



**Universidade Federal da Bahia Instituto de Saúde Coletiva**  
Rua Basílio da Gama, s/nº 1º andar – Canela Salvador – Bahia -  
Brasil CEP 40110-040 Telefone: (71) 32837410

## INFORMATION FOR NEWLY ARRIVED INTERNATIONAL STUDENTS

Dear International Student,

The Collegiate Board of the Post Graduate Programme in Collective Health (*Colegiado do Programa de Pós-Graduação em Saúde Coletiva: PPGSC*) would like to provide you with some information, based on the experiences of former students, to help you with the procedures required when organizing your stay in Brazil and on your arrival in Salvador as an international student.

It is worth pointing out that this **information must be confirmed with the relevant bodies, since it is subject to alteration.**

This document contains guidance regarding the following:

1. How to obtain your Taxpayer Identification Number (*Cadastro de Pessoa Física: CPF*)
2. How to obtain Proof of Residence in Salvador
3. Registration with the Federal Police and the Foreigners Identity Card
4. Opening a Banco do Brasil bank account
5. Salvador Card (student card)
6. SUS Public Health Card
7. Other useful information

### **1. How to obtain your Taxpayer Identification Number (*Cadastro de Pessoa Física: CPF*)**

- This procedure is essential and must be carried out as soon as you arrive, since a CPF is required for a range of operations. To obtain your CPF, you need to present the following documents at any branch of the Banco do Brasil or Caixa Econômica banks or at the Post Office (*Correios*):
  - Your passport and a photocopy
  - A statement from the Institute of Collective Health (*Instituto de Saúde Coletiva: ISC*) providing proof of student status
  - Proof of residence in Salvador (this could be a public utility bill – electricity, water, or telephone - for your place of residence containing your name and correspondence address)

**Note 1:** There is a R\$ 5.50 charge for receipt of your CPF

**Note 2:** You can ask to receive the card at the bank rather than having it sent to your address.

- Your CPF may also be obtained at a **Citizen Service Centre (*Serviço de Atendimento ao Cidadão: SAC*)**. Some SAC addresses are:
  - Barra: Av. Centenário, 2.992 - Shopping Barra, Ground floor - Chame- Chame. Opening hours: Mondays to Fridays from 8am to 6pm / Saturdays from 8am to 1pm
  - Iguatemi: Shopping Iguatemi - Parking Level C, Av. Tancredo Neves, 148. Opening hours: Mondays to Fridays from 9am to 7pm / Saturdays from 9am to 2pm
  - Salvador Shopping Centre – Parking Level G2, Caminho das Árvores - Av. Tancredo Neves, 2915. Opening hours: Mondays to Fridays from 9am to 7pm / Saturdays from 9am to 6pm
- You should then take the bank receipt and your passport to the Federal Revenue Service (*Receita Federal* - at Av. Tancredo Neves, near Salvador Shopping and the Jornal A Tarde building). You will receive a Proof of Registration and a Registration Status slip with your CPF number which you can use until you receive the final card.
- The card will be sent to your address. If you do not receive it within three (3) months, you should return to the bank branch to make a complaint.
- It is also possible to request your CPF from outside Brazil. Information may be found at:

[http://idg.receita.fazenda.gov.br/orientacao/tributaria/cadastros/cadastro-de\\_pessoas-fisicas-cpf/atos-cadastrais/inscricao-alteracao-e-cancelamento](http://idg.receita.fazenda.gov.br/orientacao/tributaria/cadastros/cadastro-de_pessoas-fisicas-cpf/atos-cadastrais/inscricao-alteracao-e-cancelamento)

Note: there is more information on the Federal Revenue Service website:

<http://idg.receita.fazenda.gov.br/orientacao/tributaria/cadastros/cadastro-de-pessoas-fisicas-cpf>

## 2. How to obtain Proof of Residence in Salvador

Proof of residence may be in the form of a public utility bill (water, electricity, telephone, credit card, etc.) including your name and address or a tenancy contract in your name. Since you will have only just arrived in the country, it is unlikely that you will have this type of evidence.

