



# UNIVERSIDADE FEDERAL DO CEARÁ

PRÓ-REITORIA DE RELAÇÕES INTERNACIONAIS

A GUIDE FOR FOREIGN STUDENTS  
IN ACADEMIC MOBILITY AT UFC



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## 1 The Federal University of Ceará

### 1.1 General Information

Nowadays, UFC has 126 undergraduate programs and 116 graduate programs, 58 of which are academic master's programs, 13 are professional master's programs, 7 specialization courses and 45 doctoral programs. UFC also accomplishes approximately 800 actions of extension, benefitting thousands of people throughout the whole state.

According to data concerning the year of 2015 (available at the website <http://ufc.br/a-universidade/ufc-em-numeros/9230-dados-basicos-2015>), the institution has 2152 professors, 3416 administrative staff and approximately 26 thousand students enrolled in 2015. In addition to the three campuses in Fortaleza (Benfica, Pici and Porangabuçu), the institution has campuses in the state's countryside (in the cities of Crateús, Sobral, Quixadá and Russas), totalizing 7 campuses which gather 17 academic units, 2 hospitals serving the community, 17 libraries (which contain approximately 700.00 volumes and titles, including the electronic books) and 8 cafeterias. UFC also offers distance education programs by means of the UFC Virtual Institute.

The two hospitals are the University Hospital Walter Cantídio, situated at Rua Capitão Francisco Pedro, 1290, in the borough Rodolfo Teófilo, and the Maternity School Assis Chateaubriand, located at Rua Coronel Nunes de Melo, s/n, in the borough Rodolfo Teófilo.

According to the Ranking Web of Universities, available at the link [http://www.webometrics.info/en/Latin\\_America/Brazil](http://www.webometrics.info/en/Latin_America/Brazil), UFC is the 10<sup>th</sup> among the best higher education institutions in Brazil and it has also advanced in the world ranking, now in the 600<sup>th</sup> position. In order to obtain more information on the university, it is possible to access the website [www.ufc.br](http://www.ufc.br).





## 1.2 Academic Calendar

The university's academic calendar is constantly updated and disclosed at the institution's website, becoming possible – and necessary – for the exchange student to follow it regularly: [ufc.br/calendario-universitario/2017](http://ufc.br/calendario-universitario/2017)

## 1.3 Routine as a student at UFC

The classes at UFC are usually theoretical, practical or theoretical-practical. The theoretical classes are normally lectured by professors in times, days and places which were already determined in the enrollment period. Normally, the mandatory classes (those which are requisites of the program for the undergraduate student to obtain the diploma) are available at the specific campus where the student's program is located.

The practical classes are normally lectured in laboratories or they are classes in which the students experience practical activities and exercises related to the course's content, whereas the theoretical-practical classes are generally divided in two moments: an initial one, when the professor exposes the content and dialogs with students, and the second one, when students perform the practical part of the content.

The bibliography used by the professors is presented by each one of them in their syllabus, which is usually delivered in the first day. The books are available at the libraries or copies are made available for students to access the material. Some professors also have the habit of digitalizing material and send it to their students by e-mail or via the SIGAA system.

Student evaluation can be accomplished by means of grades inherent to exams, participation in the classroom, works presentation and attendance. In order to pass in a course, it is necessary to obtain a final average with a grade higher or equal to 7,0. In case the student obtains it, he/she passes with "A" concept. For those who were not able to





reach this score, but who obtained an average higher or equal to 4,0 and lower than 7,0, there is the period of final evaluations (AFs), when an exam with the content of the whole program is delivered. The student then must obtain a grade higher than 4,0 in this exam, so that, with his/her AF grade added to his/her average of the partial evaluations, the semester's final average is higher or equal to 5,0 and the student passes with "B" concept. If passing is not possible, the student fails this course. The student who obtains an attendance percentage lower than 75% fails, since attendance is considered an essential factor to follow the classes.

UFC utilizes a parameter in order to calculate the students' performance based on their grades and attendance: The Academic Performance Index – IRA. The calculation of this index is accomplished by means of the weighted average corresponding to the final averages of each course divided by their amount of credits.

#### **1.4 The Provost Office of International Affairs – PROINTER**

The Provost Office of International Affairs (PROINTER) integrates the structure of the president's office, comprising the advising agencies together with the Internal Auditing, the Coordination of Social Communication and Marketing, the Examinations Coordinating Office, the Ombudsmanship and the Secretariat of Superior Deliberative Bodies. Firstly, the agency responsible for dealing with issues related to internationalization at UFC was the Division of Internationalization and Cultural Expansion, associated with the Department of Education and Culture, created in January 1957. Later, the Committee of International Affairs was established in September 1974, which started adopting the nomenclature Department of International Affairs (DAI). In 1987, the Coordination of International Affairs (CAI) was established, becoming the Provost Office of International Affairs (PROINTER) in 2017.





PROINTER is the agency at the Federal University of Ceará which provides advising to professors, administrative staff and students at UFC in the process of establishing agreements with foreign institutions and in the participation in undergraduate and graduate programs abroad. In this office, foreign students and professors who come to UFC for academic mobility are welcomed and receive academic advising and guidance on legal and institutional matters.

Internationalization is one of the main challenges for universities at the beginning of the 21st century. As it is well known, the process of globalization has provoked a deep impact in all regions of the world and in all aspects of life. All nations need to join forces to solve the problems that threaten our future: the climate change, the unlimited exploitation of the natural resources, the destruction of biological diversity, social inequality and ethnic and religious tensions, just to name a few. The universities must naturally be at the front of this common effort accomplished by mankind. Thus, internationalization at UFC is not an option, it is an obligation.

Scientific cooperation and exchange represent the classical dimension of internationalization. Researchers from different countries and institutions cooperate in the elaboration and in the execution of scientific projects, accomplishing missions and internships as well as taking part in international events. We are proud of having established research agreements with a large number of excellent universities worldwide. It is one of our missions at PROINTER to initiate, implement and monitor such scientific agreements, providing the necessary information and support for researchers at UFC who intend to institutionalize their international collaboration. This provost office is also dedicated to amplify and deepen the cooperation with international companies and enterprises.

