Dear International Student,

We would like to congratulate you on your acceptance to the exchange program or as full-time students at the Pontifical Catholic University of Rio Grande do Sul (PUCRS). We extend our warmest welcome to you and hope that you will benefit greatly from your stay here.

This handbook aims to provide you with some practical information you should be aware of in order to make a smooth transition into university life and living in Porto Alegre in general.

If you have any doubts, please do not hesitate to contact us!

Office of Academic Mobility (mobilidade@pucrs.br)
Office of International Affairs (aaii@pucrs.br)
# Table of Contents

Introduction ..................................................................................................... 4  
Mission and Vision .......................................................................................... 5  
Our Campuses ................................................................................................. 6  
The Main Campus ............................................................................................. 7  
The Viamão Campus ....................................................................................... 10  
The Uruguaiana Campus ................................................................................. 11  
Undergraduate exchange program ................................................................. 12  
Full-time undergraduate international students ............................................. 14  
Graduate international students ..................................................................... 15  
Procedure upon acceptance ........................................................................... 16  
When you arrive in Brazil .............................................................................. 18  
When you arrive at PUCRS ........................................................................... 21  
Opening a bank account ............................................................................... 22  
Portuguese as a foreign language .................................................................. 24  
Housing .......................................................................................................... 25  
Living Expenses ............................................................................................. 26  
FAQ ................................................................................................................ 27  
Brazil .............................................................................................................. 28  
Rio Grande do Sul .......................................................................................... 30  
Porto Alegre ................................................................................................... 32  
Useful Information ......................................................................................... 41
Introduction

PUCRS - The Pontifical Catholic University of Rio Grande do Sul was granted university status in 1948, and the title of Pontifical University in 1950. It is one of the largest and most distinguished higher education institutions in Brazil, offering 48 undergraduate programs, 23 Master's degree programs and 21 Doctorate programs.

There are approximately 30 thousand undergraduate students and 4 thousand graduate students, 5 thousand administrative and technical staff, and 1.4 thousand professors.

With a threelfold focus on teaching, research and extension, PUCRS is highly committed to the community, always following ethical and Christian principles.
The mission of PUCRS, founded on human rights, the principles of Christianity and the traditional Marist education, is to produce and disseminate knowledge and promote human and professional development, guided by quality and relevance, with the objective of developing a just and fraternal society.

In 2015, PUCRS will be a national and international reference for the quality of its teaching and the relevance of its research, with the mark of innovation and sustainable management, promoting the all-around education of our students and contributing to scientific, cultural, social and economic development.
Our Campuses

PUCRS has three Campuses: The Main Campus, located in the capital city of Porto Alegre, the Viamão Campus, in Viamão (approx. 25 km from Porto Alegre), and the Uruguaiana Campus, in the city of Uruguaiana (approx. 700 km from Porto Alegre).
The Main Campus

The Main Campus is located in the capital city of Porto Alegre.
PUCRS’ comprehensive infrastructure includes 22 Schools, 10 Institutes, a University Hospital, a Museum of Science and Technology, a Science and Technology Park, a Sports Center, a 13-story University Library, a University Church, a University Press, as well as other important facilities. The Main Campus is located at 6681 Ipiranga Avenue, Porto Alegre, RS, in the Partenon district, a 20 minute bus ride from the downtown area.
The Main Campus

