



PRE-DEPARTURE MANUAL 2012

PUC-RIO



International Programs

PUC-RIO

Welcome!

Dear International Student,

We want to congratulate you once again on your acceptance to study at PUC-Rio!

The Pre-Departure Manual was prepared to address your concerns, to highlight important questions you should be aware of throughout your stay and to help you become informed about the beautiful country and the city where you will be living in a few weeks!

If you need further assistance, please do not hesitate to contact:

International Programs Central Coordination Office

Mrs. Linda Cristina Sousa
International Students Coordinator
incoming-ccci@puc-rio.br

International Programs

PUC-RIO

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Pre-Departure Checklist

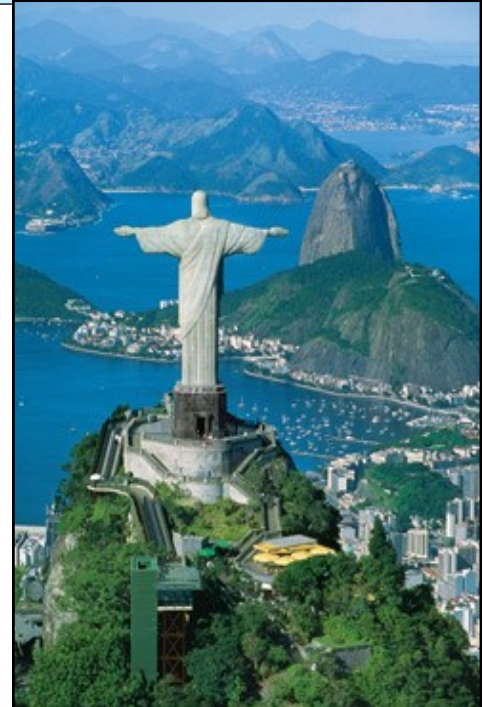
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- ◆ Upon receipt of your PUC-Rio acceptance letter, please send a confirmation message to Ms. Linda Cristina Sousa at incoming-ccci@puc-rio.br with the subject line: *Acceptance Letter and Email Confirmation*
- ◆ For students requesting airport pickup, please send your flight information to Ms. Luisa Moté at housing-ccci@puc-rio.br by the pre-determined deadline listed on the CCCI International Programs calendar located on the CCCI website: <http://www.puc-rio.br/ensinopesq/ccci/calendar.html>
- ◆ After you apply for and receive your student visa, **do not forget** to bring your original and approved visa application form with you to Brazil.
- ◆ Email or fax proof of your international health insurance coverage for your entire duration in Brazil. Please include the insurance company name, policy number, dates of coverage and company contact information. *Email: incoming-ccci@puc-rio.br; Subject Line: Health Insurance Coverage; Fax: (55 21) 3527-1094*
- ◆ As applicable, students will be notified via email of their CCCI homestay arrangements within 2 weeks prior to their arrival in Brazil
- ◆ **Please, do not plan your return trip at the end of the term before the day following the last day of classes: you may have exams until the day indicated as classes end . Please see the Academic Calendar.**
Special situations will be allowed only with the International office permission .

Rio de Janeiro Overview

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Rio de Janeiro is an awe-inspiring city of contrasts. Impossibly steep granite mountains jut out of the ocean between glorious stretches of golden sand, impeccable colonial buildings nestled in between modern glass skyscrapers and verdant forests tumble down hillsides into densely populated residential areas. It is a city high on life, beaches, soccer, samba and Carnival. And above all this fun and frivolity stands Rio's ever-present, iconic landmark – the statue of Christ the Redeemer.



Rio de Janeiro...

- ☑ ... has a remarkable educational system: is the Brazilian city with the highest concentration of excellent scientific centers and universities;
- ☑ ... has a strong economy: the Brazilian main center of oil production, art creation and tourism;
- ☑ ... has a very rich cultural life: offers varied cultural agendas, both popular and classical;
- ☑ ... has a special ambience: intense metropolitan life + simple local way of life;
- ☑ ... has unique people: the most diverse, joyful, welcoming, warm and helpful people in Brazil.

