

## Foreign students: how to join the Portuguese courses

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Portuguese courses of the Language Center



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## Dear students,

Welcome to the Language Center - FFLCH USP!

This manual will help you understand all the enrollment steps you will need to follow to take part in our Portuguese courses.

First of all, it is necessary that you access our website and sign up for the interview, which will take place on August 8th.

To sign up, access:

<<http://clinguas.fflch.usp.br/node/3141>>.

## GENERAL INFORMATION ABOUT THE PORTUGUESE COURSES

The Language Center offers USP interchange students three different Portuguese courses:

- **Level A Workshop:** basic level - intensive, one week duration;
- **Level B Course:** intermediate level - extensive, one semester duration;
- **Level C Course:** advanced level - extensive, one semester duration;

**All the courses are paid.** However, it is possible for students to fill in a form available in our website giving some information about his/her economic situation. This form will be analysed and, if a scholarship need is verified, some students will receive full fee exemption. Eight scholarships will be offered in the level B Course, and eighteen in level C Course.

## HOW SHOULD I SUBSCRIBE TO THE INTERVIEW?

You need to fill in the form with the following information:

**Nome completo (Full Name):** Write your full name, without abbreviations;

**Categoria (Category):** The category refers to your student situation (Undergraduate student, Postgraduate student, USP intern and others);

**Número USP (USP Number):** Each student receives an individual code right after being registered in the University

systems. This code consists of 7 or 8 numbers and can be found on USP card;

**CPF:** The Individual Taxpayer Registration (Cadastro de Pessoa Física - CPF) is a very important item and each foreigner must provide one at the Internal Revenue Service (Receita Federal). Students can take part in the interview without the CPF number, but the enrollment CANNOT be completed without it;

**E-mail:** Check if the email address informed is correct. Please write an email address that you access regularly because our Language Center gets in contact with students only by email;

**Sexo (Sex):** Masculine/Feminine;

**Nome da mãe (Mother's name):** Write her full name, without abbreviations;

**Data de nascimento (Birthdate):** Follow the order: Day/Month/Year;

**País de origem (Country of origin):** It is advisable to write it in Portuguese;

**Estado e cidade de nascimento (State and city of birth):** Write the state and city that appear in your official document;

**Documento principal (RG ou Passaporte) (Main document (National Registry of Foreigners - RNE or Passport)):** Write the number of your document, indicating if it is RNE or Passport;

**Data de emissão (Issuing date):** Write the exact date on which the passport/RNE was issued, with day, month and year;

**Órgão expedidor (Issuing agency):** The issuing agency is the government organization that issued the passport/RNE;

**Validade do Passaporte (Passport/RNE expiration date):** Write the expiration date of the passport/RNE, with day, month and year;

**Unidade USP/Curso (USP Institute/ School and course):** Only for USP students and employees: Write the course and the Institute or School in which you will take your graduation / post-graduation course at USP;

**Documento de Identificação (Identification Document):** Attach a copy of the main part of your passport/RNE;

**Comprovante de vínculo USP (Proof of connection with USP):** Attach a copy of your USP card or your letter of acceptance.

After filling in the form appropriately, you will receive the following message:

**“Sua inscrição foi recebida com sucesso!  
Aguarde o contato da Equipe de Português via e-mail.”**

which means...

**“Your registration was successfully received! The Portuguese Staff will get in contact with you by email.”**

The Portuguese Staff will send you an email to inform you of the time for your interview. We ask students not to be late on the day of the interview. The delay of one student may interfere in the sequence of all the other interviews.

### THE INTERVIEW

The interview takes from 15 to 20 minutes and there are not written tests. The main purpose of the interview is to find out the language level of the students to place them in course (Level A Workshop, Level B Course or Level C Course) that best suits them.

Student will get to know their language level at the interview. The results will be published in our website.

The period of enrollment begins soon after all the interviews are carried out. Each student must enroll in the level defined at the interview.

### THE ENROLLMENT

After the interview, students will receive a link by email to enroll online. This link will be available during the following dates:

- from March 7 to March 8: to students of the Level A Workshop.
- from March 7 to March 9: to students of the Levels B and C Courses.

Students should click on the link and enroll for the course. After having enrolled, they will get the bank payment slip of the course by email.

### CLASSES TIMETABLES

- **Level A Workshop**

**Only one group:** 16, 17, 23 e 24/08 – from 2 to 4:30 pm.

- **Level B Course:**

**Group 1:** Mondays, beginning on August 13 - from 4 to 6 pm;

**Group 2:** Tuesdays, beginning on August 14 - from 2 to 4 pm;

- **Level C Course:**

**Group 1:** Mondays, beginning on August 13 - from 2 to 4 pm;

**Group 2:** Tuesdays, beginning on August 14 - from 4 to 6 pm;

**Group 3:** Wednesdays, beginning on August 15 - from 2 to 4 pm.

After the enrollment in the suitable group, students should wait for the beginning of the classes. The bank payment slip to pay for the course will be sent between March 9th and March 12th. Students must pay attention to its expiration date because the Language Center will not issue another bank slip. Those that do not pay on the due date will have their enrollments cancelled and will not receive certificate at the end of the course.

All the information about the Portuguese Courses offered by Centro de Línguas can be found at the following link:

**<[clinguas.fflch.usp.br/node/3134](http://clinguas.fflch.usp.br/node/3134)>**

For any questions, contact the responsible staff by the email **portcl@usp.br**.