

FGV DIREITO SP

Coordenadoria de Relações Internacionais





Dear Student,

Congratulations!

**You are now an exchange student
at DIREITO SP in São Paulo,
Brazil!**



Pre Arrival Information

The International Affairs Office is pleased to provide services for Incoming Students.

The International Affairs Office's staff will provide you all orientation or any additional information, and will also help you filling out forms and solving other problems you may have along your studies.

International Affairs Office is located at:

Rua Rocha, 233

11th Floor

Phone: 55-11-3799-2279

cri.direitosp@fgv.br

Monday to Friday from 9am to 6pm.



Important Dates

Beginning & End of Spring Semester classes

Graduate and Undergraduate (courses in portuguese):

- Classes will start on beginning of February, and will end in the end of June.

Global Law Program

Classes will start starts on:

Module 1: February and ends on April.

Module 2: April and ends on June.



Reccomendations

Students usually have problems when they receive extra materials or products from their countries containing perishable goods.

Try to avoid this kind of procedures if the products you want to receive are available here in Brazil.

Food and Medicine, in general, may be stopped at ANVISA (National Agency of Sanitary Vigilance) and to get these goods from this Agency requires time and patience!

Electronic Equipment will be surcharged by Customs!!!



Accommodation

We highly recommend you that, prior to your arrival, consider the type of accommodation that will work best for you factoring in costs, location, etc.

Please note that it is your responsibility to secure accommodations in São Paulo.

Hostels

- GOL BACKPACKERS - www.golbackpackers.com
(+55) 11 2528 - 2564
Address: Rua São Carlos do Pinhal, 461 - Bela Vista - São Paulo

- Okupe Hostel – Jardins
<http://www.okupehostels.com.br/jardins/en/index.asp>
+55-11-4304-0663

Address: Av Rebouças, 990 - Jardim Paulista – São Paulo/SP

- Guest 607 – www.guest607.com.br
(+55) 11 2619-6007 or 2619-6001
Address: Rua João Moura, 607 – Pinheiros – São Paulo

Hotels

H3 Hotel Paulista - <http://www.h3hotel.com.br/>
Address: Rua Rocha, 217 – Bela Vista – São Paulo

Other websites

Housing Anywhere - www.housinganywhere.com
Sampa Flatshare: <http://sampaflatshare.blogspot.com>
Renting a room: www.easyquarto.com.br; <https://www.airbnb.com/>
Okupe: <http://www.okupe.net>
HUB 88 apartments: <http://hub88.com.br/>



VISA

Visa Application Form

Don't forget to put a contact in Brazil: it can be the person you're staying with, or even DIREITO SP. Once you receive the visa application form back from the consulate, check if the fields 17 and 18 are filled out with your contact in Brazil.

Bring the original Visa Application Form to Brazil, you'll need it to be registered in the Federal Police.

Visa

Once you receive your Visa from the Brazilian Consulate, don't forget to check the fields "document number", where it should be your passport number, "prazo de estadia", where it should be how many days you requested, and "tipo de visto", where it should be "VITEM IV". If any of these information are wrong, contact immediately the Brazilian consulate.



Once you get your visa, be sure to email the CRI Team with a digital copy of your Visa, Health Insurance, and Passport!
These are mandatory procedures!
Email to cri.direitosp@fgv.br!



On-Campus Service

Main entrance

Rua Rocha, 233

Bela Vista

1st Basement

--Library

2nd Basement

--Auditorium

GROUND FLOOR

-- Main entrance

-- Bookstore

-- Cafeteria

-- Computer Lab

-- Classroom 111

1st to 8th FLOOR

-- Classrooms

6th FLOOR

-- ATM

8th FLOOR

-- Undergraduate Registration Office

-- Professor's Offices

9th FLOOR

-- Graduate Registration Office

-- Professor's Office

10th FLOOR

-- Dean's Office

-- Meeting Rooms

11th FLOOR

-- International Affairs Office

-- Undergraduate Associate Dean's Office

-- Graduate Associate Dean's Office

-- Internacional Affairs Associate Dean's Office

-- Finance Department

-- Communication and Marketing Department

Doctor and Nurse Office

There is a clinic at FGV-EAESP (Business School – Rua Itapeva, 432) on the 5th floor. Two doctors and a nurse attend students from 8am to 8pm.

