

Ministry of External Relations – MRE
Cultural Department – DC
Division of Educational Matters – DCE

EXCHANGE PROGRAM FOR UNDERGRADUATE STUDENTS



PEC-G STUDENT HANDBOOK

English version made by the Embassy of Brazil
in Kingston, Jamaica, and DCE/MRE.

FOREWORD

Dear Student,

Congratulations on being selected in the PEC-G program!

This document, prepared by the Division of Educational Matters (DCE) of the Ministry of External Relations with the valuable contribution of students and others involved in the program, contains general information to guide you on your arrival and settling-in in Brazil, and aims to make it easier for you to adapt to the country and to make your experience in the PEC-G more pleasant and profitable for you.

You can help us to improve and keep this Manual useful and up-to-date by sending your comments, criticisms, doubts and suggestions to DCE's e-mail: dce@itamaraty.gov.br.

DCE wishes you success in your academic stay in Brazil.

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THE PEC-G PROGRAM



Exchange students and PEC-G coordinators at a regional meeting of evaluation of the Program, in Florianópolis-SC, 2005.

Created in 1964, the Exchange Program for Undergraduate Students (PEC-G) offers vacancies for graduation courses in Brazilian Higher Education Institutions (IES) to students from developing countries with which Brazil maintains educational, cultural or scientific and technological agreements.

The idea of creating a government program to receive students from other countries came from the increase in the number of foreigners in Brazil, in the 1960s. There was the need to unify the conditions of student exchange and to ensure similar

treatment to students in all universities. Thus, the first Protocol to regulate the PEC-G Program was signed in 1965. Currently, the Program is regulated by Presidential Decree n. 7948, published in 2013, which provides greater legal force to the PEC-G Regulation.

Over the last decade, there were over 6,000 selected in the program. Africa is the continent of origin of most students, especially Cape Verde, Guinea-Bissau and Angola. In Latin America, most students come from Paraguay, Ecuador and Peru, whereas in Asia, the East Timor accounts for the highest number of candidates. Annually, about 400 new students enroll in the Program, while about 200 are formed.

PEC-G is administered by the Ministry of External Relations (MRE), through the Division of Educational Matters (DCE), and by the Ministry of Education (MEC), through the Department of Higher Education (SESu), in partnership with participating IES.

In addition to co-operate in the training of professionals in developing countries, the PEC-G Program contributes to the internationalization and diversification of the Brazilian academic setting. During your stay in Brazil, we encourage you to engage in activities to promote your country's culture and reality. By doing so, you will be enriching your academic life and contributing to expand your colleagues' worldviews. Represent your country actively in Brazil!

PEC-G STUDENT BENEFITS

- The course vacancy is free of charge to graduation courses at more than 90 Brazilian IES, without paying any fees.
- The student is entitled to medical, dental and pharmaceutical assistance provided by the National Public Health System – SUS.
- The student will receive free of charge academic documents (certificate, academic record and course description) duly legalized at the Brazilian diplomatic mission in the country where the student applied for the PEC-G program.

PEC-G STUDENT RESPONSIBILITIES

- Observe the rules of the PEC-G, disclosed in the Decree n. 7.948/13 (attached).
- Observe the rules and regulations of your IES.
- Observe the Brazilian legislation.
- Maintain updated your passport, temporary student visa (VITEM-IV) and National Foreigner Registration (RNE).
 - Present yourself at the Federal Police within thirty (30) days upon arrival in Brazil to request your RNE.
 - Request the extension of your VITEM-IV at the Federal Police thirty (30) days before the visa expiration date. Failure to do so will incur a daily fine, applied immediately after the expiration of the visa, for reasons of illegal stay in Brazil.

- Keep your temporary student visa (VITEM-IV) during your whole stay in Brazil.
 - The student who obtains a visa other than the temporary student visa (VITEM-IV) will be cut off the PEC-G Program.

- Do not get involved in matters of Brazilian domestic and foreign politics, in observance of Article 107 of Law n. 6.815/80.

- Possess sufficient funds to pay for your maintenance in Brazil, including housing, food, transportation, clothing, educational materials and other expenses.

- Devote yourself exclusively to your studies.

- Do not engage in any paid activity that represents employment status or characterize the payment of a salary or professional fees for services rendered.
 - The exchange student is allowed to take part in academic training activities, research activities, extra-curricular activities and tutoring, observing the laws regarding temporary foreigner residents. In such cases, the student may receive scholarship, provided there is no employment status or characterization of salary payment for services rendered.

- Always maintain updated at the IES your personal contact information (address, phone number and email in Brazil), as well as your family's/guardian's contact information in your country of origin.

- In case of change of address, inform the fact to the Federal Police in Brazil, within thirty (30) days.

