

# REQUIREMENTS AND APPLICATION PROCESS FOR INCOMING EXCHANGE STUDENTS

1. Before the end of each academic year, COPPEAD sends the FACT SHEET for the next year to the Exchange Program Coordinators of all the partner schools (Home Schools). The FACT SHEET contains: the academic calendar for the coming year (beginning and end dates of each term), nomination and application deadlines and requirements, disciplines in English offered in the second, third and fourth terms and visa requirements, among other practical information.
2. Nomination: the Home School must send the nomination of the interested incoming exchange students, by email ([exchangeprogram@coppead.ufrj.br](mailto:exchangeprogram@coppead.ufrj.br)) before the deadline specified in the Fact Sheet. COPPEAD will e-mail the Home School (with copy to the prospective exchange student), confirming the student's acceptance, as applicable.
3. Acceptance: Upon acceptance of the proposed incoming exchange student, COPPEAD will send an acceptance letter for visa purposes to the exchange coordinator of the Home School.
4. Application: after acceptance of the nominated incoming student, COPPEAD will directly send to the exchange student a package containing the following documents: Fact Sheet, Application and Term of Responsibility forms, Full-time MBA schedule for the third and fourth terms, support housing information and the Exchange Students' Guide.
5. The incoming exchange student will send to COPPEAD by e-mail ([exchangeprogram@coppead.ufrj.br](mailto:exchangeprogram@coppead.ufrj.br)) the following documents: CV, Application and Term of Responsibility forms duly filled-in and signed, digital photo (3x4cm) copy of passport, copy of visa and of health insurance coverage (for deadline, please refer to the Fact Sheet)
6. Disciplines: exchange students have to take a minimum of 60 course hours per term. If an exchange student wants to enroll in a discipline in Portuguese he/she must present proof of mastery in the Portuguese Language (CELPE-Bras, Avançado or Avançado Superior) and be authorized by the professor in charge of the discipline provided there is classroom availability.
7. The Home School exchange coordinator will receive a transcript of the student's grades within the period specified in the exchange agreement.

For further information on the exchange program, please email:  
[exchangeprogram@coppead.ufrj.br](mailto:exchangeprogram@coppead.ufrj.br)

## Student's Guide for Applicants

[Students Guide](#)

[Federal Police Registration Guide](#)