



# GUIDE for

## Foreign Professors



International Affairs Office  
Superintendence of People Management



# Sumário

<b>Introduction</b>	<b>4</b>
<b>Before you go</b>	6
Practical preparations	8
<b>After you arrive</b>	8
<b>Chapter I: Documents and legal issues</b>	<b>10</b>
<b>Brazilian Taxpayer Number – CPF</b>	11
<b>Opening a bank account in Brazil</b>	11
<b>National Migration Registry – RNM</b>	11
How to get to the Regional Superintendence of Federal Police	12
When you arrive at Federal Police	14
<b>Residence permit for work purposes</b>	14
Introduction	14
Documentation:	15
Important General Information	15
<b>University Work Contract</b>	15
<b>Income Tax – Annual Obligation</b>	16
How to Declare	16
Who must file income tax in Brazil?	16
Who does not need to declare income tax?	16
Types of Declaration	17
<b>Chapter II: The Federal University of ABC</b>	<b>18</b>
<b>Academic Support</b>	19
<b>UFABC Internet Access</b>	19
<b>Useful University Apps</b>	19
<b>University Bus Service</b>	19
<b>Bike Path – Santo André</b>	20
<b>University Restaurant</b>	20
Payment Methods	20
<b>SIGAA</b>	20
<b>Research Projects: how to register</b>	23
<b>Useful Contacts</b>	23

<b>Chapter III: Life in Brazil</b>	<b>24</b>
<b>Accommodation</b>	25
Suggestions for finding a place	25
Signing a rental agreement	25
The Brazilian House	26
<b>Transport in Brazil</b>	26
Santo André Station	27
Tickets and Transport Cards	27
Ride-Hailing Application in Brazil	28
Transportation Options at Guarulhos Airport	28
<b>Tourism</b>	31
Foz do Iguaçu	32
Brasília: the Capital	32
Places to visit in winter	32
Wildlife	33
Birdwatching	33
<b>Sao Paulo Tourism</b>	34
São Paulo Countryside and nearby cities	35
<b>Brazilian Cuisine</b>	36
Brazilian Habits at Supermarkets and Restaurants:	36
<b>Weather</b>	37
<b>Things to Know about Brazil</b>	38
Mosquitoes	38
Security in Brazil	38
A green traffic light at a crossing does not always mean that it is safe to cross	38
Greetings in Brazil	39
<b>First language principles</b>	39
<b>Appendix I: Documents for applying for a residence permit</b>	<b>40</b>
<b>Appendix II: Documents for RNM Registration at Federal Police</b>	<b>41</b>
<b>Legal Rationale</b>	<b>42</b>



# Introduction



When you receive this document, you probably have already been accepted for a position at UFABC. Here, we will explain in a stepwise manner what to do next. The most critical part are the formalities. Not only will you get hired by the university, you will also go through the Brazilian immigration procedure. In addition, you need to get vaccinations and some general information for finding your way in Brazil.

The formalities may be challenging. You may do it by yourself or asking others for advice and some process may cost in time and in money. By following this guide, you can save on both. It should be possible to go through the entire process in about six months.



## Before you go

The first thing to arrange, after a department of UFABC has expressed its wish to hire you, is the documentation. This can take a long time, and you will have plenty of time to arrange other things in the meantime.

First, you will need to get some personal documents in your home country. **These include your university diploma, your birth certificate, possibly a marriage certificate, a record of (absence of) criminal activities, and finally a work visa.**

If you do not have your *university diploma* anymore, you can most likely get a new copy at the university itself. This probably takes only a few days if it has to be sent to you by mail. For your *birth certificate*, you should probably ask the municipality where you were born, and this should be a matter of a few days at most. For proof of *absence of criminal activities*, you should probably ask the ministry of justice of your home country, or one of its affiliates. This step can take weeks or a few months, so it is wise to ask for this early on. At the same time, it is good to realize that the proof of absence of criminal activities has a limited validity, in most countries up to 6 months after issue.

While you are waiting for your documents, you can get your *vaccinations*. For Brazil, one of the most important vaccination is the one against yellow fever. This requires some repeat injections, which falls nicely in line with your waiting

period for the documents. Make sure that you keep the original proof of your vaccinations. You may also choose to have your vaccinations right after your arrival in Brazil, for there is a chance that you will need to get the vaccinations in Brazil anyway, if it is unable to understand your proof of vaccinations from your own country.

When you have your university diploma, your birth and marriage certificates, and a declaration that you did not commit any crimes, you need to get an **Apostille** on these documents. The Apostille is a stamp that proves that a document is valid, for international purposes. You can usually get the Apostille stamp at a court of justice in the country in which the document was issued. Therefore, unless you moved through many different countries in the course of your life, you should be able to get all these documents Apostilled in one go. Apostilles cost money, but in case of doubt, it is worth getting the Apostille on the document, because it will save you a lot of time if it turns out later that you needed the Apostille anyway. You should realize that when you hand in your documents at some institute, you will not be informed right away about missing documents or stamps or translations. You usually only hear about this when you ask whether the procedure has already finished.

Once your documents are Apostilled, you need to get them *translated* to Portuguese. This needs to be performed by a certified translator. You should not take this step lightly. Only documents in Portuguese will be accepted. It is important to realize that you cannot get an Apostille on a translation, but the certified translator will include the presence of the Apostille in his translation. Because of this, you should get the Apostille before the translation.

Now, if you do not have a temporary visa, it is time to apply for a Residence permit for work purposes. This step is performed by the UFABC, but they will ask you to provide some documents. This will include the Apostilled and translated university diploma, and the documents described in Appendix I. This step will also take some time, up to a few months. It may be wise to check on the progress of the procedure every now and then, to make sure that the process was initiated and it is continuing well. When this process is finalized, your acceptance should be published in an official journal of Brazilian. **This publication is referred to as DOU.**

The DOU serves as proof that you will work in Brazil. With this in hand, you can request a work visa for Brazil. For this, you have to make an appointment at a Brazilian embassy or consulate near you. You will also need a valid passport and possibly some other documents. At the embassy or consulate, they often send you home because some document is missing. You should count on making a second appointment, in which you provide the required documents. You will have to leave your passport at the embassy/consulate for a while, so consider this for your other plans. You have to wait a while before the visa is ready. In the meantime, you could make some practical preparations for your stay in Brazil.

After you arrive in Brazil, you will have to go through some more formalities before you can actually sign your contract. In addition, you probably have not booked your flight yet before you receive your visa, so that will take some more time. Moreover, you may wish to take some time after arrival to get settled, and maybe to explore the beauty of Brazil. With all this in mind, and taking into account that you cannot take up any vacations during the first year of your contract, you may wish to enter Brazil on a tourist visa. For many countries, no

special visa is required for touristic purposes. Therefore, it may be wise to have your work visa start maybe two or three months after your visit to the embassy. In this way, it will be in line with the dates on your work contract.

