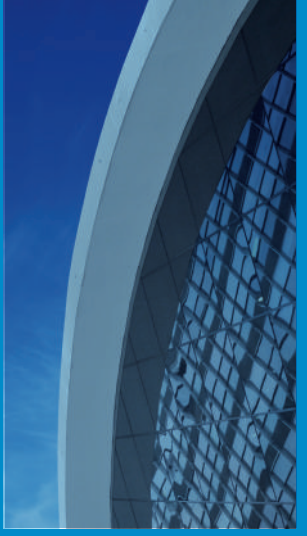


WELCOME GUIDE

FGV RIO LAW





NEWTON

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WELCOME



FUNDAÇÃO GETULIO VARGAS (FGV)

Fundação Getulio Vargas was established on December 20, 1944. Its initial goal was to prepare qualified personnel for the public and private administration of the country. At that time, Brazil was beginning to lay the foundations for the growth that would become evident in the following decades. Anticipating the arrival of a new era, FGV decided to expand its focus from the restricted field of administration to the broader realm of social and economic sciences. The institution went beyond the boundaries of education and ventured into research and information, ultimately becoming synonymous with a center of quality and excellence.

FGV RIO LAW

FGV's Law School in Rio de Janeiro, FGV Rio Law, was founded in 2002 in response to market demand for professionals who are able to think of law in more practical and interdisciplinary terms. Although relatively new, the school is already ranked among the most important law schools in the country and #1 in the State of Rio de Janeiro. Our vibrant and diverse student body, consisting of over 500 students, reflects our commitment to fostering a dynamic learning environment. Each year, we welcome over 40 exchange students, enriching our community with global perspectives. Additionally, our students have the opportunity to engage in a variety of extracurricular activities through more than 20 active student associations, ensuring a well-rounded and engaging academic experience.



Finally, FGV Rio Law is located in the captivating city of Rio de Janeiro, renowned for its enchanting blend of landscapes, rich history, and vibrant culture. The city's warm tropical climate offers year-round sunshine and inviting temperatures, making it an ideal destination for visitors seeking sun-soaked adventures. This unique setting continually captivates and inspires students, researchers, professionals, and travelers from around the globe, adding an extra layer of allure to the academic journey at FGV Rio Law.



MESSAGE FROM THE DEAN



PROF. SÉRGIO GUERRA



FGV Rio Law was founded with the challenge of transforming the teaching, production and application of law in Brazil. As a result, there is a constant commitment to the global reality in our DNA.



In Education

Encouraging an experimental, critical, multidisciplinary and international approach, as well as education focused on creative solutions to legal problems in a globalized world.



In Research

Formulating precise and empirically informed diagnoses of Brazilian reality and building innovative solutions to strengthen national and international institutions.



In Relations with Society

Reinforcing commitments to democracy, the rule of law, human rights, ethics and efficiency in institutions, bringing academia closer to reality.



In Relation with the World

As a hub for the production of legal knowledge on global issues and an international leader in terms of understanding Brazil's legal and institutional reality.

In this way, FGV Rio Law supports Fundação Getúlio Vargas' mission to contribute to the country's socioeconomic development, responsible and shared governance, and Brazil's role on the international stage.

CAMPUS FACILITIES

ACADEMIC BUILDINGS

FGV's campuses feature modern academic buildings equipped with classrooms, lecture halls, and seminar rooms. These spaces are designed to facilitate interactive learning and include the latest audiovisual technology.

FGV HEADQUARTERS

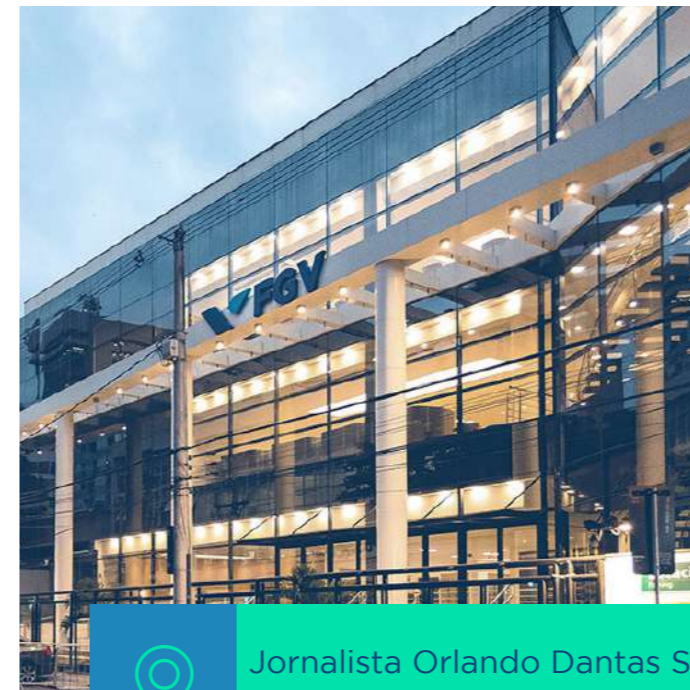


Praia de Botafogo, 190
Botafogo, Rio de Janeiro/RJ

- **FGV RIO LAW**
LAW SCHOOL IN RIO DE JANEIRO
8TH, 9TH, AND 13TH FLOORS
- **FGV CPDOC**
SCHOOL OF SOCIAL SCIENCES
14TH FLOOR
- **FGV EPGE**
BRAZILIAN SCHOOL OF ECONOMICS AND FINANCE
11TH FLOOR
- **FGV ECMI**
SCHOOL OF COMMUNICATION, MEDIA, AND INFORMATION
7TH FLOOR
- **FGV EMAP**
SCHOOL OF APPLIED MATHEMATICS
5TH FLOOR

FGV EBAPE

BRAZILIAN SCHOOL OF PUBLIC AND BUSINESS ADMINISTRATION



Jornalista Orlando Dantas Street, 30
- Botafogo, Rio de Janeiro/RJ



Avenida das Américas, 3434,
Bloco I - Ground floor and
2nd floor - Barra da Tijuca,
Rio de Janeiro/RJ



LIBRARIES

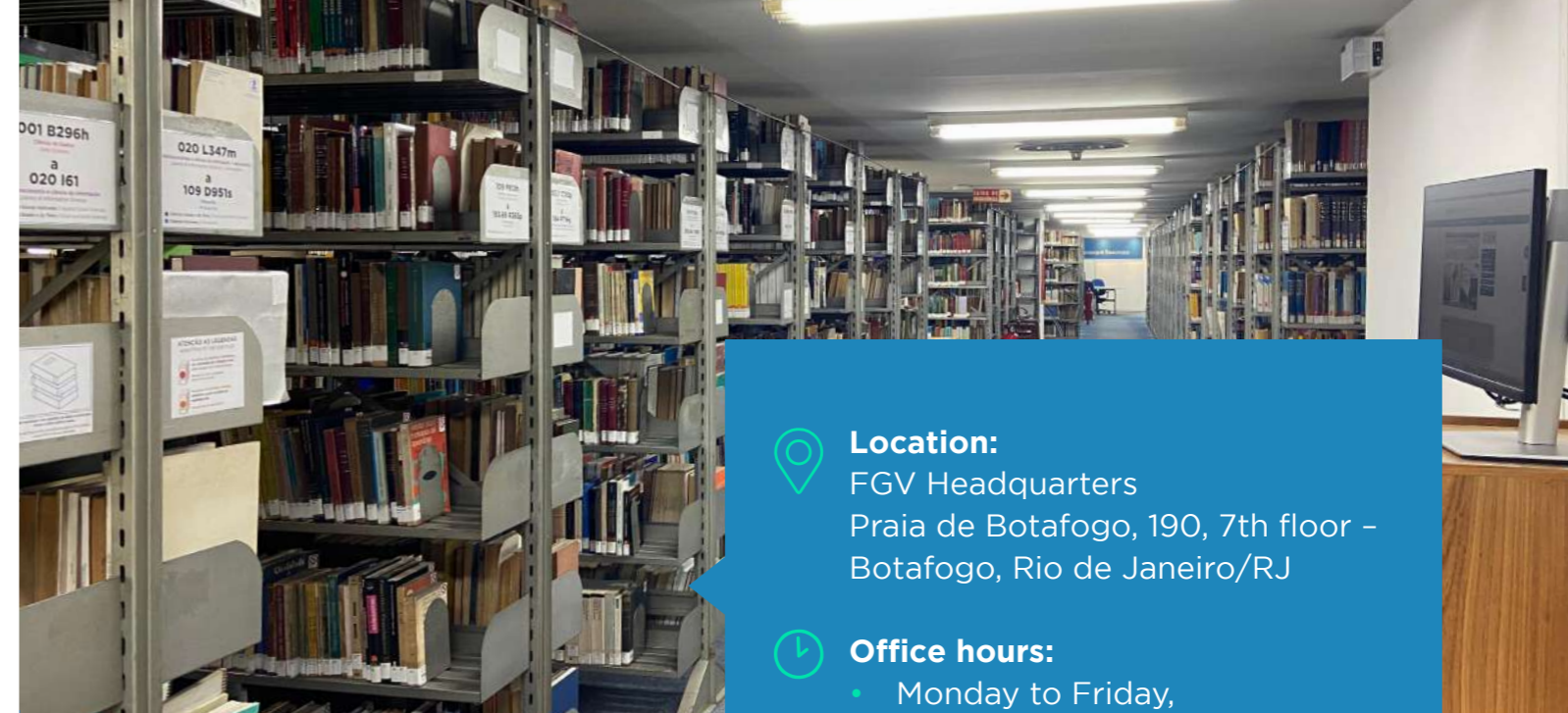
FGV boasts well-stocked libraries with extensive collections of books, journals, and digital resources. These libraries provide quiet study areas, computer workstations, and access to various academic databases.

