

exchange student guide

2019/2020



INTERNATIONAL
RELATIONS
OFFICE

INDEX

Click on a topic of interest to be directed to the page

Brazil | Brazilian Culture

Rio Grande do Sul | Gaucho Culture

Expressions you'll hear

Touristic Sites

Lajeado | Social life

Arriving at Lajeado / Housing

Distances

Documents

Health

INDEX

Click on a topic of interest to be directed to the page

Univates

Academic Information
Academic calendar

Enrollment in courses

Brazilian Buddy

Services

Cultural Center

Library

Institutional Card

Access to Universo Univates

Univates Virtual

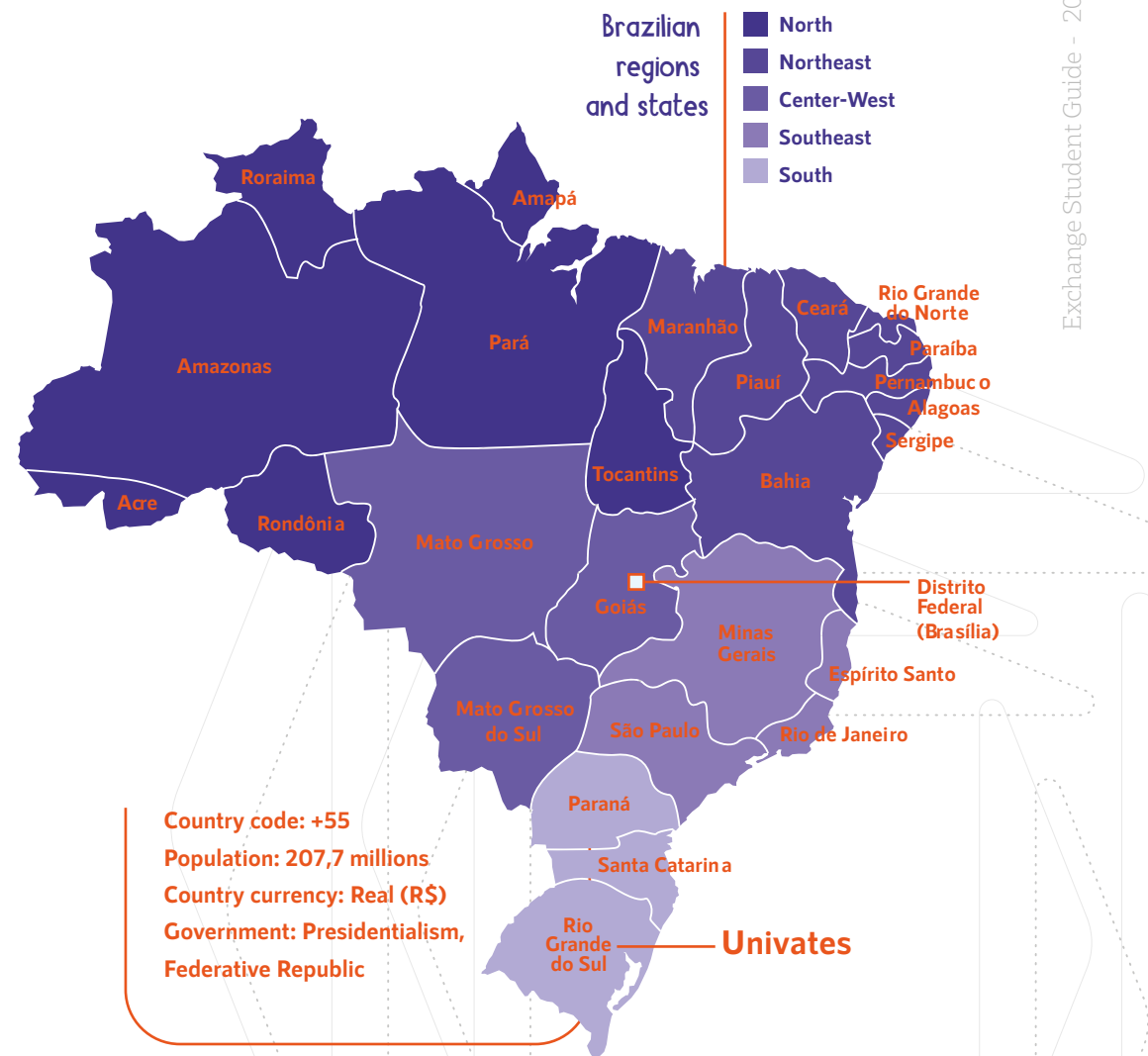
BRAZIL

The Federative Republic of Brazil is the fifth largest and most populous country in the world.

