

# International Student Guide 2024





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# 1. Mackenzie Presbyterian University



## 1.1. About Mackenzie Presbyterian University (MPU)

One of the most respected higher education institutions in Brazil, with 150 years of tradition in education, Mackenzie Presbyterian University (MPU) offers more than 38 undergraduate courses in diverse areas of knowledge. Campuses in São Paulo, Campinas and Alphaville offer the necessary structure so that students can enjoy an excellent educational process, able to prepare them for the labor market and the full practice of citizenship. Mackenzie Presbyterian University (MPU) undergraduate courses offer high quality educational services, acknowledged by the Ministry of Education and independent sources, such as Folha de São Paulo newspaper (Ranking Universitário Folha de São Paulo), which ranked MPU as the best non-public university in the state of São Paulo.

The articulation between practical experiences and theoretical reflections are a distinctive feature in the pedagogical projects from the undergraduate courses at MPU. They place the student in an active role

in the teaching-learning process. MPU's sponsor organization, Mackenzie Presbyterian Institute – MPI has been making ongoing investments in laboratories, learning infrastructure and classrooms, in order to offer students the required environment to foster research activities and nudge professional skills required by the market .

### **Social Outreach**

Mackenzie undergraduate courses are also well recognized by professional associations and civil society. A good example of that is the seal of recommendation attributed by the Brazilian Bar Association to Mackenzie Law School. The seal is given only to the best Law Schools in the country.

## 1.2. Campus Map



## 1.3. Libraries

Mackenzie Central Library, installed in Building 2, on campus Higienópolis, is one of the “postcards” of our institution, both for its architecture and for its collection. In a total, MPU has nine sector libraries, listed below:

### Central Library – Sector of Philosophy, Literature, Education and Psychology

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Building 2 – Ed. George Alexander  
Phones.: 55 (11) 2114-8316 / 2114-8136 / 2766-7542  
E-mail: biblioteca@mackenzie.br

### Sectorial Library Law School

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Ed. Rev. Prof. Modesto Carvalhosa – 2º Basement Floor  
Phones.: 55 (11) 2114-8378 / 2766 -7214 /2766-7536  
E-mail: biblio.dir@mackenzie.br

### Sectorial Library for Engineering, Computing and Exact Sciences Schools

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Building 6 – Ed. Henrique Pegado  
Phones.: 55 (11) 2114-8366 / 2766-7366  
E-mail: biblio.enci@mackenzie.br



### Sectorial Library Architecture and Urbanism and Center For Communication and Languages

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Building 9 – Ed. Cristiano Stockler das Neves  
Phones.: 55 (11) 2114-8457 / 2114-8308  
E-mail: biblio.arca@mackenzie.br

### Library of the Center for Social and Applied Sciences

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Ed. Rev. Prof. Modesto Carvalhosa – 1º underground  
Phones.: 55 (11) 2114-8386 / 2114-8814 /2766-7539  
E-mail: biblio.ccsa@mackenzie.br

### Sectorial Library for Biological and Health Sciences

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Ed. Amantino Vassão – Underground  
Phones.: 55 (11) 2114-8683 / 2766-7234  
E-mail: biblio.ccbs@mackenzie.br

### Sectorial Library Theology School

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Maria Borba Street, 15  
Phones.: 55 (11) 2114-8889 / 2114-8890  
E-mail: biblioteo@mackenzie.br

### Opening hours of campus Higienópolis libraries:

Monday to Friday from 7:30am to 10pm.  
Saturdays from 9:15am to 2:45pm.



## 1.4. Medical Center

In a community of more than 45,000 people, medical occurrences are an inevitable fact. Hence, MPI makes available to its students, collaborators and third parties: Nursing Service, Emergency Medical Assistance and Occupational Medicine.

Higienópolis campus is equipped with ambulances, in case of on campus emergencies.