The University: PUC-RIO

PUC-RIO

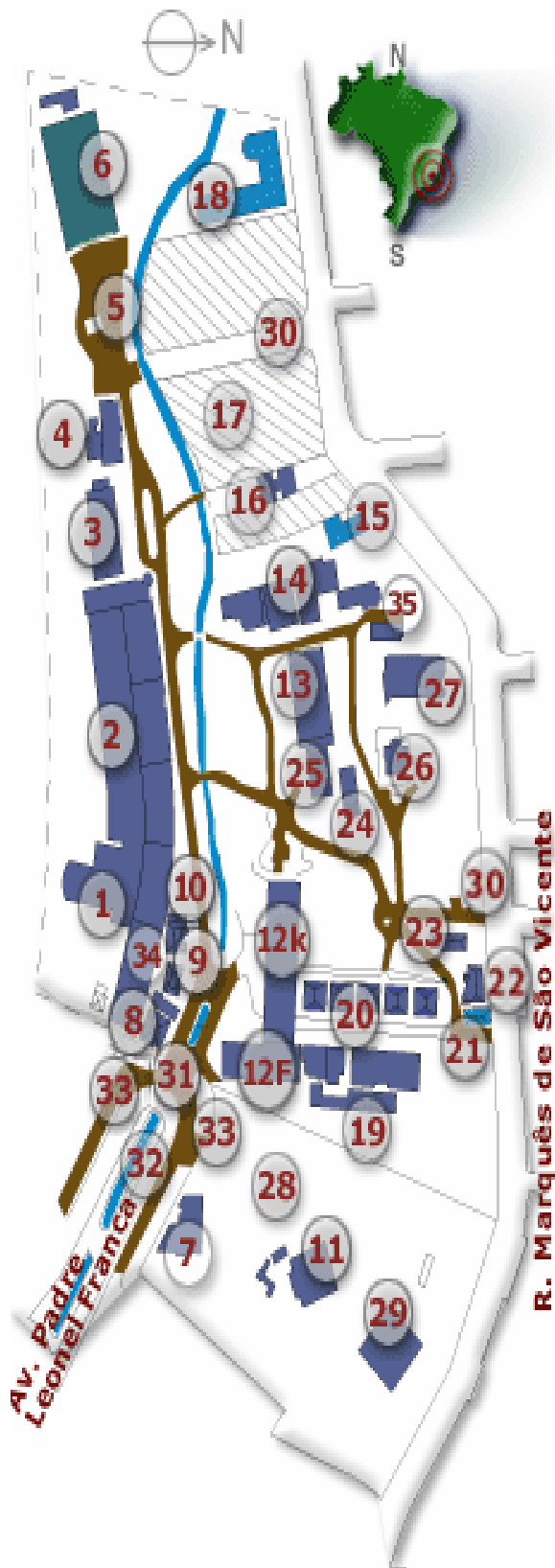


PUC-Rio was created in 1940 by the Jesuit Order with the objective of developing knowledge based on humanistic values. The university now has 20,000 students who come from a variety of religious, ethnic and social backgrounds. The Pontifícia Universidade Católica do Rio de Janeiro (PUC-Rio) is Recognized worldwide as one of the most important doctoral research centers in the country. The campus is located in Gávea, a charming neighborhood located near the forest and the beach.

A large number of city bus lines makes it easy to get to and from campus. There are four libraries on campus: the Central Library and a specialized library per academic center. The RDC computer center was the first internet provider in the country and has a state-of-the-art multi-processor computer and a graphics computing center, among other equipment and programs. All PUC-Rio students, including international students, benefit from free access to the Internet from terminals located in various microcomputer laboratories on campus.

The University: PUC-RIO

PUC-RIO



- 1- DAR (*Admissions and Registrar*)
- 2- Edifício Cardeal Leme (*Leme Building*)
- 3- Rio Datacentro - RDC (*RDC Computer Center*)
- 6- Campo de Futebol (*Soccer Field*)
- 7- Instituto Gênesis (*Gênesis Institute*)
- 12- Edifício da Amizade (*Amizade Building*)
 - K - Ala Kennedy (*Kennedy Wing*)
 - F - Ala Frings (*Frings Wing*)
- 13- Igreja do Sagrado Coração (*Church of the Sacred Heart*)
- 14- IAG (*School of Business Administration*)
- 16- Edifício Padre Leonel Franca (CCCI) (*Father Leonel Franca Building; CCCI is located on the 8th Floor*)
- 20- Vila dos Diretórios (*Departmental Offices*)
- 24- Departamento de Artes & Design (*Dep. of Art/Design*)
- 25- Salas de aula do Dep. de Artes (*Classroom for Dept. of Art*)
- 26- Solar Grandjean de Montigny
- 27- Salas de aula do Dep. de Artes (Tendas) (*Outdoor tent structure used for Department of Art courses*)
- 28- Estacionamentos (*Parking lot*)
- 29- Ginásio (*Gym*)
- 30- Portaria Rua Marquês de São Vicente (*Rear Gate Entrance*)
- 31- Portaria Av. Padre Leonel Franca (*Main Gate Entrance*)
- 32- Terminal de Ônibus (*Bus Terminal*)

