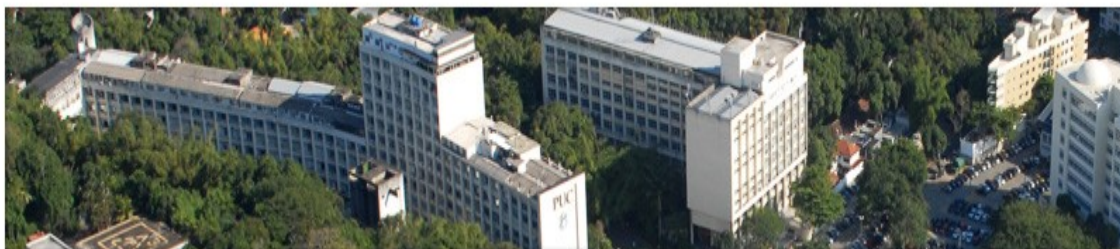


PUC-RIO APPLICATION PROCEDURES 2014-1



Dear Partner and students

We are glad for your students' interest in coming to PUC - Rio de Janeiro to study with us. We are sending you important information about our international programs. If you need further assistance, just contact us or access our website:

<http://www.puc-rio.br/ensinopesq/ccci/estconv.html> .

Through our website you will be able to access our application form, which must be filled out online. In addition, there is some information regarding the required documents for applying, frequently asked questions, our housing program, deadlines, etc.

The aim of the exchange program is to offer the International student the possibility to have the credits taken at PUC approved for their undergraduate and graduate courses at their home Universities.

We offer two types of Portuguese As a Second Language course: A Pre-Term Portuguese Intensive Course, which is held before the regular semester starts (every January and December), and a Regular Portuguese Course which is run on a monthly basis. We offer five different levels of study, from the very basic to the advanced level (every student takes a placement test to verify their exactly background knowledge in Portuguese).

Many exchange students enroll at the Pre-Term Portuguese Intensive Course before the regular semester begins, and after the course, students are more prepared and fluent to follow classes in Portuguese. But this course DOES NOT grant credits, it is a course for those who want to learn Portuguese, not earn credits.

The application form must be filled out online by the student, accessing the PUC-Rio website:

<http://www.puc-rio.br/ensinopesq/ccci/estconv.html>

Cooperação Internacional



Coordenação Central de

PUC-RIO — International Programs Central Coordination Office

Linda Cristina Sousa
Incoming Student Coordinator
incoming-ccci@puc-rio.br

Rua Marquês de São Vicente, 225
Edifício Padre Leonel Franca - 8º andar
CEP 22453-900 - Rio

PUC-RIO APPLICATION PROCEDURES 2014-1



1- Academic terms:

First term (first semester) – February/March – July

Second term (second semester) - August – December

2- Deadlines for submitting applications:

May 15th (exchange period: July/August- December)

October 15th (exchange period: February/March- July)

3- Admission procedures:

Remember you must send our International Office, before sending the application package, an e-mail containing the name of the students, who were approved by your university to do an exchange program at PUC-Rio in the upcoming semester, and their e-mail address.

Application forms online:

The application form must be filled out online and the required documents sent to our international Office by Express mail(DHL, FEDEX)

Cooperação Internacional



Coordenação Central

PUC-RIO — International Programs Central Coordination Office

Linda Cristina Sousa
Incoming Student Coordinator
incoming-ccci@puc-rio.br

Rua Marquês de São Vicente,
225
Edifício Padre Leonel Franca -
8º andar
CEP 22453-900 - Rio de Janeiro - BRAZIL
Tel: (55 21) 3527 1578
Fax: (5521) 3527 1094

4- Portuguese Pre-term Intensive Course

PRE-TERM INTENSIVE COURSES are offered twice a year: January/February and July (it's not included in the annual tuition).

Total amount: R\$ 2.350,00(Reais).

The monthly amount for housing/family **R\$1.150,00 (per month)** .

The course consists of 90 hours/class of instruction. Students who intend to come for the Intensive Pre-Term Portuguese Course AND the following regular term will have to comply with all the requirements of each academic period.

This program also prepares foreign students to attend the regular University courses in all academic areas, including History, Anthropology, Literature, International Relations, Engineering, etc.

