



Warm greetings from PUC-Rio!

We all know that an international academic and cultural experience can be a great differential and it will be very nice to receive your students interested in coming to PUC-Rio to study with us.

we have the pleasure to inform you that we would be delighted to welcome your students who wish to come to PUC-Rio next academic semesters to follow our Intensive Portuguese as a second Language that held every January or July and or to attend the regular semester on July/August to December.

**The on-line application for the incoming students for the Brazilian first semester 2020 (semester or whole academic year) will be open from August 15<sup>th</sup> to October 15<sup>th</sup> 2019 (deadline).**

Please feel free to share my contact information directly with your exchange nominees. I remain their point of contact prior to, during and after their time abroad.

To facilitate even further, check the PUC-Rio procedures online, with all information including a brief of our classes offered in English.

**Living in Rio:**

[http://www.puc-rio.br/ensinopesq/ccci/incoming/living\\_rio.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/living_rio.html)

**International Students' Testimonials & Videos**

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

**Videos: About Rio, PUC-Rio and students life.**

**Click on:**

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

[http://www.puc-rio.br/ensinopesq/ccci/incoming/living\\_rio.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/living_rio.html)

<http://visit.rio/en/o-que-fazer/sports/>

<http://www.puc-rio.br/ensinopesq/ccci/incoming/#> **-Click on Partners + click on Welcome to PUC-Rio Video.**

**Living cost:** <https://www.numbeo.com/cost-of-living/in/Rio-De-Janeiro>

## Special activities for international students

[http://www.puc-rio.br/ensinopesq/ccci/incoming/special\\_activities.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/special_activities.html)

Buddy System "Brother Carioca" - to integrate international students and PUC-Rio students.

[http://midia.puc-rio.br/ensinopesq/ccci/videos/video\\_ccci\\_brothercarioca.mp4](http://midia.puc-rio.br/ensinopesq/ccci/videos/video_ccci_brothercarioca.mp4)

### PUC-Rio Information Sheet:

[http://www.puc-rio.br/ensinopesq/ccci/download/incoming\\_pucRio\\_information\\_sheet.pdf](http://www.puc-rio.br/ensinopesq/ccci/download/incoming_pucRio_information_sheet.pdf)

### Academic centers:

[http://www.puc-rio.br/ensinopesq/ccci/incoming/centers\\_courses.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/centers_courses.html)

All these information are also available on our welcome page, accessing the link:

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

**International Calendar:** <http://www.puc-rio.br/ensinopesq/ccci/calendar/index.html>

### General information:

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

### Admission Procedures/Nomination guide:

[http://www.puc-rio.br/ensinopesq/ccci/download/PUCRio\\_procedures.pdf](http://www.puc-rio.br/ensinopesq/ccci/download/PUCRio_procedures.pdf)

### International Calendar:

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

**Welcome to PUC-Rio Video:** <http://www.puc-rio.br/ensinopesq/ccci/incoming/>

Please, click on [Partners +](#)

### Regarding your student's nomination:

I will be pleased to receive your students interested in coming to PUC-Rio to study with us.

**Please fill the attach file with your students information. It is mandatory.**

**Deadline:** to send the student's documents is **October 15<sup>th</sup>**, for the **Pre-Term Intensive Course** in (January/February) and/or for the regular term (February to July).

International students should access our webpage bellow and fill out the mandatory application online and send the required documents until **October 15<sup>th</sup>**

**Website:** [http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp\\_students.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp_students.html)

**Documents:** Please send the documents in a single scanned file with the students name as a title/subject to the e-mail [incoming1@puc-rio.br](mailto:incoming1@puc-rio.br)

- 01 photo (3 x 4 cm size)
- Official Transcript
- International Office nomination letter
- A copy of students passport (main page) MANDATORY
- Personal Statement (introduce yourself and why you would like to study at PUC-Rio).
- **Copy of health insurance with company name and policy number.** As we know that students while are in Brazil travel a lot, we strongly recommend students take the yellow fever vaccine. The vaccine is applied ten days before the student trip. Send us the certificate of the vaccine too.
- A wire transfer sent to *Faculdades Católicas* referring to the participation on the Pre-Term Portuguese as a Second Language Intensive course (if it is the case) and to the administrative cost payment.

