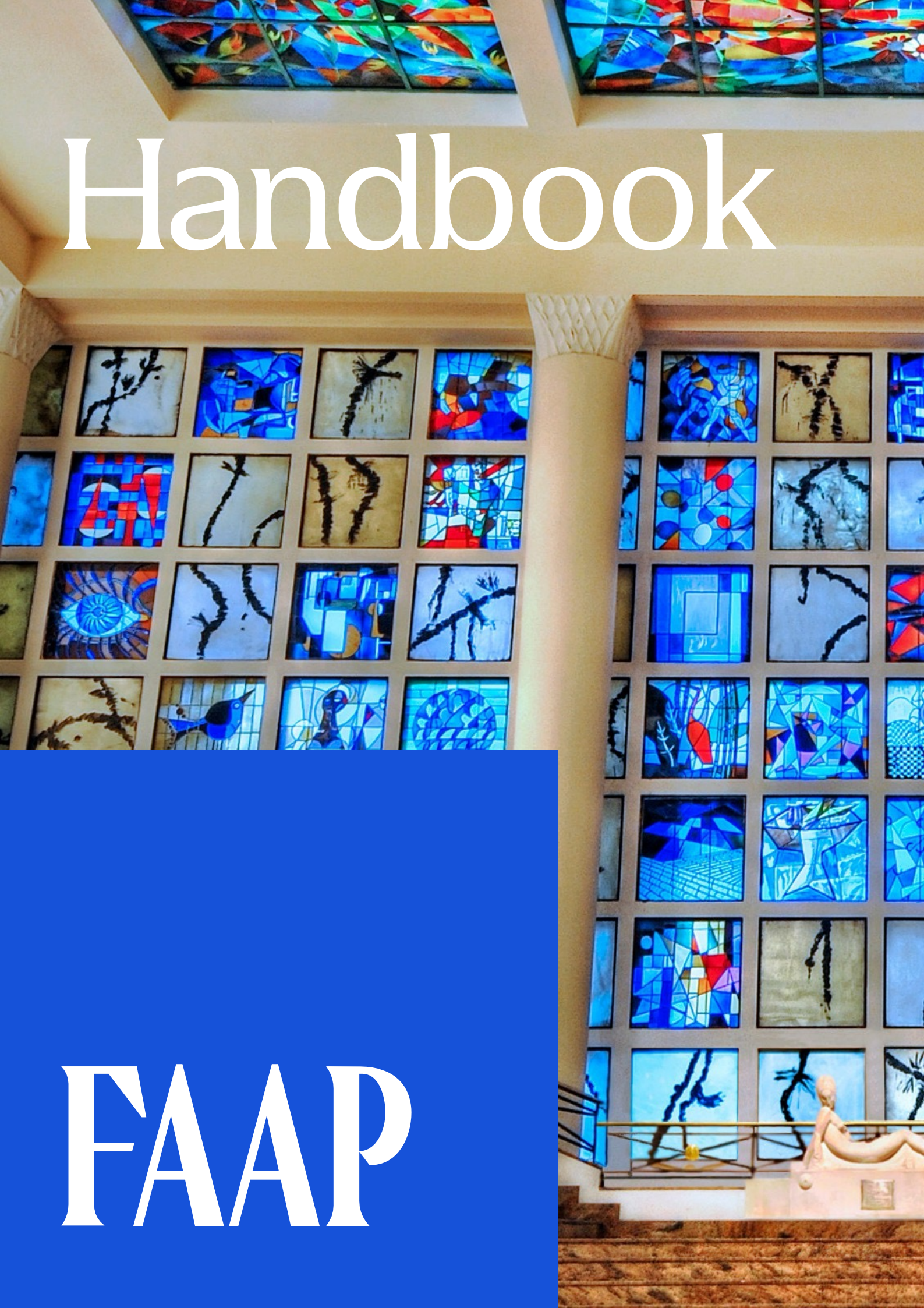


Handbook

FAAP



How to use this handbook

This Handbook contains all the important information that you require to make the most of your time abroad. It will help you with your stay and your preparation before you leave Brazil. We recommend that you do the following:

Read all the information thoroughly. Refer to all websites listed in this Handbook. Take the Handbook with you when you travel.

Please do not hesitate to contact us if you have further questions before or during your stay in Brazil.

