



INTERNATIONAL STUDENTS GUIDE

2020



WELCOME!

It is a great pleasure to welcome you to the COPPEAD, the Business School of the Federal University of Rio de Janeiro (UFRJ)!

The COPPEAD Graduate School of Business is a leading teaching and research institution committed to excellence, international relevance, ethics and integrity. You, as one of our future international students, are an important aspect of our campus life and valuable addition to the internationalization of COPPEAD's academic environment.

We have compiled this guide to give you a short introduction to the aspects of living in Rio de Janeiro, as well as to advise you about all the practicalities to think about when moving here, and what to expect of studying at COPPEAD. We are confident that your time here will be a wonderful experience in both your academic and personal development.

We hope you will enjoy your time at COPPEAD! Be sure that we, at the COPPEAD International Office, will do all we can in assisting you making this the best experience possible for you.

We look forward to welcoming you to Rio de Janeiro and on campus!

Best regards,

COPPEAD International Office

TABLE OF CONTENTS:

RIO DE JANEIRO - “The Wonderful City” ----- 04

Introducing the “Cariocas” -----	04
Clothing -----	05
Phones -----	05
Brazilian Currency -----	05
Driving license -----	05
Electric power -----	06
Public and Private Health in Brazil -----	06
Emergency Services in Brazil -----	06
DEAT – Tourism Support Police Office -----	06
Security Tips -----	07
Estimated Cost of Living in Rio de Janeiro -----	07

Moving to Rio to be a COPPEAD student ----- 07

COPPEAD/UFRJ History - -----	07
COPPEAD’s Address -----	08
How to apply to be a regular Full-time MBA student -----	08
How to apply to participate in the Exchange Student’s Program? -----	08
Transportation from the airport -----	08
Housing Info -----	09
Find Your Way at UFRJ/ <i>Fundão</i> Campus -----	09
Transportation Card -----	09
Transportation to COPPEAD -----	10
Finding your way at COPPEAD -----	10
Academic Office -----	10
Academic Calendar -----	10
Academic Office Team -----	10
Attendance Requirements -----	11
Behavior during Classes -----	11
AVA (Virtual Environment Learning) -----	11
Dress Code -----	11
Portuguese Training for COPPEAD International Students -----	11
Printing service -----	12
Grading System at COPPEAD -----	12
Visa Information -----	13
Federal Police registration of student visa -----	13
THE CPF – Brazilian Taxpayer Identification Number -----	14
Opening a Bank Account -----	14

RIO DE JANEIRO - “The Wonderful City”

“Rio de Janeiro is the capital of the state of Rio de Janeiro, Brazil's third-most populous state. Part of the city has been designated as a World Heritage Site, named "Rio de Janeiro: Carioca Landscapes between the Mountain and the Sea", by UNESCO on 1 July 2012 as a Cultural Landscape.

Rio de Janeiro is one of the most visited cities in the Southern Hemisphere and is known for its natural settings, Carnival, samba, bossa nova, and beautiful beaches such as Copacabana, Ipanema, Leblon and Barra da Tijuca. In addition to the beaches, some of the most famous landmarks include: the giant statue of **Christ the Redeemer** atop Corcovado mountain, named one of the New Seven Wonders of the World, with its cable car; **Sambódromo**, a permanent grandstand-lined parade avenue, which is used during Carnival; and **Maracanã Stadium**, one of the world's largest football stadiums”. (Wikipedia, October 2019)

• Introducing the “Cariocas”

According to linguists, the term *Carioca*, as locals call themselves, is not derived from the word Rio. It actually comes from the *Tupi* (an indigenous tribe) term *kara'i oca*, roughly meaning "white house", or "house of whites", in reference to the houses built by Portuguese settlers.

You don't have to be born in Rio to be a *Carioca*. All you have to do is relax into the city lifestyle, and soon you will become one. You should learn some basics first, if you want to make friends with locals.

One trait is hard for visitors to figure out. *Cariocas* are a friendly breed, and they do not mind engaging in a conversation with perfect strangers. However, when a *Carioca* says something like "I'll call you later", "Call me later", "Show up at my place", or "I'll meet you at the club tonight", they do not necessarily mean it. Maybe they are just being polite. Another *Carioca* would not give it a second thought. Nevertheless, if you are from out of town and it happens to you, it can be quite frustrating. Just do not take it personally and always make a Plan B.

