

## REGISTRATION PROCESS

### Admission in postgraduate Program in Allergy and Immunopathology

#### First requirements for admission

In order to register in Program, first you need to be accepted as a student by a certified Faculty Member of the program.

(<http://www2.fm.usp.br/posgrad/mostrahp.php?origem=posgrad&xcod=Programas&dequem=internas20>)

The registration has to be made at the secretary of the Postgraduate Program in **Allergy and Immunopathology**.

#### Admission test

The admission of the candidate programs have: the submitted documentation, the interview and specific test. The information is this necessary need to access the link <http://www.alergiaeimunopatologia.com.br/processo-selecao.php>

Once you've completed this step, you will need the following documents.

- A research project proposal written according to the program's guidelines
- A Lattes curriculum (To create follow this link <http://lattes.cnpq.br/>)

#### **DOCUMENTS NEEDED TO REGISTER IN THE GRADUATE PROGRAM**

Once you are accepted on the Graduate Program, you will need the following documents to register:

- Application form duly filled (Application form link)
- Identification document (RNE for foreigners)
- A copy of your CPF
- A recent 3x4 cm color photo with white background.
- Proof of completion of higher education or equivalent.
- Copy of diploma of bachelor's degree or recognized equivalent from an accredited institution (MEC record, for Brazilian institutions). In the absence of it, submit a letter from your previous institution (with a recent date) asserting the date that the graduation was included.
- Payment voucher for R\$150,00 (one hundred and fifty reals). This voucher is delivered to the postgraduate secretary.
- Certificate of English proficiency.

## ENGLISH PROFICIENCY

We will only accept the following English Language Proficiency tests:

- TOEFL, Toefl internet-based Test, Toefl Computer-based Test, Toefl Paper-based Test.

The reading Test in English for Candidates for Postgraduate Courses, made for the Cultura Inglesa, located in Pinheiros, and exclusively for medicine school (USP).

It will not be accepted the Institutional Toefl.

## PORTUGUESE PROFICIENCY TEST

For foreigner students, must present the CELPE-BRAS "Certificado de Proficiência em Língua Portuguesa para Estrangeiros," which certifies proficiency in portuguese. <http://celpebras.inep.gov.br/inscricao/>

## GUIDE OF DOCUMENTATION NEEDED FOR FOREIGNERS

### STUDENT VISA

In order to stay in Brazil during the duration of your studies (and for some countries to even enter the Brazil territories) the first thing you need to get is a student visa. Brazil offers a visa type VITEM IV that may be granted to a foreigner who intends to come to Brazil on a temporary basis, as a student, without any immigration purpose or paid work exercise.

This visa needs to be filed at a Brazilian consulate. You will need to contact your country's consulate and find out the specific requirements that they ask for this type of visa. Some of these requirements may include:

- Passport valid beyond 6 months
- Proof of completion of higher education or equivalent
- Criminal Record
- Letter of acceptance of the program or university that you will attend in Brazil
- Proof of scholarship or, in its absence, proof of financial capacity for living in Brazil

This type of visa is valid for one year; yet, it may be extended for the same duration period, by successive times. It is mandatory that within 30 days from your arrival to Brazil you issue your RNE and that before a month of your RNE expiration (one year later) you prorogate your stay (If you go after a month before expiration you will pay a penalty).

### RNE

The RNE (*Registro Nacional de Estrangeiros*) is the identity document for foreigners living temporarily or permanently in Brazil. This document is obtained at the *Polícia*

*Federal* of the locality where you live (São Paulo, Campinas, etc.). The *Policia Federal* is the institutions responsible for immigration matters.

Once you get your visa (most likely a VITEM IV type, for study purposes) it will be stayed on your visa stamp that you will have 30 days from the day of your arrival to Brazil to go to the *Policia Federal* of your locality and process your RNE.

In the *Policia Federal* website in the *estrangeiro* section, you will find all the information about the documents needed to get your RNE issued:

<http://www.dpf.gov.br/servicos/estrangeiro/emitir-cedula-de-identidade-de-estrangeiro/emitir-cedula-de-identidade-de-estrangeiro>.

In order to process your RNE you will need to go to this website <http://www.dpf.gov.br/servicos/estrangeiro/requerer-registro-e-emisSão-renovacao-de-cedula-de-identidade-de-estrangeiro/requerer-registro-renovacao-e-anistia> and follow five simple steps that you will find in there.

#### TIPS

Among the documents that you need to provide to the *Policia Federal* is a proof of address, this could be your rent contract, a water or electricity bill on your name with your address in Brazil or a declaration (made at the registry or *cartório*) stating that you live with another person.

#### CPF

The *Cadastro de Pessoas Físicas (CPF)* or Natural Persons Register is the number attributed by the *Receita Federal* to every Brazilian or foreigner. This document is used in financial operations such as opening a bank account.

In order to issue your CPF you will need to follow these steps

Fill out an online form at the website of the *Receita Federal* and then print it out:

<https://www.receita.fazenda.gov.br/Aplicacoes/SSL/ATCTA/CPF/InscricaoPublica/inscricao.asp>

Then, you will need to pay a fee at any bank or post office (*correios*)

Finally, you need to go to the *Receita Federal*, with your form and receipt, and finish the process there.

