

Pre-Departure Manual (PUC-RIO)



Welcome!

Dear International Student,

The Pre-Departure Manual was prepared with three objectives:

- a) to clarify all your concerns about your program;
- b) to highlight important questions you might have throughout your stay,
- c) 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:

Central Coordination for International Cooperation
Mrs. Linda Cristina Sousa
Senior Advisor for Incoming Mobility



- Once you receive your PUC-Rio acceptance letter, please send a confirmation message to incoming1@puc-rio.br with the subject line: **Acceptance Letter and Email Confirmation**.
- For students requesting airport pickup, send your flight information to Mr. Leonardo Dias at housing@puc-rio.br. The deadline is shown and specified at CCCI International Programs calendar located on CCCI website: <http://www.puc-rio.br/ensinopesq/ccci/calendar.html>. Please send it with the **subject: Flight Information**. The text of the e-mail must be in the following order: Name, Date, Flight, Time, Company.
- **Please do not send your flight confirmation, just the information asked above.**
- After you apply for your student visa and receive it, **do not forget to bring your original and copy of the approved visa application form and your original birth certificate with you to Brazil**. Without it you will not be able to register at the Federal Police Department within **90 days** of your arrival.

Yellow fever immunization - At least 10 days before the trip when the vaccine starts doing effect.

Our international students use to travel to other cities while are in the program so we strongly recommend you to take the yellow fever vaccine, if you are not immunized yet. Please send us the certificate of it.

- Send us by e-mail (scanned) the proof of your **International Health Insurance Coverage** for the entire duration of your stay in Brazil. Please include the insurance company's name, policy number, dates of coverage and company contact information.
- *Email: incoming1@puc-rio.br; Subject Line: Health Insurance Coverage;*
- **Health Insurance:** Students **are required** to obtain a mandatory International Medical Insurance before coming to Rio. **It is mandatory to bring the Health Insurance Contract printed in case you have problems.**
- Students who applied for our **Accommodation Program** will have their homestay arrangements notified by email within 10 days prior to their arrival in Brazil.
- **Please, do not plan your return trip for a date before the official semester finishes. You may have exams until the day indicated as classes end. Please see the Academic Calendar for the exact dates.**
- **Special situations will be allowed only with the International Office permission.**
- Students will receive information regarding course registration and the required Portuguese as a Second Language Placement Test, right after they have the acceptance letter.
- **Please read this information carefully!**

Rio de Janeiro Overview

Rio de Janeiro is an inspiring city of contrasts. Impossibly high 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 with a lot of 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...

remarkable educational of opportunities system: it is the Brazilian city with the highest concentration of excellent scientific centers and universities;

varied economy: it is the Brazilian main center of oil production, arts, cultural production and tourism;

very rich cultural life: offers varied cultural agendas, both popular and classical;

special air: intense metropolitan life + simple local way of life;

unique people: the most diverse, joyful, welcoming, warm and helpful people in Brazil.

The University: 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 multiprocessor computer, 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 CAMPUS MAP

CAMPUS MAP

1 DAR - Admissions and Registrars Office
Oversees PUC-Rio's administrative affairs including university admissions, transcripts, course registration and student IDs.

2 Leme Building
This 12-story building houses the Humanities (Psychology, Philosophy, Theology), Biology and Sciences departments as well as Engineering classes.

3 RDC Computer Center
A state-of-the-art computer lab and graphics center, offering internet, printers and scanners. Wi-fi access can also be requested here.

6 Soccer Fields
To promote an active and healthy lifestyle as well as facilitate positive student interaction, the soccer fields offer a place to practice and play sports with friends.

7 Gênesis Institute
Coordinates PUC-Rio's entrepreneurial program, providing support and resources for the successful development of new enterprises.

12 Amizade Building
Kennedy Wing (K): Vice-Rector's, admin. offices for academic affairs, undergraduate and graduate programs. **Frings Wing (F):** cafeteria, library, banks

13 Church of the Sacred Heart
The campus church covers an area of 700 square meters and seats 400 people. Daily mass is given.