In the future, there will be no high-level professional activity unaffected by the impacts of globalization – neither in the academic context, nor outside it. It is crucial for UFC to qualify our undergraduate and graduate students so that they can interact and





cooperate with the international academic elite, competing with the best students in the world.

Considering the quality of its research, teaching and extension activities, UFC already competes in the most diverse areas at an international level. Aiming at this academic excellence, it becomes crucial to facilitate the reception of foreign professors and students at our university, as well as making the accomplishment of internships abroad by our teaching staff and undergraduate and graduate students more productive and efficient. In this sense, PROINTER aims at taking part in the improvement of administrative processes involved in these actions, as well as in the compatibilization of our curricular structures and teaching organization with the international models.

By accessing the website [www.prointer.ufc.br](http://www.prointer.ufc.br), it is possible to visualize more detailed information about agreements, exchange possibilities and other procedures related to academic mobility at the university.

### **PROINTER's Staff**

*Prof. José Soares de Andrade Júnior*

Provost of International Affairs

*Prof. Konrad Christoph Utz*

Coordinator of Academic Mobility

*Prof. Cláudio Lucas Nunes de Oliveira*

Coordinator of Exchange and International Agreements

*Prof. Massilia Maria Lira Dias*

Coordinator of Linguistic Internationalization







*Ananda Badaró de Athayde Prata*

Translator/ Interpreter

*Roberto Bruno Souza*

Public attendance

*Antônia Cláudia de Freitas*

Executive Secretary

*Cíntia Araújo Oliveira*

Administrative Assistant

*Germano Franklin Costa Luz*

Administrative Assistant

### **PROINTER's Address**

*Pró-Reitoria de Relações Internacionais*

Endereço: Av. da Universidade, 2853 - Benfica (Prédio da Reitoria)

CEP 60020-181 - Fortaleza-Ceará - Brasil

Fone: (85) 3366.7333 / 3366.7335 - Fax: (85) 3366.7334

Site: [www.prointer.ufc.br](http://www.prointer.ufc.br)

E-mail: [secretaria@prointer.ufc.br](mailto:secretaria@prointer.ufc.br)

### **1.5 Program of Support to Exchange Students – PAI**

The Program of Support to Foreign Students – PAI – aims at helping foreign students in academic mobility at UFC accomplish all the activities concerning their stay



in Brazil as students. Brazilian students at UFC are selected as sponsors of the program and advised to monitor the exchange students. From 2011 to 2017, there were 423 sponsors and 487 exchange students sponsored. The countries whose students were most frequently sponsored by PAI were: Germany, Spain and Portugal. In order to obtain more information about the program, you can send an e-mail to the following address: [ufc.pai@gmail.com](mailto:ufc.pai@gmail.com).

### 1.6 Academic Mobility – Application Procedures

The academic mobility of exchange students establishes the accomplishment of studies from six months to a year.

As an exchange student, the presentation of an application for foreign students must be accomplished institutionally, by means of the Department of International Affairs at the home university. In order to do so, the student must fill in the document entitled “Foreign Student’s Application – Registration Form” (CAI-08) (DOC 55.74 KB) and send it to the Provost Office of International Affairs at UFC with the following documents:

1. Academic transcript;
2. Motivation letter;
3. Letter written by the coordinator of International Affairs at the home university;
4. Passport’s copy.

After receiving the foreign students’ applications, the Provost Office of International Affairs (PROINTER) forwards the requirements to the program coordinators so that they can decide on the students’ acceptance. Their decision is communicated to PROINTER and, finally, the answer is sent to the candidate’s university.





### 1.7 Medical insurance

Even though it is not an essential requirement for the foreign applicant to academic mobility at UFC purchase some medical insurance, it is interesting for students to consider the importance in the adhesion of this service, since adversities might occur. Although Brazil offers the unified health system (SUS), which is free of charge, health insurance is an extra guarantee for the student concerning a pleasant stay during the mobility period.

There are several companies which offer health insurance and it can be purchased for a certain period, which is ideal for students who already know for how long they will stay in the country.

### 1.8 Foreign students' arrival in Ceará:

Once arriving in Fortaleza, the foreign student must follow these steps:

- a) Go to the Provost Office of International Affairs to fill forms and accomplish other procedures which precede the enrollment;
- b) Go to the Federal Police in order to regularize their stay in Brazil;
- c) Go to the Secretariat of the Federal Revenue of the Treasury Ministry in order to obtain the CPF – Individual Taxpayer Registration Number;
- d) Wait for the completion of the enrollment procedures at the Federal University of Ceará advised by the Provost Office of International Affairs.

### 1.9 Contacts for foreign students at UFC

#### Provost Office of International Affairs

Provost: Prof. José Soares de Andrade Júnior





Address: Av. da Universidade, 2853 - Benfica - CEP 60020-181 - Fortaleza - Ceará -  
Brasil

Telephone number: +55 85 3366.7333 /+55 85 3366.7335 - Fax: +55 85 3366.7334

E-mail: [secretaria@prointer.ufc.br](mailto:secretaria@prointer.ufc.br)

Website: [www.prointer.ufc.br](http://www.prointer.ufc.br)

Provost Office of Undergraduate Studies

Provost: Prof. Cláudio de Albuquerque Marques

Address: Campus do Pici - Bloco 308 - CEP 60455-760 - Fortaleza - CE

Telephone number: +55 85 3366 9498

E-mail: [gabinete@prograd.ufc.br](mailto:gabinete@prograd.ufc.br)

Website: [www.prograd.ufc.br](http://www.prograd.ufc.br)

Provost Office of Research and Graduate Studies

Provost: Prof. Antônio Gomes de Souza Filho

Address: Av. Mister Hull, s/n - Campus do Pici - Bloco 848 - CEP 60440-900 - Fortaleza  
- CE

Caixa Postal: 12.140

Telephone number: + 55 85 3366 9943 Fax: +55 85 3366 9942

E-mail: [prposufc@ufc.br](mailto:prposufc@ufc.br)

Website: [www.prppg.ufc.br](http://www.prppg.ufc.br)



## 2 Arriving at UFC

### 2.1 Information about Brazil, Ceará e Fortaleza

The Federative Republic of Brazil – official name of the country – is divided into five regions (North, Northeast, Center-West, South and Southeast) and 27 federative units, which comprise 26 states and the Federal District.

