

FOREIGN STUDENT GUIDE



Welcome

to the **Federal University of Bahia**



History:
Find out more

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FOREIGN STUDENT GUIDE

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It is a pleasure to have you at our university.

The Federal University of Bahia and the International Affairs Office would like to welcome you!

This guide is intended for all foreign students who come to spend a period of study at UFBA. It is a guidance manual for all stages of international mobility, from the initial step-by-step process before the trip, through university life, to the end of your stay.

Keep this guide for every moment of your university life at UFBA!

1

UFBA IN NUMBERS

Undergraduate students:

 + de **48.000**

Postgraduate students:

 + de **8.000**

Students + professors +
administrative technicians:

 + de **60.000**

1 approximate numbers

5 Campuses

Salvador

Ondina, Canela, Federação

Interior:

Camaçari, Vitória da Conquista

2

INTERNATIONAL COOPERATION IN NUMBERS

Agreements and contracts:

 **54**

Brazilian students on exchange:

 **49**

Foreign students:

 **63**

2 Current numbers in 2023

a.

UFBA international mobility sector:

International Affairs Office

 **SRI:** <https://sri.ufba.br/>

It operates in the management of international cooperation instruments in teaching, research and extension at undergraduate, postgraduate and technical levels.

SRI's mission is to develop different modalities of internationalization that strengthen the principles of promoting scientific quality, social equality and diversity, including technical and academic exchange, the establishment of research networks, bilingual academic activities and cooperation in teaching and in research with foreign institutions.

In practice, the SRI is the reference point for the foreign student.

Address: Palácio da Reitoria - Rua Dr. Augusto Viana s/n, Canela, Salvador-BA - **Cep:** 40110-909

Opening hours: Monday to Friday from 08am to 5pm

Contact email: sri@ufba.br

Telephone: + (55) (71) 3283 7025 / 7074

b. Other sectors of interest:

For students of the PEC-G Program:

Pro-Rectorate of Undergraduate Studies - PROGRAD:

 **PROGRAD:** <https://prograd.ufba.br/>

Structuring sector of the University's Central Administration, its objective is to coordinate activities related to undergraduate teaching at UFBA, and meet the academic demands of undergraduate students and professors.

Address: Rua Dr. Augusto Viana 265, Canela, Salvador-BA

Contact email: secgrad@ufba.br

Telephone: + (55) (71) 3283 7119



Click here to find the emails to contact of
UFBA Undergraduate Collegates

b. Other sectors of interest:

For Master's and Doctorate students:

Pro-Rectorcy of Research and Graduate Studies - PRPPG:

 **PRPPG:** <https://prppg.ufba.br/>

Supports and develops graduate programs; develops actions aimed at qualifying teaching staff; acts on the Scientific Initiation policy of Education and/or Research Institutions; encouraging UFBA community to bring technological solutions to the productive and/or social environment that result in new products, processes and services; in supporting research and creation activities at the University.

Address: Rua Basílio da Gama , N° 6/8 Canela, Salvador - Bahia - Brasil

Contact email: prppg@ufba.br

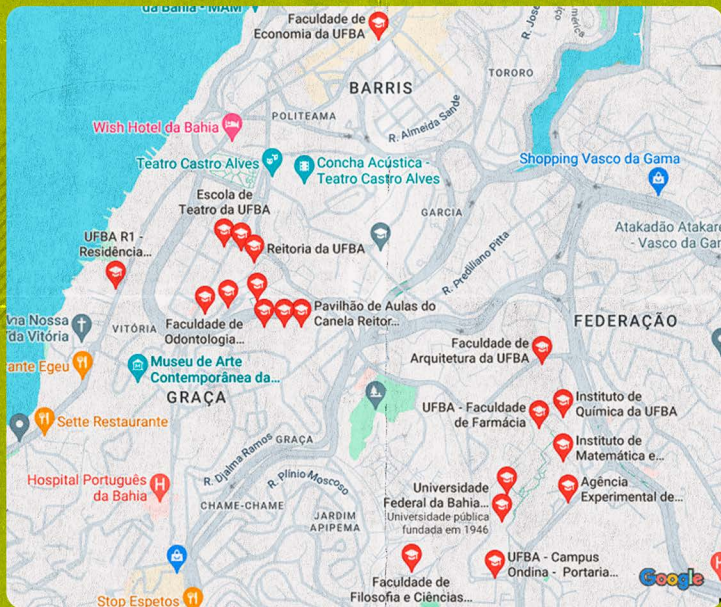
Telephone: + (55) (71) 3283-7991



Click here to find the emails to contact of the
UFBA Postgraduate Collegiates

C.

