



# Guide

# USP

# iFriends

USP Internacional  
Office

(AUCANI)

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**Dear student,**

This guide has been prepared to introduce the USP iFriends Program to USP students interested in participating in the program, either as a USP friend or as an international student. Created in 2011, **USP iFriends is a program that enables cultural exchange between USP friends and international students.**

A **USP friend** is someone who signs up for the program with the intention of participating as a host (receiving and assisting international students who join USP). You will be able to assist international students and, in return, have the opportunity to interact with different languages, cultures, and customs. If you are a USP student, you can take advantage of this opportunity to practice other languages, make new friends, get firsthand exposure to other cultures, **interact with students from foreign universities, and assist them upon their arrival in Brazil.**

An **international student** is someone who signs up for the program with the intention of being **hosted** by a USP friend (being welcomed and received by a USP friend). When finding themselves in an unfamiliar and foreign location, international students may encounter difficulties soon after their arrival in Brazil. Therefore, staying in touch with USP students who offer support can alleviate this situation and **facilitate their integration into Brazilian culture.**

In both cases, **the program is voluntary and free.** Here you will find a brief introduction to iFriends, with the hope that your participation can make your studies at USP and your stay in Brazil as enjoyable as possible.

# General information

## Target-group:

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The USP iFriends Program, until the present moment, has been designed with the target audience of host students or USP friends (typically undergraduate or graduate Brazilian students at USP) and international students (typically exchange students or regular incoming graduate or undergraduate students at USP).

Currently, faculty, staff, and postdoctoral fellows are not eligible to participate in the USP iFriends program.

## Application period:

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Applications for Edition 19 - 2nd semester of 2023 (August-December) will be accepted until August 18, 2023.

If you miss the registration period and still want to join the program, you can establish contact with current USP students and/or international students who are already participating in the program by joining our Facebook group.

## Periodicidade do programa:

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The USP iFriends Program takes place on a semester basis, at the beginning of each academic semester at USP.

## Format:

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The initial contact between participants is usually made virtually, through email or social media. Subsequently, participants meet in person to carry out the activities outlined in the program.

## Contact:

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iFriends Team

Academic Reception Office

USP International Office (AUCANI)

e-mail: [ifriends@usp.br](mailto:ifriends@usp.br)

Telephone: +55 11 3091- 0512

<https://internationaloffice.usp.br/index.php/usp-ifriends/>

<http://www.facebook.com/groups/112748965489904/>

# How to apply

## International Students

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- When applying for an exchange program at USP, you can indicate your interest in participating in the USP iFriends Program. During the application process, you will be asked to fill out your profile, indicating your preferred suggested activities, social behavior, and native language, as well as your preferred social media platforms.
- If you have enrolled in a regular undergraduate or graduate program, you can access the public area of the Mundus System and complete your registration.
- After registration, your information will be stored in our databases, and your profile will be available for viewing by registered USP friends in the program, who will select one to three international students.
- If you are selected by one or more USP friends, the system will automatically send you an email notification informing you that you have been selected and providing you with the contact details of the USP friend who chose you. From then on, the contact is made directly between the USP friend and the international student.
- If you did not select iFriends during your initial application, you can still sign up through the [public area of the Mundus System](#).

## USP Friends

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- The USP friend should register for the program through the "Programa USP iFriends" menu item, available in the Júpter and Janus Systems (for undergraduate and graduate students, respectively).
- During the registration process, the USP friend will need to fill out their profile, indicating their preferred suggested activities, social behavior, and the native language of the international student they prefer to be paired with.
- Next, they will see the profiles of international students already registered in the program (only international students who have not reached the maximum number of selections will be available). Please note that each USP friend can be paired with a maximum of 3 international students, and each international student can be paired with up to 3 USP friends.
- If a USP friend is interested in a particular profile of an available international student and wishes to select them to assist them during their stay in Brazil, they can simply choose the international student to view their contact information.
- Simultaneously, the system will send an automatic email to the selected international student, informing them that they have been selected.

### **Attention!**

The system only allows associations between USP friends and international students from campuses in the same city.

# Program participation orientation

## Duties and obligations

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- As this is a voluntary program, AUCANI does not impose specific duties or obligations on the participants. However, we recommend that participants adhere to rules of good conduct and follow the [USP Code of Ethics](#), avoiding any acts of prejudice or disrespect towards the diverse cultures and customs of the students (both Brazilian and international).

