



UNIVERSITY OF BRASÍLIA

# FACT SHEET / UNB

For Exchange Students



# UNIVERSIDADE DE BRASÍLIA

**HERE YOU WILL FIND SOME GENERAL INFORMATION ABOUT OUR UNIVERSITY!**



The University of Brasilia was founded on April 21, 1962. It is committed to the production of state-of-the-art knowledge and the promotion of true citizenship for the transformation of Brazil. The institution is the one of the national points of reference in research, teaching and extension. At the present time, UnB has approximately 2.380 professors, 34.506 undergraduate, 4.385 master and 3.219 doctorate students. At Darcy Ribeiro campus and at the three other campuses (Ceilandia, Gama and Planaltina), the institution houses 26 institutes and colleges or schools and 35 centers for specialized research.

# USEFUL WEBSITES

## THERE ARE TWO MAIN WEBSITES WHERE YOU CAN FIND INFORMATION

General Website Address >> [www.unb.br](http://www.unb.br)

International Students (us) >> [www.int.unb.br](http://www.int.unb.br)

Our Address:

International Affairs Office

Campus Universitário Darcy Ribeiro

Prédio da Reitoria, Térreo

Asa Norte, Brasília/DF

CEP 70910-900 - Brasil

Tel. + 55 61 3107-0458 / 0457/ 0265





# HEAD OF OUR OFFICE

## PROF. DR. VIRGÍLIO DE ALMEIDA

Virgílio Pereira de Almeida - Head of International Affairs Office

+55 61 3107-0265



Exchange Students Coordinators:

Mrs. Priscyla Barcelos Teófilo

Mr. Bruno Bortoleto

Mr. Diego de Tássio



International Agreements Coordinators:

Ms. Fabiana Porto

Mr. João Mendonça

Mr. Thiago Silva

Ms. Luanna Ribeiro



E-mail Adress:

[intweb@unb.br](mailto:intweb@unb.br)

Tel + 55 61 3107-0265

Tel + 55 61 3107-0462/0463

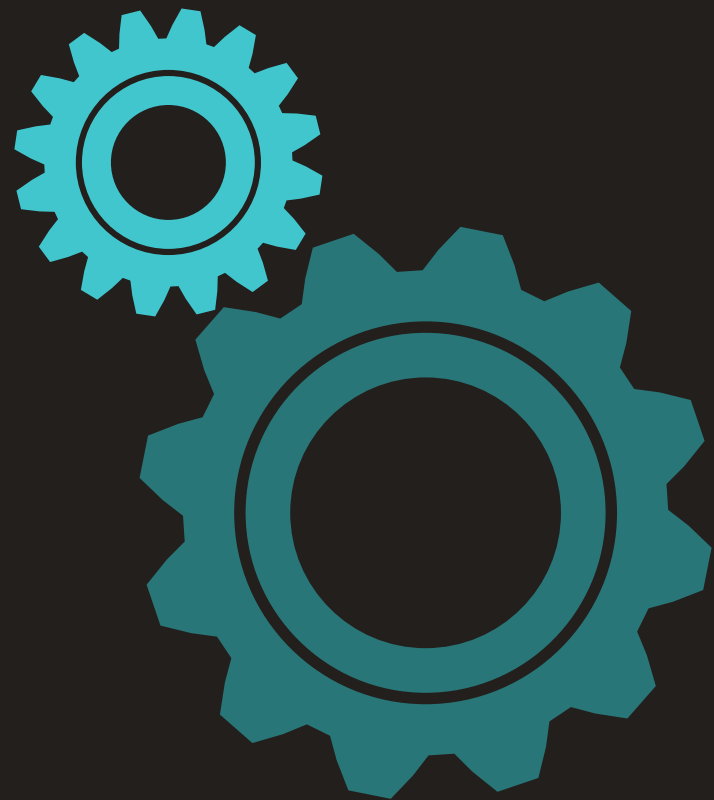


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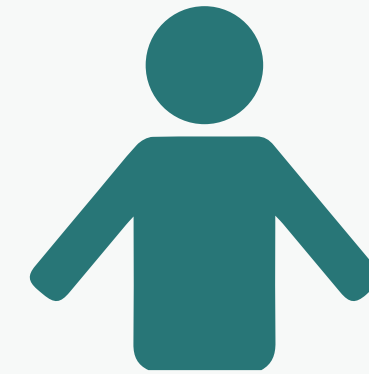
[acordos@unb.br](mailto:acordos@unb.br)

