Brazil Visa Information

To receive a visa is a privilege, not a right. Consulates reserve the right to deny a visa. Issuing or denying a visa is an act of the government of Brazil. You are responsible for gathering all required documents and applying for a visa well in advance of the program start date. If your visa is denied or you are turned away due to missing, incomplete, or incorrect items, UCEAP can do nothing to intervene on your behalf. Consult staff may even deny visas due to rude behavior, so if you encounter any difficulties, do your best to remain calm and composed.

UCEAP provides these general guidelines as a courtesy, but info here does not substitute official consulate information. Students should contact the consulate of Brazil for any updates to current visa requirements and procedures. Specific questions regarding your visa should be directed to the consulate of Brazil only – not Google searches or returnees (former students). The government of Brazil may change instructions, fees, and requirements at any time, without notice. Consulate officials may strike at any time, adding delays to the process.

UCEAP’s recommendation: breathe. Don’t panic. This is a huge process, but you will get through it as long as you budget your time, read the instructions carefully, avoid procrastinating, and take the process in steps. Your experience abroad will be well worth it.

1) First, determine the consulate to which you will apply.

Apply to the Consulate of Brazil in LOS ANGELES if your current address (where you have been living for at least one year) is located within this jurisdiction: Counties in Southern California: Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura. Other States: Arizona, Hawaii, Idaho, Montana, Nevada, Utah, Wyoming.

Consulate General of Brazil, Los Angeles
8484 Wilshire Blvd. Suite 300
Beverly Hills, CA 90211
Phone: (323) 651-2664
Fax: (323)651-1274
E-Mail: visa.la@itamaraty.gov.br
Website: http://losangeles.itamaraty.gov.br/en-us/Main.xml
Temporary I Exchange Student Visa info (scroll down to see list): http://losangeles.itamaraty.gov.br/en-us/other_types_of_visa.xml#vitem1

Apply to the Consulate of Brazil in SAN FRANCISCO if your current address (where you have been living for at least one year) is located within this jurisdiction: Counties in Northern California: Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Ladera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benidito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, Yuma. Other States: Oregon, Washington, Alaska

Consulate General of Brazil, San Francisco
300 Montgomery St. Suite 900
San Francisco, CA 94104
Phone: (415) 981-8170
Fax: (415) 986-4625
E-Mail: VISAS@brazilsf.org
Website: http://saofrancisco.itamaraty.gov.br/en-us/Main.xml
2) **Read the info on the consulate website, and become familiar with the process.**

**Keep in mind:**

- A Temporary Exchange Student Visa (Type I or Type IV) is required. You will not be able to even board the airplane without the correct kind of visa. Don’t procrastinate!
- Either kind of visa is generally OK as long as the visa is granted for the correct amount of time. Most recently, the consulates have encouraged the Type I, but this could always change.
- If you are even remotely considering extending to the following semester, you must obtain a visa for the entire year ahead of time, before you leave the U.S.
- Brazilian citizens do not need to obtain a student visa.
- With the exception of Brazilian citizens (with valid passports and documents), most non-U.S. citizens also need to obtain a proper student visa. Immediately contact the Brazilian Consulate for special entry instructions that may differ from the requirements listed here. A list of visa requirements by country is listed on the Los Angeles consulate website here: [http://sistemas.mre.gov.br/kitweb/datafiles/LosAngeles/en-us/file/qgrv-simples-ing-29_01_2015.pdf](http://sistemas.mre.gov.br/kitweb/datafiles/LosAngeles/en-us/file/qgrv-simples-ing-29_01_2015.pdf).

