



Student Guide

2023-2024

School of Economics, Business Administration
and Accounting at Ribeirão Preto



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WELCOME MESSAGE - FEA-RP/USP

We are delighted that you have chosen our university to gain new experiences in both your social and academic life. To make your transition smoother, we have made this guide to provide you with information about our country's history, culture, and interesting facts. Additionally, we'll introduce you to our city, Ribeirão Preto.

You are now part of the best Latin American University, a prestigious institution with over 80 years of history. During your time at USP, we encourage you to take full advantage of the courses offered in English. However, we also encourage you to explore courses taught in Portuguese to broaden your language skills. In the academic field, we suggest utilizing your spare time for research activities, which can be conducted both here and upon your return to your home country. This can bring valuable results bridging both nations. You also have the opportunity to engage with various student groups; how about joining "Tikutuko" (FEA-RP band), for instance? We assure you it will be an enjoyable experience!

We believe your time here won't be limited to academic opportunities alone. Ribeirão Preto is a vibrant city with a rich cultural scene, hosting several theaters showcasing different plays and musicals each week, three movie theaters screening the latest releases, numerous dance venues, and picturesque parks with lush green spaces for various sports activities. Additionally, the university holds a well-equipped sports center. Take good care of your physical well-being and relish our pleasant climate, perfect for outdoor activities throughout the year.

There will be holidays during the semester, and we encourage you to explore and travel on these days. We also advise you against missing classes, as it can lead to complications at the semester's end. Instead, use the holidays to explore the beauty Brazil has to offer! From Ribeirão Preto, you can easily access incredible destinations that are a must-visit while you're here, such as Rio de Janeiro, Foz do Iguaçu, Florianópolis, the Northeastern beaches of Fortaleza, Maceió, or Natal, and Brasília - the nation's capital, where spending 2 or 3 days is recommended.

For those with an adventurous spirit, consider exploring the Amazon rainforest or the Pantanal wetlands - both are extraordinary places waiting to be discovered. Prepare to be amazed!

If you manage your academic commitments effectively while exploring our culture through travel, we are confident that this experience will transform you into a more enriched individual. You may even find yourself yearning to return soon! If you have any questions or uncertainties, please don't hesitate to reach out to the International Office or any of your professors. We are here to ensure you make the most of this incredible experience!

ABOUT THE SCHOOL

FEA-RP was established in 1992 to provide courses in the fields of Economics, Business Administration, and Accounting at Ribeirão Preto Campus. Initially, it was an extension of the renowned School FEA/USP - São Paulo Campus. In its initial decade, the school's primary focus was on establishing high-quality evening undergraduate programs to become a national reference. FEA-RP/USP gained autonomy in 2002, coinciding with the development of daytime undergraduate programs in Business Administration, alongside Master's programs in Business Administration, Economics, and Accounting.

In 2010, the school introduced various specialization programs, including MBAs, which attracted over a thousand students. The Ph.D. program in Business Administration was launched in 2010, followed by the Ph.D. program in Accounting in 2014, and the Economics program the following year. Currently, Professor Fábio Gomes (Ph.D.) is the Dean of FEA-RP, while Professor Marcelo Pagliarussi (Ph.D.) holds the position of Associate Dean.

FACTS AND FIGURES

- 1,443 Undergraduate students
- 194 Graduate students
- 869 Extension students
- 91 PhD professors, 95% Full Time
- 66 Administrative Staff
- 80 partner universities in 32 countries, 6 continents
- 64 students on university exchange abroad each academic year
- 73 international students each academic year
- 500 company partners for internships programs



INTERNATIONAL OFFICE

The FEA-RP International Relations Committee (CRInt FEA-RP) was established in 2006 with the purpose of assisting the Dean in the internationalization process of the school.

The current International Relations Committee is led by Professor Alex Ferreira (Ph.D.)

The purpose of FEA-RP's International Office, under the CRInt supervision, is to promote, coordinate, and advance the internationalization of the school. This includes facilitating foreign exchange programs for both students and professors from FEA-RP with institutions of higher education in Economics, Business Administration, and Accounting abroad. This initiative aims to provide the FEA-RP community with opportunities to engage with different educational, cultural, and economic contexts while also sharing the scientific knowledge generated at FEA-RP.



