PUC-Rio Online Application – UCEAP Brazil Spring/Year 2016

- PUC-Rio has a very large International Programs office and works with international students from many universities. As a UCEAP student, you are considered an exchange student. Do not select “special student” or this may cause issues.

- Be aware that certain aspects of the application will not apply to you since you are a UCEAP student. You may not have some options that other international students have, and at the same time you may be exempt from certain requirements. Make sure to read these instructions carefully to avoid making mistakes!

1. Go to: http://www.puc-rio.br/ensinopesq/ccci/forms-hp.html, then click on Online Application Form.

2. Enter your email address (this should be an email address that you check daily). A validation key number will be sent to your email account. Enter this validation key number to proceed with the application.
   - Note: If the message including the number does not arrive immediately, be sure to check your spam/junk mail filter.
   - If you still have not received a message, return and try the application again. Sometimes it helps to try using a different email address.
   - If you continue to have problems, please send a message to Ann (aroatisberger@eap.ucop.edu).

3. Carefully read the following tips as you work on the application. They may help you get through some of the more confusing parts of the process.
   - Under the “Type of Course” section you may only select the Intensive+Semester option.
   - Housing FYI – all students on this program must select the PUC-arranged homestay option for the ILP. After the ILP, you are free to either stay in your homestay or to seek housing on your own. You are prohibited from living in any favela (shantytown) except Parque da Cidade or Vidigal (in the first five blocks). Before moving to new housing after the ILP, check with the UCEAP Coordinator on-site in Rio to see if your new address is in a permitted living area.
   - Make sure you always spell your name exactly as it is on your passport.
   - At one point in the application process, you will need to accept an online agreement. Please disregard the language pertaining to wire transfers, orientation fees, etc. Do NOT send a wire transfer of any kind. If you do, UCEAP cannot guarantee that this money will be refunded.
   - In order to continue the application, you will need to click and select wire transfer in the “Payment Options” section. Simply select this in order to move forward in the online process, but DO NOT ACTUALLY SEND A WIRE TRANSFER or payment of any kind to Brazil. Do not submit any of your banking information to PUC-Rio or pay with a credit card. If you do, this money may not be recovered.
   - Carefully work your way through the application. Some students have had difficulty returning to earlier parts of the application (they could not log-in again, and had to start over). Check everything as you go along and double-check prior to submitting the application. Plan on completing everything in one session.

4. Once you have successfully completed and submitted the online application, you will receive an auto-reply message with confirmation of your application and the password you may use to check on your application status. You may need to check your spam/junk mail folder for this message. Please immediately forward this email to Ann at aroatisberger@eap.ucop.edu.

**IMPORTANT NOTE:** Certain hard copy documents are mentioned in the PUC-Rio online application. As part of your official UCEAP application, you have already submitted hard copy documents such as transcripts, personal statements, etc. You do not need to submit anything separately to PUC-Rio.

5. If you have any questions, please feel free to contact Ann at aroatisberger@eap.ucop.edu.