



**STUDENT HANDBOOK  
ON INTERNATIONAL  
MOBILITY AT **

Rondonópolis - MT | Brazil  
2024



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# 1 The Office of International Affairs (SECRI)

## 1.1 Duties of SECRI

**The Office of International Affairs (SECRI):** This body is responsible for the development and implementation of policies and guidelines for internationalization in higher education within the scope of the Federal University of Rondonopolis (hereby UFR). These policies encompass three dimensions: academic mobility; international cooperation agreements; and language policy, which focuses on the internationalization of scientific production and proficiency in foreign languages.

**The Institutional Internationalization Plan:** Internationalization actions that reinforce the institutional commitment to promote best practices to optimize five strategic axes in administrative management, undergraduate education, graduate education, research and innovation, and extension and culture. Priorities are given to actions such as training technical and teaching staff, developing efficient language policy, modernizing curricula, promoting cultural diversity, providing academic support services, increasing national and international academic visibility, encouraging innovative research interconnected with the international community, and integrating academic units to promote internationalization activities at all levels.

**Our Institutional Mission:** To be a university of excellence in teaching, research, and extension in all areas of knowledge, referenced by international standards, that contributes to the training of competent and ethical professionals and researchers who can promote sustainable development in the cerrado and Pantanal and the sociocultural and environmental relationships that exist in them.

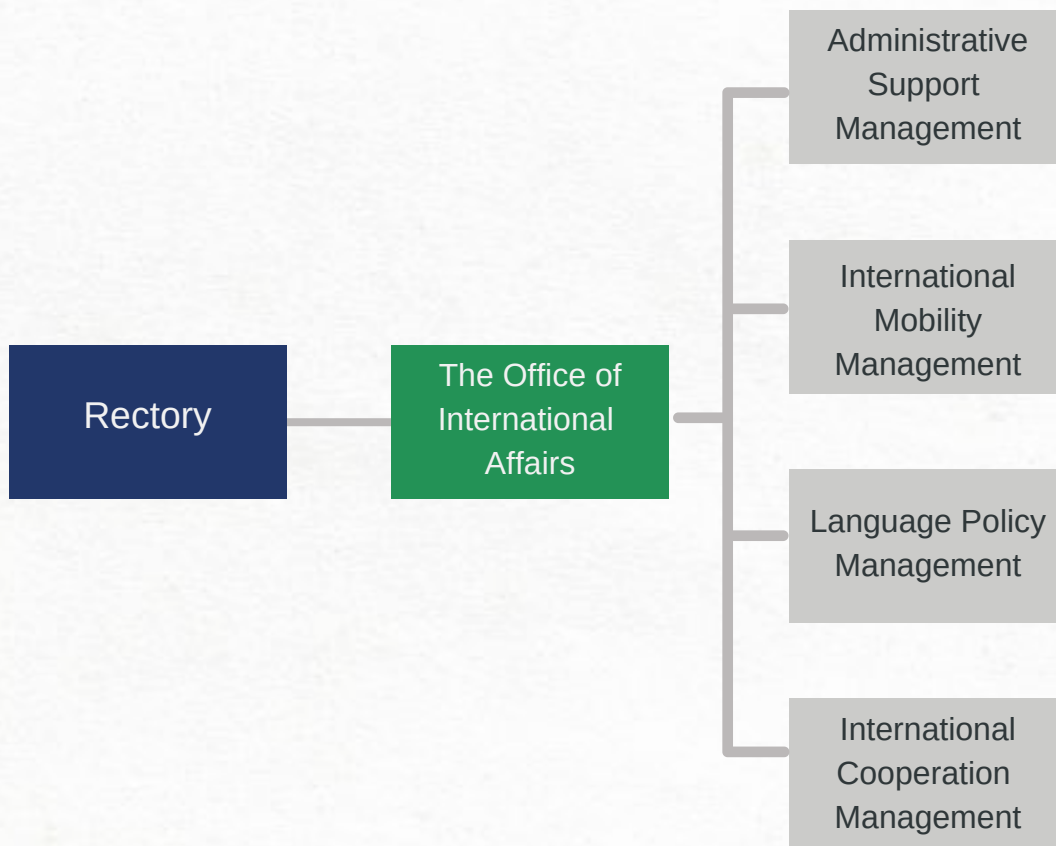
**Where to find us:** Block D, room 07D.

