







Student's Guide

International Student's Guide 2019

Centro Estadual de Educação Tecnológica Paula Souza

INTERNATIONAL STUDENT'S GUIDE 2019

CENTRO ESTADUAL DE EDUCAÇÃO TECNOLÓGICA PAULA SOUZA

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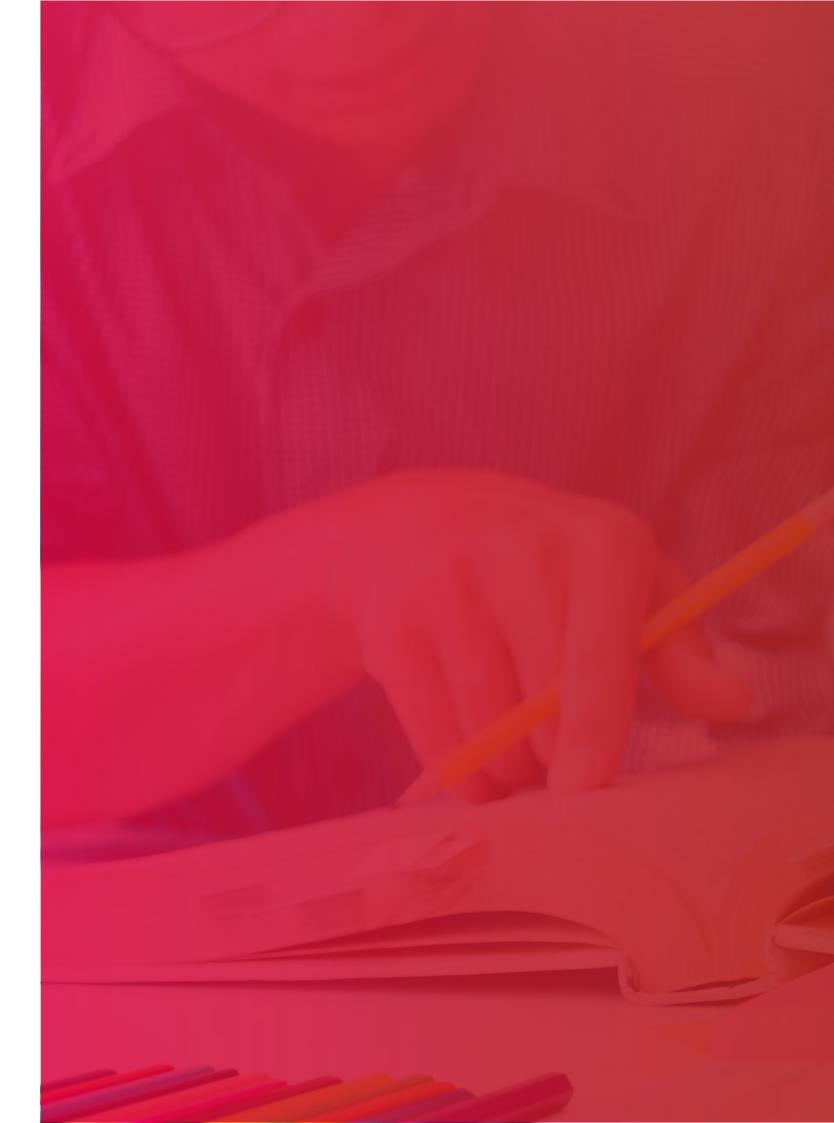
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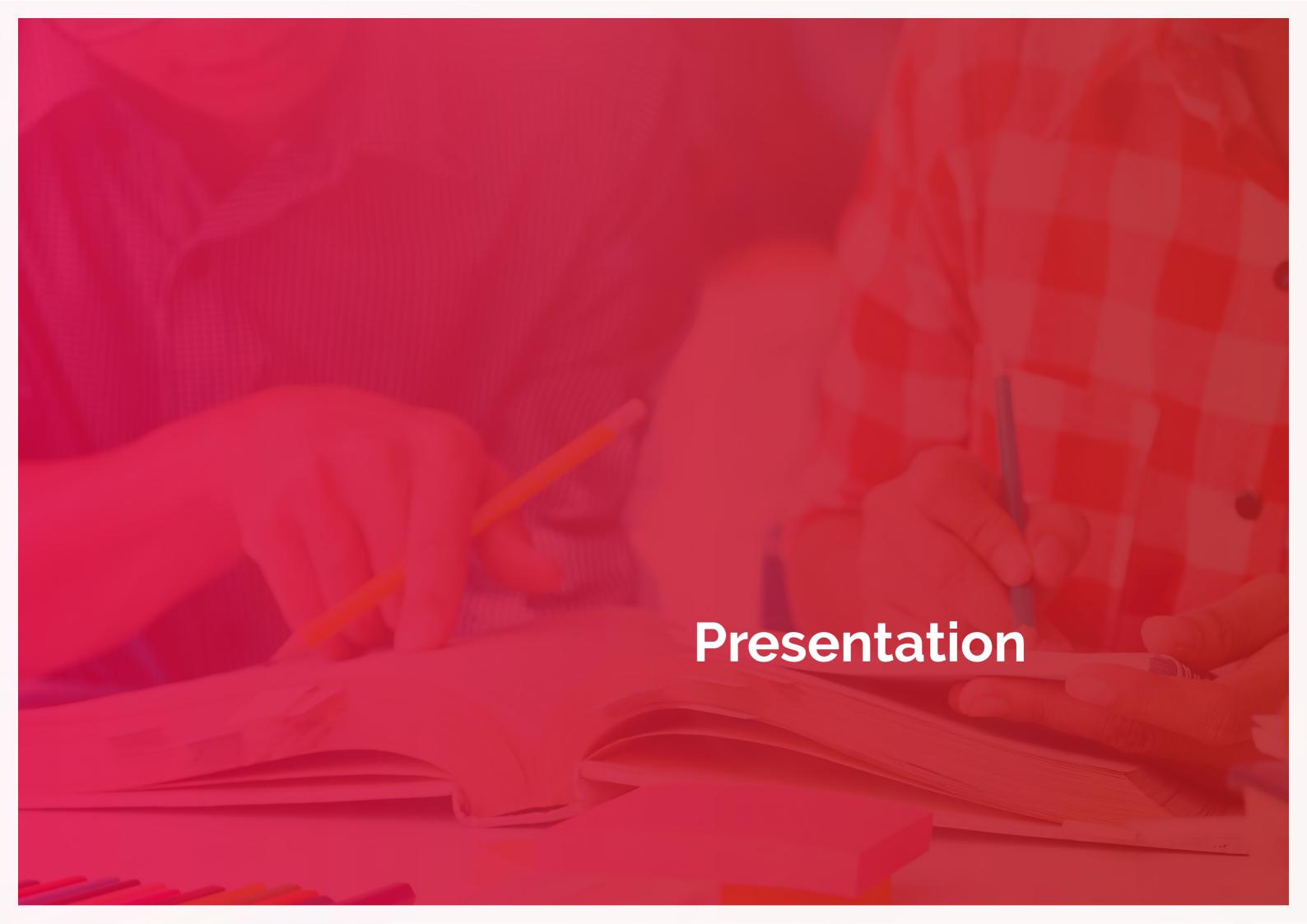
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Summary		Personal Regist
Chapter 1 - Presentation		Lost Passport
Who are we?	8	In case you war
Technology College - FATEC	9	Chapter 6 - Cultura
Courses	9	Are you ready?
The International Office	13	about people a
Paula Souza's International		Interpersonal re
Academic Mobility Program- ProMAIPS	14	Other practical
Short Term Courses	15	Food and Beve
Startup Experience in Brasil	15	Living Cost
Brazilian Culture & Language	15	Chapter 7 - Other in
Chapter 2 - Planning		Habits and dail
I want to study in Brazil! What should I do?	18	Infrastructure
Attention to our deadlines:	18	Services for for
Vaccines	19	International Ca
Chapter 3 - Documents		Public Transpor
Approved! What should I do now??	22	
For further information (in Portuguese):	22	
Travel Insurance	22	
Chapter 4 - Getting ready		
How about start packing?	26	
Chapter 5 - Arriving		
Just arrived in São Paulo! And now?	30	
Important documents	31	
National Immigration Registration Card. (RNE)	31	

