

**Ref. Double Degree Exchange at the Escola Politecnica of University of Sao Paulo, Sao Paulo, Brazil.**

The Escola Politécnica of University of Sao Paulo (The Engineering School) <https://www.poli.usp.br/internacional/foreign-students/academic-information> is very pleased to receive you as an exchange student!

The original Letter of Acceptance) will be send by express mail to the International Office of your home University. You can find attached the digital copy. This Letter is necessary for the **Student VISA (Temporary Type IV)** to be requested from the Brazilian Diplomatic Representation ([www.itamaraty.gov.br/o-ministerio/o-brasil-no-exterior](http://www.itamaraty.gov.br/o-ministerio/o-brasil-no-exterior)) by the student still in his/her home country. It is **mandatory** to the foreign students **provide health insurance before leave your home Country. In the attachment “Information to Exchange Students” you can find useful information. It is very important that you read the attachment carefully.**

The number on the top of the Letter of Acceptance is your **USP NUMBER**. It will be necessary to create your e-mail account and request your **USP and BUSP Cards**. All the instructions you can find below.

**ATTENTION UNDERGRADUATE STUDENTS**  
**International Office of Poli Costumer Students Schedule**  
**Mondays to Fridays, from 11h00 to 13h30**

First of all you have to create your universal password, please follow the instructions:

1. Access the <http://id.usp.br>
2. click the link "First Access" and follow these instructions:
  - ✓ Enter your USP number.
  - ✓ Enter your email.
  - ✓ Enter the characters for the security verification.
  - ✓ Lastly, click the button "Password Request" and wait to receive a confirmation email, on the address specified previously; OBS.: Please be sure to check the spam box.
  - ✓ After receiving the confirmation email, access the link in the message to be redirected to a page for the creation of the universal password.
  - ✓ After to create your universal password you must to create your USP email:
  - ✓ Access the <http://id.usp.br>
  - ✓ At the “Usuário” (User: you must write your USP number) and at Senha (Password, you must write the password you have just created). For the next steps, follow the instructions of the site.

**USP AND BUSP CARDS:** It must be requested by the student himself/herself directly in <https://uspdigital.usp.br/jupiterweb/jupiterweb/>. The system is self-explanatory. The steps are:

1. Access the option '**USP card**';
2. Put your USP number;
3. Access the option: 'Add/Change Photo' and upload it (size photo 3x4 in jpg file); - Access 'New Application'. After that, the student will be informed by e-mail, about the delivering process *status*. For the **BUSP card**, the steps are the same but this time you do not have to upload the photo.

**PORTUGUESE LANGUAGE COURSE:** Please note that all courses at POLI are held in Portuguese. We strongly advises students to take Portuguese lessons before arrive in São Paulo. As preparation for your studies at POLI, AUCANI – International Cooperation Office of USP offer an online Portuguese Language Course. Information through the e-mail to: [aucani.idiomas@usp.br](mailto:aucani.idiomas@usp.br) or at the following link:  
<https://uspdigital.usp.br/mundus/editalintercambiopublicoListar?nivpbcavo=1&codmnu=7342>

**ESCRITORIO POLITECNICO INTERNATIONAL** (iPOLI - [www.ipoli.com.br](http://www.ipoli.com.br)): The iPOLI is a Student Association of the Escola Politécnica, which works closely with the International Relations Office team of EPUSP (SVREInt-Poli). They also help foreign students on their arrival in Sao Paulo City, Brazil and the procedures for the Federal Police <http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro>. Therefore, we strongly recommend to foreign students to contact iPOLI before leaving your home Country. **They also promote the “Orientation Week”** for more information contact: [contato@ipoli.com.br](mailto:contato@ipoli.com.br).

The classes for the 1st semester will start on **August 9th, 2021**, <https://uspdigital.usp.br/jupiterweb/jupCalendario2021.jsp?codmnu=7920>. For the Cooperative courses will start on **September 9th, 2021**. **So we advise you arrive Brasil at least one week before the official beginning of the classes.**

When you arrive in Sao Paulo, come to International Relations Office to introduce yourself and receive useful information. For directions please see map: <http://www5.usp.br/servicos/onibus-circular-campus-butanta/>.

Looking forward to hearing from you and welcome you here at EPUSP!

All the best

International Relations Office  
Escola Politecnica da USP - [crint.poli@usp.br](mailto:crint.poli@usp.br)