There are five levels of proficiency offered in the Portuguese for Foreigners program. Levels I, II and III consist of 90 hours of instruction per term (6 hours per week), corresponding to 6

academic credits. Levels IV and V consist of 60 hours of instruction per term (4 per week) corresponding to 4 academic credits.

- ▶ **Level I - BEGINNER**
- ▶ **Level II - INTERMEDIATE I**
- ▶ **Level III - INTERMEDIATE II**
- ▶ **Level IV - ADVANCED I**
- ▶ **Level V - ADVANCED II**

In order to place candidates according to their proficiency in the Portuguese Language, students must take a mandatory **PLACEMENT TEST** in the first day of class.

5- Application Forms and Procedures

A- PORTUGUESE AS SECOND LANGUAGE PRE-TERM INTENSIVE COURSE ONLY:



Please refer to http://www.puc-rio.br/ensinopesq/ccci/fees_tuition.html to get more information about the tuitions, fees and wire transfer details.

Required documents for those who will attend the **Portuguese As second Language Intensive Course only**:

DOCUMENTS:

• **Students** must access the PUC-Rio website and fill out the electronic forms, following the required steps.

• **Documents:**

- 1.** Fill out the application online: <http://www.puc-rio.br/ensinopesq/ccci/forms-hp.html>
- 2.** A 3x4 cm sized photo of the students (**scanned**)
- 3.** A copy of the main page of the student passport (**very important!**)
- 4.** **Personal Statement Letter** (Students introduce themselves explaining why they would like to study at PUC-Rio).
- 5.** **Copy of the Health Insurance** with

the company name and number

6. A payment receipt of the course.

Payment must be done by wire transfer or by credit card. The amount is R\$ 2.350,00 (Reais) for the Pre-Term Course.

7. The documents can be sent by the International office to our office scanned .



B- PORTUGUESE AS SECOND LANGUAGE PRE- TERM INTENSIVE COURSE + REGULAR SEMESTER /YEAR :

Required documents for those who will attend the Portuguese As a Second Language Regular Course and the Regular Term: **Semester or Year**

DOCUMENTS:

- **Nominee students** must access PUC-Rio website and fill out the electronic forms, following the required steps.
- **International Office** must send us the following students' documents until the deadline:

1. **Official nominee letter** with the name of the students, who were approved by the home university to do an ex-

change program at PUC-Rio in the upcoming semester, and their e-mail address.

2. **A 3x4 cm sized photo** of the students scanned

3. **Official Transcripts**

4. **A copy of the main page of the student passport (very important!)**

5. **Personal Statement** Letter (Students introduce themselves explaining why they would like to study at PUC-Rio).

6. **Copy of the Health Insurance** with company name and number

7. **A receipt of the payment** which must be done by wire transfer or by credit card in

the amount of :

-> **R\$ 2.350,00** (Reais) for the Pre-Term Portuguese Intensive Course

-> **A registration fee is charged to** all exchange students:

	Exchange Students	Special Students
01 Semester	R\$ 500,00	R\$ 900,00
02 Semesters	R\$ 750,00	R\$ 1.360,00

More information :

http://www.puc-rio.br/ensinopesq/cci/fees_tuition.html

***Please, WARN your student about this fee. It is mandatory.**

PUC-RIO APPLICATION PROCEDURES 2013-1

6- Sending the Documents

The documents MUST be sent by mail respecting the DEADLINES.

In order to provide the students *acceptance letter* quickly, we are going to accept scanned versions of the main page of their passport and their the latest Transcript (the document which contains their grades). But, afterwards, the original documents must be sent by mail to the following address:

**PUC-Rio International Programs
Central Coordination Office
Att: Ms. Linda Cristina Sousa
International Students Coordinator**
Rua Marquês de São Vicente 225
Edifício Padre Leonel Franca - 8º andar,
Gávea
CEP 22453-900 - Rio de Janeiro - RJ
BRASIL

7- How to Complete the Electronic Form for Application procedures.

At PUC-Rio's website, there is a link that provides academic information, including the schedule of courses

(<http://www.puc-rio.br/ensinopesq/academicas/index.html>)

Students should pay attention to the obligatory/mandatory and recommendable courses list (check the link above).

<http://www.puc-rio.br/ensinopesq/ccci/enrollment.html>

The Enrollment Online site will provide more information about the registration procedures.

