A group of students are running through a modern, multi-level building. They are carrying colorful cloths (blue, green, purple, red) and appear to be in a celebratory mood. The building has large glass windows and concrete railings. The scene is captured in a slightly blurred, dynamic shot.

# GUIDE FOR INCOMING STUDENTS

*after the acceptance letter*

**FACULDADE DE ARQUITETURA E URBANISMO E DE DESIGN  
UNIVERSIDADE DE SÃO PAULO**

# Introduction

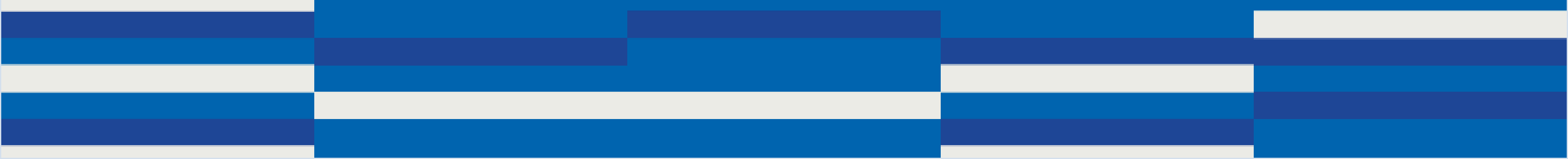
First of all, we would like to say that we are very happy that you chose FAU-USP as your academic exchange destination!

In this presentation was made for students who have already been approved for an exchange at FAU-USP.

We will cover some important items that you should be aware of even before arriving in Brazil.

Read carefully, as this may answer some of your questions.



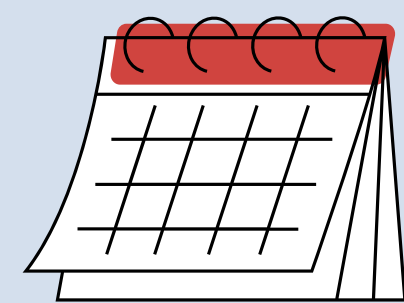


# Academic Calendar

The USP academic year begins at the same time as the regular year, with classes starting in February.

## The USP calendar of 2025:

- 1º semestre: 24/Feb to 07/Jul
- 2º semestre: 04/Aug to 12/Dec

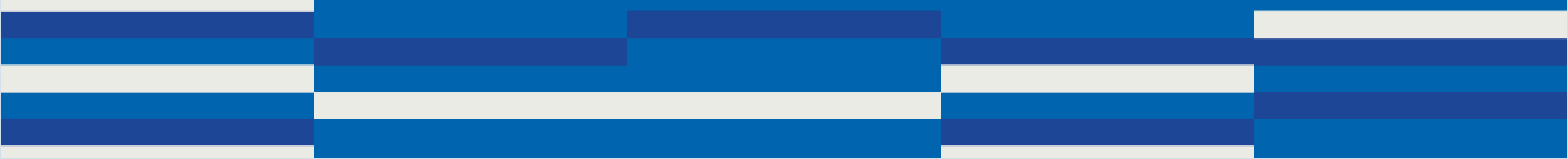


# Arrival date

We advise students to plan their arrival in São Paulo 2 or 3 days before the start of classes, so that they can get to know the city of São Paulo a little and settle in more calmly.

Both academic activities and the reception will only take place after the start of the academic semester.

It is important that all students are in São Paulo on the start date of the semester, so that they do not miss any activities.



# USP Number

Every student has a USP number, which is their document within the University.

Whenever you send an email, please provide your USP number to facilitate assistance.

## USP Number Creation

Our international office will arrange for your USP number to be created within 1 to 2 weeks after the acceptance letter is sent. Please keep an eye on your inbox.

# Welcome day(s)

We usually do a "Welcome day(s)" with incoming students, both to introduce FAU and the team of staff and professors, as well as to explain a little more about some procedures.

Our international office will contact students to inform them about the day and time of the "Welcome day(s)".



# Portuguese Classes

## Centro de Linguas – FFLCH

The Language Center of the Faculty of Philosophy, Letters and Human Sciences (FFLCH) offers a Portuguese course every semester for exchange students.

<https://clinguas.fflch.usp.br/cursos-portugues-2o-sem2024>

## VIVA USP

This course is fundamental for students in the USP Exchange Program, since it will teach them important foundations on how to live in São Paulo, with Brazilians, enjoy the experience in Brazil, and much more!

<https://conteudo.pecege.com/viva-usp-en>



# Housing in Sao Paulo



USP does not have student housing for exchange students.

So we always recommend that incoming students join the Whatsapp group to seek information from incoming students who are already here.

**Recommendation 1:** the city of São Paulo is very large, so we suggest that students look for housing close to USP, or to the yellow line subway stations.

Examples of USP near neighborhoods are: Butantã, Pinheiros, Vila Sônia, Vila Yara, etc.