## Practical preparations

The Federal University of ABC has campuses in Santo André (the A of ABC) and Sao Bernardo (the B in ABC). Most likely, you will look for an apartment in one of these two places, or in the city of Sao Paulo. Both Santo André and Sao Bernardo are part of greater Sao Paulo. There are good public transport options throughout greater Sao Paulo. Going by bicycle or motorbike is not recommended in the hectic traffic (for European standards at least) with few separate bike lanes, and you may have second thoughts about going by car too. So consider this when choosing a place to stay. It is probably best to get some temporary housing near the campus where you will be working, through Airbnb for example. After arrival in Brazil, you will need to go through some more formalities, which require you to provide proof of an address. It may be good to already prepare your future host for this requirement.

Before you head for Brazil, do not forget to inform authorities (your municipality) and important institutions (bank) that you are moving. Since you will probably move to a temporary address, it may be good to provide your work address to them. Also check that your bank passes are set to be valid in South America, and bring any devices needed to read your bank passes, e.g. for internet usage.

## After you arrive

After your arrival in Brazil, you need to go through a health check, arrange a financial document called the CPF, arrange a bank account, go through immigration and Federal Police, and if all goes well, sign your contract, and finally receive your university pass.

The first thing you can arrange is some **proof of the address** where you are staying, even if it is only temporarily. In the meantime, you can make some pass photos. You will need approximately ten black-and-white photos in which





you look directly into the lens. The background needs to be white. In shopping centers or shopping streets, there are often places where they make photos. You should ask for 3x4 (três-por-quatro) photo. That should be enough information for them to do a good job. Once you have a proof of address, you can arrange your CPF, essentially a fiscal number.

In the time that you are waiting for your bank pass, you can have your health check. You need to make an appointment at a health center, where they will take a blood sample for analysis. It will take a few days before the results are ready. You should be able to consult the results online.

Another thing to check out is the **Portuguese course**. While you are going through the procedures and have a lot of waiting to do, you may enter a Portuguese course for foreigners. The university provides such courses for free, to its own employees, students, and others. Since the foreigners come from different countries, almost everything is in Portuguese there, no translations from English or other languages. You can also contract the teaching services of others against payment. You have to be lucky that a course at the entry level starts right at the time that you want to start, but there are many other ways to spend your time usefully, for example by exploring the city of Sao Paulo and Brazil more broadly. Making a train trip to the center of Sao Paulo is useful to get acquainted with the public transportation system. The MASP (plus Paulista Avenue) and Pinacoteca (plus adjacent park) are suitable targets for a first one-day visit. After a few weeks, you may want to try the beach at Santos.

Now, you can have more detailed information about all procedures and documents you must request in Brazil.



Chapter

# Documents and legal issues

## Brazilian Taxpayer Number – CPF

The Brazilian Taxpayer Number (*CPF*) is an essential Brazilian document for those who work in Brazil, in addition to being required to open bank accounts and formalize several contracts, such as the rental one. The CPF is obtained at the Brazilian embassy or Consulate nearest to your country of origin through [an online form](#).

If the CPF is not requested online, it can be obtained in Brazil at Receita Federal (once you have a proof of address, you can arrange your CPF). You will need to bring your passport, proof of address, and birth certificate, then you will get a paper with your fiscal number. The nearest Receita Federal headquarter to the Federal University of ABC is located in Santo André, at José Caballero Avenue, 35 - Downtown, Santo André - SP, Zip code 09040-902. The citizens' service hours are from 9:00 to 13:00.

This can be done in one afternoon, so if you go to the Receita Federal of Santo André, you could use the rest of the day to explore the city center or the university, which is not too far away. Central Park is also a nice option, it has a science museum on the side.

## Opening a bank account in Brazil

The bank account to receive the monthly payment must be of the “salary account” type and must be opened at one of the university's partner banks, which are: [Banco do Brasil](#), [Bancoop](#), [Banrisul](#), [Bradesco](#), [Caixa Econômica Federal](#), [Itaú](#), [Santander](#), [SICREDI](#).

Before you go to the bank, think of a four or 6-digit and an 8-digit code that you would like to use for your banking business. Take all of your documents, particularly your passport, CPF, proof of address, and birth certificate (each bank has its own procedure for opening an account, so it is necessary to contact the bank of interest for more information).

Here it may be handy if you can talk to an employee who speaks English. Alternatively, to bring along someone who speaks Portuguese. There are often long queues at the bank, and they will need a few hours to process your data, so it is best to go in the morning or very early afternoon. Normally banks open at 10 am and close at 4pm. It will take a few days until your bank account is ready.

## National Migration Registry – RNM

The foreigner who will work in Brazil for more than 90 days must register a document called RNM with the Federal Police. The requesting registration based on a decision [published in the Federal Official Gazette](#) (DOU), with residence permit requested in Brazil, must be made within 30 (thirty) days, from the date of publication of residence permit approval.

Once you have started the hiring procedures at the university, you can make an appointment at the Federal Police. You should schedule an appointment at the headquarters of the Federal Police in Sao Paulo, near the Lapa train/metro station. Other offices of the Federal Police, such as the one in Santos, do not accept immigration requests for people who are going to live in the Sao Paulo area.

You should [enter your data on a website](#) of the Federal Police. After these are processed, you should be able to [schedule an appointment](#), but unfortunately, this does not work sometimes. You should ask the university (department for incoming students and staff) for help. With lots of tries, writing e-mails or letters, they can often arrange an appointment. See **Appendix II** for a full list of documents to bring to the Federal Police.

## How to get to the Regional Superintendence of Federal Police

Make sure you arrive at the Federal Police 30 minutes in advance. At the Federal Police, there are often long queues of immigrants, mostly refugees, so waiting times of 1-2 hours are the normal.

The headquarters of the Regional Superintendence of Federal Police in Sao Paulo is located at Hugo D'Antola Street, 95, Lapa de Baixo - Sao Paulo / SP – Zip code 05038-090. To go by public transportation, assuming the starting point is the Santo André train station - Line 10 *Turquesa* (the closest station to the Santo André Campus), the route is as follows:

1

Take Line 10 (*Turquesa*) from Santo André Station to Brás Station. Brás is the final destination of this Line:



2

At Brás, walk 2 minutes inside the train station and take Line 7 *Rubi* in direction of Francisco Morato Station. Get off the train at Lapa Station.



3

Walk 9 minutes to Federal Police. See the map below for walking directions:

### Lapa

Lapa de Baixo, São Paulo - SP, 05065-010

- ↑ 1. Head northeast on R. Eng. Fox toward Rua William Speers  
\_\_\_\_\_ 27 m
- ↶ 2. Turn left to stay on R. Eng. Fox  
\_\_\_\_\_ 150 m
- ↷ 3. Turn right onto R. Eng. Aubertin  
\_\_\_\_\_ 350 m
- ↑ 4. Continue onto Rua Ricardo Cavatton  
\_\_\_\_\_ 100 m
- ↶ 5. Slight left to stay on Rua Ricardo Cavatton  
\_\_\_\_\_ 32 m
- 🔄 6. At the roundabout, take the 1st exit onto R. Hugo D'Antola  
\_\_\_\_\_ 19 m
- ↶ 7. Turn left to stay on R. Hugo D'Antola  
\_\_\_\_\_ 72 m

