



Universidade de São Paulo – USP

Information Sheet – International Partner Universities 2009-10

Host Institution	
Institution	Universidade de São Paulo (11 campi in 7 cities, www.usp.br)
International Relations Office	International Relations Office (Comissão de Cooperação Internacional - CCInt)
Office address	Comissão de Cooperação Internacional (CCInt). Rua do Anfiteatro 181, Favo 16, Colméia, Cidade Universitária, 05508-060 São Paulo SP, Brazil.
Telephone number/Fax	(+55) 11 3091-2407, 3091-3529, 3091-2309 / (+55) 11 3814-7342
Web site	www.ccint.usp.br
Office hours	Monday to Friday, from 9 a.m. to 5 p.m. (Brasília time zone)
Office director	Profª. Dra. Marisa A.B. REGITANO D'ARCE
Adviser for Student Mobility Support	Prof. Dr. Paulo A.F. DA VEIGA
International Exchange Programs Coordinator	Mrs. Ilza A.O. GODOI
Other staff (name, position, contact details)	Mr. Rafael DALL'OLIO – Agent for International Relations Telephone Number: (+55) 11 3091-2407/ E-mail: rafael.olio@usp.br

Academic Exchange	
Application Procedure for undergraduate students	The applications must be done through the International Office. The Application Form is available in our site www.ccint.usp.br or directly from www.ccint.usp.br/forms/intc/formalunosetrageiros.pdf . Deadlines: Oct. 31 to begin the exchange period in the first academic semester of the next year, or May 10 to begin the exchange period in the second semester of the current year.
Application Procedure for graduate students	Graduate students (master and doctorate) must contact directly the graduate office ("Pós-Graduação": www.usp.br/prpg) of the Institute or School of their interest. The university webpage www.usp.br has a description of all graduate programs.
Language	Nearly every course at USP is given in Portuguese. Portuguese classes for foreign students are available at the Language Center (visit www.fflch.usp.br/cl).
Areas of study and courses	The students are allowed to enroll in courses from different Departments and Institutes, respecting their specific requirements (course pre-requisites, opening constraints, institutional agreement with USP, etc). A list of all USP courses is available at http://www4.usp.br/index.php/graduacao and a list of disciplines offered by each Institute is available at https://sistemas2.usp.br/jupiterweb/jupDisciplinaBusca?tipo=D (click on "[Unidades de Ensino]" and choose one of the Institutes listed)
Academic year	The academic year is divided into two semesters: first semester - February to June, second semester - August to December.

Credit and Grading System	USP uses its own Grading System to transcript the credits. For undergrads, the grades range from 0 to 10. The minimum promotion grade is 5. Each class-credit is equivalent to 15 class-hours. Each working credit matches 30 hours. The following activities count as working credits: a) Research planning, execution and evaluation; b) Work on the fields, internship, supervised stages or equivalent; c) Programmed readings; d) Special works, according to the nature of discipline; e) School programmed excursions. The system is different for graduate studies.
Transcript availability	The students can obtain a personal version of his/her transcripts at https://sistemas2.usp.br/jupiterweb . Official transcripts must be required at each student office. At the end of the exchange period, the USP International Office will send the transcripts of records to the home university.
Course Registration	The foreign students must enroll directly at the Student Office of the School or Institute they will attend.

Pre-Departure Obligations

Medical Coverage/ Insurance	The students must contract in their country an international health insurance plan, valid in Brazil. The contract ought to include a repatriation coverage. No registration at USP will be made without the presentation of a valid Health Insurance contract.
Supporting Documents Required	Valid Passport with a regular Brazilian Visa (I or IV).

Arrival and Housing

Airport pick-up service	Due to the great demand of foreign students, unfortunately the Universidade de São Paulo is not able to offer this service. Public transportation is available.
Students Obligations	Just after their arrival it is mandatory that the students reach their contact personally at USP. A copy of the VISA and the Health Insurance contract must be furnished at this time.
Accommodation	USP does not have dormitories for foreign students. In São Paulo, the International Office (CCInt) has a housing service to help students. Please contact the CCInt Office or ccintmoradia@usp.br . Students going to the countryside camp should look for the help of his/her contact personally at USP to find an accommodation.