MARIO HENRIQUE SIMONSEN LIBRARY

Contact: bib@fgv.br

Library System's Databases

<https://sistema.bibliotecas.fgv.br/>



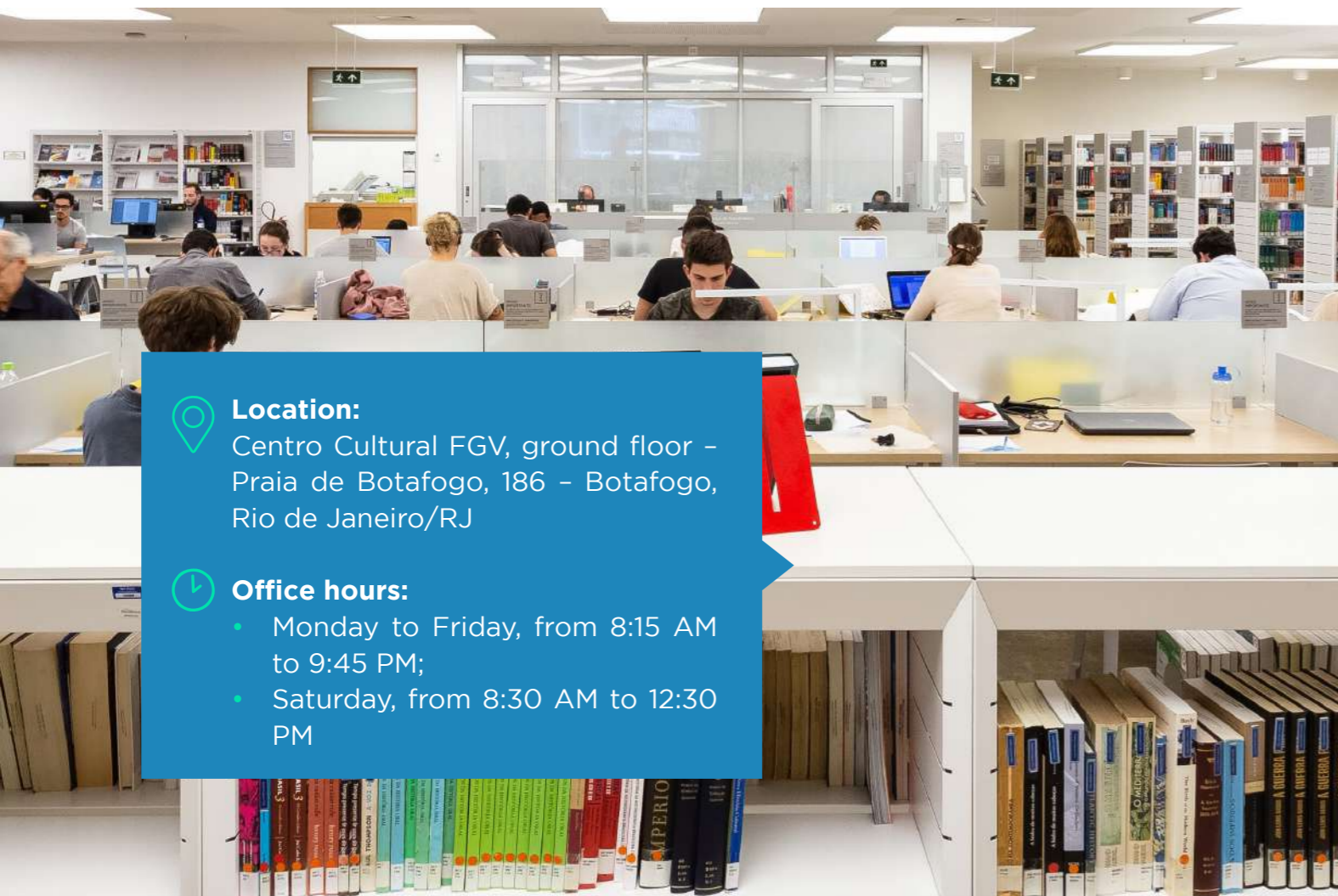
Location:

FGV Headquarters
Praia de Botafogo, 190, 7th floor –
Botafogo, Rio de Janeiro/RJ



Office hours:

- Monday to Friday,
from 8:15 AM to 5:30 PM



Location:

Centro Cultural FGV, ground floor –
Praia de Botafogo, 186 – Botafogo,
Rio de Janeiro/RJ



Office hours:

- Monday to Friday, from 8:15 AM
to 9:45 PM;
- Saturday, from 8:30 AM to 12:30
PM

BOOK LENDING SERVICE

To make use of this service for the first time, students must register in the library system by presenting their student ID to the librarian at the entrance counter. The login and password created will be requested whenever the student uses any of the library services, in person or online.

LOCKERS

Bags, food, and drinks are not allowed in the library. However, study or work materials (such as laptop, notebook, book, pen, etc.) and a transparent water bottle are permitted. Lockers are available at the library entrance for storing other belongings.

LOCKER USAGE RULES

- Lockers are to be used only during the time spent in the library.
- A daily fine will be charged if the locker key is not returned by the end of the library's operating hours.
- Losing the locker key will also result in a fine.
- The library is not responsible for items stored in the lockers or left on its premises.
- Belongings must be removed from the locker and the key returned when leaving the library.



COMPUTER LABS

The campus includes laboratories equipped with computers and software programs to support academic activities of the various programs offered by FGV.

📍 Location: 10th and 13th floors – FGV Headquarters

STUDY AREAS

There are various designated study areas throughout the campus, including quiet zones for individual study and collaborative spaces for group work. It is recommended that students make use of their respective School's study rooms.



FGV RIO LAW GROUP STUDY ROOMS

Booking a study room: students can book a study room for up to two hours each time, which may be renewed for another two hours. To do so, the student must visit the Academic Secretariat (8th floor) and request to book a room by providing their name, course and preferred time slot.

📍 Location: 8th and 9th floors – FGV Headquarters
🕒 Office hours: Monday to Friday, from 7:30 AM to 6:00 PM

BIKE PARKING

FGV provides a bicycle parking facility with 36 spaces available for use by employees and students.

📍 Location: Barão de Itambi Street, n°. 60, 1st garage floor (G1)



CAFETERIA AND DINING FACILITIES

The campus includes a cafeteria and a restaurant that provide a range of food and beverage options. It's a common area for students and staff to relax and socialize.



CAFETERIA (REI DO MATE)

- 🕒 Opening hours
- Monday to Friday, from 7 AM to 9 PM
 - Saturday, from 7 AM to 12 PM

RESTAURANT (SAPORE)

The on-campus restaurant, *Sapore*, offers two dining options: a fixed-price all-you-can-eat buffet, where staff serve the food, and a self-service option charged by weight. Both options include a beverage and a dessert, which may be either a sweet treat or some fruit.

- 🕒 Opening hours
- Monday to Friday, from 11:00 AM to 3:00 PM (Lunch time)

📍 Location: 15th floor – FGV Headquarters



IT SERVICES

FGV offers its students the following information and communications technology resources:

FGV ACCESS ACCOUNT

Upon confirmation of matriculation, each student receives an FGV Access Account. The login details and instructions for creating a password are sent automatically in a welcome email to the address provided during the application process. This password will be required for authentication whenever a service is activated.

If students encounter any issues accessing their account, they can visit the Classroom Management Unit (NGSA) and seek guidance from the IT Support Team by presenting their student ID.

