



## WELCOME TO LORENA CAMPUS!

Please take note of some important information about your exchange period at USP.

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## 1. Enrollment at USP

For information about enrollment, dates, required documents and additional academic orientation, students must head to the local [International Office](#) of their host School/Institute, from which they received the acceptance letter.

## 2. Getting the National Foreign Registry - *Carteira de Registro Nacional Migratório* (CRNM)

Within 90 days upon arrival in Brazil, the exchange student will have to apply for a foreign person ID card (CRNM = *Carteira de Registro Nacional Migratório*), a mandatory document for his/her temporary or permanent residency in Brazil. The student will need a CRNM to legalize his/her stay in the country and to obtain a Student Bus Pass. In order to obtain his/her the CRNM, the student must head to the local International Office of his/her host School/Institute. Here are some links – for reference only – with more information and a list of the required documents (*Lista de Documentos*): [Carteira de Registro Nacional Migratório](#) and [Federal Police - Migration FAQ](#).

**Be aware that, before any proceedings, you should contact your local Office.**

## 2.1. How to get to the Federal Police Office – *São José dos Campos* police station

The address is in another city (São José dos Campos): Av. Tivoli, 44 - Vila Bethânia, São José dos Campos - SP, Phone: (12) 3202-7149 / E-mail: **dpf.sre.sjk.srsp@dpf.gov.br**



### How to get to Federal Police Office

1. Get on the 108-Canindú or 116-Taquari bus
2. Get off at the first stop at Eng. Francisco José Longo avenue, at 1524 number
3. Head to Tivoli avenue, number 44

## 3. How to apply for a CPF

CPF usefulness: The student will need a CPF to apply for a Student Bus Pass, open a bank account, attend language courses at USP, etc...

The **Cadastro de Pessoas Físicas (CPF)** is the registry of a citizen with the Brazilian IRS (*Receita Federal*).

### 3.1. Before arrival

In order to apply for a CPF, the foreigner can attend a representation of Brazil in his home country, the same place where he/she applied for the visa, or he/she can follow the instructions in the [Consular web portal](#) (the electronic form is available in English).

According to Joint Ordinance COCAD/COGEA No. 53/2023, foreigners who are abroad must submit (in person) their CPF applications to Brazilian consular offices abroad.

To apply for the CPF registration, regularization or amendment, the foreigner must:

1) Fill out the online form on the website of the Federal Revenue Service:

(<https://servicos.receita.fazenda.gov.br/Servicos/CPF/cpfEstrangeiro/Fcpf.asp> )

Attention: the "*Título de Eleitor*" field on the form must be left blank. The browser's pop-up blocker must be disabled; otherwise, it will not be possible to submit the request. After clicking on "send", a registration form (FCPF) will be generated containing the service code.

2) Access the e-consular platform (<https://ec-sydney.itamaraty.gov.br/> ) and request the service "CPF (only 1ª INSCRIÇÃO)". In the request, the interested party must present the documents listed below:

Individual registration form (FCPF) mentioned in item "1" above, filled out and signed;

Identification document proving name, date of birth and nationality (for example: passport, national identification document, RNE/CRNM);

3) After the request is submitted via e-Consular, the Consulate will analyze and validate it. The interested party must then report on the scheduled date bringing all original documentation for verification. The CPF number will be issued at the time of service.

**This service is provided FREE OF CHARGE.**

### **3.2. After arrival**

If already in Brazil, you can apply for a CPF online, via the [\*\*Receita Federal website\*\*](#) (available in Portuguese).

To be able to get a CPF, the foreigner must have a few documents when he/she applies. The CRNM (CIE or its protocol) is essential to be able to file the request for a CPF. Once he/she goes to a Banco do Brasil bank or a Receita Federal office, the foreigner will receive a protocol to pick up the CPF.

## **4. Housing**

USP doesn't offer housing to its exchange students. The student should search for it on his/her own, according to his/her interests and financial conditions. For more information about housing options, the student should contact his/her local [\*\*International Office\*\*](#).

## 5. Meals

- **University Restaurant**

### 5.1. Pricing

<b>CATEGORY</b>	<b>PRICE per Lunch or Dinner</b>
<b>Student (Undergraduate or Graduate)</b>	<b>R\$ 2,00</b>

### 5.2. USP Menu (*cardápio* USP)

You can load money credits to your USP card via the “Cardápio USP” app. On the app, you can generate a *boleto* (a bank slip payable using a barcode, being R\$20,00 and R\$200,00 as the minimum and maximum allowed amounts). Upon its payment, the credits should be available in up to 3 working days.

## 6. Portuguese as a foreign language, at the Languages Center

For more information, the student should contact his/her local [International Office](#).