	Personal Register of individuals (CPF)	32
	Lost Passport	33
	In case you want to drive in Brazil	34
1	apter 6 - Cultural Aspects	
	Are you ready? Let's learn more	
	about people and habits from São Paulo	38
	Interpersonal relationships, some traditions and greetings.	38
	Other practical information about São Paulo	40
	Food and Beverage	42
	Living Cost	43
1	apter 7 - Other information	
	Habits and daily Information	46
	Infrastructure	47
	Services for foreigners	48
	International Calling	49
	Public Transportation	5





Who are we?

Centro Estadual de Educação Tecnológica Paula Souza (CEETEPS) is a public institution that belongs to the State Government of São Paulo connected to the Secretariat of Economic Development. Spread throught the state, the institution manages 223 Technical Schools (Etecs) and 73 state colleges of Technology (Fatecs), with more than 290,000 students in vocational courses integrated with secondary education and technological higher education.

There are around 208 thousand students in the Technical, Secondary Education and Vocational Training integrated with Secondary Education, with 151 technical courses for the industrial, agricultural and service sectors, including certificates for presential, online, blended learning, Youth and Adult Education (EJA) and technical expertise.

Besides Fatecs that exceed 83 thousand students enrolled in 77 technological undergraduate courses, in several areas, such as Civil Construction, Mechanics, Informatics, Informatics, Information Technology, Tourism, among others. Besides the graduation, the institution offers postgraduate courses, technological updating and extension

Video about São Paulo - https://goo.gl/eWsChs

Technology College - FATEC

Our technological undergraduate courses have an academic workload of 2,400 hours, which takes three years. Each campus has courses directed to the demand of the region. The exchange program lasts for one semester during graduation. It is able to be taken in the following periods:

- 1° semester from February to the beginning of June.
- 2° semester from August to the beginning of December.

Important: The classes in Fatecs are in Portuguese

Courses

- 01 Agriculture Industry
- 02 Agribusiness
- 03 Food Technology
- 04 Systems Analysis and Development
- 05 Agroindustrial Process Analysis
- 06 Office Automation and Secretarial Studies
- 07 Industrial Automation



- 08 Database
- 09 Big Data in Agribusiness
- 10 Biofuels
- 11 International Trade
- 12 Building Construction
- 13 Civil Construction Ground Leveling and Paving
- 14 Building Construction
- 15 Naval Construction
- 16 Construction Site Management
- 17 Cosmetology
- 18 Development of Plastic Products
- 19 Digital Midia Design
- 20 Automotive Electronics
- 21 Industrial Electronics
- 22 Event Management
- 23- Mechanical Construction
- 24 Geoprocessing
- 25 Environmental Management
- 26 Commerce Management
- 27 Business Management
- 28 Energy Management and Eficiency
- 29 Financial Management
- 30 Business Management and Innovation
- 31 Port Management

- 32 Industrial Production Management
- 33 Human Resources Management
- 34 Service Management
- 35 Information Technology Management
- 36 Tourism Management
- 37 Hydraulic and Environmental Sanitation
- 38 IT in Business
- 39 Electrical Installations
- 40 Digital Gaming
- 41 Logiitics
- 42 Airport Logistics
- 43 Advanced Manufacturing
- 44 Aircraft Maintenance
- 45 Industrial Maintenance
- 46 Marketing
- 47 Materials Technology
- 48 Automobile Mechanics
- 49 Precision Mechanics
- 50 Mechanics Production Processes
- 51 Mechanics Projects
- 52 Mechanics: welding processes
- 53 Mechanization in Precision Agriculture
- 54 Industrial Mechatronics
- 55 Environment and Water Resources

- 56 Microelectronics
- 57 Polymers
- 58 Metallurgical Processes
- 59 Chemical Processes
- 60 Agricultural and Livestock Production
- 61 Phonographic Production
- 62 Industrial Production
- 63 Textile Production
- 64 Aeronautical Structure Projects
- 65 Mechanical Projects
- 66 Radiology
- 67 Computer Networks
- 68 Refrigeration, ventilation and air conditioning
- 69 Secretarial Studies
- 70 Cyber Security
- 71 Forestry
- 72 Biomedical Systems
- 73 Internet Systems
- 74 Naval Systems
- 75 Welding
- 76 Textiles and Fashion
- 77 Land Transport



The International Office

The International Office promotes cooperation between CEETEPS, universities, companies and international research centers in order to foster and increase mutual knowledge in research, technologies development, teaching systems and pedagogical training, and generate international visibility to the actions of the Centro Paula Souza. Exchanges programs are very important for a better understanding of the globalized world. These can happen through access to an online platform or through an international travel, which may focus on higher education, academic research or professional purposes. The exchanges also promote the dialogue between cultures, allowing the understanding of differences, the exchange of knowledge and the encouragement of solidarity.

2



Paula Souza's International Academic Mobility Program- ProMAIPS

International academic mobility is the process that provides the foreign student enrolled in an educational institution the opportunity to study and enjoy the exchange experience for a while in another higher education institution. It is part of the process of internationalization of Brazilian educational institutions, which is already a consolidated reality around the world.

This is a unique opportunity in which the student could study in one of the several Universities of the world that have international cooperation agreements with CEETEPS.

The academic cooperation agreements signed between CEETEPS and foreign institutions include different conditions and possibilities for the reception of students from both institutions, such as: the period of staying, exemptions from fees, tuition fees and / or tuition fees, accommodation, food, among others.