Cariocas have nothing against touching each other – men and women greet each other with two kisses, one on each cheek, in informal situations. This greeting also works for two women. Two men casually greeting each other will usually go with a handshake plus a half-hug/pat on the back or shoulder. If you cringe every time someone touches you, you are in for a major culture shock!

Cariocas are the most helpful people in everyday situations such as when a stranger asked for information, dropped a pen, or had problems crossing a street.

• Clothing

Appropriately enough for a city where the beach and warm weather play such an important role, casual dress dominates in Rio, although during working hours men will not feel out of place in a suit and tie and women in smart dresses or a suit. Few of Rio's nightspots require formal attire. For men, slacks and a sport shirt are sufficient; for women, casual attire is fine. Women may appreciate having a shawl or cardigan in hand for the more heavily air-conditioned buildings, while a light sweater is all that is necessary for winter nights.

• Phones:

- To make an international call from Brazil, dial:
DDI (international call)
00 + telephone operator company code + country code + city code
+ telephone #
- To make a call to any city in Brazil, dial:
DDD (national call)
0 + telephone operator company code + city code + telephone #

To purchase a GSM chip, you may go to a mobile operator store with a valid passport or simply to a newspaper stand. There you can purchase prepaid cards with credits to use the voice and data services offered by the mobile operator of your choice.

• Brazilian Currency



The official currency used in Brazil is the **Real (pronounced “hey-ow”)** (**plural: Reais (hey-ICE)**) and its symbol is **R\$ or BRL**, which is divided into 100 centavos.

Coins: 5, 10, 25, 50 centavos and 1 BRL

Notes (bills): 2, 5, 10, 20, 50 and 100 BRL

The following link to the Central Bank of Brazil’s site shows the official price of the Real against the U.S. Dollar: <http://www4.bcb.gov.br/?TXCONVERSAO>

• Driving license

Foreign drivers visiting Brazil can travel throughout the national territory within a maximum period of 180 days, if they are covered by international conventions and agreements; the foreign driver license is current and stay regular and temporary in the country. After six months, it is mandatory to apply for a local license (*Carteira Nacional de Habilitação* or CNH).

In order to obtain the CNH, a foreign driver qualified abroad, must undergo a physical and mental aptitude test and a psychological assessment. In this case, it must present the driver's license of your country of origin, accompanied by an official translation.

- **Electric power**

The electric power system in Rio is 110 or 120 volts, 60 cycles, alternating current. Many hotels and large apartment blocks, however, have some 220-volt outlets. Be careful if you are using any electronics or appliances from abroad, as they may overheat or work less efficiently when using Brazilian electrical currents.

- **Public and Private Health in Brazil**

Healthcare in Brazil is available at both public and private institutions. Permanent residents are able to get access to free public healthcare at any of the government hospitals.

However, the quality of service in the public healthcare sector tends to be sub-standard, and those who can afford it, including foreigners, choose to make use of private medical facilities.

Public hospitals in Brazil are usually the responsibility of individual state governments, while the federal government oversees general policy. Public medical care, including hospitalization, doctors' visits and prescription medicines, is free under the Sistema Único de Saúde (SUS).

However, public hospitals in Brazil are uniformly overcrowded and underfunded, and English-speaking doctors are not always available, especially in hospitals outside of the main metropolitan areas.

Although most foreign find private healthcare in Brazil to be of a higher standard than public healthcare, it comes at a cost. In fact, private healthcare in Brazil has earned the reputation of being the most expensive in Latin America in recent years.

The range of specialists available in Brazil depends on the city. Larger cities have a variety of practitioners to choose from but fees are also higher, whereas smaller towns are cheaper but there are fewer options.

- **Emergency Services in Brazil**

A general public ambulance service is available throughout the country. This is free to all residents and can be contacted by dialing 192. Unfortunately, you may not be able to reach anyone that speaks English.

- **DEAT – Delegacia de Apoio ao Turismo (Tourism Support Police Office)**

The city of Rio also has a police unit that is tasked with handling issues relating to foreigners and tourists – called the Delegacia Especial de Apoio ao Turismo, or DEAT. They are located at Avenida Afrânio de Melo Franco, 159, Leblon, and their staff speak English. They are available to help in incidences of theft or other instances, which would call for a police report to be completed more quickly and efficiently (and in English). Their phone number is (21) 2332-2924.