## The role of AUCANI in the Program

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- The role of AUCANI is to manage the student registration process and provide support and guidance to the participants but without direct involvement in the activities to be carried out by the iFriends (USP friends or international students). Additionally, up to the present moment, AUCANI does not provide a certificate of participation in the Program. However, AUCANI suggests a series of activities to be carried out by the program participants.

## The support that participants receive from AUCANI

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- The support for questions and access to support materials (guides and downloads) are available through the following link: <http://www.usp.br/internationaloffice/index.php/midia/downloads/>.
- There you will find various materials distributed in groups such as publications about USP; practical manuals; USP Campuses-guides; USP pocket guides; and USP guidelines for visitors.
- In addition to these, a basic support manual for participants of the USP iFriends program is available through the following link: [file:///C:/Users/3031380/Downloads/1712\\_ifriends%20manual.pdf](file:///C:/Users/3031380/Downloads/1712_ifriends%20manual.pdf).

## Additional support

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- Each college at USP has an International Relations Office (CCIInt/CRInt) that can provide support to international students. A complete list of websites and email addresses for these offices is available at: <https://internationaloffice.usp.br/index.php/institucional/escritorios-locais/> .

# Activities proposal

## Airport:

The USP friend can welcome you at the airport upon your arrival in Brazil or provide guidance on transportation to your desired destination (city, hotel, or accommodation). There are options for routes to the USP campuses described in the guides prepared by AUCANI, available at the following link:

<http://www.usp.br/internationaloffice/index.php/midia/downloads/>

## Housing search:

The USP friend can provide tips, contacts, or ideas for your housing search in the Brazilian city, as USP students are more familiar with the city and can recommend better places to live, taking into account locations, prices, and other factors that both parties consider important.

## Migratory regularization:

The USP friend can assist you in the process of registering with the Federal Police (PF) and other relevant agencies. The assistance of the USP friend in this matter is crucial as it involves the legalization of the international student's stay in the country. As a foreign student, you have one month to regularize your stay in Brazil. This regularization is primarily done by requesting and obtaining the RNM (National Migratory Registry). The RNM is a mandatory document for temporary residence in Brazil, which must be obtained within a maximum period of 90 days from the arrival of a foreigner. According to Brazilian federal legislation, if the RNM is not issued within this timeframe, the international student may be subject to a fine for each day of delay in regularization. For more information about the National Migratory Registry Card, please visit:

<http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro>

## Language practice and usage:

The USP friend can assist you in your learning and everyday use of the Portuguese language, and you can help them practice their native language, allowing for a deeper understanding of both languages and greater proficiency in their use by gaining knowledge of their variations, slang, idiomatic expressions, and other nuances that characterize each language. Additionally, having a good command of a non-native language allows for immersion in another worldview, as one can truly understand a culture by being well-versed in its language.

# Activities proposal

## Cultural Integration:

The USP friend will be able to indicate or accompany you in activities outside the University Campus, such as cultural events: cinemas, exhibitions, cultural centers, theaters, parties, among others. These integration activities will help you adapt to Brazilian culture and daily life quickly and effectively.

## Academic Orientation:

The USP friend can assist the international student with academic and practical matters at their academic unit and at USP in general. They can provide guidance on offered courses, professors, access to libraries, integration with the Student Center or Athletics, use of student rooms, Wi-Fi connection, photocopying services, bus routes, participation in CEPEUSP (University Sports Center), and other aspects of university life.

Recommended support materials include the International Guide, other guides, and the Note for visitors, available at:

<http://www.usp.br/internationaloffice/index.php/midia/downloads/>

## International and Intercultural Center (CII):

Opened in 2021, it is a space for showcasing the culture of other countries and a hub for fostering national, international, and educational connections within the foreign and USP community participating in courses, lectures, and international academic activities.

The International Intercultural Center operates from Monday to Friday, from 10:00 am to 4:00 pm, and is located at the International Diffusion Center (CDI) - Av. Prof. Lúcio Martins Rodrigues, 310, Bloco B, 1st floor, in Cidade Universitária, São Paulo.

For more information about the International Intercultural Center, please visit:

<https://internationaloffice.usp.br/index.php/cii-usp/>

Check here the schedule of events held at the International Intercultural Center:

<https://internationaloffice.usp.br/index.php/cii-usp/cii-proximos-eventos/>





Av. Prof. Lúcio Martins Rodrigues,  
310. Bloco B - 1° floor Cidade Universitária

São Paulo SP Brazil  
CEP: 05508-020

[internationaloffice.usp.br](http://internationaloffice.usp.br)

e-mail: [ifriends@usp.br](mailto:ifriends@usp.br)

Visit [www.usp.br](http://www.usp.br)