14 School of Business Administration (IAG)
Offers undergraduate and graduate business courses. More than 50,000 professionals have graduated from the IAG business school.

32 PUC-Rio Bus Terminal
The bus terminal facilitates transportation to/from campus with connections to many city bus lines and to metro-connectors to the Siqueira Campos and Botafogo stations.

31 Main Gate Entrance: Av. Padre Leonel Franca
Located near the main entrance of the campus, students have access to the taxi terminal, bike lot, newsstand, and many food stands.



30 Rear Gate Entrance: Rua Marquês de São Vicente
The rear gate serves as a pedestrian-only entrance to the lush PUC-Rio campus.

29 Gymnasium
In addition to offering physical education classes and basketball/volleyball courts, cultural events, film festivals and community events are hosted here.

28 Parking Lot
Parking is available to faculty, students and visitors for a daily rate. Parking fees are paid for in the Frings Wing (F) of the Amizade Building.

27 Tent for Dept. of Art/Design classes
This open-air tent structure is reserved for Art and Design courses and offers students a serene place to express their creativity.

26 Solar Grandjean de Montjeu
The former residence of a French architect, this neo-classical building today hosts year-round cultural events and art exhibitions.

25 Classrooms for Dept. of Art/Design
Provides classroom space specifically for for courses taught by the Department of Art and Design.

16 Pe. Leonel Franca Building
Previously the living quarters of PUC's priests, this 12-story building houses the International Programs Central Coordination Office (8th floor) and the departments of Letters and Social Services, among others.

20 Departmental Offices (Vila dos Directórios)
This colorful street of houses is home to departmental Office and a student-managed copy center and major-specific associations.

24 Dept. of Art / Design
Offers programs in product design, graphic design, fashion design, audio visual design, multimedia and art history, among others.



VERY IMPORTANT!
ACCEPTANCE LETTER
AND STUDENT VISA INFORMATION

You are receiving an acceptance letter in order to apply for a STUDENT VISA at the nearest Brazilian Consulate.

As soon as you receive this package, please send a message to: incoming1@puc-rio.br with the subject line: ***Acceptance Letter confirmation.***

BRAZILIAN CONSULATE

Students must obtain the visa at any Brazilian consulate. 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 in Brazil.

It must be obtained prior to arrival.

VERY IMPORTANT! ACCEPTANCE LETTER AND STUDENT VISA INFORMATION



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 include both your parents' names and your full name, even if they are passed away. This visa form must be presented to the **Federal Police (Immigration) office** no later than 90 days after your arrival in Brazil. If you arrive in Brazil before the official arrival date, please contact CCCI immediately. To fill out the Visa Application Form correctly, please pay close attention to the instructions below:

- Your name must be written according to the following sequence:
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

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

When you apply for the **student visa**, the Brazilian Embassy or consulate will ask you, at the moment of application, to give an address in Brazil. We suggest that you give the PUC-Rio's International Office as a temporary address. This procedure has some reasons:

- The Embassy will always be able to contact you via the PUC-Rio address in case 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, do not wait for your Accommodation information to apply for your visa.

The address is below:

PUC-Rio - CCCI
Rua Marquês de São Vicente, 225
Ed. Pe. Leonel Franca, 8º andar
22 451-900 Rio de Janeiro - RJ - Brasil



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 **Palácio Itamaraty** (Diplomacy Department in Rio) in order to correct wrong information on your visa application form before registering at the Federal Police Department. 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 90th day after your arrival, you will be considered illegal in Brazil and will have to pay a daily fee until manage to go. The Federal Police (immigration) have the right to ask you to leave the country in case you take so long to process your registration.

In order to register you must take to the Federal Police (after your arrival): 2 photos 3cm X 4cm sized and colored, the Federal Police appointment confirmation, cadaster and receipt of the payment of the fee (CCCI will help you with this procedure), original Passport and original Visa Form Application. Copies will not be accepted.

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

According to PUC's 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, according to your period of study) starting from the date of your arrival in the country.

This means that your visa could expire before the end of classes which would require a request a visa extension. Note that this kind of visa extension may not be approved by the Federal Police and have a cost.