INTERNATIONAL OFFICE



Prof. Alex Ferreira, PhD.
Director of International Relations Committee



Ms. Valeria Degani
Head of the Internationalization Technical Section



Mrs. Fabiana Abreu
Internationalization Technical Section
Staff Member



Camilo Kronka
Intern

BRAZIL

Brazil is a Federative Republic, characterized by administrative and political division into 27 federative units, comprising 26 states and a federal district. The President, governors, mayors, senators, deputies, and councilors are elected directly through mandatory voting every four years. Having been colonized by Portugal, it stands as the sole Portuguese-speaking country in the Americas. In terms of religion, Brazil boasts the largest number of Catholics worldwide. Brazilian society is renowned for its remarkable multiculturalism. It hosts one of the most diverse racial backgrounds globally. Notably, Brazil is home to the largest Italian population outside of Italy and the largest Japanese population outside of Japan, in addition to a significant German diaspora.



GEOGRAPHY



Brazil is situated in South America and ranks as the fifth-largest country in terms of land area, spanning 8,514,876.599 km². The country is entirely bordered by the Atlantic Ocean along its coastline. Moreover, it stands as the fifth most populous nation globally, with approximately 200 million residents. The majority of the population is concentrated along the coast.

Brazil's topography is diverse, encompassing hills, mountains, plains, highlands, and scrublands. The majority of the terrain lies within an elevation range of 200 meters (660 ft.) to 800 meters (2,600 ft.). In the northwestern regions of the plateau, you'll find broad, rolling terrain interspersed with low, rounded hills. Additionally, Brazil is home to one of the largest freshwater groundwater reservoirs on the planet: the Guarani Aquifer, which is partially located beneath Ribeirão Preto.

CLIMATE

Brazil's climate encompasses a diverse array of weather conditions across its vast territory and varied topography, although the majority of the country experiences tropical weather. Brazil can be categorized into five major climatic subtypes: equatorial, tropical, semiarid, highland tropical, temperate, and subtropical. These distinct climatic conditions give rise to a wide range of environments, from equatorial rainforests in the north to semiarid deserts in the northeast, temperate coniferous forests in the south, and tropical savannas in central Brazil.

The climate in the country is predominantly tropical. However, there is an exception in the South of the country, parts of São Paulo



and the far south of Mato Grosso do Sul State, which experiences a subtropical climate characterized by well-defined seasons.

ENVIRONMENT AND HISTORICAL HERITAGE

Brazil's vast territory encompasses diverse ecosystems, including the Amazon Rainforest, renowned for its remarkable biological diversity, the Atlantic Forest, and the Cerrado (Savanna), all of which support a wide range of biodiversity. In the southern region, the Araucaria pine forest thrives under temperate conditions. The abundant Brazilian wildlife reflects this diversity of natural habitats, with scientists estimating that the total number of plant and animal species in Brazil could approach four million.

Brazil also keeps a significant historical heritage that extends across its entire territory, representing various cultural backgrounds. Some of this heritage is concentrated in the State of Minas Gerais, with cities like Ouro Preto and Diamantina, as well as in specific areas such as the historical centers of Recife, São Luis, Salvador, Olinda and Santos.



ECONOMY

The Brazilian economy stands as the largest in Latin America and ranks as the world's sixth-largest economy in terms of market exchange rates. It also holds the seventh position in purchasing power parity (PPP), according to data from the International Monetary Fund and the World Bank. Brazil operates with a mixed economy endowed with abundant natural resources. The initial major contributor to the Brazilian economy was sugarcane and sugar production during the colonial period, followed by gold extraction in the territory of Minas Gerais. Following its independence, a new economic era emerged, with coffee becoming the primary commodity. This period was instrumental in the development of the state of São Paulo, which is now the wealthiest in the country. Presently, Brazil ranks among the world's top 20 largest exporters.

ETHNICITY

Brazilians are primarily descendants of native people, Portuguese colonists, Africans, and the various groups of immigrants who settled in Brazil between 1820 and 1970. While a significant number of immigrants were Italians and Portuguese, there was also a notable presence of Germans, Spanish, Japanese, Syrians, and Lebanese. Racism is regarded as an unpardonable and no-bail crime under the Brazilian Constitution.



CULTURE



Because of its vast territorial expanse, Brazil is a country endowed with rich cultural diversity that blends the various ethnicities present among the Brazilian populace. Consequently, there is no single, homogeneous Brazilian culture but rather a mosaic created from diverse cultural influences. The Portuguese people played a significant role in shaping this cultural landscape.

It is precisely this Portuguese cultural legacy that unifies Brazil: while there are different ethnicities, everyone shares the same language.