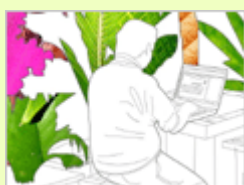
Students will receive an e-mail with the details, procedures, deadlines and a power point

file explaining **HOW TO DO THE REGISTRATION ONLINE** – step by step. Since we will contact students mainly through e-mails it is extremely important that students send us updated e-mail addresses.

8-Acceptance Letter

After the reception of the **online form** filled out by the students and their complete required documents sent by their Universities, we will analyze their process and send the acceptance letter for the students who are accepted. This letter entitles the applicant to require a student visa at the nearest Brazilian consulate.

The period of study must be clearly specified in the application form (specify the month/year of beginning and



9- Portuguese Placement Test and Registration Online

The registration is made on the website and students will only be able to change it during the ADD&DROP period.

For Regular students: In order to place candidates according to their proficiency in the Portuguese Language, a mandatory Portuguese for foreigners Placement test is to be taken online on PUC-Rio's website. The students will receive an email with information on how to access our webpage for taking the Portuguese for

Foreigners test online and for doing the online Registration on courses. After the test results, students must register on courses online, according to their proficiency level of Portuguese through an electronic form available at PUC-Rio's website. It is very important that students complete all the steps required.

A note will be sent by e-mail informing the deadline for completing and submitting the electronic form.

The students must take an oral test as soon as they arrive at PUC-Rio in order to confirm their proficiency level. Eventual adjustments might be necessary during the add-drop period.

Important : More details about the Application online

Application forms online

The application form must be filled out on line by the student, accessing the PUC-Rio website:

<<http://www.puc-rio.br/ensinopesq/ccci/estconv.html>>

This electronic version of the application will help the students in different aspects:

- It will make their classes registration easier.
- The students will receive a password to complete the forms and will receive a previous acceptance confirmation based on their information;
- They can send contact us directly from this system.
- This version will also help us to make sure that the student email addresses are correct.

We will send all the information to our partners and nominee students.

HOW TO BEGIN THE APPLICATION PROCESS

Please advise your students to follow this link to our website:

How to fill out the application online:

http://www.puc-rio.br/ensinopesq/ccci/rtf/how_to_fill_out_the_online_application.pdf

HOW TO BEGIN THE APPLICATION FORMS ONLINE:

<http://www.puc-rio.br/ensinopesq/ccci/forms-hp.html> and Click on [ONLINE APPLICATION](#).

HOUSING SERVICES application on line

Students must fill out the forms online otherwise we can not provide any kind of support for homestay. Remember: Due to the increasing number of applicants this service has a first come, first served policy. Therefore, we advise students to fill out the forms online including the Accommodation request as soon as possible.

Students have to apply for housing service online too, it is part the application forms online.

The application form must be filled out online by the student, accessing the PUC-Rio website.

<http://www.puc-rio.br/ensinopesq/ccci/estconv.html>

Linda Cristina Sousa

International Students Coordinator

Coordenadora dos Alunos Internacionais

Coordenação Central de Cooperação Internacional - CCCI
PUC– Rio. International Programs Central Coordination Office

e-mail: incoming-ccci@puc-rio.br

ACADEMIC SYSTEM

The academic school year normally runs from March to December. The year is divided into two semesters (February/March to July and August to December). Some institutions offer courses during vacations.

Classes:

Brazilian students traditionally spend more hours in class per week than a student from other countries. Lectures are the most common teaching method used in the classrooms. It is very important to follow the explanation given in class to be successful in the exams. Normally, foreigner students like to take a few days off for a short trip inside Brazil under the wrong impression that they can be prepared for exams by themselves. Attendance is very important at PUC-Rio and its evaluation system.

The normal full-time course load is five or six courses per semester. Each course carries a constant number of credits completed in one semester. At PUC-Rio, one credit corresponds to one class hour.

Important information:

1. According to the PUC-Rio's deliberation for International Students, they are allowed to attend a **maximum of 5 courses**, corresponding to a maximum **of 24 credits**, and a minimum of 2 courses at PUC-Rio, including a mandatory Portuguese as a Second Language class.
2. At PUC-Rio **Law is an undergraduate course.**
3. Some courses offered have pre-requisites, in other words, courses that must be attended previously to be the basis of the subjects that will be introduced in the new course. In the international students' case, it is possible to attend a course without the pre-requisites; however, for being an academic issue, students may have difficulties to follow the course.
4. We call your attention to the fact that the courses offered by the Business department are very technical.
5. In the LAB courses (classes held in laboratories, more frequently in the Engineering Department) there is limited room for students. Although CCCI might help the student in this matter, we can not guarantee the student will have a place assured.