Short Term Courses

Startup Experience in Brasil

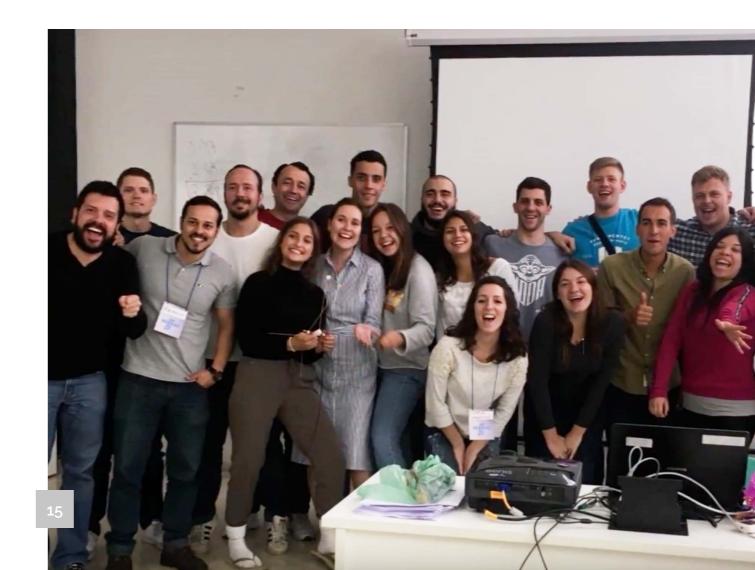
The program is designed for students from different countries who are interested in entrepreneurship and world affairs, and students who wish to broaden their perception and understanding in preparation for an active career ensuring social and cultural experiences. The program includes, in addition to the course, visits/interactions with Brazilian companies or organizations, lunch and certificate of participation.

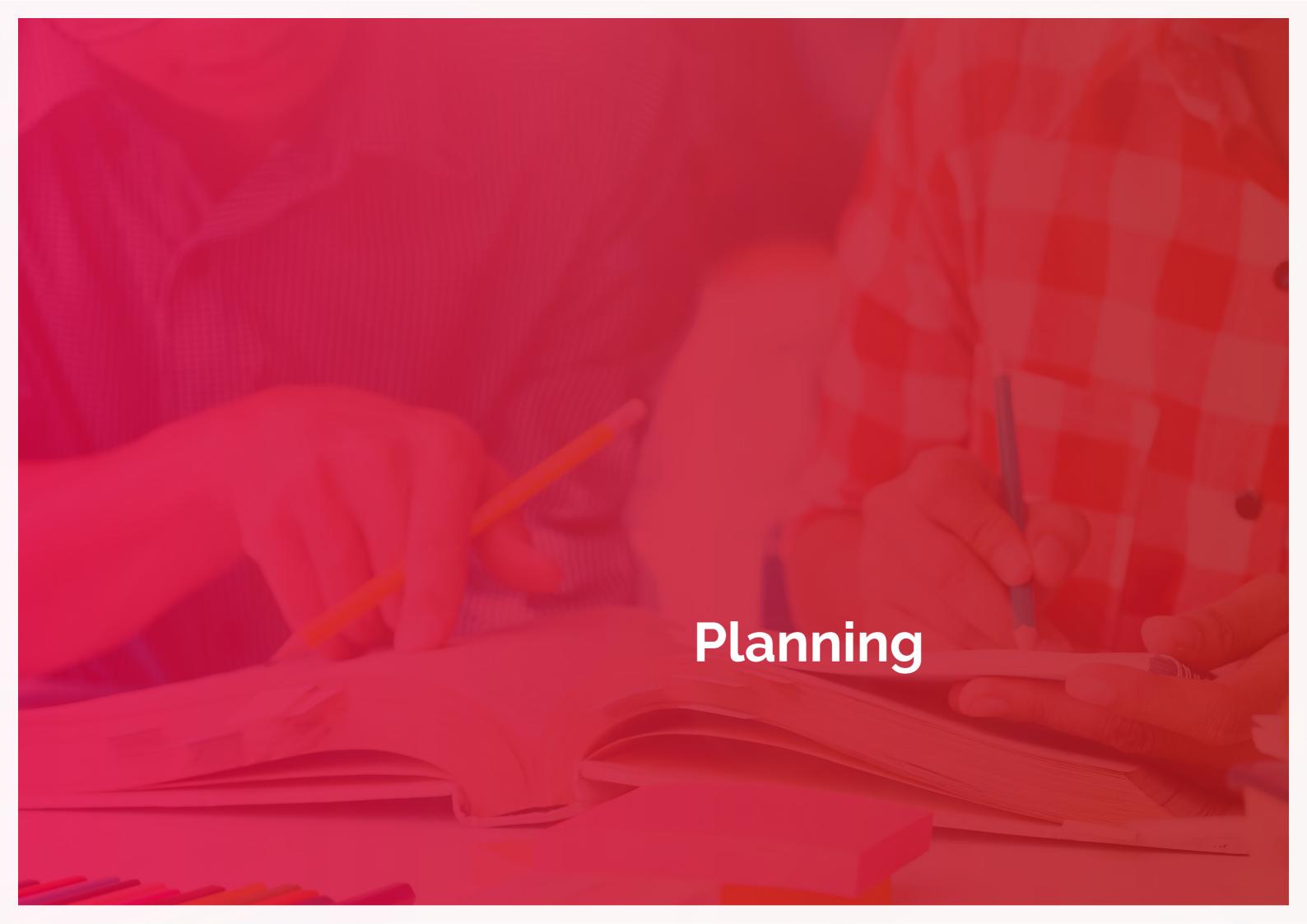
Brazilian Culture & Language

The first five days were planned for students from different countries who are interested in learning more about the Brazilian language and culture.

Short-term courses take place in the two-week period between the months of July and August. Each week you have one of the courses and the student can choose which ones to attend. The classes will be offered in English language.

**Watch a video made by one of the students: https://goo.gl/oTLAHd







I want to study in Brazil! What should I do?

Contact the Internacional office and register your interest. You will receive further information.

You are going to need the following documents:

- 1. Nomination Letter from your home institution;
- 2. Ask for the Application form at inscricao.arinter@cps.sp.gov.br;
- 3. Acceptance Letter, in Portuguese, presenting your academic goals;
- 4. Grades Report;
- 5. Curriculum.

Attention to our deadlines:

First Semester (from February to July): November 15th

Second Term (from August to December): May 15th

* the Home Institution must send the nomination letter to the Host Instituion.

The Host Institution receives the documentation and analyses it before approving

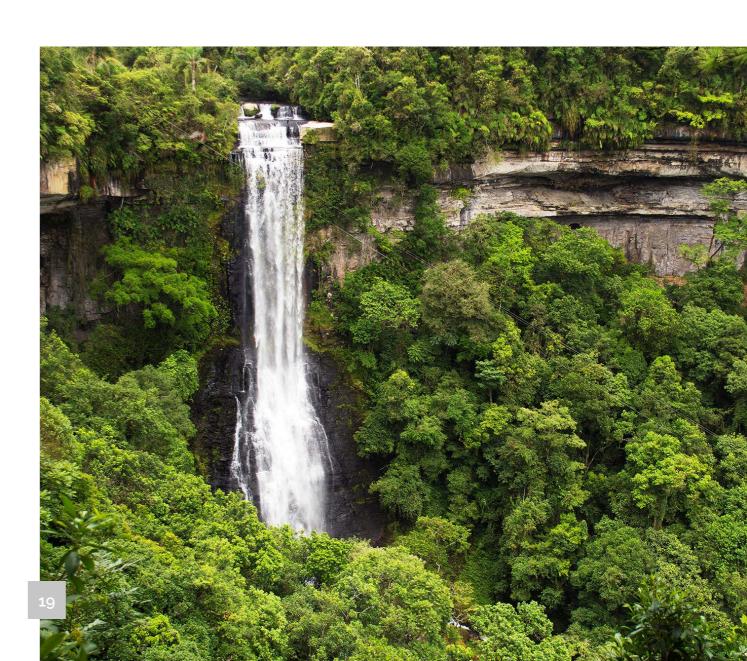
the student. The approval decision must be sent until the end of June. Make sure your application was made according to the documents and deadlines required.