The Brazilian Northeast is composed of the following states: Alagoas, Bahia, Ceará, Maranhão, Paraíba, Pernambuco, Piauí, Rio Grande do Norte and Sergipe.

Fortaleza is the capital of Ceará and the fifth most populous city in the country, with approximately 2,6 million inhabitants (in 2016).

#### 2.1.1 Fortaleza

The city has many touristic spots and cultural and artistic attractions. The coastline from Ceará, in contrast with the semi-arid of the countryside region, and the tropical weather are attractive elements for visitors from the whole world. The beaches of Cumbuco, Morro Branco, Canoa Quebrada and Jericoacoara are the most famous ones, as well as Praia do Futuro, which comprises most of the capital's coastline and offers several options of beach huts to receive the bathers.

Avenida Beiramar is equally searched for tourists and citizens of Fortaleza. It has a structure of hotels, restaurants and stores with an international standard. Our coast is also a paradise for admirers of water sports, such as surf, kite surf or scuba diving.

#### 2.1.2 Weather

Fortaleza has a tropical, warm and humid weather, with high temperatures during the whole year and little variations. The maximum temperatures vary between 29°C and 30°C,





whereas the minimum temperatures vary between 25°C and 23°C. The first semester of the year has a rainy season, especially from February to April. The driest season goes from August to December, but the strong winds that also occur during this period help soften the thermal feeling, which is usually very high.

### 2.1.3 Touristic and cultural attractions in the city

Among the cultural options, it is interesting to highlight **Instituto e Centro Dragão do Mar de Arte e Cultura**, which was the first Social Organization created in Brazil in the area of culture. It is associated with the Secretariat of Culture in Ceará. The space comprises a theater, an amphitheater, cinema rooms, a planetarium, exhibition rooms and a library. In its surroundings, there are restaurants, bars and clubs. These environments, as well as Anfiteatro Sérgio Mota and Praça Verde do Dragão do Mar, host local, national and international concerts. The cultural center is the ideal place to spend the night with friends and enjoy the bohemian side of the city. It is worth mentioning that 90% of its scheduling provides free access or very low prices. In order to follow the scheduling and obtain more information, the website is always being updated: [www.dragaodomar.org.br](http://www.dragaodomar.org.br).

**Museu do Ceará** is a great place to know the history and culture of the state. It is situated in Palácio José de Alencar, the former headquarters of Ceará's Province Assembly, and it has different theme rooms about paleontology, indigenous anthropology and the historical highlights of the region, such as the abolitionist movement or the famous "Padaria Espiritual", a literary and philosophical movement in Ceará which gained national importance. There are frames and furniture, coins and medals, archeological pieces, indigenous artefacts, flags and guns. The museum also has pieces of popular art and a collection of almost a thousand cordéis, which are booklets originated from the renaissance period. In the Northeastern tradition, they bring stories which perpetuate the people's oral culture with verses and xylograph (drawings engraved in wood) full of religious, legendary, historical and fantasy themes.





**Theatro José de Alencar**, which was inaugurated in 1910, is an architectural, artistic and touristic landmark of the city. It offers not only the most exclusive scheduling of the theater and music in the state but also an extensive and diversified agenda of socio-cultural activities, aiming at the artistic education and social inclusion. The building is a curious example of eclectic architecture. Its concert hall is in *art nouveau* style, made of pieces of cast iron imported from Glasgow. It hosts the Center of Performing Arts (CENA), the College of Dance in Ceará and the College of Theater Directing, of Instituto Dragão do Mar, the Chamber Orchestra Eleazar de Carvalho and the Course “Basic Principles of Theater”.

In order to access the scheduling and more information, the Theater provides the following website: [www.secult.ce.gov.br/index.php/programacao/teatro-jose-de-alencar](http://www.secult.ce.gov.br/index.php/programacao/teatro-jose-de-alencar).

The **Metropolitan Cathedral** is another historical monument located in Fortaleza’s downtown. The Cathedral was inaugurated in 1978 and it has capacity for five thousand people. It has a roman gothic or moderated gothic style.

Fortaleza also has several public squares which are points for transit and for meetings between people. Among the most famous ones, there is **Praça do Ferreira**, which was officially declared a Historical and Patrimonial Landmark in Fortaleza by means of a federal law and it is considered “the heart of the city”. In the 1920s, Café Java, one of the most well-known cafés at the time, worked as the headquarters for the meetings of Padarial Espiritual, an important literary movement that is genuine from our state and a representation of the national literary expressivity. Another important square is Dr. Carlos Alberto Studart Gomes, more known as **Praça das Flores**, which comprises spaces for art exhibits, a multi-sports court, an outdoor gym and a playground. A similar and equally forested space is **Praça Luiza Távora**, where cultural events occur periodically. The square also comprises the center of craftwork from Ceará – Ceart, where local artisans exhibit and sell their work: ceramics, wood, straws and lace. In the central region of the city, Praça dos Mártires (Martyrs Square), known as **Passeio Público**, has centenary trees and monuments. It has many visitors thanks to its pleasant environment, its options of restaurants and its fruitful cultural schedule.





**Mercado Central** (the Central Market) is the biggest one in the Northeast and it is also rich in handcraft products specially made in Ceará. It concentrates several varieties of products, such as articles made of leather and lace and typical elements of the Northeastern cuisine, such as chestnuts and sweets. Another excellent place to buy handcraft from the region is **Centro de Turismo do Ceará** (the Tourism Center in Ceará), next to Passeio Público.