1 – Higher Administration Building
5 – School of Philosophy and Human Sciences ; School of Theology
6 – School of Dentistry
7 – School of Communication
8 – School of Letters
9 – School of Architecture and Urbanism
10 – School of Physics; School of Aeronautical Sciences
11 – School of Law; School of Psychology
12 – School of Biosciences; School of Nursing, Nutrition, and Physiotherapy ; School of Pharmacy; School of Chemistry
15 – School of Education; School of Mathematics; School of Social Work; Academic Mobility Office; Student Services Center; Registrar’s Office
16 – Irmão José Otão Library
23 – Cristo Mestre University Church
30 – School of Engineering; School of Computer Sciences
40 – Virtual PUCRS - Distance Learning Unit; Museum of Science and Technology
50 – School of Administration, Accounting, and Economics
80 – School of Physical Education and Sport Sciences - Sports Park
84 – Hospital São Lucas
88 – Centro Esportivo
90 – Irmão José Otão Library
98 – Irmão José Otão Library
In order to account for the growing demand for space for innovative businesses, PUCRS is activating TECNOPUC Viamão, 12 km from the main campus, at 7000 Senador Salgado Filho Avenue. The 32,000m² campus has 15,000m² of built areas in the Lisboa district of Viamão. Some companies are housed there and receive support from the Raiar Incubator. Soon, the Technology Center for Audiovisual Production of Rio Grande do Sul will be housed there as well as projects in the areas of energy and the environment, which marks a new phase of expansion of the Science and Technology Park (Tecnopuc Phase 3).
In Uruguaiana, PUCRS has a higher education complex committed to the development of the western region of Rio Grande do Sul. The University has been in the city since the founding of the first School of Zootechnics in Brazil, in 1966. The university campus has four Schools: Zootechnics, Veterinary Medicine and Agronomy; Philosophy, Sciences and Letters; Administration, Accounting and Computer Science; and Law. Since 2008, PUCRS and the Federal University of Pampa (Unipampa) have maintained a cooperative agreement for the shared use of the physical spaces and the equipment available there.
Undergraduate Exchange Program

To participate in the exchange program at PUCRS, you must first be regularly enrolled at your home university. You will then be required to provide the following documents to PUCRS:

- A completed application form that can be downloaded from our website, www.pucrs.br/pma
- A copy of your passport;
- Two 3x4 photographs;
- An essay written in Portuguese entitled “Why I chose to study at PUCRS”.

http://www3.pucrs.br/portal/page/portal/pucrs/Capa/UnidadesUniversitarias/faculdades
Undergraduate Exchange Program

The documents listed on the previous page should be sent to the following address:

PUCRS – Academic Mobility Office
Av. Ipiranga, 6681, Building 15, room 116, CEP 90619-900
Porto Alegre/RS Brazil

APPLICATION DEADLINES
To start in March – by 1st December
To start in August – by 1st May

The International Affairs Office (Assessoria de Assuntos Internacionais e Interinstitucionais) will send the acceptance letter to your university’s International Affairs Office. The Academic Mobility Office (Núcleo de Mobilidade Acadêmica) provides orientation for new students, and administers cultural exchange programs between our visitors and the community.

If you have any questions or doubts, do not hesitate to contact us:
Monday to Friday: 9:00am to 10:00pm
Website: www.pucrs.br/pma
E-mail: mobilidade@pucrs.br
Telephone Number: 55 51 3320.3656
Fax: 55 51 3320.3885
Those who are interested in attending PUCRS as full-time students must undergo the same admissions process as Brazilian applicants. This involves taking the admissions exam, known as *vestibular*. To do so, the foreign candidate must have a either an RNE (*registro nacional de estrangeiro*) or a valid passport with a temporary or permanent visa at the time of taking the exam.

**VESTIBULAR**

[http://www.pucrs.br/vestibular/](http://www.pucrs.br/vestibular/)

Here you can find comprehensive information on the entrance exam, including student manuals, online interactive and mock exams as well as information regarding important dates, tips and results from previous exams.
Graduate international students

Those interested in regular graduate study at PUCRS must complete the selection process as described by each Graduate Program. The available Master’s and Doctorate programs are presented in the link below (in Portuguese).

http://www.pucrs.br/pos/

Students participating in special programs or cooperative agreements (e.g. OEA) must follow the rules and regulations set forth by the respective promoting institutions.
Procedure upon acceptance

STEP 1. The Acceptance Letter
Exchange students will receive an acceptance letter from their home university as well as an acceptance letter from our International Affairs Office. Potential full-time students who have passed the vestibular, in the case of undergraduate students, or have been approved in the selection process, in the case of graduate students, must request an acceptance letter from the International Affairs Office.

