**Instructions for Incoming International Students**

Federal University of Technology - Paraná (UTFPR - Universidade Tecnológica Federal do Paraná) is a multi-campus university located around Paraná state, in southern Brazil. The educational and research activities take place in 12 different campuses: Apucarana, Campo Mourão, Cornélio Procópio, Curitiba, Dois Vizinhos, Francisco Beltrão, Londrina, Guarapuava, Medianeira, Pato Branco, Ponta Grossa, Toledo.

UTFPR aim is to instruct and to qualify professionals in several levels and modalities of education, for the different sectors of economy. Working together with the productive area of society, UTFPR professors conduct researches and work for the technological development of new processes, products and services.

**How to apply as an exchange student**

**Exchange students**

Exchange students are non-degree students who intend to study at UTFPR for one or two semesters and are currently enrolled at a partner university participant of bilateral agreements.

**Application deadline**

**15 November** - for fall semester (February - July) or full academic year (February - December) studies

**15 March** - for spring semester (August - December) or full academic year (August - July) studies

**Nominations**

The application process begins when UTFPR Interinstitutional Affairs Office receives nomination e-mails from partner universities. Partner University International Affairs coordinators send an e-mail to the Interinstitutional Affairs Office (dirinter@utfpr.edu.br) in which they announce their candidates for student exchange. After that, the students must complete UTFPR Application Form, attach the necessary documents and have the home university send them in.

**Application Pack**

1) **Application form**

Complete the form available at [www.utfpr.edu.br/internacional](http://www.utfpr.edu.br/internacional) and with special attention the field **DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT**.

The learning agreement must be signed by the applicant, the departmental coordinator (or equivalent) and the institutional coordinator (or equivalent).

Please note that you need to register for the courses approved in your application form when you arrive at UTFPR.

Information on courses is available at [www.utfpr.edu.br](http://www.utfpr.edu.br)
2) Official Transcript of Academic Records
A Transcript of Academic Records is your complete academic record with the information on completed courses, grades and credits. An English or Portuguese translation of this document is required.

3) A scanned copy of an official ID
Scan the identification page of your passport or other official ID as an attachment to your application.

4) Submitting the application
Be sure that you have filled in all the necessary information and attached all enclosures before you send your application. In order to start the admission procedures your home institution has to send your application pack by e-mail to dirinter@utfpr.edu.br and the original application form to UTFPR Interinstitutional Affairs Office:

UTFPR – DIRINTER
Rua Desembargador Westphalen, 637 – Bloco J1
80010-110 Curitiba – PR
Brasil

Admission Procedure

After receiving your application, the Interinstitutional Affairs Office will forward it to the appropriate academic department. The department then processes the application and the proposed learning agreement. Once the Interinstitutional Affairs Office receives an official confirmation of acceptance from the department, an official admission document is issued and sent to your home institution. Please do not make any definite travel plans or reserve accommodation before you have received the official acceptance.

Further information

To participate of exchange programs at UTFPR, you must observe the following:

1. Classes at UTFPR usually start in February and August.

2. The exchange process starts approximately 4 months before classes start. This time is needed to organize the mandatory documents and guarantee a place at the institution.

3. Intermediate knowledge of Portuguese Language is required, nevertheless a Portuguese as a Foreign Language Course is available for foreign students. For the internship the candidates must be fluent in written and spoken Portuguese, once they are going to be in touch with industries and enterprises personnel.

4. The candidate must hire a Health Insurance to avoid any problems in case of accident and / or disease.

5. Exchange students will be financially responsible for travel to and from the host institution, accommodation and living expenses, and health coverage relevant to the exchange situation. The host Institution offers free tuition, the acceptance letter for applying for the visa, and may indicate housing possibilities – once there are no students’ residences on campuses.

6. The exchange student must obtain a student visa.

If you have any questions or concerns, please contact DIRINTER: dirinter@utfpr.edu.br