LANGUAGE

Portuguese is the official language spoken by the entire population. Brazil stands as the only Portuguese-speaking country in the Americas, with a unique cultural identity compared to other nations on the continent. The Portuguese language spoken in Brazil is remarkably similar to that spoken in other parts of the world.



Portuguese is considered to be the most homogeneous occidental language spoken modernly. There are differences in some words and in pronunciation, but all speakers can understand themselves.

DISCOVER RIBEIRÃO PRETO

Ribeirão Preto, which translates to "black stream" in Portuguese, is a city located in the State of São Paulo, Brazil. It has earned the nickname "Brazilian California" due to its economy rooted in agribusiness, high technology, wealth, and a consistently sunny climate throughout the year. With a population of 694,534 residents, Ribeirão Preto ranks as the eighth largest municipality in the state. The city covers a total area of 652.2 square kilometers and is situated at a latitude of 21° 10' 42" South and a longitude of 47° 48' 24" West. It is located 330 km from the state capital and 708 km from Brasília, the federal capital. The average altitude in Ribeirão Preto is 546.8 meters.



HISTORY

The city was founded on June 19th, 1856, by farmers who had migrated from the southeast of the São Paulo State in search of favorable climate and fertile soil for coffee cultivation. The city is situated along a stream known as the "Black Stream," from which it derived its name. Over time, the farmers' decision proved to be highly suitable, and the fertile soil of the Ribeirão Preto region enabled Brazil's highest crop productivity.

ECONOMIC FORMATION

After the New York Stock Exchange crash in 1929, Ribeirão Preto, which had relied solely on exportation crops, faced an economic collapse. The city had to adapt to its new circumstances. Given its relatively remote location from other major Brazilian urban centers, Ribeirão Preto identified a new economic path in the services and commercial sectors, focusing on local and regional demands.

The second economic boom in Ribeirão Preto's history occurred after the oil crisis in the 1970s. The surge in oil prices prompted Brazil to seek alternative fuel sources, leading to the establishment of the ethanol fuel program known as ProÁlcool. This program spurred the development of technology enabling the use of ethanol (sugarcane alcohol) as both automotive fuel and a gasoline additive. The latter improved performance and reduced pollutant emissions. Under the ProÁlcool program, local farmers received government subsidies to cultivate sugarcane. The high land productivity in the vicinity of Ribeirão Preto swiftly positioned the region as the world's largest producer of ethanol and sugar, responsible for 30 percent of Brazil's sugarcane alcohol fuel. In contrast to the city's initial economic boom, this time Ribeirão Preto's farmers and entrepreneurs diversified their investments, making the city one of Brazil's most significant agribusiness hubs.

Apart from sugar and ethanol, Ribeirão Preto's major products include orange juice, cotton, rice, meat, dairy products, textiles, machinery, steel, furniture, building materials, agrochemicals, pharmaceuticals, and beer.

The sugarcane boom ushered in a new era of prosperity for the city, earning it the moniker "Brazilian California" during the 1980s and early 1990s. This increased wealth transformed Ribeirão Preto into a sophisticated services center serving Brazil and South America.

TOURIST ATTRACTIONS



Pinguim - The famous Brazilian beerhouse was built by Antartica (the first beer producing factory in the city, which today is a brand from AB InBev). There are now 2 Pinguim places in the block, a beerhouse and a gift shop.

Pedro II Theater - The 2nd biggest Brazilian opera theater in public capacity (after Municipal Sao Paulo Theater) first opened in October 8th, 1930. In 1980 a big fire hit the building and after more than a ten-year period of abandon, the city hall decided to rebuild it and it was reopened in April, 1996. It's located at the same block as Pinguim, being the main attractions.



Metropolitan Cathedral - When the cathedral at XV November Square was put down, this new one was built, and then founded in 1920. Stylized in romantic and gothic lines, its main attractions are the colored glasses in the window and the paintings inside from Benedito Calixto, dated from 1817. It's located downtown, in front of Praça das Bandeiras, which presents people a craft fair on weekends.

Pref. Dr. Luiz Roberto Jábali Park / (Curupira Park) - Opened in 18th December 2000, the environment complex is the largest leisure area from the city. There are 152 thousands m² with artificial lakes, waterfalls and paved trails that can be ridden on foot or by bicycle. There is a great tropical forest in the area with a variety of birds and little mammals. It is open daily from 6am to 7pm Address: Av. Costábile Romano, 337



Dr. Luis Carlos Raya Park - Opened in 2004, this park is great to walk, to play games, to relax watching the artificial waterfalls. It is situated in the so considered the wealthiest area of the city, the south area. Address: Av. Wladimir Meirelles Ferreira, s/n.