CLASSROOM MANAGEMENT UNIT (NGSA)

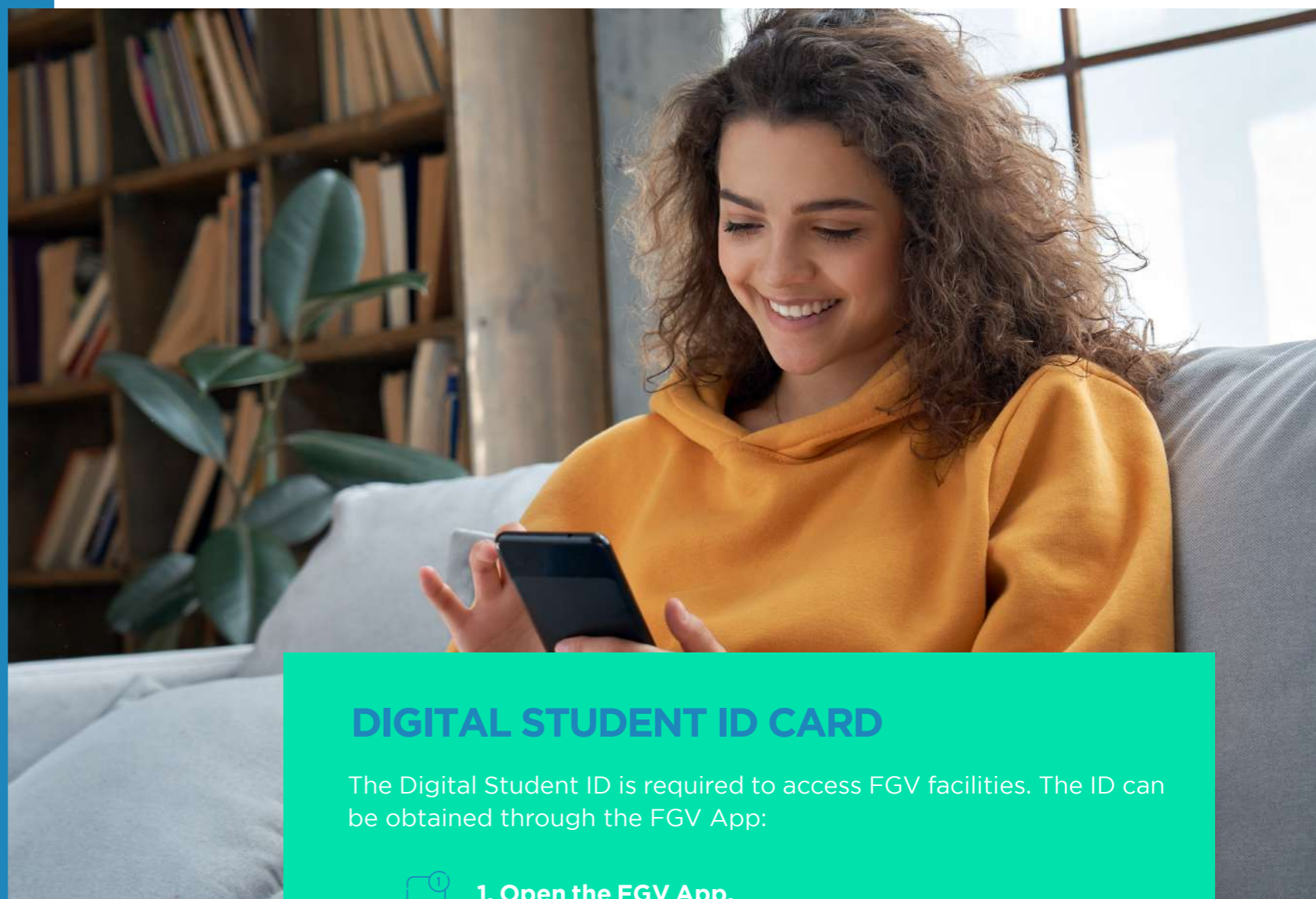
- 📍 Location: 13th floor – FGV Headquarters
- 🕒 Office hours:
 - Monday to Friday, from 6:30 AM to 11:00 PM
 - Saturday, from 8:00 AM to 7:00 PM

INTERNET ACCESS (WI-FI)

Students can access the internet using their FGV Access Account, on FGV's computers, in laboratories, libraries, study rooms, and so on, or on their personal devices, connected via the FGV Students Wi-Fi network ("FGV Alunos").

FGV APP

The FGV app consolidates publications and applications from the Schools and Units of Fundação Getulio Vargas, providing access to key information about the Institution. Content is organized by school, interest, and category, allowing users to download only what they need.



DIGITAL STUDENT ID CARD

The Digital Student ID is required to access FGV facilities. The ID can be obtained through the FGV App:

- 📱 **1. Open the FGV App.**
- 👆 **2. Tap the “Carteira de estudante” (student ID card) icon on the app’s home page.**
- ⬇️ **3. Tap “Instalar” (install).**
- 🔗 **4. Tap “Abrir” (open).**
- 👤 **5. Log in using your FGV Access Account’s username and password.**

If there are any issues with the student ID card, the student must visit the Academic Records Office (SRA) during its office hours for assistance and guidance.

ECLASS

FGV's Virtual Learning Environment that provides students with content and various technological resources for communication and collaboration, supporting and complementing classroom activities. It aims to enhance interaction between professors and students. Required reading materials for each course are available on this platform, allowing students to access and review them before classes. Students must access Eclass by using their FGV Access Account.

OFFICE 365 FOR STUDENTS

FGV students can use Microsoft 365, Microsoft's cloud service that offers a wide range of options and applications, completely free of charge.

To use Office 365, students just need to visit <https://microsoft.fgv.edu.br> and fill in the authentication fields as follows:

- **Username:** enter your FGV Access Account followed by @fgv.edu.br (e.g., C1234567@fgv.edu.br).
- **Password:** enter the password for your FGV Access Account.

If you have forgotten your password or have not yet created one, you can create a new one by clicking here: <https://bit.ly/4dXsjbD>

ALUNO ONLINE (AOL)

Aluno Online ("Students Virtual Environment") is the communication channel between FGV and its students. Through AOL, students can access essential information and request various academic services, such as checking attendance records, grades, calendars, and billing, as well as managing course enrollments.

There are currently two versions:

- Students Online Mobile
- Students Online Desktop

Students can access the platform via this link, by using their FGV Access Account: <https://aluno.fgv.br/>



PRINTING SERVICE

It is a prepaid service, supported by the PaperCut self-service system, which allows students to print their documents independently.

To use the service, the student only needs to:

- Use their FGV Access Account, the same one used to access FGV computers and the FGV Wi-Fi network for students;
- Purchase Printing Credits; <https://alunos.tic.fgv.br/en/print-credits>
- Use the PaperCut system to manage their Printing Credits and execute printing operations; <https://alunos.tic.fgv.br/en/papercut-system>
- Follow the instructions and perform the procedures below to print:
 - » Using PaperCut when using a personal device (laptop, tablet, or smartphone). <https://alunos.tic.fgv.br/en/printing-using-papercut>
 - » Using FGV's computers located in laboratories, libraries, study rooms, etc. <https://alunos.tic.fgv.br/en/printing-fgvs-computers>

STUDENT SUPPORT




The campus offers various student services, including career counseling, academic advising, and psychological support. These services aim to support the overall well-being and professional development of students.

ACADEMIC RECORDS OFFICE – SRA

FGV's Secretaria de Registros Acadêmicos ("Academic Records Office") handles all academic, administrative, and financial matters concerning students, including the maintenance of academic records, in alignment with both internal and national regulations.

Student Support: For assistance with academic, administrative, or financial issues, students must use the Student Virtual Environment (<https://aonline.fgv.br>) or the FGV APP. To ensure timely resolution of such requests, it is important to follow the deadlines specified in each School's Academic Calendar.

 FGV Headquarters – 3rd floor, room 314


 Office hours:
Monday to Friday, from 9:00 AM to 6:00 PM

PEDAGOGICAL SUPPORT CENTER – FGV NAP

FGV's *Núcleo de Apoio Pedagógico* ("Pedagogical Support Center") is a specialized department dedicated to providing pedagogical and psycho-pedagogical support to students, as well as offering didactic and pedagogical assistance to faculty and course coordinators of the undergraduate programs at FGV in Rio de Janeiro.

FGV NAP serves as a primary resource for students, addressing their individual and collective needs, both emotional and cognitive. It supports students in various aspects of learning, personal development, and engagement within the academic environment.

 Location:
FGV Headquarters – 3rd floor, room 309

 Office hours:
Monday to Friday, from 8:00 AM to 5:00 PM


 nucleo.pedagogico@fgv.br  <https://www.instagram.com/napfgv>

PROFESSIONAL PLACEMENT

FGV Direito Rio has developed the Professional Placement service to connect students and alumni with the legal job market and enhance their professional prospects. This service focuses on sourcing and promoting internship and job opportunities, as well as offering support and advice throughout the selection process. Through its network of partnerships and agreements, the program aims to enhance professional prospects and facilitate successful career placements.