- Return immediately to your country of origin in the following cases:
 - Upon completion of the course;
 - In case of failing the CELPE-Bras exam taken in Brazil (for students from countries where there is no CELPE-Bras); and/or
 - In case of being expelled from the IES for misconduct, failure or abandonment of your studies, observing the specific legislation, in which case you will not be forwarded to another IES.

- Receive your academic documents (diploma, grade report and course program) exclusively in the Brazilian Diplomatic Mission where you applied for PEC-G.

- Keep yourself informed about your duties and responsibilities as an exchange student, by regularly visiting the websites of SESu/MEC, DCE/MRE and of your IES.

APPLICABLE LEGISLATION

➤ Law nº 6.815, of 19th August 1980 (a law which defines rights and duties, as well as establishing conditions for the permanent stay of foreigners) – available at the link:

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

➤ Decree nº 86.715, of 10th December 1981 (regulates Law nº 6.815, of 19th August 1980, which defines the legal situation of a foreigner in Brazil) – available at the link:

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

➤ Decree nº 7.948, of 12th March 2013 (legislates about the Exchange Program for Undergraduate Students - PEC-G) – available at the link www.dce.mre.gov.br/PEC/PECG.php in Portuguese, Spanish, French and English.

The exchange student must also observe the rules and regulations of their particular IES.

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 South American territory, and the fifth largest in the world.

Population: 201,032,714 (2013 estimate).

Climate: Tropical, subtropical, temperate, equatorial and semi-desert.

Borders with: Venezuela, Guyana, Surinam, French Guyana, Colombia, Bolivia, Peru, Argentina, Paraguay and Uruguay.

Official language: Portuguese.

Government: Presidential federative republic.

Capital: Brasília

Independence: 7th September 1822

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

Currency: Real (BRL)

Telephone country code: (55)

Internet Code: .br

Electronic government page: www.brasil.gov.br

Brazil is composed of twenty-six (26) States and one Federal District. The Brazilian Institute of Geography and Statistics (IBGE) divides the country into five territorial blocks or regions, grouped according to physical, human economic and social characteristics.

BRAZILIAN REGIONS

Centre-West Region

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

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

The topography of the region is made up of the high plateau, with predominantly scrub vegetation. And by the Pantanal plain, the largest flood plain in the world, with very varied vegetation. The Pantanal is known worldwide for its biodiversity, being a great centre for ecological tourism.

In the decade of the 1960s, the population of the Centre-West was increased by the transfer of the federal capital to Brasília. The population was made up of migrants from all the other areas of the country, thus being characterized by its



Brasília, capital of Brazil.

human dissimilarity. The urban population is relatively numerous. In the country areas, extensive cattle breeding is the principal activity.

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

Main cities:

- Brasília – DF
- Goiânia – GO
- Campo Grande – MS

North-East Region

This is the region with the greatest 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) e Bahia (BA). It occupies 18% of the national territory and has the longest coastline in the country.

The Northeast region was the cradle of the Portuguese colonization in the country, from 1500 to 1532, based on the extraction of Brazilwood, the dye from which was used to colour the clothing of European nobility. The first capital of Brazil, Salvador (the present capital of the state of Bahia), was founded in 1549. The Northeast was the financial centre of Brazil until the middle of the 18th century, since the Capitania of Pernambuco was the main production centre of the colony and Recife, the city of most economic importance.

The average annual temperature of the region is between 20° and 28°C, with four types of climate: wet equatorial, present in a small part of the state of Maranhão, on the border with Piauí; wet coastal, from the coast of Bahia to the coast of Rio Grande do Norte; tropical, in the states of Bahia, Ceará, Maranhão and Piauí; and semi-arid, in the Northeast interior.

The Northeastern vegetation stretches from the Atlantic Forest (Mata Atlântica), on the coast, to the Coconut Forest (Mata dos Cocais), in the Middle North, with ecosystems such as mangroves, brushwood and scrub, among others.

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

The large number of cities situated on the coast, along with the natural beauty, contributes to the growth of tourism. On the coastline, the cuisine has been developed based on fish and seafood. In the interior, it is more common to eat jerked beef (carne-seca).

The Northeast Region has enjoyed strong economic growth since the end of the decade of 2000, with significant improvement in income distribution.



Fortaleza, capital of Ceará.

Main cities:

- Salvador – BA
- Fortaleza – CE
- Recife – PE

North Region

The North Region is made up of the states of Acre (AC), Amapá (AP), Amazonas (AM), Pará (PA), Rondônia (RO), Roraima (RR) and Tocantins (TO). It is the largest region in terms of land, occupying the equivalent of 42.27% of Brazilian territory, larger than the area of Índia and a little smaller than the European Union. On the other hand, it has the least demographic density. The population, mainly mixed races, descendants of indigenous inhabitants and Portuguese, is concentrated in the stated capitals.