**Opening hours:** from 7 am to 11 am and from 1 pm to 5 pm, Monday to Friday.

**Contact:**

**Email:** [internacional@ufr.edu.br](mailto:internacional@ufr.edu.br) and **Telephone (WhatsApp):** +55 66 3410-4096

## 1.2 Structure of SECRI



## 1.3 Team

### **Dean of International Affairs**

Jofran Luiz de Oliveira, PhD.

### **Administrative Technician in Education**

Hugo de Barros Callado Macêdo, BA.

### **Administrative Support Management**

Celso Moisés do Nascimento, BA.

### **Language Policy Management**

Julma Dalva Vilarinho Pereira Borelli, PhD.

### **International Mobility Management**

Camila Franco Batista, PhD.

### **International Cooperation Management**

Ricardo Eugenio Bazan, PhD.



## 2 International Mobility

### 2.1 What is international mobility?

International academic mobility is the stay of thirty days or more in foreign research or higher education institutions to carry out academic activities, or similarly, of foreigners at UFR. There are two types of mobility:

- a) Departure (outbound): Performance of academic activities in institutions abroad; and
- b) Entry (inbound): Academic activities performed by foreigners at UFR.

UFR acknowledges and encourages the following types of mobility:

- I - Mobility by cooperation agreement: performed on the basis of an agreement or agreement preestablished by the institutions;
- II - Network mobility: based on the offer of associations that function as an interinstitutional cooperation group;
- III - Virtual mobility: Allows students to take in-person courses or online courses concurrently with their studies at UFR;
- IV - Free mobility: The exchange program in which the interested party makes contact with the host institution and performs the necessary procedures for its acceptance, without the need for a cooperation agreement, and all mobility expenses are borne by the interested party or funding agencies; and
- V - Internationalization at Home: The process of integrating an international, intercultural and/or global dimension into the objectives, functions and offerings of academic activities.

## 2.2 Regular international mobility

Foreign undergraduate or graduate students interested in studying at UFR for a specific academic period must be nominated by their respective higher education institutions of origin or must follow specific international mobility notices. Offers for mobility (exchange) at UFR are published by SECRI.

Incoming mobility can be proposed through cooperation agreements, foreign institutions, research groups or cooperation networks.

### I) Request for international mobility

Undergraduate or *stricto sensu* graduate students applying for exchange admission must be nominated by their respective institutions abroad.

The collegiate body that will receive the student at UFR will be responsible for analyzing the application and accepting or rejecting the student.

Undergraduate students may be accepted for international exchanges for a maximum period of two consecutive semesters.





## II) Documents required for international mobility

The foreign institution forward to UFR copies of the following documents of the nominated candidates:

1. passport;
2. updated school transcript or equivalent document;
3. study plan, internship, research or extension project;
4. term of responsibility and financial maintenance;
5. health and life insurance, with a clause for the repatriation of the body in case of death, which may be sent after the issuance of the acceptance letter of the student by UFR;
6. term of acceptance of the scholarship, if applicable.

SECRI will forward the documentation for analysis by the corresponding board.

Upon completion of the analysis of the application by the board, SECRI will take the necessary steps to issue the letter of acceptance and registration with the responsible department.

After the completion of the mobility period, the foreign student must submit to the tutor or cosupervisor a report on the completion of the exchange activities, according to the model provided by SECRI.

After the report is sent, the UFR School Registry will issue a document attesting the courses taken.

## III) Scholarships

UFR may offer scholarships for international mobility through specific notices, according to budget availability. Check the website

<https://ufr.edu.br/secri/estrutura/editais/>



#### IV) Languages

All the courses and classes at UFR are taught in Brazilian Portuguese. The candidate student does not need to have proficiency in the language; however, some knowledge of Brazilian Portuguese is recommended to attend the classes.

#### V) International Mobility via the GCUB-MOB Program

The Group for International Cooperation of Brazilian Universities (GCUB) has a traditional International Mobility Program, GCUB-Mob, aimed at international students from five continents who are interested in pursuing a Master's Degree or Doctorate in Brazilian associated universities, among which is UFR. Under this program, UFR offers postgraduate scholarships, while students are responsible for transportation, housing, accommodation and food. More information about the program is available on the GCUB-MOB website: <https://www.gcub.org.br/bsp/about-the-program-sobre-el-programa/>



## 3 Essential Documents for Entry and Stay in Brazil

Some documents will be essential for your stay in Brazil:

### I) Student visa

The need for a visa to enter Brazil varies according to the duration of stay of the foreign student to carry out research activities, cooperate and supervise academic internships, with a stay of more than 90 (ninety) days.