- From 8 am to 12 pm:
Dr. Carolina, English Speaker
- From 2 pm to 8 pm:
Dr. Marcelo, Portuguese speaker only



Transport

Bilhete Único



You may find useful to get around in São Paulo using a Bilhete único, which is basically a card that you use to take the bus, the subway or the CPTM (metropolitan train). You can buy the card at any Metro Station and then insert credits. The card can be recharged in newstands, Metro Stations and lotteries.

- Subway and CPTM – are open from 5 am until midnight and costs R\$3,50.
- Bus – costs R\$3,50

Map of the metro: <http://www.metro.sp.gov.br/redes/mapa.pdf>

With Bilhete Único, you'll be able to take up to four buses in three hours.

Bus, subway or CPTM with Bilhete único – you'll be charged R\$3,50 when passing by a subway or CPTM station's turnstile and when you take the bus, an additional R\$1,65. You'll be able to take another two buses within 3 hours after the first validation without paying further more.



Transport

Please visit the International Affairs Office once you arrive in order to get more information about the Bilhete Único - Student. With this you will be able to pay half price ticket for the bus, metro and CPTM rides. This kind of Bilhete Único is valid only for students that live more than 1 km from the school.

Taxis cost around R\$ 4,50 + R\$2,75/km.

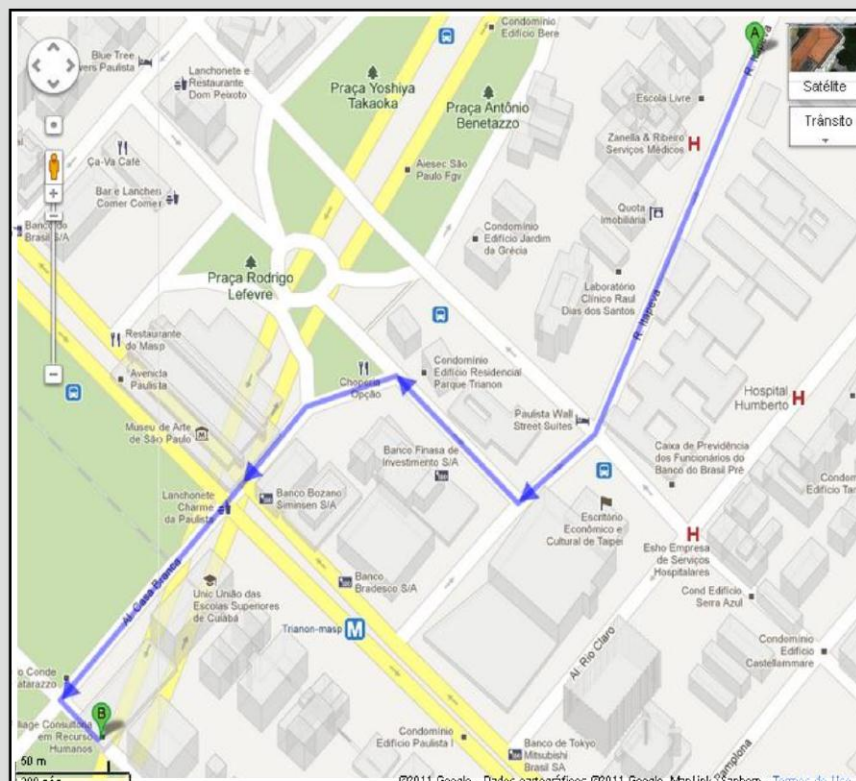


! Peak hour for bus, subway and cars is between 7 to 10 am and 17h to 20h. So you may try to avoid getting in traffic this time of the day.



After Arrival

When you arrive in Brazil you may need to present your document, which is basically your passport, in many places. However, do not carry your passport with you! It is a very important document and you may not want to lose it. So, as soon as you arrive go to a Cartório, and make a notarized copy. The notarized copy is considered a valid document and you may use it on a daily basis



*Cartório's address close to DIREITO SP:
Alameda Santos, 1470.*



Undergraduate Programs

Bachelor in Law - Graduação

- ▣ Undergraduate program taught in Portuguese.
- ▣ Semester based courses
- ▣ Counts 2 to 4 brazilian credits per discipline, which equals 30 to 60 contact hours. The conversion to ECTS is made by your home university.

Business School - IPM – International Program in Management

- Counts 2 brazilian credits per discipline, which equals 30 contact hours. The conversion to ECTS is made by your home university.
- This program is fully taught in English and divided in 2 modules, with around 7 courses per module.
- Term based courses .