An important place of artistic and cultural promotion is **Casa José de Alencar** (CJA), which is part of the UFC complex. CJA is situated in Sítio Alagadiço Novo, in the borough of Messejana, in Fortaleza. It was acquired in 1825 by José Martiniano de Alencar, who was José de Alencar's father. José de Alencar was a writer born in this state and he wrote literary works which are renowned in our state and in the country, for instance, "Iracema" and "O Guarani". This was the writer's home for nine years. The visitation to the House is free of charge and it enables to learn on Alencar's work, as well as to take a pleasant ride through the place, which is very forested. The opening hours are from Monday to Friday, from 8:00 a.m. to 17:00 p.m, and Saturdays, from 9:00 a.m. to 12:00. In order to access the scheduling and obtain more information, the following website is provided: [www.cja.ufc.br/](http://www.cja.ufc.br/).

#### 2.1.4 Regional language

In addition to its monuments and artistic activities, Ceará is renowned by its regional language. Some examples of **words and phrases** which denote the irreverence of our expressivity are disposed below:







merenda	snack
rumbora	let's go
apapagaiado	excessively adorned; tacky
aperrear	to bug someone
ariado	lost, confused
arretado	something very good, special; a brave person
botar boneco	to cause trouble
casculo	punch
custar	to take a long time
esculhambação	mess
estribado	rich
fajuto	something fake, of bad quality
fuleiragem	something badly made; a funny person
inhaca	bad smell
rebolar no mato	to throw something away
visagem	a ghost
vixe!/ vixe Maria!/ Virgem Maria!	Expression that indicates surprise or concern

(source: [soudonordeste.com.br/dicionario-cearense-cearenses](http://soudonordeste.com.br/dicionario-cearense-cearenses))

### 2.1.5 Regional cuisine

The **cuisine** from Ceará is famous for its tropical and exotic flavors, full with cultural traditions. Some of the main dishes are: peixada ao molho de legumes (fish with vegetables sauce), baião, carne de sol, farofa and macaxeira, feijão verde, cuscuz, tapioca, rapadura and tropical fruits (cashew, papaya, mango, coconut, cajá, sapoti, graviola, seriguela, pitomba, passionfruit, guava and pineapple).





### 2.1.6 Public Transportation

The city presents a relatively integrated structure of urban mobility, with interstate bus terminals and integrated bus and subway terminals. There are also minibuses, bicycle-sharing systems and licensed taxis. The agency of Urban Transportation in Fortaleza – ETUFOR is responsible for sharing information and providing services related to urban mobility, such as the process of producing the student cards, by means of which students from the public and private systems in Fortaleza access the bus system by paying the amount of R\$ 1,40 (updated value in January, 2017) for each trip. They are also able to take another bus without paying for the second trip during the time interval of two hours.

At ETUFOR's website (<http://www.etufor.ce.gov.br/>), a research concerning itinerary can be done, so that the user of public transportation can visualize the possibilities of specific bus lines (which are approximately 350), making urban mobility easier.

### 2.2 General information on the arrival in the country and on the entrance at UFC as an exchange student

The foreign applicant who was accepted as an exchange student must register him/herself at the Ministry of Justice within thirty days after his/her arrival in the country. He/she must go to the Federal Police before starting any academic activity at UFC. An identification document will be provided to the registered foreigner. It is important to require the liberation of an original hardcopy of the Visa Application Form at the Brazilian consulate in the foreign country in order to fulfill the demand of the Federal Police as to regularize his/her permanence in Brazil.

The registered foreigner is obliged to communicate his/her change of residence to the Ministry of Justice. He/she must do it during the thirty days after his/her establishing.



Due to all of these requirements, it is indispensable that no foreign student obtains an authorization to enroll at UFC without having received a letter of authorization from the Provost Office of International Affairs (PROINTER) and going to the Federal Police. In case the thirty initial days pass, a daily fine will be charged.

### 2.2.1 Information on the Individual Taxpayer Registration Number (CPF)

CPF is a database managed by the Secretariat of the Brazilian Federal Revenue—RFB, which stores personal information of the taxpayers mandatorily registered, or of citizens who registered voluntarily. The student can prove his/her registration by presenting the “CPF’s Registry Confirmation”, printed at the Secretariat of the Brazilian Federal Revenue’s Website (RFB) or issued at a post office, as long as an identification document of the registered person is presented.

In case of foreigners, the following documents are presented as identification documents: Passport or National Registry of Foreigners (RNE). The address of the Brazilian Federal Revenue is: Rua Barão de Aracati, 909 – 2º andar, Bairro: Aldeota, CEP: 60115-901. Telephones:(85) 3878-3200 / 3222.

The Registry is of great importance in Brazil, since it is used in several institutions as an identification confirmation. Therefore, it is indispensable that foreign students issue this document, which can also be required in a Brazilian diplomatic representation abroad. According to the Revenue’s website, [idg.receita.fazenda.gov.br](http://idg.receita.fazenda.gov.br), the interested student must accomplish the following procedures:

1. fill the electronic form in the Portuguese, Spanish or English versions, available at RFB’s website, at the following address: [www.receita.fazenda.gov.br](http://www.receita.fazenda.gov.br), print it; and
2. hand in the form, together with a copy of the personal documents, in a Brazilian consular office (Consulate, Embassy or consular sector) in order to conclude the solicitation.



The Brazilian consular office will forward the requirement and inform the CPF registration number to the interested party. In case there is an inconsistency, the registration order will be forwarded to the Federal Revenue for analysis. In this case, the solicitor will be able to monitor his/her request at RFB's website, in the Portuguese, Spanish or English versions.

Within 90 days, the solicitor will be able to:

- a) issue the CPF's registry confirmation by means of the service available at RFB's website; and
- b) Require its correction in case of mistakes in the registry information. The service is free of charge.