Parque das Artes - Located nearby the Ribeirão Shopping in Nova Aliança neighborhood, the Park received an investment of R\$2.5 million to be restructured and revitalized. With 45,000 m² of green area and about 23,000 m² of three interconnected artificial lakes, the park features an indoor running track and walk about 1,500 meters long and three meters wide. The Arts Park, which is open daily from 6am to 9pm.



CLIMATE

Ribeirão Preto is a very warm city during the whole year. Generally between the months of May and September the temperature drops considerably in the mornings and at nights, but it is still hot during the afternoons. It's strongly important to remember that in these months, the air humidity is considerably very low and it rarely rains.

- Average winter temperature 19° C (68° F)
- Average summer temperature 35° C (90° F)

TELEPHONE

How to dial:

- Local collect Call: 9090 + telephone number
- Long distance collect call (even for other cities with the area code 16): 9 + 0 + telecom code + city code + telephone number
- International collect calls: 9 + 00 + telecom code + country code + city code + telephone number
- Country Code: 55
- Area Code: 16
- Telecom code: If you want to call a different city or country, you need to choose a telecom and prices vary between them. Look for different fees in the websites. The companies and respective codes are:

- | | | |
|-------------|--------------|------------|
| o 12 = CTBC | o 21 = Claro | o 41 = TIM |
| o 15 = Vivo | o 31 = Oi | |

TRANSPORTATION

In the downtown area, you can get around on foot, once the places aren't so far. But if you want to go anywhere else, you are strongly recommended to go by bus, by car or by taxi.

By car

To drive in Brazil, foreigners must have either a foreign driver's license with a translation or an international driver's license. They are allowed to drive for a period of up to 180 days after entering the country. After this duration, they are required to take the Brazilian driving exams.

By bus

Be aware that the city buses in Ribeirao Preto are managed by the company "Ritmo" which does not accept cash. You can only use a specific card that can be purchased at strategic points such as the Coach Station, Airport, USP Campus (near the Clinic Hospital), Central Bus Stations, and Shopping Malls. The specific card for students (with a 50% discount on the fare) may be issued after enrollment at FEA-RP. Instructions on this matter will be given at the orientation meetings.

You can either check online the itineraries and schedules on [Ritmo](#)'s website or use apps on your phones and tablets. The apps available are [Moovit](#) and [CittaMobi](#). Remember to download them before arriving in the city.

By taxi

[Uber](#) is a very popular way of affordable and comfortable transportation. It operates in Ribeirão Preto, São Paulo, Brasília, Rio de Janeiro, and in other main capitals. Taxi is the most expensive way to get around, but it is also comfortable and faster. You can ask for one on the street, go to any taxi stop, or call one by phone. Ask your buddy for the number of a good taxi company. You can use the apps [99Taxis](#) and [Easytaxi](#) on your smartphone to call certified cabs.

OPENING HOURS

Shopping centers

[Ribeirão Shopping](#), [Shopping Iguatemi Ribeirão](#), [Novo Shopping](#) and [Santa Ursula Shopping](#) Malls open from 10am to 10pm from Monday to Saturday. On Sundays and holidays they open from 2pm to 8pm.



Street commerce

Usually, it's open from 9 am to 6 pm from Monday to Friday and from 9 am to 1 pm on Saturdays and closed on Sundays and Holidays

Banks

It's open from Monday to Friday, between 10 am and 4 pm. On the USP campus, there are branches of Banco do Brasil, Santander, and Bradesco.

NIGHTLIFE

Ribeirão Preto is predominantly a city for young people. With seven big universities within the city, it draws young students from all over the country to study. Due to this and the pleasant climate, Ribeirão has a great nightlife. The city is renowned as the "Terra do Chopp," which translates to "The Land of Draft Beer," thanks to its reputation for having the best draft beer in the country.



Good music can be found all over the town within a wide range of tastes, from traditional MPB (Música Popular Brasileira - Brazilian Popular Music) and Samba to Heavy Metal. There are various venues where you can enjoy music, not only at bars that feature live performances but also at concerts. Ribeirão Preto holds spacious halls that are frequently utilized for gigs, concerts by bands and singers, as well as orchestral performances.