**Administrative cost:** Access to [http://www.puc-rio.br/ensinopesq/ccci/fees\\_tuition.html](http://www.puc-rio.br/ensinopesq/ccci/fees_tuition.html) to get more information about the cost, fees and wire transfer details.

**This cost includes:** airport pick-up ( if the student arrives at The official day), assistance at the Federal Police (Immigration) registration, welcome lunch, tourist/cultural activities, city tour of Rio de Janeiro, field trip, medical assistance on campus, the university ID card, 24/7 assistance, and a farewell cocktail with live Brazilian music. An administrative cost will be charged prior to arrival, during the application online.

**For July 2020-2, PUC-Rio's International Office will change its prices. Please check the website**

[http://www.puc-rio.br/ensinopesq/ccci/fees\\_tuition.html](http://www.puc-rio.br/ensinopesq/ccci/fees_tuition.html)

### **Graduate students:**

**For graduate students or internship/research students,** it is necessary the prior approval of the PUC-Rio professor in the student's study area before acceptance. We suggest you or the student to **contact the Department directly** to check the possibilities to do the research with one of the professors in his/her area. The professor will inform students which discipline he or she should or not register for the 2019-2 semester

Please, copy me in all e-mails sent to professors at PUC-Rio.

**Very important:** students will not be able to finish their final thesis at PUC-Rio, but they will be able to do research as approved by a professor.

### **Internship Students:**

If you have students with interest in internship or practicum at PUC-Rio, we recommend you to advise the student to contact a professor at PUC-Rio in the area of interest and ask her/him about the opportunity to participate in the Department Project as an intern. Once the internship is approved by a PUC professor, the student needs to fill out the application online as **student/internship status** (estágio), and follow all the procedures as an intern/exchange student.

According to Brazilian Federal Law, it is required a student visa to internships students.

Please send:

- 1- Students' full name, dates of arrival and departure, copy of passport and visa, Institution and course, areas of study; Curriculum Vitae.
- 2- The activity that they will develop at PUC-Rio with the professor, Project name, etc;  
The professor must inform the project's name and the duration of the internship;
- 3- The student should fill out the online forms accessing our website:  
<http://www.puc-rio.br/ensinopesq/ccci/estconv.html>

- 4- **Copy of health insurance with company name and policy number.** As we know that students while are in Brazil travel a lot, we strongly recommend students take the yellow fever vaccine. The vaccine is applied ten days before the student trip. Send us the certificate of the vaccine too.
- 5- A wire transfer sent to Faculdades Católicas referring to the Registration fee on the internship or research Program;
- 6- Very important: students will not be able to finish their final thesis at PUC-Rio, but they will be able to make research to help them in it, since they have the accordance of the professor at PUC-Rio.

**PUC-Rio Website:** On our website, you will find all necessary forms for the application of your students. Also, you will find useful information, including a FAQ, housing guidelines, information concerning our deadlines, calendar, etc. **<http://www.puc-rio.br/ensinopesq/ccci/estconv.html>**

**Webpage in English:** **<http://www.puc-rio.br/english/>**

#### **Housing Services:**

Due to the increasing number of applicants, this service is based on availability and a first come, first served basis.

To apply for housing, the application form must be filled out online by the student:

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

Accommodation requests will be considered only after ALL admittance documents have been received and based upon availability.

The monthly rent with breakfast included is R\$ 1.900,00 (Reais) per month. If a meal option is available (lunch or dinner), the cost per month is R\$ 2.230.00 (Reais).