### 2.2.2 Information on the National Registry of Foreigners (RNE)

The general guidelines to issue this document are the following, according to the Brazilian Federal Police: <http://www.pf.gov.br/>:

The document required depends on the type of legal support the foreigner has for his/her stay in Brazil. However, the necessary documents are, in general:

- a) a valid travel document (it can be an identity card for ARGENTINA, URUGUAY, PARAGUAY, CHILE, BOLIVIA, PERU, COLOMBIA AND ECUADOR), the original version and a copy of the passport pages used, which can be certified by the Notary or by a civil servant of the Federal Police Department;
- b) the consular visa obtained and the original visa requirement form, in case of permanence obtained in Brazil, a copy of the Federal Official Gazette – D.O.U., where the permanence deferral (in case of permanence, a personal document which informs filiation, as for instance, the consular registry, must be presented);
- c) two recent pictures, in color, on a white background;





- d) Payment of the corresponding taxes (you can pay the corresponding tax in any banking institutions, lottery companies, post office branches and banking correspondents): Code 140120 – Tax CARTEIRA DE ESTRANGEIRO PRIMEIRA VIA: R\$ 204,77; Code 140082 - Tax REGISTRO DE ESTRANGEIROS / RESTABELECIMENTO DE REGISTRO: R\$ 106,45.

Attention: the tax to issue the foreigner's card, classified as temporary or permanent, is R\$ 204,77 (code 140120). This amount corresponds to the issuance of the document's first copy, as well as the document's replacement or renewal. In order to issue the second copy of the foreigner's card (in case of loss of robbery), it is necessary to pay the amount of R\$ 502,78, which corresponds to the tax of code 140139.

In order to REQUIRE the registration and issuance/renewal of the Foreigners' Identification Card, you must:

- a) Fill the electronic form available at the option "Requiring Registration/Renewal". Next, click in the button SAVE and print the filled form, paying attention to the guidelines on the printer's configuration.
- b) After filling and printing the electronic form, it is important to verify if there is an available schedule at the Federal Police unit and select a date and time for the attendance. It will be necessary to inform the solicitation code printed on the heading of the form.
- c) c) Go to the Federal Police unit for which the attendance was scheduled with all documents required.

### 2.2.3 Information on the enrollment of foreign students at UFC

In order to accomplish his/her enrollment at UFC, the foreign student must present the same documents required to the application procedure listed on item 2.5 of this guide, among others, which are disposed as follows:





- a) Application for of Foreign Student – Registration Form (CAI-8) (DOC 55.74KB), digitally filled in;
- b) academic transcript; motivation letter;
- c) a letter written by the coordinator of International Affairs of his/her home university;
- d) passport;
- e) CPF (Individual Taxpayer’s Registration Number); and
- f) RNE (National Registry of Foreigners (or his/her solicitation protocol).

Then, PROINTER forwards the request for the student’s enrollment in academic mobility to the Provost Office of Undergraduate Studies.

#### **2.2.4 After the academic mobility period at UFC**

Once the foreign student finishes the period of academic mobility at UFC and his/her grades are released in the SIGAA system, he/she may require the program’s coordination or the Provost Office of International Affairs to access and print his/her academic transcript, which can be translated to English and sent to the student by e-mail and by post office. The student can also go to PROINTER in order to require the translation of his/her academic transcript.

### **3 Life at UFC**

#### **3.1 The SIGAA system**

The Integrated System of Academic Activities Management (SIGAA) is a system developed in order to assist students, professors and administrative staff, so that several academic and administrative activities are accessed and developed by users. Foreign





students in academic mobility do not have access to the system, but they can require the access and printing of their academic transcripts at the coordination of their programs.

### 3.2 Portuguese Courses for Foreigners

There are some possibilities for foreign students to enroll in Portuguese courses at UFC which are free of charge. They can apply for a vacancy in groups of basic or intermediate level which last an academic term.

The course **Portuguese as a Foreign Language** is promoted by the Department of Foreign Languages at UFC and it is directed to foreign students (UFC students or students from other public universities). The level required from students and the amount of vacancies, as well as details on the time and days when the classes will occur are available at the university's website ([www.ufc.br](http://www.ufc.br)) during the application period. More information can be obtained at the following contacts: (85) 3366 7540 and 3366 7541.

The course **Portuguese for Foreigners: Brazilian Language and Culture** is promoted by Casa de Cultura Portuguesa (CCP), which is part of Casas de Cultura Estrangeira at UFC, a center at the university which promotes foreign languages courses for students and the community. Courses in different levels are offered each semester/year and all the information, requirements or details are previously disclosed and can be obtained at the following telephone numbers: (85) 3366 7649 e 3366 7650 or at the websites: [www.casasdeculturaestrangeira.ufc.br](http://www.casasdeculturaestrangeira.ufc.br) and [www.culturaportuguesa.ufc.br](http://www.culturaportuguesa.ufc.br).

There is also the course **Topics in Portuguese – Foreign Language** offered by the Department of Vernacular Languages. It is offered as an elective course with a 32-hour class load (2 credits) which comprises the regular curriculum of the undergraduate program in Languages/Literature. Once the foreign student is enrolled, he/she can also validate the credits according to the hours or credits equivalence system of his/her home university. Since the course is an elective one, it is necessary to verify if the course will



be offered in the semester the student intends to spend his/her academic mobility. More information can be obtained at the telephone 3366-7624 and at the e-mail addresses: [dlv@ufc.br](mailto:dlv@ufc.br) and [letras@ufc.br](mailto:letras@ufc.br).

### 3.3 University Restaurant

The University Restaurant is coordinated by the Provost Office of Students Affairs. It is a unit destined to offer quality meals to students, professors and administrative staff at UFC, and it is also a space for interaction between members of the academic community.

The service of the University Restaurant has as its target audience a share of students who seek to save money and time, since they do not need to leave the university to have their meals. In all campuses, lunch and dinner are offered from Monday to Friday. The opening hours are: from 11:00 a.m. to 2:00 p.m. for lunch; from 5:30 p.m. to 7:30 p.m. for dinner; from 8:00 a.m. to 07:25 p.m. for recharge of the cards. The meals for students cost R\$1,10 each. The access to the University Restaurant is possible by presenting the electronic card or by purchasing the tickets, together with a document which confirms their enrollment at the university (student card or enrollment certificate). For students in academic mobility who did not obtain their student card yet, it is possible to buy tickets and have access to the meals at the University Restaurant. They can require an affidavit at PROINTER attesting that they are enrolled at this academic term as exchange students or they can also bring the enrollment certificate, which can be obtained at PROINTER or at the coordination of their programs.