It's the only country in the Americas that has Portuguese as its official language. Brazil is divided into five regions (North, Northeast, Center-West, South and Southeast) and 26 states, besides the Federal District, where Brasília, the national capital, is located.

BRAZILIAN CULTURE

Colonized by the Portuguese crown more than 500 years ago, Brazil is also influenced by the European, South American and African immigration. The North and Center-West regions have strong indigenous characteristics. In the Northeast, the African culture is very strong. In the Southeast, there is a mixture resulting of African, Italian and Japanese immigrants. In the South, the states have strong influence of German and Italian immigration.



RIO GRANDE DO SUL

Rio Grande do Sul (RS) is the southernmost state of Brazil. It borders the state of Santa Catarina (North), the Atlantic Ocean (East) and the countries Uruguay (South) and Argentina (West). Porto Alegre is, in addition to the largest city, the state capital.

GAUCHO CULTURE

Those who are born in Rio Grande do Sul are called gaúcho. You are invited to know the cuisine, the habits and lifestyle of those who live around here.



EXPRESSIONS you'll hear

BAH!

It's the most typical expression of gauchos, heard in several sentences. Depending on its intonation, it can express different feelings: joy, sadness, surprise, anger.

**Guri/
Guria**

Young boy or girl

TCHÊ

Expression of surprise
also used to call someone.

PILA

Money,
real (R\$)

TEMPERATURE VARIATIONS

Summer: December 21st - March 21st
between 25°C and 40°C

Fall: March 21st - June 21st
between 10°C and 25°C

Winter: June 21st and September 23rd
between 0°C and 20°C

Spring: September 23rd - December 21st
between 15°C and 30°C

CHIMARRÃO or MATE

It's a typical beverage of Rio Grande do Sul, composed of bottle gourd, bomba (a kind of straw), ground yerba mate and hot water.

Chimarrão or mate is traditionally shared among people.



TOURISTIC SITES OF THE SOUTH REGION AND OF BRAZIL

Due to its extensive land area, Brazil is the stage for several formidable natural landscapes. From north to south, the sceneries can vary greatly, and each place has its particularities which enrich the country even more.

Rio Grande do Sul

Itaimbezinho Canyon, Guarita Park (Torres), Wineyards Valley, São Miguel das Missões, Barra do Rio Grande Breakwaters, Gramado and Canela.

Santa Catarina

Rastro River Highlands, Garopaba, Balneário Camboriú, Bombinhas, Rosa Beach, Florianópolis.

Brazil (general)

Fernando de Noronha, Rio de Janeiro, Búzios, Lençóis Maranhenses, Iguazu Falls, Jericoacoara, Bonito and São Paulo.



Caracol Falls
Canela/RS



Florianópolis /SC



Iguazu Falls
Foz do Iguazu/PR



Christ the Redeemer
Rio de Janeiro/RJ

LAJEADO

The city of Lajeado is located in the Central-Eastern region of the state of Rio Grande do Sul. It is located in the geographical region of Taquari Valley, which includes 35 other cities. One of the characteristics of the city is the existence of the Taquari River, which separates Lajeado from the neighboring city, Estrela.

The size of its geographical area is restricted, with about 90 square kilometers.

