

INTERNATIONAL STUDENTS

INSTITUTIONAL INFORMATION

LONDRINA STATE UNIVERSITY

Celso Garcia Cid Road | Pr 445 Km 380 | University Campus

BOX 10.011 | ZIP CODE 86.057-970 | Londrina – PR

Telephone: (43) 3371-4000 | Fax: (43)3328-4440

Email: webadmin@uel.br

Webpage: www.uel.br

INTERNATIONAL RELATIONS OFFICE – ARI

Coordinator: Prof. Telma Nunes Gimenez, PhD

Telephone/Fax: +55 43 3371-4188 | 3371-4928

Email: uelari@uel.br

Webpage: www.uel.br/ari

APPLICATIONS

Mobility and exchange

Telephone: +55 43 3371-5897

Email: mobilidade@uel.br

Webpage: www.uel.br/ari and www.uel.br/prograd/mobilidade

EXCHANGE PROCESS FOR INTERNATIONAL CANDIDATES

1. PARTNERSHIP AGREEMENTS

Before starting the application process, the international candidate must contact their 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 requests and information, please contact the International Relations Office: mobilidade@uel.br.

Classes at UEL are taught in Portuguese.

2. DEADLINES

2.1 ACADEMIC CALENDAR 2018-2019

- *First semester: expected to start March 2018 and end July 2018.
- *Second semester: expected to start August 2018 and end January 2019.

*Definition of academic calendar: estimated for October 2017.

2.2 APPLICATION SUBMISSION

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

- *1st semester of 2018: deadline October 31 2017.
- *2nd semester of 2018: estimated deadline February 2018.

*Definition of academic calendar: estimated for October 2017.

3. DOCUMENTS

The international applicant must follow the subsequent steps:

- Download the **Application Form** (for International students or other HEIs) available at http://www.uel.br/prograd/?content=divisao-estagios-projetos-monitoria/mobilidade_formularios.html
- Request a **Referral Letter** from the home institution that indicates which subjects 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)
- Submit the application form and requested documentation in PDF or JPG to mobilidade@uel.br

4. FILLING OUT THE APPLICATION FORM: 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/catalogo_2016/cursos_graduacao.html
- For Program Coordinator information check: Undergraduate Programs Faculty Coordinators (Administration 03/2016 a 03/2018): http://www.uel.br/prograd/documentos/contato/ramais_e-mails_colegiados.pdf

5. 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 follow the subsequent steps:

- Contact the Internship and Exchange Division at the email following e-mail estagios@uel.br. Explain that you are interested in doing the mandatory internship at UEL and request the program internship coordinator's contact.
- Download the form and the **Internship Plan Request – External Modality**, available at http://www.uel.br/prograd/divisao-estagios-projetos-monitoria/ESTAGIOS/plano_estagio.doc
- Request a **Referral Letter** from the home institution indicating that the internship is MANDATORY and is in compliance with the program requirements of the home institution.
- **Letter from a Professor at UEL:** a written statement indicating that a program professor agrees to be the internship supervisor.
- **Copy of an Identification Document** (birth certificate, ID or passport).
- **Life insurance valid for the internship period.**
- **Submit** the Internship Plan Request form and requested documentation in PDF or JPG to estagios@uel.br.

6. ACCEPTANCE LETTER

Only after previous evaluation from the Program Faculty and deferral of the request, will the acceptance letter be issued by ARI. The document will be sent via e-mail to the student and the person responsible at the home institution's International Relations Division.

If necessary, for visa means, the document will be sent via courier (upon request) to the home institution at the address given by applicant in the exchange or internship request.

7. 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 Telegraph and Post Office agencies: please contact the Central Post Office on 246 Maestro Egídio Camargo do Amaral Street – (corner with Rio de Janeiro Avenue) – Londrina/ PR. Telephone: (43) 3377 5181.
- Copy of RNE – National Registry of Foreigners.
- Copy of the passport identification page.

- Student visa IV.