Destination: Brazil, Rio de Janeiro and

PUC-RIO

VERY IMPORTANT! **ACCEPTANCE LETTER** **AND STUDENT VISA INFORMATION**

You are receiving an acceptance letter in order to get your VISA at the nearest Brazilian Consulate. *As soon as you receive this package, please send a message to incoming-ccci@puc-rio.br with the subject line: **Acceptance Letter confirmation.***

BRAZILIAN CONSULATE

Students must obtain the visa from the Brazilian consulate in your area of jurisdiction and, in some cases, a personal visit to the consulate may be required.

Be aware that as an international exchange student you cannot enroll at PUC-Rio without a student visa. This visa cannot be obtained within Brazil and

The Brazilian Consulate within your area of jurisdiction will require you to fill out a **visa application form to obtain a student visa**. This form must be **stamped** by the Brazilian Consulate and must reference both your parents' names and your full name. This visa form must be presented to the **Federal Police (Immigration)** no later than 30 days after your arrival in Brazil. To fill out the form correctly, please pay close attention to the instructions below:

- √ Your name must be written as it appears in your passport
- √ Your name must be written in this order (Name/Middle Name/Last Name). **French Students:** (Prénom/Nom).
- √ Initials are not allowed
- √ You must provide your parents' complete name and no initials can be used
- √ You should use capital letters to fill out the visa application form

Destination: Brazil, Rio de Janeiro and

PUC-RIO

HOW TO GET A STUDENT VISA TO BRAZIL

According to the Brazilian Law, foreign citizens travelling to Brazil to attend study courses must have a 'Student Visa'!

- ✓ Applicants must lodge their application in person.
- ✓ First entry into Brazil must be within 90 days from the date the visa is issued.
- ✓ It is the responsibility of the applicant to make sure the application is lodged accordingly
- ✓ Within 30 days of arrival in Brazil, bearers of a 'Student Visa' must register with the Brazilian Immigration authorities (DPMAF) and submit the second copy of the visa application form, which will have been stamped and returned to them by the Consulate General.
- ✓ Length of stay in Brazil is up to one year, extendable, at the discretion of the
- ✓ Brazilian Federal Police.

What documents will be required for a Student Visa?

- ✓ Applicant's passport, valid for no less than 6 months (Soiled, damaged or defaced passports will not be accepted)
- ✓ Two visa application forms, duly filled and signed by the applicant.
- ✓ Two passport-size photographs
- ✓ A letter from the educational institution in Brazil, confirming acceptance of the student and indicating the length of the course. The signature on that letter must be legalised by a Notary (Tabelião) in Brazil.
- ✓ Proof of means of support during the applicant's stay in Brazil.
- ✓ Receipt of payment of the consular fee at the discretion of the Brazilian Federal Police.

Destination: Brazil, Rio de Janeiro and

PUC-RIO

HOW TO GET A STUDENT VISA TO BRAZIL— IMPORTANT INFORMATIONS

According to the Brazilian Law, foreign citizens travelling to Brazil to attend study courses must have a 'Student Visa'!

Is a holder of a 'Student Visa' allowed to work in Brazil?

Holders of 'Student Visas' are not allowed to work in Brazil.

Is a holder of a 'Student Visa' allowed to stay in Brazil after the end of his/her course?

No. When a student finishes his/her course, he/she has to exit the country no later than the visa expiry date. The former student may re-enter the country as a tourist, provided that he/she has obtained a tourist visa (if applicable), and depending on Brazilian Immigration at the port of entry.

Can I have my visa extended while in Brazil?