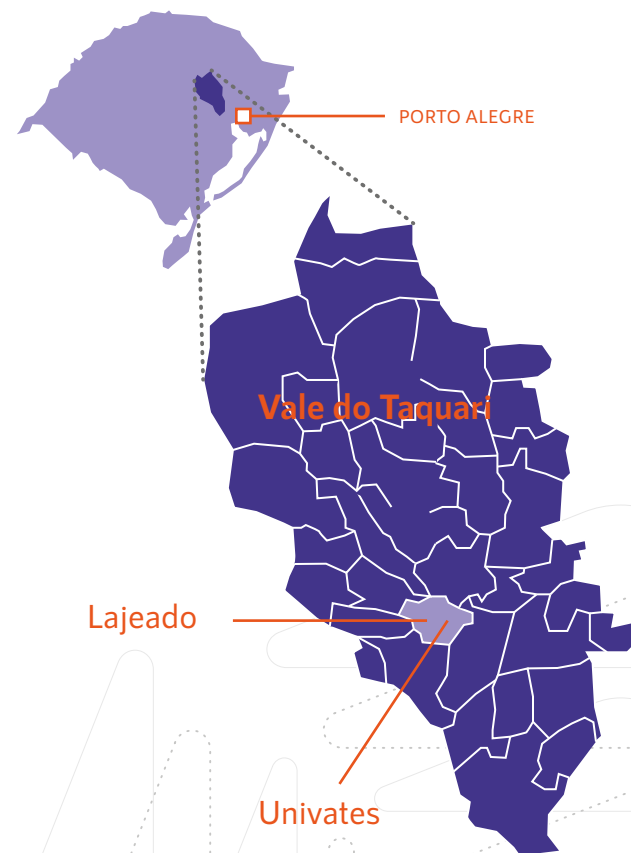
The city borders with:

- Arroio do Meio and Marques de Souza (North);
- Santa Clara do Sul and Cruzeiro do Sul (South);
- Estrela (East);
- Forquethina and Santa Clara do Sul (West).

Lajeado currently has 82,951 inhabitants.

SOCIAL LIFE IN LAJEADO

Lajeado is a small town but it has a lot to offer. There are spaces for conferences, concerts, theater, parks, movie theater, bars, parties and lots of fun!
Stay tuned to the cultural agenda of the city and of Univates and meet your friends.



COST OF LIVING IN LAJEADO

- Milk (1 liter) - R\$3,50*
- Bread (1kg) - R\$8,00*
- Meat (1 kg) - R\$ 15,00*
- Water (1,5 liter) - R\$ 3,00*
- Rice (1 kg) - R\$ 3,80*
- Beans (1 kg) - R\$ 6,00*
- Coffee (500 g) - R\$ 10,00*
- City bus - R\$ 4,15*
- Coca-Cola (2 liters) - R\$ 6,00*

*PRICES OF 2019

DISTANCES FROM LAJEADO

- **IN THE STATE**
- Porto Alegre - 120 km
- Gramado - 170 km
- Santa Cruz do Sul - 65 km
- **ABROAD**
- Asunción - 1.100 km (Paraguay)
- Buenos Aires - 1.250 km (Argentina)
- Montevideo - 900 km (Uruguay)
- **IN THE COUNTRY**
- Florianópolis (Santa Catarina) - 550 km
- Curitiba (Paraná) - 650 km
- São Paulo (São Paulo) - 1.100 km

ARRIVING AT LAJEADO

The student should go to Univates as soon as possible and look for the International Relations Office in the room 526 of Building 9. Students will be welcome and given the keys to the apartment, important information and help for questions and doubts.

Opening hours

From Monday to Friday, from 7:30am to 12pm and from 1pm to 6pm.

* Monday and Wednesday: open until 9:30pm.

HOUSING

Used to host foreign students and professors, Univates residence has a capacity for 32 people.

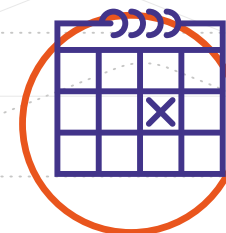
In addition to being airy and spacious, all the apartments are fully furnished, offering all the necessary comfort, so that the stay is the best possible.

The residence is at a privileged location in front of the Institution and near the city center (check the map in the last pages). It is only necessary that the student bring bed sheets and towels. The cost for monthly rent for students who don't receive a housing aid is R\$ 550,00*.



The rooms are shared between two or four people, depending on the apartment in which the student will be housed. Students can stay in the student residence only until the end of the school semester. After this they must leave immediately.