FAAP Information

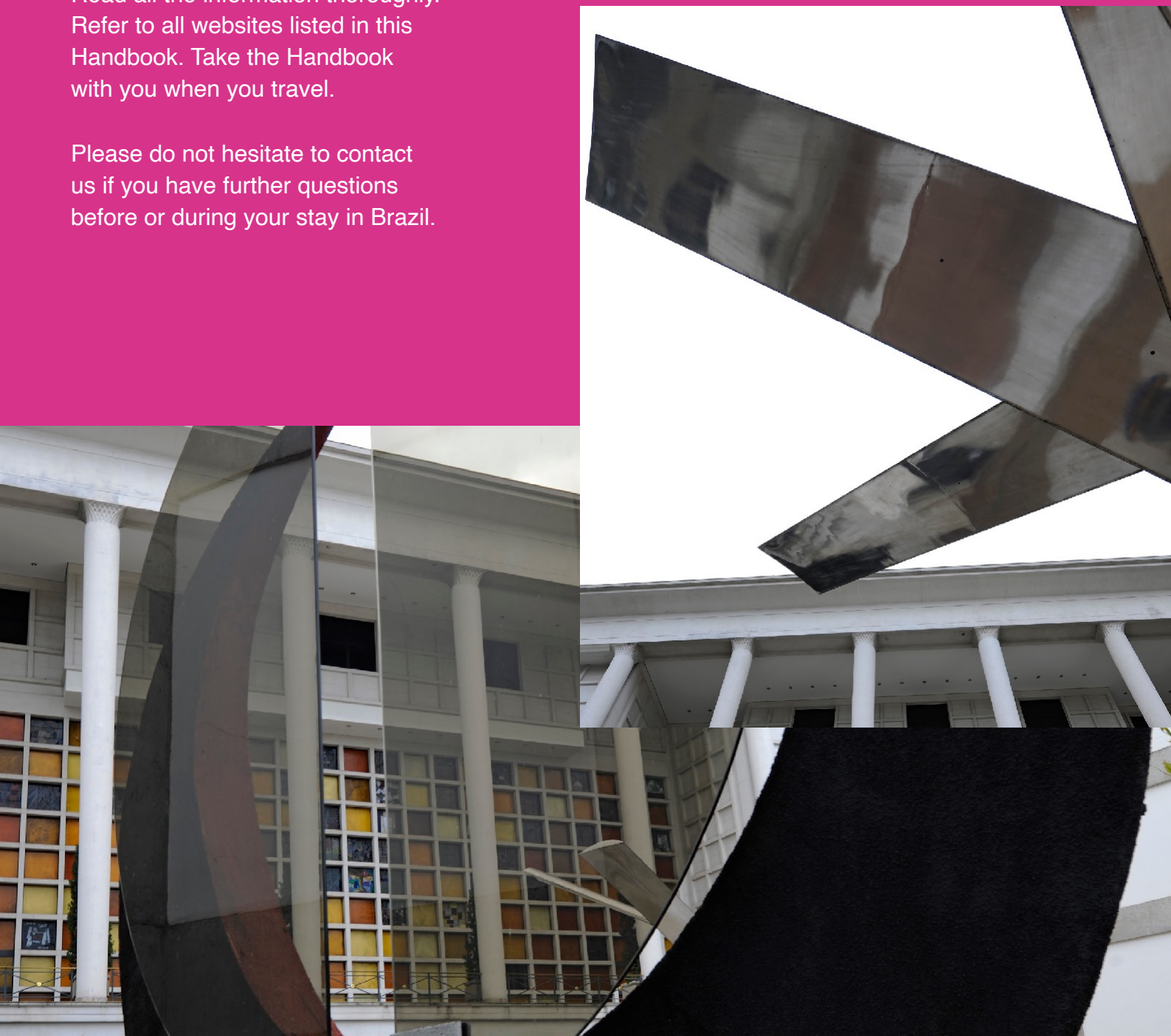
Fundação Armando Alvares

Penteado - FAAP Rua Alagoas 903,

Zip Code: 01242-902, São Paulo, Brazil

Tel: + 55 11 3662 7645

E-mail: international3@faap.br



Part one:

Useful information

01

Brazilian way of life

A foreigner must realize that a Brazilian will not only speak a different language, but also eat different food, have different habits and priorities, keep different hours and generally think differently from one's own family and friends.

Some of these differences may appeal to you, others may not, but they are part of the cultural difference that you have come to Brazil to experience.

Do not be afraid to practice your Portuguese—this is why you are coming to Brazil! You will find that there is a very active “street life” in São Paulo and that social activities almost always take place outside, in the cafes and bars.