**The Basics:**

- The process at both California consulates involves submitting an online application, followed by scheduling an appointment to submit other required materials. Budget plenty of time for this process. Appointments fill up quickly, especially during the high season and both consulates are currently scheduling appointments about two months out.
- Make sure to be at a computer with access to a printer when you begin the process. You will need to print a protocol form after completing your online application.
- Make sure to schedule your appointment for a time when ALL of your documents will be ready. Begin gathering your documents now, and plan ahead.
- You may apply no more than **90 days** prior to your departure date (there is such a thing as applying too early!).
- The visa is good for multiple entries and it must be used within 90 days from the date issued.
- From the time the visa materials are submitted, you should budget at least **5 business days** for everything to be processed. Budget extra time during holidays and high seasons (Carnival, New Year) or during strikes, since processing can be longer during these time periods.
- Neither consulate offers same-day or expedited visa processing.
- At the end of your appointment the Consulate will let you know when you will need to return to pick up your passport and your visa. They will give you a receipt. **Do not lose this receipt!** You will need to present the original receipt when you return to the Consulate to pick up your passport and your visa.
- You should aim to have your visa appointment sometime in late November or early December, depending on the timing of the host university acceptance letters. You will be informed when the host acceptance letters are ready.
- **Note for Non-U.S. Citizens:** Depending on your country of citizenship, the application process may require more than the standard 5 business days. Contact the consulate immediately. Be sure to read the section in the UCEAP Guide to Study Abroad titled, “Documents for Non-U.S. Citizens.” You may need an U.S. Alien Resident Card, a re-entry visa, and/or other documents in order to keep your status in the U.S. in order.
**Student Visa Costs:**

- The cost for student visas is always changing, currently it is $160. Check the consulate website for updates.
- Any notarization, legalization, Police Clearance or FBI report, copy, or absent fees are additional.
- Always check with the consulate regarding fees, since fees can be added or taken away at any time, and may differ depending on which consulate you work through.
- Non-U.S. citizens should check directly with the consulate for costs and procedures, which may differ from those associated with the visa for U.S. citizens.

The consulate will ONLY accept U.S. Postal Money Orders made out to the *Consulate General of Brazil*. Personal checks, credit cards, and cash are NOT accepted by the consulate.

**Names on documents:**

- The Consulate of Brazil and the Federal Police in Rio are VERY picky about names.
- Names must match exactly on each and every document: passport, acceptance letter from PUC-Rio, EAP Participation letter from UCEAP, birth certificate, visa application, in MyEAP, federal police registration application, etc.
- “Names” refer to your name (including or excluding middle name/initial) and the names of your parents. Decide what name you will use and then use that exact same name every time on every document.
- When filling out any official Brazilian documents (in the U.S. or in Brazil), always use official names (i.e. name on passport). NEVER use nicknames or abbreviations.
- Make sure to sign all documents so that they match the signature in your passport. The consulate in the U.S. and the Brazilian police will not accept documents with differing names or signatures.

**Notes about certain documents:**

- **U.S. passport:** Signed and valid for at least six months from the intended date of entry in Brazil (with at least one blank page available) If you think you may want to extend to the following semester, you need to make sure that your passport is valid for that entire year.

- **Completed Visa Application forms.** Visit your specific consulate’s website (see specific consulate info below) to complete the online application form. Follow all consulate instructions carefully, and don’t forget to print copies of your online application forms. You will need them later.

- **Cadastro Nacional de Pessoas Jurídicas (CNPJ)** *(download and print from UCEAP pre-departure checklist)*. This serves as a copy of PUC-Rio’s registration with the Brazilian authorities.

- **Ata de Fundação** *(download and print from UCEAP pre-departure checklist)* This is the Act of Establishment for PUC-Rio.

- **Copy of round-trip airline ticket or a booked itinerary with proof of payment.** Yes, it needs to be round-trip or at least an onward ticket showing that you have plans to leave Brazil eventually.

- **Police Clearance or “non-criminal record statement”**: The Police Clearance or “non-criminal record statement” is a statement furnished by the local Police Department in the city of your residence, issued within the last three months, certifying the absence of a criminal record. This means you need to get this clearance from a police station closest to where you have been living this past year (based on the address you are using for your visa application), and within three months of the time you apply for your visa (no earlier). Letters from campus police offices usually do not suffice. Go to a city police or county sheriff’s station. ***Check your consulate website for specific information about notarizing and legalizing these documents. At the time this document was produced, personal checks, credit cards, and cash were NOT accepted by the consulate.***
was created, the LA consulate states that they will accept the Police Clearance from a local Police Department, however this may change, so check with the Consulate directly.

