



INTERNATIONAL
OFFICE USP

General information

National Migration Registry (RNM)

USP International Cooperation Office

(AUCANI)

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Dear International Community,

After arriving in Brazil, it is essential to regularize your migration status by scheduling an appointment with the Federal Police to get the CRNM (National Migration Registry Card). To facilitate this process, USP's International Cooperation Office (AUCANI) has partnered with the Federal Police Regional Superintendency of São Paulo, allowing students and scholars associated with USP and residing in São Paulo city to schedule an appointment with ease.

Please note that scheduling through AUCANI is optional. If you have a tight schedule or other constraints, you may book an appointment directly through the Federal Police's official website. For further inquiries, please contact your respective Local International Office (CCints/ CRInts) or the [Academic Reception Office](#).

Below, you will find general information on how to schedule this appointment.

Schedule an appointment

General informations

What types of appointments are available?

The following appointments can be scheduled through AUCANI:

- Obtaining or renewing the Residence Authorization for study purposes;
- Registering as a foreigner in Brazil
- Renewing the National Migratory Registration Card (CRNM);
- Requesting a duplicate of the National Migratory Registration Card (CRNM)
- Getting the National Migratory Registration Card (CRNM);

Who can request an appointment?

Only students and scholars enrolled at USP and residing in São Paulo city are eligible to request an appointment through AUCANI. Please note that AUCANI cannot schedule appointments for relatives under its agreement with the Federal Police. In such cases, appointments must be requested directly through the Federal Police website.

How to apply?

The applicant must gather all documents required by the Federal Police and contact their Local International Office (CCInt/CRInt), which will register the request in the Mundus System. The applicant will then receive an email with instructions to upload the documents. Once the documents are submitted, an appointment will be scheduled based on the Federal Police's availability.

IMPORTANT: It is not possible to choose a specific date or time, as these depend on the Federal Police's availability. Although subject to change, appointments are typically scheduled on Fridays.

When should I request Regularization?

Students and scholars who have entered Brazil with a temporary visa must request regularization within 90 days of their arrival in the country.

Applicants whose residence authorization has been published in the Union Official Journal (Diário Oficial da União) have up to 30 days from the date of publication to request regularization.

What documents are requested by the Federal Police?

The required documents may vary depending on the case, but we have compiled a list of the most commonly requested ones. It is crucial for applicants to check the Federal Police website (<https://www.gov.br/pf/pt-br/assuntos/imigracao>) for the most up-to-date information. For further assistance, you may also contact your Local International Office.

Additionally, the Federal Police website offers a "Guided Navigation" tool, which can be helpful for applicants: <https://www.gov.br/pf/pt-br/assuntos/imigracao/navegacao-guiada-da-regularizacao-migratoria/voce-esta-no-brasil>.

IMPORTANT INFORMATION:

- Proof of School Enrollment (when applicable) must include both the start and end dates of the course.
- On the day of your appointment, you must bring a complete copy of your passport, including all pages, along with any other requested documents.

IMPORTANT: AUCANI is not responsible for any additional documents, information, or procedures that may be required by the Federal Police but are not listed in this document. It is the applicant's sole responsibility to visit the Federal Police website and verify the specific documents required for their case.

Checklist

Required documents for registration

Registration of temporary visa holder

- A personal electronic request form, available at the Federal Police official website (Available at “[Registrar-se como estrangeiro no Brasil](#)”);
- In case of unavailability of the Federal Police's biometric data collection system, 1 (one) recent 3x4 photo, color, white background, plain paper, from the front may be requested;
- A valid travel document or any other document that can authenticate identity and nationality on the terms of the treaties that the country of origin participates in.
- Original Visa form;
- Receipt of the CRNM emission fee (receipt code 140120, priced at R\$ 204,77), when applicable; - [click here](#) to generate the GRU (Guia de Recolhimento da União) for payment.

Source: <https://www.gov.br/pf/pt-br/assuntos/imigracao/registrar-se-como-estrangeiro-no-brasil/registro-de-imigrante-detentor-de-visto>

Registration based on the official journal of the union publication

- A personal electronic request form, available at the Federal Police official website (Available at “[Registrar-se como estrangeiro no Brasil](#)”);
- In case of unavailability of the Federal Police's biometric data collection system, 1 (one) recent 3x4 photo, color, white background, plain paper, from the front may be requested;
- A valid travel document or any other document that can authenticate identity and nationality on the terms of the treaties that the country of origin participates in.
- Birth certificate, marriage certificate or consular registration, when the travel documents or IDs don't provide sufficient information about your filiation;
- Official Journal of the Union page of publication that confirms the approval;
- Receipt of the CRNM emission fee (receipt code 140120, priced at R\$ 204,77), when applicable; - [click here](#) to generate the GRU (Guia de Recolhimento da União) for payment.