**Medical Center Campus Higienópolis  
Ambulatory (Building 40)  
Monday to Friday , 7am to 11pm.  
Phone: (11) 2114-8426**

## 1.5. Academics Units and Undergraduate Courses

### ACADEMIC UNITS

### UNDERGRADUATE COURSES

**Center for Biological and Health Sciences (CCBS)**

Biological Sciences, Pharmacy, Nutrition, Psychology, Physiotherapy and Gastronomy

**Center of Education, Philosophy and Theology (CEFT)**

Theology, Philosophy and Education

**Center for Communication and Languages (CCL)**

Journalism, Languages, Marketing and Advertising

**Center for Applied Social Sciences (CCSA)**

Business, Accounting, Foreign Trade and Economics

**School of Engineering (EE)**

Civil, Production, Materials, Electrical, Mechanical and Chemical

**Faculty of Architecture and Urbanism (FAU)**

Architecture and Urbanism, and Industrial Design

**Faculty of Computing and Informatics (FCI)**

Computer Science, Information Systems, Analysis and Development of Digital Games and Systems

**Law School (FD)**

Law

**Center of Science and Technology (CCT)**

Administration, Law, Civil Engineering and Production Engineering

## 1.6. Academic Calendar

### OFFICIAL ACTIVITIES AT MPU

#### FIRST SEMESTER

#### DATE

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**Classes start on** February 8th

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**End of classes** June 22nd

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**Issuance of Transcript and  
others MPU documents** August 2024

#### SECOND SEMESTER

#### DATE

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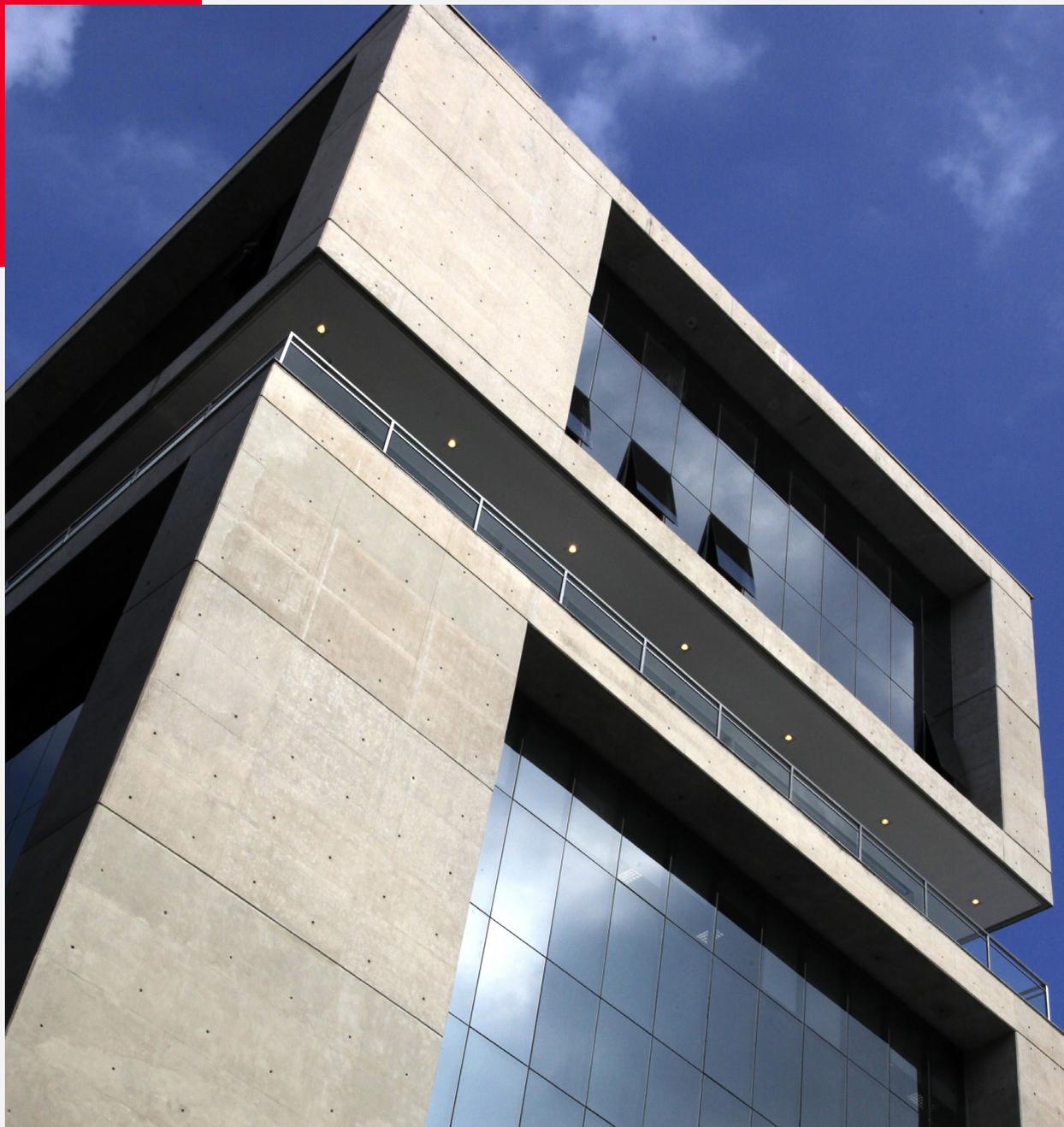
**Classes start on** August 8th