Visa and passport information

After arriving in Brazil, you must register at the Federal Police within 30 to 90 days of your arrival. Please inform yourself within the International Office. The required documents for scheduling an appointment with the Federal Police are:

- Original Passport
- Original Visa Application Form
- Immigration Entrance Card

Medical information

International students must have a health insurance.

Money matters

Students should have a budget of approximately \$150 and upwards in spending money per week depending on their lifestyle and travel plans.

Students should also have a budget for cab fares if they are traveling to or from their accommodation late at night.

Currency

The currency in Brazil is called the “Real” (plural is “Reais”). Notes come in 2, 5, 10, 20, 50, 100 and 200; coins come in denominations of 5 cents, 10 cents, 25 cents, 50 cents and 1 Real.

ATM Cards

Students should seriously consider bringing ATM card(s). They are probably the most convenient way to acquire funds while abroad, but they occasionally, without warning, fail to work. Therefore, they should not be relied on as the sole means of acquiring money. CIRRUS or PLUS ATMs are widely accepted in São Paulo.

Credit cards

You should also bring a credit card; the most recognized card in Brazil are Visa and MasterCard, American Express rarely accepted. In general, students should only use a credit card for a cash advance in an emergency, as the interest rate is very high.

Money exchange

In Brazil, banks do not exchange money; students should exchange money at exchange houses.

Changing money at hotels and travel agencies is even faster and more convenient, though many charge hefty commissions. Changing money on the streets is not recommended. For the addresses of Money Bureaus, please check: "Part 4: Important Contacts".

Western Union Services

There are several Western Union offices located throughout São Paulo. For the addresses please check: "Part 4: Important Contacts".

American Express services

American Express offers an array of travel benefits, currency exchanges and money withdrawals in many locations around South America. In order to cash money you need to bring your passport. You can also draw a cash advance on your American Express card, for which you will need your personal checkbook.

Climate

The weather remains mild to warm all year round. In São Paulo, it can be cold but dry in the winter (June-August). Annual temperatures switch from a maximum 35°C to a minimum of 10°C, with rare exceptions. The average is 19°C.

However, always carry your umbrella with you, the rain can catch you off guard.

Making and receiving phone calls

To call Brazil from your country:

+ 55 + city code + number

In general, phone calls are much more expensive in Brazil. We strongly recommend that you use a local pre-paid phone card.

Every shopping mall has at least one cell phone store where you can buy a chip and use in your homeland phone. This chip is rechargeable, this way you pay only for what you will be using.

Transportation

There are 3 types of public transportation in São Paulo:

- Buses;
- Metros;
- Trains.

Buses

Buses are available to all neighborhoods in São Paulo. To discover which line you have to use, please check the website: <http://www.sptrans.com.br/>. At the top you have to fill in the empty spaces with the address you are in the moment, and the address you are going to. The website will give you the route number and name.

Rate: R\$ 4,40 / Opening hours: 5:00am – 12:00am (depending on the route)



Metros and Trains:

Metros and trains are available to some neighborhoods in São Paulo. For the rout map, please check: “Part 6: Maps”.

Rate: R\$ 5,00 / Opening and Closing hours from 5am to 12am (depending on the route)

Safety tips

São Paulo is a wonderful city, but like all major cities around the world, some areas might be dangerous. All students should be extremely careful when you are traveling throughout the city. Make sure you are aware of your surroundings and be alert at all times. Common sense, more than anything else, will help you to avoid unpleasant, dangerous or embarrassing situations. The following security measures should be in effect at all times:

- Stay in touch regularly with your family.
- Don't carry large sums of cash. If you aren't bringing an ATM or credit card with you abroad, carry your money in travelers' checks that you can cash as needed. Travelers' checks are replaceable if lost or stolen—cash is not. Cash should be carried on you—meaning in a money belt or neck pouch.
- Everyone is responsible for his or her own safety, therefore always walk away from trouble and keep a low profile. Try and stay informed on the world situation via newspapers, radio and TV.
- Drink wisely. Mature and sensible behavior should prevail in all circumstances where alcohol will be served. Drunkenness is not looked upon as funny or tolerable in other countries. Attitudes towards

liquor are different in Brazil; moderate drinking is a big part of socializing. Alcohol can impair your judgment—you cannot be alert if you have been drinking. The combination of being a foreigner who doesn't know exactly what is and isn't safe behavior, and excessive drinking increases your chances of being victimized by robbery or even physical attack.