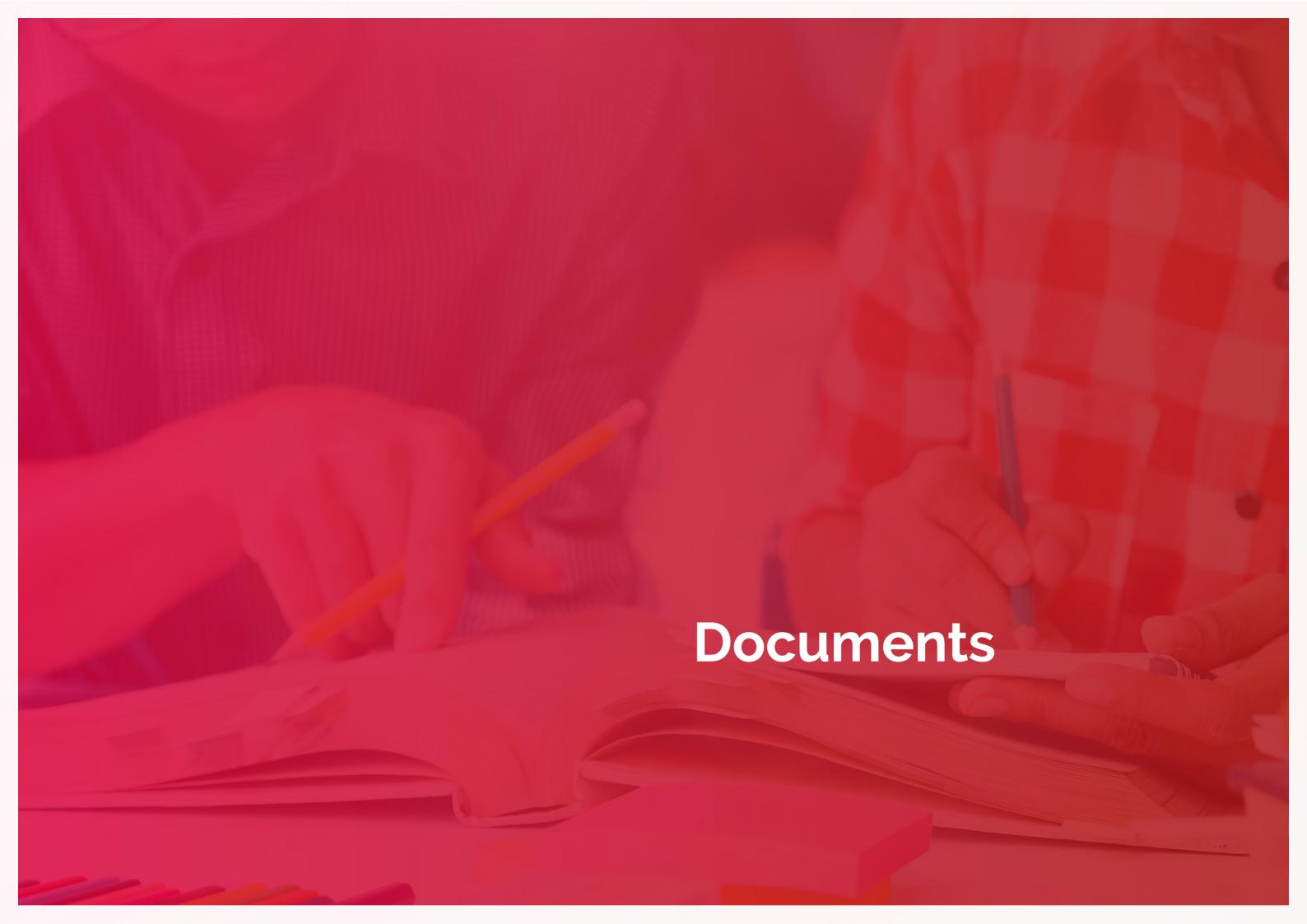
Vaccines

Brazil is a continental country which has very different climatic and environmental characteristics from one region to another, and the demands for certain vaccines also change. We recommend the verification of the demand for vaccines on the website of the Brazilian consulate.

For further information

MINISTERIO DAS RELAÇÕES EXTERIORES. **Informações sobre vacinação.** Available at http://www.portalconsular.itamaraty.gov.br/antes-de-viajar/saude-do-viajante> Access on March 26th, 2019





Approved! What should I do now??

Find the nearest Brazilian consulate and check the conditions for granting your visa.

For further information (in Portuguese):

DIVISÃO DE TEMAS EDUCACIONAIS (DCE). **Orientações sobre Vistos e Documentação para Estudantes Estrangeiros**. Available at: http://www.dce.mre.gov.br/estrangeiros/vistos_e_documentacao.php> Access on March 01st, 2019.

PORTAL CONSULAR - MINISTÉRIO DAS RELAÇÕES EXTERIORES. **Vistos para viajar para o Brasil**. Available at http://www.portalconsular.itamaraty.gov.br/vistos-para-viajar-ao-brasil#precisa > Access on Ferbuary 25th , 2019.

Travel Insurance

Travel and International Health Insurance offer assistance to travelers during their stay and return. There are several kinds of Insurances, each one regarding at a traveler profile and also adapting to the destinations. The insurance will be res-



ponsible for medical expenses, assistance with accommodation due to flight delays, loss, theft or damage to the luggage, among others. The plans are also diversified and can be chosen in various categories, such as leisure travel, business or family travel.

For further information

AEROPORTO INTERNACIONAL DE GUARULHOS.

A importância de se contratar um Seguro Viagem. Available at http://www.aeroportoguaru-lhos.net/dicas-de-viagem/a-importancia-de-se-contratar-um-seguro-viagem Access on February 25th, 2019

Documents to send:

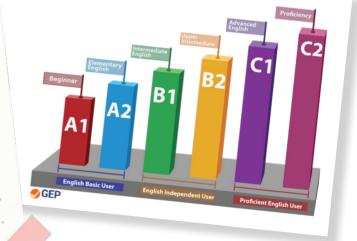
- Passaport
- International Health Insurance and Travel Policy with full coverage valid for the period in which the student stays in Brazil
- Study Visa (in case it is required)
- 3X4 Photo.

