

REGULAR INTERNATIONAL STUDENT ADMISSION AND ENROLLMENT PROCESS — UNDERGRADUATE PROGRAMS

GENERAL REQUIREMENTS

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

- Possess a High School diploma or equivalent (validated by a Brazilian board of education)
- Be approved in the entrance examination/admission test
- Follow the registration and enrollment procedures for IED São Paulo

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1) PROCEDURES IN THE COUNTRY OF ORIGIN

1.1 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 High School diploma or equivalent

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. High School diploma or equivalent
 - b. High School transcript or equivalent

- 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>.

1.2 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 should present them to a Secretary of Education to obtain validation. <https://www.educacao.sp.gov.br/>.

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

1.3 Portuguese language abilities

Since courses at IED São Paulo are given in Portuguese, the international student, through the entrance examination, must prove their competence in the Portuguese language. In case the student is not proficient in Portuguese, IED provides information about courses that might help the candidate.

1.4 Fulfill the registration procedures at IED São Paulo's website

The student must register online for the entrance examination on our website.

2) ADMISSION AND ENROLLMENT IN BRAZIL

2.1 Validation of the High School diploma or equivalent

The High School transcript and diploma or equivalent, previously legalized and with certified translation, must be presented at the São Paulo State Secretary of Education for validation. The board of education issues a certificate to inform that the studies done abroad are equivalent to those fulfilled in the Brazilian system in the level of High School completion.

As soon as the student arrives in Brazil, they must contact IED's Student Services Office, which will guide them through this process.

2.2 Entrance examination at IED São Paulo

To be admitted in IED São Paulo's four-year course, the student must be approved in the entrance examination, to be administered in the campus of São Paulo. The examination is in Portuguese and composed of two parts: writing and creativity test.

2.3 Enrollment

Once approved in the entrance examination, the international student must present the following documents for enrollment:

- Passport (afterwards, present the RNE*) — **original and 2 (two) plain copies**
- CPF — **original and 2 (two) plain copies**
- Birth certificate (legalized in the country of issue and with certified translation) — **original and 1 (one) plain copy**
- Proof of address — **original and 2 (two) plain copies**
- High School diploma (along with the certificate of equivalence of studies issued by the Secretary of Education) — **original and 1 (one) plain copy**
- High School transcript (along with the certificate of equivalence of studies issued by the Secretary of Education) — **original and 1 (one) plain copy**
- 1 (one) recent photo (size 3 cm x 4 cm)
- Enrollment request (provided by IED) duly filled out
- Educational Services Rendering Agreement — **2 (two) copies duly filled out and signed**
- Payment of the semester's 1st installment as described in the agreement

***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.**

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 approved at IED's entrance examination and have complied with the enrollment procedures.

3) VISA APPLICATION IN THE COUNTRY OF ORIGIN

3.1 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 approved at IED's entrance examination and have complied with the enrollment procedures.
- c. Other documents required by the Brazilian diplomatic corps (see item 1.1)

5. Refund

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