Most of the region has a hot wet equatorial climate and the predominant vegetation is Amazon forest. The region includes the largest hydrographic basin in the world, the Amazon basin, formed by the river Amazon and its tributaries.

The economy of the region is based on industrial activities, vegetable and mineral extraction, including oil and natural gas, agriculture and livestock as well as tourism.

Main cities:

- Manaus – AM
- Belém – PA
- Ananindeua – PA



Belém, capital of Pará.

Southeast Region

This includes 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 of the country. Highly urbanized, it has the highest GDP, as well as the two most populous cities in Brazil: São Paulo, with approximately 11 million inhabitants, and Rio de Janeiro, with approximately

6 million. In spite of occupying only 10.6% of the country's territory, more than 40% of the Brazilian population is concentrated in the Southeast.

The predominant climates are tropical Atlantic, on the coast, and tropical altitude, on the plateaus. The original vegetation, Atlantic forest (Mata Atlântica), was almost completely destroyed during the occupation of the interior, especially by the expansion of coffee cultivation, which was one of the reasons that the region received many European and Japanese immigrants. These were concentrated in the State of São Paulo, where they left a great cultural influence.

The economy is strong and industrialized, producing from steel and cement to automobiles and aircraft. Agriculture is well developed, of a high technical standard with good productivity. In the region there are large cattle herds and great production

of oranges, sugar-cane and coffee. The state of Minas Gerais extracts a wide variety of minerals and Rio de Janeiro and Espírito Santo are the major producers of petroleum in the country.

Main cities:

- São Paulo – SP
- Rio de Janeiro – RJ
- Belo Horizonte – MG

South Region

The South Region is made up of three states: Paraná (PR), Santa Catarina (SC) and Rio Grande do Sul (RS). It is the smallest region of Brazil, occupying only 6.8% of national territory, but it is also the second richest region and that which has the highest literacy rate and best levels of education, health and welfare in the country.

The subtropical climate, with the lowest temperature in the country, predominates in the region. Apart from the remains of the Araucárias forest, the South is covered by creeper vegetation, suitable for livestock, which is one of the main economic activities.



Curitiba, capital of Paraná.

Agriculture is carried out on a large scale, with the use of modern techniques, which favour good productivity for growing wheat, soya, corn, rice, beans and tobacco.

The colder climate, subject to frosts and occasional snow, and the European-style architecture contribute to attracting tourists in winter. On the coast of Santa Catarina and Paraná there is a great deal of tourism also in the summer.

Main cities:

- Curitiba – PR
- Porto Alegre – RS
- Joinville – SC

HIGHER EDUCATION IN BRAZIL



Federal University of Paraná - UFPR, one of Brazil's first universities.

Brazilian higher education is basically ruled by Laws 9.394/96, 9.131/95, 9.192/95, by the recommendations and Resolutions of the National Education Council and by the Statutes and internal regulations of the Brazilian Higher Education Institutions (IES).

Brazil's national education is composed of the following systems: federal education system; individual state and Federal District systems; and municipal education systems.

Courses are offered in the IES under several designations, such as universities, university centers and faculties. More

information on the names given by the IES may be found at DCE's website: www.dce.mre.gov.br/nomenclatura_cursos.html



Federal University of Ceará - UFC.

The IES may be public or private. The public institutions are created and maintained by the public purse in three areas – federal, state and municipal. Private institutions are created and maintained by private individuals, for profit or otherwise.

In the public institutions, undergraduate and graduate *stricto sensu* courses are free of cost, by force of the Federal Constitution. In private institutions, monthly fees are charged both for undergraduate and graduate courses. IES from the federal and state systems, as well as public and private institutions take part in the PEC-G program. PEC-G students are exempt from payment of any taxes throughout the course.

According to the 2010 Higher Education Census of the National Study and Research Institute (INEP), Brazil has 2,377 IES (278 public and 2,099 private).

Access to degree courses goes by classification with their own selective procedures, open to candidates who have completed high school education or equivalent.

Further education is organized into the following formats:

- Degree, which covers Bachelor's and equivalent education degrees (licenciatura);

- Technology degree, which confers a technological qualification on the student completing the course;
- Post-graduate, composed of levels of specialization (post-graduate degree *lato sensu*), masters and doctorate (post-graduate degree *stricto sensu*); and
- Extension, represented by optional courses open to candidates who meet the requirements determined by the educational institutions.

In terms of degrees, the Bachelor's is the title given to professionals in several areas of knowledge, who will operate in different fields of work and activities, such as specific professional practices, study and research development, university career,



State University of Campinas - Unicamp.

development of supervision and advising in general. Licenciatura is for training individuals to be equipped for the teaching profession in infant education, primary education and middle education. Therefore the curriculum of the courses includes theory and techniques of teaching.