STEP 2. The Student Visa
All international students must apply for a student visa at the Brazilian Consulate in your country’s jurisdiction regardless of how long you plan to study at PUCRS. This visa cannot be obtained in Brazil and without it you will not be able to enroll at PUCRS. This visa cannot be obtained in Brazil and without it you will not be able to enroll at PUCRS.
Procedure upon acceptance

STEP 2. The Student Visa (continued)

At least the following documents will be required for the visa request, while others may be requested depending on your country of origin:

- Passport, with a minimum validity of six months;
- Two visa application forms (available on the website of the Brazilian Consulate in your country);
- Two passport photos, front view and light background;
- Acceptance Letter from PUCRS (provided by the International and Institutional Affairs Office);
- Certificate of residence in the consular jurisdiction;
- Proof of means of financial support during your stay in Brazil;
- Health insurance that is valid in Brazil during your entire stay.

It is the student's responsibility to obtain the student visa. Contact the International Affairs Office if you have any doubts.
Monday to Friday: 8:00am to 6:00pm
Website: www.pucrs.br/aaii
E-mail: aaii@pucrs.br
Telephone Number: 55 51 3320.3660
Fax: 55 51 3320.3885
All international students need to register with the Federal Police within 30 days of their arrival in Brazil. If you do not do so, you will be considered illegal. This registration is in order to obtain your **National Foreigner Registration** (RNE, Registro Nacional de Estrangeiro). You will need at least the following documents:

- Your passport plus a copy of all used pages in the passport
- Your student visa **AND** your original visa application form
- 2 photos (3x4)
- Your completed entry card (distributed during your flight or at customs)
- Completed GRU (Guia de Recolhimento da União) Forms (see more information on the next page)
- Pay the required fees (around R$200) at the bank in the Federal Police station.
- Completed federal police form

Polícia Federal  
Av. Ipiranga 1365, Bairro Azenha, Porto Alegre  
(51) 3235-9000  
Setor de Estrangeiros  
Office hours: 09:00am to 12:00pm (noon)
When you arrive in Brazil

How to get the GRU (Guia de Recolhimento da União) Forms online. There are two forms you need to complete and only one can be completed at a time.

1. Go to the following website: [http://www.dpf.gov.br/](http://www.dpf.gov.br/).
2. Click on “Serviços” on the left-hand side of the screen.
3. Click on the “GRU” option, then click on the GRU-FUNAPROL option.
4. Click on the option “Pessoas e entidades estrangeiras”.
5. Complete the form with your personal information and address in Porto Alegre.
6. In the field “Unidade Arrecadadora”, choose the following option: RS (023-0) Superintendência Regional no Estado do Rio Grande do Sul.
7. In the field “Códigos da Receita”, choose the following options, one per form:
   - 140082 – (Registro de Estrangeiro – Valor R$64,58)
   - 140120 – (Carteira de Estrangeiro 1ª via – Valor R$124,23)

Note: the forms can be paid at a Banco do Brasil. For deadline extensions, the code is 140090 – Valor R$67,00.
When you arrive in Brazil

After registering with the Federal Police, the student will be given a small strip of paper, representing the RNE called a *protocolo*.

This document will have your photo on it and is temporary proof that the registration has been carried out, and that your status is legal in the country. Under normal circumstances, after approximately three (3) months, the student can return to the Policia Federal to exchange the “protocolo” for a normal plastic I.D. card.

All foreign students are advised to keep either the “protocolo” or the I.D. card on their person at all times, especially when going out at night.
When you arrive at PUCRS

**Enrollment**

You should arrive at PUCRS one week before the beginning of the semester.

*Exchange and undergraduate students:* you must first go to the Academic Mobility Office, where they will carry out pre-enrollment.  
*Graduate students:* you must first go to the International Affairs Office for orientation and enrollment information.