Throughout the week, you can attend parties, typically organized by student groups or university students themselves. These gatherings take place in "Repúblicas" (student communal houses) or at local nightclubs within the city.

Bars are also a popular choice for students. Some of these establishments are conveniently situated near USP, attracting numerous students who gather to celebrate special occasions or simply socialize with friends. Others are renowned for hosting live music events in the evenings, creating a lively atmosphere where people enjoy drinks and dancing.

CAMPUS LIFE

The USP-Ribeirão Preto Campus offers undergraduate and graduate programs in the fields of natural sciences, biological sciences, and humanities. The schools and faculties located at the Ribeirão Preto Campus are as follows:

- Physical Education and Sports - EEFERP
- Nursing – EERP
- Pharmacy – FCFRP
- Law – FDRP
- Economics, Business, Accounting – FEA-RP
- Biological and Hard Science – FFCLRP
- Medicine – FMRP
- Dentistry – FORP

Students have the opportunity to utilize the majority of the existing infrastructure at no cost. The most popular among these are:

Campus Library

The Central Library has a physical area of 4,243m² and maintains a collection of 110,000 books, 6,185 titles of national and foreign periodicals (5,118 titles for online access and 1,067 printed titles) 17,159 theses and 75,481 scientific papers published by professors from the campus of Ribeirão Preto. The Library serves the programs of: Business Administration, Biology, Information and Documentation Science, Accountancy, Economics, Enterprise Economics and Controllershship, Physical Education, Nursing, Biochemical Pharmacy, Medical Physics, Physiotherapy, Speech Therapy, Biomedical Informatics, Mathematics Applied to Business, Medicine, Music, Nutrition and Metabolism, Dentistry, Pedagogy, Psychology, Chemistry and Occupational Therapy.

Location: Rua da Biblioteca

Phone: +55 (16) 3315 3533

Opening hours: Monday to Friday
from 8:00am to 9:45pm and Saturdays
from 9:00am to 1:45pm.

E-mail: bcrp@usp.br

Website: [Campus Library](#)



Center for Physical Education and Sports

The Center for Physical Education, Sports, and Recreation (CEFER) is a multisport complex that has a gym, sports courts (indoor and outdoor), a tennis court, a semi-Olympic pool, an official athletics track with a synthetic surface, soccer fields (including an official one), ecological hiking trail and rooms for other physical activities, such as judo, weightlifting, gymnastics, and fitness. The CEFER offers semester courses and also sporting and recreational activities, supervised by sports professionals, aiming at health promotion and interaction between the university and the community.



Location: Zeferino Vaz Av.

Phone: +55 (16) 3315 3561

Opening hours: Monday to Friday, from 7am to 9pm.

E-mail: cefer.pc@usp.br

Website: CEFER

Campus Restaurant

The campus Restaurant produces and distributes meals (breakfast, lunch, and dinner) prepared with appropriate nutritional concepts to students, employees, and authorized visitors. The meals are subsidized and the sale of tickets takes place in the restaurant from Monday to Friday, during mealtimes. Lunch is served from Monday to Friday, from 11 am to 1:30 pm, and dinner from 5:15 pm to 7:15 pm. On Saturday only lunch is served, from 11 am to 1 pm.

Location: Avenida, R. Prof. Hélio Lourenço, s/nº
Vila Monte Alegre, Ribeirão Preto - SP
Phones: +55 (16) 3315 0390
E-mail: scalim.pc@usp.br
Website: Campus Restaurant



Internal Public Transport: 'Circular USP'

The Section of Transportation provides internal and free bus for users from the campus of Ribeirão Preto. The service is offered from Monday to Friday, from 6h30am to 11pm, with breaks in the morning, afternoon and evening, as a rest time for drivers and vehicle maintenance. See the timetable of the 'circular' (including during school recess).

Phone: +55 (16) 3315 3557

Website: [Circular USP](#)



ACADEMIC INFORMATION

Frequency and Grades

The students must have a minimum frequency in class of 70%. The grades are from 0 to 10. Students should have at least the final average grade of 5,0 to be approved in the discipline. The criteria used to calculate the final average vary within the courses and the professors who teach the discipline. USP system also includes a recovery test. To be eligible to take this last opportunity, students must have the minimum frequency and at least a grade of 3,0.

USP ID Card

After enrollment, students will receive the USP ID card. This card contains the student's number that will identify him/her on the campus. It's useful to access the library and the campus restaurant. Also, this can be used as proof of your student's condition. In Brazil, by enforcement of the law, students pay half of the price for tickets to theaters, concerts, cinemas, etc.