Most Brazilian visas are extendable, and if they are the extension may be obtained while in Brazil. Extensions are granted by the Brazilian Federal Police (DPF). The DPF has offices in the capital city of each state. Applications for extension must be made no more than one month and no less than two weeks before the visa expires. Please bear in mind that approval of a request for a visa extension is entirely at the discretion of the Brazilian Federal Police. It's important to remember that the extension of your student visa depends on PUC-Rio approval.

Do Intensive-Only students need a Student Visa?

No. Intensive-Only students can come with a tourist visa.

Destination: Brazil, Rio de Janeiro and

PUC-RIO

VERY IMPORTANT! ACCEPTANCE LETTER AND STUDENT VISA INFORMATION



PLEASE BE AWARE that if you do not follow the specific visa solicitation instructions, you will have to go to **Itamaraty** (our Diplomacy Department) or to your country's Consulate in Rio de Janeiro in order to correct the visa application form before doing your Federal Police registration. Corrections done by yourself will not be accepted!

As mentioned above, the visa application form must be presented to the Federal Police upon arrival. Please **do not forget** to bring the form with you to Brazil. Without this document, you will not be able to register with the Federal Police. If you do not register by the 30th day after your arrival, you will be considered illegal in Brazil.

In order to register you must take to the Federal Police (after your arrival): Original passport, Visa application form: copies won't be accepted. Only the original. Federal Police form (CCCI will help you with this procedure), receipt of the payment of the two fees of **R\$ 64,58** and **R\$ 124,23** (CCCI will help you with this procedure), 2 photos (3x4) size (color picture with white background).

According to the PUC acceptance letter, you will study in Brazil for six months or one year. Please be aware that if you come to Brazil earlier, you will only be allowed to stay here for six months (or 12 months) starting from the date of your arrival into the country. This means that your visa could expire before the end of classes which would require a request for a visa extension. Note that this kind of visa extension may not be approved by the Federal Police.

Destination: Brazil, Rio de Janeiro and PUC-RIO

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VERY IMPORTANT! ACCEPTANCE LETTER AND STU-

When you apply for the **student visa**, you will be asked to give the Brazilian Embassy or Consulate your address in Brazil. Most of you will not have an address yet, as some have applied for a homestay offered by PUC-Rio while others are still looking for a place on their own.

Therefore, PUC-Rio strongly suggests that all students reference the PUC-Rio International Programs' address on the visa application form submitted to the Brazilian Embassy or Consulate for the following reasons:

- The Embassy will always be able to contact you via the PUC-Rio address in the event you decide to move out of your homestay or initial place of residence.
- The homestay matching process begins after students apply for their visas. Therefore, please do not wait for your housing information to apply for your visa.

As such, the following PUC-Rio address should be referenced on your visa application's address section:

Rua Marquês de São Vicente, 225
Ed. Pe. Leonel Franca, 8º andar
22 453-900 Rio de Janeiro - RJ - Brasil

Destination: Brazil, Rio de Janeiro and PUC-RIO

PUC-RIO



CLIMATE

Rio's average temperature is around 27°C (80 °F) which may reach 40°C (low 100s °F) during the summer months from December through March. In the middle of winter (July), the temperatures in Rio can drop as low as 18°C (65°F) during the day,



ELECTRIC CURRENT

The **electric current in Rio** is 127 volts (60 cycles). If you have any doubts, check with the owner of the house or apartment. Transformers to boost the current from 110 volts to 220 volts are available in most electrical supply stores. It is also advisable to purchase an international outlet converter.

BUSINESS HOURS

Most stores are open from 9 a.m. to 6:30 p.m. / 7 p.m. on weekdays, and from 9 a.m. to 1 p.m. on Saturdays. However, many shopping centers stay open from 10 a.m. to 10 p.m. on weekdays and from 3 p.m. to 9 p.m. on Sundays. The banks are open from 10 a.m. to 4 p.m.. ATM services are available from 6 am to 10 p.m.



CLOTHING

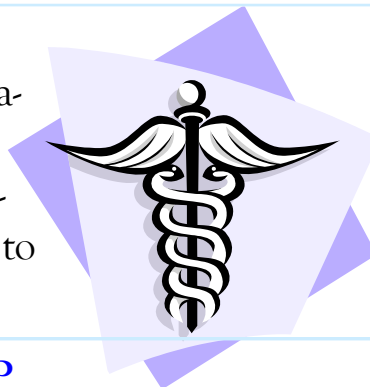
Rio's **tropical weather** makes light summer clothing most practical, especially for outdoor activities like sightseeing. Most restaurants and nightspots do not have a strict dress code; therefore, polo shirts, t-shirts, slacks, blouses, skirts, sun dresses and sneakers are accepted at most places.