All students must have the original and a copy of the following documents to be submitted to PUCRS:

- Copy of your passport
- Copy of your health insurance (purchased in your country of origin and valid for your entire stay in Brazil)
- One 3x4 photograph
Opening a bank account

- For international students receiving a grant or scholarship to study at PUCRS, opening a bank account is essential. To do so, you must first request a CPF (social security number) at Banco do Brasil, Caixa Econômica Federal or the Post Office (Correios).
- You will need a form of identification (original or authenticated copy), like your passport or your RNE or your RNE protocol together with a copy of your SINCRE (Sistema Nacional de Estrangeiros), which can be obtained with the Federal Police.
- Any documents that are in a foreign language must be translated by a government certified translator (tradutor juramentado).
- Upon paying the R$5.70 CPF fee, the student will receive a receipt to be presented at the RECEITA FEDERAL (Av. Loureiro da Silva, 445, Phone: 55 51 3214.2000) with your original passport and your RNE (National Foreigner Registration).
Opening a bank account

With your CPF, you can return to the bank to complete the process of opening the account and present the following documents:

- Passport/Travel document
- CPF (social security number)
- Proof of residence and a recent electricity bill

Banks are open from 10 am to 4 pm, Monday through Friday. There are several ATMs (cash dispensers) throughout the city, especially at shopping malls.
Portuguese as a foreign language

PUCRS offers instrumental Portuguese language courses for international students at the undergraduate and graduate levels.

- At the undergraduate level, the focus is on providing linguistic support for the day to day needs of the students.
- At the graduate level, the focus is on Portuguese for Academic Purposes.
Housing

PUCRS does not have dorms on campus. Housing prices vary according to each neighborhood. The Academic Mobility Office and the International Affairs Office will provide you with information to help you find a place to stay.
Living Expenses

Expenses during your stay at PUCRS will depend mainly on the type of housing you choose and your spending habits. Below is an estimate of monthly living costs.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>Approx. R$ 600, depending on what is offered. Meals are not included.</td>
</tr>
<tr>
<td>Books/xerox</td>
<td>Varies greatly according to the program</td>
</tr>
<tr>
<td>Student bus fare</td>
<td>R$ 2.85 (R$114/month)</td>
</tr>
<tr>
<td>Food</td>
<td>R$300-R$500</td>
</tr>
<tr>
<td>Laundry</td>
<td>R$ 60-R$100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>R$1100+</td>
</tr>
</tbody>
</table>
Can I work in Brazil?
Those with student visas are not allowed to work in Brazil.

Can I stay in Brazil after the end of my course?
No. When you finish your course, you must leave the country no later than the visa expiration date. You may re-enter the country as a tourist, provided that you have obtained a tourist visa (if applicable), and depending on Brazilian Immigration at the port of entry.

Can I have my visa be extended while in Brazil?
Most Brazilian visas can be extended, which may be obtained while in Brazil. Extensions are granted by the Brazilian Federal Police. Applications for extensions must be made no more than one month and no less than two weeks before the visa expires. Please bear in mind that approval of a request for a visa extension is entirely at the discretion of the Brazilian Federal Police. It’s important to remember that the extension of your student visa also requires approval by PUCRS.
The Federative Republic of Brazil (Portuguese: República Federativa do Brasil) is by far the largest and most populous country in Latin America, occupying almost 50% of the continental territory, and the fifth largest in the world. It is the only Portuguese-speaking country in the Americas and the largest Lusophone country in the world.
Brazil is divided into 5 regions (North, Northeast, Midwest, South and Southeast), with 26 states plus the Federal District, which is located in Brasília, in the Midwest region. There are 4 time zones in Brazil. The official Brazilian time is that of Brasília (three hours behind Greenwich Mean Time, GMT-3), which is also adopted by the Southern and Southeastern regions.
Rio Grande do Sul, RS, the southernmost state of Brazil, is located between the Atlantic Ocean (East), Uruguay (South), Argentina (West) and the Brazilian state of Santa Catarina (North). It is a strategic geographical development center of Mercosul, a common market comprised of Argentina, Paraguay, Uruguay and Brazil. By maintaining balanced socio-economical indexes, Rio Grande do Sul has earned the fifth place position in the quality of life ranking.
The state capital is Porto Alegre with other major cities, according to population and economy, including Canoas, Caxias do Sul, Santa Maria, Pelotas, Passo Fundo, Rio Grande e Uruguaiana. Its population is in large part formed by descendants of Portuguese, German, Italians, Africans and Native Indians, among many other ethnicities. Aside from European influences, the traditions of “Gaúchos”, inhabitants of Rio Grande do Sul, are also influenced by those of Uruguay and Argentina such as drinking mate (known as “chimarrão”) and having typical barbecues (called “churrascos”).
Porto Alegre

