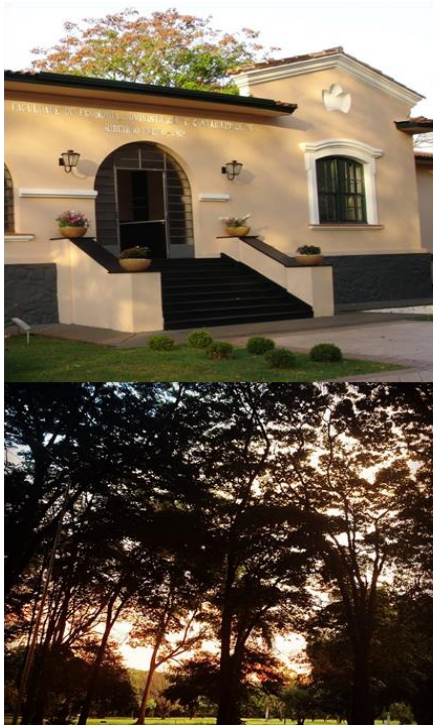


## About our School

Established in 1992 in Ribeirao Preto, within the best ranked University of Latin America according to the Economist, FEA-RP is focused on undergraduate and graduate teachings, research and extension in Business Administration, Accounting, Economics, and related areas. Its campus is widely recognized for both its beautiful park-like setting and its academic excellence. It is not only the second largest USP campus in terms of academic specialties, but also in scientific production.

The mission of the school is to act as a Center of excellence and innovation in teaching, research and extension in its expertise areas, graduating professionals with great competences and critic sense, for the society development. The main focuses are the critic vision, contribution to society, employability and an institutional environment to promote innovation and development.



**FEA-RP/USP**  
Ribeirao Preto Campus  
Address: Avenida  
Bandeirantes, 3900  
Zip Code: 14040-905  
City: Ribeirao Preto  
Country: BRAZIL  
Tel: +55 3315-3922  
Website:  
[www.fearp.usp.br/en/](http://www.fearp.usp.br/en/)



FEA-RP offers Undergraduate (Bachelor) and Graduate (MSc and PhD) programs in Economics, Business and Accounting and Research in the following fields: Financial Accounting and Finance, Accounting, Organizational Studies, Innovation Management and Sustainability, Markets and Value Creation, Social Economics and Economic Development. Only at FEA-RP we gather partnership with more than 30 countries worldwide with more than 90 partner institutions. It is possible for the student to choose between classes in English or in Portuguese.

Ribeirao Preto is a city in the countryside of the State of Sao Paulo with approximately 660,000 inhabitants, known as the “Brazilian California” for its very warm weather, wealth, quality of life and technological vocation. It provides a blend of the typical Brazilian university lifestyle, such as living at our traditional fraternities (*Repúblicas*), offering wide range student events, but also having facilities found in bigger cities, just as great shopping malls, restaurants and the Dr. Leite Lopes Airport (RAO), a national hub that connects the city with other main important airports in Brazil.

The best way to arrive in Ribeirao Preto is by airplane or bus; flights can be booked directly from the Guarulhos International Airport and buses from Tietê Bus Station, both in Sao Paulo, where almost all the international flights arrive.

## Meet our team



Prof. Dr. João Luiz Passador  
Director of the International Relations Committee



Ms. Valeria Degani  
Head of Institutional  
Support Office



Mr. Leonardo Rezende  
International Affairs  
Analyst



Mr. Paulo Torres Jr.  
International Affairs  
Administrative Techn.