— Be careful with your personal belongings. Like most major cities, São Paulo has its fair share of pickpockets so be especially careful in bars and cafes, street markets, and train or bus stations. Never hang your backpack or purse on the back of a chair in public places; keep it in your lap.

— Know where the nearest police station and hospital are and keep emergency numbers handy. Don't go into unsafe areas at any time.

— Be aware of your surroundings. Report suspicious activity or unknown individuals “hanging around” in your building. Be careful of who has access to your home.

— Never accept a package or suitcase from someone you do not know well. Likewise, do not offer to watch someone else's belongings in train stations, airports, or other public places.

— Don't make jail part of your stay abroad. Stay away from drugs. FAAP cannot help you if you are caught with illegal drugs.

— Should you leave São Paulo for the weekend, let the International Office know where you are going and when you expect to return. Leave a number where you can be reached if possible.

Part two:

FAAP

p2

Canvas – Online service

It is through the online platform Canvas that you will access presentations, texts, calendars, and all academic information. To access this page, please go to this website: <https://faap.instructure.com/login/canvas> and do the login with your enrollment number and date of birth.

Cotas de impressão / Printing

Every student can print 40 pages per week for free (black and white). In order to print something, you have to go to the CENIN (computer center), do your login in one of the computers and print.

Faltas / Absences

It is mandatory to have at least 75% attendance in classes. If you get sick, please inform the International Office and provide a medical certificate with the dates of your absence to avoid being marked as absent.

Before Leaving Brazil

There are some steps that you should follow before leaving Brazil at the end of your exchange:

1. Ask for your transcripts

The certificate will be available 15 days after the end of classes. If you are no longer in Brazil, you must submit a formal requirement.

Students from partner's institutions:

The documents will be sent directly to your home institution.

Students from non-partner's

institutions: The post fee will be paid by the students. You will have to inform the address that you want the documents to be sent.

2. Give all your books back

Please give back all the books and DVDs rented at the library.

3. Don't leave bills at your house

Please talk to your landlord about all the bills that you may have at your place. Don't leave any bills or things behind.



Part three:

Recommendation for your trips in Brazil

03

Recommendations for your trips in Brazil

You should always take your passport when you're leaving town but you shouldn't walk around town carrying it along. We recommend you to make a notarized copy of the first page and the visa page of your passport and carry it with you all the time.

The nearest notary office from FAAP is located at Rua da Consolação, 2222. Please take your original passport with you and ask for a "*cópia autenticada*". There's no need to photocopy the whole passport. The identification page and the page with your Brazilian visa will do.

Don't walk around on the street displaying your electronic devices such as smartphones, laptops, tablets, cameras, etc. Don't display extravagant jewelry either.

Try not to walk on the streets at night, especially alone. Look for crowded places; don't go on deserted alleys or streets.

Carry only the necessary cash you need to use for the day with you. Don't carry all your cash.

If you go to natural places, such as selva amazônica, Ilabela, etc., please check all the necessary vaccines;

Carry some medicine and a first aid kit. Don't forget to include sun block and insect repellent.

If an emergency comes and you get lost and need to go to the police, say you're a FAAP' student and show them our address and phone numbers.

Do not travel to Rio de Janeiro without talking to the International Office before. We will have important recommendations for your safety.

Always take your Health Insurance with you. You never know when you will need it.





Terminais de Ônibus / Bus Stations

Terminal Rodoviário do Tietê

Avenida Cruzeiro do Sul, 1800 – Santana.
(55 11) 3235-0322

Terminal Rodoviário da Barra Funda

Rua Mário de Andrade, 664 – Barra Funda
(55 11) 3235-0322

Hotel

There are some websites with information about hotels and hostels in other cities.

www.hoteis.com
<https://www.tripadvisor.com.br/>
<https://www.booking.com/index.pt-br.html>
<https://www.airbnb.com.br/>

Flights

If you need to book a flight, these websites might help you.

www.decolar.com
www.submarinoviagens.com.br

Renting a car for travel is not recommended, as some streets and roads can be dangerous.

