

COMISSÃO DE RELAÇÕES INTERNACIONAIS – INTERNATIONAL OFFICE FEA-RP

APPLICATION FORM FOR EXCHANGE STUDENTS

DEADLINES:

April 15<sup>th</sup> till 30<sup>th</sup> each year

October 15<sup>th</sup> till 30<sup>th</sup> each year

PLEASE, TYPE OR WRITE IN CAPITAL LETTERS

3x4 photo

White  
Backdrop

PERSONAL INFORMATION

Last/Family Name (s): \_\_\_\_\_

First/Given Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of Birth: \_\_\_\_\_

Gender: ( ) Male ( ) Female

Telephone/Fax (+ Country code/area code/number) : \_\_\_\_\_ / \_\_\_\_\_

Primary E-mail: \_\_\_\_\_

Alternative E-mail: \_\_\_\_\_

Permanent Address (as it should be written on the mail: street, number, zip code, city, country)

\_\_\_\_\_

\_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Date of Issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Valid until: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Citizenship: \_\_\_\_\_

Expedition Authority: \_\_\_\_\_

*Please note that you **MUST HAVE** a **Student Visa** (Temporary Visa Item IV) to study in Brazil.*

Have you ever lived in Brazil? ( ) Yes ( ) No RNE number (if you have): \_\_\_\_\_

IF YOU ARE A BRAZILIAN CITIZEN:

RG number: \_\_\_\_\_ Expedition Authority: \_\_\_\_\_

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**ACADEMIC INFORMATION**

Home Institution that your are currently attending \_\_\_\_\_

University Coordinator or Contact Person \_\_\_\_\_

E-mail from University Coordinator or Contact Person \_\_\_\_\_

Program/Major that are currently attending: \_\_\_\_\_

Semester that are currently attending : \_\_\_\_\_

Date of Graduation (month/year) \_\_\_\_\_

Leading to the Degree of: \_\_\_\_\_

If you are a Master of Sciences (M.Sc) (or another research-based postgraduate program) student, please specify:

\_\_\_\_\_

Bachelor Institution: \_\_\_\_\_

Previous Diploma or Degree's Name: \_\_\_\_\_

**LANGUAGE SKILLS**

Please inform us your complete level of knowledge of each language:

Options: NONE / BASIC / INTERMEDIARY / ADVANCED/FLUENT/NATIVE LANGUAGE

	READING	LISTENING	WRITING	SPEAKING
PORTUGUESE				
ENGLISH				
SPANISH				
OTHERS: _____ _____				

Do you intend to apply for the “Portuguese for Foreigners” course?

Yes ( ) No ( )

*Please note that for this course there's a semester fee for enrolment and material.*

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**FEA-RP APPLICATION**

**PERIOD OF STUDY** *Mark ONE option only:*

February till July <sup>(year)</sup> \_\_\_\_\_ ( )      August till December <sup>(year)</sup> \_\_\_\_\_ ( )

**PROGRAM LEVEL** *Mark ONE option only:*

Undergraduate Level ( )      Graduate Level ( )

**EXCHANGE PROGRAM MAIN AREA** *Mark ONE option only:*

Accountancy ( )      Business Administration ( )      Economics ( )

**INTENDED GOALS**

Please tell us about your motivation and interest in coming to study at FEA-RP/USP:

**I confirm that all information I have given on this form is true, complete and accurate.**

**Place and Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**I confirm that the applicant is eligible to apply for an exchange program to FEA-RP.**

**Place and Date:** \_\_\_\_\_

**Signature of University Coordinator or Contact Person:** \_\_\_\_\_

*(Please, print an identification stamp)*

COMISSÃO DE RELAÇÕES INTERNACIONAIS – INTERNATIONAL OFFICE FEA-RP

This application form and the following necessary documents must be scanned and sent by e-mail , to [international@fearp.usp.br](mailto:international@fearp.usp.br) , and it **must be posted till April 15th till 30th or October 15th till 30th each year, depending on the period of academic exchange, to the following address:**

*Faculdade de Economia, Administração e Contabilidade de Ribeirão Preto  
International Office FEA-RP- Sala 42 Bloco B2  
Av. dos Bandeirantes, 3900. Monte Alegre  
14040-900 Ribeirão Preto – SP, Brazil*  
All these documents must be written either in Portuguese, Spanish or English

**NECESSARY DOCUMENTATION FOR BACHELOR/UNDERGRADUATE APPLICANTS:**

- This Application Form with one photo stuck on this form: white backdrop; size 3 cm (wide) x 4 cm (tall).
- One scanned photo size 3 cm (wide) x 4 cm (tall) by email.
- FEA-RP Learning agreement signed
- Photocopy of the main page of your passport.
- Current School Transcript (Official academic record of courses and grades).
- C. V. (One page Résumé of academic and professional accomplishments).
- Financial statement mentioning that you or your sponsor can support you with at least R\$ 6.000,00 per semester.
- Photocopy of International Health insurance card, valid for the whole stay at the FEA-RP/USP.
- 2 Letters of Recommendation signed by professors or academic advisors.

**NECESSARY DOCUMENTATION POST-GRADUATE AND RESEARCH STUDY BASED PROGRAM**

- This Application Form with one photo: white backdrop; size 3 cm (wide) x 4 cm (tall),
- FEA-RP's Learning agreement signed
- Copy of Main page of your passport, (\*)
- Copy of International Health insurance card, valid for the whole stay at the FEA-RP/USP, (\*)
- Copy of Bachelor (undergraduate) Program Diploma, (\*)
- Copy of Bachelor (undergraduate) Program Transcript of Records, (\*)
- Copy of Current Post-graduate Program Transcript of Records, (\*)
- Financial statement mentioning that you or your sponsor can support you with at least R\$ 6.000,00 per semester.
- Letter of recommendation from home university's professor to the FEA-RP's professor responsible for accepting the student,
- Letter from home university certifying the student is enrolled,
- Research plan indicating when the project to be developed in FEA-RP will start and when it will end,
- Schedule of activities to be performed during the specified period at FEA-RP.

- 1) Once the student is accepted, he/she must present to the Service of Post-Graduate of FEA-RP a copy accompanied by the original of the documents with the (\*) to be enrolled at FEA-RP.
- 2) IF YOU ARE A BRAZILIAN CITIZEN, PLEASE ATTACH A COPY OF YOUR BRAZILIAN PASSPORT (NUMBER AND PICTURE PAGES) AND A COPY OF YOUR BRAZILIAN RG CARD TO YOUR APPLICATION.
- 3) For further information, contact us at [international@fearp.usp.br](mailto:international@fearp.usp.br)