





# International

## Student's Guide

International Student's Guide 2024

Centro Estadual de Educação Tecnológica Paula Souza

## **INTERNATIONAL STUDENT'S GUIDE 2024**

## CENTRO ESTADUAL DE EDUCAÇÃO TECNOLÓGICA PAULA SOUZA

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## Summary

## Chapter 1 - Presentation

Who are we?	8
Technology College - FATEC	9
Courses	9
The International Office	13
Paula Souza's International	
Academic Mobility Program- ProMAIPS	14
Short Term Courses	15
Startup Experience in Brasil	15
Brazilian Culture & Language	15
Chapter 2 - Planning	
I want to study in Brazil! What should I do?	18
Attention to our deadlines:	18
Vaccines	19
Chapter 3 - Documents	
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
Chapter 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
Chapter 7 - Other information	
Habits and daily Information	46
Infrastructure	47
Services for foreigners	48
International Calling	49
Public Transportation	51

# Presentation





## 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 Science, Technology and Innovation. Spread throught the state, the institution manages 228 Technical Schools (Etecs) and 79 state colleges of Technology (Fatecs), with more than 317,000 students in vocational courses integrated with secondary education and technological higher education.

There are around 226 thousand students in the Technical, Secondary Education and Vocational Training integrated with Secondary Education, with 237 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 91 thousand students enrolled in 96 technological undergraduate courses, in several areas, such as Civil Construction, Mechanics, 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:

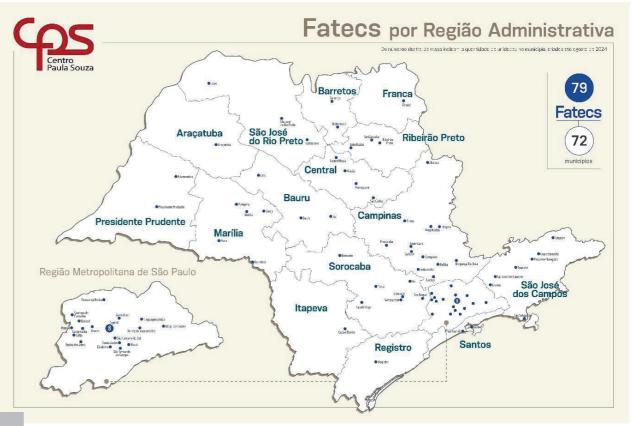
1° semester – from February to the beginning of June.

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
- Agro-industrial Process Analysis 05
- 06 Office Automation and Secretarial Studies
- Industrial Automation 07
- 08 Database



- 09 Big Data in Agribusiness
- Biofuels 10
- Big Data for Business 11
- Data Science 12
- Data Science for Business 13
- International Trade 14
- Civil Construction Ground Leveling and Paving 15
- Building Construction 16
- Naval Construction 17
- **Construction Site Management** 18
- Cosmetology 19
- Development of Plastic Products 20
- Multiplatform Software Development 21
- Cyber Defense 22
- Digital Media Design 23
- Fashion Design 24
- 25 Product Design with an emphasis on production and industrialization pro-**Cesses**
- Automotive Electronics 26
- Industrial Electronics 27
- Roads Planning 28
- Event Management 29
- Mechanical Construction 30
- Geoprocessing 31
- Environmental Management 32
- **Commerce Management** 33
- Business Management 34
- Energy Management and Efficiency 35
- Quality Management 36

- 37 Information Technology Management
- E-commerce management 38
- Management of gastronomic enterprises 39
- Business Management and Innovation 40
- **Business and People Management** 41
- Integrated Logistics Management 42
- Industrial Production Management 43
- Human Resources Management 44
- Service Management 45
- 46 - Tourism Management
- Sports and Leisure Management 47
- Financial Management 48
- Hospital Management 49
- Port Management 50
- Hydraulic and Environmental Sanitation 51
- IT in Business 52
- Electrical Installations 53
- **Digital Gaming** 54 \_
- Logistics 55
- Airport Logistics 56
- Advanced Manufacturing 57
- Aircraft Maintenance 58
- Industrial Maintenance 59
- 60 Marketing
- 61 Materials Technology
- 62 Automobile Mechanics
- 63 Precision Mechanics
- 64 Mechanics Production Processes
- 65 Mechanics Projects

- 66 Mechanics: welding processes
- 67 Mechanization in Precision Agriculture
- 68 Industrial Mechatronics
- 69 Environment and Water Resources
- 70 Microelectronics
- 71 Landscaping and gardening
- 72 Polymers
- 73 Metallurgical Processes
- 74 Chemical Processes
- 75 Agricultural and Livestock Production
- 76 Cultural Production
- 77 Phonographic Production
- 78 Industrial Production
- 79 Textile Production
- 80 Aeronautical Structure Projects
- 81 Mechanical Projects
- 82 Radiology
- 83 Computer Networks
- 84 Refrigeration, ventilation and air conditioning
- 85 Secretarial Studies
- 86 Secretarial and International Advisory
- 87 Cyber Security
- 88 Forestry
- 89 Biomedical Systems
- 90 Internet Systems
- 91 Naval Systems
- 92 Welding
- 93 Embedded Systems
- 94 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.