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, but never drop below 12°C (54°F) in the evening.

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

CLOTHING -DRESS CODE

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. Even though winter in Brazil is not so cold we recommend you bring one jacket for rainy and winter days.

MEDICAL SERVICES

Rio de Janeiro and Brazil have a number of internationally respect private hospitals, clinics and doctors, but treatment maybe expensive.

Health Insurance: Students are obliged to obtain an International Medical Insurance before coming to Rio. It is mandatory to bring the Health Insurance Contract printed.



**Destination: Brazil, Rio de Janeiro
and PUC-RIO**

BRAZILIAN FOOD

Brazilian diet: variety of meats, fish, poultry, grains, beans, vegetables and fruits.

Most common meal: rice, beans, steak, salad with potatoes and yucca flour (**farofa**) as a side. According to most nutritionists, it's a **well balanced meal**. Try to get used to it in order to make your life easier while you're here

Feijoada: black beans and pork served with rice, kale and manioc meal (**farofa**).

Sea food dishes: variety of fish, lobster and splendid shrimp

Churrasco: large slices of barbecued beef, pork and other meats served with manioc meal and marinated onions

Eating out: you will find grilled or roasted meats, seafood and even Pizzas and hamburgers.

Vegetarians: Even though our meals usually contain meat, it is not hard for vegetarians to eat well in Brazil.



**Destination: Brazil, Rio de Janeiro
and PUC-RIO**

PUC-Rio Campus Facilities

Food: On PUC-RIO's campus there are also three restaurants (from US\$5,00 to US\$10 for a complete meal), 5 coffee-shops, 1 pizza-parlor;

Other Facilities: a bookstore and an office supply store; three copy centers; branches of two banks; and ATM machines.

Shopping: Close to the campus there are a great number of shops, banks, specialized bookstores, restaurants and even a mall. The Botanical Garden and Leblon beach are within walking distance.

Computer Facilities: the computer lab is located at the RDC building. Students may also use the Students Lab at the Library (3rd floor – Frings building)

Internet Access: International Students can access the internet at the RDC Computer Lab. Students must contact the RDC Administrative Staff .



Destination: Brazil, Rio de Janeiro
and PUC-RIO

Airport Guide

Airport Map

AIRPORTS:

International Airport Antônio Carlos Jobim: Information:

+55 21 3398-5050 / 3398-6060

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

Domestic Airport - Santos Dummont:

Information:

(55 21) 2210-2457/ (55 21) 2524-7070

<http://www.riogaleao.com/en/airport-guide/airport-map/>

STUDENT AIRPORT PICKUP

Central Coordination for International Cooperation Office offers airport pick-up to those students who previously inform CCCI of their flight information and who arrive on the date scheduled by PUC-Rio.

See the Academic Calendar for the specific deadlines. Please send your flight information to Student Service: e-mail housing@puc-rio.br.

**Destination: Brazil, Rio de Janeiro
Airport Pick up & Transportation**

Taxi

There are many taxi companies at the airport, included the yellow metered cab. If you take a special taxi, you will be charged a fixed fare according to area.

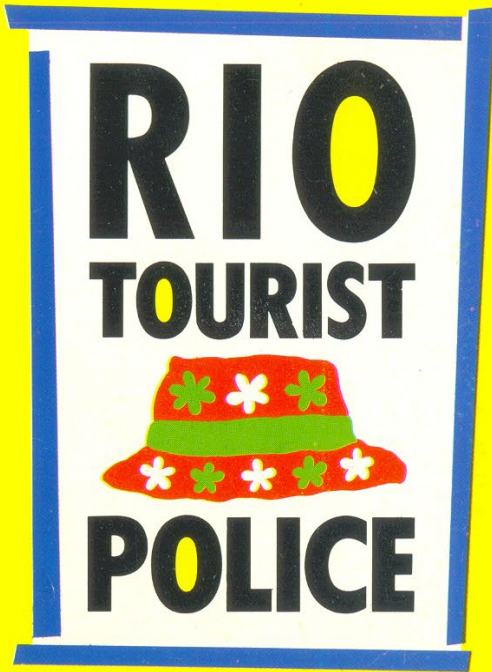
TRANSPORTATION

There are numerous urban *bus* lines in Rio to reach PUC-Rio campus. The bus ticket is around R\$ 4,05 for any path. *Bicycles* are a good and healthy option of transportation. Students can either buy a bike for or use the app '**Bike Rio**'. At night, it is advisable to take a taxi if you go out.