Arriving in Rio...

PUC-RIO

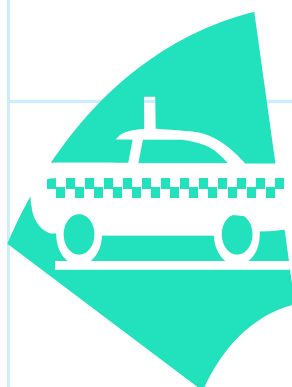
MEDICAL SERVICES

Rio de Janeiro and Brazil have a number of internationally respected hospitals, clinics and doctors, but treatment is expensive. Students **are required** to obtain international medical insurance before coming to Rio.



STUDENT AIRPORT PICKUP

The International Programs Central Coordination Office offers airport pick-up to those students who previously inform CCCI of their flight information and who arrive on the date indicated by PUC-Rio. Refer to the enclosed Academic Calendar for the specific deadlines. Please send your flight information to Student Service e-mail housing-ccci@puc-rio.br.



TAXI

Rio has an extensive taxi fleet which includes yellow metered cabs that can be hailed in the streets, as well as a series of special taxis operated by licensed companies which can be found at the airports, hotels or booked by phone. If you take a special taxi, you will be charged a fixed fare by area.

AIRPORTS:

International Airport

Antônio Carlos Jobim:

Information:

+55 21 3398-5050 / 3398-6060

Flights: +55 21 3398-4527/3398-4526



Arriving in Rio...

PUC-RIO

SECURITY

With a population of approximately 7 million people, Rio de Janeiro is considered a major city by any standard. Rio de Janeiro currently faces a safety issue, as is the case with any other metropolitan city. Although this does not imply a direct threat to students, it is important to keep this in mind. Most areas of interest for visitors are located either in the Zona Sul (Southern zone) or in the historical strip from Flamengo to Centro (downtown). Visitors are advised be alert when in the western or northern zones of the city.

MONEY MANAGEMENT

Withdrawing money: Visa electron or cirrus systems are available everywhere. You can withdraw money from almost every bank machine in Rio.

Receiving money from your family: American Express Foreign Exchange Services may be a good option.

RIO TOURIST POLICE

Rua Humberto de Campos,
315 Leblon, Rio de Janeiro
(at the corner with Avenida
Afrânio de Mello Franco)

Tels: (21) 2511-5112/
(21) 2511-5767;
(21) 3399-7170/
(21) 3399-7223

TIPPING

Hotel: hotels generally include in the bill any service charges. **Restaurant:** tips are discretionary but are often included on the final bill as a "suggestion". In Brazil the norm remains 10%. **Taxi:** tips are not expected by drivers although most passengers will round the fare up if they are satisfied with the service.

TRANSPORTATION

You have many transportation options to reach PUC-Rio campus: **Bus** (R\$2,50); **Micro-bus:** more comfortable and safer; however, more expensive (R\$6,00); **Bicycle:** a good and healthy option as there are bike paths in most areas of the city. Students can buy a new bike for R\$250,00 or may opt to buy a second-hand bike. At night, it is advisable to take a taxi if you go out. Please, refer to the Academic Session of this manual for information about airport pick-up.

Academic Information

PUC-RIO

PORTUGUESE PLACEMENT TEST AND ONLINE REG- ISTRATION

All regular exchange



students must take a mandatory Portuguese as a Second Language online test located on the PUC-Rio website. Applicants will receive emailed instructions on how and when to access the online test. In addition, students will receive information about registering for classes online.

After receiving the lan-

guage test results, you will be able to enroll for your desired classes as well as for the Portuguese course corresponding to your language level. It is very important that students complete all the required online registration steps provided to them.

Students will receive an e-mail informing them of the deadlines to complete their online course registration.

Upon arrival to PUC-Rio, students must take an oral language test in order to confirm their exact Portuguese level. Should an adjustment to the level be necessary, changes can be made during the add-drop

(De/Para) period.