#### *Student Visa (VITEM IV)*

The documents required for visa withdrawal for foreign students vary according to the country of origin. Check the website of your country's consulate or embassy for the required documentation. In general, consulates require the following:

- Letter of acceptance from the Brazilian university that will host the student. If there is any problem in receiving the letter, please contact SECRI by e-mail [internacional@ufr.edu.br](mailto:internacional@ufr.edu.br);
- Passport valid for at least six months after the end of mobility, with three blank pages;
- Visa application form delivered by the consulate or embassy. You must keep this form, as it is required by the Federal Police for issuing the National Registry of Foreigners (RNM) when you are in Brazil;
- Other documents may be requested by the consulate or embassy. Check the consulate or embassy page to see what is needed.

## ATTENTION!

Students will not be able to enroll with only a tourist visa. A student visa, VITEM IV, is strictly needed. It is not possible to change the type of visa after arrival in Brazil.



### II) Individual Taxpayer Registration (CPF)

Individual Taxpayer Registration (CPF) is a document that proves the registration of citizens with the Federal Revenue Service of Brazil. It is a **mandatory** document to enroll at UFR, open a bank account, obtain a Brazilian telephone number, receive scholarships, among other situations.

The CPF **must be requested by the foreign student while still in their country of origin**, at the Brazilian consulate, to expedite the academic registration process in Brazil. Check the website of the Brazilian consulate or embassy in your country.



For more information about the CPF, go to <https://www.gov.br/receitafederal/pt-br/assuntos/meu-cpf>

### III) National Migratory Registry (RNM)

The documentation required for the issuance of the RNM depends on the type of legal support that the foreigner has for staying in Brazil. In general terms, the documents required are as follows:

- Application via a duly completed electronic form on the Federal Police website <https://servicos.dpf.gov.br/sismigra-internet/faces/publico/tipoSolicitacao/solicitarRegistroEmissaoCie.seam>
- Valid travel document or other document proving identity and nationality, under the terms of the treaties to which the country is a party;
- Original visa form;
- Individual Taxpayer Registration (CPF);
- Proof of payment of the CRNM issuance fee (revenue code 140120, value R\$ 204.77), when applicable (to issue the Federal Government Collection Form, access the website <https://servicos.dpf.gov.br/gru2/gru?nac=1&rec=9>).
- In the case of unavailability of the Federal Police biometric data collection system, 1 (one) a recent 3x4 color photo with a white background and plain paper from the front may be requested;
- Depending on the case, other documents may be needed.
- Observe the rules of translation and legalization of documents issued abroad: <https://www.gov.br/pf/pt-br/assuntos/imigracao/duvidas-frequentes/autorizacao-de-residencia-e-registro-nacional-migratorio-rnm/e-necessaria-a-legalizacao-e>

## ATTENTION!

It is mandatory to make an appointment at the Federal Police Station in Rondonópolis to issue the RNM. Go to <https://servicos.dpf.gov.br/agenda-web/acessar> and show up on the scheduled day and time, bringing the application protocol and personal documents.



### IV) Health insurance

UFR requires the presentation of health insurance, which guarantees health care for foreign students in cases of urgency or emergency. The insurance must cover accidents, illnesses and repatriation of the body throughout Brazilian territory. In case it is of interest to you, check whether the health insurance coverage includes hospital care (appointments and exams) in the private health network.

#### ATTENTION!

Without health insurance, it is not possible to enroll at UFR.

### V) Bank Account

The documents required to open a bank account are as follows:

- Passport;
- CPF;
- Certificate of enrollment;
- Proof of residence and copy of the identity of the owner.

Take the documents to a bank branch of your choice.

## 4 Arriving at UFR

The Federative Republic of Brazil, the official name of Brazil, is the largest country in South America. It is the only Latin American country where Portuguese is spoken. According to the 2022 Census of the Brazilian Institute of Geography and Statistics (IBGE), the total population of Brazil is of 203,080,756 people.

Brazil is divided into five regions (North, Northeast, Center-West, Southeast and South) and twenty-seven federative units, which include twenty-six states and the Federal District (DF).

