

Welcome to UTFPR!

This guide provides you with essential information on life in Brazil, in particular the main information on daily life, academic routine, and recommendations for exchange students on Campus Apucarana. We hope that you enjoy your experience in Apucarana, and we wish you well in your studies.

Universidade Tecnológica Federal do Paraná - Campus Apucarana

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## IMPORTANT DOCUMENTS

### VISA

Once you have been accepted for a period of exchange at UTFPR, it is necessary to apply for a temporary visa IV at a Brazilian consulate in your country. Brazilian visas are not awarded in national territory, airports, ports or at points of entry of the Brazilian border.

In order to apply for the visa, you must submit an online application, then present yourself to the Brazilian consulate with the following documents: the printed and signed Receipt; your passport; a recent ID photo; a Negative Certificate of Criminal Background; proof of financial ability or scholarship to remain in Brazil during the exchange period; proof of means of transportation in and out of Brazil; proof of payment of consular fees; and proof of active enrollment at the University.

Remember to visit the consulate website to confirm which documents you will need.

The temporary visa IV fees range from 100 to 300 dollars, depending on the country. The documents must be in Portuguese, English, French or Spanish, otherwise they can be accepted by sworn translation into Portuguese.

The temporary IV visa will be issued within 10 business days. It is recommended that the request for the visa is made at least 60 days before the date of travel.

Registration in the Federal Police Department (DPF): you must present yourself to the DPF within 30 days of your entry in Brazil.

Remember: the temporary IV visa (VITEM IV) is only granted to those who come to Brazil as a student, without any paid activity, except for those who are attending in higher education institutions for internship programs - if that's your case, you must also present proof of the internship signed by you and your supervisor.

## CRNM

Within 30 days after your arrival and holding the temporary visa IV (VITEM IV), you must schedule an appointment and present yourself to the Federal Police Department, where you will be registered to receive the CRNM. The National Migration Registry Card (CRNM) is an ID for temporarily admitted foreigners in Brazil, and it's valid throughout the national territory. The National Migration Registry (RNM) is the registration number informed in the CRNM.

In order to issue the CRNM, you must first access the DPF website at <http://www.pf.gov.br/servicos-pf/imigracao> to register your temporary visa (at "Registro de Visto Consular"). Then submit the form with your personal information and generate the payment form in the amount of 204.77 BRL. After that, you must schedule a visit to the Federal Police Department to present the required documents (you can get the checklist at the DPF website).

The nearest Federal Police station (Polícia Federal) is located at Rua Tietê, 1450, Londrina, around 53km from Campus Apucarana (Phone: +55 43 3294 7200).

Important: The DPF website is mostly written in Portuguese and does not present an English translation for all sections, please contact DERINT in case you need any help.

# TRAVELLING

## Airports

The state of Paraná have two international airports: Afonso Pena International Airport, in Curitiba (around 385km from Campus Apucarana), and Foz do Iguaçu International Airport, in Foz do Iguaçu (around 490km from Campus Apucarana). The nearest domestic airports are located in Londrina (around 61km from Apucarana), and Maringá (around 78km from Apucarana).

The easiest way to arrive at Apucarana is by bus (intermunicipal bus), and Apucarana bus station is located at Rua Rio Grande do Sul, 905, Jardim Apucarana.

The distances presented here are an estimative of the shortest distances by land and may vary according to routes and other particular cases.

## Vaccines

Vaccination is not mandatory for entry in Brazil. However, the Ministry of Health recommends that international tourists and foreigners update their vaccination schedule in their origin country before traveling. For further information, please visit the Brazilian Ministry of Health website.

# DAILY LIFE

## Fees

As a public federal institution, we do not charge any tuition or registration fees.

## Enrollment

The campus International Department will take care of your enrollment after the final confirmation of the courses you will take (Learning Agreement). If you're coming for a full program (from 2 to 5 years), you will be able to do your enrollment by yourself from the second semester until the end of the program, through the Student Portal ("Portal do Aluno").

## Student ID

A student ID will be provided for you to access the University services and facilities. On Campus Apucarana, DERAC is responsible for providing student IDs.

## Final grade and class attendance

In each course, students are required to achieve a final grade of at least 6, on a scale of 0 to 10, and a class attendance of 75%.

## Accommodation

The University does not provide residence halls. Your main options for accommodation will be shared apartments, student hostels, and rented private houses or apartments.

Remember to evaluate details such as transportation, proximity or ease of access to the campus, and the availability of general services in the neighborhood. You can contact DERINT for further advice.

## Food

All our campuses have University Restaurants. The price of meals for students is 3.50 BRL and there are options to restricted diets. Your student ID is required in order to buy the meal ticket. Our University Restaurants also provide other options such as snacks, coffee, and candies. At Campus Apucarana, the University Restaurant serves lunch from Monday to Friday (from 11am to 1:30pm), and dinner from Monday to Friday (from 5:30pm to 7:30pm). On Saturdays lunch is served from 11am to 1pm and dinner is not served.

