



Handbook for International Students

Welcome to FAE Centro Universitário and congratulations on your decision to join us!

In view of the dynamics of the economic, political and social changes taking place in several countries, the organizations have been concerned about hiring people who can manage processes and present skills to predict and respond to these changes in an effective and timely manner. We, at FAE, are inviting you to develop these skills with an academic experience abroad. Our mission to transform our students into real key players has led us to establish agreements with several international educational institutions, aiming to develop programs, which offer the answers to the great challenges faced by the Brazilian corporations. The International Relations Department (NRI) is here to help make your experience at FAE a pleasant and productive one.

If at any stage you cannot find the answer to a query or wish to discuss an issue that concerns you, please do not hesitate to contact us at nri@fae.edu or +55 41 2105-4840 and/or visit our website at www.fae.edu.

The NRI staff extends you a warm welcome.

FAE Centro Universitário

FAE Centro Universitário won national and international recognition as an institution of excellence in business and management. As an innovative educational project and a highly qualified faculty, FAE consolidated its business-related programs, and expanded the options to other areas of knowledge – it was the birth of FAE University Center. Currently, FAE offers around 20 undergraduate programs and 25 certificate programs.

International Relations Office

The International Relations Office (NRI) was established to assist international students and scholars in their educational and scholarly pursuits at FAE. This is accomplished through the provision of orientation services, assisting international students in important matters related to issues ranging from academic to immigration regulations.

In addition, NRI provides ongoing advising, assistance with paperwork and personal and financial concerns. Advisors are available weekdays by appointment.

Contact Information

Coordinator: Areta Galat – +55 (41) 2105-4844

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Homepage: <http://www.fae.edu/english/index.vm>

Office Hours

Monday-Friday

8:00 a.m. – 7:00 p.m.

Things to Complete before you Arrive in Brazil

Visa

For information about the Visa for foreigners, visit the website: as <http://www.portalconsular.mre.gov.br/estrangeiros>. As MBA students, you don't need to get the Student Visa. Just the Tourist Visa. In case you need a document from FAE to get your Visa, FAE can issue an Invitation Letter, saying that you are going to participate in a cultural program.

Housing

FAE does not offer Campus Housing, but you will find many private accommodations, which is the most frequent option even for Brazilian students.

Usually, Professors from BW stay at the Bristol 500 Hotel (address: Rua Desembargador Motta, 1499 – Batel – Curitiba – PR). This Hotel is very close to FAE and in front of a shopping mall. We strongly recommend you to stay at the same hotel as the Professors, since it is very close (walking distance) to FAE. Would you like that? In this way we can book the hotel and you can pay on your arrival.

What to pack in your luggage

Be sure to pack appropriate clothing for our climate. Curitiba is commonly known as being a city of "four seasons in one day". And it can become very hot or very cold unexpectedly. In the same day!!

Be sure to bring your medical records; information about any long-term health problems you may have; prescription medication; and information about any health insurance policy by which you are covered. **We recommend that you carry your immigration documents with you on the plane (passport, immigration or visitor forms, and verification of financial support).**

At the Airport

Immigration Documents

Make sure your passport and immigration documents are carried on the plane with you – DO NOT pack them in your checked luggage. You will need to show your documentation to a Customs Officer before you can collect your checked luggage. It is also extremely important that you make sure you have your Passport stamped before you leave the inspection area.

Complete Currency Exchange

You will need to exchange currency either at the currency exchange in the terminal at Afonso Pena Airport when you arrive or by visiting a travel office.

Brazil Currency

Brazil's currency unit is the real (plural = reais) and is made up of 100 centavos. The real bills are issued in denominations of 1 real R\$ 2; R\$ 5; R\$ 10; R\$ 20; R\$ 50; and R\$ 100. The R\$ 100 bills are not often used or easily exchanged for small purchases. Coin denominations are 5 centavos, 10 centavos, 25 centavos, 50 centavos and 1 real.

Sometimes, in Brazil, if a purchase costs R\$ 1.98, and you pay it with a 2-real bill you may not receive any change as 1-cent coins (Real) are not pressed anymore.

Transportation from the Airport

The majority of international students travel to Curitiba by air. The Afonso Pena Airport (CWB) is about 16 km from campus and is the nearest airport with commercial airline service.

You have 3 options for transportation from the airport to the hotel:

- 1) The executive bus - <http://www.aeroportoexecutivo.com.br/> (in front of the airport)
- 2) Cab in front of the airport;
- 3) Shuttle - you can be picked up by a private driver. If you would like that we can arrange the pickup. You can pay directly to him in cash - we will confirm the amount he is charging this year.

When to Arrive On Campus

We recommend that you plan to arrive at FAE a few days (2 or 3) prior to your first day of classes.