



## **APPLICATION INSTRUCTIONS for student exchange**

### **APPLICATION DEADLINE:**

- **MAY 15: FOR EXCHANGE STARTING IN AUGUST**
- **OCTOBER 15: FOR EXCHANGE STARTING IN FEBRUARY**

### **INSTRUCTIONS:**

**PLEASE NOTE THAT YOU WILL NEED TO BE NOMINATED BY YOUR HOME UNIVERSITY BEFORE PROCEEDING WITH YOUR APPLICATION.**

**TO APPLY FOR STUDENT EXCHANGE AT PUC MINAS, YOU NEED TO:**

- **FILL OUT THE APPLICATION FORM**
- **SEND A COPY OF THE REQUIRED DOCUMENTS BY E-MAIL**

**THE APPLICATION FORM AND DOCUMENTATION MUST BE SENT TO THE FOLLOWING  
E-MAIL ADDRESS: [seplanrelint@pucminas.br](mailto:seplanrelint@pucminas.br)**

### **REQUIRED DOCUMENTS:**

- **HEADSHOT PHOTO (FOR STUDENT ID)**
- **TRANSCRIPT OF GRADES AND SUBJECTS TAKEN IN HOME UNIVERSITY (DOES NOT NEED TO BE TRANSLATED);**
- **LETTER OF INTENTIONS EXPLAINING WHY YOU WOULD LIKE TO STUDY AT PUC MINAS;**
- **COPY OF PASSPORT MAIN PAGES;**
- **FINANCIAL RESOURCES DECLARATION PROPERLY COMPLETED AND SIGNED (ATTACHED);**
- **LEARNING AGREEMENT (ATTACHED).**

# APPLICATION FORM for student exchange



## PERSONAL DETAILS

FULL NAME (AS IN YOUR PASSPORT) \_\_\_\_\_

FULL MOTHER'S NAME: \_\_\_\_\_

FULL FATHER'S NAME: \_\_\_\_\_

DATE OF BIRTH (DD/MM/YYYY): \_\_\_/\_\_\_/\_\_\_\_ GENDER: ( ) M ( ) F ( ) OTHER

CITY AND COUNTRY OF BIRTH: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

PASSPORT NUMBER: \_\_\_\_\_ EXPEDITION DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DO YOU HAVE ANY MEDICAL CONDITION/DISABILITIES/SPECIAL NEEDS? ( ) NO ( ) YES, PLEASE DESCRIBE:

\_\_\_\_\_  
\_\_\_\_\_

### CONTACT INFORMATION IN CASE OF EMERGENCY:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

## ACADEMIC INFORMATION

STUDY PROGRAM OF INTEREST AT PUC MINAS: \_\_\_\_\_

INTENDED PERIOD FOR THE EXCHANGE PROGRAM: ( ) ONE SEMESTER ( ) ONE YEAR

IN CASE OF ONE SEMESTER, SPECIFY: ( ) FEBRUARY - JUNE ( ) AUGUST - DECEMBER

HOME INSTITUTION: \_\_\_\_\_

INSTITUTION FULL ADDRESS: \_\_\_\_\_

NAME OF THE CURRENT STUDY PROGRAM AT HOME INSTITUTION: \_\_\_\_\_

NUMBER OF TERMS ALREADY ATTENDED AT HOME INSTITUTION: \_\_\_\_\_

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## LANGUAGE KNOWLEDGE

KNOWLEDGE OF PORTUGUESE: ( ) NONE ( ) BASIC ( ) INTERMEDIATE ( ) ADVANCED

KNOWLEDGE OF SPANISH: ( ) NONE ( ) BASIC ( ) INTERMEDIATE ( ) ADVANCED

KNOWLEDGE OF ENGLISH: ( ) NONE ( ) BASIC ( ) INTERMEDIATE ( ) ADVANCED

WILL YOU NEED INSTRUCTION OF PORTUGUESE AS A FOREIGN LANGUAGE? ( ) NO ( ) YES

## HOUSING

PUC MINAS DOES NOT HAVE STUDENT HOUSING OR ACCOMMODATION. HOWEVER, WE CAN SUGGEST SOME OPTIONS AND HELP THE STUDENTS. THE CHOICE OF ACCOMMODATION, AS WELL AS ITS COSTS, ARE FULL RESPONSIBILITY OF THE STUDENT AND MUST BE PAID DIRECTLY TO THE SUPPLIER OF THE SERVICE.