- **Security Tips:**

- * Avoid travelling alone and, if possible, take local friends along with you while roaming on the streets, especially at night.
- * It is advisable to avoid unnecessary exposure of valuable and expensive items in crowded areas. Do not carry valuable items like cameras, branded watches, credit cards and try to dress like a local Brazilian.
- * At night, it is not wise to travel in public transportation, a safer option is to call a taxi, and areas like subway stations should be avoided.
- * Do not leave any luggage unattended in a crowded area and/or famous tourist areas.
- * For security reasons, it is best to withdraw money from ATMs that are located inside buildings, banks or shopping malls.
- * Try to keep a distance and be aware of gang warfare, favelas, pickpockets and bag snatchers. Police officers can often be helpful in navigating the city and if you need directions, but they are unlikely to be able to protect you very much in a dangerous situation.
- * It is always safer to visit city centers and famous tourist attractions in the daytime and dangerous areas should be avoided at night. If you see a completely deserted street (no people around at all), you should get back to a busier street as quickly as possible.

- **Estimated Cost of Living in Rio de Janeiro**

<https://www.expistan.com/cost-of-living/rio-de-janeiro>

<https://www.numbeo.com/cost-of-living/in/Rio-De-Janeiro>

Moving to Rio to be a COPPEAD student

- **COPPEAD/UFRJ History**



COPPEAD was created at COPPE, acronym for the Coordination of Graduate Engineering Programs, at the Federal University of Rio de Janeiro (UFRJ) in 1973. It was its business administration program, hence COPPE-Ad and, later, COPPEAD. In the early 1980s it became an independent institute and moved to its current building. UFRJ is part of

Brazil's federal university system, being the largest of the 50 universities in this system with 67.000 students and over 4.000 academic staff. The Brazilian constitution guarantees that all undergraduate, master, and doctoral programs in public universities are tuition-free. Thus, COPPEAD's Full-time MBA students do not pay tuition.

- **COPPEAD's Address**

Rua Pascoal Lemme, 355
Ed. COPPEAD - Ilha do Fundão - Cidade Universitária
21941-918 – Rio de Janeiro/RJ - Brasil

- **How to apply to be a regular Full-time MBA student?**

- * Check the Public Notice and the Complementary Ordinance in the COPPEAD site (Link: <https://www.coppead.ufrj.br/en/full-time-mba/>) for the application requirements and calendar;
- * Make arrangements to take the GMAT Test and organize required documents;
- * Fill out the application form available in the COPPEAD site (Link: <https://www.coppead.ufrj.br/en/full-time-mba/>) and load all required documents;
- * Wait for the validation message of your application;

Please, check the Calendar/chronogram in the Complimentary Ordinance for next steps' deadlines.

- * Check COPPEAD's site for the Selected applicants approval list (The academic office will send a message informing candidate's selection, however, it may not be received or get to the spam box);
- * Send an email to the Academic Office (academicoffice@coppead.ufrj.br) confirming **or NOT** your interest to become a student;
- * Schedule an appointment with the Academic Office to handle the enrollment documents and sign the registration form. Any difficulty to meet the deadline for registration and delivery of documents must be informed to the Academic Office.

- **How to apply to participate in the Exchange Student's Program?**

COPPEAD's exchange program is possible through the establishment of agreements and partnerships with Graduate Business Schools. We do not accept "free mover" students. Therefore, in order to qualify to participate in the COPPEAD Exchange Program, you must contact the international office in your home school for more information.

Note: Ask for the COPPEAD Buddy Program that aims to make a student from here help a foreignstudent in adapting to the new culture, if both wish.

- **Transportation from the airport:**

There are several taxis companies in Rio and all taxis are equipped with taximeter. You can have an estimated price for your taxi ride at <https://tarifadetaxi.com/localizacao/rio-de-janeiro/>



At the airport: Aerotaxi or Aerocoop kiosks are official common taxi cooperatives where you will be able to make prepayment of fixed amounts to your destination. Just enter the destination address and use credit or debit cards. The system automatically calculates the value, without over-pricing. We recommend, especially for those who do not know the city, because you already know how much you will pay before the start of the trip and do not worry about the taxi driver walking more than necessary.

