# WELCOME TO SÃO CARLOS CAMPUS!

Please take note of some important information about your exchange period at USP.

## 1. Enrollment at USP

For information about enrollment, dates, required documents and additional academic orientation, students must head to the local **International Office** of their host School/Institute, from which they received the acceptance letter.

## 2. Getting the National Foreign Registry - *Carteira de Registro Nacional Migratório* (CRNM)

Within 90 days upon arrival in Brazil, the exchange student will have to apply for a foreign person ID card (CRNM = *Carteira de Registro Nacional Migratório*), a mandatory document for his/her temporary or permanent residency in Brazil. The student will need a CRNM to legalize his/her stay in the country and to obtain a Student Bus Pass. In order to obtain his/her CRNM, the student must head to the local International Office of his/her host School / Institute. Here are some links – for reference only – with more information and a list of the required documents (*Lista de Documentos*): **Carteira de Registro Nacional Migratório** and **Federal Police - Migration FAQ**.

**Be aware that, before any proceedings, you should contact your local Office.**

## 2.1. How to get to **the** Federal Police Office – *Superintendência regional do Estado de São Paulo*
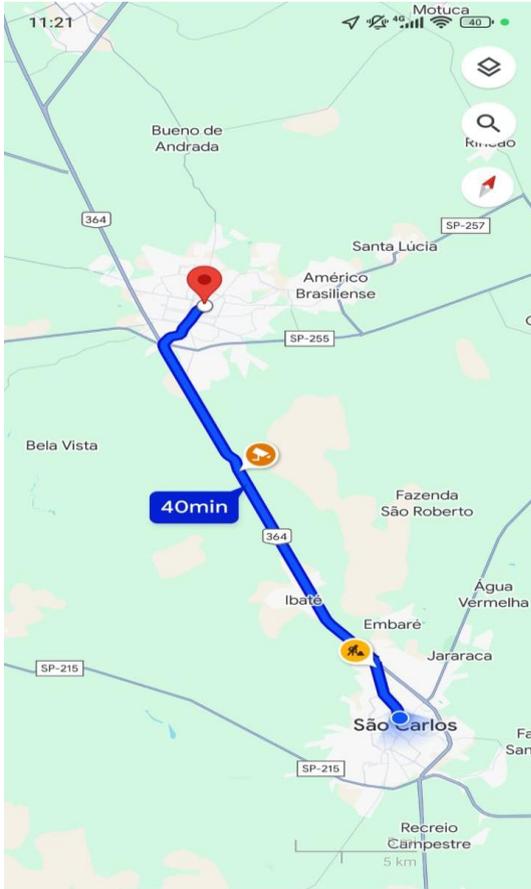


The address is in another city (Araraquara): Av. Maria Antonia Camargo de Oliveira, 3013 - Vila Ferroviária, Araraquara - SP, 14802-230. Telefone: (16) 2108-5100 / umig.aqa.sp@pf.gov.br .

### How to get to Federal Police Office

From São Carlos Bus Station, take a bus to Araraquara/SP. There are several schedules available throughout the day.

## 3. How to apply for a CPF

CPF usefulness: The student will need a CPF to apply for a Student Bus Pass, open a bank account, attend language courses at USP, etc...

The *Cadastro de Pessoas Físicas (CPF)* is the registry of a citizen with the Brazilian IRS (*Receita Federal*).

## 3.1. Before arrival

In order to apply for a CPF, the foreigner can attend a representation of Brazil in his home country, the same place where he/she applied for the visa, or he/she can follow the instructions in the **Consular web portal** (the electronic form is available in English).

According to Joint Ordinance COCAD/COGEA No. 53/2023, foreigners who are abroad must submit (in person) their CPF applications to Brazilian consular offices abroad.

To apply for the CPF registration, regularization or amendment, the foreigner must:

1) Fill out the online form on the website of the Federal Revenue Service:

(**https://servicos.receita.fazenda.gov.br/Servicos/CPF/cpfEstrangeiro/Fcpf.asp** )

Attention: the "*Título de Eleitor*" field on the form must be left blank. The browser's pop-up blocker must be disabled; otherwise, it will not be possible to submit the request. After clicking on "send", a registration form (FCPF) will be generated containing the service code.

2) Access the e-consular platform (**https://ec-sydney.itamaraty.gov.br/** ) and request the service "CPF (only 1ª

INSCRIÇÃO)". In the request, the interested party must present the documents listed below:

Individual registration form (FCPF) mentioned in item "1" above, filled out and signed;

Identification document proving name, date of birth and nationality (for example: passport, national identification document, RNE/CRNM);

3) After the request is submitted via e-Consular, the Consulate will analyze and validate it. The interested party must then report on the scheduled date bringing all original documentation for verification. The CPF number will be issued at the time of service.