#### HOW TO OPEN AN ACCOUNT AT BANCO DO BRASIL?

To obtain an account you will need to go to a *Banco do Brasil* agency with the followings documents:

- CPF;
- RNE;
- Proof of address;

Proof of income or a letter explaining you are in the process of getting into the program.

**Tips:**

There are two Banco do Brasil agencies near FMUSP. It will be easier to open your accounts in either one of them since you will need to go back and pick up your debit card:

Banco do Brasil-Secretaria da Saúde Pública: Av. Dr. Arnaldo, 351 –Térreo

Banco do Brasil-Hospital Clínicas: Rua Dr. Ovídio Pires de Campos, 225 - Cerqueira César - São Paulo - SP

**CELPE-BRAS**

CELPE-Bras is the Brazilian portuguese proficiency test, it stands for “*Certificado de Proficiência em Língua Portuguesa para Estrangeiros*”. This test measures the communicative skills of the non-native speaker, and for this reason, it focus on a good ability to use the language in real life situations rather than ideal grammar or vocabulary knowledge.

**The test**

The test is divided in two sections. On the first section, you will perform four tasks. After you have listened a recording, watched a T.V. program or read a short text, you will write about what was previously shown in a specific written format (e.g. letter, e-mail). The duration of the test is three hours. Is advisable to manage your time during the test carefully.

The second section is a brief interview of 20 minutes.

Results and Levels of certification

The test results will be available three months after you take it. You will have a certificate for one of these four levels:

*Intermediário*

*Intermediário-Superior*

*Avançado*

*Avançado-Superior*

In our program, master's students are required for an *intermediário* level whereas an *Intermediário-Superior* level is required for Ph.D. students.

To know your results go to <http://celpebras.inep.gov.br/resultados/>

**Registration**

For registration go to this site: <http://celpebras.inep.gov.br/inscricao/>

There is no location to take the test in São Paulo. The nearest option you have is São Bernardo do Campo. Another good option is Campinas, which is 100 km far from SP.

Scheduling the test

When scheduling the test, is important to keep in mind that the test is available just twice a year, usually in April and October.

More questions about CELPE-Bras? Go to:

[http://download.inep.gov.br/outras\\_acoes/celpe\\_bras/manual/2012/manual\\_examinando\\_celpebras.pdf](http://download.inep.gov.br/outras_acoes/celpe_bras/manual/2012/manual_examinando_celpebras.pdf)

## USEFUL INFORMATION ON IDENTIFICATION DOCUMENTS

### USP IDENTIFICATION

Once you have been accepted to the program, you will have an USP identification card. You will use your USP ID card to use the library at the Faculty of Medicine, enter restricted areas, have special discounts as a student and to be able to eat at the University Restaurant (known as “Bandeirão” or “Bandex”).

In order to issue your USP ID you will need to go to the USP website for graduate students: Janus <https://uspdigital.usp.br/janus/comum/entrada.jsf>, then click on “Cartões USP” and “Nova Solicitação”.

A couple of weeks after your request the USP ID card will be delivered to the Postgraduate Office located at the 20<sup>th</sup> floor of ICESP.

Do not forget to activate your identification card in the Janus website, “Cartões USP”, “Ativar cartão” once you receive it.

## LIVING IN SÃO PAULO

The School of Medicine at USP (FMUSP) offers the opportunity to stay in its international housing for up to three months.

If you are interested you can do the arrangements from you home country. You will need to contact [housing@diretoria.fm.usp.br](mailto:housing@diretoria.fm.usp.br) and send them the following form: [http://www2.fm.usp.br/gdc/docs/\\_916\\_formul%C3%81rio\\_fmusp\\_-\\_housing.pdf](http://www2.fm.usp.br/gdc/docs/_916_formul%C3%81rio_fmusp_-_housing.pdf)

Keep in mind that the availability depends on vacancy; so we strongly recommend to look at other options as staying at Repúblicas (Rooms in a private house shared with other students) or kitnets (small studios apartments with private kitchen and bathroom)

If you are having trouble finding a good place, you can go to: [www.easyquarto.com](http://www.easyquarto.com) or you can subscribe to these Facebook groups:

Repúblicas da USP

Aluguel: Apartamento/Quarto São Paulo , Brasil

Dividir Apartamento SP.

We also advice that you get in touch with your future colleagues as they may have suggestions on good renting deals.

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*Be aware of your choices, the graduate program does not take responsibility for the content published on the above-mentioned sites.*

### **SCHOLARSHIP OPPORTUNITIES**

This benefit is intended for postgraduate students from public and private institutions who will develop a research project with subsequent dissertation. Once the student is admitted and enrolled in the oncology program, they can start receiving the financial aid.

There are three major financial agencies that can provide a scholarship in the State of So Paulo

- **FAPESP**

FAPESP is a public institution of research promotion linked to the Higher Education Department of the government of the State of São Paulo. To apply to a FAPESP scholarship the candidate must write a research project proposal in concordance with the specification found in the website of FAPESP, here you will find further information and other applicable documents to submit.

The analysis of the proposal will include analysis of the candidate and supervisor. This process can take up to three months

- **Capes**

Capes is a State agency in charge of evaluating the postgraduate programs and provide financial aid to the Education Ministry by granting scholarships, project funding, among others. This agency will provide each postgraduate program with a number of scholarships according to the result of the programs evaluation. Before you enrolled in the Oncology Program, you can find out the availability of one of these Scholarships.