# WHAT CAN WE DO FOR YOU?

OUR SERVICES AND SKILLS



# INT / Services



## RECEIVING YOU

All the documentation and enrolling procedures will be done for you

## ASSISTANCE

General things you might need, such as informations and details about the University

## FIND A BUDDY!

For providing you a better stay in our university, we offer the possibility of having a buddy to help you with the daily activities on campus

# DATES

## ACADEMIC YEAR

1st term: From March to July

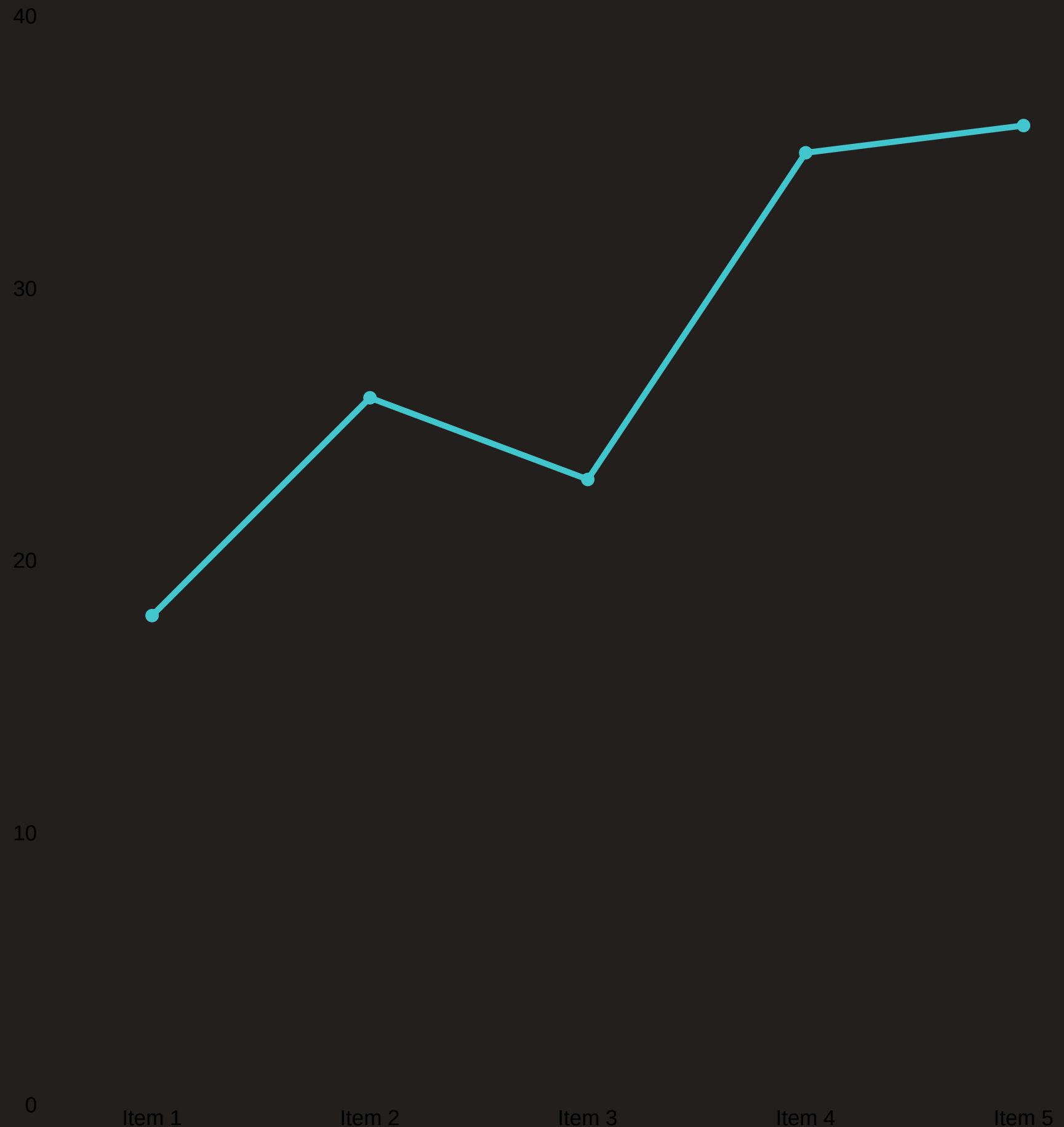
2nd term: From August to December



# LANGUAGE COURSES

## PORTUGUESE

Good news! Portuguese Language Courses are free of charge for exchange students. Other languages (Spanish, French, Japanese and etc) are charged by the language school (Portuguese is recommended for studying other languages).