## IMPORTANT:

- TO STUDY IN BRAZIL YOU MUST HAVE A STUDENT VISA, WHICH SHOULD BE REQUESTED AT THE BRAZILIAN DIPLOMATIC OFFICE IN YOUR HOME COUNTRY AS SOON AS POSSIBLE.
- PUC MINAS STRONGLY RECOMMENDS THAT FOREIGN STUDENTS CONTRACT AN INTERNATIONAL HEALTH INSURANCE THAT COVERS THE EXPENSES OF HEALTH/EMERGENCY DURING THE STAY IN BRAZIL.
- ONCE IN BRAZIL, YOU WILL HAVE A 30 DAY PERIOD TO GO TO THE FEDERAL POLICE AND REGISTER YOURSELF. ALSO, PLEASE COME TO OUR OFFICE OF INTERNATIONAL AFFAIRS AS SOON AS YOU CAN AFTER ARRIVING IN THE BELO HORIZONTE TO COMPLETE YOUR REGISTRATION PROCESS.

## USE OF PICTURE'S RIGHTS

DO YOU AUTHORIZE YOUR PICTURE'S USE AT PUC MINAS'S WEBSITE AND SOCIAL MEDIA? ( ) YES ( ) NO

## INTERNATIONAL BUDDY

WOULD YOU LIKE TO HAVE AN INTERNATIONAL BUDDY? ( ) YES ( ) NO

\*BY CHECKING UP THE "YES" BOX, YOU AGREE TO LET THE INTERNATIONAL AFFAIRS OFFICE SEND YOUR CONTACT INFORMATION TO A PUC MINAS'S STUDENT, WHO WILL HELP YOU DURING YOUR EXCHANGE PROGRAM.

If you want to, you can also share your profile in social media with us, so we can send to your buddy:

I DECLARE THAT ALL THE INFORMATION GIVEN IN THIS FORM IS TRUE.

SIGNATURE: \_\_\_\_\_

PLACE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## FINANCIAL RESOURCES DECLARATION

I, \_\_\_\_\_ CITIZEN OF  
\_\_\_\_\_, PASSPORT NUMBER \_\_\_\_\_ EXPEDITION  
DATE \_\_\_\_\_ DECLARE HAVING SUFFICIENT FUNDS TO COVER MY EXPENSES WITH FOOD,  
HOUSING, TRANSPORTATION, SCHOOL MATERIAL AND OTHERS, DURING MY STAY IN BRAZIL, AS WELL AS TUITION  
AND REGISTRATION FEES WHEN APPLICABLE, BY THE TIME I WILL BE ENROLLED AT PUC MINAS ATTENDING THE  
UNDERGRADUATE PROGRAM \_\_\_\_\_.

SIGNATURE: \_\_\_\_\_

PLACE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## LEARNING AGREEMENT

THE LIST OF PROGRAMS (MAJORS) AVAILABLE AT PUC MINAS CAN BE FOUND IN THE PROGRAM CATALOG (ATTACHED). TO FIND THE LIST OF CLASSES AVAILABLE FOR EACH PROGRAM, JUST CLICK ON THE NAME OF THE PROGRAM YOU ARE INTERESTED.

PLEASE INDICATE THE CLASSES YOU ARE INTERESTED IN TAKING AT PUC MINAS, AND KEEP IN MIND THE FOLLOWING INSTRUCTIONS:

