



External Exchange Student Guide

1. Objectives

The objectives of the program are to exchange experiences, learn the native language of the country, the culture or habits practiced in it for educational, professional or personal purposes.

The Student Exchange promotes reciprocal knowledge about academic technical, graduate and postgraduate courses and the improvement of training process, through the interaction and integration of students, teachers, researchers and managers/participating coordinators in the exchange mechanisms.

2. Exchange Program

The Student Exchange at Instituto Federal de Santa Catarina (IFSC), Campus Florianópolis is settled by an agreement signed between IFSC and a Partner Institution, which may be public or private.

The initial contact with the Partner Institution shall be carried out by the Advisory Office of International and Strategic Relations. And the agreement is signed by the Rectory, through the Advisory Office of International and Strategic Relations.

3. Responsibility

The department of reception and attendance to exchange student in Campus is the responsibility of the External Relations Advisor (e-mail: intercambio.fln@ifsc.edu.br or phone: +55 (48) 3211-6006).

4. Registration

The External Relations Advisor sends the request for registration to the Coordination Office of the Campus Academic Registry, by means of a vacancy in the desired Course.

The student's entry must comply with current legislation of IFSC.

The documents required for registration are:

1. Passport with student visa or certified copy;
2. 02 recent photos 3x4;
3. Elementary School History/Middle/Graduation or corresponding;
4. Primary Certificate Completion/Secondary/Graduation or corresponding;
5. A document from the institution responsible for the exchange program certifying that the applicant is an exchange student;
6. Student's Complete residential address in Brazil;
7. E-mail;
8. Contacts phone in Brazil;

The External Relations Advisor will request the Coordination Course to authorize the student to start activities with the registration proof.

The External Relations Office will forward a copy of all documentation to the Academic Department and also keep it in files.

5. Commitments of the Exchange Student

It is up to the student enrolled in any courses offered by IFSC to comply with the minimum attendance of 75% in each Curricular Unit (discipline) that is enrolled, as well as to observe the rules of coexistence and commitments established in the documents presented in item 10 of this guide. Failure to comply with the minimum frequency and/or other rules of the institution may result in the immediate cancellation of the exchange student's enrollment.

6. Certificate

At the end of exchange period, the Coordination of the Course attended will emit a certification to the exchange student, with curricular units, workload and frequency period.

7. Internet

To access the Wireless Network, the student can choose between two options:

1. IFSC Network:
 - type the address redesemfio.ifsc.edu.br;
 - click on the IFSC-STUDENTS option and configure according to the guidelines obtained in this icon.
2. EDUROAM Network:
 - Choose “eduroam” network;
 - Use the electronic address of the Educational Institution from where the students come. In this case, it should be noted that the Educational Institution of origin must be linked to the Eduroam System.

8. Student Portal

The **student portal** is a system that allows you to generate school documents – academic records and Registration Certificate – online, with no need to be at the campus. Besides that, you will be able to check internship options in your city to have opportunity to gain a professional experience. To make this registration you need your personal information: registration certificate and ID.

9. Evaluation System

The student who obtains a frequency of 75% or more and an average of 6.0 (six), in each Curricular Unit (discipline) that is enrolled, will be considered APT (approved).

10. Institutional Documents

10.1 Educational-Pedagogical Regulation

The Educational-Pedagogical Regulation (RDP, in portuguese) is an unique document of management that establishes rules referring to the didactic and pedagogical processes developed by all campus of Instituto Federal de Educação, Ciência e Tecnologia de Santa Catarina (IFSC), their modalities and offers.

It can be accessed on our website at: www.florianopolis.ifsc.edu.br, click at ENSINO option then RDP option.

10.2 IFSC General Rules

The General Rules regulate the organization, the competencies and operation of the deliberative, advisory, administrative and academic spheres of Instituto Federal de Educação, Ciência e Tecnologia de Santa Catarina – IFSC, with the objective of complementing statutory provisions as well as establishing academic dynamics, administrative activities and the relationship among the Institution's community. The General Rules may be accessed on our website

at:
http://cs.ifsc.edu.br/portal/files/resolucoes2010/cs_resolucao54_2010_aprova_regimento_geral_atualizado2014i.pdf.

11. Personal Documents

11.1 Cadastro de Pessoas Físicas (CPF)

To create the CPF (necessary document to open bank account and purchase SIM Card for mobile phones):

1. Go to any of the following banks: Banco do Brasil, Caixa Econômica Federal or Post Office with original passport.
2. Amount to pay: R\$ 5,70

After obtaining the protocol, go to Receita Federal and take the CPG at the address: Rua Claudino Bento da Silva, 11 – Bairro: Centro, Florianópolis, phone: (48)3229-2000.