Map of Salvador campuses



Click:
and see more



2. Mobility program

a. Step by step:

With your acceptance letter from UFBA, gather the mandatory documents before your trip: valid passport, student visa, health insurance and CPF. This way, you will be able to buy your ticket and organize your trip.

b. When to arrive?

It is important that the student arrives at least 15 days before the start of classes, so that they can organize themselves: settle into good accommodation, register with the Federal Police, and complete the CPF procedures (**essential document** for life in Brazil).

Attention: If the student arrives after **25% of the semester** has elapsed, he/she will be able to enroll, but will not be able to apply for a curricular component (subject), being only possible to apply for Supervised Research (activity).

2. Mobility program

c. Academic information:

UFBA operates on a biannual academic basis with the first semester running from March to July and the second semester running from August to December. The Academic Calendar is published on the SUPAC website. See also the **Student Guide from the Academic Administration Office SUPAC**.

In Brazil, undergraduate courses last an average of **8 semesters, totaling 4 years**. Master's courses usually take 4 semesters (2 years) to complete. Doctoral degrees last an average of 8 semesters (4 years).

Undergraduate courses at UFBA tend to be more disciplinary, enrolled in major areas of knowledge, without much exchange of areas of study within the same subject.

2. Mobility program

c. Academic information:

At UFBA it is also possible to study **Interdisciplinary Bachelor's Degrees**. BI, as it is also called, is an undergraduate course that aims to add general training from the perspectives of the so-called "three cultures", namely artistic, scientific and humanistic. Currently, there is the Arts, Humanities, Health and Science and Technology BI. These courses have an average duration of 3 years.

For undergraduate and graduate courses, subjects at UFBA have a **multiple of 15 class hours per semester**, between the 15 academic weeks, and can be completely theoretical, completely practical, or both.

To be approved, in addition to obtaining a minimum grade of **5/10 (five out of ten)**, the student must have **at least 75% class attendance**.

2. Mobility program

c. Academic information:

Classes are entirely taught in Portuguese. Therefore, it is necessary for the student to arrive at UFBA with some knowledge of the language, to be able to follow classes and carry out the activities and assessments.

You will be able to create an access credential, with a login and password for the UFBA domain. With the credential, it will be possible to access integrated teaching platforms, such as Moodle, RNP Web Conference and Google G Suite for Education. UFBA email registration is via the **SIUS website**.

All credits, workload, grades and subjects taken can be consulted through the **SIAC (undergraduate) and SIGAA (graduate) portals**.

To adopt the Social Name in UFBA records, it is necessary to fill out the Social Name Form, send it completed and signed, together with your identity document in PDF, to the SUPAC Student Service Center (nae@ufba.br). The subject of the email must be "Adoption of social name" and the message must contain the registration number, CPF and the course name.

3. Before leaving your country

a. Provide the following **mandatory documents**:

Arrange the following mandatory

* For course periods longer than 90 days.

Student visa (VITEM IV)* - step by step:

1. Online form: Access the **Brazilian Consulate website in your country** for accurate information and complete the Visa Application Form. Through this link you will find the contacts and location of the Brazilian diplomatic representation in your country. 

2. Schedule an interview at the nearest Brazilian consulate or embassy. Scheduling can be done online.

3. Track the status of your visa application, which can be done online on the consulate or embassy website.

Click and access 

 **Click** for General information:

3. Before leaving your country

Necessary documents:

- Valid **passport**
- Recent **photo**
- **Letter of acceptance** from the educational institution
- **Proof of financial** means to support yourself in Brazil
- **Proof** of address
- **Proof** of health insurance
- **Proof** of payment of the visa fee

Note: If you request additional documents from the University, consult the Student Guide of the Academic Administration Office SUPAC or write to SUPAC (supac@ufba.br), or contact the collegiate of your course.

3. Before leaving your country

Health insurance

Choose a reliable insurance

company that meets government and educational institution requirements.