In the same area of study, some courses may include several qualifications.

The regular academic year, independent of the civilian year, adds up to a minimum of two hundred academic working days, excluding the time reserved for final examinations, should that be the case.

COMMUNICATION IN BRAZIL

MOBILE PHONES

Brazil is one of the biggest mobile phone markets in the world. Several companies offer plans with different costs and services, which may include internet connection, text messages and free calls to numbers from the same operator. Plans can be pre or post-paid.

Prepaid: They work by a system of credits that can be purchased by the user at any time. The credits are inserted into the user's account through purchasing cards that cost between R\$ 20.00 to R\$ 100.00 (twenty to a hundred reais) and can be found in many stores. Each card has a numeric code on the back that, once entered into the system, adds credits to the user's account.

Credits are consumed as the user makes phone calls. The mobile phone notifies the user when credits are about to end. Then, it is necessary to purchase a new calling card.

The biggest advantage of prepaid plans is the possibility to maintain a better control over your budget on phone calls.

Postpaid: The user hires a service package from the operator (minutes for phone calls, text messages, internet connection etc.) and is billed monthly. The bill includes the value of the contracted package, even if the user has not utilized all the services available, and can come with an extra fee if the user exceeds the limits of the plan.

The advantages of post-paid plans are the possibility to choose among a variety of service packages one that best suits the user's needs and habits, and to be able to continue using the services even after having exceeded the plan's limit.

PUBLIC TELEPHONY

Payphones, popularly known as "orelhões", can be found in transportation terminals, street corners, plazas or malls. To make a call, it is necessary to purchase a calling card.

Currently, with the growing use of mobile phones, pay phones are becoming less used.



Public phone, or orelhão.

HOW TO MAKE INTERNATIONAL CALLS

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

00 + [Brazil operator code] + [country code (DDI)] + [City/Area Code (if any)] + [phone number]

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

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

BEFORE YOUR TRIP

- Contact the Brazilian diplomatic representation where you applied to PEC-G to initiate the process of issuing of your student visa (VITEM-IV).
- Contact the PEC-G coordinator at your university (search on the tab "Academic Calendars and Contacts" of the PEC -G section at DCE's website) to confirm the date when you should present yourself and find more information on your arrival and reception. Also consult your university's website; many of them have specific information available for PEC-G students.
- Check the documents that must be submitted to the IES at the time of your enrollment in the tab "Registration" of the PEC-G section at DCE's website.
- You can advance arrangements for issuing your National Registration of Foreigners (RNE) still in your country of origin. See the topic "Registro Nacional de Estrangeiro – RNE/Carteira de Identidade de Estrangeiro – CIE" in this Manual.
- There are several groups of PEC-G students on social networks. Check to see if there is any student who can offer more information about the city and/or IES you are going to.
- Before travelling, find out about the cost of living in your destination city. The webpage www.custodevida.com.br has information on several Brazilian cities.

- Find out the season of the year you will be arriving and the climate of the region where you are going to, in order to take suitable clothing.



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

- Take with you bed and bath linen, as well as personal hygiene products, for your first days in Brazil.
- Get information about the distance and shuttle options from the airport where you will arrive to your destination in Brazil.
- Make a reservation in some kind of temporary or permanent accommodation prior to your arrival in Brazil.
- Get the contact information of your country's diplomatic mission(s) in Brazil, for any emergency.

- Purchase or prepare a small dictionary of useful phrases in Portuguese, if you do not yet speak the language.



'Real' bills.

- Get familiarized with Real bills and coins on the website of the Central Bank, at www.bcb.gov.br/pt-br/#!/n/CEDMOED. The page also provides guidelines for identifying counterfeit bills: www.bcb.gov.br/htms/mecir/seguranca/comoagir.asp.

CHECKLIST – BEFORE YOUR TRIP

- **Contact IES** to verify when you must present yourself

- Ask for your **student visa** at the Brazilian diplomatic representation in your country

- Arrange required **documents for your enrollment** at the IES (**certified translations**, if necessary, can be done in Brazil)

- Acquire **airfare** for your trip

- Check the season of the year you will be arriving and the climate of the region where you are going to, in order to take **suitable clothing**

- Provide enough **money** for your initial expenses in Brazil

- Get started on the steps to issue your **RNE** (recommended)

- Book temporary or permanent **accommodation** in Brazil (recommended)

ARRIVAL IN BRAZIL

- When leaving the airport, it is important to be attentive to safety in the choice of transport. Search for information with employees and/or accredited companies to select the best service in your city of arrival.
- It is important to have some money in hand for your initial expenses, as it may take some time to open a bank account. Remember that there will be costs involved for obtaining certain documents on arrival in Brazil.
- When you arrive, if you need to change some money for the local currency (Real), look for a currency exchange office in the airport. For safety reasons, it is not recommended to change a lot of money at one time.
- It would be good to have a bank card from your country of origin, if possible.
- If you need certified translations of your documents for registration at the university, check the link <http://drei.smpe.gov.br/assuntos/juntas-comerciais> to get information about sworn translators and price tables in your destination state.
- Have a currency conversion table from your country's currency to Brazilian Real, to get a sense of your expenses. It is also recommended to keep record of your spending on the first months.