UBER & Other transportation Apps: Uber, and other transportation apps, usually operates in the city of Rio de Janeiro and has a good availability of cars. However, there is an operating restriction at Galeão Airport. You can still use the service without any risk by following this procedure: Move your cursor from your location to an avenue outside the airport. Then call the car and wait for the driver's contact to combine the terminal and meeting place, which usually occurs in the boarding area. If the driver does not call you, please contact him through the application.

• **Housing Info**

UFRJ does not offer on campus accommodation to exchange students. We recommend that appropriate housing arrangements are made prior to the student's arrival.

• **Find Your Way at UFRJ/Fundão Campus:**



• **Transportation Card**



In case you wish to have a transportation card in Rio, so you don't have to pay the bus/metro ticket in cash, we suggest you the **Rio Card Mais Expresso**. It won't give you a discount, though.

To buy the Rio Card Mais Expresso, you have to go to the following points of sale: BRT box offices, the blue recharging machines at the BRT stations, and physical stores of Rio Card Mais, where you will pay R\$3,00 Reais for the card and the amount you want to charge in it. Then, you will be able to use it in the regular buses, BRTs and Metro lines.

- **Transportation to COPPEAD**



The 485 bus (destination sign on the front will say Fundão – Linha Vermelha) begins on Praça General Osório, and passes through Copacabana, Botafogo, Laranjeiras, Cidade Nova, and São Cristóvão before reaching Fundão (where COPPEAD is located). You will get off the bus at the stop in front of the CETEM building, walk about 400 meters/0.25 miles - straight ahead, and then turn right and finally to the left at the sign for COPPEAD).

This bus route is primarily used by UFRJ students and staff – bus fare is R\$4.05 as of April 2019.

The first stop on the 485-bus route is across the street from the CETEM building mentioned above. Usually 2-4 buses wait at that stop so make sure you get on the correct one – normally, the sign on the front says Copacabana – Ipanema- Rapid, or something similar. In typical Rio traffic, it takes about 70-80 minutes to get back to Ipanema from COPPEAD on the bus.

Rio de Janeiro’s public transport system comprises bus lines, subways, trains and ferryboats (<http://visit.rio/en/mobility/>).

- **Finding your way at COPPEAD:**

1st Floor – Cafeteria, Entrance

2nd Floor – Training Centers, Library, Academic Office

3rd Floor – Training Centers

4th Floor – Faculty offices, Research Center

5th Floor – Administration, International Office, Dean’s office

- **Academic Office**

The Academic Office will be the most important place for you to visit at COPPEAD. It is located on the 2nd floor and is open from 7:00 a.m. until 5:00 p.m. Academic Office (*Secretaria Acadêmica*) staff will be able to help you with all academic items: final registration in courses, changing courses, absence control etc. The Academic Office’s e-mail address is academicoffice@coppead.ufrj.br

- **Academic Calendar**

The COPPEAD Full-Time MBA is a 660-hour program and is divided into 5 terms of 10 weeks each. The academic year begins in mid-February and ends in mid-December. The complete program runs from 18 months to 24 months and January is the summer vacation month.

- **Academic Office Team**

Academic Office Manager: Cida Portugal (ext. 9809)

Academic Affairs Officer: Mariana Mello (ext 9876)

Full-time MBA Secretary: Jéssica Amorim (ext. 9887)

Executive MBA Affairs Officer: Silvia Martins (ext. 9876)

Executive MBA Secretary: Débora Oliveira (ext. 9887)

Executive MBA Secretary: Lilian Paiva (ext. 9808)

Receptionist: Laura Aguiar (ext 9830)

- **Attendance Requirements**

Students must attend a minimum of 80% of the course hours for each class (example: if the class is 30 hours, student must attend a minimum of 24 hours). Failure to do so will result in a “D” grade due to excessive absences, and will require retesting in the subject.

Please remember to take your nameplate from the Academic Office Representative at the front desk located in the lobby, outside the main classrooms. This will confirm your presence in class. The Academic Office may provide an absence report upon request.