Purchase a plan that suits your needs and contact the insurance company to obtain supporting documentation.

Make sure your insurance covers the funeral repatriation service, this is a requirement of UFBA.

Keep copies of your insurance

documents as they may be requested during the visa and immigration process..

Have a valid proof of insurance

to present during the visa and immigration process.

Familiarize yourself with coverage

details, including medical, hospital care and body transfer coverage.

Renew your insurance regularly

and be aware of the educational institution's requirements.

Have medical emergency numbers

available and know what to do in urgent cases.

3. Before leaving your country

CPF

The Individual Person Registry (CPF) is an essential document in Brazil, including for foreign students. For foreigners residing abroad, look for the consular office responsible for the location of your jurisdiction: **Click here** and schedule the CPF request service through the e-consular system at the chosen consulate or embassy post: **Click here**

Documentation:

- **FCPF (click here)** form completed and signed;
- Identification document;
- Birth or marriage certificate;

3. Before leaving your country

b. Recommended

Register (for information on registration, consult the **SRI** or your graduate program).

Access the profici.ufba.br website to check if there are Portuguese for Foreigners e-learning classes available.

Note to GCUB students:

Provide money for 2 months until you receive the scholarship (total living costs can vary from R\$1,500 to R\$3,000 – \$300 to \$600 dollars – per month, depending on personal choices and individual circumstances).

It is highly recommended that you book your accommodation in advance. UFBA does not provide accommodation for foreign students, so you must arrive in Brazil with a hotel, guesthouse, hostel reservation, rental contract or invitation letter for accommodation. The closest neighborhoods to UFBA are: Ondina, Barra, Federação, Rio Vermelho, Vitória, Canela and Graça.

3. Before leaving your country

b. Recommended

Come with some change. The purchase price for reais at the airport may be more expensive.

Contact your bank to make sure it knows you will be taking a trip to Brazil and avoid issues with your card being blocked.

The Ministry of Health recommends that international tourists update their vaccination status prior to arrival in Brazil, according to the guidelines in the vaccination calendar of the country of origin or residence, in particular, vaccines against yellow fever, polio, measles, rubella, diphtheria and tetanus.


4. Upon arriving in Bahia:

a. At the airport



During the flight, you will receive an entry form to Brazil, which you must fill out and hand in to the Federal Police after disembarking.

It is important that when you arrive at the airport, you have all the documents necessary for control, such as passport, visa, health insurance, declaration of accommodation and connection with the educational institution, and others that may be relevant to your case. The agency responsible for customs control is the Federal Police of Brazil.



If you haven't yet exchanged your money, there are exchange offices available at the airport to purchase the local currency, the real. In the first few days it is important to carry some physical cash on hand.

4. Upon arriving in Bahia:

a. At the airport

It is also recommended that you purchase a phone chip at the airport, so as not to have communication and internet problems during the first hours of your stay.



To leave the airport, you can use public or individual transport. At Salvador airport there is a shuttle that takes you to the Metro Station. There, you can travel to the main bus terminals in Salvador, integrating your ticket.



However, we suggest that you travel from the airport to your accommodation by private transport. **From the airport, you can order a car via an app or take a taxi** outside the airport. The last option is usually more expensive.

4.

Upon arriving in Bahia:

ATTENTION

In addition to the CPF, it is mandatory for foreign students to also have a CRNM (National Migration Registration Card) (formerly RNE, National Foreigner Registry). It works like the Brazilian RG (General Registry/ID), being necessary for traveling, opening a bank account and other things. The document is issued at the Federal Police, via prior appointment and payment of the GRU (Federal collection guide).

Any enrollment can only be carried out upon presentation of health insurance valid for the entire study period.

The students must update their data (home and insurance address) every semester, as a condition for enrolling.

It is the obligation of the scholarship student (including GCUB) to inform SRI via **email: sri@ufba.br** (with a copy to the program and the supervisor) about any trip outside the country.

4.

Upon arriving in Bahia:

ATTENTION

Scholarship students: it is mandatory to open an account at a Brazilian banking institution to receive your scholarship. Bank account indicated for GCUB: Banco do Brasil checking account. Necessary documents:

- A. **RNM** – National Migration Registry, issued by the Federal Police of Brazil;
- B. **CPF** – Individual Person Registry;
- C. **Proof of registration** issued by UFBA;
- D. **Proof of residence** in the student's name or declaration, according to the model, that the student resides in the informed location issued by any person, signed, notarized. In addition to the declaration, proof of residence in the declarant's name for up to 3 months must be presented.