## 7. Transportation – Student Bus Pass

Lorena's public transportation is provided by *ABC Transportes*. In order to obtain your Student Bus Pass (it allows the right to pay only half of the bus fare), you should follow the instructions below:

1. Head to *ABC Transportes* office and request the form "Declaração para Aquisição de Passe Escolar". 2. Fill in your personal information. Information regarding USP should be filled as following:

Submit this completed form to your correspondent bureau (Undergraduate or Graduate secretariat) for verification.

After signing it, submit it to *ABC Transportes* office.

ABC Transportes office:

Address: Rua José Almeida Gonzaga, n 1025.

Bus lines and schedules:

**<http://www.lorena.sp.gov.br/wordpress/index.php/horario-de-onibus-lorena-2/>**

Bus fare (July, 2019):

R\$ 3,70 (Student Bus Pass: R\$1,85)

For more information, the student should contact his/her local [International Office](#).

## 7.1. How to get to Lorena from Guarulhos Airport?

To get from Guarulhos Airport (GRU) to Lorena, you have a few options:

### 1. Bus

- **Airport Bus Service to São José dos Campos:** Take the airport bus from Guarulhos Airport to São José dos Campos. From São José dos Campos, transfer to a local or regional bus that goes to Lorena.
- **Direct Bus from São Paulo:** First, take the Airport Bus Service or a taxi/Uber to the Tietê Bus Terminal in São Paulo. From Tietê, you can find direct buses to Lorena, typically operated by companies like Pássaro Marron. The journey from São Paulo to Lorena takes about 2.5–3 hours.

### 2. Car Rental

- Renting a car at the airport is another convenient option. From Guarulhos Airport, take the Rodovia Presidente Dutra (BR-116) highway northeast toward Lorena. The drive takes approximately 2 to 2.5 hours, depending on traffic.

### 3. Rideshare or Private Transfer

- You can book a private transfer or use rideshare apps (like Uber), though this option is more costly. A direct Uber from Guarulhos to Lorena will take around 2 hours, depending on traffic.

### Summary

- **Quickest Option:** Renting a car or a direct Uber.
- **Most Cost-Effective:** Taking a bus via São Paulo (Tietê Bus Terminal).

Each option varies in cost and convenience, so choose the one that best fits your schedule and budget.



## 7.2. USP Card

USP Card: Your USP Student ID card. With it, the student may use libraries, student restaurants, sports and recreational facilities, etc. It can be used electronically via the mobile app “e-Card USP”, available on the App Store/Google Play.

## 8. Wireless network - eduroam

Students can access USP’s free Wi-Fi by selecting the “eduroam” network on their devices. The user login is the USP Number (“*número USP*”, your ID number linked to the university) followed by @usp.br (for example: **1234567@usp.br**), and the password is your usual password for USP Digital (Mundus). More details about configurations on devices can be found at [Eduroam USP website](#) (available in Portuguese).

## 9. Apps and other relevant links

### E-card USP

The USP card is now digital. It substitutes the physical card, which remains valid in all situations and can be used as an ID at USP. With the E-card app you can have access to the Libraries and Restaurants.

### USP Libraries (*Bibliotecas USP*)

Find where a specific book is located at USP and check its availability. Use your camera to scan a barcode and check if there is a copy of it in any USP library. Create a wishlist, suggestions and

references list with the results. Export your lists to an e-mail or a DropBox account. Find where a library is located on the map and check its working hours, contact numbers and e-mail. Alternatively, you can search the USP Libraries database on Dedalus page or on *Portal de Busca Integrada*.

### **USP Menus (Cardápio USP)**

The weekly menu for the restaurants maintained by the university (*Superintendência de Assistência Social, SAS*) can be accessed directly on your phone or tablet. You can bookmark a restaurant and its menu will always update once you open the app. Check out more information on each restaurant and where it's located on the map.

### **Campus Guard App (Campus USP)**

Access the University Guard center of your campus directly in case of an emergency. Check a map of recent security incidents. Participate and collaborate with your campus city hall by reporting problems you observe. Help USP to be safer and have a well-maintained environment.

To use this app, you must have a USP number and your password for USP Digital (Mundus). You also will have to provide your phone number so the University Guard can contact you in the case of an emergency. Don't worry, your information will be kept confidential.

# Lorena campuses map

## Lorena I

## Lorena II



### Restaurante Universitário

<http://sites.usp.br/sas/>

University Restaurant

Area I phone: **+55 (12) 3159-5304**

Area II phone: **+55 (12) 3159-9806**



### Seção Técnica de Práticas Esportivas (SCPRAES)

Phone: **+55 (12) 3159-5322**



### Banks

Banco do Brasil

Rua Maria V Azevedo, 93

Phone: **+55 (12) 3153-2710**