## Accessibility

Campus Apucarana provides assistance for people with disabilities in accordance with the Brazilian legislation.

## Libraries

All our campuses have libraries with a collection of scientific, technical and professional books for undergraduate and graduate students. You will need your student ID and a password to borrow books from the library. Students are allowed to borrow up to five books at a time, and the lending of a book can usually be renewed up to three times.

Be careful not to forget the deadline to return the books, otherwise a fine of 1 BRL a day will be charged for each book you keep past the deadline.

You can check our catalogue online:

<http://biblioteca.utfpr.edu.br/pergamum/biblioteca/index.php>

In case you want to renew the lending of a book online, please check:

[http://biblioteca.utfpr.edu.br/pergamum/biblioteca\\_s/php/login\\_usu.php?flag=index.php](http://biblioteca.utfpr.edu.br/pergamum/biblioteca_s/php/login_usu.php?flag=index.php)

(student ID code and password are required).

## Sports and Activities

All our campuses offer sports activities for students. In case you want to participate in a specific activity related to sports and competitions on Campus Apucarana, you may contact the Athletic Association.

## Health Insurance

After your arrival and prior to your enrollment at the University, you will be asked to provide proof of health insurance covering your entire stay.

## Health services on Campus

Our Student Assistance Division has a medical and dental clinic for students and staff, and is prepared to provide assistance in emergency and first aid cases. The division also carries out

prevention activities. A doctor and a nurse are ready to assist you on Campus Apucarana (“B” bloc).

## Health Services next to Campus

The nearest hospital is around 4,2 km from the Campus, and there is an Emergency Medical Unit (UPA) at Rua Clotário Portugal, 1755, Centro (Phone: +55 43 3901 1058). There are also many health centers (UBS) in Apucarana, and their opening hours are from 7am to 5pm from Monday to Friday.

## Student Assistance

For general assistance related to your exchange program, please contact DERINT (opening hours: from 9am to 6pm).

For psychological orientation, please contact NUAPE (opening hours: from 8am to 8pm).

## Transportation

Public transportation in Apucarana is provided by bus lines and taxis. Public transportation by bus in the city is paid in cash or by transportation card and costs 3.10 BRL, or 1.55 BRL for those who have the student transportation card. For further information on bus lines, please check the bus company website: <http://www.valap.com.br/>

## Language

It is not required that exchange students take official Portuguese exams to apply. However, if you’re planning to take courses at UTFPR, please be aware that almost all of them are taught in Portuguese. We recommend that you achieve a B1 level in Portuguese before coming. If you intend to do an internship or take part in research activities, please check with your supervisor for any specific recommendation regarding the language. Campus Apucarana does not offer a Portuguese language course for non-native speakers.

## Academic calendar

Our academic calendar is divided into two semesters. The first one begins in March and ends in the first week of July and second one begins in August and ends in the first week of December. We have a “winter break” in July and a “summer break” from December to February. You can check the complete calendar on our website: <http://portal.utfpr.edu.br/alunos/calendario>

## Holidays and academic breaks

Our academic activities are usually affected by holidays, academic breaks, and other similar situations which might impact on opening hours and access to services on the campus. For instance, the University Restaurant does not serve meals during academic breaks, and our library also adopts different opening hours during those. In particular cases, the campus may offer courses and activities over academic breaks.

## Bank account

If you wish or need to open a bank account in Brazil, the documents required are CPF\*, RNM (National Migration Registry), passport, proof of residence and proof of enrollment. Remember to close your bank account by the end of your stay to avoid extra fees.

\*The Individual Taxpayer Registry (CPF) is a document that allows you to do different operations such as opening a bank account, hiring phone and internet services, etc. You can request it in any post office ("Correios") or at the Receita Federal website. In Apucarana, there is a post office at Rua Ponta Grossa, 1325, Centro (opening hours: Monday to Friday, from 9am to 5pm). Application fees may be charged.

## Communication

All our campuses have free wifi for students and staff. You can also hire internet services on mobile companies' stores.

To make long distance calls, just type: 00 + company code + country code + city code + phone number.

## Entertainment and leisure

Tourist attractions in Apucarana include: Parque da Raposa, Lago Jaboti, Bosque Municipal Parque das Aves, and Catedral Nossa Senhora de Lourdes.

## Weather

In Apucarana, temperatures range from 20°C to 30°C in Summer, and from 5°C to 10°C in Winter.

## Important numbers in case of emergency

193 - Fire Brigade and Integrated Service of Emergency Trauma Assistance (Siate)

192 - Ambulance

190 - Police

180 - Specialized Station for Women Assistance