More information is available at the website: <http://ufc.br/restaurante>.

### 3.4 Access to the libraries







UFC has a system of libraries which is currently coordinated by the University Library and it comprises 13 libraries in Fortaleza and 5 in the countryside. The student can check the libraries' services and catalogs, as well as the collection of books, dissertations, theses, etc.

### 3.5 Safety at the campuses

UFC has a service of supervision and promotion of permanent vigilance at the campuses. The target audience is the academic community itself: students, professors and administrative staff. The service is managed by the Infrastructure Superintendence (UFC Infra).

#### 3.5.1 Procedures to contact the security service

Call UFC SEGURANÇA: (85) 3366 9190 or to the stations at the campuses

- Pici: (85) 3366 9562
- Benfica: (85) 3366 7631
- Porangabuçu: (85) 3366 8258

Agency responsible for the service: Vigilance and Security Division (DVS)

Telephone: (85) 3366 9190

### 3.6 Public Transportation

Some avenues and streets are located in strategic places and enable the access to other locations in the city, especially in the teaching centers and touristic places. It is possible to highlight: Avenida Pontes Vieira, Avenida 13 de Maio, Avenida da Universidade, Avenida Jovita Feitosa, Avenida Humberto Monte, Avenida Mister Hull, Avenida José Bastos,





Avenida da Abolição. Some of the **main bus lines** which circle between these avenues and connect important spots to university students are disposed in the list below:

- a) Circular 1/ 2 (011/012): the buses from these lines link the city center to the beach. When passing through Avenida Pontes Vieira, Av. 13 de Maio and Av. da Universidade, these lines are good options for students to access the College of Humanities and the President's Office at UFC.
- b) Parquelândia/Parangaba (060): this line integrates the regions of Parangaba and Montese, which are big boroughs of the city, to Parquelândia, giving access to the Pici Campus.
- c) Campus do Pici/Unifor (075): one of the most important lines for university students in Fortaleza, this line integrates Benfica and Pici to Universidade de Fortaleza (Unifor), one of the private higher education institutions located in the city.
- d) Rodolfo Teófilo/ José Bastos (302): this line connects the central region to Parquelândia, which enables access to Porangabuçu and Benfica campuses.

UFC also provides a bus system which has itineraries between campuses and inside the campus in order to make students' integration between all academic units and campuses easier. In order to obtain more information on the itineraries and schedule, students can access the website: <http://www.ufcinfra.ufc.br/catalogo-de-servicos/16-itinerario-de-onibus-da-ufc>.

In order to have access to the buses, students must present their student card or enrollment certificate, and professors and administrative staff must present a document which proves their connection to the university.

Other bus lines which are very important for foreign students who go on academic mobility are the ones that give access to agencies and public entities such as the Federal Revenue, the Federal Police and the Agency of Public Transportation in Fortaleza (Etufor).





The Federal Revenue, the agency where students go to in order to obtain the Individual Taxpayer Registration Number (CPF), is situated at Rua Barão de Aracati, n. 909, bairro Aldeota. One of the buses that give access to the place, starting from Benfica (where the College of Humanities and the President's Office at UFC are located) is Parangaba/Papicu (038).

When it comes to the addresses of the Federal Police, where students regularize their situations as foreigners in Brazil, there are two:

Shopping Iguatemi Fortaleza - Subsolo/Expansão - Av. Washington Soares, nº 85 - Edson Queiroz. Opening hours: from Monday to Friday, from 09:00 a.m. to 05.00 p.m. One of the buses that give access to the place is Campus do Pici/Unifor (075), which has already been mentioned earlier; and

The Regional Superintendence of the Federal Police, located at Av. Borges de Melo, 820 - Bairro de Fátima. It is destined for urgencies. Their telephone numbers are: (85) 3392-4934 / 3392-4924. One of the buses that give access to the place is Borges de Melo 1 (031).

ETUFOR, where students can require their student card, is located at Av. Dos Expedicionários, 4677, Vila União. There are several bus lines which give access to the place, such as the bus lines Parangaba/Centro/Expedicionários (403), Conjunto José Walter/Expedicionários (407) and Vila União (502).

In order to obtain more information and look up the itineraries of the bus lines in Fortaleza, you can access the websites <http://tdurand.github.io/mapafortaleza/> and <http://www.etufor.ce.gov.br/GIST/itiLinha.htm>. In order to verify bus schedules, you can access the website <http://www.etufor.ce.gov.br/GIST/linHorarios.htm>.

There are also taxi services in the city. In order to utilize them safely, you can access the website as follows and verify the lists of registered taxis: [www.radiotaxifortaleza.com.br/](http://www.radiotaxifortaleza.com.br/). There is also a bicycle-sharing system, which has increasingly gained more users. You can access the system at the website <http://www.bicicletar.com.br/>, by means of which the user registers and utilizes the bicycle-sharing system.



### 3.7 Housing/Real estate offices

There are many real estate companies in Fortaleza where the candidates to academic mobility at UFC can search in order to find housing (house, apartment or a studio) to rent during their stay. It is important to pay attention to the rules and regulations of each real estate office. You can do research at the websites of the real estate offices in the city.

### 3.8 Main hospitals in Fortaleza

Fortaleza has hospitals from the public system, whose services are free of charge, and hospitals from the private system, where people who have health insurance or who pay for the private services have access to them.

It is worth mentioning the following public hospitals:

- Instituto Dr. José Frota (IJF) is the biggest center for urgency and emergency. It is renowned for the professionals' expertise in the aid to victims with high-complexity traumas, such as multiple fractures, major vascular and neurological lesions, burns and poisoning. The address is Rua Barão do Rio Branco, 1816, Centro. Tel.: (85) 3255-5000. It is open 24 hours a day, seven days a week.
- Hospital Geral de Fortaleza (HGF) is a major public hospital funded by the state government. It is renowned for the professionals' expertise in high-complexity procedures, such as transplants, neurosurgeries, assistance in CVA (Cerebral Vascular Accident) and other neurological pathologies, orthopedics, high-risk obstetrics, specialized clinical



treatment, etc. The address is Rua Ávila Goulart, 900, Papicu. Tels.: 3101.3209 / 3101.3224.