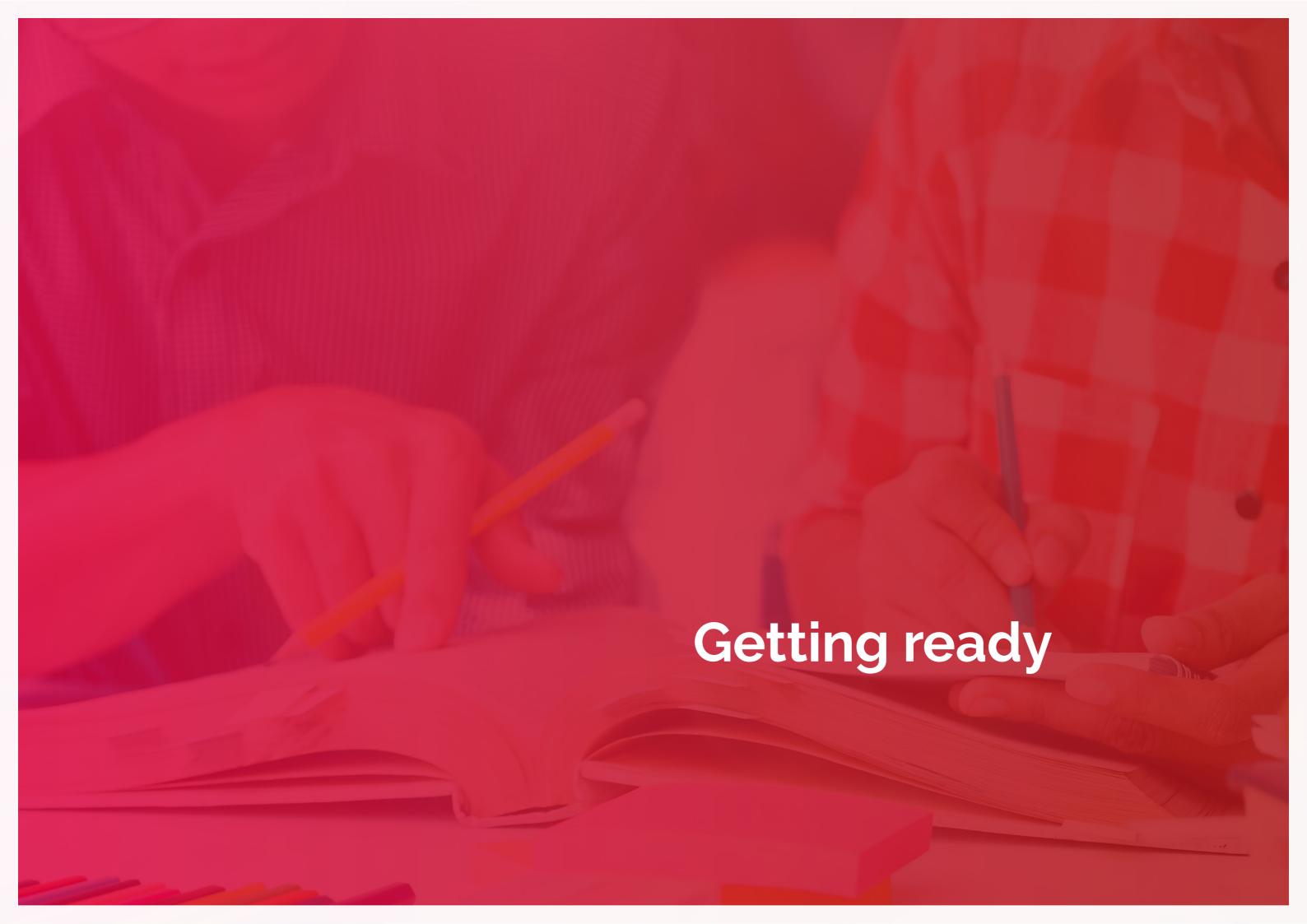
Do not forget!

30 days before boarding to Brazil, send the following scanned documents by email to inscricao.arinter@cps.sp.gov.br

Level Certificates of

Language Skills in Portuguese
are not required, however level
B2 is suitable according to the
Common European Framework
of Reference.







How about start packing?

Brazil is a huge country and each region has very different characteristics and weather. São Paulo is considered a megalopolis and hosts many cultures, religions and styles. The weather is mild, primarily heat. However, the climatic variation is quite frequent and, on the same day, it is possible to feel cold, heat, rain, etc. So be sure to include light clothing, coats and an umbrella. If you want to prevent yourself, bring bathing suits as we are not so far from the beach. We have shopping centers with very affordable prices.

There is also a great variety in the nourishment area, which will not be a problem for those who need to follow restrictive diets. However, in case of special medical conditions, do not forget to bring your prescriptions*, including glasses.

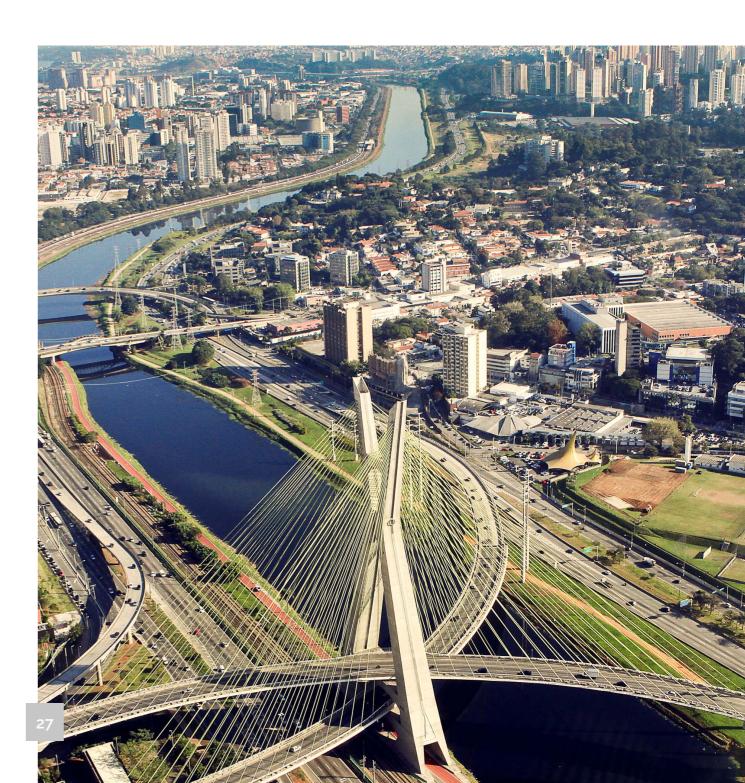
Another information to consider is the electrical voltage. In São Paulo it is 110V and in some places, 220V. Do not forget to bring your universal adapter.