The use of the residence is possible only from the Reception Week (indicated dates on the mobility form). If the student arrives before the set date, he/she will have to stay somewhere else and bear the expenses.



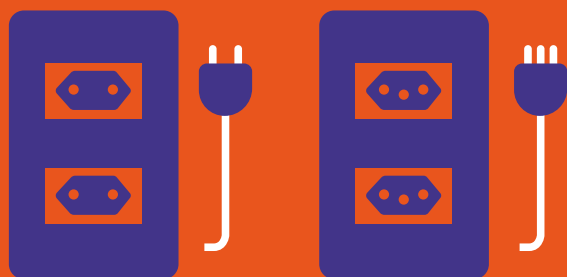
THE APARTMENTS HAVE:

- Furniture;
- Household appliances;
- Kitchen utensils;
- Cleaning service for the common area;
- Free Wi-Fi;
- Hot and cold air conditioning;
- Balcony;
- Intercom;
- 24 hour monitoring.

*PRICE FOR 2019

ELECTRICITY

In Brazil the voltage can vary between 110V and 220V. In Lajeado, the standard is 220V, therefore it is suggested that the exchange students bring with them voltage converters in order to prevent the burning of electrical appliances. Socket models found in our country is a 2 or 3-pin. Therefore, it is important to bring universal adapters.



DISTANCES

Supermarket (Imec)

1760, Senador Alberto Pasqualini Ave.

800m



Drugstore (Aster Farma)

1315, Senador Alberto Pasqualini Ave.

1,3km



Downtown

Júlio de Castilhos St.

2,5km



Hospital

881, Benjamin Constant Ave.

2,8km



Bus station

42, Presidente Castelo Branco Ave.

3,9km





MEAL AID

The value of the meal aid should be taken in the Financial sector of Univates. The student will receive a check at the total value of the aid, which should be exchanged for money at a Sicredi Bank agency. The offer of the meal aid is available only for students of institutions with agreements that provide for that benefit.



CREDIT/DEBIT CARDS

Remember to unlock your cards BEFORE arriving in Brazil. They may be useful in case of emergency, travel and, also, they can even be used for withdrawals. The most used networks are Visa, MasterCard and Elo, but it is possible to find others, depending on the location.



SIM CARDS

Exchange students will be able to purchase a SIM card in order to use mobile data or get better rates for calls. To activate it, they will need to have a Cadastro de Pessoa Física (CPF), which is a Brazilian document.



BANK ACCOUNTS/TRANSFERS FROM ABROAD

The process of opening a bank account in Brazil can be very bureaucratic. It is suggested, therefore, that this is only done in cases of extreme need. In situations of transfers from/to abroad, pay attention to the fact that there may be fees.



FINANCIAL ASPECTS/CURRENCY

In Brazil the currency used is Real. Pay attention to the fact that currency such as dollars and euros are not accepted in shops. Thus, it is suggested that the student bring a sufficient amount of Reais for the first few days. If necessary, they can bring dollar or euro and exchange it in currency exchange bureaus.

(ATTENTION: other currencies, such as Colombian/Argentinian/Chilean pesos may not be accepted in the city's currency exchange bureaus).

BANKS AVAILABLE

In Lajeado, the most common banks are:

- Banco do Brasil
- Santander
- Banrisul
- Sicredi
- Caixa Econômica Federal
- Bradesco

There are Multibank ATMs throughout the city, and you will be able to use them to carry out banking transactions, even with the card you use in your country of origin (provided that it is unlocked).

DOCUMENTS



Postulation documents

Students interested in participating in an exchange program at Univates should directly contact the International Relations Office of their home institution, in order to check the necessary documentation.

Visa

All students must have a visa and obtain it BEFORE arriving in Brazil. Univates accepts student visa or Mercosur. Students without a visa may have their exchange cancelled.



Documents to bring with you

Organize your documents for the arrival in Lajeado. They will be important for some legal processes: Original visa form, original/authenticated birth certificate, passport, Cadastro de Pessoa Física (CPF) (in case you already got it) and 3x4 photos. Medical certificate issued, at most, seven days before the trip, for the purpose of enrollment in the activities of the Sports Complex.

Documents for visa issuance

The documentation required for visa issuance may be consulted on the Consular Portal website.