# COURSES AND SUBJECTS

[LINK TO](#)

## SUBJECTS

All the subjects you want to be enrolled must be approved from the Faculty coordinator

## RECOMMENDED CREDIT LOAD

We highly recommend you to take between from 16 to 24 credits per semester

## CREDITS PER COURSE

Each course has normally 4 credits per course, and demand about 4 hours per week in classes

## HOURS PER CLASS

Each credit corresponds to 15 hours-class. One hour's class corresponds to 50 minutes of effective work.

## MINIMUM/MAXIMUM WORKLOAD

A minimum of 13 credits is common. A maximum of 30 credits is common

# GRADING SCALE

## UNB SYSTEM

Students must attend 75%  
of the classes for approval

SS

Superior 9.0 to 10.0

MS

Medium Superior 7.0 to 8.9

MM

Medium 5.0 to 6.9

MI

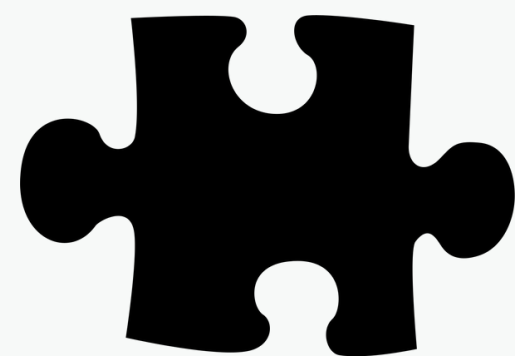
Medium Inferior 3.0 to 4.9

II

Inferior 0.1 to 2.9

# APPLICATION REQUIREMENTS

## UNDERGRADUATE PROGRAM



Must be a student in  
one of our partner  
University



Be nominated by  
your home university



You must have  
financial conditions  
during the exchange  
program



Enough level of  
Portuguese to  
attend classes (we  
recommend B1)

# DOCUMENTS YOU MUST SEND US

UNB / EXCHANGE PROGRAM

 Undergraduate

 Master/Doctoral

UnB / 2019

LEARNING AGREEMENT

A COPY OF YOUR PASSPORT

OFFICIAL TRANSCRIPTS FROM THE HOME INSTITUTION

CURRICULUM VITAE

LETTER OF INTRODUCTION FROM YOUR HOME INSTITUTION SIGNED BY THE PERSON IN CHARGE OF THE EXCHANGE PROGRAM

A STATEMENT OF SUFFICIENT FUNDS OR FUNDING TO SUPPORT THE STUDENT DURING THE INTENDED PERIOD OF STUDY IN BRASILIA

RESEARCH PROJECT BASED ON INTERNATIONALLY ACCEPTED ACADEMIC STANDARDS (ONLY FOR MASTER/DOCTORAL CANDIDATES);

COPY OF ALL HIGHER EDUCATION PREVIOUS DIPLOMAS OBTAINED (ONLY FOR MASTER/DOCTORAL CANDIDATES);

TRANSCRIPTS OF RECORDS OF ALL HIGHER EDUCATION COURSES SUCCESSFULLY COMPLETED (ONLY FOR MASTER/DOCTORAL CANDIDATES).

