

# Informative about Academic Mobility

## INSTITUTIONAL INFORMATION

**UNIVERSIDADE ESTADUAL DE LONDRINA (State University of Londrina)** [www.uel.br](http://www.uel.br)

Celso Garcia Cid Road | Pr 445 Km 380 | University Campus BOX 10.011 | ZIP CODE 86.057-970 | Londrina – PR Telephone: +55 43 3371-4000 | Fax: 43 3328-4440

Rector: Prof. Dr. Sérgio Carlos de Carvalho | Email: [reitoria@uel.br](mailto:reitoria@uel.br)

**2018 Information and statistics:**

[http://www.uel.br/proplan/novo/pages/arquivos/uel\\_em\\_dados/UEL\\_EM\\_DADOS\\_2018.pdf](http://www.uel.br/proplan/novo/pages/arquivos/uel_em_dados/UEL_EM_DADOS_2018.pdf)

**INTERNATIONAL RELATIONS OFFICE – ARI** [www.uel.br/ari](http://www.uel.br/ari)

**Head:** Prof. Dr. Fabio de Oliveira Pitta | Telephone: +55 43 3371-4928 | Email: [fabiopitta@uol.com.br](mailto:fabiopitta@uol.com.br)

**Secretary:** Marina Phônlor Lemos | Telephone: +55 43 3371-4188 | Email: [uelari@uel.br](mailto:uelari@uel.br)

**International Agreements:** Larissa Hummel | Telephone: +55 43 3371-5897 | Email: [cooperacao@uel.br](mailto:cooperacao@uel.br)

**PRÓ-REITORIA DE GRADUAÇÃO – PROGRAD (Undergraduate studies)** [www.uel.br/prograd](http://www.uel.br/prograd)

**Pro-rector:** Prof. Dr. Marta Regina Gimenez Favaro | Email: [prograd@uel.br](mailto:prograd@uel.br)

**Information and forms - Undergraduate Mobility and PECG:** [www.uel.br/prograd/mobilidade](http://www.uel.br/prograd/mobilidade)

Fernanda Torres | Telephone: +55 43 3371 4423 | Email: [mobilidade@uel.br](mailto:mobilidade@uel.br)

## EXCHANGE PROCESS FOR INTERNATIONAL CANDIDATES

### PARTNERSHIP AGREEMENTS

Before starting the application process, the international candidate must contact his/her home institution's International Relations Division or check our webpage for UEL's current international cooperation agreements at the following link: <http://www.uel.br/ari/pages/acordos/acordos-vigentes.php>

For partnership proposals and information, please contact the International Relations Office: [cooperacao@uel.br](mailto:cooperacao@uel.br)

### APPLICATION SUBMISSION

Applications should be submitted via E-MAIL to [mobilidade@uel.br](mailto:mobilidade@uel.br) by the home institution's Head of the International Relations Division, in accordance with the following deadlines and documentation:

- 1<sup>ST</sup> semester of 2020: **September 30, 2019**

### WHAT CAN I STUDY?

The student should select courses offered during the period of his/her exchange program. Annual courses have code (A), courses in the first semester (February to July) have code (1S) and those in the second semester (July to December) have code (2S) in the course catalog available in [http://www.uel.br/prograd/?content=catalogo-cursos/catalogo\\_2018/cursos\\_graduacao.html](http://www.uel.br/prograd/?content=catalogo-cursos/catalogo_2018/cursos_graduacao.html)

## APPLICATION PROCEDURES

The international candidate must submit the [Formulário de Candidatura](#) (Application Form) and requested documentation listed below in PDF to [mobilidade@uel.br](mailto:mobilidade@uel.br)

## DOCUMENTS

- **Formulário de Candidatura** (for International students or other HEIs) available at: [http://www.uel.br/prograd/divisao-central-estagios-intercambios/documentos/form\\_candidatura\\_est\\_outra\\_ies.doc](http://www.uel.br/prograd/divisao-central-estagios-intercambios/documentos/form_candidatura_est_outra_ies.doc)
- **Referral Letter** from the home institution that indicates which courses and topics is the international student allowed to take at UEL. The letter must be signed by a Lecturer, Program Coordinator or person responsible at the International Relations Division.
- **Transcripts:** indicating current grades or concepts.
- **Copy of an Identification Document** (birth certificate, ID or passport).