LEARNING PORTUGUESE

Learning Portuguese is essential for a fulfilling exchange experience in Brazil. Fluent English or other languages are not commonly spoken by most Brazilians, and at USP Ribeirão Preto, the majority of classes are conducted in our native language.

To better understand your surroundings and fully engage in the experience, it's crucial to find a way to learn Portuguese. Helpful apps like Duolingo, Busuu, and Babbel can assist you in mastering the basics. If you wish to deepen your language skills, you can seek assistance from your Buddy or search for specific classes.

The cost may vary depending on the instructor or institution, the duration, and the class schedule.

Upon your arrival in Brazil, it's important to stay in touch with USP students and professors, as this is the most accessible way to learn the language. While most people may not speak English, Brazilians, in general, will make an effort to understand and communicate with you.

In Ribeirão Preto, there are specific schools that offer Portuguese courses for foreigners, both in person and online. These courses are fee-based but provide a dedicated option for those who are truly committed to learning the language.

GENERAL INFORMATION

Housing

USP does not offer student accommodation on campus. Accommodations that exist on campus are available exclusively to Brazilian students who cannot afford housing, offered by the university.

About 80% of USP Ribeirão Preto students are not from the city of Ribeirão Preto. So they have two options when they start their studies in the city: either the university housing mentioned above or live in "Repúblicas". This means the students themselves join in small groups, rent houses, buy furniture, pay the monthly bills, and so on. It is a very interesting option because students learn to share costs and should take care of the house themselves. It is a model inspired by the fraternities.

iTeam USP-RP (a Student Organization) organizes the Buddy Program, which consists of FEA-RP students who were previously selected to be tutors of international students. The Buddies assist students on their arrival in the city, present the school, and give all the support to help during their stay.

The “Repúblicas” commonly have vacant rooms (individual or shared). When this occurs, the iTeam discloses this opportunity to foreign students before they arrive. Thus the international students contact the Repúblicas and negotiate the room available. This is a great opportunity for foreign students to integrate with Brazilians, and learn Portuguese.

Visa

You must get a special type of visa to be able to enter Brazil as a student. It's called TEMPORARY VISA ITEM IV and it is specific for “students”. Here are the most common documents requested by the Brazilian Consulate to issue that visa. Please, follow the steps carefully and never ask for a TOURIST VISA or a WORK VISA. **If you do not have a Student Visa, you will not be able to be registered and enrolled at USP.** So, be very careful about this. In case of any doubts regarding Visa BEFORE you come to Brazil, get in touch with us.

Necessary documents you have to present at the Brazilian Consulate to obtain your Temporary Visa Item IV - Student:

- Passport valid for more than 6 (six) months from the intended date of entry in Brazil;
- 2 (two) copies of the visa application form filled in, dated, and signed by the applicant;
- Original acceptance letter confirming the vacancy reservation, issued by the Brazilian university, or a document proving that the student is already enrolled in the educational institution (with Education Ministry recognition), mentioning the duration of the course;
- Proof of financial capacity: for those who have a scholarship: a scholarship certificate stating the amount to be received monthly, as well as the duration of the fellowship. Non-scholarship holders: proof of financial capacity to cover the cost of living during the stay in Brazil;
- 2 (two) recent photos, front view, and with a white background;
- Certificate of good report to be obtained by the foreigner at the local authority of his/her country;
- Health Insurance, issued by a national insurance company from the home country, covers the entire duration of stay in Brazil.
- Payment of fees.

The documents requested and the amounts of fees may have sudden changes, so it is always important to check all the information. For further details and guidelines, contact the [Embassy or Consulate of Brazil](#) closest to your residence.

Arriving in Ribeirão Preto

Probably you will arrive in São Paulo, and Ribeirão Preto is a city located 300km away from there. The capital of the State has 2 main airports:

São Paulo / Guarulhos International Airport - (GRU), popularly known as "Cumbica Airport", is the main and the busiest airport in Brazil, located in Guarulhos city, 25 km from the city center of São Paulo.

São Paulo-Congonhas Airport (CGH) is the second busiest airport in number of passengers and number of aircraft in Brazil. It is located in Sao Paulo, Vila Congonhas district, about 11 km distant from the city center and 37 km from GRU Airport.

