

Courtesy Registration - University of Brasília

Step 1: Verbal Note from the interested diplomatic mission to the MRE (see details in the Manual Standards and Privileges and Immunities Procedures - CGPI).

Step 2: CGPI/NRE asks the Ministry of Education (MEC) for enrollment authorization.

Step 3: MEC issues letter with enrollment authorization.

Step 4: The interested party goes to the UnB for the enrollment.

To enroll at UnB it is necessary to provide the equivalence of high school documentation at the Education Council of the DF. Then, with the high school document validated by DF, it is possible to register at UnB.

The interested party must also issue the CPF¹.

Summary of documents for Courtesy Registration:

- Declaration of completion of High School, with declaration of equivalence issued by the DF Council of Education (Conselho de Educação do DF).
- Proof of payment of the registration fee;
- Copy of passport or diplomatic ID;
- CPF.

The registration must be done at the **Advanced Unit** of the **SAA**. That is, the interested party takes the letter from MEC along with the registration documents for the course **unit** you wish to enroll in.

List of Units -> [SAA - Who we are \(unb.br\)](#)

The student's registration at UnB must occur before the beginning of the academic semester. Calendar of classes -> [SAA - Academic Calendar \(unb.br\)](#)

Useful information:

CGPI/MRE

WebSite: [Homepage — Ministério das Relações Exteriores \(www.gov.br\)](#)

E-mail: cgpi.itamaraty@itamaraty.gov.br

Phone: (61) 2030-8040 and 2030-6060

Education Council of the DF

WebSite: [Secretaria de Estado de Educação \(educacao.df.gov.br\)](#)

Phone: (61) 3901-3151

¹The student must request the registration of the Cadastro de Pessoas Físicas (CPF), a tax document used in Brazil. The procedure costs RS7,50 and can be requested in two ways:

- 1) In your country, apply at the Brazilian embassy or consulate;
- 2) Upon arrival in Brasília, go to a branch of the Banco do Brasil, Caixa Econômica Federal or Post Office, with your passport. Then the student must go to a service unit of the Federal Revenue of Brazil, to enable the validity of the document. The addresses are available at:
<https://www.gov.br/receitafederal/pt-br>