5. Presenting yourself at university

a. Undergraduate Student:

Access the SRI website sri.ufba.br 

b. Graduate Student:

Go to your graduate program.

6. Life at university: UTILITIES

a. THE PROFICI



PROFICI is the Foreign Language Proficiency Program for Students and Employees at UFBA, which offers courses in Spanish, French, English, Italian and Portuguese as a foreign language.

The courses are free and aimed at undergraduate and graduate students, as well as UFBA employees and professors.

Registration is open every six months (normally in October and April) and selection notices are published on the website <https://profici.ufba.br> 

6. Life at university: UTILITIES

b. The University Restaurant (RU)



The University Restaurant (RU) is part of UFBA's student assistance policy. Currently, there are 3 University Restaurants in operation, at the **Ondina**, **São Lázaro** and **Canela** units.

Undergraduate and graduate students pay R\$2.50, while professors and administrative technicians pay R\$14.39.

The regular opening hours of the University Restaurants are:

- 🌐 **Ondina:** 11am to 2pm for lunch and from 5pm to 8pm for dinner.
- 🌐 **São Lázaro:** 11am to 2pm for lunch and 5pm to 7pm for dinner.
- 🌐 **Canela:** 11am to 2pm for lunch and 5pm to 8pm for dinner.

6. Life at university: **UTILITIES**

b. **The University Restaurant (RU)**



Meals include at least 2 protein choices with an ovo-lacto-vegetarian option, carbohydrates, salad, side dish, juice and dessert.

To access the RU, it is necessary to present proof of UFBA registration and photo identification. It is recommended to arrive in advance, due to the queues and limited number of meals per day.


6. Life at university: UTILITIES

C. The Buzufba



Buzufba is also part of UFBA's student assistance policy. **"Buzu" is a Bahian expression for bus.** It is the most suitable means of transport for moving from one university unit to another.

Buzufba, in addition to traveling through campuses, also has stops at strategic locations, such as the UFBA Nursery, University Residences, University Restaurants and the Rectory. Currently, there are 5 Buzufba lines and one express.

Buzufba is intended only for members of the UFBA community and is a free service. The updated timetables can be accessed below: **[[buzufba timetable](#)]** 

6. Life at university: UTILITIES

d. The Library System



UFBA has a total of 23 libraries among its units, including the Camaçari and Vitória da Conquista campuses.

Libraries are divided between areas of knowledge (e.g.: Health Library and Polytechnic School Library), sectors (e.g.: Music, Education, Law) and special units (e.g.: Brazilian Health Memory, Museum of Sacred Art Library, Library at the Center for Afro-Oriental Studies).

Access to libraries is free, but borrowing materials is only permitted for the UFBA community. Operating rules vary from one unit to another, but to use the loan, renewal, return and reservation services for bibliographic material, registration is required. To do this, you must present proof of registration and identification document at any library.

6. Life at university: UTILITIES

d. The Library System



Through the system **pergamum.bib.ufba.br** it is possible to consult the materials available in the collection before going to a unit. 🌐

Addresses and communication channels with the libraries can be found at **<https://sibi.ufba.br/bibliotecas>** 🌐

6. Life at university: UTILITIES

e. Connectivity on the UFBA network



UFBA has a Wi-Fi network in all its units. The connectivity service to the UFBA Network is available to university employees (professors, administrative technicians, outsourced workers), all students and visitors to UFBA.

6. Life at university: UTILITIES

f. The SMURB



SMURB is the Rubens Brasil University Medical Service. Initially created to serve UFBA students, it was later expanded to include professors and staff.

SMURB formulates, implements, executes and monitors health actions, prevention of health problems, health surveillance and safety at work.

Appointment scheduling: www.smurb.ufba.br 

Through prior online scheduling, UFBA students can schedule medical appointments and exams free of charge, in areas such as Internal Medicine, Cardiology, Gynecology, etc. It is not possible to assist employees and students in urgent or emergency situations. Services are provided at HUPES.