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

8. SCHOOL PASS/FREE PASS

The transportation “Free Pass” is guaranteed for specific students (check eligibility) in Londrina, for class schedules according to the Enrollment Registration. Once the enrollment is final and the class schedules are available, the student must:

- Print and fill out the School Credit Application Form available at:
<http://www.uel.br/sebec//pages/arquivos/Formularios/FORMULARIO%20DE%20CT%20ESCOLAR.doc>
- Request a SEBEC (Community Well-being Services) employee to sign the form.
- Provide all the documentation requested in the form and present it at 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.

9. UEL INFORMATION

- Pedagogical Project and Evaluation System for Undergraduate Programs:
<http://www.uel.br/prograd/?content=pp/pp.html>
*2018 school year calendar of Teaching Activities for Undergraduate Programs:
http://www.uel.br/prograd/?content=calendario/index_entrada.htm
- 2016 Information and statistics:
http://www.uel.br/proplan/portal/pages/arquivos/uel_em_dados/FOLDER_UEL_EM_DADOS_2016.pdf
*Page will be updated when 2018 calendar is made available.

10. GENERAL INFORMATION

10.1 VISA

- **MINISTRY OF FOREIGN AFFAIRS:** <http://www.itamaraty.gov.br/en/>
Visa list – Ministry of Foreign Affairs Consular Platform:
<http://www.portalconsular.mre.gov.br/estrangeiros/quadro-geral-de-regime-de-vistos>
Visas to Brazil – General Rules (English):
<http://www.portalconsular.mre.gov.br/estrangeiros/ggrv-simples-ing-11.05.2016.pdf>
- **LONDRINA FEDERAL POLICE:**
Federal Police Station in Londrina - DPF NILSON ANTUNES DA SILVA
Address: 1450, Tietê Street, Vila Nova
Telephone: (43) 3294-7260 E-mail: 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.

10.2. INITIAL VISA REGISTRATION

The international student must go to the Federal Police in order 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/estrangeiro/cedula-de-identidade-de-estrangeiro/registro-e-emissao-renovacao-de-cedula-de-de-decidência-de-foreign>

10.3. VISA RENEWAL

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

- **Important information:** <http://www.pf.gov.br/servicos-pf/estrangeiro/novos-procedimentos-nos-processos-de-prorrogacao-de-prazo/prorrogacao-de-prazo-de-estada-de-visto-temporario-iv-estudante>
- **Documentation and procedures:** <http://www.pf.gov.br/servicos/estrangeiro/prorrogacao-de-prazo-de-estada-de-visto-temporario-iv-estudante>

11. 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, and therefore ARI, 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=Pensionato%20Londrina&tas=0.0009667525446410696>

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

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

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

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

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

<http://www.pensionato-shekinah.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

12. ABOUT LONDRINA

- **AIRPORT:**

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://www.infraero.gov.br/index.php/aeroportos/parana/aeroporto-de-londrina.html>

- **BUS STATION:**

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/>

1020 Benjamin Constant Street - Downtown, Londrina/PR

Telephone: 3356-5252

- **TOURISM:**

Londrina City Hall - Tourism:

http://www.londrina.pr.gov.br/index.php?option=com_content&view=category&id=4&Itemid=8

Londrinatur Portal – Tourism Guide: <http://www.londrinatur.com.br/Roteiros-Turisticos/>

- **MAIN HEALTH CENTER:**

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

Telephone: 3379-0871

PROGRAM VACANCIES FOR INTERNATIONAL STUDENTS: 2018 1ST SEMESTER

- ARCHITECTURE
- VISUAL ARTS
- COMPUTER SCIENCE
- BIOLOGICAL SCIENCES
- LAW
- CIVIL ENGINEERING
- PHARMACY
- PHYSICS
- PHYSIOTHERAPY

- LEM (Spanish, French and English Languages)
- MUSIC
- PEDAGOGY
- SOCIAL WORK
- EXECUTIVE SECRETARIAT