11.2 Foreigner Identify Card (RNE, in portuguese)

The international student must go to the Federal Police, located in Rua Paschoal Apóstolo Pítsica, 4744 – Bairro: Agronômica, Florianópolis, phone: (48)3281-6500 within the period of 30 days after his arrival in Brazil, to regularize the situation as a student.

Necessary documents:

1. Copy from the passport pages that were used;
2. Copy of the entry/exit card (the entrance stamp in passport will supply this item);
3. 02 color photos 3 x 4 – white background;
4. Payment of the Union Collection Form (GRU) emitted through the internet or in person at the Federal Police station in Florianópolis;
5. Visa Application Form (handed at the Brazilian Embassy and/or Consulate).

Procedures for issuing the Union Collection Form – Fees paid to Federal Police station:

1. Enter Polícia Federal website: <http://www.pf.gov.br/>
2. GRU -> Estrangeiros/Imigração -> Pessoas e entidades estrangeiras.
3. Fill the requested data:
 - a. The student's address in Florianópolis
 - b. The Unidade Arrecadadora is: SC – Superintendência Regional Santa Catarina
 - c. Code of Receita:
 - i. 140082 – R\$ 106,45 Registration of Foreigners (If you are a student from a portuguese-speaking country you don't need to pay this fee).
 - ii. 140120 – R\$ 204,77 Foreigners Identity Card – First Copy.

Obs.: To extend the visa, follow the same procedure before 30 days of the expiration date, replacing the above codes with 140090.

12. Student Card

To obtain the Student Card, the student must follow these proceedings:

1. Hand in a 3x4 photo at registration;
2. The student will receive the provisional card;
3. If the student's card is lost, an Occurrence Record must be taken at the electronic address <http://www.policiacivil.sc.gov.br/>, option Registro de Ocorrência/Delegacia Virtual and deliver this record to the Academic Department, with a new 3x4 photo.

13. Public Hospitals

Florianópolis has a wide range of public hospitals, in addition to two emergency units (UPAs) located in strategic points of the city.

1. Main Public Hospitals:
 - a. Hospital Governador Celso Ramos
R. Irmã Benwarda, 297 - Centro
Postal Code: 88015-270
Phone: (48)3251 7000
 - b. Hospital Nereu Ramos

- R. Rui Barbosa, 800 - Agrônômica
Postal Code: 88025-301
Phone: (48)3216 9300
- c. Hospital Universitário (HU)
R. Profa. Maria Flora Pausewang, s/n – Trindade
Postal Code: 88036-800
Phone: (48)3721-910
- d. Hospital Florianópolis
R. Santa Rita de Cássia, 1665 - Estreito
Postal Code: 88090-350
Phone: (48)3271 1500
2. Emergency Units (UPAs)
- a. UPA Norte da Ilha
Rod. Francisco Faustino Martins - Canasvieiras
Postal Code: 88052-800
Telefone: (48)3261 0614
- b. UPA Sul da Ilha
Rodovia SC-405, 682 – Rio Tavares
Postal Code: 88065-000
Phone: (48)3239 1701

14. Housing

To facilitate the search for a place to stay during the exchange, we collected the contact informations of some real estate brokers.

1. Ibagy Imóveis
Av. Rio Branco, 405 – Centro
Postal Code: 88015-201
Phone: (48)3216-1000
Website: www.ibagy.com.br
2. Giacomelli Imóveis
Av. Prefeito Osmar Cunha, 323 – Centro
Postal Code: 88015-100
Phone: (48)3212-6000
Website: www.giacomelli.com.br
3. Brognoli Imóveis
R. Crispim Mira, 135 – Centro
Postal Code: 88020-540
Phone: (48)3029-5000
Website: www.brognoli.com.br
4. Imobiliária Terraz
R. Lauro Linhares, 1314 – Trindade
Postal Code: 88036-002
Phone: (48)3024-7244
Website: www.terraz.com.br
5. Aldo Imóveis
Av. Afonso Delambert Neto, 514 – Lagoa da Conceição
Postal Code: 88062-000
Phone: (48)3232-0329
Website: www.aldoimoveis.com.br

15. Student Support Services

The Campus Florianópolis has the following services available to students:

- Reprography
- Canteen

- Library Dr. Hercílio Luz
- Health Sector
- Educational Coordination
- Support Center to People with Special Needs (NAPNE)
- Internship Coordination
- Academic Support Coordinator
- Research and Extension Scholarships
- Sport, artistic and cultural activities (Choral, Orchestra, Theater)
- Ombudsman Office (e-mail: ouvidoriafpolis@ifsc.edu.br)

External Relations Advisory of IFSC Campus Florianópolis
(e-mail: intercambio.fln@ifsc.edu.br or phone: +55(48)3211-6006)