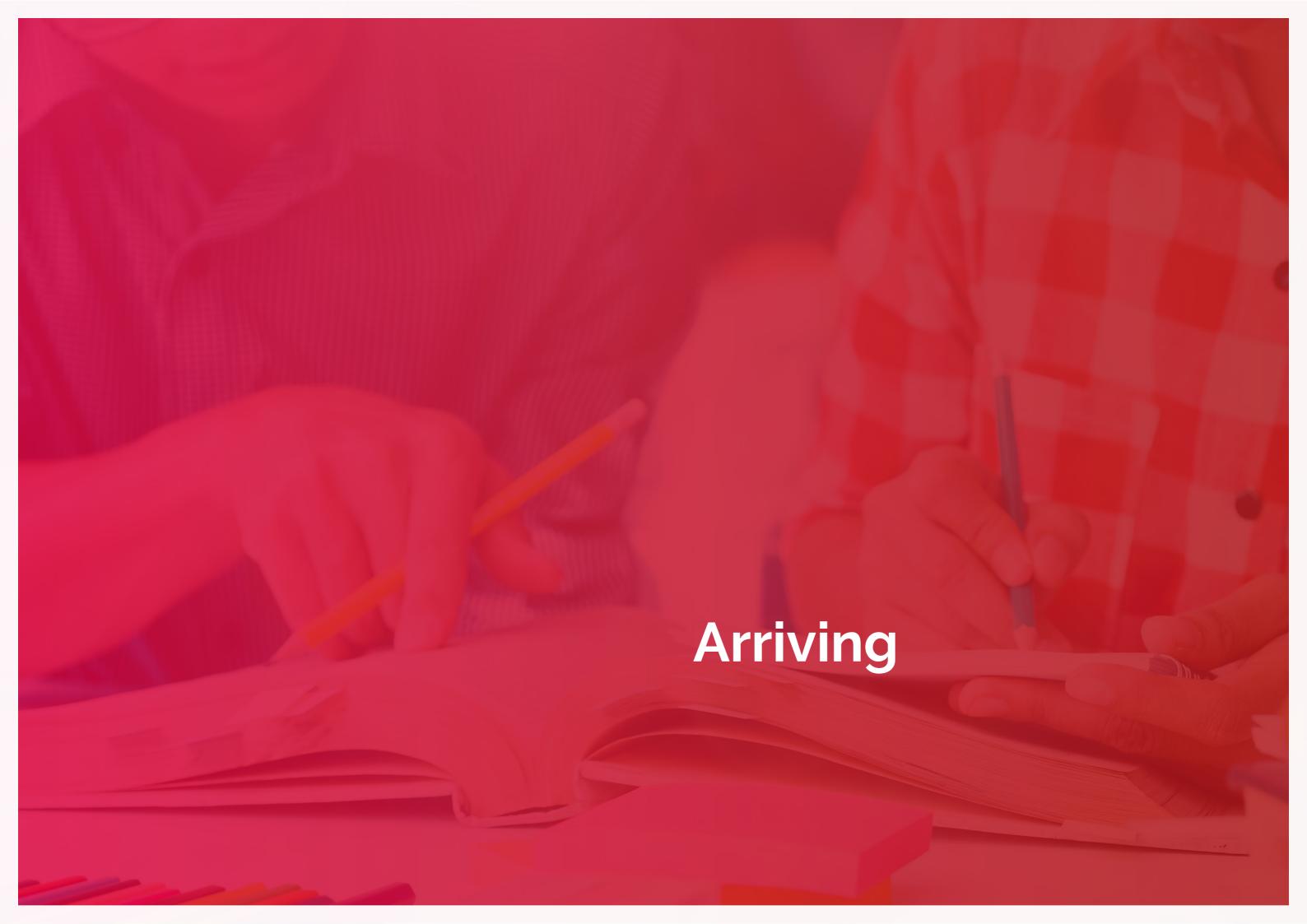
*It's prohibited selling some medicines without proper prescription in Portuguese.

For Further Information

RECEITA FEDERAL. **Guia do viajante**. Available at http://receita.economia.gov.br/ orientacao/aduaneira/viagens-internacionais/guia-do-viajante/olimpiadas/todos-os-folderes.pdf> Access on February 25th, 2019









Just arrived in São Paulo! And now?

Be welcome! You have just arrived in one of the most amazing cities in the world!

The International Airport is located in Guarulhos, a nearby city. We suggest transport applications or taxi services. We recommend the maximum attention to your personal belongings, mainly documents and cell phone.

Approximate costs from the airport to the center of São Paulo:

Transportation Apps: R\$ 70.00

Taxi: R\$ 120.00

When you arrive at your accommodation, get some rest, organize yourself and if possible, get to know some places like markets, pharmacies, commerce in general and means of transportation. We also recommend that you visit the institution you are going to study.

Now, you need to provide important documents...





If you plan to stay more than 90 days in Brazil, in addition to the temporary visa, you will need two important documents: the National Migratory Registration Card, also known as RNE (Carteira de Registro Nacional Migratório - Registro Nacional de Estrangeiros) and the CPF (Personal Register of individuals - Cadastro de Pessoa Física).



These documents are important to enable your mobility in the country. Besides it allows to open bank accounts and acquisition of school tickets.

Important: If you are staying for less than 90 days, the temporary visa is not required.

National Immigration Registration Card. (RNE)

In the first 30 days after entering the country, you must to go to Federal Police Bureau to request your National Immigration Registration Card.

Documents required for residence permition for study purposes:

- Valid travel Document or official identity document;
- Two 3x4 photos, recent, colorful and with white background;
- Birth or marriage Certificate or consular certificate, only for those who do not have affiliation in the identity document.

Payment receipt of the fees, where applicable:

Residence permission (R\$ 168,13 - Code 140066)

National Migratory Card emission (R\$ 204,77 - Code 140120).



For further information

POLÍCIA FEDERAL. **Documentação para registro e emissão da Carteira de Registro Nacional Migratório - CRNM**. Available on http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro Access on February 25th , 2019

POLÍCIA FEDERAL. A autorização de residência para fins de estudo poderá ser concedida ao imigrante que pretenda frequentar curso regular ou realizar estágio ou intercâmbio de estudo ou de pesquisa. Available on http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro/Residen-cia%20para%20fins%20de%20estudo Access on February 25th , 2019

Personal Register of individuals (CPF)

When you receive your National Migratory Registration Card (formerly RNE), request your CPF. You may request online or at the Post offices, Banco do Brasil and Caixa Ecônomica Federal branches.

For further information

POLÍCIA FEDERAL. Inscrição - 1ª via CPF - **Estrangeiros Residentes no Brasil ou em Trânsito no País**. Available at http://receita.economia.gov.br/orientacao/tributaria/cadastros/cadastro-de-pessoas-fisicas-cpf/servicos/copy_of_inscricao-no-cpf Access on February 25th, 2019

Lost Passport

In case of loss or theft of documents, the first thing to do is to make an official crime report (Boletim de Ocorrência - B.O.) in any police station in the city. In addition, you must immediately communicate it to your Consulate or Embassy.

Important Tips!

In case of short-term courses, try
to avoid walking with the original
documents, especially the passport.
Take a copy of each one and take it to
a notary's office with the originals to
authenticate them. You only carry the
authenticated copies with you and keep
the originals put away in a safe place.



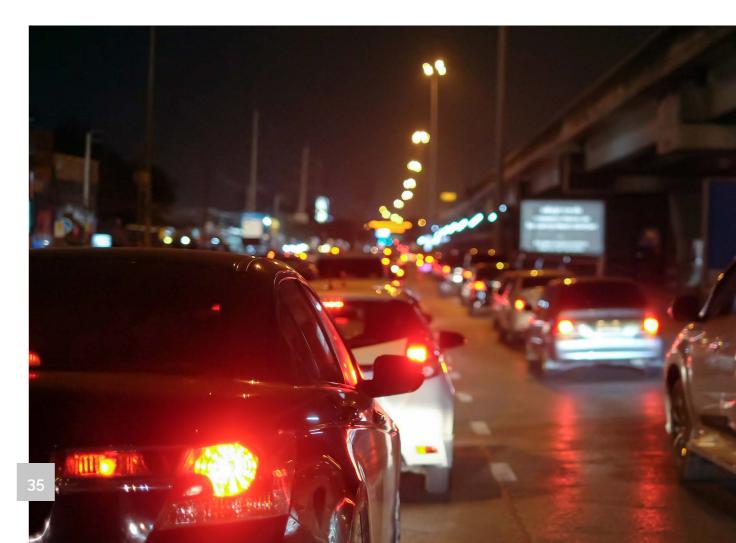
In case you want to drive in Brazil

The authorized drivers in foreign countries will be able to drive in the Brazilian territory when they are in a regular situation and who are over 18 years old. In this case, they should have a valid driver's license, accompanied by an identification document. For regular stay to be over 180 days who intends to continue driving an automotive vehicle must to have the physical and mental aptitude tests and the psychological evaluation done, in view of obtaining the National Carteira de Habilitação (CNH) in Brazil.