Arrival at the airport

Upon arriving at Salgado Filho International Airport in the city of Porto Alegre, the student must take a bus to the city of Lajeado or search for the driver designated by Univates, who will take them to their destination. Univates offers a service of transfer airport-Lajeado, twice during the Reception Week. The dates are defined by the IRO, and this information is told the students in advance. Priority will be given to students from partner institutions that offer the same service.

Transportation Univates

Upon arrival at the airport, there will be a Univates driver waiting for the student at a location to be agreed upon beforehand, with a poster indicating the name of the institution, for easier identification. The driver will take the students to the students residence or IRO, depending on the arrival time. The delivery of the residence keys will be agreed in advance.

Bus to Lajeado

Upon arrival at the airport, the student should look for a taxi or use transport applications (e.g., Uber, Cabify, 99POP) or aeromovel and go to the bus station in Porto Alegre. There, they must request a semi-direct or executive bus ticket to the city of Lajeado.

The bus schedules can be checked on the website of Porto Alegre bus station, by selecting Lajeado as destination.

Upon arriving at Lajeado Bus Station, the student must take another taxi or Uber and head to Univates.

CADASTRO DE PESSOA FÍSICA (CPF)

Cadastro de Pessoa Física (CPF) is the registration of all citizens in the Brazilian IRS. For foreigners coming to Univates, this document is mandatory and must be issued through the Consulate in the country of origin (free of charge) or at the Post Office (there is a charge of R\$ 7.00 *), once the student is in Brazil.

FEDERAL POLICE REGISTRATION

Within 90 days after entering Brazil, the student must be registered as a foreigner and submit an application for the issuance of the National Migration Registration Card (CRNM).

To do so, they must go to the IRO with their passport and visa form.

After registration on the Federal Police website, the student must pay the document issuance fee and go to the Federal Police Station in Santa Cruz do Sul, at a previously scheduled time, with the following documents:

- **Registration Application Form (Consular Visa);**
- **Two recent, colorful, white-background 3x4 photos;**
- **Declaration of email address;**
- **Original passport;**
- **Original visa form;**
- **CPF;**
- **Proof of payment of CRNM issuance fee (R \$ 204.77 *).**

Bus schedules to the city of Santa Cruz do Sul can be found at www.rodoviarialajeado.com.br.

PUBLIC HEALTH SYSTEM (SUS)

SUS is the Brazilian public health system. With it, the entire population has access to free and universal health care in hospitals and health centers. To be able to use the benefits of SUS, the student must have their CPF and go to the nearest health center.



COVENANT WITH BRUNO BORN HOSPITAL

Provision of medical and hospital services to students.
Reduced fees for medical appointments, exams, surgeries, urgent and emergency consultation are available.

UNIVATES CLINICAL CENTER

Univates Clinical Center is a space for the integration of teaching, service and community. Services are offered at the Medical Specialties Clinic, at the Nutrition Clinic, Applied Dentistry Clinic, Physiotherapy Clinic and the Basic Health Unit - Univates. Univates is also responsible for managing the Emergency Care Unit (24h) of the city.

UNIVATES

The University of Vale do Taquari - Univates is a private, non-profit, communitarian higher education institution, always working to deliver the best for its community and region. With around 80,000 m² of built area and 10,600 students from all levels of education, Univates aims to educate citizens aware of their commitments to the community and the world in which they live, never forgetting their commitment to economic development and the generation of social welfare for the inhabitants of the Taquari Valley. At Univates, the sector responsible for foreign students is the International Relations Office (IRO).





11

BACK TO
INDEX

ACADEMIC INFORMATION



Evaluation system

Students who achieve a final grade of 6.0 or higher in the course on a scale of 0 to 10 are considered approved.



Beware of absences!

It is mandatory to have at least 75% of class attendance in order not to fail.



Courses in English

Univates offers all students courses taught in English in all subject areas. The courses are offered each semester and have qualified professors to provide pleasant and understandable lessons.



Portuguese for Foreigners

All Univates foreign students receive free Portuguese classes. The 60-hour course aims to offer students an introduction to the Portuguese language and Brazilian culture in order to prepare them for the new environment in which they are inserted.