 Supervisor:
Prof. Paulo Fernando de Mello Franco

 Location:
FGV Headquarters – 8th floor, room 814

 Office hours:
Monday to Friday, from 9:00 AM to 6:00 PM

 cpdireito@fgv.br

OTHER SERVICES



ACADEMIC OMBUDSMAN

The Academic Ombudsman is a communication channel for addressing issues that have already been raised with the administrative and pedagogical bodies at FGV. Through this channel, students, faculty, tutors, and the community can submit complaints, suggestions, compliments, and reports. The responsible department has ten business days from the date the issue is registered with the Academic Ombudsman to inform the submitter of the actions taken. Submissions can be made through the FGV portal at <http://portal.fgv.br/ouvidoria-academica> or via email at ouvidoria.pr@fgv.br.

MEDICAL SERVICE

In emergency situations, FGV offers both medical and nursing care.

Medical care

🕒 Monday to Friday
from 8:00 AM to 12:00 PM /
1:00 PM to 5:00 PM

Nursing care

🕒 Monday to Friday, from 8:00 AM
to 10:00 PM
Saturday, from 8:00 AM to 6:00
PM



Location: 15th floor – FGV Headquarters

EMERGENCY NUMBERS AND FGV CONTACT NUMBERS

- » Police
190
- » Emergency Medical Service (SAMU)
192 (Ambulance)
- » Fire Department
193
- » Women's Police Station
180
- » Galeão International Airport
3398-5050 / 4526 / 4527



- » Integrated Tourist Assistance Center (CIAT) - Copacabana
Address: Av. Princesa Isabel, 183 - Copacabana
Phone: +55 (21) 2298-7890
Hours: Monday to Friday - 9 AM to 6 PM

FGV Contact Numbers

- FGV Rio Law's Office of International Affairs and Global Cooperation:
+55 (21) 3799-6170
- FGV Rio Law's Student Service Office:
+55 (21) 3799-5411
- FGV's Medical Service:
+55 (21) 3799-5986



ACADEMIC RULES AND PROCEDURES

ACADEMIC CALENDAR

Academic Year at a glance

Fall Semester		
Welcome Day	late July/early August	
Classes	early August to mid-December	
Midterm Exams	late September	
Extra-class activities (no on-campus classes)	the week after midterm exams	
End-of-term Exams	late november	
Important Holidays	Independence Day	7 September
	Our Lady of Aparecida Day	12 October
	Teacher's Day	15 October
	All Souls Day	2 November
	Proclamation of the Republic	15 November
	Black Awareness Day	20 November
Spring Semester		
Welcome Day	early/mid-February	
Classes	mid-February to mid-July	
Midterm Exams	mid-April	
Extra-class activities (no on-campus classes)	the week after midterm exams	
End-of-term Exams	late June	
Important Holidays	Carnival	between early February and early March
	Easter	early April
	Tiradentes' Day	21 April
	Saint George's Day	23 April
	Labor Day	1 May
	Corpus Christ	mid-June

CLASSES & CREDITS

• COURSE LOAD AND REGISTRATION

Exchange students are free to enroll in as many courses as they like. However, we usually recommend enrollment in four to five courses. If students cannot find sufficient classes for their academic needs at the Law School, they are welcome to attend up to a total of two courses in other FGV Schools, such as Economics, Management, Social Sciences, International Relations, Communications and Math.

Instructions to the course selection process is provided by the Office of International Affairs and Global Cooperation.

• LANGUAGE OF INSTRUCTION

FGV Rio Law does not require any language tests. However, most courses are taught in Portuguese. Each semester we offer a selection of classes taught in English. Nevertheless, students are strongly encouraged to attend at least one of our Portuguese courses. All courses are made available on our website:

<https://bit.ly/4cKx8Eq>

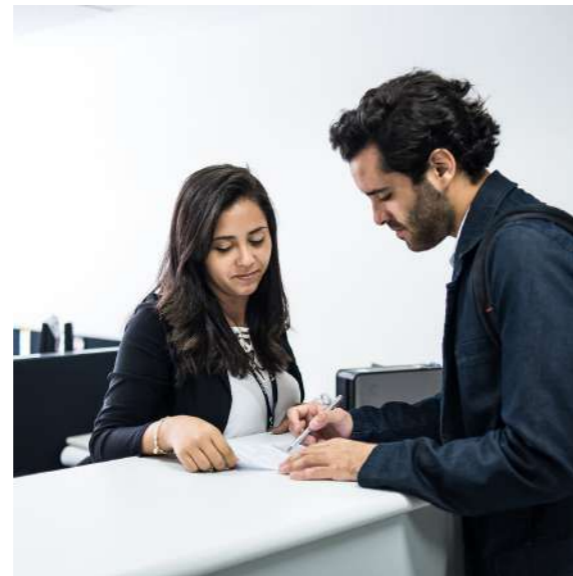
• CREDIT SYSTEM

FGV does not work with the ECTS system, but rather with hour credits. The courses usually have a load of 60h or 30h. Students are graded on a scale from 0 (minimum) to 10 (maximum). The passing grade is 7.

In order for a specific course and the respective grade to appear on the student's transcripts, students who score a grade lower than 7 in a specific course will have to take an additional exam, after which they need an average grade of 6 to pass said course.

• ATTENDANCE

Class attendance and participation in academic activities are mandatory for all students, with exceptions only as provided by current legislation. Approval in any course is conditional upon a minimum attendance of 75% of the total class hours.



• GRADING SYSTEM

Academic performance is assessed on a per-course basis, considering both attendance and academic achievement. The professor may administer as many assessments as deemed necessary, with at least one mandatory written exam. The conditions required for passing are:

- Enrollment in the course.
- Achieving a final grade of 7 or higher in the course.
- Attending at least 75% of the total class hours specified for the course.

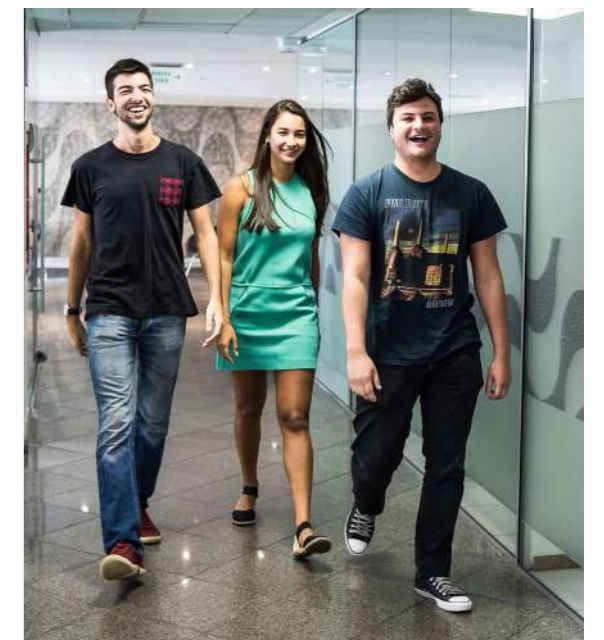
• ACADEMIC TRANSCRIPT OF RECORDS (TOR)

At the end of each semester, an official Academic Transcript of Records is issued, which includes a record of all the courses the student has passed, along with the final grade received in each course. The Transcript of Records is typically issued within one month after the official end of the academic term and is sent directly to both the student and their home university.

The student must contact their home university directly to inquire about the process for validating and transferring earned credits.

• DRESS CODE

The wearing of shorts, miniskirts, cropped tops, tank tops, and flip-flops is not permitted in any units or facilities of Fundação Getulio Vargas, at any of its locations in Rio de Janeiro.



WHAT YOU NEED TO KNOW BEFORE YOUR ARRIVAL

Welcome to Rio de Janeiro!

Known for its breathtaking landscapes, vibrant culture, and warm people (called “cariocas”), Rio de Janeiro, often referred to simply as “Rio,” is one of the most iconic cities in the world. Nestled between lush mountains and the Atlantic Ocean, Rio is famous for its stunning beaches, bustling urban life, and rich cultural heritage. As the second-largest city in Brazil, Rio offers a unique blend of natural beauty and urban sophistication, making it a perfect destination for students, researchers, and travelers alike.



FGV HEADQUARTERS

RECOMMENDED PLACES TO VISIT (RIO BUCKET LIST)



CHRIST THE REDEEMER

This iconic statue atop Corcovado Mountain offers a stunning panoramic view of the city and is a must-visit landmark.



SUGARLOAF MOUNTAIN PÃO DE ACÚCAR

Take a cable car ride to the summit for breathtaking views of Rio's skyline and Guanabara Bay.



COPACABANA AND IPANEMA BEACHES

These world-famous beaches are perfect for sunbathing, swimming, and experiencing Rio's vibrant beach culture.