In order to add or drop courses, students must inform the changes by e-mail to cri.direitosp@fgv.br, the changes can be made until the first week of the Academic Year. All changes depend on approval of the courses coordinators
In the Business School no add or drop is permitted!!!!



Graduate Programs

Global Law Program

- ✓ Course in English for graduate and undergraduate students;
- ✓ Counts 2 Brazilian credits per discipline, which equals 30 contact hours. The conversion to ECTS is made by your home university;
- ✓ This program is fully taught in English and divided in 2 modules, with around 4 – 5 courses per module;
- ✓ Also includes Short Term Courses taught by foreign professors, those courses are one week long and counts 1 Brazilian credit per discipline.

Master in Law

- ✓ Graduate program taught in Portuguese;
- ✓ Semester based courses;
- ✓ Counts 2 to 4 Brazilian credits per discipline, which equals 30 to 60 contact hours. The conversion to ECTS is made by your home university.

MPGI – Master Of Science in International Management – Business School

- ✓ 1,5 Brazilian credit per discipline = 22,5 contact hours = 6 ECTS.
- ✓ Taught in English and divided in 2 modules, with around 6 disciplines per module.
- ✓ Students are allowed to take a maximum of 3 courses per module.
- ✓ Its only possible to add or drop courses in MPGI during the 1st week of classes in each module.



Grading System

Grading is 0 to 10, being
7 the passing grade.

Final grade is generally
based on participation,
oral and written
presentations, case
analyses and mid-term /
final examinations.



General Information

Attendance

Attendance is mandatory. Exchange students will be considered FAILED by absence if exceed the number of 25% of absence in classes.

Internet Tools

- eClass (<https://eclass.fgv.br/>): communication between students and Professors. Through eClass you are able to find general information about courses and download class materials.

- Aluno online (<http://www10.fgv.br/academicosp/portal/principal.asp>): communication between student and university where you can access information about your academic life: grades, absences, class schedules, services requests, final exams / mid-term exams schedules.



Portuguese Language Course

DIREITO SP together with FGV-Business School offers the following levels:

Basic

Intermediary I

Intermediary II

Advanced

It's a 30 hours intensive language course, offered for all FGV exchange students.

Be aware: we do not offer credits for this Course.

Charges apply for this course!!!!

Placement test: first of class.



Safety Do's and Dont's

Do....



- ❖ put your money, passport and ticket in the safe deposit box of your hotel, or in a safe place in your new apartment;
- ❖ ask the police for help if you need it;
- ❖ ask your hotel for information, they know most of the answers;
- ❖ call on your Consulate for help if you have a serious problem;
- ❖ withdraw money inside DIREITO SP or Shopping Malls.

Don't....



- ❖ leave your bags unattended;
- ❖ put your wallet in your back pocket or the outside pocket of a bag;
- ❖ walk in unlit areas at night;
- ❖ use flashy jewellery in the street, even if it is fake;
- ❖ take more money than you need when you go out;
- ❖ withdraw money in public places at night;
- ❖ Walk on the streets talking on your cell phone;
- ❖ Invite people that you don't know well to your house or hotel room.



Traveling Tips



Have fun! But...

- You need your original passport to travel!
- Keep your original passport, your credit cards, your mobile phone, Iphone, Ipod (etc.) in a safe place in your hotel room or house all the time;
- Only walk with a copy of your passport and some money with you;
- Watch out with your bags;
- At the restaurant, do not leave your wallet, mobile phone, palmtops or other belongings on the table;
- At the beach, don't carry unnecessary things;
- Be careful with tap water and ice in the North and Northeast of Brazil;



Our Team

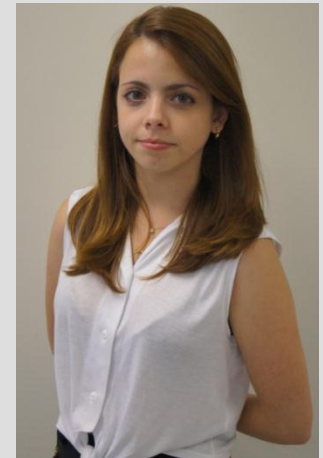


Profª Maria Lucia Padua Lima
Associate Dean, International Affairs



Christina Castilho
**Incoming and Outgoing Exchange
Coordinator**

Thais Zorron Nascimento
Assistant



Welcome to DIREITO
SP, and see you
soon!!!!!!!