If you have not received any e-mails from the PUC-Rio International Office or from your home university, please contact us immediately, by emailing:

incoming-ccci@puc-rio.br or incominginfl-ccci@puc-rio.br

Include in the subject line: *Missing e-mail information.*

“So, maybe you've heard of the Amazon Rainforest, Carnival in Rio de Janeiro, or Brazil's famous soccer teams. And, if you're lucky, you've tasted Brazilian BBQ, seen someone playing capoeira, and heard more Bossa Nova songs than just “The Girl from Ipanema.” But, Brazil is so much more than all of this. Brazil is alive. Its passion, struggle, color, rhythm, variety, and above all pure natural beauty “

- Erin Thompson

Academic Information

PUC-RIO

HOW TO COMPLETE THE ONLINE COURSE REGISTRATION

Students can access the following PUC-Rio websites for specific information related to the following areas:

Academic information:

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

Course Schedule (Micro-Horário): <http://sphere.rdc.puc-rio.br/microhorario/>

Mandatory and recommended courses:

FEDERAL POLICE ASSISTANCE

International students must register at the Federal Police (Immigration) in order to get their legal residence permit for the period of time they will be studying at PUC-Rio. Students must present the following documents within 30 days upon arrival to Brazil: passport (*original*), 2 three-quarter sized photos (3 cm X 4 cm), proof of **payment of the required Federal Police tax**, and the visa form approved by the Brazilian Embassy or Consulate.

The International Programs Central Coordination Office will assist all students with the Federal Police process during the Orientation Week as indicated on our International Programs Calendar. International students who arrive after this date must process the Federal Police registration own their own.

Students must be aware that as exchange students they cannot enroll at PUC-Rio without a student visa. This visa cannot be obtained inside Brazil and must be solicited prior to arrival.

Accommodations

PUC-RIO



PUC-Rio does not offer on-campus accommodations but homestays can be arranged for exchange students. In general, each student is provided with a private room in a family home recommended by CCCI.

CCCI is not responsible for students who decide to live in risky places, rented apartments or flats instead of living in safe locations selected by our housing program. For more information about homestay accommodations, please contact **Student Service** at housing-ccci@puc-rio.br or visit <http://www.puc-rio.br/ensinopesq/ccci/housing.html>

HOUSING PROGRAM

Students who requested housing accommodations by correctly completing the housing application form will be notified by e-mail about their homestay within 2 weeks prior to their arrival to Brazil. (the housing application can be found on pages 5 and 6 of the application form located at: www.puc-rio.br/ensinopesq/ccci/rtf/appl_c_a_tion_form20081.pdf).

Our housing program places students in family homes where they each receive: an individual room with a fan, a desk, a nightstand, a weekly change of sheets and towels, access to light/gas, laundry facilities and a Brazilian breakfast (coffee, milk, bread, butter, jelly and fruit). The use of the telephone, internet and the possibility of receiving visits must be agreed upon by both parties upon arrival.

Accommodations

PUC-RIO

IMPORTANT HOUSING INFORMATION

- The objective of our program is to provide a Brazilian home where the student will be able to experience our culture through a Brazilian family environment and have the opportunity to speak Portuguese everyday. Some of our families consist of a single elderly woman who often receives visits from other family members. **In Brazil, the elderly are considered as a family.**
- Rent (R\$950,00) must be paid directly to the family by the fifth day after your arrival to Brazil. In the following months, rent payments must be done by the third day of each month.
- Most families live near the university in neighborhoods such as Leblon, Ipanema and Copacabana. As Rio de Janeiro is a big city, the traffic during peak hours may increase the commute time to and from PUC-Rio campus to more than 15 minutes. However, many students opt to ride to university by bike as neighborhoods in the Southern Zone (Zona Sul) are connected by
- In the first month, students have the first week after their arrival to decide and notify both their host family and CCCI if they wish to move out of their homestay after the 1st month. For future months, students must notify the family and CCCI 15 days in advance prior to moving out. CCCI must be notified also if the student relocates to another address.
- Students will have their clothes washed once a week and will have to provide the host family a box of soap per month.
- If internet is provided, its cost will be R\$25,00 per month
- If you have any issues regarding your host family, you must contact CCCI who will assist in either solving the problem or placing you in another homestay. It is extremely important that students give us a feedback about their homestay experience in order to continuously improve upon the housing program.