To obtain this document as quickly as possible, you will need to ask the person responsible for the property in which you are staying to make a statement declaring that you live with them. This declaration must be signed (and the signature notarized) and attached to a photocopy of their identity document and a document containing information about their bank account and address.

It is worth noting that this declaration and the proof of residence are only valid for three months. You will therefore need to have a public utility bill in your name for the next three months, otherwise you will have to repeat this process each time you require proof of residence.

## 3. Registration with the Federal Police and the Foreigners Identity Card

The Student Visa is granted by the **Brazilian embassy in your country of origin**, you must therefore obtain it prior to your departure for Brazil. Once you have entered

Brazilian territory, you have 30 days to validate your visa with the Federal Police. You may then acquire a permanent residency visa (if applicable) and the card which contains your National Foreigner Registration number (*Registro Nacional de Estrangeiro*: RNE). A student visa must be renewed annually, while permanent residency, for students from Mercosul countries, does not require renewal.

**Since the requirements and type of visa/card vary by country of origin, you must confirm this information prior to initiating these procedures.**

The Federal Police Foreigner Service Centre is located at the airport, appointments are booked online.

Office hours: Monday to Friday - 9 am to 4pm

Telephone: 3204-1697/1687

Note: more information may be found at: <http://www.pf.gov.br/servicos-pf/estrangeiro>

**Required documents:**

- Original passport and photocopy of the relevant pages
- Two 3x4 glossy colour photos on a plain white background
- Original visa request form (document provided to the Brazilian embassy or consulate in your country of origin)
- Proof of Payment Slips for Registration (code 140082, R\$ 106.45) and Card Charges (code 140120, R\$ 204.77), R\$ 311.22 in total. The proof of payment slip can be obtained at <http://www.dpf.gov.br> GRU (*estrangeiros*). Your *Unidade Arrecadadora* is BA – Superintendência. You must complete this online, print and pay the charges at any bank. You should then attach the payment slip to your other documents.

**Note:** make sure you take all information regarding your residential address and ISC (UFBA) documentation with you.

**Warning!** In order to open a Banco do Brasil bank account, you are required to produce a statement from the Federal Police Department declaring that you have initiated the procedures for issuing your identity card and that all documentation required by this department is in order. Ask for this statement when you present your documents, otherwise you will have to return to the airport!

**4. Opening a Banco do Brasil bank account (students with CAPES or CNPQ grants)**

To open a bank account, you need to go to the CANELA Banco do Brasil branch located at Av. Araújo Pinho, 473. Canela, Salvador, BA - CEP: 40110-090.

**Required documents:**

- CPF Number
- Passport
- Proof of residence (electricity, telephone or water bill). Note: you can ask to receive your card at the bank, rather than having it sent to your address.
- The names, surnames and telephone numbers of two people (contacts in Brazil)
- Official letter from the Post-graduate Studies Department asking you to open a

- bank account in order to receive your grant
- Original proof of enrolment on the Post-graduate Programme of Collective Health.
- Statement from the Federal Police Department declaring that you have initiated procedures for issuing your identity card and that all documentation required by this department is in order.

**Warning!** Always carry an official identification document that contains your father's and mother's name (birth certificate, marriage certificate, etc.)

## 5. Salvador Card (student card)

This card has various functions: it is a travel card (giving you the right to 50% off bus travel), a student identification card and a student discount card for 50% off theatre and cinema tickets, etc.

**First step: registration at the university.** In order to register, you must take your proof of enrolment to PAF1 (Federação Class Pavilion 1) on the Ondina Campos of the Federal University of Bahia (UFBA).

**Second step:** booking an appointment on the system. One week after registering, go to the following site:

<http://www1.salvadorcard.com.br:8080/servicos/estudante/agendamento1ViaPrincipal.jsf>

Click on the following links: “estudantes agendamento” / “primeira via” / “obter um código SETPS”. After booking your appointment, you will be advised of its time and location.