**This service is provided FREE OF CHARGE.**

## 3.2. After arrival

If already in Brazil, you can apply for a CPF online, via the **Receita Federal website** (available in Portuguese). Alternatively, the foreigner can attend in-person offices (Banco do Brasil banks, Receita Federal in São Carlos - Address: R. São Sebastião, 1175 - Centro, São Carlos - SP, 13560-649 / (16) 3371-1264).

To be able to get a CPF, the foreigner must have a few documents when he/she applies. The CRNM (CIE or its protocol) is essential to be able to file the request for a CPF. Once he/she goes to a Banco do Brasil bank or a Receita Federal office, the foreigner will receive a protocol to pick up the CPF.

## 4. Housing

USP doesn't offer housing to its exchange students. The student should search for it on his/her own, according to his/her interests and financial conditions. For more information about housing options, the student should contact his/her local **International Office**.

## 5. Meals

- **University Restaurant**

### 5.1. Pricing

| CATEGORY | PRICE per Lunch or Dinner |
|---|---|
| Student (Undergraduate or Graduate) | R$ 2,00 |

### 5.2. USP Menu (*cardápio* USP)

You can load money credits to your USP card via the "Cardápio USP" app. On the app, you can generate a *boleto* (a bank slip payable using a barcode, being R$20,00 and R$200,00 as the minimum and maximum allowed

amounts). Upon its payment, the credits should be available in up to 3 working days.

## 6. Portuguese as a foreign language, at the Languages Center

For more information, the student should contact his/her local **International Office**.

## 7. Transportation – Student Bus Pass

For more information, the student should contact his/her local **International Office**.

### 7.1. How to get to São Carlos from the Guarulhos Airport?

To get from Guarulhos Airport (GRU) to downtown São Carlos, you have several options:

1. **By Bus**:
   - The cheapest option is to take a bus. There is a **Litorânea** bus service that runs from Guarulhos Airport to São Carlos. The trip typically takes around 3 to 4 hours, depending on traffic.
   - You can check the schedule and buy tickets at the bus station inside the airport. Make sure to confirm the departure times and duration.
2. **By Taxi or Ride-Sharing (Uber/99)**:
   - Taking a taxi or using a ride-sharing service like Uber or 99 is a more comfortable and direct option. It will take about 2.5 to 3 hours, depending on traffic. This will cost around R$300-400, depending on the time of day and traffic conditions.

3. **By Car Rental**:
    - o If you prefer flexibility, you can rent a car at the airport. The drive to São Carlos will take around 2.5 to 3 hours, following the **Rodovia dos Bandeirantes (SP-348)** or **Rodovia Washington Luís (SP-310)**.

Each option has its pros and cons, with buses being the most affordable but slower, while taxis and rentals offer more comfort and flexibility.

## 7.2. USP Card

USP Card: Your USP Student ID card. With it, the student may use libraries, student restaurants, sports and recreational facilities, etc. It can be used electronically via the mobile app "e-Card USP", available on the App Store/Google Play.

## 8. Wireless network - *eduroam*

Students can access USP's free Wi-Fi by selecting the "eduroam" network on their devices. The user login is the USP Number ("*número* USP", your ID number linked to the university) followed by @usp.br (for example: **1234567@usp.br**), and the password is your usual password for USP Digital (Mundus). More details about configurations on devices can be found at **Eduroam USP website** (available in Portuguese).

## 9. Apps and other relevant links

### E-card USP

The USP card is now digital. It substitutes the physical card, which remains valid in all situations and can be used as an ID at USP. With the E-card app you can have access to the Libraries and Restaurants.

### USP Libraries (*Bibliotecas* USP)

Find where a specific book is located at USP and check its availability. Use your camera to scan a barcode and check if there is a copy of it in any USP library. Create a wishlist, suggestions and references list with the results. Export your lists to an e-mail or a DropBox account. Find where a library is located on the map and check its working hours, contact numbers and e-mail. Alternatively, you can search the USP Libraries database on Dedalus page or on *Portal de Busca Integrada*.

### USP Menus (*Cardápio* USP)

The weekly menu for the restaurants maintained by the university (*Superintendência de Assistência Social*, SAS) can be accessed directly on your phone or tablet. You can bookmark a restaurant and its menu will always update once you open the app. Check out more information on each restaurant and where it's located on the map.

## Campus Guard App (Campus USP)

Access the University Guard center of your campus directly in case of an emergency. Check a map of recent security incidents. Participate and collaborate with your campus city hall by reporting problems you observe. Help USP to be safer and have a well-maintained environment.

To use this app, you must have a USP number and your password for USP Digital (Mundus). You also will have to provide your phone number so the University Guard can contact you in the case of an emergency. Don't worry, your information will be kept confidential.