Part four:

Important contacts

p04

International Office

Lourdes Zilberberg,
Director of the International Office
rel.internacional@faap.br

Augusto Venceslau,
Exchange Adviser - Outgoing Students
international2@faap.br

Laura Comparato Cardoso,
Exchange Adviser – Portuguese Courses
international4@faap.br

Lucas Rocha,
Exchange Adviser – Incoming Students
international3@faap.br

Emergências / Emergency

Fire Department, 193

Police, 190

Ambulancy, 192

Supermercados / Supermarkets

Pão de Açúcar
Rua Maranhão, 846 – Higienópolis
Avenida Angélica, 1696 – Higienópolis

Mambo Supermercado
Avenida Angélica, 546 – Higienópolis

Supermercado Dia
R. Alagoas, 487 – Higienópolis

Farmácias / Drugstores

Droga Raia
Avenida Angélica, 1062 – Higienópolis

Drogaria São Paulo
Praça Vilaboim, 58/64 – Higienópolis

Droga Raia
Rua Maranhão, 812 – Higienópolis

Taxi and Uber / 99

24 hours Taxi: São Paulo Service of 24 hours. Credit cards are accepted. Special rates for the Guarulhos International Airport.
www.chametax.com.br
– (55 11) 3103-8100

Taxi Service Alagoas

Rua Alagoas, 903 – (11) 3661-1919
Rua Itacolomi, 333 – (11) 32574883

UBER and 99 apps

www.uber.com/
<https://99app.com/>

*Please note that some taxis in São Paulo don't accept credit card.
** Uber and 99 apps are very commonly used in São Paulo.
***All taxis should be metered

Hospitais / Hospitals

Irmandade Santa Casa de Misericórdia de São Paulo (Public)
Rua Doutor Cesário Motta Júnior, 112 – Santa Cecília. www.santacasasp.org.br
– (55 11) 2176-7000

Hospital Santa Isabel (Private)
Rua Dona Veridiana, 311 – Santa Cecília www.hsj.org.br –
(55 11) 2176-7700

Hospital Samaritano (Private)
Rua Conselheiro Brotero, 1486 – Higienópolis
www.hospitalsamaritano.com.br
– (55 11) 3821-5300

Lavanderias / Laundry

5 à Sec

Avenida Angélica, 1745 – Higienópolis
(55 11) 3663-0777
Rua Albuquerque Lins, 1170 –
Higienópolis (55 11) 3826-1030

Dry Clean USA

Avenida Angélica, 803 – Higienópolis
(55 11) 3666-1222
Rua Itambé, 479 – Higienópolis (55 11)
3237-3322

Cinemas / Movies

Cinemark Shopping Pátio

Higienópolis Avenida Higienópolis,
618 – Higienópolis (55 11) 3823-2875

Espaço Itaú de Cinema Augusta

R. Augusta, 1475 – Cerqueira
César (55 11) 3288-6780

Restaurantes / Restaurants

Restaurante Buim Bom

Rua Armando Penteado, 48 –
Higienópolis

Dona Deola 24 hours

Rua Conselheiro Brotero,
1422 – Higienópolis

Barcelona Bakery

Rua Armando Penteado,
33 – Higienópolis

Bar da Praça

Praça Vilaboim, 65 – Higienópolis

Assado Porteño

R. Bahia, 364 – Higienópolis

Villa Angélica

Av. Angélica, 2266 – Higienópolis

Le Blé - Casa de Pães

R. Pará, 252 – Higienópolis

Cartórios / Nottary

Rua da Consolação, 2222 -
Consolação Rua Barra Funda, 462 –
Barra Funda Rua Conselheiro Brotero,
879 – Santa Cecília

Casas de Câmbio / Exchange Bureau

Travelex Confidence Câmbio

Open Monday through Friday – 10 am to
8 pm. Saturday – 10 am to 5 pm.
Avenida Higienópolis, 618 – Piso Veiga
Filho – Shopping Pátio Higienópolis (55
11) 3663-0061

DayCâmbio – Paulista Top Center

Top Center - Av. Paulista, 854

Exchange Câmbio & Comex

Alameda Santos, 700 – Jardim Paulista

Western Union

Shopping Center 3
Avenida Paulista, 2001 – Loja 68

Treviso

Avenida São Luis, 162 – Loja B

Livrarias / Bookstores

Livraria da Vila

Avenida Higienópolis, 618 – Higienópolis

Livraria Martins Fontes Paulista

Avenida Paulista, 509 – Bela Vista

Correios / Post offices

Rua da Consolação, 1125 – Consolação
Avenida Angélica, 1125/1133 –
Higienópolis

For more information, please visit the
Post Office website www.correios.com.br

Shoppings / Malls

Shopping Higienópolis

Avenida Higienópolis, 618 –
Higienópolis

Shopping Pátio Paulista

R. Treze de Maio, 1947 - Bela Vista.

Shopping Bourbon

Rua Turiassu, 2100 – Pompéia.