ACADEMIC CALENDAR 2020

univates.br/calendario-academico

COURSE ENROLLMENT

The courses in which students wish to enroll must be referred to IRO by the home institution. Once the list is received, the possibility and availability of the courses are analyzed. The desired changes must be requested at this time or after arrival in Lajeado. Prior to the start of classes, it is important for the student to go to IRO to check the status of their courses. Changes, cancellations and enrollment in additional courses must be requested from IRO within two weeks of the beginning of classes.

BRAZILIAN BUDDY

In order to promote integration between the university community and foreign students, Univates promotes the Brazilian Buddy program. Each exchange student is assigned at least one buddy, aiming at the cultural exchange and improvement of the Portuguese language. In addition, the exchange students will receive daily and academic guidance in order to facilitate the adaptation process in Brazil and in our city.



SERVICES



SPORTS COMPLEX

To start activities at the Sports Complex, the exchange student must present a medical certificate issued at most one month in advance. The exchange student has a 40% discount on physical activities performed at the Univates Sports Complex. Information can be verified on the website:

www.univates.br/esporte-e-saude.

Registration for the activities or their cancellation must be done at the Univates Service department in person.



CENTRAL STUDENT DIRECTORY

The Central Student Directory - DCE is the space that enables student organization and manifestation at Univates. In the DCE room, copy service is offered at below-market prices, computers with internet access, games tables such as pool, foosball, a movie and reading room are available. This is also the meeting point for students.



UMBRELLA LOAN

Students can borrow umbrellas as needed. They are available at the reception of buildings 1, 8, 11, 16, 17 and 18 or the Library.



BICIVATES

Bicivates is Univates' bike sharing system and has 120 bikes distributed at stations, as an alternative for on and off campus commuting. Univates students, professors and employees can use them free of charge.



SERVICE SCHEDULE

You can schedule appointments with psychologist, psychopedagogue, speech therapist, tutoring in various subjects etc



UNIVATES LANGUAGES

The exchange student has a 15% discount on the language courses: German, Spanish, French, English, Italian, Brazilian Sign Language, Mandarin. More information at the Extension Secretariat, room 110 of Building 1.

Registration through the website
www.univates.br/extensao.

CULTURAL CENTER

With about 10,000 m², the architectural complex houses the Library, with space for 300,000 books, 1,176-seat theater, special rooms and leisure area.



Exchange Student Guide - 2019/2020



LIBRARY

A reference in identification technology, Univates Library operates in an automated manner, with systems of self-loaning and self-returning of materials from the collection. In addition, the place has computers, tablets, laptop computers and touch screens for user service and for consulting the catalog.

Time on the weekdays according to the academic calendar

7:30 am to 10:45 pm - Monday to Friday;

7:30 am to 5 pm - Saturday.

SERVICES PROVIDED

- Local and Online Consultation;
- Home loan;
- Renovation;
- Reservations;
- Bibliographic commutation (Comut);
- Access to database and E-books;
- Univates Digital Library (BDU);
- Guidance on standardization of academic papers;
- Chromebooks loan.

Reservations

Reservation of borrowed and / or available material may be made. Withdrawal may be made after confirmation by email that the material is available.



Loan renewal

At the loan counter: as many times as necessary (provided there is no reservation of the material);
On the Univates website: five consecutive times (provided there is no reservation of the material).

Damaged or lost material

A new copy of the same title, author, year and edition (or most recent edition) will be charged for replacement; 20 days for replacement; inclusion of a penalty, preventing the user from loaning or renewing any material until the copy is replaced.



Fines

Return delays will incur fines for material, per day, including holidays and weekends.

INSTITUTIONAL CARD

The Institutional Card is a unique card for internal services, issued to all people who have ties with the Institution. With the card you can access the library, the athletic track, the registration of attendance at events and lectures, the loan of bicycles (Bicivates), and it works as a student identity. To issue the Institutional Card, the IRO team will accompany the student to Univates Service.

