

REGULAR INTERNATIONAL STUDENT ADMISSION AND ENROLLMENT PROCESS — ONE YEAR CONTINUING EDUCATION PROGRAMS

MAIN STEPS FOR ADMISSION TO THE ONE YEAR CONTINUING EDUCATION COURSE AT IED SÃO PAULO:

- 1. Obtain information about the course program at IED’s website and fill out the application online**
- 2. Submit the following documents for academic evaluation and participate in the interview with the course coordinator (colloquium):**

- Copy of passport
- High School or undergraduate diploma or equivalent (legalized in the country of issue)
- CV in Portuguese
- Digital portfolio (if available)

2.1 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

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 student visa application (terms, required documents etc.)
- Explain their intention of enrolling on a course at Istituto Europeo di Design – São Paulo, duly registered by the Ministerial Decree no. 886, issued on August 16, 2016
- 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>.

3. Enrollment

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

- Passport (afterwards, present the RNE. See item 5)
- CPF*
- Proof of address
- 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.**

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.

4. 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 2.1)

5. 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.

6. Refund

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

7. 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.