### Polícia Federal

R. Hugo D'Antola, 95 - Lapa de Baixo, São Paulo - SP, 05038-090



## When you arrive at Federal Police

At the Federal Police, just to get a number at the first counter. At this counter, they will ask what you want and they will check whether you have the required documents. If you miss one document or if you cannot make clear what you want, you will be sent away, so it is handy if a Portuguese-speaking person can accompany you. One of the employees at the Federal Police speaks English though, so if you are lucky you can get through with English only. It may also be handy to write some things down on paper, for example the exact purpose of your visit to the Federal Police, and explanations in case you could not obtain one of the required documents. You should count on being sent away though. It is important to realize that Federal Police procedures might be confusing sometimes. They may tell you that you need a new visa while yours is clearly new, or something similar. If you experience any trouble, such as in the scheduling of the appointment, you should produce the evidence, e.g. a screen print of the webpage that denies you the appointment. It is better to have a dozen of such screen prints, if you want to convince the employees there. You should be assertive but not arrogant if you want to get through - a delicate balance. To be assertive, you need to know the language. Still, you are likely to be sent away, and you will have to make a new appointment, maybe several times. If you get stuck or do not know how to proceed further, ask the university for help. If you do get a ticket at the first counter, you will have to wait a bit longer until you are called to an employee who enters your data into a computer. Still a bit later, often well in the afternoon, you will be called a final time to take your fingerprints and some photos of you. They will give you a scrap of paper with your ID-number, which you can use until your immigration pass is ready. Normally they will give you an estimate when the pass should be ready. You typically do not receive a notice of this, but after a few months you can take the gamble to pick it up. This step usually goes very quickly, but it requires another journey to the Federal Police.

## Residence permit for work purposes

### Introduction

Foreign applicants approved in a public exam to fill positions in the Higher Education career, and foreign applicants approved in a simplified selection process for hiring Visiting Professor and Senior Visitor, must present a permanent or a temporary visa at the time of admission when signing a fixed-term employment contract.

After the publication of the approval result, the Superintendence of People Management (SUGEPE), through the Division of Entry and Personnel Movement (SIMP) at UFABC, will contact the legally qualified applicants, among whom the foreigners must inform whether they have a permanent visa in Brazil. If not, the foreigner will need to provide a residence permit for work purposes.

## Documentation:

The SUGEPE will request a residence permit only after the submission by the foreigner of all documents listed in the Appendix I of this guide.

The foreigner must fill in the form [“Solicitação de autorização de residência prévia ou residência para professor estrangeiro”](#), sign it and send it scanned to the email [simp.sugepe@ufabc.edu.br](mailto:simp.sugepe@ufabc.edu.br) with all other necessary documents, according to Appendix I.

## Important General Information

1. Documents issued outside the country must comply with the Hague Apostille Convention, and the Apostille certified, before the authorities of the countries signatory to the Convention, the authenticity of the public document by fixing a type of stamp, the Apostille, in the handout document. If the country is not a party to the Hague Apostille Convention, the document must be duly legalized and translated by a certified translator (All documents need to be translated to Portuguese);
2. The (legible) files must be digitized into PDF format with a maximum size of 5 MB;
3. The original documents must be delivered at the time of entry;
4. Additional documents may be requested at the discretion of the Ministry of Justice and Public Security;
5. Communications with the foreigner, as well as requests for additional documentation, will be made through the e-mail address informed by the foreigner;
6. SUGEPE / SIMP will carry out the procedural follow-up of the application and will contact the foreigner, informing about the approval or rejection of the residence authorization request;
7. If the request is rejected it is possible to file a Reconsideration Request indicating the error or illegality of the administration or to start a new request process, requiring payment of a new tax (GRU).

## University Work Contract

Once you are through the immigration, you have passed the biggest hurdle. Now there are only a few more things to do. You should sign the work contract, and you have to pass by the university doctor. He may wish to give you vaccinations again, but if you have proof that you already had these vaccinations, he/she should accept that. There is also a health questionnaire at this point.

You probably already have an office and a computer at this stage. Usually the computers have just some basic software, such as Office Package. It may be handy to ask in these early stages to get some statistics software installed (R is free, but you still need administrator rights to install it), or other specific

software that is not standard. After a few weeks, the university pass should be ready. You can use it to enter the building at the Santo André campus, to rent books at the university libraries, to use the university bus, and to get food in the university.

Now, you are ready to go. Congratulations!

## Income Tax – Annual Obligation

The income tax is an obligation that applies to foreigners residing in Brazil. In this declaration, it is necessary to inform to the Brazilian government the wages and other amounts earned by the foreigner from January to December of the preceding year (e.g. in 2021 you have to give information about all the income received in 2020). The declaration must be done annually, and it usually takes place between the months of March and April.

### How to Declare

The income tax in Brazil is filed through a specific program downloaded from the [Brazilian Federal Revenue](#) website in March. After downloading the program and clicking on “new declaration”, you must enter your CPF and fill in home address, contact, profession, and income data received by UFABC. Income data statements will be available on SIGAA after February 28, and you must request a specific banking statement in your bank branch as well.

### Who must file income tax in Brazil?

All individuals who have got income result of work or legal activity, such as employees with formal contracts or self-employed professionals, whether receive the minimum amount stipulated by law, according to the following values per person:

- Who had taxable income greater than R\$ 28.559,70;
- Who had exempt income received, non-taxable or taxed at source greater than R\$40.000,00;
- Who obtained capital gains by selling assets or rights or conducting operations on the Stock Exchange;
- Who obtained, until the last day of the previous year, possession or ownership of goods or rights (house, car, bank balance...) greater than R\$ 300.000,00.

In other cases, submission of the declaration is optional.

### Who does not need to declare income tax?

- Anyone who does not meet the requirements listed above;



- Anyone who fits the requirements listed above, but is declared as a dependent on the statement of someone else. In this case, your income, assets and rights must be informed in the specific fields of the declaration.

## Types of Declaration

The law establishes two different types of calculation in order to file the income tax:

- 1. Simplified Model:** a discount of 20% of the taxpayer's income is considered in the calculation, assuming that it was the amount expense in the calendar year. In this type of declaration, the discount is limited to R\$ 16.754,34.
- 2. Complete Model:** it is based on all the deductions required by law, such as payments for education, health and well-being.

### Expenditures for deductions

- Medical and dental expenses, contribution to social security and alimony;
- Deductions for dependents and their respective expenses;
- Expenses with education;

### Documents used for deduction

- Receipts and invoices for medical services, dentists, physiotherapists and others related to health care;
- Proof of payment from educational institutions;
- Payment certificate for private pension and retirement plans;

## Still have questions?

The income tax may be complicated even for native Brazilians. In this case, it is recommended to hire an accountant to file your income tax for you, which is a common practice in Brazil. The amount charged depends a lot on the region and the professional hired, but the service costs, on average, R\$ 120.00.



Chapter

The Federal  
University of ABC

## Academic Support

Each UFABC Center (CECS, CMCC and CCNH) determines its own academic procedures for general issues. The faculty member has to contact the General Secretariat and the Academic Division of the Center to which he/she is linked (CECS, CMCC or CCNH) for further details. In addition, the foreigner must be aware of the procedures and deadlines related to the frequency sheet delivery, presentation of medical certificates or other documents that may be required by the Center.

## UFABC Internet Access

The password to access the UFABC network on the campus of **Santo André** is **85265**, and the password to use the internet on the campus of **São Bernardo do Campo** is **ufabc2012**. It is also possible to connect to the EDUROAM network, which automatically connects to other universities in the country. The Wi-Fi settings guide to access the EDUROAM network is available for [Android](#) e [iOs](#).