Contacts For further information regarding PUC-Rio's accommodation program, please contact: Leonardo Dias, **[housing@puc-rio.br](mailto:housing@puc-rio.br)**

#### **Students with disability or special needs**

It is important to inform, together with the nomination letter, if the student needs any special accommodations or extra time in exams. In order to guarantee the best support and adaptation to our program, we recommend partners to send us a complete description of any special needs before the student arrival.

#### **Language requirements:**

All exchange students must take a placement test in order to confirm his/her knowledge of Portuguese, on the first day of classes. Students are required to take a Portuguese as a Second Language class during the regular academic term corresponding to their level. Students also have the opportunity to take an Intensive Portuguese as a Second Language course before the regular semester begins, although this course is not mandatory.

#### **Portuguese as a Second Language Classes – Intensive and Regular Semester**

We offer two types of "Portuguese for Foreigners" course: A Pre-Term Intensive Course of Portuguese, which is held before the regular semester (February and July), and a Regular Portuguese Course during the semester. We offer five different levels of study; from beginners to advanced level (every student takes a placement test to verify their exact knowledge of Portuguese).

Pre-Term Portuguese as a Second Language Intensive Course, held before the regular semester, will not be included in the student's transcript even if he/she enrolls in the regular semester. Instead, students who take the Pre-Term Portuguese as a Second Language Intensive Course will receive a certificate of completion indicating the course date, student's grade, and level of Portuguese taken.

The Portuguese language courses are offered at five different levels, from very basic to the advanced levels. Each student will take a placement test to confirm his/her exact knowledge of Portuguese. This course aims to develop the student's written and oral skills in Portuguese, preparing international students to attend regular courses at the university during the subsequent academic terms. Please check the link:

The intensive course consists of 90 hours of instruction per month (January or July).

The regular semester consists of 90 hours in levels I, II and III; and 60 hours in levels IV and V.

Many exchange students enroll at the Pre-Term Portuguese Intensive Course, before the regular semester. This course DOES NOT grant university credits.

**The cost of the Pre-Term Intensive Course is R\$ 3.725,00 Reais and around R\$ 1.900,00 for accommodation Program.**

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

### **PUC-Rio Academic System**

According to PUC-Rio's deliberation, students are allowed to attend a minimum of 2 courses or a maximum of 5 courses or 24 credits including a mandatory Portuguese as a second language course during the semester. **Students cannot attend more than 24 credits.** The system will not allow it.

**Credits system:** 01 credit= 1 class hour/week of lecture class or 02 hours of laboratory class/week or 03 hours of exercise class/week, considered a standard term of 15 weeks.

Here at PUC, students choose the number of credits per semester that they want to register.

A minimum of credits is not required and each course is different. In general, students take 4-5 courses per semester.

For Exchange student it is different and they are allowed to take the minimum of 8 credits or 2 disciplines, ora maximum of 24 credits or 5 disciplines, including the mandatory Portuguese as a second language course. International students do not have pre-requisites to take classes.

### **European Students System (ECTS)**

**During the semester, the students need to take a total of 15 credits at PUC in order to have a total of 30 ECTS credits according to the equivalency between Brazilian and European credits.**

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

### **Courses taught in English**

The courses taught in English have an undergraduate content based on Brazilian and Latin American aspects, such as: **Culture, Literature, Business, Design, Civilization and History, among others. Disciplines in English are not necessarily offered every semester. These courses are subject to academic planning.** Along with the courses in English, international students must attend Portuguese as a Second Language class during their academic semester, as well as any other courses in Portuguese recommended by the coordinator. No English level is required to attend the courses taught in English. Although it is recommendable, an intermediate level (B1) or upper proficiency.

[http://www.puc-rio.br/ensinopesq/ccci/incoming/study\\_english\\_puc.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/study_english_puc.html)

Thank you again for being a valued exchange partner to PUC-Rio and I look forward to speaking with you soon.

Best Regards,

**Linda Cristina Sousa**