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**End of classes** December 21th

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**Issuance of Transcript and  
others MPU documents** February 2025





## 1.7. Important Academic Issues

1. Once the international student Learning Agreement is finished, revised and signed by the responsible professor at MPU, student WILL NOT BE ABLE to change the chosen subjects or make any other change without FIRST talking to the course coordinator. This is an important step which involves different departments and need to be dealt very seriously;

2. International students at MPU MAY request tests to be in English other than Portuguese, but the student NEEDS to check with the Professor of the specific subject in ADVANCE;

3. It is very important that international students introduce themselves to each of their professors, it makes things smoother during the mobility period;

4. For group activities, once the student is in a group, he/she NEEDS to make sure the professor knows which group he/she is in. It will guarantee that the international student will receive specific grades related to the academic group activities;

5. Mackenzie marks the absences of all the students and it counts for the approval, so be aware of it.

### **i. The limit of absences per subject in a semester is 25% of your total classes, which means:**

Art. 47. The student is subject to the requirement of the frequency of at least 75% (seventy five percent) of the workload of each course component that is registered;

§ 1 Exceptionally, students with a frequency below 75% (seventy-five

percent), but at least 65% (sixty-five percent), will be considered approved if they obtain a partial average equal to or greater than 8.5 (eight point five);

§ 2 Curricular supervision and guidance components, as well as knowledge integration activities, will have the frequency criteria as determined in the Pedagogical Course Project which will be explained by the Professor.

6. Check your classes carefully, so make sure you are in the correct class, watching the correct subject. And, if you have any doubts, ask for help! COI and the Ambassadors are here to help in case you need.



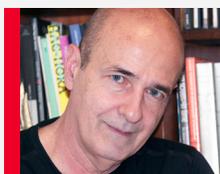
## 1.8. Portuguese Language Course

All foreign students from partners universities, who are on exchange at UPM, can attend a course of Portuguese for Foreigners at the Mackenzie Language Center (MLC), located at Maria Antônia Street, 139. At your arrival at the university, information for registration at the Portuguese Course will be shared.

## 1.9. Academic Key contacts

The "International Academic Representatives" (RINT) are professors nominated by the Director of the Academic Unit - AU and appointed by the Rector to meet the international demands of each AU.

International students can contact the respective professor and easily clarify their academic questions.



