

HOW TO GET THE STUDENT VISA (TEMPORARY VISA VITEM IV)

Foreigners who were admitted to São Paulo School of Economics FGV/EESP Programs' must get a special type of visa to be able to enter Brazil as well as to be enrolled in courses. It's called TEMPORARY VISA VITEM IV and it is for "students".

Below you may find the most common documents requested by the Brazilian Consulate in order to get a student visa. Please, follow them carefully and never ask for a TOURIST VISA or a WORK VISA. If you don't have a Student Visa you are not going to be able to be registered in FGV/ EESP courses and will not be able to use any of our facilities. So, be very careful about this. In case of any doubts regarding Visa before coming to Brazil, do not hesitate to contact us.

Requested Documents

- Valid passport with minimum of six (6) months for expiring date and, at least, two blank pages;
- Visa application form, filled up online, printed and signed;
- 3x4 photo, according to standards;
- Ticket (or reservation ticket) of arrival and departure from the Brazilian territory or itinerary proof issued by the transport company;
- Valid certificate of good report (issued no longer than 90 days), referring to the last residence from the year before, with signature and stamp from the issuing authority. Documents from other countries shall be legalized at the Brazilian consulate at the issuing country;
- Birth Certificate;
- Original proof of enrollment from the educational institution or original letter of acceptance, specifying the period of stay (when it is not a Brazilian Federal or State University the proof of enrollment / letter of acceptance shall be authenticated by a registry office)
- Authorization of Visa Issue (only when minor of 18 years old) and information about the representative person in Brazil;
- Proof of payment of consular fees;
- Health insurance which includes expenses with repatriation, at the minimum value of 30.000€.
- Proof of subsistence means while staying in Brazil **or** scholarship proof **or** a Manifestation Act from the parents by a registry office, declaring responsibility to financially maintain its son or daughter while in Brazil, with a proof of parents economical means*;

**Among the documentation accepted as proof of subsistence means there are:*

- *Bank account statement;*
- *Bank account balance;*
- *Letter issued from the bank;*
- *Credit card limit;*
- *Paycheck;*
- *Income tax statement.*

How to request the visa

To be served at the consulate or embassy visa office it is essential to:

- Fill in the visa request form;
- Schedule an appointment (time and date);
- Bring all the documentation requested by the consulate

1st step:

- Fill in the visa request form and print it;
- Keep the protocol number, which will be used in another form.
- Attention: do NOT fill in the option “others” in the tab “main traveling objectives”. If necessary, the consular agent will make the needed alterations.

2nd step:

- Do the electronic Schedule to have an appointment at the General-Consulate.
- Use the protocol number issued in the first step at the correspondent field.
- ATTENTION: It will only be accepted the scheduled appointments made in name of the passport owner, even if all the procedures are done by a third person/representative.

3rd Step:

Attend or make yourself represented at the Consulate or Embassy, at the day and time scheduled, carrying all the requested documents, according to the claimed visa.

- If necessary, pay the corresponding consular fee for the visa.
- The General-Consulate does not accept visa requests by mail.
- Please do not attend to the General-Consulate to clarify any doubts or information requests, which shall be addressed by e-mail (only).

The documents requested and the amounts of fees may have sudden changes, so it is always important to check close to your intended use of it. For further details and guidelines, contact the Embassy or Consulate of Brazil closest to your residence.

RNE – REGISTRO NACIONAL DE ESTRANGEIRO

Foreigners will have **30 (thirty) days from the date of arrival in Brazil to register with the Federal Police** in the city where he/she will be based, in order to obtain the RNE (Registro Nacional de Estrangeiros), which is an identity card for foreigners.

Students should inform FGV/EESP International Affairs Office the arrival date in Brazil in advance as well as provide us with all personal data required in order to get the online registration which will be needed to get an appointment at Policia Federal Office.

Required Documents:

The Federal Police will require the following documents in order to issue an RNE:

- Original valid passport;
- Certified/Notarized copies of the used pages of the passport or travel document;
- Visa application form and a certified/notarized copy thereof;
- Proof of payment of R\$ 106,45, concerning registration fee for foreigners;
- Proof of payment of R\$ 204,77, for the foreigner ID; (Portuguese citizens do not have to pay this fee)
- Two (02) recent photos, size 3x4 (colored, white background, front, unadorned smooth paper);
- Arrival and departure card (original and certified copy);
- Proof of address in Brazil;
- Appointment Form;
- Application Form filled online **PROTOCOLO SIAPRO**

The documents requested and the amount of fees may have sudden changes, so it's always important to be aware.

Important Notes:

- Do not forget to register within 30 days of arrival! As soon as you get the appointment date and time, do not forget it and be on time! Requested documents and fees may change without prior notice.
- If you may have any doubts or concerns do not hesitate to contact FGV/EESP International Affairs Office.
- Brazilian citizens who are taking courses outside the country or are living abroad and were admitted into FGV/EESP programs, do not need to obtain a RNE card since they have a valid passport.

CPF – CADASTRO NACIONAL DE PESSOA FÍSICA

The CPF (Brazilian Social Security Number) is a document required in Brazil for several situations, such as opening a bank account, acquisition of goods, buying flight tickets etc. It's a mandatory procedure for foreigners enrolled in courses that by its completion allow students to be given a degree or diploma.

To get a CPF number, the foreigner must follow those steps:

1. Go to any Banco do Brasil or Post Office (there's a branch of each one in our campus), or even to a Caixa Econômica Federal branch, fill a form and pay a tax (R\$ 5,70). You must have with you:

- a. Passport
- b. Visa application form
- c. Your address in Brazil
- d. Money to pay the fee

2. After 24 hours, you must go to Receita Federal Office (Av. Dr. Francisco Junqueira, 2625) with the following documents to get your document with your CPF number:

- a. Passport
- b. Visa application form
- c. Proof of payment for the fee
- d. Proof of residence, that can be any phone bill, light bill etc., issued 90 days before the date of requirement, or a signed declaration from the responsible for the residence testifying that the foreigner resides at the address indicated in the document;