**Third step:** go to the SalvadorCARD Service Point (*Posto de Serviço SalvadorCARD*) in Comércio (Rua Miguel Calmon, no. 80), with your proof of registration, passport and the equivalent in Brazilian Reals of the cost of 12 (twelve) bus journeys. Your card will then be issued.

Note: more information can be found at:

<http://www.salvadorcard.com.br/produtos/meia-passagem/>

## 6. SUS Public Health Card

Once you have legalized your stay in Brazil, we recommend that you obtain your SUS Card, which will facilitate access to the Unified Health System (*Sistema Único de Saúde: SUS*).

You can register at hospitals, clinics and health centres or other locations determined by the Municipal Health Department.

To obtain your SUS card, you need the following documents, with photocopies:

- Identity Card – National Foreigner Registration (*Registro Nacional de Estrangeiro: RNE*)
- CPF
- Birth certificate

- Proof of residence

And the following information: country of origin and date of entry into Brazil.

Note: more information can be found at: <http://www.brasil.gov.br/cidadania-e-justica/2012/03/saiba-como-solicitar-o-seu-cartao-sus>

## 7. Other useful information

### ✓ Benefits available from UFBA

UFBA provides certain benefits which may be useful for your life in Salvador:

- **Health service:** UFBA provides free outpatient healthcare at the SMURB centre (*Serviço Médico Universitário Rubens Brasil*), located at Rua Caetano Moura, 99 - Federação. CEP: 40210-908. Telephone: 3283-5800. Fax: 3283-5809.

Note: for more information see: <http://www.smurb.ufba.br/>

**Warning!** UFBA's healthcare service does not provide emergency care. For emergency care, you must go to an Emergency Care Unit (*Unidade de Pronto Atendimento: UPA*) or to the Accident and Emergency Department of a SUS hospital.

- **University Restaurant:** located on the Ondina campus, provides meals (lunch and dinner) at a fixed price (R\$ 2.50) for university students who present their proof of enrolment and an identity document with a photograph. It is worth noting that the restaurant is very popular, so you will need to arrive early allowing plenty of time to wait in line.

- **BuzUFBA:** a shuttle bus service exclusively for the UFBA community that travels between the university's different campuses. Different lines take different routes. These can be found on the UFBA site:

<https://www.ufba.br/sites/devportal.ufba.br/files/cartaz-buzufba.pdf>

- **Crèche:** if you have children aged between four months and three years, eleven months, you may be eligible for a place at the university crèche. Places are obtained through a selection process managed by PROAE (UFBA's Office of the Dean of Student Welfare and Affirmative Action - *Pró-Reitoria de Assistência Estudantil e Ações Afirmativas*). PROAE is located in front of the Rector's Office. You will need to provide photocopies of documents such as your CPF, proof of residence and others. The crèche is located at Rua Padre Feijó, 52 Canela. CEP 40.110-170. Telephone (71) 3283-7765/7767. E-mail: [creche@ufba.br](mailto:creche@ufba.br). It provides morning, afternoon and all-day care.

Note: more information may be found at: <https://proae.ufba.br/pt-br/creche>

### ✓ **Grants**

The grant (CAPES or CNPq) is R\$ 1,500.00 for master's degree students and R\$ 2,200.00 for doctoral students. It is worth noting that both international and Brazilian candidates must apply for grants through ISC's annual selection process. Even if you do receive a grant, you should remember that you will need money for your upkeep at times not covered by your grant and should therefore acquaint yourself with the cost of living in the city.

✓ **Documents that you must bring from your country of origin**

As well as your entry visa for Brazil, which you must obtain in your country, we recommend that you bring the following documents, which may be required during your time in Brazil:

- Birth certificate or other document containing the names of your mother and father
- Certified or legalized academic documents

Although these are not required on arrival, by the end of the course you will have to present a translation of your under/graduate diploma and your school records at the Department of Post-graduate Studies, since these documents are required in order to produce the diploma obtained at ISC.