The state of Mato Grosso is located in the Center-West region, and its capital is the city of Cuiabá.

Rondonópolis is a city located in the southeastern region of the state of Mato Grosso, 210 km away from the capital Cuiabá. It is the most populous city in the interior of the state, with 244,897 inhabitants, according to the IBGE Census (2022).

Chapada dos Guimarães (MT). Photo: Wikimedia Commons





Pier of Rondonópolis. Photo: Wikimedia Commons

## I) Arriving in Rondonópolis

To reach the city of Rondonópolis, it is necessary to purchase air or land tickets in advance to avoid very high prices.

Rondonópolis has an airport with a daily flight by Azul Linhas Aéreas.

More flight options are available via Cuiabá airport, and it is later necessary to travel from Cuiabá to Rondonópolis via land (bus). The trip from Cuiabá to Rondonópolis takes approximately four hours. There are no flights to Rondonópolis from Cuiabá.

It is also possible to reach Rondonópolis by land, purchasing bus tickets from the bus terminals of cities such as São Paulo and Brasília.



## II) Climate of Rondonópolis

Rondonópolis has vegetation typical of the Cerrado, and the climate is tropical, hot and humid, with rainfall concentrated in spring and summer. Winter is characterized by low relative humidity and a dry period. According to Köppen and Geiger, the climate classification is Aw. Rondonópolis has an average temperature of 26.1°C. Approximately 1436 mm of precipitation occurs annually. From September to April, the climate of Rondonópolis is characterized by high temperatures, which can reach 40°C. The months from May to August are characterized by mild temperatures, with a sporadic incidence of cold fronts, which reach temperatures of 4°C.

## III) Tourist and cultural attractions of Rondonópolis

The Rondonópolis region has several urban and rural tourist attractions:

- Casario: adobe and masonry houses, places that mark the foundations of the city of Rondonópolis. The houses are home to cultural exhibitions and local handicrafts.
- João Basso Ecological Park: an environmental preservation area, the park is home to rock formations, cave paintings and archaeological heritage.
- Horto Florestal: urban park with trails, jogging and walking tracks, fitness equipment, restrooms and kiosks.
- Rosa Bororo Municipal Museum: gathers a collection on the history of Rondonópolis and the action of Marechal Cândido Rondon, patron of the city.
- Carimã Tourist Complex: the park is home to nine waterfalls in the surroundings of Dom Osório State Park. There are options for accommodations, camping, and restaurants, etc.

## IV) Public Transport Card

To use Rondonópolis public transport buses, it is necessary to issue a transport card.

To issue the transport card, make an appointment at the Ganha Tempo Rondonópolis website. Go to [www.ganhatempo.seplag.mt.gov.br](http://www.ganhatempo.seplag.mt.gov.br), choose the Rondonópolis unit, select the transportation card service and choose the best time of day. The documents required are a personal identity document (Passport, CPF and RNM) and a proof of residence.

## V) Public Health System in Rondonópolis

Rondonópolis has public health clinics and hospitals maintained by the Brazilian Unified Health System (SUS), which provide free care, and a private network, in which people associated with a health plan or who pay for private services have access to care.

The Unified Health System (SUS) is a public health system that guarantees that the population of the country, Brazilians or not, has full, universal and free access to health services. The SUS, in addition to diagnosing and treating diseases, also operates in a multidisciplinary manner. The network encompasses actions and services from primary care to health surveillance services.

The gateway to the SUS is the basic health unit (UBS), a unit responsible for caring for citizens. They are part of primary health care, in which initial contact is made for disease prevention, appointment scheduling and basic exams. From there, the user follows the care of their health, according to the need and complexity of their case.

## **National Health Card (CNS)**

To gain access to free services through the SUS, it is necessary to request the issuance of the National Health Card (CNS). Go to the nearest basic health unit (UBS) to request issuance.

## **List of UBS closest to UFR**

- UBS NS do Amparo. Distance from UFR: 3 km. Rua Dos Estudantes, N Senhora Do Amparo, Rondonópolis/MT, 78730-690. Opening hours: Monday to Friday, 6 am to 6 pm.
- UBS Jardim Iguaçu. Distance from UFR: 3 km. Rua Sao Sebastiao, Jardim Iguaçu, Rondonópolis/MT, 78730-270. Opening hours: Monday to Friday, 6 am to 6 pm.
- UBS Jardim Atlantico. Distance from UFR: 5 km. Rua Ligia Telles Fagundes, Jardim Atlântico, Rondonópolis/MT, 78735-691. Opening hours: Monday to Friday, from 7 am to 11 am; from 1 pm to 5 pm.

