



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

**CALL FOR ACADEMIC MOBILITY PROGRAM 2020 (INCOMING)
RECEIVING INTERNATIONAL STUDENTS AT UFSM**

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 August to December, 2020. 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 second academic semester of 2020, 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:

- a. UFSM - Santa Maria: <http://site.ufsm.br/>
- b. UFSM - Palmeira das Missões: <https://www.ufsm.br/unidades-universitarias/palmeira-das-missoes/>
- c. UFSM - Frederico Wetsphalen: <https://www.ufsm.br/unidades-universitarias/frederico-westphalen/>
- d. UFSM - Cachoeira do Sul: <https://www.ufsm.br/unidades-universitarias/cachoeira-do-sul/>

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 Incoming Academic Mobility Program will be defined by the home institution and by Resolution 014/2012, that regulates the national and international mobility program for UFSM (http://w3.ufsm.br/sai/images/Resoluo_014_2012.pdf).

4. Documentation Required for Application

1st Phase (application):

In order to apply for the UFSM Incoming Academic Mobility Program, based on Art. 9 of UFSM Resolution n° 014/2012, the international student must send to the International Affairs Office at UFSM, by e-mail (sai.bilateral@ufsm.br), the documents listed in items I, II, III, IV and V, **IN A SINGLE .pdf FILE**, according to the deadlines established in this call:

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

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

III - Study Plan (model provided by SAI²), listing (**typed/not manually**) 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 <https://portal.ufsm.br/ementario/cursos.html>), 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;

IV - Application Form for International Student at UFSM (provided by SAI's website³);

V - Copy of a valid passport.

AFTER THE ACCEPTANCE LETTER WAS SENT BY SAI, PLEASE INFORM BY E-MAIL (sai.bilateral@ufsm.br) YOUR ARRIVAL DATE AT UFSM.

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 V and also the documents mentioned in items VI to IX below, in order to obtain the enrollment number at UFSM:

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

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

VIII - Copy of Register of Individual (CPF), that can be obtained at the Brazilian Consulate in the student's home country, at the Federal Revenue of Santa Maria (Rua Riachuelo n° 80, Downtown, Phone number: +55 55 3304 - 3100), at any Post Office or Brazil Bank, when the student arrives in Santa Maria.

2 The study plan's model can be accessed on the link <https://www.ufsm.br/orgaos-de-apoio/sai/mobilities-through-bilateral-agreements/>, on the tab "International Students".

3 Access on the link <https://www.ufsm.br/orgaos-de-apoio/sai/mobilities-through-bilateral-agreements/>, on the tab "International Students".

IX - Copy of Migratory National Registration (RNM), that can be obtained at the Federal Police in Santa Maria (Rua Vale Machado n° 1361, Downtown, Phone number: +55 55 3304 - 3100; Website: <http://www.pf.gov.br/servicos-pf/imigracao/registro-de-autorizacao-de-residencia-1/registro-de-autorizacao/registro-de-autorizacao-de-residencia>).

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

| 2nd Academic Semester of 2020 (August to December) | |
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| Period | Activity |
| Up to May 27, 2020 | Deadline for request of Incoming Academic Mobility Program at UFSM by students from partner universities |
| Up to June 05, 2020 | Deadline for the departments to decide on the mobility requests |
| Up to June 12, 2020 | Sending of acceptance letters to the foreign universities |
| August 03, 2020 | Classes start |
| December 15, 2020 | Final exams |

7. Final provisions

The applicants to Incoming Academic Mobility Program 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 sent by ordinary mail to the student's home university.

For information about UFSM and the undergraduate courses offered by our institution you can access <https://portal.ufsm.br/ementario/cursos.html>. Information about the cooperation agreements that UFSM has signed with foreign institutions can be found at <https://www.ufsm.br/orgaos-de-apoio/sai/convenios-bilaterais-ativos/>

Further information at <https://www.ufsm.br/orgaos-de-apoio/sai/>, on the tab “International Students”, by e-mail sai@bilateral@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.

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Santa Maria, January 24, 2020