- **Behavior during Classes**

Classes at COPPEAD are very participatory. We request that students remain in the classroom for the duration of the class time, except in an emergency, so as not to distract other students and/or the professor. There is a break when you can attend to your personal needs: eating, going to the toilet, making phone calls, etc.

Students may not enter the classroom after the session begins. Should there be a group project during the study sessions. Students arriving after the start of the class may enter the room together with colleagues returning from the group projects in the sessions.

Students may not use electronic and communications equipment in classes (laptops, mobile telephones, etc.), unless specifically requested or permitted to do so by the professor. No snacks may be eaten in the classroom.

- **AVA (Virtual Environment Learning)**

On the AVA platform, the regular FT MBA students find additional material for the disciplines that they are enrolled at (syllabi and some readings), but as a rule, the textbooks are available in the library.

The student has to check constantly the AVA Platform before each class to know if there are professors’ assignments to be handle.

- **Dress Code**

Not allowed: Shorts, athletic clothing, sports team shirts, sweat pants, caps, very short skirts and flip-flops (including Havaianas or similars) are not allowed for men **OR** women.

Allowed: Denim, jeans, t-shirt, sneakers, short sleeve shirts, polo shirts.

- **Portuguese Training for COPPEAD International Students**

In case you wish to have Portuguese classes as soon as you arrive in Rio de Janeiro, or before your arrival online, we recommend the Fala Brasil School:

(Link: <http://www.falabrasilschool.com>) or email: fala@falabrasilschool.com).

- **Printing service:**

The COPPEAD printers' copies control system works on a prepaid quota system, as follows:

a) The desired credit has to be deposited by the student to:

Banco (Bank): Caixa Econômica Federal - 104

Agência (Agency): 4780 - Largo do Lume

Operação (Operation): 013

Conta Poupança (Savings account): 2727-2

Nominal à (Named to): ALUMNI COPPEAD

CNPJ: 07.397.838/0001-00

b) The deposit receipt has to be sent, preferably, by email to: impressoras@coppead.ufrj.br with the student's name and class;

c) Once receiving the deposit's receipt, IT Manager will add the amount credited to his COPPEAD's login and the Financial Department will provide to the student the receipt for the amount deposited;

d) The amount to be deposited will be defined by the student, knowing that the value of the copy is R\$0.20. So:

- By depositing R\$10, you will have credit for 50 prints/copies
- By depositing R\$20, for 100 prints/copies
- By depositing R\$30, for 250 prints/copies

e) The student can track the balance through the link: <http://impressoes.coppead.ufrj.br> with the COPPEAD login, and through the same program, the student can transfer the credits that will not be used to any colleague.

Please note that: **COPPEAD will not be able to make any refund of unused credits**, so we ask the students to plan for their need.

In case you don't want to use the prepaid quota system, you may ask one of the Full-time MBA colleagues to help you with this issue.

- **Grading System at COPPEAD**

<i>Grade</i>	<i>Description</i>	<i>Letter Grade Equivalent</i>	<i>COPPEAD Grade</i>
10	Excellent	A	A
9	Very good	A-	A
8	Good	B+ to B	B
7	Amplly sufficient	B-	B
6 – 5	Sufficient	C+ to C	C
4	Not sufficient	C - to D	D
3	Low	F	D
2	Poor	F	D
1	Very poor	F	D

A = Above average; **B** = Average; **C** = Below Average; **C-/D** = Fail;

The COPPEAD Full-time MBA is a 660-hour program: 15-hour course = 1 credit; 30-hour course = 2 credits; 45-hour course = 3 credits.

- **Visa Information:**

All foreign students MUST obtain a student visa (VITEM IV) to avoid immigration problems and to comply with the University regulations. The student visa can be obtained at Brazilian Embassies and Consulates worldwide. COPPEAD will provide an official acceptance letter for visa purposes once you are accepted as a student.

- **Federal Police registration of student visa:**

Foreign students entering Brazil as temporary residents (such as with the student visa - VITEM IV) are required to register with the Brazilian Federal Police Department (Departamento de Polícia Federal) within 90 (ninety) days of their arrival in Brazil. Failure to comply with this regulation may result in paying a daily fine (R\$100,00 per day after the 90th day from the day of your arrival in Brazil).