ESCADARIA SELARÓN

An artistic staircase decorated with colorful tiles, located in the Lapa and Santa Teresa neighborhoods.



LAPA ARCHES (ARCOS DA LAPA) AND SAMBA CLUBS

Experience Rio's nightlife and samba music in the historic Lapa district, known for its vibrant street parties and live music venues.



CARNIVAL IN THE SAMBÓDROMO

The highlight of Rio's cultural calendar, this world-famous festival features elaborate parades, samba dancing, and vibrant costumes. Held annually, it is a spectacular event not to be missed.



ROCK IN RIO

One of the largest music festivals in the world, Rock in Rio attracts international artists and music lovers. Held biennially, it offers an incredible lineup of performances across various genres.



MURETA DA URCA

A popular spot for locals and tourists to enjoy drinks and snacks while taking in the beautiful views of Guanabara Bay and the Sugarloaf Mountain.



MUSEU DO AMANHÃ & HARBOUR AREA

A futuristic science museum located in the revitalized Porto Maravilha area, focusing on sustainability and innovation. The surrounding harbour area also offers beautiful views and modern architecture.



PARQUE LAGE

A public park at the foot of the Corcovado Mountain, featuring beautiful gardens, walking trails, and a historic mansion that houses the Escola de Artes Visuais (School of Visual Arts).



WEBSUMMIT

One of the largest technology conferences in the world, held annually, bringing together global leaders in tech, startups, and investors for networking, presentations, and workshops.

FACILITIES NEARBY THE UNIVERSITY

• ACCOMMODATION

FGV does not offer on-campus accommodation, but the Office of International Affairs and Global Cooperation can support students looking for housing. Apart from the student housing located nearby, there is an ample offer of rooms and apartments for short- and middle-term rental in Rio de Janeiro's South Zone (Ipanema, Copacabana, Botafogo, Flamengo, etc.).

» ULIVING

Uliving Rio provides student housing near FGV Rio Law. The facility offers fully furnished apartments with amenities such as study rooms, a gym, and leisure spaces. Residents have access to high-speed internet, 24-hour security, and maintenance services. As part of our partnership, students who provide proof of enrollment at FGV (such as an Acceptance Letter or any other relevant document) will have their reservation fee reimbursed as a discount on their first monthly payment.

Praia do Flamengo, 20 - Flamengo, Rio de Janeiro - RJ, 22210-030 (postal code)

www.uliving.com.br/rio

» AIRBNB

Airbnb is a reliable source for finding a room or apartment in Rio. It offers a wide range of options suitable for different budgets and preferences.

www.airbnb.com.br

» QUINTO ANDAR

Quinto Andar specializes in long-term rentals, providing a variety of apartments and rooms with detailed listings and secure transactions.

www.quintoandar.com.br

» VRBO

VRBO, like Airbnb, is a reliable source for finding a room or apartment in Rio. It offers a wide range of options suitable for different budget and preferences.

www.vrbo.com

When searching for accommodation, consider neighborhoods such as Catete, Flamengo, Botafogo, Copacabana, Ipanema, and Leblon. These areas are among the best and closest to FGV, offering convenient access to the campus and essential amenities.

• LUNCH OPTIONS

» GARAGEM

Garagem operates with an à la carte menu with moderate pricing—not too expensive and not too cheap. It offers a range of options, and the service is usually fast. It is a popular choice among students and is considered a solid option for dining.

Rua Jornalista Orlando Dantas, 43 - Botafogo, Rio de Janeiro - RJ, 22231-010

» BROZ

Broz operates as a pay-by-weight buffet with a variety of options from sushi to freshly made barbecue. Prices range from 20 to 60 reais depending on the amount you eat. For 70 reais, you can enjoy unlimited food and soda.

Rua Marquês de Abrantes, 216 - Flamengo, Rio de Janeiro - RJ, 22230-061

» BIGODE

Bigode is known for its tasty dishes and reasonable prices. It is also a popular spot in the evening for drinks, beer, and samba music, making it a good choice for happy hour.

Rua Farani, 3 - Botafogo, Rio de Janeiro - RJ, 22231-020



• SUPERMARKET

» PÃO DE AÇÚCAR

Located directly behind FGV, Pão de Açúcar offers a wide selection of groceries, household items, and fresh produce. It is a convenient choice for quick and easy shopping. The store often features good promotions on beverages.

Rua Barão de Itambé, 50 - Botafogo, Rio de Janeiro - RJ, 22231-000

» HORTIFRUTI

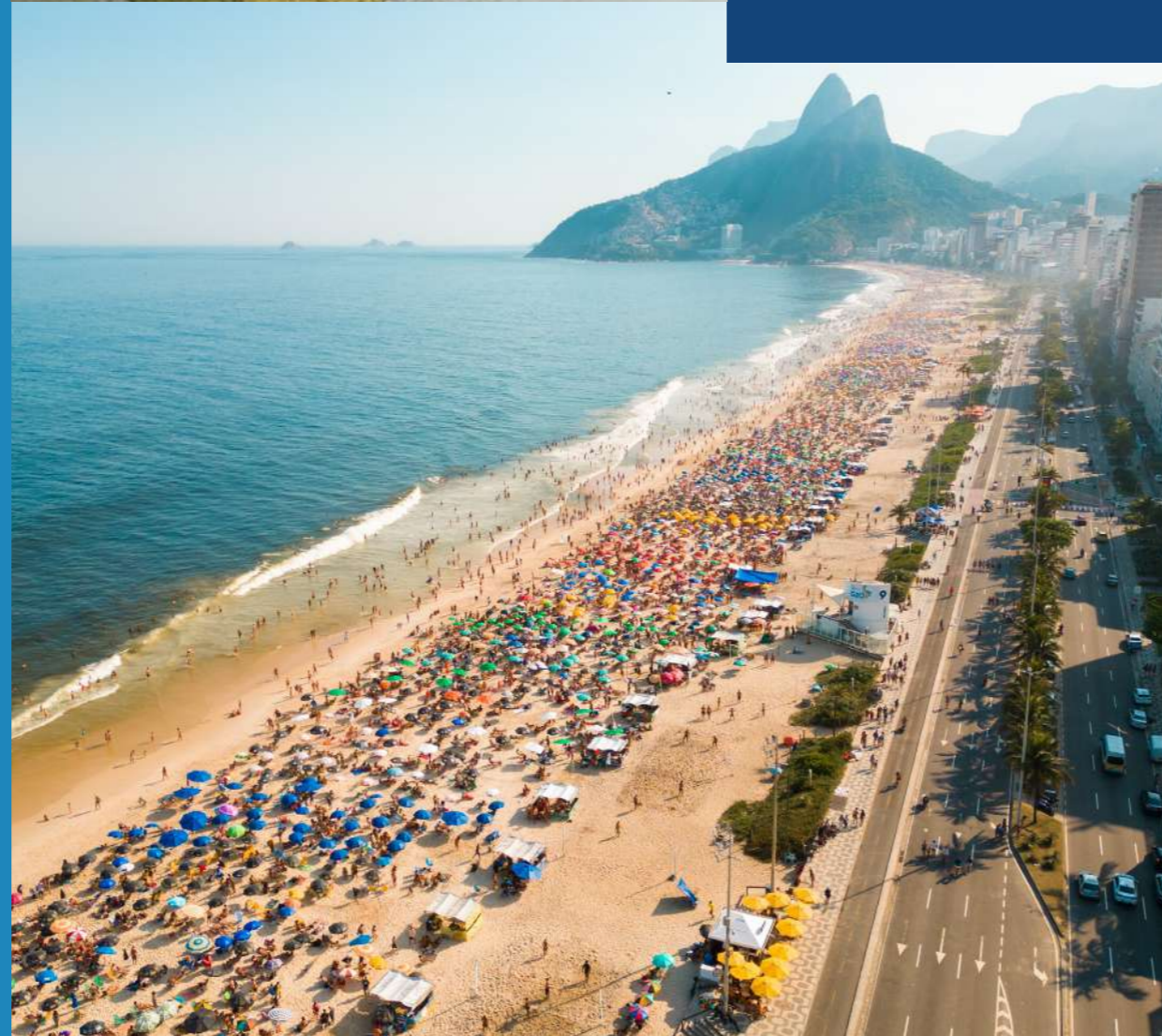
Hortifruti is known for its high-quality fresh fruits and vegetables. It also offers a variety of other grocery items, making it a great place for fresh produce and more.

Rua Marquês de Abrantes, 192 - Flamengo, Rio de Janeiro - RJ, 22230-060

» ZONA SUL

Zona Sul is a well-stocked supermarket that provides a range of groceries, including fresh produce, dairy products, and other essentials. It is particularly noted for its bakery section, which features high-quality baked goods made in-store.