Possible translators can be found below:

- Vitor Rodrigo de Lima (Spanish)  
Address: Alameda Filemon de Andrade, Ed. Serra do Garcia, 97, ap. 802 B. Garcia  
Tel: 3328-0790 99933-2497  
[vitorolim@hotmail.com](mailto:vitorolim@hotmail.com); [vitorod@ufba.br](mailto:vitorod@ufba.br)
- Roberto Joaquim de Oliveira (Spanish, French, English, Italian, Romanian)  
Address: Rua Augusto Frederico Schmidt. Ed. Gov. Luiz V. Filho, 159, ap. 1002.  
Chame-Chame  
Tel: 3245-5428  
[rjolive@e-net.com.br](mailto:rjolive@e-net.com.br)
- Isaura Cristina Sulz de Almeida Campos (Spanish)  
Address: Alm. Carrara, 723, ap. 801. Ed. Otaviano. Pituba  
Tel: 3351-9995/1618 99144-9493  
[isasulzer@ig.com.br](mailto:isasulzer@ig.com.br)
- Maria Eugenia Vianha Nery (Spanish)  
Address: Pça. Conselheiro Almeida Couto, 07, ap. 403. Nazaré  
Tel: 3243-0439

✓ **What is Signature Notarization (*Reconhecimento de Firma*)?**

It is the act of attesting that the signature on the document is, in fact, that of the person who signed it. Notary Public Offices provide this service.

There are two types of signature notarization: **signature notarization by similarity**

and **signature notarization by authentication**. In your case, as a foreigner, the first type is the most common.

**a) Signature Notarization By Similarity:**

For this procedure the person whose signature is being notarized must have **their signature registered (*firma aberta – ficha de firma*) at a particular notary public office\***, in other words their signature must already be on file at that office.

The Notary/Official will then make a technical comparison between the document's signature with that registered on file.

If you would like to register your own signature, you can request this service at the nearest notary public office.

\*Some Notary Public Offices:

13º Cartorio de notas de Salvador  
Av. Leovigildo Filgueiras, 112 - Garcia, Salvador - BA, 40100-000  
(On Rua do Teatro Castro Alves)  
Telephone:(71) 3036-7500  
Office hours: 08:00–17:00

2º Tabelionato de Notas  
Av. Sete de Setembro, 400 – Ed. Fundação Politécnica – 2ª Sobreloja  
São Pedro  
Salvador, 40068-900

✓ **Telephone services and local mobile phone numbers:**

There are several companies in Salvador that provide landlines and mobile phones. You will need your CPF number to access any of these services.

✓ **Useful tips (at any service)**

- Be alert!
- Do not sign anything without reading. Wait a few minutes! Think first!

In consumer complaint cases go immediately to PROCON (Superintendence for Consumer Protection and Defence) at the one of these Citizen Service Centres (*Serviço de Atendimento ao Cidadão*: SAC):

SAC – Barra - Shopping Barra – tel.: 3264-2183/3284-6582  
SAC – Boca do Rio – Multishop – tel.: 3362-0058  
SAC – Cajazeiras – tel.: 3395-2079

SAC – Comércio - tel.: 3242-8192  
SAC – Salvador Shopping - tel.: 3450-2842  
SAC – Periperi - tel.: 3397-2389  
Faculdade Universo - tel.: 3351-7658  
Universidade Católica - tel.: 3247-6736  
Universidade Jorge Amado - tel.: 3366-4665  
2º Juizado de Brotas - 3432-7604/3432-7600

✓ **Websites for cultural activities**

<http://www.aratuonline.com.br/guiadosoteropobretano/>  
<https://www.facebook.com/GuiaDeSobrevivenciaDoSoteropobretano/?fref=ts>  
<http://agendacultural.ba.gov.br/>  
[https://www.facebook.com/pg/AgendaCulturalBahia/about/?ref=page\\_internal](https://www.facebook.com/pg/AgendaCulturalBahia/about/?ref=page_internal)  
<https://www.facebook.com/groups/aldeianago/?fref=ts>

We hope this information is helpful prior to and on your arrival in Salvador and at ISC/UFBA. Should you require other information, advice or company, please contact the international students' group at the Institute and the Department of Post-graduate Studies in Collective Health.

***Welcome!***