## Useful University Apps

When you start working at the university, it is recommended to install the following applications on your phone:

- a. [MEUGOV](#): it is an app developed by the Brazilian Federal Government for civil servants to access information about vacations, pay slip and income statements.
- b. UFABC: the [university app](#), developed by UFABC itself, offers useful tools for the daily life of community users. It is possible to access the university bus schedules and itineraries, the weekly menu of the university restaurant, events, latest news, in addition to the academic and administrative calendars.

## University Bus Service

The university has a bus service that runs between both campuses, and after 8 pm, it stops at the East Terminal in Santo André as well. The entire academic community can use the bus service for free, upon presentation of the identity card provided by the Human Resources Department. All departure times are available on the UFABC application or on the website of the University [City Hall](#).

## Bike Path – Santo André

UFABC built a bike path that starts near the main entrance to the Santo André campus and runs through the Metropolitan East Terminal. The lane passes in front of the Carrefour Supermarket, parallel to States Avenue, **crossing at the time** of Antonio Cardoso Avenue until entering the roundabout States Avenue. Then, the bike lane goes along the parallel walk to *Augusto Ruschi* Street, passing in front of the entrance to *Assaí* Market as far as its end at the intersection with *Visconde de Taunay* Street, in the East Terminal.

## University Restaurant

Both campuses have a university restaurant with vegetarian options on the [menu](#). Each meal costs R\$ 8.60 (eight reais and sixty cents), and [it can be paid](#) through the identity card provided by the Human Resources Department. The restaurants operate at the following times:

Meal	Days	Schedule
Lunch	Monday to Friday	11:00am – 2:00pm
Dinner	Monday to Friday	5:30pm – 8:00pm

## Payment Methods

The restaurants accept credit or debit cards, as well as cash. Moreover, there is a system for charging credits into your university identity card, debiting the amount for each meal. The credit charge can be done at the restaurant cashier.

## SIGAA

The entire academic community uses the main university system - [SIGAA](#) - *Integrated Management System for Academic Activities*, for several purposes, such as information management and document issuance. Professors may include their professional and academic information, such as registration of taught courses, participation in outreach projects and intellectual production. It is essential to keep the information up to date.



 UFABC

Santo André



São Bernardo do Campo

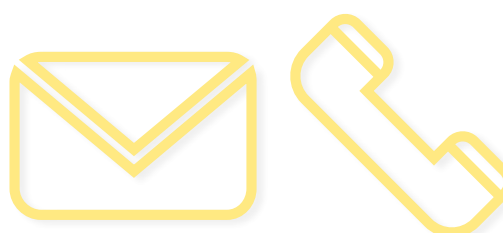
## Research Projects: how to register

All ongoing research projects must be registered on SIGAA. The [Research Office](#) (Propes) of UFABC is responsible for data management and the [guide](#) that contains instructions for registering research projects.

If the research project is coordinated by professors from other universities, with the participation of researchers from UFABC, the registration must be done through the PROPEs' [online form](#).

## Useful Contacts

Department	E-mail	Phone number
Rectoria Office	reitoria@ufabc.edu.br	(11) 3356-7088
CCNH – Academic Division	secretariaccnh@ufabc.edu.br	(11) 4996-7960 / 7961
CCNH – Administrative Division	administracao.ccnh@ufabc.edu.br	(11) 4996-7967/ 7968
CECS – Academic Division	dac.cecs@ufabc.edu.br	(11) 4996-7941 / 7942
CECS – Administrative Division	secretariacecs@ufabc.edu.br	(11) 4996-7940
CMCC – Academic Division	dac.cmcc@ufabc.edu.br	(11) 4996-7950
CMCC – Administrative Division	cmcc.adm@ufabc.edu.br	(11) 4996.7955
SUGEPE (Human Resources)	sugepe@ufabc.edu.br	(11) 3356-7556
SIMP – Division of Entry and Staff Movement	simp.sugepe@ufabc.edu.br	(11) 3356.7572
International Affairs Office	ri@ufabc.edu.br	(11) 3356-7221 / 7224
Prograd – Undergraduate Office	prograd@ufabc.edu.br	(11) 4996-7914 / 7973
PROPG – Graduate Office	propg@ufabc.edu.br	(11) 4996-0088
PROPEs – Research Office	propes@ufabc.edu.br	(11) 3356-7614
Innovation Agency	inova@ufabc.edu.br	(11) 3356-7622



Chapter

# Life in Brazil



## Accommodation

In general, in order to rent a property, the owner requests the residence permit documents, the last three pay slips and a Brazilian guarantor. Consequently, the foreigner might need to find a temporary place to stay, while providing the necessary documents mentioned above. Some accommodation options for short periods are hotels, Booking.com or [Airbnb](#). The closest hotel to UFABC Campuses is the Íbis Hotel, with premises both in [Santo André](#) and [São Bernardo do Campo](#).

### Suggestions for finding a place

First, the foreigner must choose the region where he/she wants to live, and among main options are the Center of Sao Paulo (downtown) and the ABC region. In the case of ABC region, the most common cities to find houses are Santo André, São Bernardo do Campo or even São Caetano do Sul. In the Center of Sao Paulo, some of the best neighborhoods are located near to public transportation, such as *Paulista Avenue, Paraíso, Vila Mariana, Jardins, Liberdade, Vila Prudente* and *Ipiranga*. Some of the main Brazilian companies to find houses are:

- a. [zapimoveis.com.br](#);
- b. [quintoandar.com.br](#) (guarantor is not needed);
- c. [olx.com.br](#);
- d. [vivareal.com.br](#).

### Signing a rental agreement

Generally, a rental contract in Brazil is signed for a period of 30 months, but it can be terminated without fine payment after the 12<sup>th</sup> month, as negotiated between the parties. In addition, the contracts will always be in Portuguese. Therefore, it is advisable, if the foreigner deems it necessary, to ask a reliable person to read the conditions described in the contract before signing it.

As a rule, to validate the contract, it is required to recognize the signature at the Registry (Notary Office). This procedure is common and cheap in Brazil (up to R\$ 15.30 per document), and consists of “registering” the signature in a Notary Office; the two nearest UFABC are the [Oficial de Registro Civil das Pessoas Naturais do 2º Subdistrito da Sede](#) in Santo André, and the [1º Tabelião de Notas](#) in São Bernardo do Campo.

It is also common for a guarantor to be required. The guarantor is a person who will guarantee the payment of the rent if the responsible person does not do it. To be a guarantor in Brazil, the person cannot have debts with the State, and, if the contract requires, have a property in his/her name. If the person does not have a guarantor, the option is to use an insurance guarantee, which can be hired by the lessee to ensure payment to the property owner. Always check the conditions with the owner before closing the deal.

## The Brazilian House

Brazilian houses differ from European houses in a number of ways. Most houses do not have any central heating. However, you can purchase radiators to heat up separate rooms, if you wish. Houses also are rarely equipped with fire alarms. In the Sao Paulo and ABC region water is treated, and although it is officially drinkable, you may want to use a water filter. You can buy these in the larger supermarkets and in some other shops with equipment for use in the house. Showers are equipped with special heaters, and fuses sometimes burn if you set the water temperature in the shower at the highest level. Dish washers are not very common, but they and washing machines usually operate with cold water.