Rua Marquês de Abrantes, 181 - Flamengo, Rio de Janeiro - RJ, 22230-060



• GYMS

For those looking to maintain their fitness routine, there are several gym options conveniently located near FGV:

» SELFIT ACADEMIAS

Located in Flamengo, just behind FGV and above the Pão de Açúcar supermarket, Selfit Academias offers a range of fitness equipment and classes.

R. Barão de Itambé, 50 - Botafogo, Rio de Janeiro - RJ, 20020-010
www.selfitacademias.com.br

» SMARTFIT

SmartFit is a large gym chain with multiple branches throughout the city. Members can access any location, offering flexibility and a variety of plans at different price points to suit individual needs.

www.smartfit.com.br

SAFETY TIPS

While Rio de Janeiro is a vibrant city, it's important to stay aware of your surroundings. Botafogo is considered a safe neighborhood, as is the entire south zone. Nevertheless, it is important to always stay vigilant. Whereas violent crime and gang activity mostly restrict themselves to the north zone and east zone, as well as the favelas, one should always be aware of pick-pockets - especially in touristic areas, and the beach. Avoid using your mobile phone or displaying valuable items in risky and unfamiliar areas (and in cars when the windows are open), and don't carry too much cash. Use reliable transportation methods, such as metro or uber, and in emergencies, dial local emergency numbers. Keep your belongings secure and close to your body, especially in crowded places like beaches and public transport.

LOCAL CUSTOMS AND ETIQUETTE

Understanding Brazilian customs can help you integrate smoothly.

• GREETINGS

A common greeting is a kiss on the cheek, especially among friends and family. In Rio, it's typical to greet with two kisses on the cheeks and even a hug. A handshake is typical in more formal situations.

• EXPRESSIVE INTERACTIONS

Brazilians are known for their expressive and engaging communication style, often standing close and being touchy-feely during conversations. They enjoy discussing personal topics and sharing stories but avoid controversial subjects like politics and religion unless you have a close relationship. Also, being direct and saying "no" to an offer or invitation (even if you have a good reason) might be regarded as offensive. Stay on the safe side with a more subtle "I'll let you know" (*vou ver e te aviso*) or "let's talk again" (*vamos nos falando*).

• FLEXIBLE TIMEKEEPING

Brazilians, in general, have a relaxed attitude towards time. Be prepared for flexible timing and spontaneous plans – specially in Rio. However, punctuality is important for business meetings and academic settings, so it's crucial to distinguish between social and professional contexts.

• TIPPING

It's customary to leave a 10% tip in restaurants, though this is most often included in the bill as a service charge. In taxis and other services, rounding up the fare or adding a small tip is appreciated but not always expected.



OBRIGADO! / OBRIGADA!

"Thank you!", with "o" for males and "a" for females.

E AÍ?

Similar to "What's up?" or "How's it going?" It's very informal and often used among friends.

POR FAVOR

"Please"

OLÁ! / OII

Equivalent to "Hello." It's friendly and can be used in most situations.

BOM DIA! / BOA TARDE! / BOA NOITE!

Good morning! / "Good afternoon!" / "Good evening!" or "Good night!"

COMO VAI?

"How are you?"

DE NADA

"You're welcome"

COM LICENÇA

"Excuse me"

BELEZA

Literally means "Beauty," but it's used colloquially to say "Cool" or "Great."

PRAZER! / PRAZER EM CONHECÊ-LO/LA!

"Nice to meet you," with "lo" for males and "la" for females.



CARIOCA ETIQUETTE

- **CARNIVAL SPIRIT**

If you're in Rio during Carnival, immerse yourself in the festivities. Cariocas are proud of their Carnival traditions, which include elaborate costumes, parades, and street parties. Even if you're not participating in the parades, attending the blocos (street parties) is a must.

- **OUTDOOR LIVING**

Cariocas love outdoor activities. Join in on a beach volleyball game, take part in a hike up to one of Rio's famous viewpoints like the Sugarloaf Mountain, or just enjoy a casual stroll in the city's parks like Aterro do Flamengo.

- **SOCIAL WARMTH**

Cariocas are known for their warmth and friendliness. Don't be surprised if strangers strike up conversations or offer help. It's all part of the local charm. Trying to speak some Portuguese, and showing genuine interest in their city and culture (football, samba, or Brazilian memes or celebrities) will be appreciated and can lead to new friendships.



LANGUAGE AND COMMUNICATION

While many Brazilians speak English in academic and high-level professional settings, the reality is quite different in everyday situations. In daily life, such as when using public transportation, shopping in supermarkets, or dining in simpler restaurants and cafeterias, English speakers are much less common. It is highly beneficial to learn some basic Portuguese phrases to navigate these situations more easily and to connect better with locals.

- **LANGUAGE SCHOOL**

Consider taking classes at Caminhos Portuguese Language School in Ipanema or another Portuguese Language School to improve your language skills. These schools offer various programs tailored for international students and help navigating daily interactions and understanding Brazilian culture better.

TRANSPORTATION



The city of Rio de Janeiro offers a variety of transportation modes to facilitate mobility. The metro system has three main lines connecting the most important neighborhoods, while buses cover a wide network, allowing access to more distant areas. Additionally, the VLT (Light Rail Vehicle) operates in the downtown area and Port Zone, providing a modern and efficient alternative. The BRT (Bus Rapid Transit) system complements the network, linking peripheral regions to central areas. For shorter trips, the city has taxi services and ride-sharing apps, as well as bike lanes for cycling enthusiasts.



You can download the map with all public transportation options for the Rio de Janeiro metropolitan area through the following link or by scanning the QR code.

www.rj.gov.br/Uploads/Noticias/mapa-rio.jpg

DOWNLOAD THE APP: MOOVIT

<https://moovit.com/>

• TRANSPORTATION FARES (2024)

- » Bus: R\$ 4.30
- » BRT: R\$ 4.30
- » VLT: R\$ 4.30
- » Train: R\$ 7.10
- » Metro: R\$ 7.50
- » Ferries: R\$ 7.70

Anyone can purchase a Riocard, a rechargeable card that provides convenient access to buses, metro, VLT, and BRT systems throughout the city. The Riocard offers several advantages, including reduced fare rates, the ability to transfer between different modes of transport seamlessly, and the ease of recharging online or at various locations.



<https://www.cartaoriocard.com.br/rcc/paraVoce>

• GETTING TO CAMPUS

FGV Rio Law is conveniently connected by public transportation. With a bus stop right in front of the main entrance and the Flamengo metro station just a five-minute walk away, it is easy to come to and go from FGV, making your commute straightforward and accessible. If you opt for ride-hailing services, simply enter “FGV Direito Rio” as your final destination in the app.

CELLPHONE

In Brazil, the main mobile phone operators are Vivo, Tim and Claro. All of them offer prepaid SIM cards that include internet packages, and some even have specific plans for travelers and foreign visitors. You can easily purchase these prepaid SIM cards with just your passport or CPF number. SIM cards are available both online and in stores, which are commonly found in shopping malls. All three providers have a store at the Botafogo Praia Shopping (Shopping Mall).

- **VIVO**
www.vivo.com.br/para-voce
- **TIM**
www.tim.com.br/para-voce/planos/pre-pago/sumarios/tim-visitor
- **CLARO**
www.claro.com.br/Institucional/international-visitors



Stores: Botafogo Praia Shopping
Praia de Botafogo, nº 400



COST OF LIVING



HOUSING

Renting a room or an apartment usually varies from R\$ 1,000 to R\$ 4,000 per month in the South Zone of the city (the most noble and touristic area of Rio).



FOOD

around R\$ 1,500 per month.



TRANSPORTATION

around R\$ 400 per month.

CURRENCY AND MONEY MATTERS



Brazil uses the Brazilian Real (BRL) as its currency. For convenience, we suggest using ATMs to withdraw the bulk of your cash during your stay. It's beneficial to carry a combination of credit and debit cards (preferably Visa, MasterCard, or American Express) and some cash. Having a small reserve of US dollars or Euros can be useful, as other currencies might not be as easily exchanged, and the rates can be less favorable.

Most establishments, such as shops and restaurants, accept major credit and debit cards, but it's wise to verify this beforehand. Smaller street or beach vendors, kiosks, local markets, and more informal dining places, particularly in rural areas, might only accept cash. Therefore, it's essential to keep some cash on hand as a precaution.

WHERE TO EXCHANGE MONEY IN RIO DE JANEIRO

You can exchange foreign currency at bank branches or dedicated currency exchange offices. Although exchanging money at the airport is possible, the rates are usually not as favorable. Similarly, hotels often offer currency exchange services but at slightly less competitive rates.

The most cost-effective method to obtain cash is usually by using ATMs linked to an international network associated with your home bank, as this often provides more favorable exchange rates.