FACULTY OF ARCHITECTURE AND URBANISM  
**Professor Charles de Castro Vincent**  
[charles.vincent@mackenzie.br](mailto:charles.vincent@mackenzie.br)



CENTER FOR SOCIAL AND APPLIED SCIENCES  
**Professor Ana Lúcia Pinto da Silva**  
[analucia.silva@mackenzie.br](mailto:analucia.silva@mackenzie.br)



CENTER FOR COMMUNICATION AND LANGUAGES  
**Professor Thiago Mori Leite**  
[thiago.leite@mackenzie.br](mailto:thiago.leite@mackenzie.br)



CENTER OF EDUCATION, PHILOSOPHY AND THEOLOGY  
**Professor Marili Moreira da Silva Vieira**  
[marili.vieira@mackenzie.br](mailto:marili.vieira@mackenzie.br)



LAW SCHOOL  
**Professora Lourdes Regina Jorgeti**  
[regina.jorgeti@mackenzie.br](mailto:regina.jorgeti@mackenzie.br)



SCHOOL OF ENGINEERING  
**Professor Antônio Álvaro de Assis Moura**  
[antonio.moura@mackenzie.br](mailto:antonio.moura@mackenzie.br)



BIOLOGICAL SCIENCES AND HEALTH CENTER  
**Professor Marília Rezende Callegari**  
[marilia.callegari@mackenzie.br](mailto:marilia.callegari@mackenzie.br)



FACULTY OF COMPUTING AND INFORMATICS  
**Professor Ismar Frango Silveira**  
[ismar.silveira@mackenzie.br](mailto:ismar.silveira@mackenzie.br)



CAMPINAS CAMPUS  
**Professor Alexandre Aparecido de Lima**  
[alexandre.lima@mackenzie.br](mailto:alexandre.lima@mackenzie.br)

## 1.10. International Office

The Coordination for International and Interinstitutional Cooperation - simply known as International Office - works with the universities, faculties and departments to create, identify and disseminate opportunities for international collaboration across all disciplines and countries; and to negotiate, structure and implement international partnership agreements.

### The International Office also:

- Provides strategic advice to the University on international matters;
- Oversees University-wide strategic partnerships;
- Maintains strategic relations on behalf of the University with international government bodies;
- Provides advice regarding appropriate due diligence for international agreements;
- Coordinates overseas visits by senior University representatives and inward visits by senior overseas delegations;

## Our Team



**Professor Pedro Buck Avelino**  
Chief International Officer



**Professor Simone Freitas Fuso**  
Coordinator Advisor



**Aline de Paula**  
International Officer - Outgoing Incoming



**Luciene Giovanello**  
International Officer



**Arlete Fonseca**  
International Officer



**Breno Oliveira**  
International Officer – Partnership



**Santiago Dubra**  
International Officer - Incoming



## 1.11. International Ambassadors Program

Mackenzie Presbyterian University welcomes, every semester, foreign students of different nationalities, as one of the actions resulting from the agreements and partnerships for academic mobility.

The International Ambassador Program (IAP) is our buddy program designed to support exchange students during their stay at MPU.

The visitors will be hosted by Mackenzie students, which will help with their integration into MPU's student body, communication, getting to know the university and present Brazilian culture through a series of planned activities.

### **IAP objectives are:**

- a) to facilitate the integration of foreign students into the MPU student body and faculty;
- b) to promote the formation of international relations networks among MPU students and foreign institution students;
- c) to promote the university internationalization;
- d) to foster the consolidation of the program for the reception of foreigners in MPU.

# 2. Legal stay in Brazil

## 2.1. Cadastro de Pessoa Física – CPF

### Individual Taxpayer Registry

It is a database managed by the Receita Federal do Brasil (RFB, the Brazilian International Revenue Service) that stores registration information about taxpayers bound to the CPF number, or about citizens who have voluntarily enrolled in the system.

### Who Must Have it?

The CPF is a mandatory tax document to all Brazilians as well as to all foreigners who are in any of the following situations:

- entering the country with a permanent visa;
- entering the country with temporary visas and work contract; and
- living abroad but having rights in Brazil subjected to public record, as well as real estate properties, motor vehicles, watercraft, aircraft, shareholdings, banking accounts, financial market investments, and capital market funds.