Bathrooms have bins for toilet paper - the sewage system can get blocked by it. Single beds are a little small for an average-sized person, you may want to purchase a king bed at least. Be aware that most power outlets have only half the voltage of what is used in Europe and other places, but this is not really a problem. European plugs fit into the Brazilian power outlets.

Due to high temperatures and insects, you have to store many things in the fridge. If you leave a cake on the shelf, it will be covered in ants within hours. It is not uncommon to put tomatoes and even sugar in the fridge. You can easily dry the laundry outside, as long as you have a roof over it. Strong winds are very rare, so you do not need to fasten the clothes with clothespin depending on the house.

Garbage is collected multiple times per week. In the evening and night some people starts driving around the streets on a motorbike, with a siren on. They are a kind of private security and get paid for that, so do not call the police. It makes people feel more secure. You may want to look for a place that shuts out this noise, but it will not be easy. Brazilian houses are usually quite open to wind and sound. At the same time, they are always properly fenced to keep unwanted people out.

## Transport in Brazil

Access to the ABC region is mainly by bus or train. For those who come from the center of Sao Paulo to Santo André, the integration of train and subway is often the best option. As for São Bernardo do Campo, access is made by trolleybus or bus.

The nearest train station to the Campus of São André (approximately 15 minutes walking) is "Mayor Celso Daniel - Santo André", line 10 *Turquesa*. To find the best route, download one of the most complete applications: [Moovit](#). In addition, consult the [subway map of SP](#) and the [passenger guide](#) (available in English) for additional information.

With the [subway map of SP](#) you should be able to find your way in the metro and train system. Trains go quite frequently, usually every 15 minutes, so you do not really have to figure out their schedule. Metros in the city center go even more frequently, often every 5 minutes or even faster. Nevertheless, there is often barely enough space to take every traveler in, during rush hours.

Bus stops typically have no timetables, nor information about the lines that stop there. You will need to consult the internet to find these things out

## Santo André Station

It is worth highlighting some important information regarding the Santo André Mayor Celso Daniel station, the closest to the UFABC Campus.

There are 2 (two) accesses to the station: the first is the main access at Itambé Street, 87, where the ticket office is located, and also the best place for boarding and disembarking “Uber” and “99 Taxi”. The main entrance is open from 4 am to 12 am, and it is in front of the Urban Bus Terminal and less than a 10-minute walk from [Grand Plaza Mall](#).

The second entrance is the place where the UFABC bus stops, next to the East Terminal. It operates from 7 am to 11 pm and does not have a ticket office nearby, however it is possible to go from one entrance to another through the station’s underground access.

### Santo André Express

The ride known as Line 10 Express (*linha 10 Expresso*) works between the *Tamanduateí* train station (access to the metro) and Santo André Mayor Celso Daniel station, with a stop only at *São Caetano do Sul* station, during peak hours from Monday to Saturday. The ride takes about ten minutes and trains depart at every 30 minutes. In the morning, trips occur between 6 am and 9:30 am, and in the afternoon, from 4 pm to 8:15 pm.

## Tickets and Transport Cards

Sao Paulo has an excellent metro and train network. Although the train network is integrated with the metro network, they are operated by different companies (CPTM for the trains), which use different tickets. The tickets for the metro are blue and the tickets for the train are red. They currently cost R\$ 4.40 (four reais and forty cents). It may be handy to have a few of each in your possession to avoid queues, especially at peak hours, between 6 am and 8 am and between 4 pm and 7 pm at night. Currently, the unit price of the ticket is R\$ 4.40.

There are ticket offices spread across all Sao Paulo train and metro stations. After entering the network, you can freely switch between metro and train throughout the greater Sao Paulo region, as long as you do not leave the station. Sometimes you do have to leave the station if you made a mistake and want to head back to where you came from

If you will take the train or the metro frequently, it is easier to obtain a transport card, what can take a few days. The main public transportation cards are:

- a. [Bilhete Único](#): this card is accepted for municipal buses, train or metro. Registration must be done online through the Ticket page. After purchasing the card, passengers can find self-service machines around the stations and add credits by themselves.
- b. The [cartão fidelidade](#) is accepted in train and metro stations and it can be purchased and refilled at Tickets Offices Recharging Booths located at the stations. It is recommended to reload several tickets at the same time, as the ticket price is cheaper, depending on the number of trips recharged, which may be 8, 20 or 50 in order to have a discount.
- c. [Cartão BOM](#): it can also be used to access public transport in the metropolitan region of Sao Paulo, which includes the city of Santo André. Both registration and recharging of credits can be done through the internet on the BOM card page.

### Payment Exemption

People over 60 years are exempt from the payment of tickets on public transportation in Sao Paulo. In this case, the passenger must present an identification document when entering the station or requesting the [BOM Free Access](#).

## Ride-Hailing Application in Brazil

In Brazil, it is common to use two main companies of ride-hailing application: [Uber](#) and [99 Taxi](#). They have affordable prices, are safe and are used mainly for short trips. It is possible to share a trip with another person, and some precautions are welcome, such as avoiding early hours, not choosing dark or remote boarding points and remembering to ask the driver to confirm your name before starting a trip.

To start to use, you must download the application and register for creating an account. When you register, you can choose the payment methods you prefer. Not all drivers accept payment in cash, in this case the user can register the credit card data as one of the payment options.

## Transportation Options at Guarulhos Airport

For those arriving at or departing from Guarulhos International Airport, there are some options for getting around, such as the taxi service, chartered bus or public transport. The GRU Airport also offers [shuttle between terminals](#) 1, 2 and 3 for free, which are easily identifiable and pass in a 15 minutes gap approximately.

### Taxi Service:

The Guarucoop is the official business of Guarulhos taxi drivers to operate at the airport. Open 24 hours a day, telephones for contact and service desks are in terminals 1, 2 and 3, as indicated on [Guarucoop website](#).

In addition, “Uber” and “99 taxi” services are also available at Guarulhos Airport, at [the meeting point](#) of each Terminal. The application itself will also indicate the meeting point if you activate your GPS.

### Chartered bus:

The bus terminal at Guarulhos Airport is located on the East Arrivals floor of Terminal 2, there are several companies with different destinations. You can find prices, times, destinations and contact numbers on [the Airport page](#).

### Public Transportation:

The [Airport–Guarulhos Train Station](#) (line 13 – *Jade*) connects the GRU Airport to Goulart Engineer station, from where you have access to Line 12 - *Safira*, which ends the Connect stations in Tatuape, Bras or the Airport Express at *Luz* Station. The line 13 (*Jade*) works at the following times: Sunday to Friday, from 4 am to midnight; and on Saturdays, from 4 am to 1 am, and it is also recommendable [consult the opening yours of](#) all stations and lines.



The station Airport-Guarulhos is near to the parking lot of Terminal 1, and from there passengers can board the transfer service free to reach the others terminals.