# São Carlos campus map
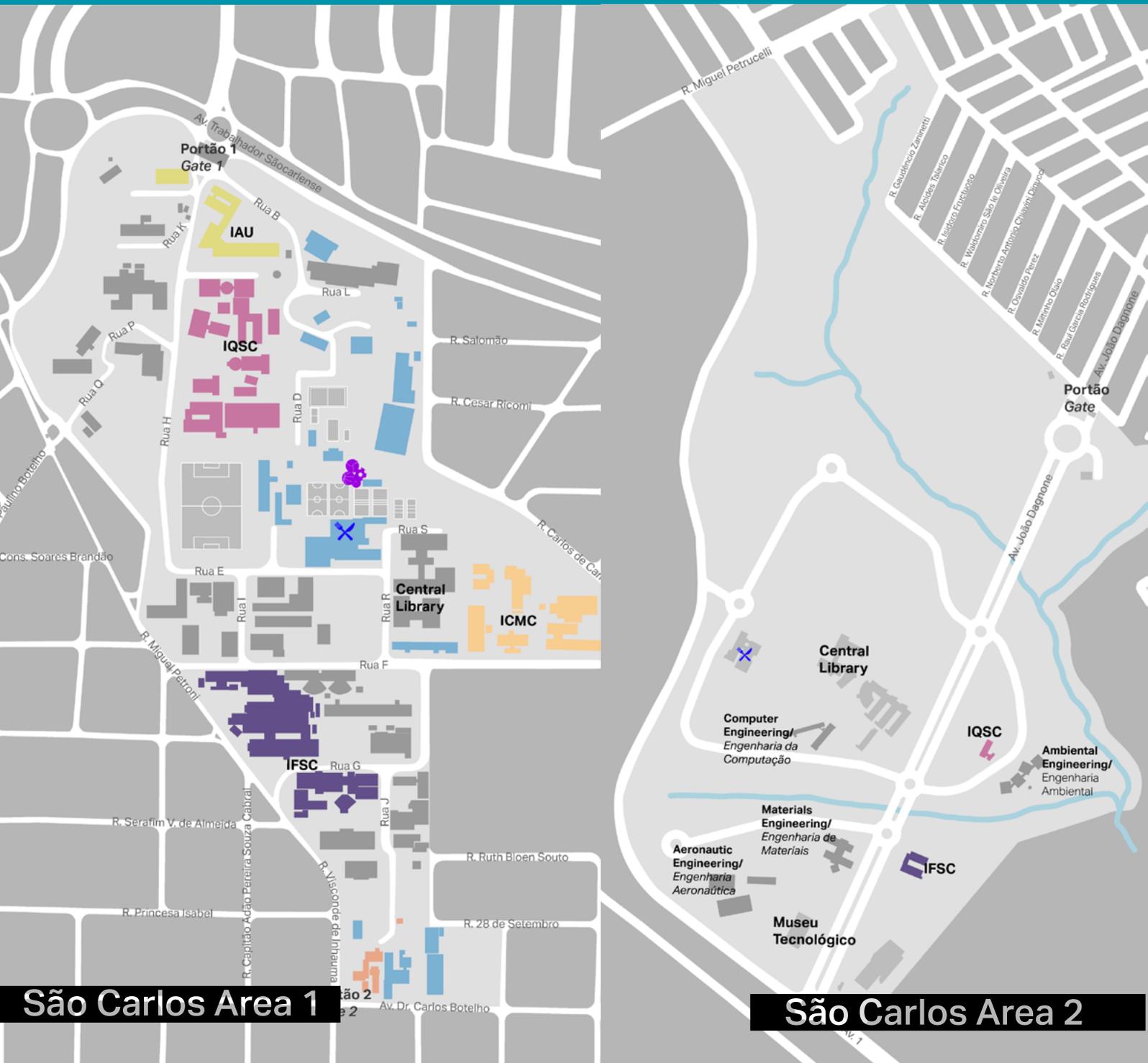


São Carlos Area 1

São Carlos Area 2

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**IAU** (Instituto de Arquitetura e Urbanismo/Architecture Institute)

**ICMC** (Instituto de Ciências Matemáticas e de Computação/
Math and Computing Institute)

**DTI** (Divisão de Tecnologia da Informação/Camput TI Administration)

**IQSC** (Instituto de Química de São Carlos/Chemistry Institute)

**IFSC** (Instituto de Física de São Carlos/Physics Institute)

**PUSP-SC** (Prefeitura do Campus/Administration)

**EESC** (Escola de Engenharia de São Carlos/Engineering School)

**Centro de Educação Física, Esportes e Recreação** (CEFER)
*Physical Education, Sports and Recreation center*
http://www.ccsc.usp.br/cefer/
Av. Trabalhador São-Carlense, 400
Phone: **+55 (16) 3373-9107**

1. Restaurante Universitário 1
   *University Restaurant 1*

2. Restaurante Universitário 2
   *University Restaurant 2*

Phone: **+55 (16) 3373-8302**

**Banks**

Banco do Brasil
Phone: **+55 (16) 3373-8019**
         **(16) 3371-6227**
         **(16) 3373-8007**

Santander
In the Campus Center Plaza
Phone: **+55 (16) 3373-9145**
         **(16) 3373-8400**