Porto Alegre, the state capital, is an important hub of regional attractions and one of the main Mercosul business centers. The city lies on the eastern bank of the Guaíba Estuary, where five rivers converge to form the Duck Lagoon. This five-river junction has become an important alluvial port as well as a chief industrial and commercial center of Brazil. With over 1,400,000 inhabitants, the city is characterized by intense cultural, educational, political and commercial activities. It has an excellent hotel network, modern shopping malls, universities, theaters, and international restaurants.
Porto Alegre has received over 80 prizes and titles that distinguish it as one of the best Brazilian capitals to live, work, study, for business and entertainment. The city has been recognized in recent years by the UN as the number 1 metropolis in quality of life in Brazil three times; with one of the 40 best models of democratic public management for its Participatory Budgeting, and for having the best quality of life ranking among national metropolis. For example, Porto Alegre is one of the cities with the most green areas and the highest rates of literacy. Porto Alegre also made headlines as the host city for the first editions of the World Social Forum and was recently chosen as one of the host cities for the 2014 World Cup.
While the weather in Porto Alegre is considered subtropical, it can change quickly and unexpectedly in short periods of time. We suggest you plan on layering your clothing while living in Porto Alegre. Dressing for students is casual. Be prepared for very hot summers as well as cold winters.

**Average Temperatures**

- **WINTER**: June 21 to September 23 — between 2°C and 20°C
- **SPRING**: September 23 to December 21— between 15°C and 28°C
- **SUMMER**: December 21 to March 21— between 25°C and 35°C
- **FALL**: March 21 to June 21— between 10°C and 25°C
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
<td>National Holiday</td>
</tr>
<tr>
<td>Nossa Senhora dos Navegantes</td>
<td>February 2</td>
<td>Municipal Holiday</td>
</tr>
<tr>
<td>Tiradentes</td>
<td>April 21</td>
<td>National Holiday</td>
</tr>
<tr>
<td>Labor Day</td>
<td>May 1</td>
<td>National Holiday</td>
</tr>
<tr>
<td>Corpus Christi</td>
<td>June 3</td>
<td>Municipal Holiday</td>
</tr>
<tr>
<td>Brazilian Independence Day</td>
<td>September 7</td>
<td>National Holiday</td>
</tr>
<tr>
<td>Farroupilha Revolution</td>
<td>September 20</td>
<td>State Holiday</td>
</tr>
<tr>
<td>Nossa Senhora Aparecida</td>
<td>October 12</td>
<td>National Holiday</td>
</tr>
<tr>
<td>All Souls Day</td>
<td>November 2</td>
<td>National Holiday</td>
</tr>
<tr>
<td>Proclamation of the Republic</td>
<td>November 15</td>
<td>National Holiday</td>
</tr>
<tr>
<td>Christmas</td>
<td>December 25</td>
<td>National Holiday</td>
</tr>
</tbody>
</table>
Porto Alegre

Transportation

The most popular and cheapest means of public transportation is the bus (R$ 2.85) or the red, white and blue mini-bus, called “lotação” (R$ 4.25). The most convenient are the orange-colored taxis. For more information on transportation in Porto Alegre, access: http://www2.portoalegre.rs.gov.br/eptc/. Students get a 50% discount with a student bus pass. For more information, access: http://www.tripoa.com.br/

