

REGULAR INTERNATIONAL STUDENT ADMISSION AND ENROLLMENT PROCESS — GRADUATE PROGRAMS

GENERAL REQUIREMENTS

To be admitted to the graduate course at IED São Paulo, the international student must:

- Possess an undergraduate diploma (validated by a public Brazilian university)
- Follow the registration and enrollment procedures for IED São Paulo

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| <ol style="list-style-type: none">1. Procedures in the country of origin2. Visa application in the country of origin3. Procedures in Brazil |
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1) PROCEDURES IN THE COUNTRY OF ORIGIN

1.1 Obtain information about the course program at IED's website and fill out the application online

1.2 Submit the following documents for academic evaluation and participate in the interview with the course coordinator (colloquium):

- Copy of passport
- Copy of the undergraduate diploma (legalized in the country of issue and with certified translation*)
- Academic transcript (legalized in the country of issue and with certified translation*)
- Letter of intent in Portuguese (maximum of 1 page)
- CV in Portuguese
- Digital portfolio (if available)

** Documents issued in English, Spanish or Italian will be checked by IED in their original languages.*

1.3 Once approved in the colloquium, the international student must consult the Consulate General/Embassy of Brazil in their country in order to request information about student visa and legalization of the undergraduate diploma

The processes for visa application and legalization of documents may vary by country due to bilateral agreements between governments. Firstly, the international student must contact the nearest Brazilian Consulate General/Embassy to:

- Obtain information about the student visa application (terms, required documents etc.)
- Explain their intention of enrolling on a course at Istituto Europeo di Design – São Paulo, duly recognized by the Ministry of Education (MEC) [Ministerial Decree no. 885, issued on September 18, 2009]
- Ask about the legalization of the following documents:
 - a. Undergraduate diploma
 - b. Academic transcript
 - c. Birth certificate
- Obtain information about the process of registering for a CPF (Individual Taxpayer Registry) number

For further information, refer to <http://www.portalconsular.mre.gov.br>.

1.4 If necessary, translate into Portuguese the documents listed above

Documents issued in English, Spanish or Italian will be checked by IED in their original languages. In other cases, once the documents are legalized in the country of issue, they must be translated into Portuguese by a certified translator, who is usually appointed by the Brazilian Consulate General itself. The student must take the documents listed above to Brazil, where they must be revalidated by a public Brazilian university that offers the course on the same level and field or equivalent (see item 3.1).

Important note: depending on the country, the translation into Portuguese must be done directly in Brazil. Certify in the Brazilian Consulate General/Embassy.

1.5 Portuguese language abilities

Since courses at IED São Paulo are given in Portuguese, the international student must prove their competence in the Portuguese language, in the intermediate level of Celpe-Bras (Certificate of Proficiency in Portuguese for Foreigners). In case the student is not proficient in Portuguese, IED provides information about courses that may lead the candidate towards validation.

1.6 Enrollment

To complete the enrollment procedure, the international student must submit copies of the following documents:

- Passport (afterwards, present the RNE. See item 3.2)
- CPF*
- Birth certificate (legalized in the country of issue and with certified translation)
- Proof of address
- Undergraduate diploma** (legalized in the country of issue, with certified translation and validated)
- Academic transcript** (legalized in the country of issue, with certified translation and validated)
- 1 (one) recent photo (3 cm x 4 cm)
- Enrollment request (provided by IED) duly filled out
- Educational Services Rendering Agreement — duly filled out and signed
- Proof of payment of the course

***The CPF number can be personally provided in the Consulate General/Embassy of Brazil of the respective country. The student must verify directly with the diplomatic representation in their country of origin.**

****See item 3.1.**

The student will then receive the proof of enrollment and an acceptance letter that allows them to prove to the Brazilian diplomatic corps in the country of origin that they have been offered a place at IED and have complied with the enrollment procedures.

2) VISA APPLICATION IN THE COUNTRY OF ORIGIN

2.1 Visa

The international student must look for the Brazilian Consulate General/Embassy in their country of origin and formally apply for the student visa presenting:

- a. Passport valid for more than 6 (six) months from the intended date of arrival in Brazil
- b. Acceptance letter that allows them to prove to the Brazilian diplomatic corps in the country of origin that they have been offered a place at IED and have complied with the enrollment procedures
- c. Other documents required by the Brazilian diplomatic corps (see item 1.3)

3) PROCEDURES IN BRAZIL

3.1 Validation of diplomas issued by foreign universities

The undergraduate diplomas issued by foreign universities must be validated by public Brazilian universities that offer the course on the same level and field or equivalent. In São Paulo, the following

universities are among the institutions enabled by the Ministry of Education (MEC) to validate academic documents:

Unesp

<http://www.unesp.br/#!/diplomas>

http://www.unesp.br/diplomas/revalidacao_diplomas_graduacao.pdf

+55 (11) 5627-0201 / +55 (11) 5627-0202

+55 (11) 5627-0203 / +55 (11) 5627-0205

+55 (11) 5627-0670 / +55 (11) 5627-0304

Unicamp

http://www.dac.unicamp.br/portal/grad/diploma/revalidacao_de_diploma/resolucao_dac/

Contact: Erika Castro

e-mail: emcastro@unicamp.br

+55 (19) 3521-6413 / +55 (19) 3521-6415

USP

<http://www.usp.br/secretaria/?p=36>

+55 (11) 3091-3372

4. RNE

From the arrival date in Brazil, the international student has 30 days to register in the Federal Police in the city where they will live in order to obtain their RNE (National Registry of Foreigners). The visa is one of the necessary requirements.

5. Refund

In case the international student is unable to obtain a visa, they will be refunded for 90% of the amount paid.