

FUNDAÇÃO
GETULIO VARGAS



DIREITOGV
ESCOLA DE DIREITO DE SÃO PAULO



WELCOME EXCHANGE STUDENTS!

Pre-Arrival Information for Exchange Students

Main Contact

International Affairs Office

The International Affairs Office is pleased to provide services to incoming students. The Staff of the International Relations Office will provide you with any orientation or additional information and will also help you filling forms and resolving other doubts you may have along your studies.

Location:

Rua Rocha, 233 – 11^o floor
01330-000 – São Paulo– SP-Brasil
Phone: +55 11 3799 2279
Fax: +55 11 3799 2231
E-mail: cri-direitogv@fgv.br
Website: www.direitogv.com.br

Our Team:

- **Prof. Maria Lucia Padua Lima**
Associate Dean – International Affairs
- **M. Christina Castilho**
Incoming & Outgoing Exchange Coordinator
- **Thais Zorron Nascimento**
Trainee

DIREITO GV address: Rua Rocha, 233 – Bela Vista – São Paulo

FGV Business School Address: Rua Itapeva, 432 – Bela Vista – São Paulo

FGV Economics School Adress: Rua Itapeva, 474 – Bela Vista – São Paulo

Preparing to Arrive in Brazil

Student Visa and Visa Requirements

All students, who are not Brazilian citizens, are required to get a student visa to enter, stay and study in Brazil. Students without a student visa will not be able to enroll in our system and will have to return to the home country in order to get the visa.

To get a Brazilian Student Visa you must go to the Brazilian Consulate in your country with the acceptance letter that you receive from DIREITO GV. Then, you must provide them all the documents that the Brazilian Consulate in your Country requires in order to give you a Brazilian Student Visa (VITEM IV).

Please note that your student Visa must have the following information on it.

“Vitem IV – Res. 82/08, art. 08”

The **deadline** for you to provide a copy of your Brazilian Visa to the International Affairs Office is **July 20th** (fall semester students) and **February 3rd** (spring semester students) The copy of your Brazilian Visa must be sent to cri-direitogv@fgv.br.

For more details, please contact the International Affairs Office at cri-direitogv@fgv.br.

Health Insurance



In order to attend DIREITO GV, it is mandatory to have a valid International Insurance.

There is also a clinic with full time doctors at FGV-EAESP (our Business School) that might help you in an emergency case.

The Business School is just few blocks away from DIREITO GV.

It is also mandatory to send a copy of your International Health Insurance to: cri-direitogv@fgv.br

Accommodation

We highly recommend you that, prior to your arrival; consider the type of accommodation that will work best for you factoring in costs, location, etc.

Please note that it is your responsibility to secure accommodations in São Paulo.

You can choose your accommodation with the links below, and we highly appreciate if you could do it before your arrival.

➤ **Housing Anywhere**

In "Housing Anywhere" you'll find accommodation offers from our students of FGV-EAESP. We highly recommend you to search through this website before start looking in other places.

www.housinganywhere.com

Companies that offer accommodation for exchange students:

- **Sampa Flatshare:** <http://sampaflatshare.blogspot.com>; sampaflatshare@gmail.com;
- OKUPE – <http://www.okupe.net>
- Key Mate – contact@keymate.com.br

Hostels:

- **GOL BACKPACKERS**
www.golbackpackers.com
(+55) 11 2528 - 2564
Address: Rua São Carlos do Pinhal, 461 - Bela Vista - São Paulo
- **Okupe Hostel – Jardins**
<http://www.okupehostels.com.br/jardins/en/index.asp>
+55-11-4304-0663
Address: Av Rebouças, 990 - Jardim Paulista – São Paulo/SP
- **Guest 607**
http://quest607.com.br/?page_id=978
+55-11-2619-6007
Address: Rua João Moura, 607 – Pinheiros – São Paulo - SP

Renting a room:

- www.easyquarto.com.br
- <https://www.airbnb.com/>

Renting a flat:

- www.soflatsnet.com.br / www.overflats.com.br / <http://www.saopauloflat.com/>

When to Arrive & What to Bring



It is important for you to reach São Paulo prior to beginning of classes so that you can settle in. We recommend that you arrive one week before the beginning of terms. This will allow you to adjust to the time difference and become familiar with the city.

Packing Checklist

- Valid passport, study visa and other travel documents;
- Credit card(s);
- Driver's license or international driver's license;
- Medical insurance documents;
- Medical and eyeglass prescriptions if necessary;
- Copies of all important documents to kept in a place separate from originals;
- International Student Identity Card (ISIC) – for discounts;
- Approximately R\$ 200,00 in cash for taxi fares, meals and emergency use upon arrival. You can exchange money at the airport at your arrival. They have currency exchange places over there.

Arriving in São Paulo

At the airport you can find two options of transportations.

Airport Taxis

Airport taxi fares are based on a flat rate tariff. For example, a taxi ride from the airport to the Direito GV district should be approximately R\$ 130,00. Make sure to have your apartment or hotel address available, so they can calculate the taxi fare. You can pay with credit card, at the Guarucoop desk before you get in the taxi.