You have two options to come to Ribeirão Preto:

By Plane

From Guarulhos-Cumbica (GRU) and São Paulo-Congonhas (CGH), we have several flight options to Ribeirão Preto Airport (RAO). The prices can be a little bit higher because there are some airport taxes. Only pay attention to the time - you should reserve at least 2 hours within your arrival time and departure so that you are able to make the immigration process calmly and you can also have time to look for the correct gate to come. Flight companies:

- [LATAM](#)
- [Passaredo](#)
- [Azul](#)

If you decide to come by plane, be careful to buy the ticket from Guarulhos Airport (GRU) or São Paulo-Congonhas (CGH) because there is also Viracopos Airport, that is considered to be São Paulo but it is in Campinas city, which is 2 hours away from Sao Paulo. The trip from São Paulo to Ribeirão Preto by plane takes around 1 hour. If you arrive in other cities (for example: Rio de Janeiro, Belo Horizonte or Brasília), check if the airline's companies have directly flights to Ribeirão Preto, as most of them have it.

By Coach

The Airport Bus Service is operated by the Consortium Internorte, offering transport by bus between GRU Airport to São Paulo/Congonhas Airport and the Tiete Coach Station (the only coach station you can take to come to Ribeirão Preto!), Barra Funda Coach Station, Itaim Bibi, Praça da República, and circuit of hotels of Avenida Paulista and Rua Augusta.

You can also take a taxi to the coach station, but it is going to be much more expensive. If you prefer to do that, be sure to take an official taxi from the airport. They are more trustworthy. It is going to take you around the same time as the coach. Just be sure that you get to the Tietê Coach Station.

Once you get to the Tiete Coach station, look for the company called "Viação Cometa" or "Rapido Ribeirão Preto". You can buy the tickets from the Internet or only check the available schedule (it is very frequent - around every 40 minutes) at [Viação Cometa](#).

The trip from São Paulo to Ribeirão Preto takes around 5 hours, leaving from Tietê Coach Station.

Registration After Your Arrival in Brazil

This is REALLY important!! Foreigners will have to register at the Federal Police in the city where he/she will be based as soon as they arrive, in order to obtain the CRNM (Carteira de Registro Nacional Migratório - National Migration Registry), which is an identity card for foreigners. Students should inform us of the arrival date in Brazil in advance because the Federal Police Service is done with a prior appointment. You **cannot stay at USP** without that registration.

FEA-RP International Office will help you schedule a visit to the Federal Police and someone from CAPEE (USP-RP Center of Support for Foreign Visitors) will guide you to get the correct documents, help you fill up the forms, get the certified copies, and pay the fees. You just need to bring the original documents. The Federal Police will require the following documents in order to issue the CRNM:

- Original valid passport;
- Visa application form;
- Proof of payment of R\$204.77*, for the foreigner ID;
- Two (02) recent photos, size 3x4 (colored, white background, front, unadorned smooth paper);

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

Steps to do the Federal Police Registration

1. You should go to the CAPEE Office (Rua das Paineiras, house 4, Campus USP) to schedule the day of the appointment to the Federal Police. On this day you should bring with you the following documents:

- Passport
- Visa application form
- Your address in Brazil

2. On that day, and ONLY if you bring these documents, it will be scheduled the day of your appointment visit at the Federal Police.

3. On the scheduled day and time the staff tell you, you should go back to the CAPEE with the same documents mentioned above and approximately R\$230.00* in cash for payments, to perform the following:

- Payment of fees
- Photo



4. After these procedures you will be taken to the Federal Police Office to effectively do your National Migration Registry (CRNM);

5. Send a copy to the International Office of your CRNM protocol.

For further information, please contact: Centro de Apoio para Professores e Estudantes Estrangeiros da USP Ribeirão Preto

Phone: +55 (16) 3315-4926

Email: capee.pc@usp.br

Website: CAPEE

Address: Rua das Paineiras, Casa 4, Campus da USP-RP

* This amount may change according to federal government definitions.

Cadastro de Pessoa Física (CPF)

The Cadastro de Pessoas Físicas (CPF; Portuguese for "Natural Persons Register") is the Brazilian individual taxpayer registry identification, a number attributed by the Brazilian Federal Revenue (Receita Federal do Brasil) to both Brazilians and resident aliens who pay taxes or take part, directly or indirectly, in activities that provide revenue for any of the dozens of different types of taxes existing in Brazil. It's not a mandatory procedure like the Federal Police Registration. To get a CPF number, the foreigner must follow the steps:

BEFORE arriving in Brazil

Foreigners living outside Brazil can obtain the registration CPF instantly in a Brazilian Diplomatic representation abroad. To get a CPF in your home country you must follow the procedures:

- Fill in the electronic form available [on this link](#) and print it;
- Submit the form, alongside copies of personal documents in a Brazilian consulate (consulate or embassy with consular section) to complete the request.

