



UNIVERSIDADE FEDERAL DE VIÇOSA

**DIRETORIA DE RELAÇÕES INTERNACIONAIS**

Campus Universitário – Viçosa, MG – 36570-900 – Telefone: (31) 3899-2881 - Site: [www.dri.ufv.br](http://www.dri.ufv.br) - E-mail: [dri@ufv.br](mailto:dri@ufv.br)

---

## **INFORMATIONS TO REQUEST AN EXCHANGE FOREIGN UNIVERSITY/UFV**

### **Initials Arrangements**

The student must send a request through the International Office from the Home University or other department that represent it, by e-mail ([dri@ufv.br](mailto:dri@ufv.br)) and it must contain the following informations:

- ✓ Full name and course that take in home university.
- ✓ Area of Interest (in case of internship) – Little paragraph describing the area of interest.
- ✓ Semester or period of the Exchange.
- ✓ Disciplines that want to take at UFV. (See guide to choose courses and *Ementário* in the site: [www.res.ufv.br](http://www.res.ufv.br))

### **Documents to be sent, in PDF, attached with the request:**

- ✓ Presentation Letter from the Home University.
- ✓ Transcript of grades.
- ✓ A brief Curriculum Vitae
- ✓ Birth register or other document that contains the name of the parents, birth date and place where were born.
- ✓ Request - Student Exchange Program at UFV filled

A document will be formalized with the request above and will be submitted to analysis by the department of interest of the student that will issue a feedback. After that, if the student is accepted, the document must be refunded to International Office to issue the Letter of Acceptance and other providences.

### **Term to request:**

→ Until May, 30 – to start the academic activities in the second semester of the current year, observing the Academic Calendar when it comes to disciplines.

→ Until November, 30 – to start the activities on the first semester of the next year, observing the Academic Calendar when it comes to disciplines.

### **Next step:**

After the positive manifestation from the Department of interest, the Home University is notified and the Acceptance Letter is issued and submitted to the student, through representation on the Home University (International Office).

## **THE STUDENT MUST BRING WITH HIM/HER:**

**As soon as arrive at UFV, the student must go to International Office to procedures and orientations, before the enrollment. Arthur Bernardes Building – Room 103.**

The student must prepare and bring your documentation to do enrollment at UFV and other arrangements.

### Documents to Present at International Office:

- ✓ Copy of your passport
- ✓ Copy of your Visa Application Form
- ✓ Copy of your Birth certificate
- ✓ CPF number (If you have this)
- ✓ Copy of health insurance

### Documents to Present at the Federal Police:

- ✓ Valid Passport.
- ✓ Visa form with photo.
- ✓ 02 photos 3x4, recent, front , with white background
- ✓ Copy of all used pages of the Passport.
- ✓ Arrival/Departure Card filled in the Immigration.
- ✓ Payed taxes (See below the taxes 140082 and 140120)

More informations about Federal Police:

<http://www.dri.ufv.br/english/wp-content/uploads/Orientations-Federal-Police1.pdf>

If you have doubt how to fill the form access:

<http://www.dri.ufv.br/english/wp-content/uploads/GUIDE-UFV-DRI1.pdf>

## **Vaccines**

Foreign students in Exchange or Trip to UFV must meet the recommendations from the Health Division as the following instructions:

All the students in Exchange at UFV must be immunized by the following vaccines **before arrive at UFV:**

- ✓ Influenza A (H1N1) or swine flu
- ✓ Diphtheria and tetanus vaccines
- ✓ Yellow Fever
- ✓ Measles, mumps and rubella vaccines.

He/She must bring the immunization card and depending on the field of studies at UFV, he/she must take specifics vaccines.

Health Insurance: Mandatory to international trips and validy on the host country. It can be hired on the home country or in Brazil.