## STUDY CONTRACT

To complete the Study Contract, the applicant may check the courses they wish to take at UEL by consulting the Undergraduate Course Catalog in the Curricular Organization link:

- **Program Curricular Organization** at <http://www.uel.br/prograd/?content=catalogo-cursos/index.html>
- For information about Program Coordinator, please check: Undergraduate Programs Faculty Coordinators (Administration 03/2018 to 03/2020): [http://www.uel.br/prograd/documentos/contato/coordenadores\\_vice\\_colegiados\\_graduacao.pdf](http://www.uel.br/prograd/documentos/contato/coordenadores_vice_colegiados_graduacao.pdf)
- Pedagogical Project and Evaluation System for Undergraduate Courses: <http://www.uel.br/prograd/?content=pp/pp.html>

## ACADEMIC CALENDAR 2019-2020

- **Second semester:** will start July 29, 2019 and end December 07, 2019

Prediction beginning Year 2020: February 10

## LANGUAGE

Classes at UEL are taught in Portuguese. It is necessary to know the language at intermediate level to understand the classes and to carry out the evaluative activities.

## ACCEPTANCE LETTER

After analyzing the request to take part in mobility at UEL and the study contract by the respective Program Faculty, in case of acceptance, an Acceptance Letter by PROGRAD will be issued. The document will be sent via email to the student and the person responsible at the home institution's International Relations Division.

If necessary, for visa requirements, the document will be sent via courier (upon request) to the home institution.

In case of non-acceptance of the request, the home institution and the student will be informed by email.

## DOCUMENTS FOR REGISTRATION

In case of deferral, the international student must provide the following for registration:

- Copy of birth certificate
- 01 (one) 3cmx4cm photo for the student card
- Copy of proof or declaration of residence in Brazil
- CPF – Registration of Physical Person: issued at: Delegacia da Receita Federal: 865 Brasil Street, Downtown – Londrina/ PR. Telephone: 43 3294-8000
- Copy of RNE – National Registry of Foreigners
- Copy of the passport identification page
- Student visa
- International insurance

The documentation must be submitted to PROGRAD before the beginning of the school year (classes).

## INTERNSHIP REQUEST

Only Mandatory Curricular Internships will be considered for internship request (except for the Medicine program).

Internship requests must obtain prior approval from the Program's Faculty, the Internship Directory and from a Supervisor Professor at UEL, by submitting the documentation for protocol of Internship Plan Request – External Modality.

The international applicant for internship at UEL must contact the Internship and [Exchange Division](#) at the following email: [estagios@uel.br](mailto:estagios@uel.br). Explain that you are interested in doing the mandatory internship at UEL and request the program internship coordinator's contact and necessary procedures.

## SCHOOL PASS

The student in Londrina counts with the "Student Pass", for class schedules according to the Enrollment Registration. As soon as he/she has registered for courses and has access to the academic timetable, he/she must:

- Fill the pre-registration and scheduling available at:

<http://estudante.tcgrandelondrina.com.br/Sicade>

- Go to the Loja Central da Grande Londrina located at 351 Quintino Bocaiúva Street (next to HSBC branch). Open to public from Monday to Friday, from 8am to 5pm.

## VISA AND REGISTRATION OF FOREIGNERS

### MINISTRY OF FOREIGN AFFAIRS

<http://www.itamaraty.gov.br/en/>

Visa list – Ministry of Foreign Affairs Consular Platform

<http://www.portalconsular.itamaraty.gov.br/vistos>

### VISA REGISTRATION - LONDRINA FEDERAL POLICE

Federal Police Station in Londrina - DPF Address: 1450, Tietê Street, Vila Nova Telephone: (43) 3294-7260 E-mail: [dpf.gab.lda.srpr@dpf.gov.br](mailto:dpf.gab.lda.srpr@dpf.gov.br)

Londrina Federal Police service will **ONLY** be carried out with previous appointment, and by presenting the requested forms, photos and photocopies of the requested documentation.

