		unbrugby	
Brazilian Jiu -Jitsu	unbjiujitsu@gmail.com		
Karate	karateunb@gmail.com	karateunb	
Chess	xadrezunb@gmail.com		
Handball:	unbhand@gmail.com	unbhandebolclube	
Futsal	rapha.fresh@gmail.com	unbfutsal	
Soccer	clubedesportivofutebolunb@gmail.com		
Boxing	clubedoboxeunb@gmail.com	boxeunb	
Swimming natacaounb@gmail.com			

See more at <u>esporte.unb.br</u> and <u>fef.unb.br/index.php/extensao</u> or send an email to <u>centroolimpico@unb.br</u>.

International Affairs Office (INT)

Área de Mobilidade e Programas | Exchange Team
Secretaria de Assuntos Internacionais (INT) | International Affairs Office
Universidade de Brasília (UnB) | University of Brasília
Campus Universitário Darcy Ribeiro | Darcy Ribeiro Campus
Prédio da Reitoria, Sala BT 01/7, Térreo | Rectory Building, Room BT 01/7, Ground Floor
Asa Norte, Brasília, DF, 70910-900 - Brasil
+55 61 3107-0265

int.unb.br | international.unb.br