**Recommendation 2:** Rent a room for a month, and during that time talk to your classmates here about housing places they recommend. Or, ask other classmates about the possibility of sharing the rent of an apartment.

# IMPORTANT DOCUMENTS

## Visa

Find the Brazilian Consulate/Embassy closest to your city to obtain your study visa.

The acceptance letter sent by our office is your document proving your acceptance to study in Brazil.

## CPF

Now, the CPF can be obtained directly at the Consulate/Embassy.

Access the information at the link below:  
<https://www.gov.br/pt-br/servicos/inscrever-no-cpf-no-exterior>







# IMPORTANT DOCUMENTS

## RNM

After arriving in Brazil, foreigners must regularize their immigration status with the Federal Police.

We have a webpage with detailed information about RNM:

[Link](#)

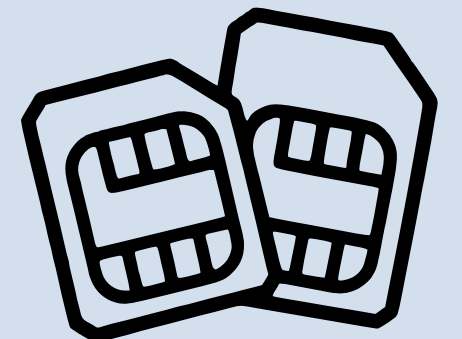
## SIM – Mobile Phone

In São Paulo, we have 3 major mobile phone companies. We recommend that you check each company's website to see which line plan best suits your needs.

[VIVO](#)

[TIM](#)

[CLARO](#)







# FAU-USP Classes

FAU has two courses, and each course has different class times:

**Architerture and Urbanism:**

08 AM - 06 PM  
Lunch time: 12 PM - 02 PM

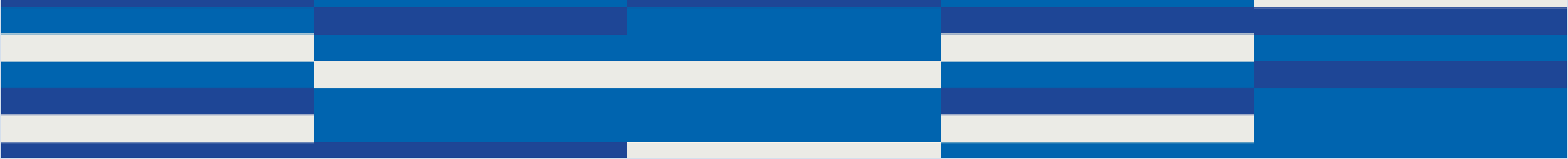
**Design:**

07 PM - 10:30 PM

Every USP discipline has a code. FAU disciplines have codes **that start with AU or 16**. Here are some examples:

- AUH0236
- AUP0608
- AUT0282
- 1610203

Disciplines that start in another way are administered by other USP schools.



# FAU-USP Classes

## Grading System

Grades may range from zero to ten, and these numbers may be rounded to the nearest tenth.

In order to pass a course, students must fulfill two conditions:

**minimum score of 5.0 (five) and minimum course attendance of 70%.**

## USP Credits System

For undergraduate students, the credits can be divided into: **Class Credits** (crédito aula), that one credit corresponds to 15 hours/semester of instructional sessions and **Coursework credits** (crédito trabalho): that one credit corresponds to 30 hours/semester of hours of coursework.

OBS.: The equivalence of credits is carried out by the institution of origin.



# FAU-USP Classes – Enrollment

## Dates

Enrollment in FAU disciplines will take place between 2 to 3 weeks after the start of the semester.

Place: **Serviço de Graduação** (2nd floor)

Time: **02 PM to 05 PM**

## Schedule planning

Enrollment in disciplines takes place **AFTER** classes begin, so that students can see the discipline syllabus, talk to the professor, check class times and thus be able to plan their semester at FAU in the best possible way.

Use this period to analyze the subjects you are interested in following.



# FAU-USP Classes – TOR

## Histórico Escolar (Transcript of Records)

After the end of the semester, the professors begin to enter students' grades and attendance records into the USP system.

Professors have a period of 4 to 5 weeks to complete the upload of the information into the USP system.

After this period, we will be able to send the transcripts of records (or Histórico Escolar).

Problems with grades and attendance **should be dealt directly with the professor** of the discipline.

# USP APPs

USP has several apps to help the USP community in their daily lives.

We recommend that exchange students have at least these three apps:

## Restaurantes



## USP E-Card



## Campus USP





# FAU International Office

Our administrative team at the FAU international office is always available to help you during your exchange!

## Contact us

[incoming.fau@usp.br](mailto:incoming.fau@usp.br)

[international.fau@usp.br](mailto:international.fau@usp.br)

Monday to Friday - 09AM - 06PM