## Buses to other cities

Long-distance travel within Brazil has two main forms: by plane or by bus. There are railways, but these are only used for transportation of people in the biggest cities, or for freight transport between cities. Long-distance buses come with chairs in different levels of relaxation, going all the way till flat, resembling a bed. These chairs cost more than regular chairs that remain upright. Many lines operate at night. They usually make stops for lunch and dinner, and additional brief stops to allow visits to the bathrooms in restaurants. Normally the buses also have a toilet on board, and they are also usually air-conditioned well. When boarding a bus you need some kind of identifying document.

Carnaval is the most popular party in Brazil. Carnival parties are adapted according to local history and culture.



Foto: Raphael Nogueira

There are only 7 wonders of the world, Christ the Redeemer Statue is one of them. Always with open arms, he is more than 700 meters above sea level in Rio de Janeiro.

With more than 40 million inhabitants, Sao Paulo is home to the main financial, industrial and research centers in the country.



Foto: João Tzanno

Brazilian cuisine is incredible.

Among the most famous dishes is feijoada and brigadeiro, as well as many exotic fruits.



**2095** is the number of beaches in Brazil.

## Tourism

Brazil has a huge tourist potential, mainly because of its natural beauty and cultural diversity. It is a vast, sprawling country, with much to see and do -- from the Amazon rainforests to the civilized beaches of Rio to the restored colonial buildings of Salvador and the hundreds of frolicking dolphins of Fernando de Noronha.

### Mountains and Beaches

In the summer, there are several famous walks along the Brazilian beaches and mountains, such as at main beaches in *Rio de Janeiro: Arraial do Cabo, Búzios* and *Paraty*. There are also beautiful beaches in the south in cities as *Florianópolis, Ilha do Mel* and *Balneário Camboriú*.

The Northeast is known for having a unique landscape, and it is possible to travel in all months of the year, as the climate remains mild in winter. Among the most sought after destinations in the Northeast are *Bahia, Alagoas, Pernambuco, Fortaleza* and *Lençóis Maranhenses*. There are also several cities known for their incredible waterfalls, many of them in *Minas Gerais*. The state is also famous for



its rich cuisine and welcoming people. *Belo Horizonte*, capital of *Minas Gerais*, is an excellent destination for those who want to mix tranquility and the bustling of a metropolis. For those who want to be close to nature, cities as *Capitólio*, *São Tomé das Letras* and *Ouro Preto* are mandatory stops.

## Foz do Iguaçu

A popular destination is *Foz do Iguaçu*, home to one of the largest waterfalls in the world: Iguaçu Falls. It is possible to visit the main points in just 3 days, but there are [attractions for a tour of up to 7 days](#).

## Brasília: the Capital

The capital of Brazil was designed by the architect Oscar Niemeyer and is a beautiful city, with unique urbanism and architecture. The best time to [visit Brasília](#) is from April to June, when it rains little and the flowering of Ipês beautifies the city. Among the main tourist attractions of the city are the Metropolitan Cathedral, Itamaraty Palace, JK Memorial, the Brasília Botanical Garden and the Paranoá Lake.



Foto: Miriam Duran

## Places to visit in winter

Believe it or not, it also snows in Brazil. In the southern end of the country, the temperatures plummet below freezing during the months of winter with constant frosts and occasional snow.

Despite being a tropical country, Brazil has places known for their winter beauty, which is the case for many cities in the South, famous for their landscapes this season. The main cities are *Gramado*, *Canela* and *Vale dos Vinhedos* in *Rio Grande do Sul* and the city of *Morretes* in the state of *Paraná*.

There are two other famous options close to the Sao Paulo metropolitan area, where you can go by car: *Campos do Jordão* in Sao Paulo and *Monte Verde* in the state of Minas Gerais. They are great options for a weekend or long holiday.



Foto: Rafael Leão





## Wildlife

Brazil's wildlife is amazing, though not as well-known as for example Africa's wildlife. Big animals such as jaguars, pumas, ocelots, tapirs, ant-eaters, capybara's, the maned wolf, harpies, emas, and caymen can be found not just in the Amazon, but also in other parts of Brazil. To see capybaras you only need to go the *Parque Ecologico do Tietê*, in the northeast of Sao Paulo, which is easily reachable by train. With some luck, you can also see capybaras in the Pinheiros River near the University of Sao Paulo. The other animals are harder to spot, but jaguars can be found in many places where there is still plenty of forest. In the Pantanal chances of spotting them, safely from a boat, are highest. The lobo-guara can be seen at the *Santuário da Caraça* in Minas Gerais, where it is attracted to food presented by the sanctuary, which is beautifully located between some mountain ranges.

If you go walking in the forests, you should be aware of some dangers and pitfalls. You should be aware that there can be venomous snakes, jaguars, caymen, mosquitoes, bees, and other animals. Falling trees can also be dangerous, and you should know whether any rain was forecast. If you walk near rivers or smaller water currents, these can rise rapidly in case of rain. You should cover up well, and be aware that mosquitoes here have a strong preference for ankles. But they will accept other parts of exposed skin as well, as long as there is no repellent on it. You need good shoes that are not slippery. It is best to go with at least two people, and you may wish to hire a guide. In some places, guides are required by law, and you can get high fines for trespassing in protected natural areas without a guide. Bring water and food and cover against the sun. When you are entering unexplored terrain, make sure you can always trace your way back to the starting point. Bringing a lantern may also be a good idea.

## Birdwatching

Along with Colombia and Peru, Brazil has the highest number of registered bird species in the world. It is therefore a good place to start your new hobby of bird watching. In Sao Paulo state, there are large pieces of preserved forest on the hills along the coast, the *Mata Atlantica*. These contain many colorful and otherwise interesting birds. Examples include the [Atlantic flycatcher](#) with its extravagant courtship display, the striped cuckoo with an odd display of its [wings](#), the colorful tanagers (the red-necked tanager in particular), trogons, and toucans, parrots, hummingbirds and many others.

Good places to start bird watching are the famous *Trilha dos Tucanos* in Tapirai, the cheaper but equally good *Samambaia Azul* in Peruibe, and *Folha Seca* and other places around Ubatuba city. These places have feeders that attract many different birds. Even with your cell phone you can take stunning pictures of these birds, sometimes even eating from your hands. A good camera is better though, and you should also not be afraid to get up early, around 6.00. The keen observer will also find interesting birds closer to home. There are white-eyed parrots in the center of Santo André for example, and various woodpeckers in the parks in ABC, and at the campus of Sao Bernardo some hawks can regularly be observed.

Wikiaves.com.br is a site specifically for Brazilian birdwatchers, with many photos and audio-recordings of any birds observed within Brazilian territory. eBird is another international birding website, with good overviews of which species have been observed in different locations.

# Sao Paulo Tourism

Both the capital of Sao Paulo and the countryside of the state have several tour options. When visiting places such as museums, galleries and theaters, first check the website for timetables, advance purchase of tickets and special events. [Find here some tips.](#)

Below are some of the main tourist spots located in downtown Sao Paulo. In addition, it is possible to visit some places through the [Free Walking Tour](#), a tourism company that offers guided tours to the main tourist spots in SP. The tours are in English and take place from Monday to Sunday, according to the schedule available on the company's website.

## MASP - Museum



## Pinacoteca of SP



## Ibirapuera Park



## São Paulo Countryside and nearby cities

A little further away from the Central region of Sao Paulo, there are several tourist cities to visit. There are options for those who want to rest or venture out.