BRAZILIAN DOCUMENTS

Registro Nacional de Estrangeiro – RNE/Carteira de Identidade de Estrangeiro – CIE

Upon arrival in Brazil, the exchange student has 30 (thirty) days to present at the nearest Federal Police to request for his/her National Foreign Registration (RNE), an identification for foreigners which makes their stay in the country legal. If the student does not appear within 30 (thirty) days, a fine will be imposed for each day of delay.

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



Cédula de Identidade de Estrangeiro - CIE (Foreigner Identification)

More information about the RNE is available on the website of the Federal Police: www.pf.gov.br/servicos-pf/estrangeiro.

Fees

Issuance of the first via of the CIE/RNE and its renewal require payment of fees. Payment can be made at any bank, lottery agencies, post offices and bank correspondents, via Guias de Recolhimento da União (GRUs), which must be generated on the website of the Federal Police. For each fee, a new GRU must be generated.

Fee: ISSUANCE OF RNE/CIE

STN Revenue Code: 140120

Value: R\$ 204.77

**Fee: REQUEST FOR
EXTENSION OF STAY**

STN Revenue Code: 140090

Value: R\$ 110.44

How to request your RNE

- Fill out the electronic form available on the website of the Federal Police.
- After filling out the electronic form, the system will ask you to schedule the date and time for your appointment at the Federal Police unity.

➤ After scheduling your appointment, click the Save button ("Salvar") and print the completed form and the respective GRUs, following the printer setup instructions.

➤ Attend the Federal Police unit where you've scheduled your appointment, or if it has not been possible to schedule, go to the unit nearest to where you will live, with all required documents.

Required documents to request the RNE/CIE

- a) Original Visa Application Form;
- b) Original valid passport;
- c) Authenticated copies all used pages of your passport (the copies can be authenticated by a Notary or by an employee of the Federal Police);
- d) Authenticated copy of your Entrance Card;
- e) 02 (two) 3x4 recent photos, with white background;
- e) Proof of payment of the required fee.

Tips

➤ To speed up the process, you can make copies of your documents, take the 3x4 photos and schedule your interview at the Federal Police website before coming to Brazil. The authentication of the copies, however, must be made in Brazil.

➤ Once you have your air ticket and know the date of arrival in Brazil, try to schedule your interview before traveling, as the waiting time for the interview may be long.

➤ After delivering the documentation to the Federal Police, you can check the process of issuance of your RNE on their website or at the following link:

www.dce.mre.gov.br/estrangeiros/vistos_e_documentacao.php. You can also search for your name on the website of the Diário Oficial da União – DOU (<http://portal.imprensanacional.gov.br/>) to verify if your RNE has been published.

RNE renewal

The application for renewal of the RNE must be done before the RNE's expiration date, under penalty of a fine.

To do so, go to the website of the Federal Police, fill out the e-form and schedule a date and time for your appointment, following the site's instructions.

Required documents to request renewal of the RNE

- a) Fully filled form, signed by the student;
- b) 02 (two) recent 3x4 photographs, with white background;
- c) Certified copy, of all pages of your passport, including blank pages;
- d) Certified copy of your RNE or registration protocol;
- e) Proof of your current school performance (complete Grade Report);
- f) Proof of registration issued by the IES;
- g) Proof of means of subsistence (Termo de Responsabilidade Financeira – TRF or a document issued by your government or IES stating that you receive a scholarship, if such is the case);
- h) Proof of payment of the required fees.

Important considerations

➤ All foreigners registered in Brazil are required to notify the Federal Police in case of change of domicile or residence, and

must do so within 30 (thirty) days immediately following the change of address.

- Bring all your personal documents and always try to bring a proof of address when you go to the Federal Police unity. If you provide erroneous information when filling out your form, notably if you fill out a wrong CEP number (Postal code), your appointment may be delayed.
- In case of loss or theft of your RNE, the same procedures described for renewal must be observed. The fee is higher, though: R\$ 502.78.
- The deadlines for renewal of student visas are not extendable. The student who misses the deadline will be illegal in the country, cannot remain in the IES and must leave Brazil.

