

# POST-DOC VISITING ARRIVAL GUIDE

## Procedures for FAPESP post-doc submissions

### Welcome,

Congratulations on your appointment! We are sure that you will have an interesting and productive time at USP. Just as we are having/had. And now for the boring part...

### Visa

From our experience we strongly recommend you to get your visa from the Brazilian embassy in your country prior to travelling. If you are in receipt of FAPESP post-doctoral funding you will need to apply for the academic research/cultural (VITEM I) visa. The requirements for this visa are:

- Valid passport
- Passport photo (3x4cm or 3.5x4.5cm)
- Visa application form (to be filled in online)
- A police background check
- Proof of your funding award, which you can get from the secretary (Shirly) asking for a “Declaração de Bolsas e Auxílios contratados por o visto”.
- A letter of sponsorship from your future workplace.

These documents will all need to be uploaded onto the website of the relevant embassy and you will also need to take the original copies with you for your appointment. Processing times will vary, but including getting your police background check (which will require further documents) you should expect the full process to take up to a month. To be on the safe side, it's best to wait for your visa before booking flights just in case of any delay.

You will be eligible to bring a spouse with you, who is classified as your ‘dependent’, though you will need to provide the Brazilian embassy with proof of your partnership. However, since the FAPESP award is technically a grant or scholarship, you will receive a temporary visa Type I, rather than a visa which allows paid employment and your significant other will have the same rights as you. That is, they will not be officially entitled to work in the country, but will be able to study and stay in the country.

### Finding a place to stay

A good place to start is to ask others in your workplace if they've heard of any vacancies. Failing this there is a useful Facebook group “Repúblicas da USP” where new vacancies are regularly posted – <https://www.facebook.com/groups/154830937910054/>. You will have to request to join the group, but they will confirm it quickly. These are usually house shares and often in areas close to the university (Butantã, Pinheiros, or Vila Madalena, which is a little bit further...)

If you are looking for something more independent or further afield you might have more luck on [easyquarto.com.br](http://easyquarto.com.br), which is another listings site for informal rentals. This has the advantage of a search function that allows you to identify a price range, number of rooms and particular neighbourhoods. If you want to look for something more official you can try [vivareal.com.br](http://vivareal.com.br), which has a wide selection, though will require you to sign a contract and provide the various formal documents that go with this.

## CPF + RNE => Bank account

In order to open a bank account you need two registrations: The 'Cadastro De Pessoa Fisica' and the RNE, your registration in Brazil. The CPF is a tax code, while the RNE is an identity number you get for being in Brazil. Once you have registered for both of these and have received your numbers, you can open a Bank account. Preferably before the 20th of the month to receive your salary without hassle

The CPF is easiest to obtain. You need first to go to a post office (CORREIOS) and there you pay for the registration of the CPF. Once you have done that you take your recede and go to 'Shopping Light' in R. Cel. Xavier de Tolêdo, 23 - Centro, São Paulo - SP, 01048-100. There you will find the service agency that emits the CPF (Receita Federal). It's hidden upstairs in the shopping and difficult to find. Therefore, make sure that you ask people in the lobby where the Receita Federal office is.

For the RNE you will need to go to the Polícia Federal. Please check the website of the Polícia Federal for the documents you need (<http://www.pf.gov.br/servicos/estrangeiro/>). You will have to fill an online application form, and two other forms of payment for the fees. Make sure that you pay the fees in the bank with cash first. Try to get an online appointment with the Polícia Federal before you go there. You will get a temporary RNE. It takes several weeks up to 6 month to get the final document with the RNE. Check on the website of Polícia Federal whether the document is ready to pick up for you.

Once you have a (temporary) RNE and CPF you can open a bank account at Banco de Brasil. You have to have an account with Banco do Brasil as FAPESP will only deposit your wage to that bank. There are two Banco do Brasil's on the USP campus. Unfortunately you need a **proof of residence**. That could be a utility or cell phone bill on your name; a letter from your landlord, which probably needs a proof of ownership from him; A utility bill of your roommate and a letter that states that you live with him. Further you will need to bring three **telephone numbers of three persons** in Brazil. (no idea why, but you need them) (By Yan: They only asked me one contact number in Brazil).

## Completing your process with FAPESP

Once you have your bank details get them as fast as possible to FAPESP using the Sage system. (Which is their online system) The deadline is the 20th of each month, so you will have to submit it a few days earlier for verification. If you meet the deadline the money will be paid into your account on the fourth working day of the following month and from then on.

Once you are at the end of your process you can apply for reimbursement for your travel expenses. For this you will need to provide your original boarding pass and a statement that shows the price of your flights and the dates you purchased them (easier if your airline uses online boarding passes!) At this point you will be able to

complete your process with FAPESP when you and your supervisor sign and submit your final “terms of award” - “termo de outorga” form.

If you are trying to complete this process around the Christmas period, be warned that FAPESP effectively shuts down for practically the whole of January. They are still technically open, but you will not be able to communicate with anyone by phone or through the “Converse com FAPESP” function. This will make it difficult to resolve any problems during this period.

## If you can't get your Bank account in time

Don't worry, you'll get your money. But worry about how complicated it will be. You will be paid by a check that you will have to collect from FAPESP's offices in Altos da Lapa, once they have received a request from your supervisor. This check cannot be paid out in cash, but must be deposited directed into a bank account. (Which you don't have otherwise you would not be reading this paragraph). Your only way out is to ask some fellow post-doc to go to the bank with you let them deposit it on his or her account and give it to you. Be aware that robberies in front of banks are quite common, so maybe don't get the whole amount at once.

## Portuguese for Foreigners Language Courses

There are language courses at FFLCH itself:

<http://www5.usp.br/servicos/cursos-de-idiomas-na-fflch-ii/>

Basic language courses at:

<http://poliglotaIdiomas.com/>

And near the CEBRAP in Villa Mariana there is an NGO that teaches languages:

<http://aprenda2.org/portugues/sao-paulo/en.php>

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