Accommodations

PUC-RIO

- Students can choose to have another meal (lunch or dinner), besides of the breakfast. If this option is chosen, the rent will cost R\$1.200,00 per month, including the internet access if the host family has it. If meals are not provided, students will have free access to the kitchen.

- Remember that a host family's home is not a hotel and you are the guest. As such, please be respectful of rules that apply when you are a participant in a homestay program. As a guest in your family's house, you are not allowed to bring anyone over to spend the night. If you would like



FOR STUDENTS NOT PARTICIPATING IN OUR HOUSING PROGRAM: Please be careful when renting apartments found via the internet. We recommend working with apartment locators specialized in renting and selling real state. Also, please be sure that the people with whom you will be sharing an apartment are trustful. PUC-Rio

For additional questions or concerns about the housing program, please do not hesitate to contact the Student Service at [housing-ccci@puc-](mailto:housing-ccci@puc-rio.br)

Information you must be aware of...

PUC-RIO

REGISTRATION FEE

With the objective of providing our students with a variety of enriching activities during their stay in Rio de Janeiro, a R\$350,00

Registration fee will be charged to all **exchange students** upon arrival. **Special students** from non-partner universities must pay this R\$350,00 fee plus a R\$300,00 registration fee.

As of **July 2012**, PUC-Rio's International Office will change its prices.

Registration Fee:

Exchange students: R\$400,00

Special Students: R\$750,00

This fee covers the following activities, among others: Airport pick-up (on specified dates), orientation week, assistance with the Federal Police registration (Immigration), welcome lunch, tourist/ cultural activities, city tour of Rio de Janeiro, one field trip, Welcome reception, and a farewell cocktail with live Brazilian music. This fee is **mandatory** for all incoming students and **CANNOT BE WAIVED** under any circumstances.

ORIENTATION WEEK

The orientation sessions are of utmost importance for incoming students because it is when they will receive the necessary information and orientation that will guide them through their exchange period. Topics such as immigration, academic system, courses, add-drop and accommodations will be discussed in depth. In addition, students have the chance to meet and interact with their international peers during the welcome lunch. For this reason, the student's presence is mandatory. This will guarantee that everyone's experience at PUC-Rio will be an academically and personally successful one. The International Students Coordinator, Linda Cristina Sousa, will always be available to assist students throughout their academic term at PUC-Rio.

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

Study in English at PUC-Rio!

PUC-RIO

Courses in English + Portuguese as a Second Language



International students will have the opportunity to take courses in English at PUC-Rio while learning Portuguese at the same time! Courses taught in English cover a variety of content related to Brazilian and Latin American subjects, including: **culture, literature, business, design, civilization and history, among others.** In addition to courses in English which students may choose to take, all international students must attend a Portuguese as a Second Language class during their academic semester(s).

DURATION

1 or 2 academic semesters.

COURSES

For a complete listing of available PUC-Rio courses taught in English, please visit: http://www.puc-rio.br/ensinopesq/ccci/study_english_puc.html.

Visit us on
the web!

www.puc-rio.br/ccci



Pre-Intensive Portuguese Course as a Second Language

PUC-RIO

PRE-TERM PORTUGUESE AS A SECOND LANGUAGE INTENSIVE COURSES

are also offered twice a year: January/ February and in July. The intensive course costs R\$ 2.000,00 and includes the course instruction plus registration fee. Please note that this fee is not included in the annual tuition and must be paid for beforehand. Students who have not yet sent this payment, please do so as soon as possible.

As of July 2012, PUC-Rio's International Office will change its prices.

Pre-term Intensive Portuguese Course 2012.2

Registration Fee:

R\$220,00

Tuition: R\$1.980,00

Total: R\$2.200,00

The Pre-Term Portuguese as a Second Language intensive course consists of 90 hours of instruction. **PLEASE REMEMBER** that the Pre-Term Portuguese as a Second Language Intensive Course does not provide academic credit and will not be included on your transcript. However, students who take the intensive course will receive a certificate of attendance upon completion.

Students who intend to attend both the intensive Pre-Term Portuguese course as well as courses during the following regular term will have to comply with all the requirements of each academic period.



PUC-Rio

Rua Marquês de São Vicente, 225 - Ed. Pe.
Leonel Franca, 8th Floor - CEP 22.453-900

Rio de Janeiro - BRAZIL

Tel : (55-21) 3527-1578, ext. 6