For further information

DETRAN. **Estrangeiros no Brasil**. Available at http://www.detran.sp.gov.br/wps/ wcm/connect/portaldetran/detran/sa-oquefazerquando/e7777fec-0765-4163-a148-dfeb6fg4478e> Access on March 12th, 2019









Are you ready? Let's learn more about people and habits from São Paulo...

Firstly, let's get to know some habits of "paulistas"/"paulistanos"... And before you get confused, we have two adjectives because our city and our state have the same name. Furthermore, people who are born in São Paulo city are called "paulistano" and people who are born in São Paulo State are called "paulista" or other adjective related to the city.

São Paulo is a very plural city and shelters people from all over the world. In general, the Brazilian people are very affectionate and supportive and in São Paulo, it is not very different. Despite the megalopolis characteristic, people are usually quite receptive.

Interpersonal relationships, some traditions and greetings.

Do not be surprised if you meet someone, get a kiss on the face or a hug. Usually, you will receive a handshake in formal environments. However, in some informal settings, it is not uncommon to meet people and get a kiss or two, one on each



side of the face. People also often have a lot of eye contact during conversations and sometimes you may get a pat on the back, an invitation to go to the house of someone you just met or things like that.

Don't forget, as everywhere, there are some exceptions and you may find people a little more reserved. Harassment is not acceptable anywhere. But, in general, they are very affectionate and extrovert too. It is not uncommon to hear people speaking loudly (sometimes screaming), laughing and/or gesturing. And, especially, don't be alarmed when you hear heated arguments about football.

Another peculiar aspect is in relation to punctuality. In formal environments (work, school and others), delays of up to 15 minutes are tolerated and more than that is considered disrespect, often causing unpleasant consequences. In informal environments, punctuality it is not usually a characteristic among Brazilians.

São Paulo is home to all tribes, styles and religions, and therefore there are all sorts of possible dressings. Climate changes contributes a lot to the use of pants and shirt/T-shirt; But that doesn't mean a style pattern. On warmer days, we also

38

see the use of lighter clothing, such as dresses, shorts and items alike. And, on more formal occasions, people tend to adopt a more discreet look.

In relation to religions, it is important to know that, due to cultural miscegenation, a result of various immigration processes, we find several religions (Christian, Islamic, Afro, Jewish, Buddhist, etc.). However, most of the population is declared as Catholic or Protestant. We celebrate many symbolic festivals related to Christianity. In February we have the famous Carnival, in April to Good Friday and Easter, in June, July and August we have the typical celebrations of St. Peter, St. John and St. Anthony. In October, people celebrate the day of Our Lady of Aparecida, in November the All Soul's Day and in December, Christmas.

Brazilian Holidays - many of the come from the Catholicism:

Date	Holiday
January 1st	New Year
March 5th	Carnival
April 19th	Good Friday
May 1st	Labor Day
June 20th	Corpus Christi
June 09th	Constitutionalist Revolution(São Paulo)
September 07th de	Independence Day
October12th	Our Lady of Aparecida Day
November 02nd	All Soul's Day
December 25th	Christmas

Brazilian law prohibits any kind of religious intolerance

Other practical information about São Paulo

"São Paulo is a city full of numbers. There are more than 12 million inhabitants (IBGE, 2016), disputing space with 14.9 million tourists per year (OTE and FIPE, 2010) in 1,521 km " (IBGE, 2016), where there are many interesting places are to see, Restaurants to taste different gastronomies, malls and various centers for



different types of shopping. Even in the among a lot of buildings, there are many parks and green areas. "

For Further Information

PREFEITURA DE SÃO PAULO. Dados e fatos de São

Paulo. Available at http://cidadedesaopaulo.com/v2/pqsp/dados-e-fatos/?lang=pt Access on February 26th, 2019.

"A State that gathers a small world in its territory, São Paulo was built by people from various regions. The people who began its history cleared lands, welcomed migrants and immigrants to become economic power, rich in diversity and with a tourism incremented by business, cultural attractions, beaches, Atlantic Forest and resorts of the interior."

For Further Information

GOVERNO DO ESTADO DE SÃO PAULO. São Paulo: potência em história, economia, cultura e turismo. Available at http://www.saopaulo.sp.gov.br/conhecasp> Access on February 25th, 2019

40



Food and Beverage

We have food for all tastes and diets. In general, there are three basic meals: breakfast, lunch and dinner. Even though Feijoada is one of the most famous dishes in Brazil, one of the most traditional lunch consists in rice, beans, a type of meat, salad and sometimes French fries. In addition, we have a huge variety of fruits, vegetables and vegetables. Due to the cultural diversity, you will probably be invited for barbecues, pizzas, açaí, baião de dois, virado a paulista with tutu mineiro, among other delicious dishes. The city also offers its own versions of foreign dishes, which may surprise you.

There are plenty of tea choices, but the preference is the coffee. After lunch, coffee is almost rule for most paulistanos. Juice lovers will love the variety that Sao Paulo brings, but if you prefer soda, you must try our Guaraná. Cachaças and caipirinhas are our calling card, however, happy hours always include beers. Regular water consumption is highly recommended.

Living Cost

The costs vary according to the region of the State and even in the city, there are more accessible places and others which are harder to access. Diversity also covers this aspect of São Paulo. A meal can cost from R\$15.00 to R\$75.00 and beverages such as soda or beer can cost from R\$4.00 to R\$10.00 according to the places and sizes. Food in the supermarkets also vary considerably. The average price is R\$10,00 for 1 k of bread, R\$10,00 for a pack of 500 grams of coffee, R\$3,00 for one liter of milk, among other supplies.