### Campos do Jordão



It is one of the main winter destinations. With a sophisticated style architecture, a city with beautiful landscapes, great cuisine, parks and a cable car.

### Embu das Artes



It is a great option to spend the day and is less than one hour from the capital. Embu das Artes is known for its craft fair on Sundays, great restaurants and outlets.

### Santos



Located about an hour from Sao Paulo, Santos is an ancient coastal city. Among the main attractions are the Museum of Coffee, the Pelé Museum and the tram ride through the historic city center.

## Brazilian Cuisine

There are some foods in Brazil that just sum up everything good about cuisine in the country. The most famous Brazilian snacks are Chocolate Fudge Balls (*brigadeiro*), Brazilian cheese bread (*pão de queijo*), *empada*, *coxinha*, *pastel*, *tapioca*, *paçoca* and *quindim*; besides, those who visit or live in Brazil cannot fail to try dishes such as *feijoada*. Brazilians love candies and sweets, but there are many healthy options in the markets and restaurants daily, which include fish, fruits and vegetables, and vegan options as well.

The list of famous spots to eat in Sao Paulo is long, from fancy restaurants to bars and street foods. Whether showcasing authentic Brazilian cuisine or excelling in creativity, it is easy to find several options by doing a quick search on the internet.

### Brazilian Habits at Supermarkets and Restaurants:

When you eat with Brazilians, you will almost certainly be served rice with beans. The beans are served in a nice sauce. The dish is often complemented with beef, and the healthy-minded Brazilian adds tomatoes and lettuce to that. To Brazilians, rice and beans are the basis of lunch and dinner meals. Potatoes are considered a vegetable like any other. Anything combines with rice, even lettuce. One of the most baffling aspects of Brazilian homemade dishes is that there is often no sauce at all, except the sauce in which the beans are cooked. In the rare cases that no beans are served, there is usually no sauce.

Breakfast usually consists of a sandwich with cheese and ham or butter, often toasted, fruits and coffee. Tea is not popular as coffee, and bread is usually white. Wheat bread is normally available in the largest supermarkets and bakeries.

A typical Brazilian phenomenon is the restaurant per kilo. Here you pay the weight of the food you eat, irrespective of what it is. Depends on the restaurant you will find rice, beans, beef, and many options of vegetables and salad on the menu. More fancy restaurants have additional options such as lasagna, feijoada, barbecue, or puree of *mandioca*. Pancakes exist, but stay tuned - they are filled with minced meat and tomato sauce, as you would fill a lasagna. Hence, they are not exactly like the sweet pancakes that the western world is accustomed to.

You can find all types of restaurants in the greater Sao Paulo region. They include pizzerias and hamburger places. However, you will not be able to buy a pizza for lunch easily, that option is reserved mainly for dinner.

When buying drinks on the street, you should be aware that Brazilians often put lots of sugar in the coffee, so you cannot opt out of the sugar. When you order a fruit juice, there is a chance that you get juice from a package, but most menus have natural juice. It is good to check for the presence of fresh oranges as pineapple, maracuja and other fruits. By default, they often serve the juice with lots of ice, sugar, and sometimes milk. Other juices such as melon, passion fruit, and strawberry may require some additional sugar if you like. If they have coconuts, you should try that. They will cut the nut open with a knife, and with a straw you can suck out the water inside. On request, they often cut open the coconut after you consumed the coconut water, so that you can eat the coco. All

this often costs no more than 5 reais, although it can also cost 8 reais in tourist places. If you can only take juice from a package, soursop may be a taste to try. Beers often come in large 600 ml bottles.

In the larger supermarkets, you can purchase almost any food you like. In addition to foods known in Europe, there are amazing Brazilian fruits such as jabuticaba, guave (goiaba), cajá, cashew (caju), pitaya (originally Mexican), acerola, *açaí*, *atemoia*, soursop, and others. There are also marmalades/jellies made of kiwi, apple and guava. Fruit fairs are very common in Brazil, and one of the most places to buy fruits and vegetables.

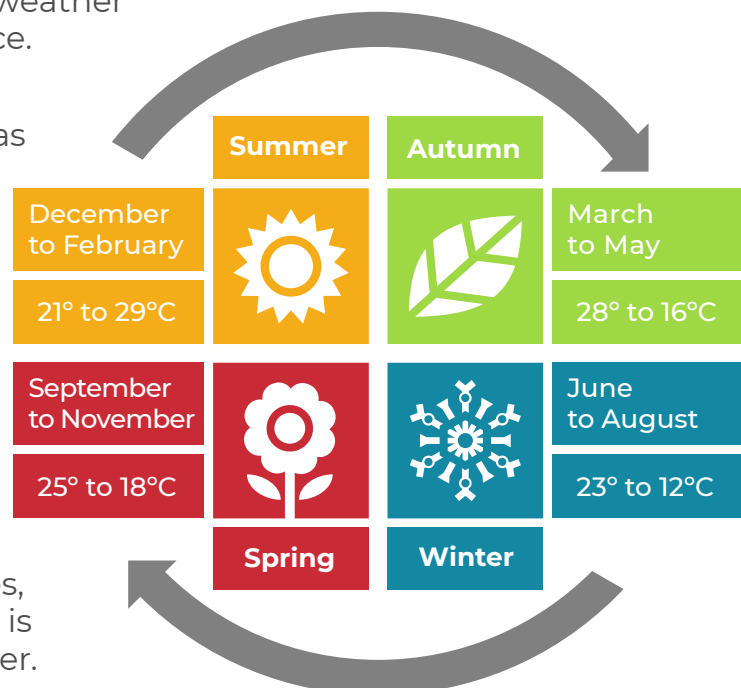
*Mandioquinha* (a kind of manioc) is a root vegetable that you definitely need to try as a substitute for (cooked) potatoes. The choice in sauces is limited. Supermarkets have shelves full of tomato sauces, and of cold sauces such as mayonnaise, catchup, and mustard. One often has to search well to find a shelf with soy sauces, and another shelf with other sauces that need to be heated up. Invariably, the available tastes are *queijo branco* (white cheese), “stroganoff” (an orange sauce resembling whiskey-cocktail sauce), and ‘madeira’ (brown, this one comes closest to gravy juice, but is much sweeter).

Overall, prices are not too different from the ones in Europe, but for individual items, there can be large differences. Imported items such as Belgian beers can cost up to 30 reais per bottle, very expensive. At the counter, the cashier is usually eager to put your purchases in plastic bags. You will have to say ‘eu nao preciso de sacola’ if you already have your own bag.

## Weather

The Brazilian weather varies from state to state. While in winter it is possible to find snow air in the south of the country, many states in the northeast maintain high temperatures in all seasons. Thus, if you want to visit another state, consult the weather conditions of the region in advance.

In the state of Sao Paulo, the temperature varies considerably, as shown in the image below. The summer is hot and rainy, and the winter is cold and humid, but it is worth mentioning that regardless of the season, it is advisable to have an umbrella and a jacket in your bag, because on the same day temperatures vary between 16 and 30 degrees (Celsius). The same recommendation is suitable for all UFABC Campuses, however São Bernardo do Campo is usually colder and windier in winter.