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## Academic Calendar 2018

### Spring Term 2018 (USP's 1<sup>st</sup> Semester)

Nomination and Application: From September 1<sup>st</sup>  
to October 15<sup>th</sup>

Arrival Date: Until February 21<sup>st</sup>

Orientation sessions: February 22<sup>nd</sup> and 23<sup>rd</sup>

Classes run from: February 26<sup>th</sup> to July 6<sup>th</sup>

### Fall Term 2018 (USP's 2<sup>nd</sup> Semester)

Nomination and Application: From March 15<sup>th</sup>  
to April 30<sup>th</sup>

Arrival Date: Until July 29<sup>th</sup>

Orientation sessions: July 30<sup>th</sup> and 31<sup>st</sup>

Classes run from: August 1<sup>st</sup> to December 8<sup>th</sup>



## Incoming Exchange Procedures

Students regularly enrolled in foreign institutions (partners of FEA-RP or USP) are allowed to come and study undergraduate or graduate subjects for a period of one semester. FEA-RP's International Office does not accept applications by the foreign students themselves. It is strictly necessary that the person responsible for the international relations of the foreign institution should contact us first and arrange the documents.

### Requirements

- Study in a bachelor program in the field of Economics, Business Administration and/or Accounting or related areas
- Recommended a basic knowledge of Portuguese (not mandatory)
- For MSc/PhD exchange, candidate must have a Bachelor degree diploma

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### Nomination

The Home University must send an e-mail to [international@fearp.usp.br](mailto:international@fearp.usp.br) with the following information of each nominated student:

- Full Name
- Gender
- Field of study in the home institution
- Level of study to be taken at FEA-RP (bachelor/undergraduate, master, PhD, Researchers)
- Semester of exchange (Spring, Fall or Academic Year)
- Email
- Address to which the acceptance letter should be sent

International Office will, from now on, proceed with the register of the nominated students.

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### Application: Undergraduate students

The students will receive then an email with a link explaining how to proceed with the registration for their exchange at USP, through the USP MUNDUS system. Students must complete the requested data, upload the required documents, choose the courses and then send the application before the deadline.

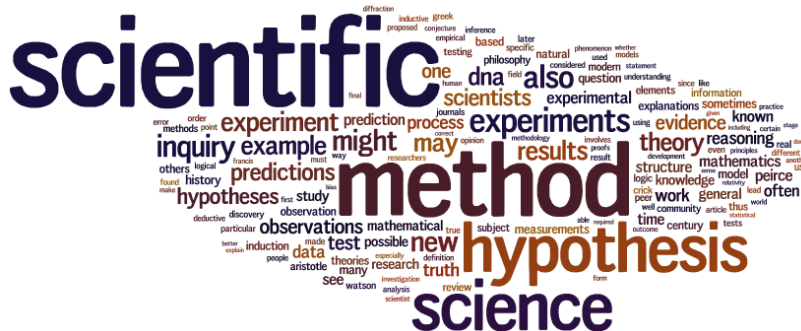
### Required documents

Students must upload the following documents:

- Scanned Student's photo (JPG)
- Passport's main page
- Current Transcript of Records from Home University
- 2 letters of recommendation signed by professors or academic advisors
- Proof of financial support of at least R\$6,000 (US\$3,000; €2,500 or equivalent) per semester
- Copy of international health insurance valid for the entire stay at FEA-RP/USP

### List of courses

The Undergraduate courses students are allowed to take at FEA-RP are [listed here](#)



## Application: Graduate students

Graduate exchange Students (Master, PhD, Researchers) will be requested fill the [Online Application Form](#) and must send the documents only by email to [international@fearp.usp.br](mailto:international@fearp.usp.br), it's not necessary to send the hard copies by post. As soon as we receive the digital information, we are going to check it all. If there is any problem, we will inform the student by email.

## Required documents

Documents required for applicants to Graduate (MSc or PhD) and Research student

- A photo size 3x4 cm scanned (JPG)
  - Copy of passport's main page
  - Proof of financial support of at least R\$6,000 (US\$3,000; €2,500 or equivalent) per semester
  - Copy of international health insurance valid for the entire stay at FEA-RP/USP
  - Copy of Undergraduate program Diploma\*
  - Copy of Undergraduate program Transcript\*
  - Copy of Current Graduate Transcript of Records from Home University\*
  - Letter of recommendation from professor of home institution for FEA-RP's professor responsible for accepting students
  - Letter from home institution proving the student is linked (enrollment certificate or equivalent)
  - Research plan (to be held at FEA-RP), indicating the beginning and end of the project
  - Schedule of activities to be performed in FEA-RP in the specified period (as the research plan)
- Note: Once the student has been accepted, he/she should report to the Office of the Graduate Registrar of FEA-RP and present the original documents (\*) to enroll.