The Brazilian consulate will process the request and inform the registration number. If there is any data inconsistency, the application for registration shall be submitted for analysis. In this case, the applicant can track the progress of his/her request at the website of the Brazilian Federal Revenue. Within 90 days, the applicant may:

- Issue the Registration Certificate in the CPF through service available on the site of the RFB; and
- In case of inaccuracy in registration data, request the rectification without charge.

AFTER arriving in Brazil

1. If you are already in Brazil, you can go to a Banco do Brasil or Post Office (there's a branch of each one on our campus), or even to a Caixa Econômica Federal Bank branch, fill out a form and pay a tax (R\$ 7,00). You must have with you:

- Passport
- Visa application form
- Your address in Brazil
- Cash to pay the fee

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

- Passport
- Visa application form
- Proof of payment for the fee

Banking Information

Once you have a CPF number, with some other documents, you are allowed to open a bank account in Brazil. There are several branches of many national and international banks in the city (such as CitiBank, HSBC, Safra, and Santander). On our campus, there are branches of Banco do Brasil, Santander, and Bradesco.

Remember to unlock your credit card before arriving in Brazil! Check the procedures with your bank. In Brazil, only the Real (BRL), the official currency, is accepted. You can exchange money as soon as you arrive at the international airport in Guarulhos or in specific offices in the city.

STUDENTS ASSOCIATION

A.A.A.F.C.F

Associação Atlética Acadêmica Flaviana Condeixa Favaretto – A.A.A.F.C.F (Academic Athletics Association Flaviana Condeixa Favaretto) is a student association responsible for the promotion of sports and physical activities among the students of FEA-RP, increasing their interactions with each other and developing a passion for defending our faculty on the court. We do so by providing all the facilities and coaching necessary to make the training possible. We also promote parties and participate in several championships.



We offer training for soccer, indoor soccer, handball, basketball, volleyball, beach volleyball, rugby, tennis, table tennis, chess, judo, jiu-jitsu, athletics, and swimming, and all for FREE!

In order to make all this training worth it, we participate in several championships throughout the year, which are: “Copa Inter Atleticas”, “CaipirUSP”, and “Intracampus”.

“Copa Inter Atleticas” is the most important championship for us. It usually takes place at the end of May and it lasts for three days. We play against 15 different faculties, most of them from São Paulo and Minas Gerais state. It was our first participation in 2023 in the second division, and in 2024 we will be playing in the first division!

“CaipirUSP” is a championship in which we play against other USP campuses, which are also situated in the country side of São Paulo state. It has had more than 10 editions and it for sure is super exciting! The sportive level is higher than “Economíadas” and people just love to get along.



If you're interested in joining one of our teams, don't be shy! Just get in touch with us, or during the Reception Day, and we'll arrange everything for you to start training right away!

iTeam

The iTeam is a group of students from USP-RP who are especially interested in the international area. Their goal is to provide you, exchange student, the best staying in Ribeirão Preto. In order to do this they'll try to choose a nice tutor for you to help you with the housing, showing you the city, the University and helping you anytime.



The team was created to bring awareness to Brazilian students about the importance of the internationalization of USP. Students are an important part of it and to welcome foreign students is the heart of our team.

They are available to help you anytime you need to discover and experience as much as possible the Brazilian culture. The staff will organize some activities for you daytime and nighttime to discover Ribeirão Preto and enjoy everything in Brazil.

They want to make you feel at home in Brazil and will do the best for it.

Please feel free to contact them at any time: iteamusprp@gmail.com



CONTACTS / IN CASE OF EMERGENCY

In case of extreme emergency, call these phones below:

- 190 – Police
- 192 – Ambulance
- 193 – Firemen

The calls are free and you can call by your mobile phone, or by any public phone.

In case any unexpected event happens, you should ask for your buddy's help. Anyway, feel free to get in touch with the International Office staff. We kindly ask you to inform us of any happening, including any disagreement during classes or arrangements with tests, for example.

Valeria Degani

Head of International Office
+55 16 3315 0295

Fabiana Abreu

International Officer
+55 16 3315 4969

* You can contact the whole International Office team through the email international@fearp.usp.br