- 1- WE STRONGLY ADVISE YOU TO CHOOSE UP TO FIVE CLASSES IN ORDER TO GUARANTEE SUCCESSFUL ACADEMIC RESULTS.
- 2- YOUR LEARNING AGREEMENT WILL BE REVIEWED BY THE OFFICE OF INTERNATIONAL AFFAIRS AND WE WILL INFORM YOU IF THERE IS ANY ISSUE THAT MAY OBSTRUCT YOUR REGISTRATION. POSSIBLE ISSUES ARE: YOU CHOSE TWO CLASSES THAT ARE TAUGHT AT THE SAME TIME, OR THE CHOSEN CLASS IS ALREADY FULL.
- 3- YOUR REGISTRATION WILL ONLY BE COMPLETED WHEN YOU ARRIVE AT PUC MINAS AND PRESENT YOURSELF AT THE OFFICE OF INTERNATIONAL AFFAIRS.
- 4- YOU CAN CHOOSE UP TO TWO CLASSES THAT ARE TAUGHT IN OTHER PROGRAMS. FOR EXAMPLE, STUDENTS ENROLLED IN BUSINESS PROGRAM CAN CHOOSE TO TAKE UP TO TWO CLASSES IN OTHER PROGRAMS, SUCH AS INTERNATIONAL RELATIONS OR ECONOMICS.
- 5- SOME CLASSES ARE NOT AVAILABLE FOR EXCHANGE STUDENTS. THEY ARE: TRABALHO DE CONCLUSÃO DE CURSO (UNDERGRADUATE THESIS) AND ESTÁGIO (INTERNSHIP).

<b>PROGRAM / MAJOR</b> PLEASE REFER TO THE PROGRAM CATALOG	<b>SUBJECT / CLASS</b>	<b>SHIFT</b> MORNING, AFTERNOON OR EVENING

SIGNATURE \_\_\_\_\_

PLACE: \_\_\_\_\_

DATE: \_\_/\_\_/\_\_\_\_\_



## LIST OF UNDERGRADUATE PROGRAMS:

TO FIND THE LIST OF CLASSES AVAILABLE FOR EACH PROGRAM, JUST CLICK ON THE NAME OF THE PROGRAM YOU ARE INTERESTED.

- **ACCOUNTING** / Ciências Contábeis
- **ADVERTISING AND MARKETING** / Publicidade e Propaganda
- **AERONAUTIC ENGINEERING** / Engenharia Aeronáutica
- **ARCHITECTURE AND URBANISM** / Arquitetura e Urbanismo
- **BIOLOGY** / Ciências Biológicas
- **BIOMEDICINE** / Biomedicina
- **BUSINESS** / Administração
- **CHEMICAL ENGINEERING** / Engenharia Química
- **CINEMA AND AUDIOVISUAL** / Cinema e Audiovisual
- **CIVIL ENGINEERING** / Engenharia Civil
- **COMPUTER ENGINEERING** / Engenharia de Computação
- **COMPUTER SCIENCE** / Ciência da Computação
- **CONTROL AND AUTOMATION ENGINEERING** / Engenharia de Controle e Automação
- **DENTISTRY** / Odontologia
- **ECONOMICS** / Ciências Econômicas
- **ELECTRICAL ENGINEERING** / Engenharia Elétrica
- **ELECTRONIC AND TELECOMMUNICATION ENGINEERING** / Eng. Eletrônica e de Telecomunicações
- **ENERGY ENGINEERING** / Engenharia de Energia
- **GEOGRAPHY** / Geografia
- **HISTORY** / História
- **INFORMATION SYSTEMS** / Sistemas de Informação
- **INTERNATIONAL RELATIONS** / Relações Internacionais
- **JOURNALISM** / Jornalismo



### LIST OF UNDERGRADUATE PROGRAMS:

- **LANGUAGES (ENGLISH-PORTUGUESE)** / Letras (Inglês-Português)
- **LAW** / Direito
- **MATHEMATICS** / Matemática
- **MECHANICAL ENGINEERING** / Engenharia Mecânica
- **MEDICINE** / Medicina
- **METALLURGICAL ENGINEERING** / Engenharia Metalúrgica
- **NURSING** / Enfermagem
- **NUTRITION** / Nutrição
- **PEDAGOGY** / Pedagogia
- **PHILOSOPHY** / Filosofia
- **PHYSICAL EDUCATION** / Educação Física
- **PHYSICS** / Física
- **PHYSIOTHERAPY** / Fisioterapia
- **PRODUCTION ENGINEERING** / Engenharia de Produção
- **PSYCHOLOGY** / Psicologia
- **PUBLIC RELATIONS** / Relações Públicas
- **SOCIAL SCIENCES** / Ciências Sociais
- **SOCIAL SERVICES** / Serviço Social
- **SOFTWARE ENGINEERING** / Engenharia de Software
- **SPEECH THERAPY** / Fonoaudiologia
- **THEOLOGY** / Teologia
- **VETERINARY MEDICINE** / Medicina Veterinária