



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 Dr. Plinio Barreto, 365 – 12th Floor

01313-020 – São Paulo– SP-Brasil

Phone: +55 11 3799 2279

E-mail: cri.direitosp@fgv.br

Website: www.direitosp.fgv.br/

Our Team:

- **Prof. Maria Lucia Padua Lima**
Associate Dean – International Affairs
- **M. Christina Castilho**
Incoming & Outgoing Exchange Coordinator
- **Juliana Gonçalves**
Intern

FGV DIREITO SP address: Rua Dr. Plinio Barreto, 365 – Bela Vista – São Paulo

FGV Business School Address: Rua Itapeva, 432 / Av 9 de Julho, 2029 and Rua Picarolo, 63 – Bela Vista – São Paulo

FGV Economics School Address: Rua Dr. Plinio Barreto, 365 – Bela Vista – São Paulo

FGV International Relations School: 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 FGV DIREITO SP. 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 – Art. 2º, III, da Portaria Interministerial nº 7, de 13/03/2018”

The **deadline** for you to provide a copy of your Brazilian Visa to the International Affairs Office is **July 20th** (fall semester students) and **January 15th** (spring semester students) the copy of your Brazilian Visa must be sent to cri.direitosp@fgv.br.

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



Health Insurance



It is **mandatory** to have a valid International Health Insurance to attend FGV DIREITO SP.

The insurance should have a coverage of €30.000,00 or US\$ 42.000,00 (make sure the insurance will cover any Pandemic situation, including COVID). The proof of insurance must be **sent to the International Affairs Office** prior to the student arrival.

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

Accommodation

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

You can choose your accommodation with the links below, we also will send you a list of previous landlords, that you can talk, and we highly appreciate if you could do it before your arrival.

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.

Companies that offer accommodation for exchange students:

- <https://www.homeaway.com/>
- <https://www.airbnb.com.br/>
- ULiving Brasil Student Housing – 2 locations close to FGV Paulista (FGV Students have 5% discount on ULiving)
<https://uliving.com.br/sao-paulo/paulista/>
Rua Maestro Cardim, 1218
Jardins
<https://uliving.com.br/sao-paulo/jardins/>
Al. Lorena, 94
- Share Student Living - 2 locations close to FGV Consolação
<https://sharesl.com.br/consolacao/>
Rua Cunha Horta, 59
Vila Mariana
<https://sharesl.com.br/vilamariana/>
Rua Major Maragliano, 120

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 a 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;
- ☒ Approximately R\$ 500,00 (five hundred reais) 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 FGV Direito SP district should be approximately R\$ 250,00. 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\$ 35,90. The website with buses schedule is available at <https://www.airportbusservice.com.br/> . Credit and debit cards are welcome. The buses departure the airport to several locations in São Paulo (downtown; Av. Paulista Hotels, etc)

FGV DIREITO SP On-Campus Services

Ground Floor • Main Entrance • Food Truck area • First Aid • ATM 1st floor • Cafeteria • Student's Association offices (Law School and Economics School) 2nd Floor to 6th floor • Classrooms • Study rooms 7th Floor • Library • Study rooms	8th Floor • Classrooms • Study Rooms 11th Floor • Law School Professor's Offices 12th Floor - Law School Administrative Departments • Dean's office • International Affairs Office • Graduate Affairs Office • Undergraduate Affairs Office • Research Office • Meeting rooms • Recording Studio	13th Floor • Economics School Professors Offices 14th Floor – Economics School Administrative Departments 15th Floor • Auditorium • Professor's Restaurant
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Registration in the Federal Police

All incoming exchange students **must register on the Federal Police within 90 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 90 days to start the *Polícia Federal* registration process. The registration at the Federal Police is **MANDATORY**

The Federal Police website is available only in Portuguese! So, the International Affairs Office will help you to fill out the form, once you arrive at FGV DIREITO SP.

Federal Police LOCATION:

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

Undergraduate Programs

Law School

- Undergraduate program taught in Portuguese.

Business School (exchange Students from FGV DIREITO SP can also take classes some 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.

International Relation School and Economics School (exchange Students from FGV DIREITO SP can also take classes some classes there depending on availability)

Graduate Programs

Law School

- Graduate program taught in Portuguese.

Global Law Program (for Undergraduate 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 SP 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
- 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. In addition, the course “**Introduction to the Brazilian Legal System**” is **Mandatory** to all DIREITO SP’s Exchange Students.

▪ Semester based courses

- Undergraduate courses taught in Portuguese
- Graduate courses Taught in Portuguese
- Some courses in English at the Business; Economics and International Relation Schools

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

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

General Information

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 exceed the number of 25% of absence in classes.

PORTUGUESE CLASSES

The Business School has 30 hours of Portuguese Language Course for all the exchange students. The Exchange students from FGV DIREITO SP can participate of those classes. This course is optional and will not give credits, or appear in the official Transcripts.

Portuguese classes is divided into Basic, Intermediate and Advanced.

Charges to this course will apply!!!! Around US\$ 350,00.

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.

**THANK YOU AND WELCOME TO
FGV DIREITO SP!!!!**