WELCOME TO BUTANTÃ CAMPUS!

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

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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*

Address: Rua Hugo D'Antola, 95 - Lapa de Baixo - São Paulo-SP Phone: (11) 3538-5000/ (11) 3538-5126 / E-Mail: **nutel.srsp@dpf.gov.br**

From Anhangabaú subway station

1. Head to Clínicas subway station.

2. Get on the subway heading to Vila Prudente and get off at Consolação station.

3. At Consolação station, make the transfer to Linha 4-Amarela (Subway line 4-Yellow), get on the subway heading to Luz and get off at República station.

4. At República station, make the transfer to Linha 3-Vermelha (Subway line 3-Red).

5. Get on the subway heading to Palmeiras-Barra Funda and get off at Palmeiras-Barra Funda station.

6. Head to Barra Funda Bus Terminal (next to the subway station), North side – Platform A.

7. Get on the 8500-10 – Terminal Pirituba bus.

8. Get off at the José Maria stop (ref.: Federal Police).

9. Stay on the Ermano Marchetti avenue.

10. Make a right at the Ricardo Cavatton street.

11. Keep left to merge onto Hugo D'Antola street. The Federal Police building is at number 95.

From Faculdade de Saúde Pública (FSP) by bus

1. At Dr. Arnaldo Avenue, get on the 875H-10-Terminal Lapa bus and get off at Lapa station, located at Miguel Dell'Erba Square, 50.

2. Head to Ermano Marchetti avenue.

3. Make a left and head to Antônio Sarkis street.

4. The Federal Police building entrance is located in front of Antônio Sarkis street. Estimated walking time from Lapa Terminal to the Federal Police building: 20 minutes.

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 or Poupatempo offices, in Osasco or Sé). 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. With this in hand, he/she can present it to any Poupatempo office, once he/she's been notified of its availability.

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

- **Central Restaurant**
- **Física Restaurant**
- **Química Restaurant**
- **Prefeitura 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

The student should apply only after being accepted at USP. For more information, click on the languages center link below. Pay attention to the online application deadline for the in-person courses. The student must have a CPF to enroll in these classes.

online: Course Viva USP (basic level): Boas práticas de vivência para intercambistas

in-person: Course PoLíngua: Programa de Iniciação e Aperfeiçoamento na Docência em Línguas

in-person: Language Learning Center: FFLCH Language Center

7. Transportation

7.1 How to get to São Paulo city center from Guarulhos Airport?

Getting around São Paulo can be challenging, especially if you are arriving or departing from Guarulhos Airport, which is located about 25 kilometers from the city center. Guarulhos Airport is the main international airport in Brazil and serves more than 40 million passengers per year. It has four terminals that are connected by shuttle buses, but not by any rail or metro system.

Fortunately, there are several options to choose from, depending on your budget, preference, and destination. You can take a bus, a taxi or a private transfer.

There is public transport between Guarulhos Airport and São Paulo city center. You can take a bus from the airport to various destinations in the city, such as Tietê and Barra Funda bus terminals, Avenida Paulista, Itaim Bibi, and Congonhas Airport. The bus service is operated by EMTU and runs every 15 to 25 minutes, depending on the line and the time of the day. The ticket price ranges from R$ 5 to R$ 40, depending on the distance and the type of bus. The journey time varies from 23 minutes to 53 minutes, depending on the traffic and the number of stops. The buses are comfortable and air-conditioned, but they can get crowded during peak hours. You can buy your ticket at the airport or online.

Another option is to take a metro or train from Tatuapé station, which is about 10 kilometers from the airport. You can reach Tatuapé station by taking a local bus (line 257 or 299) from the airport, which costs R$ 5 (in cash) and takes about 15 minutes. From Tatuapé station, you can take the metro (line 3 – red) or the train (line 11 – coral) to various locations in the city center, such as Sé, República, Luz, and Brás. The metro and train tickets cost R$ 5 each and the journey time is about 20 minutes. The metro and train are fast and frequent, but they can also get very crowded and noisy.

Public transport is a cheap and convenient way to get from Guarulhos Airport to São Paulo city center, but it also has some drawbacks, such as long waiting times, limited luggage space, and safety issues. If you prefer a more comfortable and hassle-free option, you can book a private transfer with AtoB Transfer.