Cadastro de Pessoa Física – CPF

The Cadastro de Pessoa Física (CPF), managed by the Federal Revenue of Brazil (RFB) is required for all transactions in Brazil, including enrollment in your IES, opening a bank account and signing a lease agreement. You may request your CPF in Brazil or at the Brazilian diplomatic representation in your country. More information about the CPF is available at <http://idg.receita.fazenda.gov.br/orientacao/tributaria/cadastr os/cadastro-de-pessoas-fisicas-cpf/assuntos-relacionados/perguntas-e-respostas>.

To get your CPF number, you must present an identification that is valid in your country of origin, translated by a public-sworn translator, or your RNE/CIE, or your passport, or your RNE Protocol.

CERTIFIED TRANSLATIONS

If your school documents are not in Portuguese, you must provide certified translations to register at your IES in Brazil.

A certified translation is what gives legal force in Brazil to a document issued in a foreign language, and must be done by a professional accredited as "Public Translator and Interpreter" by their state's Trade Board. The professional should also be legally qualified to translate from the language of the original document. Prices are fixed by the Trade Boards of each state. This means that, in the same state, there can be no difference in value charged for the translation of the same document.

CHECKLIST – ARRIVAL IN BRAZIL

- Go to the Federal Police within 30 days of arrival to request **RNE/CIE**
 - Schedule **appointment**
 - Pay required **fee**
 - Arrange **required documents**

- Get **CPF** number

- Open a **bank account** (requires a CPF and RNE or its protocol)

- Provide **certified translations** of your documents, if necessary

- Present at IES for **enrollment**

GRADUATION AND RETURN

PEC-G's main goal is to train professionals to apply the knowledge gained in Brazil for the benefit of their countries. Therefore, by joining the Program, the student undertakes to **return to his/her country of origin** after graduation.

RETURN TICKET

Under some conditions, DCE can grant a return airfare ticket to their home country to graduated students who:

- have been granted a Merit Scholarship¹ at any time during their course, or
- prove financial inability to pay for their return.

The benefit must be requested officially by the student's IES. The ticket will be issued in the most economic fare available for the requested departure dates, which cannot be after the expiration date of the student's visa. For more information, see the website of DCE.

RECEIVING YOUR DIPLOMA

Near the end of the course, the student should check with the IES all the necessary procedures for issuing their diploma.

¹ For more information on the Merit Scholarship and other financial benefits offered by the Brazilian government to PEC-G students, see the link www.dce.mre.gov.br/en/PEC/G/estudantes/bolsas.php.

As established by Decree 7.948/13, the graduate must receive his academic authenticated documents (diploma, academic record and course description) **personally** at the Embassy or Consulate of Brazil where he/she has applied for PEC-G.

At the moment of receiving their academic documents, the graduate should:

- Check that all data and endorsements are correct. Any irregularities should be reported so that the proper corrections can be provided the responsible institution.
- Sign the back of their diploma in the presence of an employee of the Brazilian Embassy or Consulate.

USEFUL CONTACTS

**SECRETARIAT OF HIGHER EDUCATION OF THE MINISTRY OF
EDUCATION - SESU/MEC**

Website: portal.mec.gov.br/sesu

PEC-G Coordinator: Rafael Duarte

Telephone: (61) 2022-8181

e-mail: rafael.duarte@mec.gov.br

**DIVISION OF EDUCATIONAL MATTERS OF THE MINISTRY OF
EXTERNAL RELATIONS - DCE/MRE**

Website: www.dce.mre.gov.br

PEC-G Coordinator: Patrícia Passos

Telephone: (61) 2030-8564

e-mail: patricia.passos@itamaraty.gov.br

Presidency: 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 Medical Service (SAMU): 192

Firefighters: 193

Civilian Police: 197

ATTACHMENT - DECREE 7.948, OF MARCH 12th, 2013

(This is an unofficial translation for which the Brazilian Government is discharged of liability.)

Legislates about the Exchange Program for Undergraduate Students - PEC-G.

The President of the Republic, using the powers conferred in article 84, **caput**, subsection VI (a), of the Constitution,

DECREES:

CHAPTER I GENERAL REGULATIONS

Article 1

The Exchange Program for Undergraduate Students - PEC-G aims at the academic training and qualification of foreign students through the offer of free placement in undergraduate courses of Brazilian Higher Education Institutions (IES).

Paragraph

PEC-G is made up of a set of international educational cooperation activities and procedures, preferably with developing countries, based on active bilateral agreements and characterized by the undertaking of a complete period of

studies by foreign students in Brazilian undergraduate courses, with return to his/her home country at the end of the course

Article 2

PEC-G will be jointly implemented by the Ministry of External Relations and the Ministry of Education.