Grades:

PUC-Rio has a system based on a 0-10 scale (with 10 being the highest). The minimum grade required to be approved in a course is 5.0.

A 75% class attendance record is necessary to be approved as well, and if students miss the final exam they will fail.

The GRADING SYSTEM is:

minimum grade: 0 (zero); maximum grade: 10 (ten); minimum passing grade: 5,0 (five) for undergraduate students and 6,0 (six) for graduate students.

Credits system: 1 credit = 1 class hour/week of lecture class OR 2 hours of laboratory class/week OR 3 hours of exercise class/week, considered a standard term of 15 weeks.

10- Arrival + Airport Pick-up

The International Programs Central Coordination Office offers airport pick-up to students who arrive in the date indicated by PUC-Rio (check our calendar bellow) and inform us previously their flight information.

Check the International Programs Calendar:

<http://www.puc-rio.br/ensinopesq/ccci/calendar.html>



11- Federal Police Assistance

All International students must register at the **Federal Police (Immigration)** in order to get their legal residence permission for the period they will be studying at PUC-Rio.

They have 30 days, counting from the date of their entrance in Brazil, to present the following documents to the Federal Police in order to receive their international student identification: pass-

port (*original and copy*), 2 three-quarter sized photos, receipt of the payment of the required taxes (required by Federal Police), and the VISA application form .

The International Programs Central Coordination Office will assist all students during the Orientation Week as indicated in our International Programs Calendar (to be released).

Students who arrive after the

orientation period must follow the Federal Police's procedures by themselves.

IMPORTANT!!!!

STUDENT VISA

Students must be aware that exchange students cannot enroll at PUC-Rio without a student visa and that this visa cannot be

Unfortunately, CCCI cannot be responsible for students who send late applications as well as students who decide to live in risky places, instead of living in safe locations such as the family homes indicated by our accommodation program, rented apartments or flats.

12 - Accommodation

PUC-Rio does not have accommodation on campus.

The Housing Service department (housing-ccci@puc-rio.br) is responsible for placing students in family houses. In general each student has a private room in a family home recommended by CCCI where they pay **R\$1.150,00 (Reais)** per month. They are allowed to use the kitchen and laundry facilities and telephone although visits must be arranged by the student with the family. Most families live near the university, about 15 minutes by city bus (R\$ 3.05 fare).

CCCI will assist students in case they have any issues concerning the family

and the place they will be living in.

In case they wish to leave the family's house, they must inform the family and notify the International Office through a written communication, 30 days before they leave the house.

Any changes in the address must be informed to the CCCI Office within 7 days and to the Federal Police within 30 days. Due to the increasing number of applicants, the number of host families became inferior to the number of students applying. For this reason, this service has a first come, first served policy. Therefore, we advise students to send the Accommodation Form as soon as possible.

Students have to apply for housing service online too, it is part of the application forms online.

13- Registration Fee

So as to provide our students enriching activities during their stay in Rio de Janeiro, **orientation/activities** fee is charged to all exchange students. This fee covers the following activities among others:

	Exchange Students	Special Students
01 Semester	R\$ 500,00	R\$ 900,00
02 Semesters	R\$ 750,00	R\$1.360,00

- Airport pick-up (on the dates)
- One week orientation
- Assistance at the Federal Police (Immigration)
- Welcome lunch
- Tourist / cultural activities
- City tour in Rio de Janeiro
- One day field trip
- **Convivências** project
- Fare-well cocktail, with live Brazilian music

This fee is mandatory to all incoming students and **CAN NOT BE WAIVED** under any circumstance.

PLEASE WARN YOUR STUDENT ABOUT THIS PAYMENT.

14 - Orientation Week

Students' presence at the orientation week is MANDATORY!

The orientation sessions are very important to the students because it is when they will receive the necessary information and orientation that will guide them during their exchange period. Topics such as immigration, academic system, courses, add-drop and accommodation will be deeply discussed. In addition to that, students have the chance to meet other students during the welcome lunch. For this reason, the student's

presence is mandatory.