ALL DOCUMENTS MUST BE SENT IN PORTUGUESE, ENGLISH OR SPANISH

Nominations to [intweb@unb.br](mailto:intweb@unb.br)

# More Useful Information

1

## APPLICATION DEADLINES

November 1st for 1st term (March-July)  
May 15th for 2nd term (August-December)

2

## RECOMMENDED ARRIVAL DATE

Two weeks prior to the beginning of the classes

3

## INSURANCE/HEALTH COSTS FOR EXCHANGES

Health insurance must be acquired in the home country

4

## FOOD ON CAMPUS

University Restaurant: R\$ 5,20 per meal

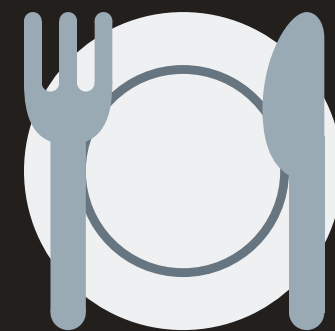
# Living / Prospective Costs

## Average Budget



### TRANSPORTATION

Students may request a student transportation card which grants free transportation from their home to the university



### FOOD AND MEALS

R\$ 300,00 to R\$ 600,00



### ACCOMMODATION

R\$ 600,00 to R\$ 2.000,00  
(per month)

# FAQ

**1** When is the language study available? Is it a semester long course, does it cost? How long is the course?

Semester long, free of charge for exchange students.

**5** What topics will be covered during orientation?

Registration at the university, procedures for foreigners in Brazil, enrollment in courses, Portuguese course procedures and presentation of UnB students who will support international students

**2** Are students required to obtain a student visa?

Student visa VITEM IV.

**3** How and when do exchange/study abroad students register for classes?

A week prior to the start of the classes

**6** How will students get from housing to class?

Students living on campus housing can go on foot to classes. Others living outside campus will use public transportation, which is free for students who request a student transportation card.

**4** What is the international office assisting students with?

The international office registers the students at the university, briefs the students on administrative procedures after arrival and assigns UnB students to help international students get used to the university.

**7** Do students have access to exercise/sports facilities?

There are sports courses and a School of Physical Education that provides some exercise and sports activities.

**PROGRAMA DE INTERCÂMBIO -  
UNIVERSIDADE DE BRASÍLIA**

**EXCHANGE PROGRAM -  
UNIVERSITY OF BRASILIA**



**UnB**

**PREZADO(A), ALUNO(A),**

**SEJA BEM-VINDO À  
UNIVERSIDADE DE BRASÍLIA!**

Seguem as informações de candidatura de intercâmbio:

Passo 1: preenchimento do nosso formulário de candidatura, disponível em: <https://forms.gle/LQpQX9aFTb4oArmC9>

Passo 2: enviar os documentos obrigatórios para o e-mail do nosso escritório. Respeitem a data final de candidatura.

**DEAR STUDENT,**

**WELCOME TO THE  
UNIVERSITY OF BRASÍLIA!**

Here you will find the application procedures:

Step one: you have to fill out our application form. Link of the application: <https://forms.gle/LQpQX9aFTb4oArmC9>

Step two: you have to send to our office the mandatory documents listed below. Please, pay attention to our deadline.

**LISTA DE DOCUMENTOS**

- 1. Contrato de estudos;**
- 2. Uma fotocópia do passaporte;**
- 3. Histórico escolar da Universidade ou Faculdade;**
- 4. Carta de apresentação do aluno emitida pela instituição e assinada pela autoridade competente;**
- 5. Currículo;**

**DOCUMENTS LIST**

- 1. Learning Agreement;**
- 2. A copy of your passport;**
- 3. Official transcripts from the Home Institution;**
- 4. Letter of Introduction from your home Institution signed by the person in charge of the exchange program;**
- 5. Curriculum Vitae;**

- 6. Declaração de renda comprovando possuir condições financeiras para manutenção e gastos pessoais em Brasília durante o período de intercâmbio;**
- 7. Projeto de pesquisa elaborado conforme as normas acadêmicas internacionais (apenas para candidatos à pós-graduação);**
- 8. Cópia de todos os diplomas de Graduação e/ou Mestrado obtidos (apenas para candidatos à pós-graduação);**
- 9. Histórico escolar de todos os cursos de Graduação e/ou Mestrado concluídos (apenas para candidatos à pós-graduação).**

- 6. A statement of sufficient funds or funding to support the student during the intended period of study in Brasilia;**
- 7. Research project based on internationally accepted academic standards (only for Master/Doctoral candidates);**
- 8. Copy of all Higher Education previous diplomas obtained (only for Master/Doctoral candidates);**
- 9. Transcripts of records of all Higher Education Courses successfully completed (only for Master/Doctoral candidates).**





## IMPORTANTE / IMPORTANT



PARA CADA ALUNO NOMEADO, ENVIAR UM ÚNICO PDF. O PRIMEIRO ARQUIVO DO PDF DEVE SER O FORMULÁRIO DE CANDIDATURA. O TAMANHO DO ARQUIVO DEVE SER INFERIOR A 90MB.