Attention! Do not miss the registration deadline. If no date is available for scheduling an appointment within 90 days of your arrival, you must go immediately to the Brazilian Federal Police unit at airport Santos Dumont, which is located just east of downtown (Centro):

Delegacia de Polícia de Imigração (Informações sobre Passaportes/Estrangeiros)

Praça Senador Salgado Filho, s/nº, 2º Pavimento do Terminal de Embarque – Centro

Rio de Janeiro/RJ - Aeroporto Santos Dumont

Setor de Estrangeiros: de 08:00 às 17:00h

Note that after the registration, your student visa is valid for 1 year. So, if you stay for 2 years to study, you should renew it, *before completing the 1st year*, making another appointment at the Federal Police and presenting the documents listed here (in Portuguese): http://www.dce.mre.gov.br/estrangeiros/renovacao_VITEM-IV.html. Don't forget to provide a copy of your renewed visa to the Academic Office.

Upon leaving the Federal Police, make sure they have given you back your passport and any original documents you submitted to them. They will also give you a paper with your personal information and registration information, called a *protocolo* (protocol). *This paper, along with the valid visa in your passport, is proof that you are legally permitted to stay in Brazil.* After 60 days (Minimum), you will receive an automatic email from the Federal Police informing you that your official foreigner identity card (now called a CRNM – Carteira de Registro Nacional Migratório) is ready to be picked up at Santos Dumont airport. Make sure to take your passport and the *protocol* with you – no appointment is necessary.

Schedule the appointment at the Federal Police for registration early in advance, taking into consideration that it is difficult to find available dates.

• THE CPF – Brazilian Taxpayer Identification Number

In Brazil, many transactions (financial, shopping, registering for events, etc.) require a degree of personal identification that may seem unfamiliar or even intrusive. While foreigners are not required to have a CPF number, it will drastically facilitate your life here, and it is relatively uncomplicated to obtain. It will make it much easier for you to shop online (including buying plane/bus tickets) and open a bank account (if necessary), among many other day-to-day instances. For a temporary resident in Brazil (such as a foreign student), the CPF has plenty of usefulness, but don't worry, it is essentially a formality and your passport, valid student visa, and eventually your CRNM card from the Federal Police are still your main identity documents.



The steps to obtain your CPF are as follows:

1. Fill out and print this form:
<https://servicos.receita.fazenda.gov.br/Servicos/CPF/cpfEstrangeiro/Fcpf.asp>
2. Gather together your passport, and your birth certificate (if the passport does not include your parents' names), with your valid student visa
3. Go to any branch of the post office, located throughout the city (Correios, in Portuguese)
4. Tell them you would like to get an CPF (“obter um CPF”) – pay the fee – R\$7,00 (7 Reais)
5. They will give you a receipt – hold on to this!
6. Go to any Receita Federal (federal tax-collecting authority in Brazil) building, with your passport, document with your parents' names on it, and the receipt from the Correios and wait – they will generate your CPF number on the spot and give you a piece of paper with your number and full name on it. Make sure to memorize this number. Keeping the paper is not necessarily required, as a new paper version can be printed here as long as you remember the CPF number:
<https://servicos.receita.fazenda.gov.br/Servicos/CPF/ImpressaoComprovante/ConsultaImpressao.asp>
7. If you do forget your CPF number, and have not written it down anywhere, you can recover the number by going back to any Receita Federal building with your identification document (passport, CRNM card, etc.) and informing them that you forgot the number.

• Opening a Bank Account

To open an account at Banco do Brasil, the required documents are:

- * Your passport;
- * Protocol from the Federal Police Visa Registration;
- * CPF (taxpayer registration number – explained in detail above);
- * Proof of residence.

The hours of operation for bank branches are 10:00am to 4:00pm, Monday to Friday. In the banks, ATMs usually close at 9:00 or 10:00pm and open at 6:00 or 7:00am. Avoid late cash withdrawals for security reasons, and, because there are typically restrictive, withdrawal limits later in the evening. The safest ATMs to use are inside bank branches. Using ATMs located in supermarkets or shopping malls are riskier, however, if you see locals using the ATM, you are probably OK.



There's a Banco do Brasil ATM in the COPPEAD building (2nd floor) where you may withdraw *Reais* with your bank card. To exchange cash, look for a “casa de câmbio” (currency exchange agency) or ask at a bank branch.