- Hospital Geral Dr. Waldemar Alcântara (HGWA), located at Rua Dr. Pergentino Maia, 1559 – Messejana. Tels.: (85) 3216-8300 Fax: (85) 3216-8344.
- Hospital de Messejana – Dr. Carlos Alberto Studart is specialized in the diagnosis and treatment of heart and lung diseases. It provides all the high-complexity procedures in these areas and it is renowned for the professionals' expertise in heart transplant in adults and children. Address: Avenida Frei Cirilo, 3480 – Messejana. Telephone: (85) 3101-4075 Fax: (85) 3101-4078.
- Frotinhas – District Hospitals – Fortaleza has three hospital units of medium complexity for traumatological services. Frotinhas comprise the Network of Health Care in the capital, fitting the profile of secondary attendance. They are located in the boroughs Antônio Bezerra (Rua Cândido Maia, 294), Parangaba (Avenida General Osório de Paiva, 1127) and Messejana (Avenida Presidente Costa e Silva, 1578).
- Santa Casa de Misericórdia is one of the most ancient hospitals in Fortaleza. It is located at Rua Barão do Rio Branco, s/n – Centro, tel.: 3455-9100.
- Emergency Care Units (UPAS): They are open 24 hours a day, seven days a week and they can solve most of the urgencies and emergencies, such as high blood pressure and high fever, fractures, cuts, heart attack and stroke, by means of a simplified structure. This helps decrease the waiting lines in hospitals emergency rooms. They are located in several boroughs in the city.



The student can do some research at the websites of the private hospitals in order to know which are the closest ones to the place where he/she is staying in the city and to access more information, such as opening hours and the prices for appointments and other procedures.

### 3.9 Sworn translators

The service of sworn translation in Fortaleza is offered by the Commercial Board of Ceará (JUCEC), which has a list of professionals available at the website: <http://www.jucec.ce.gov.br/index.php/tradutores-interpretetes>. The address of the Commercial Board of Ceará – JUCEC – is Rua 25 de março, 300, CEP: 060.060-120 – Centro. Telephone: 3101.2480.

### 3.10 Honorary Consulates in Fortaleza

The information on the consulates are available at the website: (<http://consulados.com.br/>). The list of the honorary consulates in Fortaleza are disposed as follows:

- Honorary Consulate of the Federal Republic of **Germany** – Fortaleza – CE  
Address: R. Dr. José Lourenço, 2244. Cidade: Fortaleza - Estado: Ceará. Cep: 60115 282. Telephone:(0xx85)3246-2833; Fax:(0xx85)3246-7099. E-mail: [dghonkonsulbrd@secrel.com.br](mailto:dghonkonsulbrd@secrel.com.br). Jurisdiction: CE
- Honorary Consulate of **Belgium** – Fortaleza – CE. Address: Av. Santos Dumont, 2727 - sala 306. City: Fortaleza- State: Ceará. Cep: 60150-161. Telephone: (0xx85) 3263-4373 Fax:(0xx85) 3263-4373 E-mail: [consulbelce@ig.com.br](mailto:consulbelce@ig.com.br) Working hours: 8:00 – 12:00/ 2:00 p.m. – 4:00 p.m., from Monday to Friday.



- Honorary **British** Consulate – Fortaleza – CE. Address: City: Fortaleza – State: Ceará. Telephone: (0xx11) 3094-2700 E-mail: hc.natal@fco.gov.uk
- Honorary Consulate of the **Republic of Cyprus** – Fortaleza – CE. Address: Av. Barão de Studart, 1980 – 2º andar. City: Fortaleza – State: Ceará. Cep: 60120-001. Telephone:(0xx85) 3466-5475 Fax:(0xx85) 3466-5422 E-mail:eduardo@sfiec.org.br Caixa Postal 4250 Jurisdiction: CE
- Honorary Consulate of **Colombia** – Fortaleza – CE. Address: R. Joaquim Emídio de Castro, 160 – Cidade dos Funcionários. City: Fortaleza. State: Ceará. Cep:60822-030. Telephone: (0xx85)3486-6041 Fax:(0xx85)3486-6041 E-mail: [mauriciodominguez86@hotmail.com](mailto:mauriciodominguez86@hotmail.com) Jurisdiction: CE
- Honorary Consulate of **Spain** - Fortaleza – CE. Address: Av. Santos Dumont, 2122, Sala 1306 – Manhattan Center. City: Fortaleza. State: Ceará. Cep:60150-161Telephone:(0xx85) 3264-0055 E-mail: barbazanveronica@hotmail.com
- Consular Office of the **United States of America** – Fortaleza – CE. Address: Av. Santos Dumont, 2828 – Suíte 708 – Aldeota – Torre Santos Dumont. City: Fortaleza. State: Ceará. Cep:60150-161Telephone: (0xx85) 3486-1306 / 07 Fax:(0xx85) 3486-1308 E-mail: McCulloughPC@state.gov  
P.S.: This consular office only assists American citizens. Services related to the issuance of visas are only available at the embassy in Brasília and at the consulates in Recife, Rio de Janeiro and São Paulo.  
Working hours: from 8:00 a.m. to 12:00.
- Honorary Consulate of **Finland** – Vitória – ES. Address: Praça Costa Pereira, 52 - 9º andar, s. 906-912. City: Vitória. Status: Espírito Santo. Cep: 29010-080. Telephone: (0xx27) 3232-4250 Fax:(0xx27) 3232-4280. E-mail: vitoria@finconsul.fi  
Jurisdiction: Espírito Santo