§ 1st The diplomatic representations of the Ministry of External Relations will be in charge of the coordination of procedures related to the implementation of PEC-G in foreign countries.

§ 2nd The Ministry of Education will be in charge of the coordination of the procedures related to the joining of IES to PEC-G, offering of places, selection and enrollment of candidates, and monitoring of the Program.

§ 3rd The Ministry of External Relations and the Ministry of Education will not interfere in academic issues, as they are of exclusive responsibility of the IES members of the Program.

CHAPTER II VACANCIES

Article 3

The IES willing to participate in PEC-G may do so through a Statement of Acceptance to be signed with the Ministry of Education.

Article 4

The Ministry of Education will annually establish the total number of vacancies offered for each course in the Program after availability is presented by the participating IES.

§ 1st The Ministry of Education may ask the participating IES for additional offer of vacancies to see that PEC-G candidates are attended to, as well as the terms agreed in international cooperation agreements.

§ 2nd PEC-G vacancies will only be offered for daily courses.

CHAPTER III APPLICATIONS

Article 5

The PEC-G schedule and selection process will be annually regulated by an announcement issued by the Ministry of Education in conjunction with the Ministry of External Relations.

Article 6

Foreign students who can apply for the PEC-G:

I - residents abroad who do not have a permanent visa or any other type of temporary visa to Brazil;

II – those aged between 18 and preferably up to 23 years old;

III – those who will sign a Financial Responsibility Statement ensuring they have sufficient means to pay for their transportation and living expenses for their entire undergraduate course in Brazil.

IV – those who will sign a Term of Commitment agreeing to follow the rules of PEC-G; and

V – those who will present a certificate stating that they have concluded the equivalent of the Brazilian secondary school and a Certificate of Proficiency in Portuguese as a Foreign Language – Celpe-Bras.

§ 1st Exceptionally, those candidates who have not concluded the secondary school on the date of application may present the graduation certificate at the moment of enrollment in the assigned IES.

§ 2nd The candidate from a country where there is no Celpe-Bras will take the examination in Brazil only once after the conclusion of the Portuguese as a Foreign Language course preparatory to the Celpe-Bras, in any accredited IES.

§ 3rd The candidate who fails the Celpe-Bras taken in Brazil, according to § 2nd, will not be able to participate of the PEC-G, his/her registration will be considered invalid and the stay in Brazil will be terminated, according to [Law 6.815, of August 19th, 1980](#) and [Decree 86.715, of December 10th, 1981](#).

§ 4th A new application to PEC-G will not be allowed for the selected candidate who fails to enroll at the assigned IES without fair justification.

Article 7

After the publication of the selection results, the Brazilian diplomatic representations will provide the selected candidates with a temporary visa, according to the applicable legislation.

§ 1st The fulfillment of migration requirements in Brazil, which comprise visa documents and the updating of foreign registration, will be entirely the responsibility of the PEC-G applicant, and it is a necessary condition for enrollment and selection of subjects in each academic term.

§ 2nd The IES will be responsible for the fulfillment of the necessary conditions mentioned in § 1st, providing the necessary documentation for the academic registration of the foreign student. The enrolment in academic activities of PEC-G students who have not complied with the migration requirements is not permitted.

CHAPTER IV ENROLLMENT, SCHEDULE AND FULFILLMENT OF THE PROGRAM REQUIREMENTS

Article 8

The presentation of a PEC-G student for enrollment must follow the academic schedule of the IES to which he/she has been selected.

Paragraph

It is the responsibility of the IES to verify the documentation and migration status of the PEC-G student in order to fulfill the completion of his/her enrollment requirements.

Article 9

The PEC-G student may request the changing of his/her course or IES provided the criteria and internal regulations of the IES are met.

§ 1st A course change may occur only once and only at the end of the first year of studies, in accordance with the criteria and internal norms of the IES.

§ 2nd PEC-G student must obey the statutory deadlines related to all the subjects required in the academic curriculum of his/her course.

§ 3rd Enrollment in a new course linked to the main one previously attended will be allowed only within the statutory deadlines related to the conclusion of the prior main course.

§ 4th In a case where the PEC-G student is the recipient of a scholarship or financial support, the course change shall be subject to the agreement of the grantor institution, either public or private.

§ 5th The IES shall immediately inform the course change to the Ministry of Education and to the Ministry of External Relations.

Article 10

The transfer of PEC-G student must comply with the requirements of the recipient IES and the criteria established in [art. 49 of Law 9.394, of December 20th, 1996](#), being subject to certain exceptions set forth in items VI and VII of the **caput** of article 12.

§ 1st The transfer to pursue studies in the same course shall occur among the participating IES of PEC-G only once, and only at the end of the first year of studies.