- **FBI Background Check:** If you are applying for your visa through the SF consulate, you will need to get an FBI Background Clearance (this is a time consuming process, which you MUST get started on ASAP). Instructions for this important requirement are included here: [http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi](http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi). The FBI can sometimes take up to 12 weeks to process this document. You will need to have this document ready by the time you apply for your visa and it must be dated within 90 days of your visa application. Start working on it immediately.

- **Affidavit/detailed letter from Sponsoring Institution:** Use the official acceptance letter from Pontifical Catholic University of Rio de Janeiro. You will be notified by your campus advisor when this letter and the UCEAP Participation letter are ready to be picked up from your campus office. Sometimes it takes a while for these letters to arrive from Brazil.

- **Proof of Residence within Consular Jurisdiction** for at least one year (voter registration, utility bill, drivers license, bank statement which includes your local address, letter from an employer notarized etc.). This is also necessary if an immediate family member is applying on your behalf. ***Check directly with the consulate to see if this document needs to be notarized and/or legalized.

- **Proof of Financial Capability during Stay in Brazil:** Read instructions and complete Financial Resources Form at the end of this document (below). **Document will need to be notarized by a notary public in the jurisdiction of the consulate, and then legalized by the consulate.**

- **Proof of health insurance:** This can be found on your UCEAP Participation Letter (to be picked up at the campus EAP office at a later date, along with the host university acceptance letter). Same deal – your campus office will let you know when this letter is ready.

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**Legalization and Notarization…**

Some documents will need to be legalized at the consulate (but no need for notarization).

Legalization is a service only offered via mail or at the consulate, and it often cannot be done at the same time as your visa appointment. It usually must be done beforehand. Check the consulate list of requirements, and then check to see when legalization services are available. Budget extra time for this.

Legalization costs are set at a flat rate (see consulate website) per document (USPS money orders only) and can take ten business days to process.

Check with your consulate for more specific information. If you do not have documents legalized by mail, you may need to go to the consulate twice, once to drop off forms for legalization and once to pick up legalized forms and apply for your visa.

Some documents will need to be notarized first, by a Notary Public, then legalized by the Consulate of Brazil. In these cases, you must first have the document notarized by a notary public (you can easily find one locally). In this case, the consulate can only legalize documents that have been issued and/or notarized within the jurisdiction of the consulate.

*Rules regarding legalization are constantly changing, so it is a good idea to budget extra time for this process! Remember that you will need to have everything legalized PRIOR to your visa appointment.*
3) **Apply for your visa.**

**Los Angeles:**

2. Scroll to the very bottom of the page and click on "For other purposes."
3. Read about the Temporary Visa I, then scroll all the way down to find the list of items required.
4. Work on gathering your materials.
7. Continue working on gathering all other materials and getting them legalized so that you have them ready in time for your appointment.

**San Francisco:**

2. A direct link to the requirements for the Temporary Exchange Student visa (Vitem I) is [here](http://saofrancisco.itamaraty.gov.br/en-us/visas.xml).
3. Work on gathering your materials
6. Continue working on gathering all other materials and getting them legalized so that you have them ready in time for your appointment.

**Tips for All Students**

*First, gather most of the materials needed for the student visa. If you think you can get all your documents together within the next thirty days, you can begin your online application and then schedule an appointment.*

*Keep in mind that host university acceptance letters are often delayed (since they come from Brazil) so it is important to not schedule your appointment too early. Do not write to us asking when the letters will be arrive. Stay Zen 😎. Be patient. They will arrive, and you will be notified as soon as they are available. We know that this is stressful, but everyone gets through it. We will provide updates whenever possible.*

*The visa application, list of required documents, and the process for scheduling an appointment are explained on each consulate’s webpage. Budget your time wisely, and read all instructions carefully. Questions regarding the scheduling of appointments should be directed to the consulate, not UCEAP.*

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The visa application includes a field asking for your address/contact info in Brazil. Please use this info:

Kerollyne Cubeiro Evans  
UCEAP Coordinator  
Rua Marquês de São Vicente, 225  
Ed. Pe. Leonel Franca, 8º andar  
22 453-900 Rio de Janeiro - RJ - Brazil  
Phone: + 55 21 3527-1369
Still have questions? Make sure to check out our visa FAQs, also listed in the pre-departure checklist!