### INITIAL VISA REGISTRATION

The international student must, through previous appointment, go to the Federal Police to arrange for the visa registration and foreigner's license application within a period of thirty (30) days from his / her landing in Brazil.

- Information and procedures: <http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro>

- importante Information: <http://www.pf.gov.br/servicos-pf/imigracao>

### VISA RENEWAL

The international student must go, through previous appointment, to the Federal Police for visa and foreigner license, 30 (thirty) days before the visa expiry date.

- Information, Documentation and Procedures: <http://www.pf.gov.br/servicos-pf/imigracao>

### PORTUGUESE FOR FOREIGNERS

The Language Laboratory of UEL offers regular courses of Portuguese for Speakers of Other Languages. The courses are offered both for the internal community of UEL, students linked to undergraduate and postgraduate courses, as for the external community. Single rate of R\$ 300,00 (three hundred Reais) to students. Webpage:

<http://www.uel.br/cch/lablinguas>

## HOUSING

UEL has no legal affiliations to any hostel, hotel or lodging company. The following disclosure is solely a list of information found on websites and social networks. UEL is not responsible for any involvement in contractual or legal issues by any student.

### SOCIAL NETWORK GROUPS (FACEBOOK)

UEL Housing

<https://www.facebook.com/groups/396286633811573>

Lodging in Londrina

<https://www.facebook.com/groups/436740993034225>

Housing Vacancies – Londrina

<https://www.facebook.com/groups/230062470477725>

Londrina – Parana House/Flat Share

<https://www.facebook.com/groups/324056311070651/>

### PENSIONS E LODGING (FACEBOOK AND GOOGLE SEARCH RESULTS)

<https://www.facebook.com/search/top/?init=quick&q=Pe nsionato%20Londrina&tas=0.0009667525446410696>

<http://www.anglohospedagem.com.br/>

<http://harmonyhouselondrina.com.br/index.html>

<http://www.pousadavaledorubi.com.br/>

**CAEM - STUDENT AND HOUSING CENTER** - Address: 150 Rubens Ávila Street, rooms 05 e 08 – University Campus Telephone: (43) 3327-4044

Webpage: [www.caem.com.br](http://www.caem.com.br)

### ABOUT LONDRINA

- **Londrina Airport - Governador José Richa**

Address: 300 Ten. João Maurício Medeiros Street, Airport, Londrina - PR, 86039-100 Code: LDB

Telephone: 43 3027-9000 Londrina/PR

Webpage:

<http://www4.infraero.gov.br/aeroportos/aeroporto-de-londrina-governador-jose-richa/>

- **TRL – Londrina Bus Station**

Address: 1830 Dez de Dezembro Avenue, Londrina/PR

Telephone: 43 3372 1800

Fax: 43 3372-1818

Webpage: <http://www.trl.com.br/>

- **Urban Bus Station**

Check bus schedules and routes:

<http://site.tcgrandelondrina.com.br:8082/>

Benjamin Constant Street - Downtown, Londrina/PR

Telephone: 3356-5252

- **Londrina City Hall - Tourism**

[http://www.londrina.pr.gov.br/index.php?option=com\\_content&view=category&id=4&Itemid=8](http://www.londrina.pr.gov.br/index.php?option=com_content&view=category&id=4&Itemid=8)

Londrinatur Portal – Tourism Guide

<https://www.londrinatur.com.br/guia/roteiros-turisticos-londrina/>

- **MAIN PUBLIC HEALTH CENTER:**

Address: 702 São Paulo Avenue - Downtown, Londrina/PR Telephone: 3379-0871

- **INTEGRATION ACTIVITIES - CAFÉ INTERCULTURAL.**

Website: <https://www.facebook.com/groups/805098829690599>

The meetings take place at the Center of Letters and Human Sciences – CLCH, at UEL, once a month.