The steps described above are fundamental for the pre departure period. They will guarantee that the students' experience at PUC-Rio is, academically and personally, successful. After their arrival, the International Students Coordinator will be in charge, helping the students in case they need any kind of assistance.

In case you need information concerning the admission process or any other matter concerning the international incoming students, please, contact me.

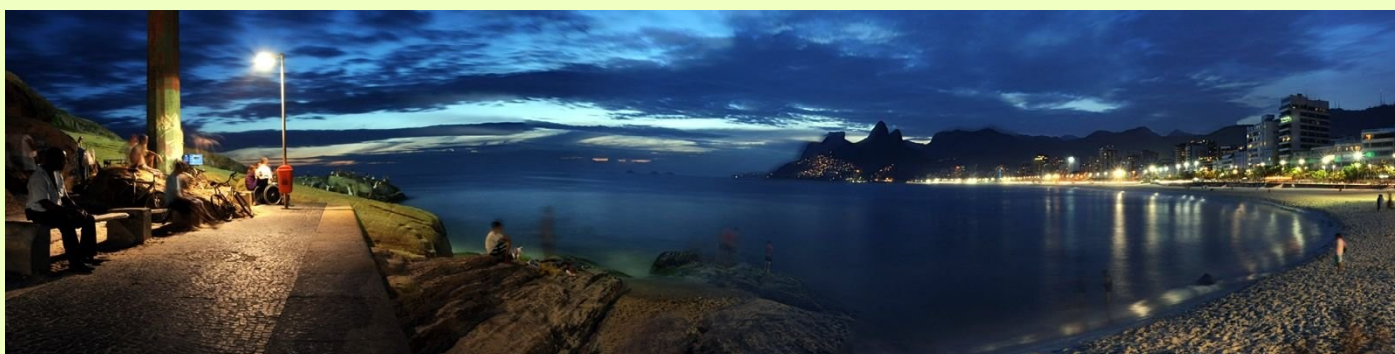
Ms. Linda Sousa

International Students Coordinator

Office hours: 9:00am to 11:30am

14:00 pm to 17:00 pm

incoming-ccci@puc-rio.br





Learn Portuguese at PUC-Rio!

The majority of courses (except modern languages) are taught in Portuguese. In addition to Portuguese, which is mandatory, international students can enroll in the wide range of courses offered by PUC-Rio departments. Because language proficiency varies among international students, PUC-Rio offers 5 levels of Portuguese during the semester.

Level I • Beginner
90h / term; 6h / week – 6 credits

Level II • Intermediate I
90h / term; 6h / week – 6 credits

Level III • Intermediate II
90h / term; 6h / week – 6 credits

Level IV • Advanced I
60h / term; 4h / week – 4 credits

Level V • Advanced II
60h / term; 4h / week – 4 credits

Portuguese as a Second Language at PUC-Rio



≡ *Intensive Pre-Term Course* ≡

- This program offers the international student the opportunity to learn, develop and experience the Brazilian language and culture before the beginning of the semester so as to better skilled to attend regular classes.
- Offered twice a year
in January/February or July
- Placement test can be taken online or, in some cases, on the first day of class.
- Classes for all levels are available!

Contact

Ms. Linda Sousa
Incoming Student Coordinator
incoming-ccci@puc-rio.br



**International Programs
Central Coordination Office**
Rua Marquês de São Vicente, 225
Ed. Padre Leonel Franca, 8th floor
Gávea 22451-300 Rio de Janeiro, RJ - Brazil





Study in English at PUC-Rio!

Courses in English + Portuguese as a Second Language



As from August 2007, international students will have the opportunity to take courses in English at PUC-Rio and learn Portuguese!

The courses taught in English have a content based on Brazilian and Latin American aspects, such as: culture, business, design, civilization and history, among others.

Along with the courses in English, international students must attend Portuguese as a Second Language.

Duration

1 or 2 academic semesters.

Application Procedures and Deadlines

Applicants must send the complete application form and other requested documents as indicated at

www.puc-rio.br/ensinopesq/ccci/forms-hp.html

List of courses available at:

www.puc-rio.br/ccci

Candidates must follow the regular application procedures presented at our website, indicating the intention to attend classes in English.