§ 2nd After accepting the transfer, the recipient IES shall send the documentation to the Federal Police immediately in order to update registration, according to [Law 6.815, of 1980](#).

§ 3rd The recipient IES shall communicate the transfer to the Ministry of Education and to the Ministry of External Relations.

Article 11

PEC-G students are not allowed to participate in programs of academic mobility that require the student to move to a different location, which necessitates an alteration of enrollment conditions, temporary change of IES or change of country.

Article 12

The PEC-G student will be cut off the Program if:

I – he/she does not enroll during the period established by the IES;

II – he/she cancels enrollment without justification, or abandons the course;

III – his/her attendance of course subjects is less than the minimum required by the IES;

IV – he/she fails the same subject three times;

V – he/she fails in more than two subjects or equivalent number of credits in the same term, from the second year on or from the third term of the course;

VI – he/she obtains transfer to a non-PEC-G member IES, or one that is not in conformity with the provisions of article 10;

VII – he/she obtains a new entry to a IES in a selection process other than PEC-G;

VIII – he/she obtains, during the course, a visa other than that indicated in Article 7 or a different migration status; or

IX - has inappropriate conduct, found in accordance with disciplinary proceedings, within the sphere of the IES.

§ 1st Inappropriate conduct means non-compliance with the IES rules and regulations and with Brazilian legislation and obvious behavior which violates social norms.

§ 2nd The total cancelation of enrollment will not be allowed except in the case where immediate action is necessary for reasons of serious risk to the student's or to immediate relative's health, with the provision of documentary evidence to the IES.

§ 3rd The norms applicable to the regular undergraduate students of each IES are extended to the PEC-G students

defined in this Decree, including those related to student's termination and other hypotheses for course termination.

§ 4th It is the IES' duty to communicate the student's termination of the Program to the Federal Police, Ministry of Education and Ministry of External Relations.

CHAPTER V FINAL PROVISIONS

Article 13

PEC-G students are not allowed to take part in any paid activity that represents employee status or is characterized as the payment of a salary or professional fees for services rendered.

Paragraph

The PEC-G student is allowed to participate in academic training activities, research activities, extra-curricular activities and tutoring as far as laws relating to temporary foreign residents.

Article 14

The PEC-G student is entitled to medical, dental and pharmaceutical assistance provided by the Public Health System - SUS, under the provision of the agreed contract between the Ministry of External Relations and the Ministry of Health without prejudice to the student's being a member of a private health plan.

Paragraph

In the case of death, serious or incurable illness that prevents the continuation of studies, the Ministry of External Relations may cover the extra costs of travel of the PEC-G student to his/her country in case he/she is unable to afford the costs of travel and according to the availability of resources in the Ministry budget.

Article 15

PEC-G member institutions may provide, in accordance with the law, financial support to the PEC-G student for a limited period of time, for the purpose of food, housing or transportation, dependent on good academic achievement.

Article 16

The link between the PEC-G student and the Program shall end with the completion of the course and the graduation ceremony.

§ 1st The IES has the responsibility to inform the Federal Police, the Ministry of Education and the Ministry of External Relations the list of graduated PEC-G students immediately after graduation ceremony.

§ 2nd The PEC-student is not permitted to stay in Brazil beyond the legal period assigned in the Foreigners Statute.

Article 17

The PEC-G student shall receive his/her certificate, academic record and course description personally, free of charge and legalized in the Brazilian diplomatic representation where he/she has applied for the Program.

Article 18

All IES that offer PEC-G students vacancies in the Portuguese as a Foreign Language course, a preparation course for Celpe-Bras Examination, shall sign a specific term with the Ministry of Education, ensuring the conditions and obligations of the Program.

Article 19

The PEC-G student defined by the present Decree shall be exempt from taking the national examination to evaluate students' academic performance (Exame Nacional de Desempenho de Estudantes – ENADE), part of the national evaluation system of higher education (Sistema Nacional de Avaliação da Educação Superior – SINAES) created by [Law 10.861, of April 14th, 2004](#).

Article 20

The Ministry of Education and the Ministry of External Relations will keep their respective PEC-G websites updated, where additional information and other related subjects about PEC-G may be found.

Paragraph

It is the PEC-G student's responsibility to keep himself/herself informed about commitments and obligations stemming from the participation in PEC-G through regular consultation of the websites of the Ministry of External Relations, Ministry of Education and participating IES.

Article 21

A joint act of the Ministers of Education and of the External Relations will determine the rules on the operationalization of PEC-G.

Article 22

This Decree enters into force on the date of its publication.

Article. 23

The [Decree 55.613, of January 20th, 1965](#) is revoked.

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

DILMA ROUSSEFF

Antonio de Aguiar Patriota

Aloizio Mercadante

This text does not replace that one published in the DOU of 13.3.2013.