## 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

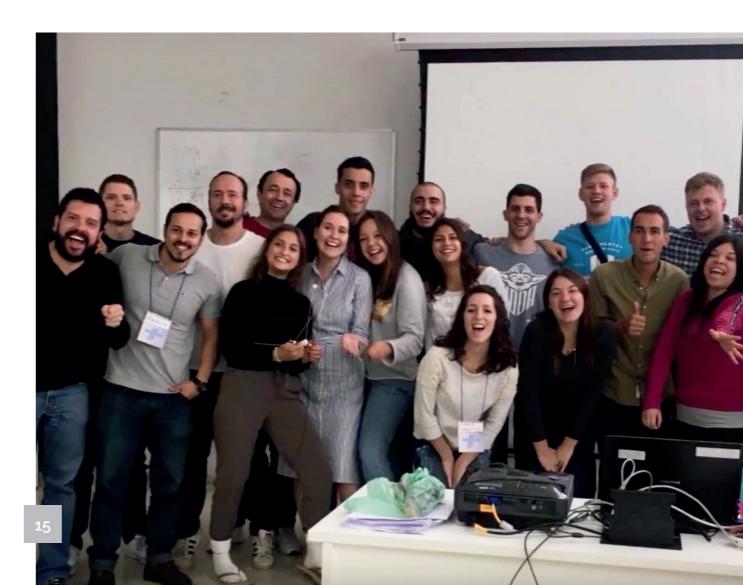
The program is designed for students from different countries who are interested in entrepreneurship and world affairs, and students who wish to broaden their perception and understanding in preparation for an active career ensuring social and cultural experiences. The program includes, in addition to 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: <u>https://goo.gl/oTLAHd</u>



# Planning





## 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. Cabinet forwards the process to the head of the Department of Education, which, in turn, will wait for definitive confirmation of the student's arrival. Attention!: The partner institution responsible for bringing exchange students to the country must, officially confirm the student's coming to FATEC within 20 calendar days after Received the Declaration of Vacancy for Visa Purposes. The ARInter will contact the coordinators course and pedagogical team so that everyone can outline the best strategies for welcome and assist the exchange student, considering the current curricular proposal on campus. As an example, we can mention the definition of the way in which the curricular components, among other pedagogical negotiations.

## 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 DA SAÚDE. **Vacina para viajantes.** Available at <https://www.gov. br/saude/pt-br/assuntos/saude-de-a-a-z/s/saude-do-viajante/vacina-paraviajantes> Access on August 27th, 2024.



## Documents



## Approved! What should I do now??

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

## For further information (in Portuguese):

Ministério das Relações exteriores. Available at: <https://www.gov.br/mre/pt-br/assuntos/portalconsular/vistos/vistos-para-brasileiros> Access on August 27th, 2024.



PORTAL CONSULAR - MINISTÉRIO DAS RELAÇÕES EXTERIORES. Vistos para viajar para o Brasil. Available at <a href="https://www.gov.br/mre/pt-br/assuntos/">https://www.gov.br/mre/pt-br/assuntos/</a> portal-consular/vistos/informacoes-sobre-vistos-para-estrangeiros-viajaremao-brasil>. Access on August 27th, 2024.

## **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 responsible 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.

The ARInter (International relations Advisory of Centro Paula Souza), will analyzes all the documentation sent, based on the suitability of the candidate to the course offered by the FATECs, as well as the similarity of both curricula, or adequacy of the student's profile to thecourses that the FATECs delivers.

## For further information

AEROPORTO INTERNACIONAL DE GUARULHOS. A importância de se contratar um Seguro Viagem. Available at <a href="http://www.aeroportoguarulhos.net/">http://www.aeroportoguarulhos.net/</a> dicas-de-viagem/a-importancia-de--se-contratar-um-seguro-viagem> Access on August 27th, 2024.

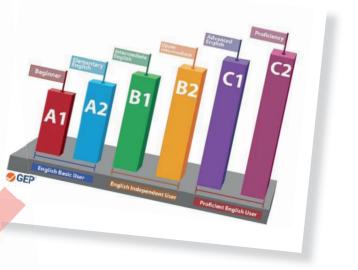
Documents to send:

- Passaport •
- the period in which the student stays in Brazil
- Study Visa (in case it is required)
- 3X4 Photo.