EMAIL AND PASSWORD

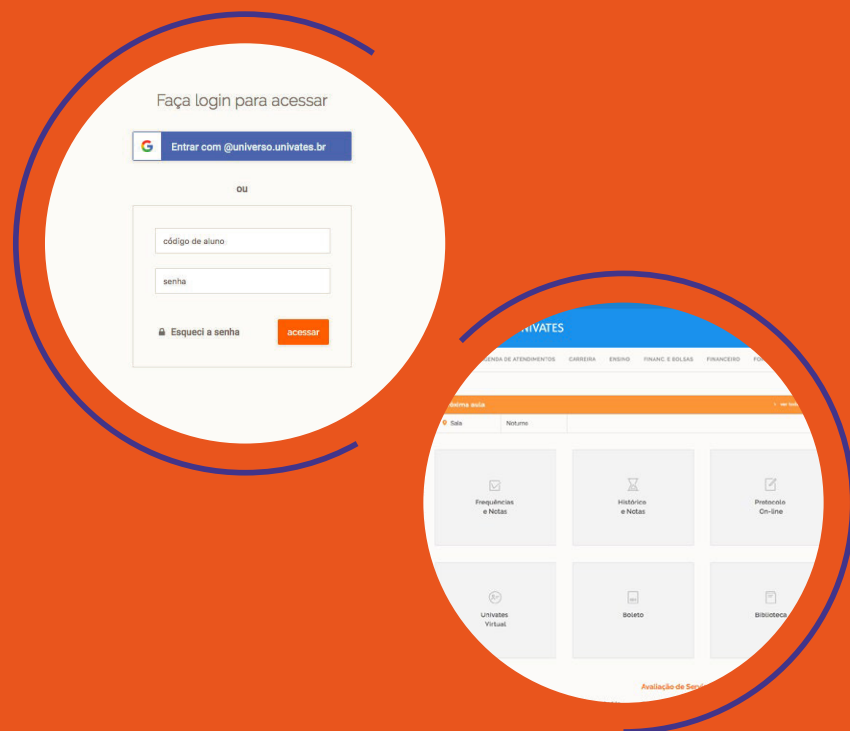
Upon withdrawal of the Institutional Card, the students will register their password. It will be used for all access to the Library, e-mails and academic systems. In addition, all Univates students automatically gain access to an institutional email of the domain @ universo.univates.br for personal use.

All institutional contact is made through this account, which is why it is important to check it.



ACCESSES AT UNIVERSO UNIVATES

Universo Univates is a portal where students find every online service available.



Attendance and Grades

You can check your attendance and grades online.

Transcript

You can check your grade history or transcript online.

Protocols

Protocols can be open online. Applications not available online can only be submitted in person at the Univates Service department.

Certificates

Certificate of enrollment, attendance and grades may be issued free of charge.

Updating Registration Data

The address, phone, email and documents can be updated.

Service Schedules

Appointments can be scheduled with psychologists, psychopedagogue, speech therapist, monitoring in courses, among others.

UNIVATES VIRTUAL

Through Univates Virtual, professors provide materials and request delivery of activities during the semester.



COMPUTER LABORATORIES

How to use, which rules, where to see which labs are available?

www.univates.br/univates-tech/laboratorios

POSSIBILITY OF PAID INTERNSHIP

Exchange students can do, in addition to semester courses, paid internships at companies linked to the University. This is a possibility to further enrich the exchange experience through practical experiences.

END OF THE EXCHANGE

Univates organizes all the academic documentation necessary to make students' return to their home country as smooth as possible. However, it is important to pay attention to deadlines.

Professors have a period of nine business days after class is over to complete their grades. Don't worry, we will send all documentation directly to the students' university (digitally and originally if required). The issuance of specific documents must be previously requested to the International Relations Office.

USEFUL PHONE NUMBERS

IRO - Univates _____	(51) 3714-7019
Ministry of Foreign Affairs _____	(51) 3228-6326
Firefighters _____	193
Bruno Born Hospital _____	(51) 3714-7500
Police _____	190
Federal Police _____	(51) 3717-9000
Salgado Filho International Airport ____	(51) 3358-2000
Lajeado Bus Station _____	(51) 3011-3911
Porto Alegre Bus Station _____	(51) 3228-0699



INTERNATIONAL
RELATIONS
OFFICE