## List of courses

The Graduate courses students are allowed to take at FEA-RP are [listed here](#)

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## Deadlines and Schedule

Spring term (USP's 1<sup>st</sup> semester of each year)

Nomination and Application: From Sep. 1<sup>st</sup> to October 15<sup>th</sup>

Evaluation of applications: From 1<sup>st</sup> to 30<sup>th</sup> of November

Issue of acceptance letters: From 01<sup>st</sup> to 15<sup>th</sup> of December

Orientation week: February 22nd and 23rd

Period of exchange: February 26th to July 6th

Fall term (USP's 2<sup>nd</sup> semester of each year)

Nomination and Application: From March 15<sup>th</sup> to April 30<sup>th</sup>

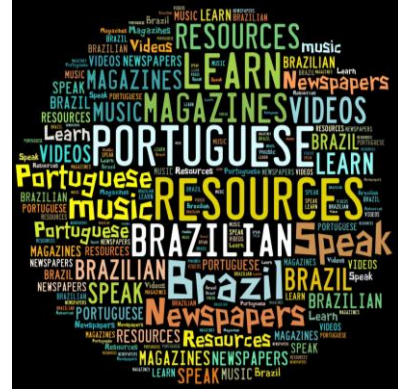
Evaluation of applications: From May 1<sup>st</sup> to 15<sup>th</sup>

Issue of acceptance letters: From May 15<sup>th</sup> to 30<sup>th</sup>

Orientation week: July 30<sup>th</sup> and 31<sup>st</sup>

Period of exchange: From August 1<sup>st</sup> to December 8<sup>th</sup>

## Additional Information



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### Orientation Week

The reception of the exchange students takes place at the beginning of each semester, a few days before classes start. It is a mandatory event, organized by the International Office that gathers all the important and practical information about studying at FEA-RP. The schedule and further details are always sent in advance. The event also aims to show the students around, taking everyone to a city and campus tour and integrate the students with some fun activities, always in partnership with iTeam USP-RP.

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### Course Workload

Number of expected courses to achieve 30 European credits:

**Bachelor level:** 20 USP Credits (each course may earn 2, 4 or 6 USP Credits. Each credits is equivalent to 15 hours in class)

**Master level:** 20 USP Credits (each course may earn 3, 6 or 7 USP Credits. Each credits is equivalent to 15 hours in class)

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### English Subjects

Portuguese is Brazil's official language and all public educational institutions must, by the force of our Constitution, teach classes in that language. However, some subjects are offered in English, which are disclosed in our schedule each semester.

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### Portuguese Course for Foreigners

Aiming to provide a better support to our exchange student, the International Office offers a Portuguese as Foreign Language course, as an extracurricular activity. The course develops skills of speaking, listening, reading and writing promoting fluency in the language for foreign students. Classes take place twice a week at the school. Costs and schedules depend on the students demand and availability of the teachers, which will all be arranged upon arrival.

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### Visa

The exchange student must get a special type of visa to be able to enter Brazil as a student. It's called TEMPORARY VISA ITEM IV and it is specifically for "students". Please, pay carefully attention to all the documentation needed and never ask for a TOURIST VISA or a WORK VISA. Without a Student Visa it will not be possible to register the student in USP system and all our facilities will not be available. So, please be very careful regarding all the procedure. In case of any doubts regarding Visa BEFORE you come to Brazil, feel free to contact us.

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### Health Insurance

Students are required to purchase a health insurance in their home country before arriving in Brazil.