• BANK BRANCHES

Prominent banks in Rio de Janeiro, including Banco do Brasil, Itaú, Bradesco, and Santander, provide ATM services and currency exchange at their branches. You can visit these banks for assistance with currency exchange. Remember, bank operating hours are generally from 10:00 AM to 4:00 PM.



• ATM MACHINES

In Brazil, look for Banco24Horas ATMs, which are accessible in various locations such as bank branches, pharmacies, and supermarkets. Ensure the ATM accepts Cirrus (MasterCard) or Plus (Visa) cards. If unsure, verify with your bank which Brazilian networks are compatible with your card. For safety reasons, plan your cash withdrawals in advance, as ATMs are generally closed between 10:00 PM to 6 AM. The maximum withdrawal limit is usually around R\$1,000 per transaction in most locations.



UNDERSTANDING BOLETOS AND HOW TO PAY YOUR BILLS

“Boletos” are a common payment method in Brazil, essentially functioning as payment slips or invoices. They are widely used for various types of transactions, including utility bills, online purchases, and service fees. Each *boleto* contains a barcode, a due date, the amount to be paid, and information about the payer and the payee.



To pay a *boleto* at a lottery house, locate a nearby *lotérica* marked by the “Caixa Econômica Federal” logo or “Loterias” sign. Bring the physical *boleto* or printed slip, ensuring it is within its due date. Wait in line and present the *boleto* to the cashier. Pay with cash or a debit/credit card. After payment, you will receive a receipt as proof and it is recommended that you keep it for your records.

Here are the closest *lotéricas* to FGV:

HOW TO PAY BOLETOS

• BANKS

You can pay *boletos* at bank branches, ATMs, or through online banking. Most banks in Brazil have a section dedicated to paying boletos where you can either scan the barcode using a mobile app or manually enter the payment information.

• LOTTERY HOUSES (“LOTÉRICAS”)

Lottery houses, known as “lotéricas”, are the most convenient option for paying *boletos* for international visitors. These establishments are found throughout Brazil and offer a range of financial services.

• LOTERIAS ITU BOUTIQUE

R. Sen. Vergueiro, 203, Store 02, Flamengo, Rio de Janeiro. (6-minute walk)

• LOTÉRICICA PONTO QUENTE

Praia de Botafogo, 324, Botafogo, Rio de Janeiro. (10-minute walk)

• LOTUS LOTERIAS

Praia de Botafogo, 406, Store 23, Botafogo, Rio de Janeiro. (13-minute walk)



STUDENT VISA

- **WHO NEEDS A STUDENT VISA?**

Foreign nationals planning to go to Brazil as students or for scientific research, scientific cooperation, academic extension, or supervised academic internships for stays longer than 90 days need a visa.

Read the *Entry Visas to Brazil* here to find out if you need a visa to travel to Brazil:

<https://bit.ly/4fT3aAR>

- **WHAT IS VITEM IV VISA?**

The Temporary Visa IV (VITEM IV) is issued to foreign nationals who intend to come to Brazil temporarily as students, without the intention of immigrating or engaging in paid work.

- **WHAT IS THE VALIDITY PERIOD OF VITEM IV?**

VITEM IV is valid for up to one year. Extensions can be requested by the applicant in Brazil at DPMAF, up to 30 days before the visa expires.

- **WHEN DO I NEED TO APPLY FOR A VITEM IV VISA?**

We recommend that students begin the visa application process as soon as they receive their official Acceptance Letter, given the lengthy nature of this process.

- **HOW LONG CAN I WAIT BEFORE TRAVELLING TO BRAZIL AFTER VITEM IV IS GRANTED?**

Once the visa is granted, the applicant has three months to enter Brazil. After entering the country, they must register with the Federal Police in the city where they will reside within 90 days.

- **CAN I ENGAGE IN PAID WORK WITH VITEM IV?**

No. Holders of a student visa are not allowed to engage in paid work in Brazil, under penalty of fine, notification, or even deportation.

Required documents for the visa application include, but are not limited to:

- **Proof of enrollment or admission** in an educational institution officially recognized by the Ministry of Education, indicating the duration of the course;
- **Passport** with a validity of six months or more, with at least three blank pages;
- **Web form** “Visa application,” duly completed and signed.
- **One 3x4 (or 5x7) photograph**, taken within the last six months, colored, with a white background.
- For those with previous stays in Brazil, a **copy of the passport pages** showing the last two entries.
- **Criminal record certificate** issued by all countries where the applicant has resided in the last 12 months, issued within three months before the visa application date.
- **Original birth certificate.**
- **Tickets (or flight reservation)** proving entry and exit from Brazilian territory or an itinerary issued by the transport company.
- **Proof of means of subsistence in Brazil**, such as a letter of financial responsibility from another person with a notarized signature, proof of a scholarship with sufficient funds, or proof of financial capability to support oneself in Brazil during the study period.
- **Health insurance** valid throughout Brazilian territory that covers treatment and hospitalization (FGV requires a minimum coverage of USD 42,000 or EUR 30,000, as well as repatriation of the body).
- **Payment** of the visa issuance fee.

CADASTRO DE PESSOAS FÍSICAS (CPF) – BRAZILIAN INDIVIDUAL TAXPAYER REGISTRY ID

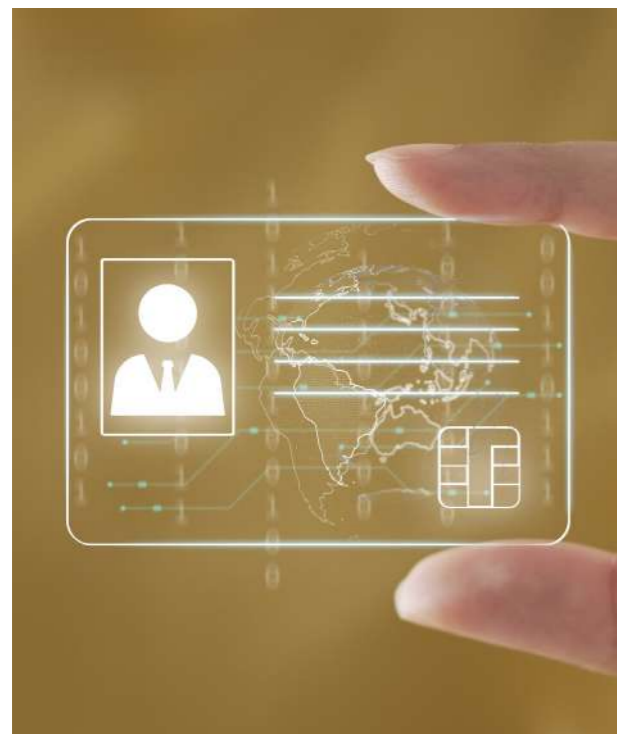
• WHAT IS IT?

A CPF (*Cadastro de Pessoas Físicas*) is an individual taxpayer registry identification number issued by the Brazilian government to both residents and foreigners who are involved in some type of taxable activity in Brazil. It is used for a variety of purposes, including opening bank accounts, signing contracts, getting a mobile phone plan, making online purchases (incl. food delivery apps), acquiring gym memberships, and other financial and administrative activities. **A CPF is also required to be enrolled at FGV Rio Law.**

• HOW CAN I REGISTER FOR A CPF?

Foreigners residing abroad can apply for a CPF through the Brazilian consular office in their country or city. We highly recommend students to apply for the CPF alongside the visa application process as the process is usually less cumbersome.

You must contact the consular office responsible for your jurisdiction (<https://bit.ly/4cl8BQe>) and schedule your CPF application through the e-consular system of the chosen consulate or embassy (<https://econsular.itamaraty.gov.br/>).



Required documents for the CPF application include, but are not limited to:

- Completed and signed CPF application form: <https://bit.ly/3yFwvy5>
- Identification document
- Birth certificate



REGISTERING AS A FOREIGNER IN BRAZIL (RNM AND CRNM)

Immigrants with a temporary visa who have entered Brazil must apply for registration at the Federal Police within 90 days, counting from the date of entry into national territory, under penalty of applying the sanction provided for in item III of the caput of art. 307 of Decree 9,199/2017 (http://www.planalto.gov.br/ccivil_03/_ato2015-2018/2017/decreto/d9199.htm).

The registration consists in civil identification, by biographical and biometric data, to obtain a National Migration Registry number (RNM) and the National Migration Registry Card (CRNM).

Once you have the necessary documentation, fill in the form, according to the desired method. Follow the step-by-step guide provided on the following pages.