6. Life at university: UTILITIES

9. The HUPES complex



The Professor Edgard Santos University Hospital - also known as Hospital das Clínicas - is a health complex, located in the Canela neighborhood, close to the UFBA Rectory Palace.

Address: 4F Universidade Federal da Bahia - R. Padre Feijó, 240 - Canela

Telephone: (71) 3283-8710

Linked to UFBA and part of the Unified Health System (SUS), the complex aims to provide health care to the population; train human resources focused on teaching, research and assistance practices and produce knowledge for the benefit of the community.

The health services provided by HUPES are free to the population and also welcome patients from outside the UFBA network.

7. Student documentation

a. SalvadorCard



Public transport in Salvador consists of urban and metropolitan bus lines, BRT (Bus Rapid Transit) and STEC (Special Complementary Transport Subsystem), **R\$5.20 is the full ticket price.**

There are also 2 metro lines that connect Lapa Station, the city's main transport terminal, with Salvador International Airport, **costing R\$4.10 for the full ticket.**

High school, technical and higher education students (including graduate studies) are entitled to half fare ticket on public transport in Salvador. To do this, you need to obtain your SalvadorCard.

7. Student documentation

a. SalvadorCard



The data of students regularly enrolled at UFBA are sent directly to SalvadorCard. To get your half fare ticket card, you just need to make an appointment on the SalvadorCard website, between February 1st and October 31st, and show up at the physical address, at Shopping da Gente (Av. Antônio Carlos Magalhães, 4591 - Brotas), on the scheduled day and time. You must have an original identity document, proof of registration and the amount corresponding to 12 current bus fares.

It is essential for the SalvadorCard that the registered data is complete and updated (home address with zip code; mother's name; date of birth and identification document). The names of regularly enrolled students are sent in batches every semester. It is necessary for the student to consult their registration data in SIGAA and then check their aptitude on the Salvador Card, using their first name and date of birth (Link to the website to consult aptitude on the Salvador Card).

7.

Student documentation

b.

Student card



The DNE, or National Student Document, is the document that proves your connection with a Brazilian educational institution. With this document, the student can get 50% discounts on tickets to cinemas, theaters, musical shows, educational events and football matches throughout the country. In Salvador, the DNE does not offer discounts on public transport.

You can issue your DNE online, through the National Student Union website, at a cost of **R\$45.00 + shipping.** Or in person, at the AMES kiosk, which is usually in the free space of the Central Library, on Ondina Campus, for R\$16.00.

8.

Urgent information



Military Police

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Hotline Report

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Fire Department

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Emergency Medical Care Service

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8.

Urgent Information



Federal Police - DELEMIG - Immigration Police Station

Address: Aeroporto Internacional Luís Eduardo Magalhães

Telephone: (71) 3377-0995

E-mail: delemig.drex.srba@pf.gov.br / migracao.ba@pf.gov.br

It is also important that you always have easy access to the contact details of your country's consular office in Brazil, in case of emergencies. You can consult the contacts of Consulates and Embassies present in Brazil.

Access the Consulates and Embassies present in Brazil. [🌐](#)

For more safety information **click here** [🌐](#)

For more
informations,
access the **booklet**
UFBA Student

 [Click here](#) and access

Scan here and access



WELCOME GUIDE FOR FOREIGN STUDENTS AT UFBA

ACCOMPLISHED BY:

INTERNATIONAL AFFAIRS OFFICE | SRI UFBA

WLAMYRA ALBUQUERQUE

IDEALIZATION AND ORGANIZATION

Superintendency of International Relations | SRI

Dean of Undergraduate Education | Prograde

Dean of Research and Postgraduate Studies | PRPPG

Superintendency of Academic Administration | SUPAC

EDITORIAL PRODUCTION

Larissa Kharkevitch

Carlos Eduardo Amaral | Cadu - Communication Intern

DESIGN, COVER AND LAYOUT

Tainá Anunção | Folha de Lôro - BI in Arts Intern

REVISION

Larissa Kharkevitch

Marta Cunha

Carlos Eduardo Amaral

SRI TEAM

Antônio Luiz Kraychete

Betânia Almeida

Carlos Eduardo Amaral

Carolina Sacramento

Estelle Diorato

Larissa Kharkevitch

Maíra Villas Bôas

Maria Cristina Santos

Marta Cunha

Paulo Dantas

Tainá Anunção

Wlamyra Albuquerque