



**MINISTÉRIO DA EDUCAÇÃO
UNIVERSIDADE FEDERAL DE SANTA MARIA
GABINETE DO REITOR
SECRETARIA DE APOIO INTERNACIONAL – SAI**

CALL FOR MOBILITY 2019 (INCOMING) – RECEIVING INTERNATIONAL STUDENTS

The following public notice aims at regulating the application and selection of undergraduate and graduate students from foreign universities associated to the Federal University of Santa Maria (UFSM) to study at UFSM, from March to July, 2019. The period of each mobility is of 01 (one) academic semester and the student will carry out academic activities in accordance with the international bilateral cooperation agreements of each foreign university with UFSM.

Exceptionally, and according to the criteria of each of the institutions involved, the student can request the extension¹ of his academic activities for 01 (one) extra academic semester.

1. The purpose

The purpose of this program is to provide international experience, enriching the formation of students, enabling institutional strengthening by means of strategic alliances and the development of mobility activities between the partner universities. Within the agreed plan, the selected student can take optional classes, carry out their final paper and other academic activities, in addition to the ones specified in his/her course. Research activities will be subject to acceptance of the professor in charge.

2. The openings

For the first academic semester of 2019, UFSM will offer 2 (two) openings, one for each foreign partner university, in any area of knowledge for undergraduate and graduate students coming from these universities.

More openings may be offered, according to the interest of the partner universities. The student may opt for carrying out the mobility in any one of the 4 (four) campuses of UFSM:

I. UFSM - Santa Maria: <http://site.ufsm.br/>

II. UFSM - Palmeira das Missões: <http://palmeira.ufsm.br/#>

III. UFSM - Frederico Wetsphalen: <http://w3.ufsm.br/frederico/>

IV. UFSM - Cachoeira do Sul: <http://w3.ufsm.br/cachoeira/#>

¹ In this case the student must present a new study plan approved by the coordinator of the undergraduate or graduate program at UFSM and by the host institution, in order to receive a new acceptance letter. Afterward, the student must present updated documentation (visa and health, life and repatriation insurance) valid for the exchange period.

3. The requirements

The participation requirements for students in the selection process for UFSM international academic mobility will be defined by the home institution and by Resolution 014/2012, that regulates the national and international mobility program for UFSM.

4. Documentation Required for Application

1st Phase (application):

In order to apply for the UFSM Mobility Program, based on Art. 9 of UFSM Resolution nº 014/2012, the international student shall provide the following documentation:

I - Presentation/indication letter issued by the student's home institution;

II - Updated academic transcript;

III - Proof of enrollment, provided by the competent department;

IV - Study Plan (model provided by SAI²), listing the academic activities to be carried out at UFSM in accordance with the home university and the coordination of the intended undergraduate or graduate course at UFSM. It is of the student's total liability to complete correctly the study plan, including the research for the intended classes (available at <http://w3.ufsm.br/prograd/index.php/documentos/ppcs-projetos-pedagogicos/8-paginas/10-cursos-de-graduacao>), writing the name and the code for each class correctly, to avoid any doubts from the Course Coordination that should respond about the students' acceptance.

V - International Student Registration Application Form at UFSM (provided by SAI's website³).

VI - Copy of a valid passport.

To obtain the acceptance letter, the student must send the documents listed in items I, II, III, IV, V and VI (presentation/indication letter, academic transcript, proof of enrollment, study plan, International Student Registration Application Form and a copy of the passport) to the International Affairs Office at UFSM, by e-mail (sai.convenios@ufsm.br), according to the deadlines established in this call.

2nd Phase (enrollment):

Subsequent to the agreement and signing of the undergraduate or graduate course coordination at UFSM of the student's study plan, SAI will issue the acceptance letter to the foreign university. In the beginning of the academic semester, when reporting to SAI, the student must have in hands the documentation (copy and original) described in items I to VI and also the documents mentioned in items VII to XI below, in order to obtain the enrollment number at UFSM:

VII - Copy of the student Visa, as required by UFSM;

VIII - Acceptance Letter (issued by SAI);

IX - Copy of the international life, health and repatriation insurance;

2 The study plan's model can be accessed on the link <http://w3.ufsm.br/sai/index.php/2016-03-14-12-07-10/como-se-candidatar>, on the tab "International Students".

3 Access on the link <http://w3.ufsm.br/sai/index.php/2016-03-14-12-07-10/como-se-candidatar>, on the tab "International Students"

X - Copy of Register of Individual (CPF), that can be obtained at the Brazilian Consulate in the student's home country or at the Federal Revenue of Santa Maria (Rua Riachuelo n° 80, Downtown, Phone number: +55 55 3304 - 3100);

XI - Copy of Foreigner National Registration (RNE), that can be obtained at the Federal Police in Santa Maria (Rua Vale Machado n° 1361, Downtown, Phone number: +55 55 3304 - 3100).

5. Financial Aid

According to the bilateral agreements signed with UFSM, the mobility student is exempt of paying academic taxes, such as enrollment fees. After regularly enrolled at UFSM, the international student will also have access to libraries, laboratories, university restaurants and other facilities offered to regular UFSM students.

All the expenses related to travel and housing will be of total responsibility of the student, such as visa, passport, travel tickets, insurance, food, accommodation and immigration documents, except for specific agreements in which the coverage of one or more of these aids is provided.

6. Schedule

1st Academic Semester of 2019 (March to July)	
Period	Activity
Up to November 21, 2018	Deadline for request of academic mobility at UFSM by students from partner universities
November 30, 2018	Deadline for the departments to decide on the mobility requests
Up to December 07, 2018	Sending of acceptance letters to the foreign universities
March 2019	Classes start
*July 2019	Classes end

* The dates for the beginning and end of the first academic semester of 2019 will be defined at the end of 2018, when the 2019 Academic Calendar will be published at <http://site.ufsm.br/#>

7. Final provisions

The applicants to mobility at UFSM who receive the "agreement" from the respective undergraduate and graduate course's coordinations will receive from the International Affairs Office (SAI) the acceptance letter, the UFSM Student's Guide e further orientation, by e-mail. Later, the acceptance letter will be send by ordinary mail to the student's home university.

For information about UFSM and the undergraduate courses offered by our institution you can access <http://w3.ufsm.br/prograd/index.php/documentos/ppcs-projetos-pedagogicos/8-paginas/10-cursos-de-graduacao>. Further information at www.ufsm.br/sai, by e-mail sai@ufsm.br or through the telephone number +55 (55) 3220-8774/8934. Mobility requests outside the deadlines established by this call will not be accepted.


Erico Marlon de Moraes Flores
Director of International Affairs - SAI
Santa Maria, August 01, 2018