

## GENERAL GUIDELINES FOR BRAZILIAN TEMPORARY VISA APPLICATIONS

Instructions about Brazilian Visas and Registration at the Federal Police Dept. in Brazil.

### BEFORE ARRIVING IN BRAZIL

1. After receiving your acceptance letter from USP, you must go to the nearest Brazilian Consulate to have your Brazilian Temporary Visa (Type IV) stamped in your Passport, with the relevant docs. required by the Consulate. We suggest you enter the Brazilian Consulate website before going there.
2. When you come to Brazil, the Brazilian Federal Police **might want to see your original Birth Certificate with an Apostille (Hague Convention)**. If you need more information about how to have an Apostille (Hague Convention) for your Birth Certificate, see this website: <http://translate.google.com.br/translate?u=http://www.cnj.jus.br/poder-judiciario/relacoes-internacionais/convencao-da-apostila-da-haia/paises-signatarios&sl=pt&tl=en&hl=&ie=UTF-8>

### AFTER ARRIVING IN BRAZIL

1. When arriving in Brazil, **you have 90 days to register at the Brazilian Federal Police Dept. (PF)**. In São Carlos there is a PF Office, which is open from Monday to Friday from 10 am to 4 pm. After the 90 days have expired, a fine will be imposed of R\$ 100,00 per day .
2. When registering at the PF, you will need the following: (<http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro/visto-consular>):
  - 2.1 **The form to fill in** (<https://servicos.dpf.gov.br/sincreWeb/>)
  - 2.2 **Your original Passport and copies** of the all the pages (including the blank ones), with the valid Brazilian visa, including the official entry stamp of the airport.
  - 2.3 **Two small photos (3x4)**, colored, with a white back, and on plain paper, that include the top of the shoulders.
  - 2.4 **Original Birth Certificate**, Marriage Certificate or **Consulate Certificate** (*see below, for more information*) **with an authorized translation in Portuguese** (*more information below*) in the event of your parents' names not appearing in your passport or appearing in an abbreviated form .
  - 2.5 **Electronic Email declaration** and other contacts (model made available here : <http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro/Declaraoedeendereoeletrnicoedemaismeiosdecontato.pdf>)
  - 2.6 **Tax Receipt required** When showing the bank slip with a barcode for payment of your Brazilian Immigration Card is issued you must :  
Fill in all the details in this website: <https://servicos.dpf.gov.br/gru2/gru?nac=1&rec=2>)

Explanatory Notes:

- CEP: this is your zipcode (or postal code) in Brazil

- Unidade Arrecadadora [tax collecting agency]: You must choose **(SP 1023) – Delegacia de Polícia Federal de Araraquara** [Federal Police Station].
- Código Receita [Internal Revenue Code] STN: Write the number 140120. The amount must be R\$204,77.
- You must pay the bank slip with the barcode in any Brazilian Bank.

**2.7** If you have had a Brazilian immigration registry form before, this must be shown or its data (i.e. the registration or immigration card number).

3. After handling all the papers and paying the tax, you must go to the Brazilian Federal Police for registration.

### **REQUIREMENTS FOR PUBLIC TRANSLATION IN BRAZIL**

- **Students from MERCOSUL countries (Colombia, Peru, Paraguay, Chile, Bolivia, and Ecuador)** do not need to show the authorized translation of their Birth Certificate with the Hague Apostille in Portuguese. However, **it must be validated by a Brazilian consular official. Please, see the procedure for the validation of documents in the Brazilian Consulate.**
- **Students from other countries** must provide an authorized translation into Portuguese of their Birth Certificate with Hague Apostille **only in Brazil**. We have a [list of officially recognized translators](#) for German, Italian, Spanish and French in our office, if required. Bear in mind that the translation costs about 150 reais + other shipment costs and there are no official translators in São Carlos city, although they are available in nearby cities [such as Campinas, Ribeirão Preto and São Paulo].

### **POINTS ABOUT THE CONSULATE CERTIFICATE**

- If you prefer to present a Consulate Certificate instead of your Birth Certificate with Hague Apostille, it can be used for making your registration at the Brazilian Federal Police Dept.
- In this case, you must find the nearest Consulate of your country in Brazil (most of them are located in São Paulo City) and ask for a Consulate Certificate, which needs to show your parent's full names with no abbreviations. Use the link <http://www.portalconsular.itamaraty.gov.br/rede-consular> to find a Consulate of your country in Brazil.
- The Consulate Certificate must be written in Portuguese, otherwise it will have to be translated into Portuguese by an officially recognized Brazilian translator (see the notes about this above).