FOR EACH STUDENT, SEND ONE SINGLE PDF. THE FIRST FILE OF THE PDF MUST BE THE APPLICATION FORM. THE SIZE OF THE FILE MUST BE SMALLER THAN 90MB.



O dossiê de candidatura deverá ser enviado por e-mail para: [intweb@unb.br](mailto:intweb@unb.br). Não precisamos das cópias físicas

Applications must be both sent by email to: [intweb@unb.br](mailto:intweb@unb.br). We do not need the hardcopies.

### O PRAZO LIMITE PARA CANDIDATURAS É:

1º SEMESTRE (MARÇO A JULHO): 1º DE NOVEMBRO

2º SEMESTRE (AGOSTO A DEZEMBRO): 15 DE MAIO

### THE DEADLINES FOR THE APPLICATIONS ARE:

FIRST SEMESTER (FEBRUARY/MARCH TO JULY): NOVEMBER 1ST

SECOND SEMESTER (AUGUST TO DECEMBER): MAY 15TH

### CONTRATO DE ESTUDOS - INSTRUÇÕES

O ESTUDANTE DEVE ACESSAR O SISTEMA DE DISCIPLINAS, CLICANDO

[NESTE LINK](#)

### LEARNING AGREEMENT – INSTRUCTIONS

STUDENTS MUST ACCESS THE COURSES PLATFORM, CLICKING ON

[THIS LINK](#)

1

Uma vez na página, selecionar o Nível de Ensino

2

Em seguida, no campo "Unidade", selecione o departamento de interesse

3

Por fim, selecione o ano e, 1 para semestre de março a junho ou 2 para semestre de agosto a dezembro

4

Clique em Buscar

1

Once on the webpage, select the corresponding level ("*Graduação*" for undergraduates, "*Mestrado*" for Master or "*Doutorado*" for Doctoral students).

2

Next on "Unidade", choose the relevant department

3

Then, select the year and 1 for semester form March to July or 2 for semester from August to December

4

Click on "Buscar"

ALMOST FINISHING!



5

O contrato de estudos deve conter uma proposta com pelo menos 6 disciplinas.

5

The learning agreement must contain a proposal with, at least, 6 courses.

*Após a chegada do estudante, haverá um período para confirmação das disciplinas solicitadas. Das disciplinas pré-selecionadas, o recomendado é que o estudante curse efetivamente em torno de 4 disciplinas (16 créditos da UnB).*

*After arriving, the student will have a period for confirmation of the requested courses. From the pre-selected courses, we recommend the student to effectively attend around 4 (16 UnB credits).*

6

6

AULAS DE PORTUGUÊS DISPONÍVEIS PARA ESTUDANTES INTERNACIONAIS: (NÃO SIMULTANEAMENTE)

PORTUGUESE CLASSES AVAILABLE TO EXCHANGE STUDENTS (NOT SIMULTANEOUSLY):

LET0239 PORTUGUÊS PARA ESTRANGEIROS 1  
LET0242 PORTUGUÊS PARA ESTRANGEIROS 2

LET0239 PORTUGUÊS PARA ESTRANGEIROS 1  
LET0242 PORTUGUÊS PARA ESTRANGEIROS 2

AULAS DE PORTUGUÊS **INDISPONÍVEIS** PARA ESTUDANTES INTERNACIONAIS:

PORTUGUESE COURSES **NOT AVAILABLE** TO EXCHANGE STUDENTS

LET0016 | LET0017 PORTUGUÊS PARA ESTRANGEIROS: COMUNICAÇÃO ORAL E ESCRITA 1 E 2  
LET0014 | LET0015 PORTUGUÊS PARA ESTRANGEIROS: LÍNGUA E CULTURA 1 E 2

LET0016 | LET0017 PORTUGUÊS PARA ESTRANGEIROS: COMUNICAÇÃO ORAL E ESCRITA 1 E 2  
LET0014 | LET0015 PORTUGUÊS PARA ESTRANGEIROS: LÍNGUA E CULTURA 1 E 2

YOU'VE FINISHED!