# Things to Know about Brazil

## Mosquitoes

In the Sao Paulo region, you do not have to worry about wild animals. You may want to prepare for mosquitoes though. Although mosquitoes are not more common in Sao Paulo than in European cities, they often do not buzz, making it harder to deal with them. Brazilians prefer spraying their rooms with repellent.

If you have second thoughts about spraying repellent in your room every day, a good option is a *mosquito net* (mosqueteiro). Unfortunately, you cannot find these in the city. Therefore, you may want to bring one with you to Brazil. Ordering through E-commerce, as Amazon, often takes a few weeks.

## Security in Brazil

Recommendations may vary from city to city, so consult in advance the recommendations of the city or state you wish to visit. When it comes to the Capital of Sao Paulo, cell phones are a preferred target for pickpockets and robbers, so keep it, as well as personal documents, in your wallet if you are walking on the street.

In some specific neighborhoods, it can be very risky to walk alone outdoors after 8 p.m., so it is recommended to use ride-hailing applications or public transport.

The Paulista Avenue region is properly policed and safe the whole time. The path between the campus of Santo André and train Station is safer on foot until 7 pm; after this time, it is recommended to use the university buses.

## A green traffic light at a crossing does not always mean that it is safe to cross

During your stay in Brazil, always wait for every car to stop moving completely before you decide to cross a road by car or on foot. It is common for cars to start speeding up from far away as soon as the light turns orange and then skip through these lights once they have turned red. Whenever you are on foot, look for the nearest pedestrian crossing to cross the street, besides, when you are walking straight ahead on a street, do not expect cars coming from the back and turning right, into a street you are crossing, to wait for you.



## Greetings in Brazil

Shaking hands has become a more common way of greeting someone, but do not be surprised if you get kissed on the cheek once (in Sao Paulo) or twice (in Rio de Janeiro and elsewhere), even when greeting someone to whom you have just been introduced. Men do not kiss each other on the cheeks, but greet one another with an open hug, using one hand to shake hands and the other to grab the man by the shoulder. These greetings are not only used between good friends and family members, but are also quite common between coworkers.

## First language principles

As mentioned before, the university offers Portuguese courses. But you will need to speak to people right away, so here are a few phrases to help you get started:

**Good morning,  
afternoon, evening**

Bom dia,  
boa tarde, boa noite

**How are you?**

Tudo bem?

(A common greeting)

**I want this, please:**

Eu quero isso, por favor!

**Please**

Por favor

**Sorry, I do not speak  
Portuguese**

Desculpe, eu não falo  
Português.

**Anything else?**

Mais alguma coisa?

**Thank you**

Obrigado!

**Sorry, I do understand**

Desculpe, eu não entendo.

The 'm' at the end of a syllable, as in 'tudo bom', 'tudo bem' is pronounced like the nasal n in the French 'bon'.

# Appendix I: Documents for applying for a residence permit

## Request for prior residence permit or residence for foreign professors

- Form “Application for authorization for prior residence or residence for foreign professor” duly signed, [available here](#);
- Declaration Form of criminal record (also known as Penal Certificate, Non-Conviction Certificate or Police Record Check) filled in and signed, [available here](#);
- Criminal record certificates (federal and state level) or equivalent document issued by the competent judicial authority where you have resided in the past five years;
- Work contract for permanent professors (the contract will be sent to the candidate by SUGEPE / SIMP by e-mail);
- Fixed-term work contract for visiting professors (the contract will be sent to the candidate by SUGEPE / SIMP by e-mail);
- Copy of candidate’s full passport, including cover;
- Document that proves the identity and nationality, under the terms of the treaties to which the country is a party;
- Copy of CPF (if it is already available);
- Copy of RNM (if it is already available);
- Updated marriage certificate duly legalized and translated by a sworn public translator, only for married candidates;
- Document that proves your affiliation, duly legalized and translated by a sworn public translator, unless the information is already in the valid travel document or another document that proves your identity and nationality;
- Proof of payment of GRU, which will be sent by SUGEPE / SIMP by e-mail

**\* Documents must be sent to the email [simp.sugepe@ufabc.edu.br](mailto:simp.sugepe@ufabc.edu.br).**



# Appendix II: Documents for RNM Registration at Federal Police

## Registration Based on Publication in the Official Gazette (DOU)

- Application form duly filled in electronically through [the Federal Police website](#);
- 1 (one) 3x4 photo, recent, color, white background, plain paper, facing;
- Declaration of electronic address and other means of contact (appendix XIX of Interministerial Ordinance Number 3/2018), [available here](#);
- Document that proves the identity and nationality, under the terms of the treaties to which the country is a party;
- Original and copy of birth or Marriage Certificate or Consular Certificate (with parents name), when the travel document does not contain date on membership;
- Page of the Federal Official Gazette (DOU) containing the approval of the work permit;
- Proof of payment (GRU) of the CRNM issuance fee, when applicable (revenue code 140120, of R\$ 204.77). Issue the [guia GRU](#) on Federal Police website for the payment fee.

# Legal Rationale

[Lei nº 13.445, de 24 de maio de 2017](#) - Institui a Lei de Migração.

[Lei nº 9.199, de 20 de novembro de 2017](#)- Regulamenta a Lei no 13.445, de 24 de maio de 2017, que institui a Lei de Migração.

[Decreto nº 8.660, de 29 de janeiro de 2016](#) - Promulga a Convenção sobre a Eliminação da Exigência de Legalização de Documentos Públicos Estrangeiros, firmada pela República Federativa do Brasil, em Haia, em 5 de outubro de 1961.

[Resolução Normativa nº 01, de 01 de dezembro de 2017](#) - Disciplina procedimentos para a concessão de autorização de residência de competência do Ministério do Trabalho.

[Resolução Normativa nº 02, de 01 de dezembro de 2017](#) - Disciplina a concessão de autorização de residência para fins de trabalho com vínculo empregatício no Brasil.

[Resolução Normativa nº 24, de 20 de fevereiro de 2018](#) - Disciplina a concessão de autorização de residência para realização de pesquisa, ensino ou extensão acadêmica com vínculo no País.

[Resolução normativa nº 30, de 12 de junho de 2018](#) - Disciplina a renovação do prazo de autorização de residência ou a alteração para prazo indeterminado.

[Resolução normativa nº 31, de 12 de junho de 2018](#) - Altera o Anexo I da Resolução Normativa nº 1, de 1º de dezembro de 2017.

[Resolução normativa nº 32, de 14 de agosto de 2018](#) - Altera as Resoluções Normativas nº 14, de 12 de dezembro de 2017 e nº 30, de 12 de junho de 2018.

[Portaria nº 1.964, de 11 de dezembro de 2013](#) - Estabelece no âmbito da Coordenação Geral de Imigração sistema destinado ao recebimento eletrônico de documentos relacionados a pedidos de autorização de trabalho a estrangeiros com a utilização de assinatura digital baseada em certificado digital.

[Portaria nº 708, de 28 de maio de 2015](#) - Dispõe sobre o Sistema de Gestão e Controle de Imigração (MIGRANTEWEB).

[ORDEM DE SERVIÇO/GM/CGIG/Nº03/2018](#) - Define prazo para concessão das autorizações de residência que tem como finalidade pesquisa, ensino ou extensão acadêmica.