- Honorary Consulate of **Finland** – Fortaleza – CE. Address: R. Almirante Maximiniano da Fonseca, 1395. City: Fortaleza. State: Ceará. Cep:60811-020. Telephone:(0xx85) 4006-7600 Fax:(0xx85) 4006-7614 E-mail: fotaleza@finconsul.fi
- Honorary Consulate of **France** – Fortaleza – CE. Address: Rua João Cordeiro, 831 - Praia de Iracema. City: Fortaleza. State: Ceará. Cep:60110-300. Telephone:(0xx85) 3226-3470. E-mail: consulat.fortaleza@yahoo.fr
- Honorary Consulate of the **Kingdom of the Netherlands** – Fortaleza – CE. Address: R. Rocha Lima, 371 – Joaquim Távora. City: Fortaleza. State: Ceará. Cep:60135-000. Telephone: (0xx85)3242-0888. Fax:(0xx85)3242-9222 E-mail: consulado@emitrade.com.br  
Jurisdiction: CEARÁ/PIAUÍ/MARANHÃO.  
Working hours: from 2:00 p.m. to 6:00 p.m.
- Honorary Consulate of the **Republic of Hungary** – Fortaleza – CE. Address: R. Guilherme Rocha, 172 – cj. 102 – Centro. City: Fortaleza. State: Ceará. Cep:60030-140. Telephone: (0xx85) 3305-0505 Fax:(0xx85) 3305-050. E-mail: acaiaca@secrel.com.br
- Honorary Vice-Consulate of **Italy** – Fortaleza – CE. Address: Rua Miguel Dibe, 80 - Parque Washington Soares. City: Fortaleza. State: Ceará. Cep:68811-130. Telephone:(0xx85) 3273-2606 e 3278-6352 Fax:(0xx85) 3273-2606  
E-mail: [misicroberto@hotmail.com](mailto:misicroberto@hotmail.com); E-mail: info@consfortaleza.org.br
- Honorary Consulate of **Mexico** – Fortaleza – CE. Address: Rua São Paulo, 1941- Jacarecanga. City: Fortaleza. State: Ceará. Cep: 60030-101. Telephone: (0xx85) 3238-3800 Fax:(0xx85) 3238-3800 E-mail: cmexico@planos.com.br  
Jurisdiction: Ceará  
Working hours: from 8:00 a.m. to 12:00.





- Royal Honorary Consulate of **Norway** – Fortaleza – CE. Address: Rua Rocha Lima, 371 – Joaquim Távora. City: Fortaleza. State: Ceará. Cep:60135-000. Telephone:(0xx85)3242-0888 Fax:(0xx85) 3242-9222  
E-mail: [consulado@emitrade.com.br](mailto:consulado@emitrade.com.br)  
Working hours: Monday/Friday – from 8:00 to 12:00 and from 2:00 to 6:00
- Honorary Consulate of **Panama** – Fortaleza – CE. Address: Rua Ana Bilhar, 44 - ap. 502. City: Fortaleza. State: Ceará. Cep: 60.160-110. Telephone: (0xx85) 268-3570  
E-mail: [mascatelru@terra.com.br](mailto:mascatelru@terra.com.br)
- Honorary Consulate of **Portugal** – Fortaleza – CE. Address: Av. Santos Dumont, nº 2727, sala 506 – Aldeota. City: Fortaleza. State: Ceará. Cep: 60150-161. Telephone: (0xx85) 3261-7420 Fax:(0xx85) 3261-7421 E-mail:[consuladoptce@uol.com.br](mailto:consuladoptce@uol.com.br)  
Website: <http://www.consulportugalfortaleza.org.br/>
- Honorary Consulate of **Romenia** – Fortaleza – CE. Address: Rua Vicente Leite, 1820 - ap. 702. City: Fortaleza. State: Ceará. Cep: 60170-151 Telefone:(0xx85) 3261-4118 Fax:(0xx85) 3224-8946  
E-mail:[lucianonmaia@secrel.com.br](mailto:lucianonmaia@secrel.com.br)
- Consulate of **Sweden** – Fortaleza – CE. Address: R. Rocha Lima, 371 – Joaquim Távora. City: Fortaleza. State: Ceará. Cep: 60135-000. Telephone: (0xx85) 3242-0888 Fax:(0xx85) 3242-9222  
E-mail: [consulado@emitrade.com.br](mailto:consulado@emitrade.com.br)
- Jurisdiction: Amapá/Ceará/Maranhão/Pará/Piauí
- Consulate of **Switzerland** – Fortaleza – CE. Address: R. Ricardo Castro Macedo, 930. City: Fortaleza. State: Ceará. Cep: 60813-680. Telephone:(0xx85) 3278-5041 Fax:(0xx85) 3278-5041. E-mail: [fortaleza@honrep.ch](mailto:fortaleza@honrep.ch)  
Working hours:



At the counter: on Mondays from 2:00 p.m. to 5:00 p.m., Wednesdays from 9:00 a.m. to 1:00 p.m. and Fridays from 3:00 p.m. to 6:00 p.m.

By telephone: from Monday to Friday from 9:00 a.m. to 12:00 and from 2:00 p.m. to 5:00 p.m.

After the working hours and in case of emergencies, Swiss citizens can call the emergency number (021) 2221 1867.

- District Consulate of **Uruguay** – Fortaleza – CE Address: Av. Dom Luís, 500 - sala 1925 - Shopping Aldeota – Expansão. City: Fortaleza. State: Ceará. Cep:60160-230. Telephone: (0xx85) 4006-5880  
E-mail:conuruceara@gmail.com.br  
Working hours: 8:00 a.m. to 12:00.

#### 4 Conception, editing e diagramming

1.0 Version – on March 20th, 2017.

<i>Conception</i>	<b>Ítalo Cavalcante Aguiar</b> Coordinator of the Program of Support to Exchange Students (PAI)  <b>Prof. Konrad Christoph Utz</b> Coordinator of Academic Mobility  <b>Prof. José Soares de Andrade Júnior</b> Provost of International Affairs
<i>Editing and proofreading in Portuguese</i>	<b>Cíntia Oliveira</b> Administrative Assistant



<i>Translation to English and proofreading</i>	<b>Ananda Badaró</b> Translator
<i>Diagramming</i>	<b>Germano Luz</b> Administrative Assistant