## **List of public hospitals**

- Sister Elza Giovanella Regional Hospital. Rua 13 De Maio, Jardim Guanabara, Rondonópolis/MT, 78710-165. Opening hours: 24 hours.
- Family Health Reference Hosp Dr Antonio Dos S Muniz. R. São Salvador, S/N - Jardim Santa Marta, Rondonópolis - MT, 78710-180. Opening hours: 24 hours.
- Emergency Care Unit (UPA) Rondonópolis. R. José Gonçalo, s/n - Jardim Santa Marta, Rondonópolis - MT, 78710-770. Opening hours: 24 hours.

## List of private hospitals

- Santa Casa de Rondonópolis. Rua Acyr Rezende de Souza e Silva, 2107 Vila Birigui – CEP: 78705-025 Rondonópolis – MT. Opening hours: 24/7.
- Unimed Hospital. Rua Rio Branco, n° 933 - Downtown - Rondonópolis-MT | ZIP Code: 78700-180. Health insurance required: Unimed.
- Mater Clin General Hospital. Rua Acyr De Rezende Souza E Silva, Vila Birigui, Rondonópolis/MT, 78705025. Health insurance: Private (payment is required).

Waterfall at the Carimã Complex. Photo: Wikimedia Commons



## 5 Welcoming foreign students to UFR

The Welcome Project is an initiative of the Office of International Affairs (SECRI), which assists foreign students who come to study at UFR. A scholarship student (“Sponsor”) will be available for three months, helping foreign students become accustomed to the city of Rondonópolis and UFR.

The UFR Sponsor is selected through a public notice published by SECRI. International mobility management places the Sponsor in contact with foreign students before their arrival in Brazil. The UFR Sponsor also receives foreign students and remains available for up to one month after arrival at the UFR.



## 6 Financial Planning



The foreign student is entirely responsible for their own expenses during the exchange and must sign a term of responsibility and financial maintenance. Always consider the extra expenses you may have with emergencies during the mobility period.

The cost of your stay in Rondonópolis should consider the following aspects:

### 1) Housing - rent expenses

The mobility student must arrange for the rental of residence during the academic mobility period. In the city of Rondonópolis, rooms are available for rent in student dormitories or individual residences (called “kitnets”). The UFR Sponsor can help mobile students find accommodations.

The average monthly rent is as follows:

- R\$1,000.00\* for an individual residence (kitnet);
- From R\$200 to R\$500.00\* for a dorm room.

\*The average values may vary.

## ATTENTION!

Some landlords require advance payments of rents to secure accommodation (called “cheque calção”). Check the rental conditions of the accommodation before renting.



## II) Food

UFR students can use the University Restaurant (RU). The values in July 2024 are as follows:

- Students - partial subsidy:
  - Breakfast: BRL 1.00
  - Lunch: BRL 2.50
  - Dinner: BRL 2.50
- UFR and outsourced servants:
  - Breakfast: BRL 3.50
  - Lunch: BRL 17.30
  - Dinner: BRL 17.30

Opening hours:

- Monday to Friday
  - Breakfast: from 6:15 am to 8:15 am
  - Lunch: from 10:30 am to 1:30 pm
  - Dinner: from 5:30 pm to 8:30 pm
- Saturdays
  - Breakfast: from 6:15 am to 8:15 am and Lunch: from 10:30 am to 1:30 pm

### III) Transport

The price of a city bus for public transport in Rondonópolis is R\$4.10.\*

\* Value disclosed on 07/01/2024. May undergo readjustments.

### IV) Personal support expenses for CAPES/CNPq/FAPEMAT scholarship holders

Students awarded CAPES/CNPq/FAPEMAT scholarships should consider that the payment of the first installment of the scholarship occurs only in the month **following** the beginning of classes at UFR. Therefore, it is necessary to plan financially for the period between arrival in Brazil and receipt of the scholarship in the following month. Consider bringing a financial reserve of at least R\$2,000.00 for this waiting period for the scholarship.







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DE RONDONÓPOLIS