Vacinas / Vaccines

UBS Santa Cecília – Doutor
Humberto Pascali
Rua Vitorino Carmilo, 599

Neighbourhoods worth visiting

City Center

Liberdade

Santa Cecília

Higienópolis

Pinheiros

Vila Madalena

Useful websites

<https://hoodmaps.com/sao-paulo-neighborhood-map>

www.cidadedesao Paulo.com

www.spturis.com

www.ingresso.com

www.cinemark.com

<https://www.google.com.br/maps/>



Part five:

Library rules

p05

Library Rules (Regras da biblioteca)

1. Working hours

Library

Monday to Friday from 7:30am to 10pm.
Saturdays from 8:00am to 4:00pm.

Please be aware that computers are turned off 15 minutes prior to closing. Book and key loans, reservations, and returns must be made until 9:45pm during the week and until 3:45pm on Saturdays.

Study Room (Sala de Leitura)

Monday to Friday from 7am to 10pm.
Saturdays from 8am to 5pm.

2. Membership

Membership is automatic once you are enrolled or registered as a professor, student, exchange student, alumni or employee. You must present your own FAAP identification card to be able to rent, reserve and renew materials.

3. Membership cancellation rules

If you cancel or hold your registration at FAAP or stop being a student your membership will be canceled.

4. Lockers

Destined for users to store their personal belongings while in the library facilities. You can only enter the library

with a notebook, paper sheets, pens, pencil, cases, etc. Backpacks, purses and other objects found out of the lockers will be taken to the Lost and Found department at the Security counter on building 1. Locker keys cannot be taken away from library facilities. Should this ever happen, the member is subject to a R\$2,00 fine per day. Key loss will result in the previous fine (in case the student doesn't report the loss for a number of days) and a R\$3.00 fee to replace the key.

5. Loans

Loans are permitted only if the member is not in debt with the library.

Materials available for loans: books, catalogues and brochures, DVDs, VHS, CDs, floppy disks, cassette tapes and slides for slideshows.

Materials available for consultations in the library facilities alone: dictionaries, encyclopedias, technical standards (for paper development), newspapers, rare books or theses. Those items are allowed for consultation in the library or study room facilities only and cannot be borrowed. And you must return them immediately. Failure to comply with this rules will result in a R\$5,00 per day fine per item and 7 days suspension.

Students Capstone Projects are available for consultation only and cannot have copies made of them.

Material	Amount Permitted	Return Date	Fine*
Books	1	10 days	R\$ 3,00
CDs	3	10 days	R\$ 3,00
Floppy discs / Cassette Tapes	5	10 days	R\$ 3,00
Technical Standarts			
DVD	1	2 days	R\$ 5,00
VHS	3	2 days	R\$ 5,00
Film Library (DVD/VHS)	1	Local Consultation	
Slides	15	5 days	R\$ 2,00
Catalogues / Brochures	5	2 days	R\$ 5,00
Newspapers	5	Same day	R\$ 5,00

*Fines applied per day per item (keys included – R\$ 3,00)

Fine payment must be made at the Treasury, from Monday to Friday from 8:00am to 9:30pm. Only after these hours the library will be able to receive fine payment, as well as on Saturdays, from 8:00am to 3:45pm.

PS- The total amount of the fine will remain the same after items are returned, but the member will only be allowed to borrow, reserve and renew materials after debt acquaintance.

6. Loan Renewal

Renewals can be made online through FAAP's website or directly at the library counter, as long as the book is not required by the library for another user who previously reserved it.

How to renew items online:

- Go to FAAP website and click on *Biblioteca*
- Click on *Consulta ao Acervo*
- Click on *Consulta ao Catálogo/ Pergamum*
- Click on *Acesso Usuário*
- Type in your login (enrollment number) and password (date of birth)
- Click on *Renovação*
- Select the items to be renewed
- Click on *Renovar*
- Pay attention to the system message confirmation or refusal of your request
- In case the renewal was successful, take note of the new return date, print it or have it sent to you by email
- In case the renewal is denied, please go to the library counter to return the item and rectify the situation.

IMPORTANT:

Only two renewals are allowed online. To keep the material longer, the member must present it at the library counter and make a request.

This can only be permitted if the material hasn't been reserved by someone else, isn't being returned late and the user has no debts to the library. Late returned items cannot be renewed.

7. Materials Reservation

Reservations can be done online or at the library counter in case all available copies have already been loaned.