### How to get it?

If you intend to open a banking account in the period in which you live in Brazil, you must obtain a CPF number. The procedure is fast and you can do it online or at Bank of Brazil. Also it's possible to do it at the Post Office.

There is a list of required documentation on the website:

<https://www.gov.br/pt-br/servicos/obter-cartao-de-cpf>

## 2.2. Registro Nacional Migratório – RNM

### National Migration Registry

Foreigners with temporary residence are required to register with the Federal Police Department within 90 days after the date of entry, **but we strongly recommend that you do it as soon as possible** because of the demand at Federal Police. In order to do this, you must go to the Federal Police branch at the website: ([www.dpf.gov.br](http://www.dpf.gov.br)) to schedule a date and time to attend one of their offices.

More information [here](#).



### Important! List of documents!

- Required Form from Federal Police, [here](#);
- 2 photos (3x4) with a white background, without any jewelry, glasses and hats;
- Declaration of electronic address and other means of contact, preferably accompanied by a simple copy of proof of residence;
- Valid Passport with a copy of the pages used by the authorities – there must be the stamp of entrance given by the Brazilian Immigration;
- Birth Certificate. The document must be issued according to the guidelines of the Hague Convention ([Apostille Convention](#));
- Issue online the Union Tax Payment Form (PT: Guia de Recolhimento da União) and pay it at one of the Bank of Brazil Agencies;
- To access the website in order to issue the form, [CLICK HERE](#).

# 3. São Paulo City

## 3.1. About São Paulo

Cosmopolitan and dynamic, São Paulo is the economic and cultural center of Brazil. The city's prominence is an undeniable reflection of its multicultural, creative and enterprising people. Such greatness houses everything from the most important financial center in Brazil to Indian tribes. Among other features, São Paulo hosts the largest Japanese community outside Japan, besides bringing all religions and ethnicities in perfect harmony with the fast pace of the city.

São Paulo is the capital of São Paulo State and the main financial, corporate and commercial center in Latin America. It is the sixth most populous city in the world. It is considered the 14th most globalized city, having been ranked an alpha city by the Globalization and World Cities Research Network.



## 3.2 Public Transportation

The closest subway station to Mackenzie is **Higienópolis - Mackenzie (Yellow Line)**.

# Mapa do Transporte Metropolitano

## Metropolitan Transport Network



### 3.3. Emergency services (Hospitals, Police and Fire Station)

If you need any medical service, you should contact your health insurance plan and verify if the hospitals next to UPM provide covered service.

São Paulo has an extensive network of pharmacies operating mandatorily 24 hours a day, with at least one pharmacy in every neighbourhood.

Strive to be knowledgeable about the international coverage of your health insurance and inform yourself about coverage plans in case of any emergencies in the following hospitals:



### 3.4. Accommodation

#### How to Find Lodgings

For those who have not yet found a definite place to stay, after the classes start it will be possible to find many options to share an apartment with other students or to rent a room in a family home. Most information can be found in many message boards on campus and the at the Student Unions of each Academic Unit. The most usual taken option is sharing an apartment or house with other Brazilians, also students of UPM; those shared students homes are know as repúblicas (“republics”).

We emphasize that UPM is not responsible for your lodging arrangements or your choice about them.

COI also has a listing of other accommodation options. If need help, contact us [incoming@mackenzie.br](mailto:incoming@mackenzie.br)



#### Useful Phone Numbers

##### Telefones úteis

###### Telefonia

O código DDI do Brasil é +55, e o código DDD da Região Metropolitana de São Paulo é +11. Use sempre o código de alguma operadora para ligar para outras cidades e países; as duas maiores operadoras são a Embratel (+21) e a Vivo (+15).

###### Telephone System

The international code of Brazil is +55 and the area code of São Paulo is +11. Use the code of a phone company to call to other cities, states and countries. The two biggest companies are Embratel (+21) and Vivo (+15).