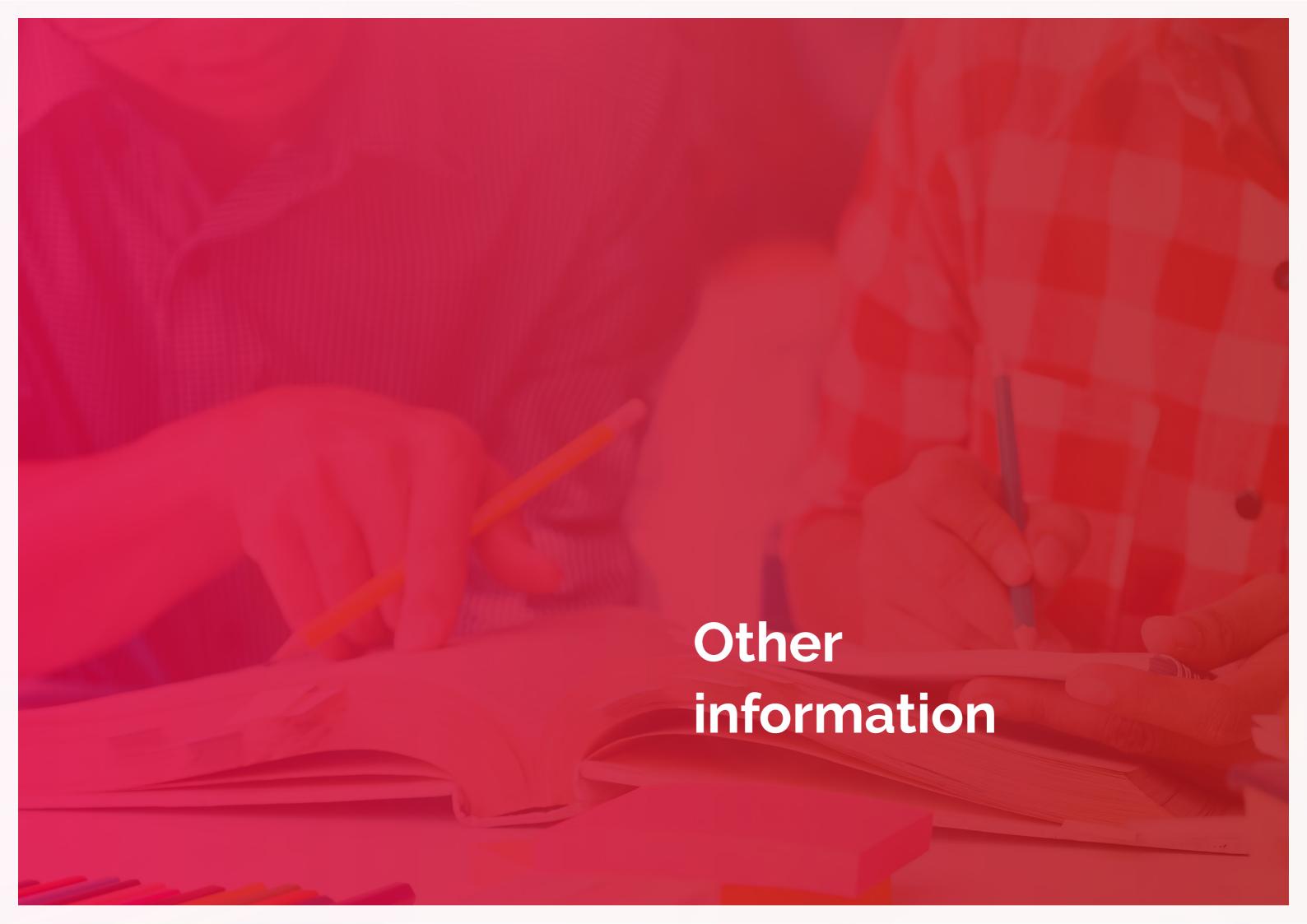
In the city, the transport fare is fixed. Both bus and subway cost R\$ 4,30. There is also the possibility of integration (period of 2 hours) and the value becomes R\$ 7,21. If you choose to use transportation apps, the minimum value is R\$7,36 and they are usually cheaper than taxis.

Regarding other aspects, You can access ARInter website and check values in reais or dollars in different regions at Map for the Cost of Living in São Paulo.

For Further Information:

CUSTO DE VIDA. São Paulo 2019 - **Custos de Vida**. Available at http://www.custodevida.com.br/sp/sao-paulo/> Access on March 9th, 2019







Habits and daily Information

Generally speaking, people care a lot about cleaning issues, both domestic and other establishments. Some cities have adopted selective collection and recycling of urban waste, But it's not a rule. In relation to clothes, laundries are not very common and Brazilians usually wash clothes at home from 2 to 3 times a week, depending on the family dynamics.

Concerning personal hygiene, Brazilians take at least one bath a day. Besides that, there is the constant use of antiperspirant products, because, due to the climate, not using them can cause unpleasant odors. Another very important habit is to wash your hands before meals, to avoid diseases. And, at last, an important feature: you should not throw the toilet paper in the toilet. The wastebasket beside the toilet is usually weird for people from other nations, but the fact is that in Brazil the sanitary sewer network is different from other countries and improper disposal can cause clogging.

Infrastructure

The issue of the city infrastructure is quite differentiated and depends on the region. As in most places, central regions have more access to innovations, so they are more benefited. However, the communication network is quite embracing. The telephony and Internet companies have advanced in relation to cover areas. There are many restaurants that offer WIFI networks for costumers and, depending on the stay, most of the accommodations offer Internet as well. If you choose to purchase a temporary line (chip card service), there are about 5 companies and several options for plans. The temperature varies considerably in São Paulo, so the annual average temperature is 23 °c (74 °f approximately). Most of the buildings and cars have air conditioning. The Summer officially starts in December, but Daylight Saving Time starts in the middle of November and ends in February. In This period, the day is prolonged and, therefore, the clocks are 1 hour early.



Some more information...

The unit of measure used for distances is kilometer (=0.62 Milles) and the city area has many. As unpleasant aspect of the city is traffic, or rather the intense traffic of automobiles, buses and people. The estimated population for São Paulo is 12,176.866 people, according to <u>IBGE census 2018</u>. In This estimation, the thousands of people who are just visiting are not counted. So, at some point, you may take a little longer than expected to get somewhere. That's why you should plan before leaving your accommodation.

Services for foreigners

One of the most demanded services by foreigners everywhere in the world is the delivery and here in Brazil, we have some options, but usually people use the Post Office, due to its wider scope. At the post office web site you can get the zip core numbers in the whole country and also check the cost of some services. Every national correspondence needs this number, the street name, number, neighborhood, city and state. Although most establishments accept debit cards, the currency exchange houses are quite required. In São Paulo, there are many of them in shopping malls and some shopping places. Some also offer delivery services.



International Calling

You can buy a Sim Card in all phone companies if you want to stay for a semester in Brazil. Companies offer combined services such as message, Internet and minutes for local calls. Although, for calls to other cities or states are DDD (Direct Distance Dialing) and other countries are DDI (International Direct Dial) you need to know the number of the carrier (company for which you will be charged for the connection):

Embratel 21	Intelig 23	Telemar 31	Brasil Telecom	Telefônica 15	TIM 41	Oi 31
			14			

For other cities/state: 0 + operator number + DDD number

+ phone number

For other Countries: 00 + operator number + DDI number + DDD number (if any) + phone number

For national calls to be payed by the receiver: 90 + 90 + phone number

For international calls: 00 + international operator + DDI + local code

+ phone number

For international calls to be payed by the receiver via operator:

0800 703 21 11







Public Transportation

When you go sightseeing in São Paulo, depending on the location, it is advisable to use the public means of transport and, understanding a little about the structure can help you a lot. We have several bus, metro and train lines.

For circulation in the city, you must use money for the fares. It is possible to pay directly to the collector on the bus or to buy at the ticket office in the train or subway stations.

Não esqueça!

Importante lembrar que os serviços de transporte coletivo só operam até meia-noite.



For students who will remain more than 30 days, we recommend the purchase of the single school Ticket or a regular one. For more information, contact the FATEC administrative unit.

Welcome to Brasil!