STEP BY STEP

1 Request Registration

Documentation for immigrants holding a temporary visa

Common documentation for all cases: <https://bit.ly/3WQ0Pha>

- Application Form duly completed on the Federal Police website; <https://bit.ly/3AKjwLP>
- 1 (one) 3x4 photo, recent, colored, white background, plain paper, front (if the Federal Police's biometric data collection system is unavailable, presentation may be required);
- Declaration of electronic address and other means of contact, preferably accompanied by a simple copy of proof of residence; <https://bit.ly/3ABMZI2>
- Valid travel document or other document proving identity and nationality, under the terms of treaties to which the Country is a party;
- Original visa form;
- Proof of payment of the CRNM issuance fee (revenue code 140120, value R\$204.77). To issue the Union Collection Guide, click here: <https://servicos.dpf.gov.br/gru2/gru?nac=1&rec=9>

Costs

National Migration Registration Card issuance fee - revenue code STN 140120 R\$ 204.77.

Except for the cases provided for in art. 67 of Decree No. 9,199/2017 (<https://bit.ly/3ADt8Z2>), the service will only take place at the Federal Police unit of the district where the applicant is domiciled.

2 Schedule an appointment

By filling out the Application Form, it will be possible to make an appointment. After that, if you want to schedule, reschedule, consult or cancel service, click here: <https://servicos.dpf.gov.br/agenda-web/acesar>

Attend at the Federal Police unit for complete the service at the scheduled time.

3 Attend at the Federal Police unit on the date scheduled

In person: The applicant must go to the Federal Police unit where there is service for immigrants from the district where the applicant is domiciled, as scheduled in item 2.

Address: Polícia Federal – Delegacia de Imigração
Praça Senador Salgado Filho, s/nº – Rio de Janeiro – RJ
Postal code: 20021-340 (Santos Dumont Airport)

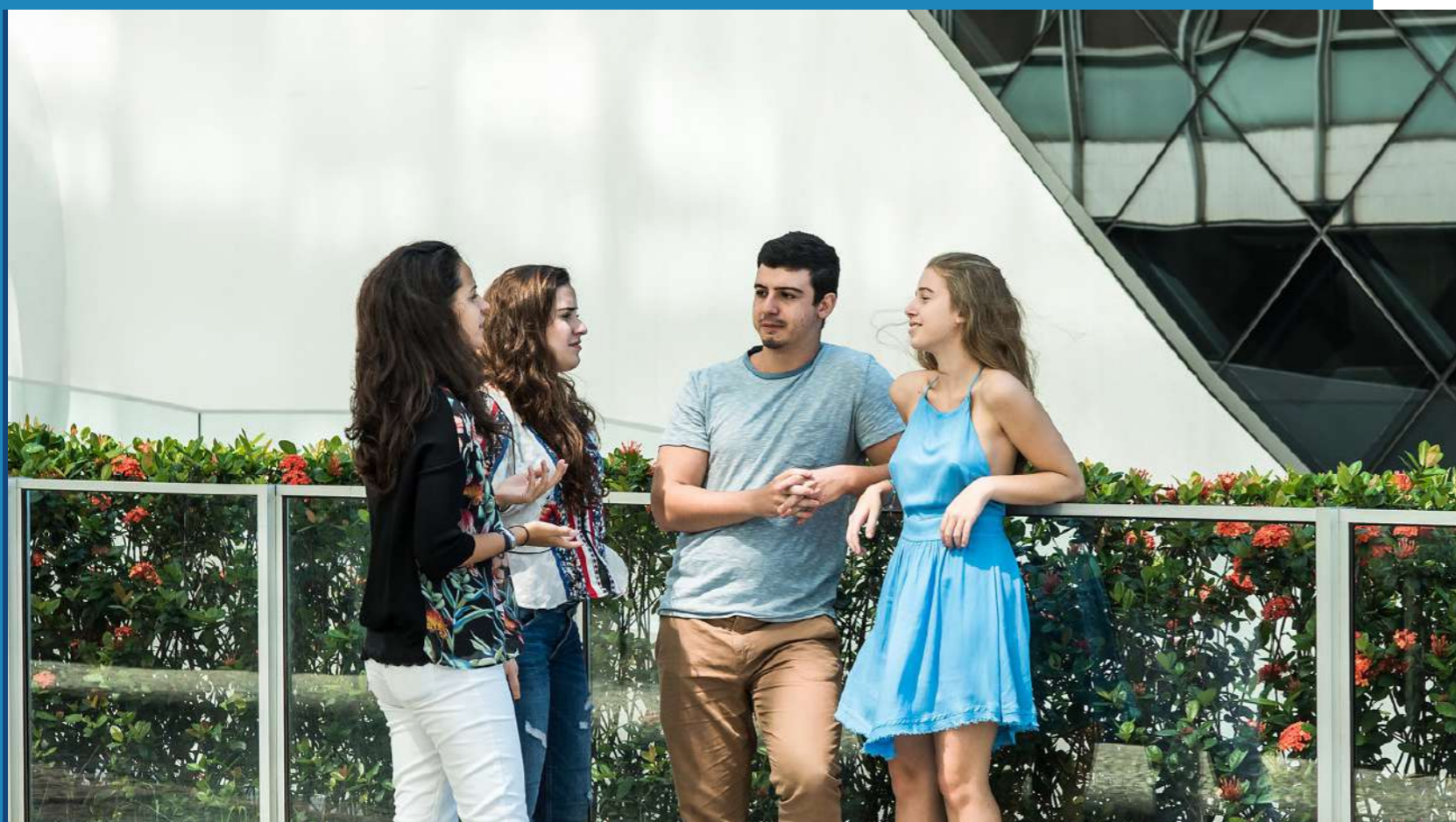
Estimated waiting time: Up to 30 minutes.
The National Migration Registration Card will be ready at the Federal Police service unit.

4 Receiving the National Migration Registration Card

In person: It is necessary to verify if the document is ready to be picked up. To verify it, click here (<https://bit.ly/3Aylez1>). When this occurs, the system will inform “Seu documento foi confeccionado e está pronto para ser retirado” (your document has been issued and is ready for pickup) and will provide a specific form for document delivery.

Fill out the form provided and make an appointment for the collection of the document at the correct service unit. Some units do not need to schedule an appointment (in these cases, the system will inform you that “there is no schedule for the chosen service”).

The document takes an average of 30 business days to get ready.



You're not alone!

You do not need to know how to navigate such new adventures all by yourself!

BUDDIES PROGRAM

The Buddies Program at FGV Rio Law is a student-led initiative designed to help integrate international students into our academic community. Local students partner with exchange students, providing support and practical information about university life.

Buddies assist international students in adapting to the academic environment, sharing cultural and social experiences to ensure a smooth and enriching transition. Our goal is to make your stay at FGV Rio Law a memorable and successful experience!

- **HOW IT WORKS**

To help us match international students with their Buddies, our Office of International Affairs and Global Cooperation has partnered with the Student Union (CAMM) to run the program.

- **REGISTRATION**

International students interested in participating in the program must register through an online form provided by the Office of International Affairs and Global Cooperation.

- **MATCHING**

Based on the information provided in the form, international students are paired with local Buddies, taking into account common interests, study courses, language and other personal preferences.

- **FIRST CONTACT**

After the pairing, the local Buddy contacts the international student to introduce themselves and schedule a first meeting.

- **ACTIVITIES AND SUPPORT**

Buddies help international students with practical matters such as Brazilian bureaucracies, navigating the campus, and getting to know the city. They also invite them to social and cultural events and provide valuable information about local customs, etiquette, and academic practices.

This program is an excellent opportunity to maximize your exchange experience, create meaningful connections, and ease your adaptation to the new environment.

FINNALLY, MEET THE TEAM

To ensure that you have a supportive and enriching experience at FGV Rio Law, we would like to introduce you to the Office of International Affairs and Global Cooperation (OIAGC). The OIAGC consists of a team exclusively dedicated to promoting and coordinating the institution's international activities.

We are here to support you throughout your time at FGV Rio Law, ensuring you have all the resources and guidance you need for a successful and memorable stay. Feel free to reach out to us for any assistance or information related to your international experience.



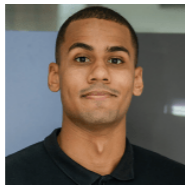
Rodrigo Vianna
Associate Dean of
International Affairs and
Global Cooperation /
Deputy Associate Dean of
the Undergraduate Law
Program
rodrigo.vianna@fgv.br



Dario Buschor
Assistant Dean for
International Affairs and
Global Cooperation
dario.buschor@fgv.br



Carolina Magalhães
International Affairs
Assistant
carolina.magalhaes@fgv.br



Alberto Ortega
International Affairs
Assistant
alberto.ortega@fgv.br

WELCOME TO FGV RIO LAW!

We look forward to
helping you make the
most of your time here!

FGV RIO LAW
Praia de Botafogo, 190
22250-900 - Rio de Janeiro/Brazil



@fgv_direitorio



@FGV.Direito.Rio



/school/fgv-direito-rio