The distance between Guarulhos Airport and São Paulo city centre is about 23 km. The driving time depends on the traffic conditions, but it usually takes around 20 minutes.

Important! Get your Student Bus Pass!

The *Bilhete Único Estudante* is a card used to pay for public transport that allows a 50% discount on the bus, minibus, subway and CPTM trains fare. It allows up to 4 trips in buses or minibuses in the city during a 3-hour period, paying only one student fare.

To apply for a *Bilhete Único* you must have in hands the following:

• **CRNM number**

• **CPF number**

• **Postal code of your address in São Paulo**

• **Postal code of the USP School you're enrolled at**

• **Digitized 3x4 recent photo**

You must already be enrolled at least in one course in your host School/Institute.

After you receive confirmation of your enrollment, head to SAS – *Passe Escolar* office (near the Central Restaurant) and start the proceedings in order to obtain your *Bilhete Único*.

More information about the application can be found at (in Portuguese): **http://estudante.sptrans.com.br/**

Current rates: **http://sptrans.com.br/tarifas**

Note for Post-Graduate exchange students: For a student to have access to all facilities available at USP and especially discounts on restaurants (Cafeteria/Bandejão) and public transport, her/his stay should last a minimum of more than 3 months (from 91 days on).

7.2 Campus Transportation

The campus is easily accessible by public transport. Cidade Universitária is served near its campus by *Butantã* Station of Line 4 – Yellow of the São Paulo Metro. At the bus terminal at this station, there are three buses (Circular Lines 8082-10, 8083-10, and 8084-10) that circulate on the campus. There are lines of the municipal bus network that also circulate on the campus. For more details, visit the USP Transportation page (available in Portuguese).

7.3 USP and BUSP Cards

USP Card: Your USP Student ID card. With it, the student can 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.

BUSP Card (internal USP transportation): three routes connect the campus and the *Butantã* subway station, and can be used for free by those who have a BUSP card. Routes:

- **8082-10 Metrô Butantã – Cidade Universitária**
- **8083-10 Metrô Butantã – Cidade Universitária**
- **8084-10 Metrô Butantã – Cidade Universitária**

Your USP and BUSP cards will be available at the USP School in which you're enrolled.

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, Restaurants, Institutes and the Sports Center (CEPEUSP).

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.

Restaurante Central / *Central Restaurant*
CRUSP (USP Students' Dorms) Corridor
Praça do Relógio Solar, travessa 8, nº 300
Phone: **+55 (11) 3091-3318**

Restaurante das Químicas / *Chemistry Restaurant*
Chemistry Institute
Av. Lineu Prestes, 748
Phone: **+55 (11) 3034-1993**

Restaurante da Física / *Physics Restaurant*
Physics Institute
Rua do Matão, Travessa R, 187
Phone: **+55 (11) 3091-6710**

Restaurante da PUSP-C / *USP City Hall Restaurant*
Av. Professor Almeida Prado, 1280
Phone: **+55 (11) 3091-0495**
http://sites.usp.br/sas/todos-os-restaurantes-2/

Hospital Universitário / *University Hospital*
http://www.hu.usp.br
Av. Prof. Lineu Prestes, 2565
Phone: **+55 (11) 3091-9200**

Praça dos Bancos / *Banks*
Av. Professor Luciano Gualberto, 660
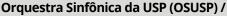Banco do Brasil, Santander, Bradesco, Itaú

Cinusp "Paulo Emílio"
Free movie sessions from Mondays to Fridays at 4 pm and 7 pm. Exhibitions from film festivals are often followed by debates and seminars with professors and directors.
R. do Anfiteatro, 181- Colméia (Favo 4)
Phone: +55 (11) 3091-3540
http://www.usp.br/cinusp/

Orquestra Sinfônica da USP (OSUSP) /
USP Symphony Orchestra
Av. Prof. Lúcio Martins Rodrigues, 310
http://www.usp.br/osusp/orquestra.html

Centro de Práticas Esportivas da Universidade de São Paulo (CEPEUSP) / *Sports center*
http://www.cepe.usp.br/
Praça 02, Prof. Rubião Meira, 61 - Cidade Universitária
Phone: **+55 (11) 3091-3554**

Museu de Arqueologia e Etnologia (MAE)
Museum of Archeology and Ethnology
http://www.mae.usp.br
Av. Prof. Almeida Prado, 1466
Phone: **+55 (11) 3091-4905**