<https://bikeitau.com.br/>



Destination: Brazil, Rio de Janeiro
Transportation



INFORMAÇÕES AO TURISTA
TOURIST INFORMATION
INFORMATIONS AU TOURISTE
INFORMACIONES AL TURISTA
INFORMAZIONI PER I TURISTI

With a population of approximately 7 million people, Rio de Janeiro is considered a big city by any standard. Rio de Janeiro currently faces safety issues, as is the case any other metropolitan city.

This does not mean a direct threat to students, it is important to keep 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) area.

RIO TOURIST POLICE

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

Phone: 2332-2924.

Open 24h -They are specialized in handling foreigner’s problems, they are fast and speak English.

Destination: Brazil, Rio de Janeiro
Security

Money Management



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.

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 is to give a tip.

Taxi: tips are not expected by drivers although most passengers will round the fare up if they are satisfied with the service.

Accommodation Program



PUC-Rio does not provide dorms facilities on campus but offers an enriched opportunity for students to experience the Brazilian way of life by placing them in homestay/Accommodation program.

International students are placed in accommodation near campus. Most families live near the university, within 20-30 minutes away by city bus. However, many students opt to ride to university by bike as neighborhoods in the Southern Zone (Zona Sul) are connected by bike paths.

Bus fare <http://www.rioonibus.com/servicos/tarifas/samba> **Bike:** <https://bikeitau.com.br/>

The host families are recommended by CCCI and represent a wide range of incomes and situations, from a grandmother living alone to a family with several young children.

Each house has their specific rules in terms of hygiene, safety, cooking, bringing friends over etc.

PUC-Rio serves as a liaison to facilitate the introduction between exchange students and host families interested in receiving them. PUC-Rio is not responsible for the payment of rent, student expenditures, or the student's failure to abide by the house rules previously agreed upon by both parties. However, should the need arise, PUC-Rio will support and help both parties in improving the interaction between them.

**Destination: Brazil, Rio de Janeiro
and PUC-RIO- Accommodation Program**

Each student will sign a contract and pay the rent upfront during his/her stay. The rent includes a private room with a bed, a fan, a weekly change of sheets and towels, access to light and gas and a Brazilian breakfast (1 cup of milk and coffee, 2 slices of bread, butter, 1 slice of cheese, 1 slice of ham and 1 portion of fruit (available in the season). Access to kitchen and laundry facilities is also included. Telephone use is to be arranged between the student and the family.

How to apply: Candidates must send the completed and signed application form (refer to <http://www.puc-rio.br/ensinopesq/ccci/forms-hp.html>) and the additional required documents by the deadlines. Check the Calendar at:

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

Important: The Accommodation program is based on a first-come, first-served basis. The number of host families is limited, thus it is recommended that students apply early. Accommodation requests will be considered only after ALL admittance documents have been received and based upon the availability of home.

Official Entrance Date:

The official arrival date listed on the International Student Calendar is also the official starting date to move in with host families.

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

Please note that students are not allowed to arrive in the host family's residence before the official arrival date.

Important:

Remember that a **host family's home is not a hotel and you are the guest**. As such, please be respectful of the rules, you are participating in a homestay program. As a guest in your family's house, you are not allowed to bring anyone over to spend the night. It is important to discuss all norms with your host so that this are clear to both sides.

International students may prefer to rent an apartment near campus. Prices are usually around **US\$1200 - \$1500** for a one-bedroom apartment in the neighborhoods near PUC-Rio, like Ipanema and Copacabana. The same type of apartment in Gávea, the neighborhood in which the university is located, costs around US\$1.000. The student should be prepared to give a down payment in order to guarantee the apartment. Private apartments are not usually recommended by CCCI.