Instructions for the Confirmation of Financial Resources Form

What is the Financial Resources Form?
The Brazilian Consulate requires written verification of financial support during your stay in Brazil. This verification is referred to as the “proof of sufficient means.” You must show that you will receive approximately $1,000 per month of financial support while in Brazil. The idea here is to show the consulate that you have enough money to thrive in Brazil for the length of time you hope to be there.

Typically, in order to fulfill this requirement, you must do one of the following:

a.) If you are self-supporting, complete the attached Confirmation of Financial Resources (this form must be notarized) and submit either your most recent bank statement or a letter from your bank verifying your ability to support yourself (stating account/s balance/s) that shows you have the required amount. On the Confirmation of Financial Resources, there are two boxed areas where the source of your financial support is to be indicated. Be sure to fill out the one that states you will be supporting yourself (the bottom box).

b.) If your parent(s) will support you, have him/her complete the attached Confirmation of Financial Resources (this form must be notarized) and submit a notarized letter from your parent(s) explaining financial responsibility for you while in Brazil. On the Confirmation of Financial Resources, there are two boxed areas where the source of your financial support is to be indicated. Be sure that your parent(s) or other person fill(s) out the one that states he/she will be supporting you (the top box).

c.) If you are on financial aid, complete the attached Confirmation of Financial Resources (this form must be notarized) and submit a financial aid award letter that shows you will receive the required amount. On the Confirmation of Financial Resources, there are two boxed areas where the source of your financial support is to be indicated. Be sure to fill out the one that states you will be supporting yourself (the bottom box) and cross out the one that does not apply to you (the top box).

d.) If all of the above or a combination of two of the above applies follow the directions for each applicable form of support. Complete the boxed areas on the Confirmation of Financial Resources as appropriate; indicating the amount of money you will be receiving from each source. This amount should add up to no less than the amount the consulate requires per month. Since this form must be notarized, the notary will need to attach another statement, as there will be two signers, instead of one.
CONFIRMATION OF FINANCIAL RESOURCES FORM

Name of Student: ____________________________  Birthdate: ____________________________

Address: ____________________________  Telephone: ____________________________

Country of Permanent Residence: ____________________________

The above-named student has been selected by the University of California to spend an academic term in Brazil as part of a reciprocal exchange agreement with PUC-Rio. Students pay all university fees to the University of California, which then pays a total amount to PUC-Rio. The student has shown to the satisfaction of the University of California that he or she has the financial resources for maintenance, accommodation and repatriation while in Brazil.

Personal Savings: $ ____________________________  Parental Support: $ ____________________________

Scholarships/Financial Aid: $ ____________________________  Other: $ ____________________________

To Whom It May Concern:

[ ] mother  
[ ] father

I hereby certify that I, the [ ] other (specify) ____________________________, of the above-named student, will support him/her with a monthly allowance of $ ____________________________ while he/she is in BRAZIL attending PUC-Rio, during the 2015 ACADEMIC TERM, and that I am financially responsible for any emergency which may arise.

Print name of provider: ____________________________

Signature of provider: ____________________________

Address of provider: ____________________________

AND (if applicable)

To Whom It May Concern:

I hereby certify that I, the above-named student, will support myself with a monthly allowance of $ ____________________________ while I am in BRAZIL attending PUC-Rio, during the 2015 ACADEMIC TERM, and that I am financially responsible for any emergency which may arise.

Signature of student: ____________________________

NOTARIZATION

State of ____________________________  County of ____________________________

On ____________________________, before me ____________________________, (here insert name and title of the officer), personally appeared ____________________________, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon the instrument of the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature of Notary Public: ____________________________