Safety

As in most large cities, you should be cautious when out on the streets. Avoid walking alone, especially at night. Get a taxi to move around instead, especially those taxi services that can be called by phone. Use common sense and avoid becoming a victim by traveling in groups, limiting the amount of expensive items you carry with you and avoid carrying large sums of money. Take special care with your purse, wallet, and backpack in all public places, such as marketplaces and when going out at night.
We suggest that you do not carry your passport with you at all times. Make a photocopy of your passport pages. Keep the original in a safe place. The same goes for other important documents such as traveler’s check numbers and credit card numbers. It is also a good idea to leave copies of these documents with someone at your home before traveling. If you lose or have your documents stolen, go to the nearest police station or post office to report the incident. It is also important to notify the Consulate or Embassy of your country of origin.
Porto Alegre

Electricity

Most residences and hotels use 110 volts and 60 Hertz in Porto Alegre, but be aware that there may be some areas that still use 220 volts, so it is always a good idea to check. We suggest you bring a voltage converter just in case. The types of outlets used in Porto Alegre and in Brazil in general are pictured below:

Telephone

Public telephones are operated by cards only, which can be bought at any newsstand and many mini-marts or stores. The same cards can be used for either local or international calls. You can also buy a cell phone or local SIM card while in Brazil, with either prepaid or post paid plans, at any shopping mall or special stores. The main cell phone companies are Vivo, Oi, Tim and Claro.
Porto Alegre

Internet

You can also make calls through the internet, using free programs such as Skype. Click on the link below for a collaborative map (hosted by Google maps) of the many wireless hotspots spread throughout Porto Alegre, put together by internet users.

http://maps.google.com.br/maps/ms?hl=pt-BR&gl=br&ie=UTF8&oe=UTF8&msa=0&msid=102966268372158616909.00047f3182e27eb4374dd

Aside from using the library computers on the main campus at PUCRS, wireless access is available in many buildings on campus (http://www3.pucrs.br/portal/page/portal/pucrs/Servicos/mapaCampus#07). There are restrictions with respect to the sites and programs that can be accessed, such as messenger programs and social networking sites. Special permission must be requested to access these sites or to download certain programs, and permission is only granted for specific academic purposes.
There are innumerous options for entertainment, eating out, ordering in and going shopping. The following site, www.hagah.com.br, is a comprehensive guide for, among other things, information related to services, restaurants, shopping and daytime and nighttime activities in Porto Alegre and nearby cities.

**Sports**

Porto Alegre is a city that is very involved with all mainstream sports, in addition to the Brazilian passion of soccer. There are events and facilities throughout the city for soccer, Olympic gymnastics, tennis, swimming, running, basketball, judo, among others. The major soccer rivalry in the city is between Sport Club Internacional (Red) and Grêmio Foot-Ball Porto Alegrense (Blue). Other soccer teams based in Porto Alegre are São José, Cruzeiro and Porto Alegre.
Useful Information

How to make telephone calls

Local calls: dial the phone number desired without the area code.
Long Distant Calls: dial 0 + operator number + area code (DDD) + telephone number.
International Calls: dial 00 + operator number + country code (DDI) + city code + telephone number.

Emergency phone numbers

Military Police Brigade: 190
Ambulance: 192
Fire Department: 193
Civil Police: 194
Telephone Information: 102
First Aid Hospital: (55 51) 3289.7999
State Highway Police: 55 51 3339.5446
Federal Police: 55 51 3371.2021 / Dept. of Foreigners 3235.9000
Useful Information

Division of Consular and Diplomatic Relations (Divisão de Relações Consulares e Diplomáticas) Phone: (55 51) 3228.9677 / 3288.1041
Fax: 55 51 3228.6582
Email: relcons@sedai.rs.gov.br
Av. Borges de Medeiros, 1501 - 16º andar CEP 90119-900
Porto Alegre - RS - Brasil

Tourist Office: 0800 517 686 / (55 51) 3333.1873
Travessa do Carmo, 84 Bairro Cidade Baixa CEP 90050-210
Phone: 55 51 3212.3464
Email: portoalegre@turismo.prefpoa.com.br
PUCRS

VIVA ESSE MUNDO.