FOR STUDENTS NOT PARTICIPATING IN OUR ACCOMMODATION

PUC-Rio is not responsible if the student decides to live in risky places (i.e.; slums) instead of living in an accommodation selected by the Central Coordination for International Cooperation Office 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 be sure that people with whom you will be sharing an apartment are trustful. PUC-Rio does not take responsibility for problems concerning accommodations which are not registered in our program.

In Brazil, the lease contracts are usually performed at 3 years or 3 months. There are many fees, deposits and taxes to pay for formal rental contracts.

Some tips when signing a lease:

- Students from previous semesters can give information about the apartments they rented. Search-for PUC-Rio Facebook groups or CCCI students of previous semesters for recommendation
- Look for places specialized in real estate rentals.
- Request a receipt for each payment.
- Inform your new address to PUC -Rio immediately after you move in.
- Ask the doorman about the person who is offering the room.

CCCI cannot recommend apartments outside the Accommodation program.

Legal Advice at PUC-Rio is available but they cannot take responsibility for the student as an individual in any rental agreement.

Students with special needs

RAE (Student Support Network)

At PUC-Rio is composed of five nucleus of the University working together with a single goal: to assist in a multidisciplinary way the students regarding academic, psychopedagogical, reading and writing, professional orientation, psychological and of special needs aspects. This is the proposal of RAE, created to address, in an integrated way, needs that were previously treated individually by its components.

The groups that help students with special needs are:

NAIPD (Nucleous for Support and Inclusion of the Bearer of Special Needs)

NOAP (Nucleous for Psychopedagogical Orientation and Assistance)

PSICOM (Communitarian Services for Psychological Orientation)

SOU (Service for University Orientation at the Center for Science and Technology)

SPA (Applied Psychology Service)

For more details, please access the link: <http://www.puc-rio.br/sobrepucc/admin/vrac/rae/>

Special activities for international students

- With the objective of providing our International students with a variety of enriching activities during their stay in Rio de Janeiro, a number of special services are offered:
- Welcome at the airport and airport pick-up
- Orientation week
- Online Portuguese placement test
- Assistance with the Federal Police registration (Immigration)
- Welcome lunch
- Tourist/cultural activities
- City tour of Rio de Janeiro
- Field trip, Welcome reception
- Farewell cocktail with live Brazilian music
- Assistance throughout the academic term - personal & academic.
- **Safety plan** and emergency number available 24/7, psychologist assistance, student access to the First Aid Center on campus, student Id card, access to the computer lab and up to 100 prints for free, access to the gym etc.
- **Join PUC-Rio Buddies! Brother Carioca** - Brother Carioca is a group of PUC-Rio students motivated to help new international students with opportunities available at the University and City as a perfect carioca.
- **Pre-Departure Manual:** http://www.puc-rio.br/ensinopesq/cci/download/pre_departure_manual.pdf



The official CCCI outreach project

Integrating International students and Cariocas from PUC

Cultural events
Hikes and excursions
Practice your portuguese
Bars and nightlife
General tips about PUC and Rio
And much more!!!



*Text us and join the
WhatsApp Group!!!*



Brother Carioca



@BrotherCarioca



+5521997296979

Welcome orientation sessions

The orientation sessions are of utmost importance for incoming students because it is when they will receive the necessary information and guidance that will help them through their exchange period. Topics such as immigration, academic system, courses, add-drop, life in Rio, safety recommendations 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.

IMPORTANT: All students must bring to the orientation a copy of their visa application form, pages of their passport; visa, main one with their photo, stamp from entering the country (Brazil). Please bring the originals as well.

The Senior Student Advisor, **Linda Cristina Sousa**, will always be available to assist students throughout their academic term at PUC-Rio.

E-mail: incoming@puc-rio.br

Destination: Brazil, Rio de Janeiro
and PUC-RIO- Welcome Orientation





PONTIFÍCIA
UNIVERSIDADE
CATÓLICA
DO RIO DE JANEIRO



Central Coordination for International Cooperation