Airport Bus Service

The company is located at Guarulhos Airport and the fares are approximately R\$ 36,50. The website with buses schedule is available at <http://www.airportbusservice.com.br/br/linhas> . Credit and debit cards are welcome. The buses departure the airport to several locations in São Paulo (downtown; Av. Paulista Hotels, etc)

DIREITO GV On-Campus Services

2 nd Basement <ul style="list-style-type: none">• Auditorium	1 st to 7 th Floor <ul style="list-style-type: none">• Regular Classrooms	10 th Floor <ul style="list-style-type: none">• Dean's Office
1 st Basement <ul style="list-style-type: none">• Library	8 th Floor <ul style="list-style-type: none">• Undergrad Registry• Professors Offices	11 th Floor <ul style="list-style-type: none">• International Affairs Office• Graduate Affairs Office• Undergrad Affairs Office• Research Affairs Office
Ground Floor <ul style="list-style-type: none">• Main Entrance• Cafeteria• Computer Lab• ATM• Classroom 111	9 th Floor <ul style="list-style-type: none">• Professors Offices• Graduate Registry	

- The Nurses Office is located in the Business School (Rua Itapeva, 432 – 5th floor)

Registration in the Federal Police

All incoming exchange students **must register on the Federal Police within 30 days since the day of arrival in Brazil.** This registration may take a while to be scheduled but, as long as you are in Brazil, you have 30 days to start the *Polícia Federal* registration process.

This registration must be done through this website:
<https://servicos.dpf.gov.br/sincretWeb/>

The website is available only in Portuguese! So the International Affairs Office will help you to fill out the form, once you arrive at DIREITO GV. We will also set up an appointment and take you to the Federal Police.

When you go to the Federal Police, you should take:

- 1) Original Passport
- 2) Copy of all pages of your Passport (except the white pages), notarized by Brazilian authorities (cartórios)* the closest one to Direito GV is located at Alameda Santos, 1470 (parallel to Paulista Avenue – 10 minutes walking from FGV)
- 3) Student Visa Application Form (signed by Brazilian Consulate or Embassy)*you received this form from the Consulate once you applied for your visa.
- 4) 2 photos (3x4) in a white background
- 5) 2 sets of forms called “GRU” (we will print this form for you once you arrive)
- 6) All visa documents received from the Brazilian Consulate in your country.

Federal Police LOCATION:

Polícia Federal is located at Rua Hugo D’Antola, 95 close to the Piqueri Bridge.

Open from Monday to Friday, 8:00 am – 2:00 pm

Undergraduate Programs

Law School

- Undergraduate program taught in Portuguese.

Business School (The exchange Students from Direito GV can also take classes in the Business School depending on availability).

Bachelor in Business Administration

- Undergraduate program taught in Portuguese

IPM – International Program in Management

- Undergraduate program, which counts 2 Brazilian credits per discipline = 30 hours/class.
- Taught in English and it is divided in 2 terms.

Graduate Programs

Law School

- Graduate program taught in Portuguese.

Global Law Program (for Undergrad and Graduate Students)

- Program, which counts 2 Brazilian credits per discipline = 30 hours/class.
- Taught in English and it is divided in 2 terms.
- Also has classes (short term course) of 1 Brazilian credit per discipline = 15 hours/class.

Business School (The exchange Students from Direito GV can also take classes in the Business School).

MPGI – Master Of Science in International Management

- 1,5 Brazilian credit per discipline = 22,5 contact hours = 6 ECTS
- Taught in English

Important Information

All exchange incoming students are able to take as many subjects as they want.

There is a minimum of **3 courses from the Global Law Program** per semester that must be chosen by each incoming student. Also the course “**Introduction to the Brazilian Legal System**” is **Mandatory** to all Direito GV Exchange Students.



* Semester based courses

- Undergraduate courses taught in Portuguese
- Graduate courses Taught in Portuguese

* Term based courses (duration of each term is two months)

- Global Law Program
- IPM (International Track inside the Undergraduate Program)
- MPGI.

General Information

If you want to cancel, add or change any course you have chosen you **MUST** inform the International Affairs Office, during the **first week** of classes. If the requirement is approved by the Program’s Coordinator, the Registration Office will make the change.

After this week you **WILL NOT BE ABLE** to do any **CHANGE** in your schedule!
Final **EXAMS DATES** and times **ARE NOT SUBJECT TO CHANGE.**

GRADING

Grading is **0 to 10** undergraduate and Graduate. Final grade is generally based on participation, oral and written presentations, case analyses and mid-term / final examinations.

Minimum grade to pass is 6 for the Undergraduate level and 7 for Graduate and Global Law Program.

Grading for MPGL is from A to F, with F = failed.

ATTENDANCE

Attendance is mandatory. Exchange students will be considered **FAILED** by absence if exceeded the number of 25% of absence in classes.

PORTUGUESE CLASSES

The Business School has 30 hours of Portuguese Language Course for free for all the exchange students. The Exchange students from DIREITO GV can participate of those classes. The course will begin at the second week of classes.

Portuguese classes will be divided into Basic, Intermediate 1, Intermediate 2 and Advanced.

INTERNET INSTRUMENTS

eClass(Blackboard): communication via between students and Professors. Through eClass you are able to find general information about courses and download class materials.

Aluno online: communication between student and university where you can access information about your academic life: grades, absences, class schedules, services requests, final exams / mid-term exams schedules.

Pró-Saude (Psychological Support)

In order to provide resources favoring the education of its students, FGV has a program that provides psychological support, with strict confidentiality and outside school facilities, at no additional cost. Specialized professionals assist in the formulation of the conflicts being faced and offer proper guidance in up to four meetings.

For further information or to request services, please contact Tiago Matheus at pro.saude@fgv.br.

**THANK YOU AND
WELCOME TO
DIREITO GV!!!!!!**