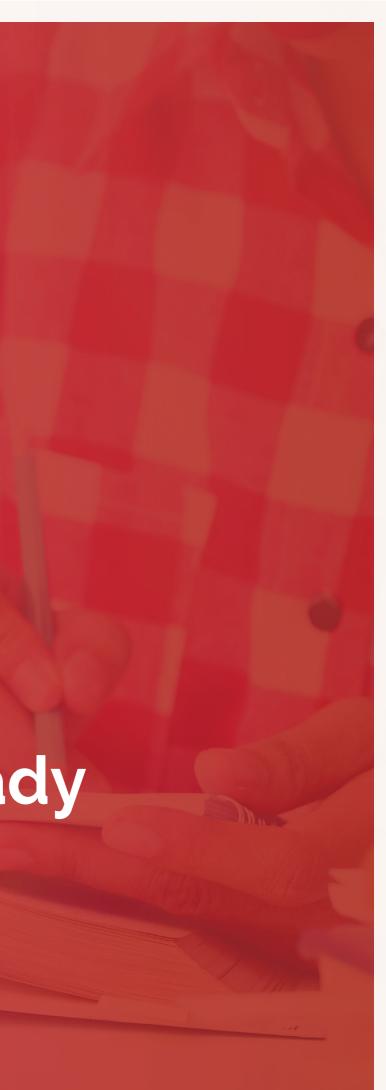


Do not forget! 30 days before boarding to Brazil, send the following scanned documents by email to mobilidade. arinter@cps.sp.gov.br

• International Health Insurance and Travel Policy with full coverage valid for



# **Getting ready**





## 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.

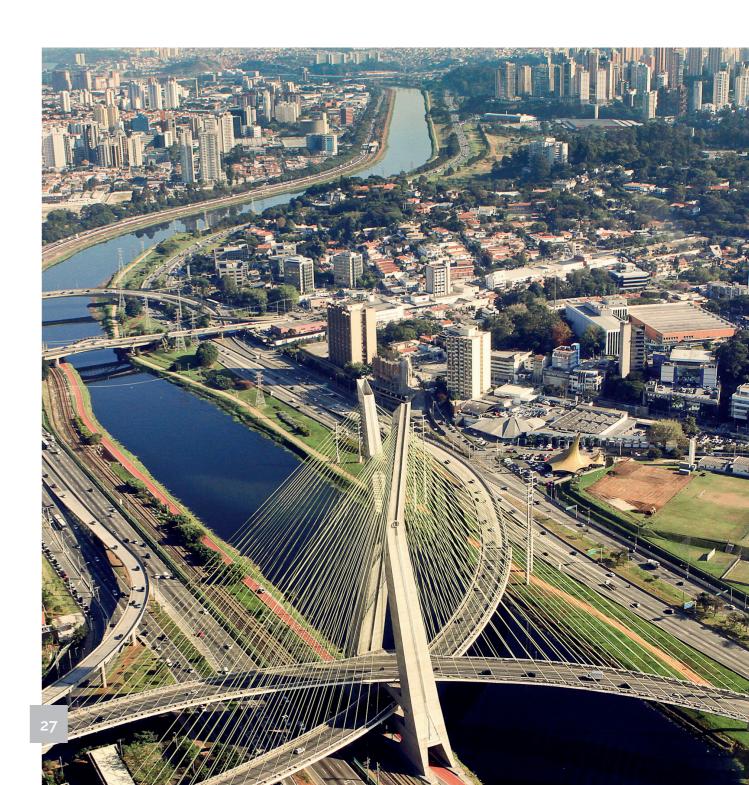
There is also a great variety in the nourishment area, which will not be a problem for those who need to follow restrictive diets. However, in case of special medical conditions, do not forget to bring your prescriptions<sup>\*</sup>, including glasses.

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 <https://www.gov.br/ receitafederal/pt-br/assuntos/aduana-ecomercio-exterior/viagens-internacionais > Access on August 27th, 2024.





# Arriving





## 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\$ 140.00

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 (Code 140066) National Migratory Card emission (Code 140120).