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## Cost of Living

- ✓ **Meals** - inexpensive restaurant - from R\$10.00
- ✓ **Meals on campus** - R\$2.00 per meal (at the University restaurant) / From R\$15.00 to R\$30.00 per meal (at private restaurants and cafeterias on campus)
- ✓ **Books/study material** - At the university libraries for free or online provided by the professors.
- ✓ **Transportation** - one-way ticket (Local Public Transport) R\$3.80
- ✓ **Housing** - From R\$300.00 to R\$900.00 per month depending on the type of housing
- ✓ **Cinema** - With the student Discount R\$10.00 to R\$20.00

We estimate an approximately expense of R\$1000.00 per month (including housing and meals)

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## iTeam USP-RP

iTeam USP-RP is the student organization and International Office partner in charge of helping the school to provide to the exchange students a great experience in Brazil, offering support, information and integration to our incoming and outgoing students. They organize events, trips, courses and parties in a way that foreigners can easily integrate with Brazilians and its culture. They also are responsible for the Buddy and Housing program explained below.

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## Buddy and Housing Program

### Buddies

iTeam USP-RP matches the exchange student profile with a similar profile of a Brazilian student, in order to build a link with these two people and that the incoming student receive a good support before coming to Brazil and during his/her stay.

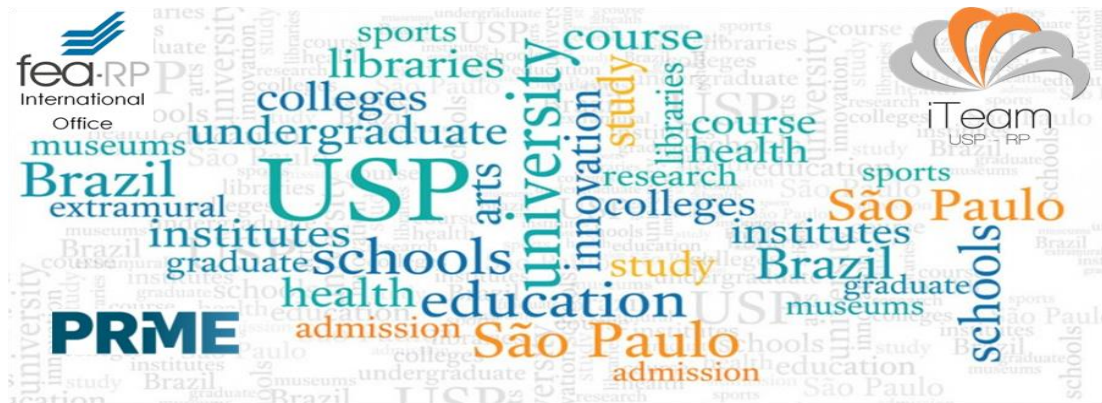
### Housing

USP doesn't offer student accommodation in campus, but aiming to give our international students a very local experience we have a program with our Brazilian students in which they offer a place at their house/apartment to welcome an exchange student. Our Brazilian students usually share a house or an apartment with friends. These are called "Repúblicas" and are similar to fraternities, where the exchange student shares the costs with the other mates. iTeam USP-RP is responsible to provide a list with all the available accommodations and its details, so the exchange student can search for its preferences and contact the ones they most identify with. They can ask their buddies for more information about where to stay and how the accommodation works.

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## Pick up Service upon Arrival

The school does not provide any pick up service at the arrival, but normally the buddy or house mate will offer to pick up the student at the bus station or the airport in Ribeirao Preto, so let them know in advance the arrival time and place so they can make themselves available. Otherwise, the student can use the taxi service at these locations.



## Contacts

### International Office

-  [international@fearp.usp.br](mailto:international@fearp.usp.br)
-  <http://international.fearp.usp.br/>
-  <https://www.facebook.com/iofficefearp>

### iTeam USP-RP

-  [iteamusprp@gmail.com](mailto:iteamusprp@gmail.com) / [incoming.iteam@gmail.com](mailto:incoming.iteam@gmail.com)
-  [www.iteamusprp.com.br](http://www.iteamusprp.com.br)
-  <https://www.facebook.com/iTeamRP?ref=ts>

