

## IMPORTANT INFORMATION - BRAZIL

Dear *Student*,

In this document, you will find important information you'll need to know about the internship program in Brazil. Our beautiful country and welcoming population will embrace you in this amazing experience that you will never forget. For further information please do not hesitate to contact ABIPE. Demand Accommodation and airport pick up, if needed, ahead.

### **ABIPE attendance**

ABIPE team is a small office that represents and manages IAESTE program in Brazil, located in São Paulo. There are no Local Committees, so we count on your understanding if you do not receive the physical support and have social activities as you expected. On the other hand, we will always be available to support you with any questions you may have during your stay in Brazil; you can e-mail or call us and we will give a feedback as soon as we can. There are some volunteer students that can support you during your stay, contact us to know if there are any in your location.

### **Visas**

Apply for your visa just after receiving the approval from the employer, acceptance papers and visa instructions from IAESTE Brazil.

To do an internship in Brazil, differently from tourism stay, a visa is required to all students and a fee will be charged to get one. There will also have a cost to register your visa at the Federal Police in Brazil.

\*German nationals do not require a visa for internships under 90 days.\*

More information will be sent after your acceptance.

### **Accommodation**

Some cities - such as São Paulo, Rio de Janeiro, Belo Horizonte, etc - are huge and it usually takes a relatively long time (around 1 hour) to get from your accommodation to your internship. Since we search for accommodations that are not so expensive, and that will fit your budget in Brazil, we have limited options. On the other hand, these cities offer a lot of awesome attractions and there are also small and relaxing host cities.

\*Some lodgings may require the payment ahead.\*

### **Finance**

The focus of the internship is the enrichment of your professional and personal life, getting to know a different culture and stepping out of your comfort zone to reach a unique growth.

The payment you are going to receive from the hosting institution covers basic living expenses, which means: lodging, urban transportation and food.

So, you should be prepared to cover all non-obligatory extra expenses such as travelling, shopping, participating in IAESTE events and other entertainment.

The employers in Brazil pay your scholarship wage at the end of every worked month; therefore, you must prepare yourself financially for the first month expenses, including the **Federal Police registration (must be done within 30 days from your arrival)** and the rent for your accommodation.

### **Responsibility**

Your hosting accommodation owner and hosting institution will set rules that you must obey; if any unfair treatment takes place, please, let us know so that we can solve the problem.

You must obey Brazilian Law: smoking cigarettes is prohibited in closed areas, so is driving after consuming alcohol and the use of any kind of drugs.

**\*It is strictly forbidden to use any kind of drugs\***

If you have doubts about Brazilian legislation you can contact us and we will clarify it to you.

### **Insurance and liability policy**

The student must be enrolled as student during the entire period of internship. It is mandatory to hire an Insurance company to cover health issues and accidents before traveling to Brazil for the internship, including the time spent travelling and leisure activities.

### **Application**

Please prepare your application carefully, which must include the following documents:

- Student Nominated form – must be typed and please include the job reference number from the FORM O.
- FORM O
- Cover letter to the employer
- Curriculum Vitae
- List of subjects studied
- One recommendation letter
- Letter from your University stating your enrollment

More information will be sent after your acceptance.

**Wishing you a wonderful stay,**

ABIFE – Associação Brasileira de Intercâmbio Profissional e Estudantil

Praça Charles Miller, 152 – 1st Floor - CEP 01234-010 São Paulo – Brasil

Tel +55 11 3262-4012

[p Prado@abipe.org.br](mailto:p Prado@abipe.org.br) – [raissas@abipe.org.br](mailto:raissas@abipe.org.br) – [thaisb@abipe.org.br](mailto:thaisb@abipe.org.br)