## For further information

POLÍCIA FEDERAL. Inscrição - 1ª via CPF - Estrangeiros Residentes no Brasil ou em Trânsito no País. Available at <<u>https://servicos.receita.fazenda.gov.br/</u> servicos/cpf/inscricaocpfestrangeiro/default.asp> Access on August 27th, 2024

## 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.

## For further information

POLÍCIA FEDERAL. Documentação para registro e emissão da Carteira de Registro Nacional Migratório - CRNM. Available on <<u>https://www.gov.br/pt-br/</u> servicos/registrar-se-como-estrangeiro-no-brasil > Access on August 27th, 2024 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 <<u>https://www.</u> gov.br/pt-br/servicos/obter-autorizacao-de-residencia-e-carteira-de-registromigratorio> Access on August 27th , 2024

## 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.

## 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.



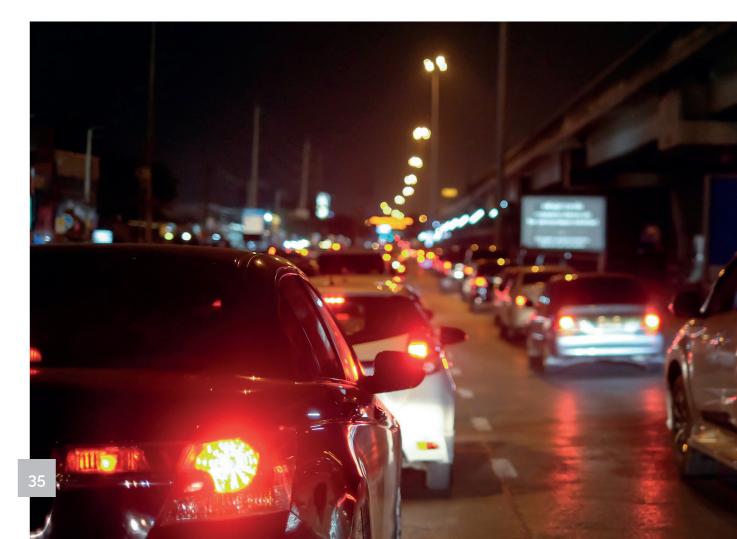


## In case you want to drive in Brazil

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 <https://www.detran.sp.gov.br/ wps/portal/portaldetran/cidadao/oquefazerquando/e7777fec-0765-4163a148-dfeb6f94478e> Access on August 27th, 2024



# **Cultural aspects**





## 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

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 ogth	Constitutionalist Revolution(São Paulo)		
September 07th	Independence Day		
October 12th	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 <a href="http://cidadedesaopaulo.com/v2/pqsp/dados-e-fatos/?lang=pt">http://cidadedesaopaulo.com/v2/pqsp/dados-e-fatos/?lang=pt</a> Access on August 27th, 2024.

"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 <a href="https://www.saopaulo.sp.gov.br/conhecasp/">https://www.saopaulo.sp.gov.br/conhecasp/</a>. Access on February 27th, 2024





## 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.

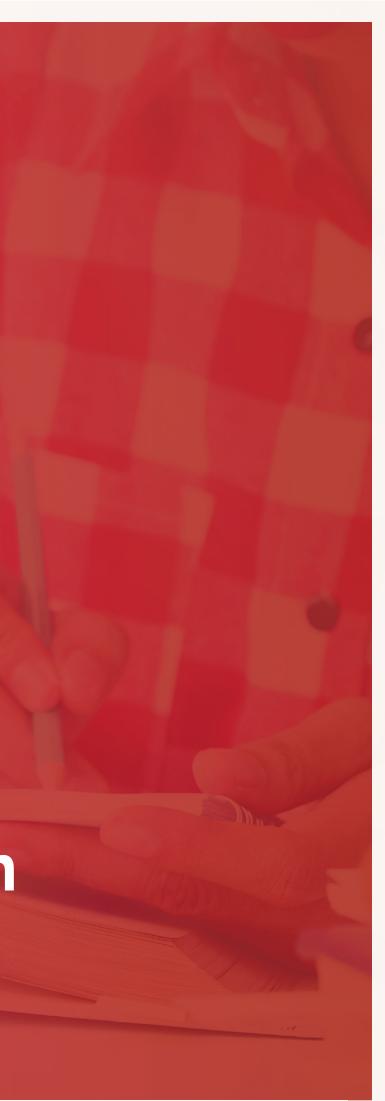
Regarding other aspects, You can access ARInter website and check values in reais or dollars in different regions at Map for the Cost of Living in São Paulo.

### For Further Information:

CUSTO DE VIDA. São Paulo 2019 – **Custos de Vida**. Available at <https://www. serasa.com.br/blog/custo-de-vida-sp/> Access on August 27th, 2024



## Other information





### 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 11,451.999 people, according to IBGE census 2022. 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	Intelig	Telemar	VIVO	TIM	Claro
21	23	31	15	41	36

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

> Important Tips! If you prefer, there are specific locations called "Lan Houses" that offer these and other communication and Internet services; as well as printing and further orientations.





## **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.



## Welcome to Brasil!





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.