How to make a reservation online:

- At the library's website, go to *Consulta ao Acervo*
- Click on *Consulta ao Catálogo/Pergamum*
- Choose the type of research you need
- Locate the item in question
- Click over its title
- Once the data appears, click on *exemplares* and check if they have all been loaned
- In case they have, click on *reserve*
- Type your login and password

IMPORTANT: Please note that only items that have all of their copies loaned can be reserved.

ATTENTION: Online services such as renewal, reservations or consultations will only be available for those with valid enrollment numbers and passwords.

8. Returns

Returns must be made over the library counter and will only be confirmed once they're registered in the system and the confirmation receipt is printed out. Up to this moment the member is responsible for the loaned material.

Members should observe the return dates, avoiding daily fines and debts. You should keep the confirmation receipt in case some debt is charged.

9. Members Responsibilities

— Ensure the loaned material (including the locker key, headphones and audio and video controlling equipments).

— Not scratch, draw, deface, tear or damage the materials in any kind.

— Don't go into the library carrying loaned items without checking them at the counter for them to be registered.

— Return all items loaned due to vacations or leave of absence or be prohibited to loan for the next semester.

— Replace, in the same or newer issue or volume, any lost or damaged item. If the item in question is no longer being published, it can be replaced by an equivalent one at the Chief Librarian's discretion.

— Is mandatory to use the locker to keep backpacks and personal belongings. The library is not responsible for private objects loss and misplacements.

— Leave all materials removed from shelves on top of the tables. Do not replace them on the shelves.

— It is strictly prohibited in the Library and Study Room facilities to:

- Speak loudly and make noise
- Eat or drink
- Smoke (according to State Law #2845/81)
- Speak on the phone (according to State Law #12511/97)

— The reproduction of materials is subject to the Copyright Law (Federal Law #9610/98)

10. Study area inside the library

There are 39 available seats inside the library facilities for individual study and reading. They are not available for group study. If that is the case, the Study Room should be used. Study in this area must be silent.

11. Multimedia Room

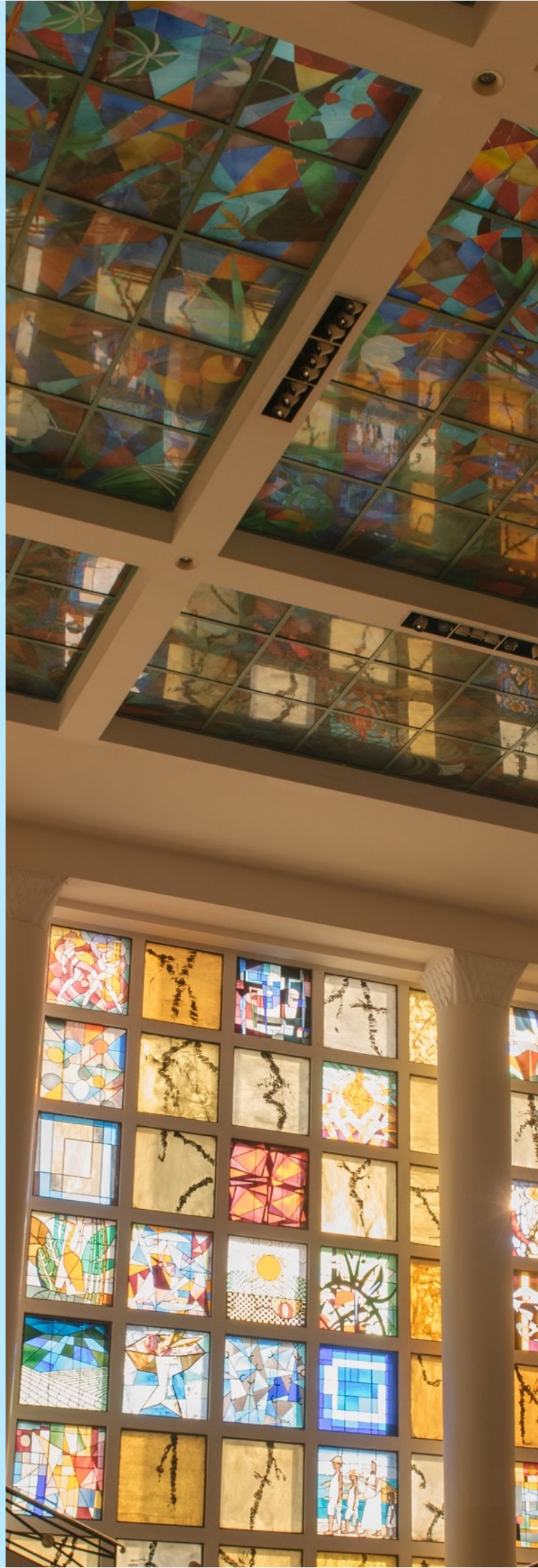
Equipped with 3 computers with internet access (only to FAAP's database), CD and floppy disks player, TVs and DVD and VHS players and slideshow player.