##### Military Police

Polícia Militar



190

##### Ambulance Emergency

Emergência Médica



192

##### City Government

Prefeitura de São Paulo



156

##### Firefighters

Bombeiros



193



### 3.5. Safety Tips

- Limit the personal belongings you carry with you. Carry your money in your front pockets and limit the amount of credit cards you carry. Make copies of all your personal documents – including your credit cards, license, passport, etc. – and keep in a safe place. This will be helpful if you lose your documents;
- Do not carry or wear valuable items that will attract unnecessary attention. If you need to wear expensive jewelry or carry a camera, conceal it until you arrive at your destination;
- Be mindful that Brazil deals with social and economic inequalities. Public security is an issue, such as in other underdeveloped countries. Please acknowledge this fact;
- Be careful using ATMs, choose those within secure centers, such as airports, hospitals, banks, shopping malls, or government buildings;
- We recommend you do not talk on your mobile phone while walking on the streets, special at the city center or other busy streets;
- If you are walking on the streets and needs information about the location, we recommend you ask for it at official tourist place or for a policeman.
- Be careful with your belongings, especially your phone. Try not to carry them in your hand, or text while you walk on the streets or on the subway/train. Also watch your bags and purses when you are in public places, especially if it is a crowded place like the subway.

Preferably try to keep them close to your body or wear backpacks facing the front

- Be careful while walking on the streets and avoid walking alone, especially at nighttime. Also avoid empty and poorly lit streets and alleys.

- Beware of overly friendly strangers or people offering to walk with you.

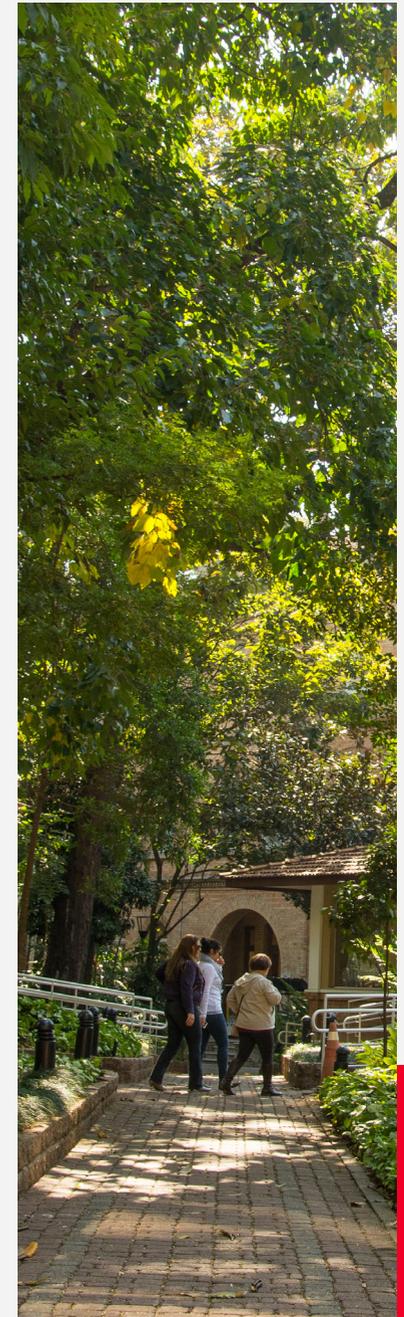
- Do not leave your belongings unattended.

- Traffic can be dangerous, be really careful when crossing the streets, look both ways and use the pedestrian crosswalk.

- The protocol in the case of an incident or emergency is the following:  
1) After the incident, please contact your main communication agent (Ambassador/ Hosting faculty)

- 2) The communication agent will report to the correspondent International Academic Representative.

- 3) The International Academic Representatives will report the incident to the International Office, which will provide the information about appropriate procedures and reports.





[www.mackenzie.br](http://www.mackenzie.br)