Source: <https://www.gov.br/pf/pt-br/assuntos/imigracao/registrar-se-como-estrangeiro-no-brasil/registro-com-base-em-publicacao-em-dia-rio-oficial-da-uniao>

Checklist

Required documents for registration

Residence authorization for study purposes

- A personal electronic request form, available at the Federal Police official website (Available at [“Registrar-se como estrangeiro no Brasil”](#));
- In case of unavailability of the Federal Police's biometric data collection system, 1 (one) recent 3x4 photo, color, white background, plain paper, from the front may be requested;
- A valid travel document or any other document that can authenticate identity and nationality on the terms of the treaties that the country of origin participates in.
- Birth certificate, marriage certificate or consular registration, when the travel documents or ID documents don't provide sufficient information about your filiation;
- Criminal record certificate or equivalent document, issued by the judicial authority of where the applicant has lived in the last 5 (five) years ([click here](#));
- Declaration, under the penalties of law, of non-criminal history in any country, in the last 5 (five) years ([click here](#));
- Document proving that the applicant, or those responsible for subsidizing them, have the financial capability to maintain the interested party in Brazil during the estimated time in the country, or a certificate of scholarship, when appropriate;
- Document that proves registration in the intended course, in case of residence authorization for a regular course;
- Documentation proving that the interested party is enrolled in an undergraduate/graduate course at a foreign university, in case of residence authorization for an internship, exchange program or research;
- Term of commitment between the intern, the internship grantor and the education institution which the applicant is associated with, that attests compatibility between his knowledge area and the activities developed in the internship, in case of residence authorization for an internship;
- Declaration that the applicant isn't associated with academic research/teaching/extension. ([click here](#));
- Receipt of the residence authorization fee (receipt code 140066, priced at R\$168,13) and CRNM emission tax (receipt code 140120, costing R\$204,77), [click here](#) to generate the GRU (Guia de Recolhimento da União) for payment.

Checklist

Required documents for registration

Renewing the National Migratory Registration Card (CRNM) for undetermined period, due to expiration of document (period renewal)

- A personal electronic request form, available at the Federal Police official website (Available at “[Registrar-se como estrangeiro no Brasil](#)”);
- In case of unavailability of the Federal Police's biometric data collection system, 1 (one) recent 3x4 photo, color, white background, plain paper, from the front may be requested;
- National Migratory Registration Card;
- Declaration, under the penalties of law, that the applicant didn't transgress any of the conditions settled in art. 135 of Decree nº 9.199, of 2017, which may otherwise incur in termination of the residence authorization ([click here](#));
- Receipt of the CRNM emission fee (receipt code 140120, priced at R\$ 204,77), when applicable; - [click here](#) to generate the GRU (Guia de Recolhimento da União) for payment.

IMPORTANT: If the foreigner has the Temporary Visa VITEM I, it will be necessary, in the first place, to make a request at [Sistema MigranteWeb](#).

Source: <https://www.gov.br/pf/pt-br/assuntos/imigracao/substituir-carteira-de-registro-nacional-migratorio/substituir-carteira-de-registro-nacional-migratorio-de-residente-por-prazo-indeterminado-em-razao-de-decurso-do-prazo-de-validade-do-documento-renovacao-de-pra->

Renewal of the residence authorization for study purposes

- A personal electronic request form, available at the Federal Police official website (Available at “[Obter Autorização de Residência](#)”);
- In case of unavailability of the Federal Police's biometric data collection system, 1 (one) recent 3x4 photo, color, white background, plain paper, from the front may be requested;
- National Migratory Registration Card;
- Declaration, under the penalties of law, of non-criminal history in the last year ([click here](#));

Checklist

Required documents for registration

- Recent Brazilian criminal record certificate;
- Document that proves registration in the intended course, in case of residence authorization for a regular course;
- School records;
- Certificate of means of subsistence (For more information, check [frequently asked questions](#));
- Declaration that the applicant isn't associated with academic research/teaching/extension. ([click here](#));
- Receipt of the CRNM emission fee (receipt code 140120, priced at R\$ 204,77), when applicable; - [click here](#) to generate the GRU (Guia de Recolhimento da União) for payment.

Source: <https://www.gov.br/pf/pt-br/assuntos/imigracao/autorizacao-residencia/autorizacao-de-residencia-para-fins-de-estudo>

Request a certificate copy (duplicate) of the National Migratory Registration Card (CRNM)

- A personal electronic request form, available at the Federal Police official website;
- In case of unavailability of the Federal Police's biometric data collection system, 1 (one) recent 3x4 photo, color, white background, plain paper, from the front may be requested;
- In case of the CRNM being damaged, present the original document; in case of loss or theft, present the Police Report Card (Boletim de Ocorrência Policial);
- A valid travel document or any other identity document or a document, certificated by a Brazilian public agency, that can authenticate identity and nationality of the applicant, even if it is expired;
- Receipt of the CRNM emission fee (receipt code 140120, priced at R\$ 204,77), when applicable; - [click here](#) to generate the GRU (Guia de Recolhimento da União) for payment

Source: <https://www.gov.br/pt-br/servicos/solicitar-2a-via-de-carteira-de-registro-nacional-migratorio-crnm>

Addresses

Important for registration process

Federal Police Regional Superintendency in Sao Paulo

Address: Rua Hugo D'Antola, 95 - Lapa de Baixo - São Paulo/SP - CEP 05038-090 Foreigners'

Registration Center:

Opening hours: 08:15 - 17:00, from Monday to Friday, except on public holidays

(Avoid attending to the Federal Police Regional Superintendency in Sao Paulo without an appointment, because there won't be any service for your request)

Academic Reception Office (AUCANI)

Address: Av. Prof. Lúcio Martins Rodrigues, 310. Bloco B - 1º andar - Cidade Universitária - São Paulo/SP - Brazil CEP: 05508-020

E-mail: migration.info@usp.br

Website: <https://internationaloffice.usp.br/en/index.php/foreigners/>

Opening hours: 10:00 - 16:00, from Monday to Friday, except on public holidays

Local International Offices (CCIInts/CRInts)

Contact: <https://internationaloffice.usp.br/en/index.php/institutional/usp-units-offices/>

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