— In this room you can only access CDs and floppy disks that belong to the library. To use your personal material and to type your personal papers, please use the Computer Center.

— The TV and DVD and VHS video players can be used with headphones. Personal tapes must be presented at the front counter and can be watched as long as authorized and as long as the suitable equipment is available. Remote controls should be withdrawn from the front counter.

12. Notebooks and Laptops

Members are allowed to enter the facilities carrying their personal computers.



Part six:

Maps

p06

Fundação Armando Alvares Penteado - FAAP

Rua Alagoas, 903.
Zip Code: 01242-902.
São Paulo, Brazil

Point the cell phone camera
at the QR Code and see the
location on Google Maps.



For you to find yourself at FAAP:



Building 1

- Museum
- Theater
- Cinema
- Workshops (wood, ceramics, metal, sew, stamp etc)
- Studios (photography, audiovisual, editing)

Building 2

- Students Central

Building 3

- Computer Labs
- ATM and Bank Branch (Bradesco)
- Auditorium
- Business Hub

Building 4

- First Aid Center
- International Office
- EducationUSA
- Confucius Institute
- Copy shop

Building 5

- Portuguese Classes
- Papershop/Bookstore
- FAAP store
- Gym
- Sport Court

Mapa do Transporte Metropolitano

Metropolitan Transport Network



Legenda Legend

	1 Linha 1 - Azul Line 1-Blue	METRÔ
	2 Linha 2 - Verde Line 2-Green	METRÔ
	3 Linha 3 - Vermelha Line 3-Red	METRÔ
	4 Linha 4 - Amarela Line 4-Yellow	VIAQUATRO
	5 Linha 5 - Lilás Line 5-Lilac	VIAMOBILIDADE
	7 Linha 7 - Rubi Line 7-Ruby	CPTM
	8 Linha 8 - Diamante Line 8-Diamond	VIAMOBILIDADE
	9 Linha 9 - Esmeralda Line 9-Emerald	VIAMOBILIDADE
	10 Linha 10 - Turquesa Line 10-Turquoise	CPTM
	11 Linha 11 - Coral Line 11-Coral	CPTM
	12 Linha 12 - Safira Line 12-Sapphire	CPTM
	13 Linha 13 - Jade Line 13-Jade	CPTM
	15 Linha 15 - Prata Line 15-Silver	METRÔ
	Expresso Aeroporto (confira os horários no site CPTM) Airport Express	CPTM
	Expresso Turístico Touristic Express	CPTM
	Ponte Orca ao Zoológico Orca Shuttle to the Zoo	EMTU
	Corredor Metropolitano de Ônibus Metropolitan Bus Corridor	EMTU

	Corredor São Mateus-Jabaquara São Mateus-Jabaquara Corridor	EMTU
	Corredor Guarulhos-SP Guarulhos-SP Corridor	EMTU
	Corredor Itapevi-SP Itapevi-SP Corridor	EMTU
	Trecho do viário com tráfego compartilhado Street sector with shared traffic	EMTU
	Terminal Metropolitano de Ônibus Metropolitan Bus Terminal	
	Estação Station	
	Integração - gratuita Free interchange	Acesso livre Free access
	Integração - tarifada Paid interchange	
	Integração - gratuita: Horário Especial (veja no site: METRÔ/CPTM) Free interchange during off-peak hours	
	Distância em metros entre estações, a pé Distance in meters between stations, on foot	
	Terminal Rodoviário Long Distance Bus Terminal	
	Aeroporto Airport	

Informações úteis Useful Information

CPTM	www.cptm.sp.gov.br	0800 055 0121
EMTU	www.emtu.sp.gov.br	0800 724 0555
METRÔ	www.metro.sp.gov.br	0800 770 7722
VIAQUATRO	www.viaquatro.com.br	0800 770 7100
VIAMOBILIDADE	www.viamobilidade.com.br	0800 770 7106

FAAP

Rua Alagoas, 903 - Higienópolis, São Paulo - SP | CEP: 01242-902