Visiting Professor and Researcher's Guide

M Universidade Presbiteriana
Mackenzie

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1. Mackenzie Presbyterian University

1.1. About Mackenzie Presbyterian University (MPU)

One of the most respected learning institutions in Brazil, with 150 years of tradition in education, Mackenzie Presbyterian University (MPU) offers more than 38 undergraduate courses and 13 graduate courses in diverse areas of knowledge. The campuses in São Paulo, Campinas and Alphaville offer all of 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 standards. This evaluation was conducted by both the Ministry of Education and independent sources. The Academic Ranking issued by Folha de São Paulo newspaper (Ranking Universitário Folha de São Paulo) classified 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. The sponsor organization of MPU – The Mackenzie Presbyterian Institute – has been making permanent Investments in laboratories in order to give the students the opportunity to develop their works and researches in the same conditions of the professional settings found in the market.

Social recognition

Besides the good evaluations by the government and independent sources, Mackenzie undergraduate courses are also well recognized by professional associations and the 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

ENTRANCES

- 01 R. Itambé, n° 185
- 02 R. Itambé, n° 43
- 03 R. Maria Antônia, n° 307
- 04 R. Itambé, n° 45
- 05 R. Piauí, n° 192
- 06 R. Piauí, n° 130
- 07 R. da Consolação, n° 930

ON-CAMPUS BUILDINGS

- 01 **Historical Center** - John Theron Mackenzie Bldg
- 02 **Central Library** - George Alexander Bldg
- 03 **Law School** - Horace Lane Bldg
- 04 **Engineering School** - Alfred Cownley Slater Bldg
- 05 **Engineering School** - William Alfred Waddel Bldg
- 06 **Engineering School** - Henrique Pegado Bldg
- 07 **Student Centers / Copying Services/ Coffee Shop**
- 09 **Architecture and Urbanism School** - Cristiano Stockler das Neves Bldg
- 10 **Architecture and Urbanism School** - Rev. George Whitehill Chamberlain
- 11 **Chapel** - José Manuel da Conceição Bldg
- 12 **Reception Desk/ Administration Office/Events Office**
- 13 **Enrollment and Admissions Office**
- 15 **G - Student Office / Enrollment and Admissions Office / Student Finance Office**
- 16 **General Education, Philosophy and Theology Center** - Márcia P. Brown Bldg
- 17 **Mackenzie Presbyterian School - Basic Education Office**
- 18 **Mackenzie Presbyterian School - Lower Secondary Education** - Erasmo Carvalho Braga Bldg
- 19 **Conference Hall Ruy Barbosa / Campus Dining / Upper Secondary Education Mackenzie High School Program** - Ashbel Green Simonton Bldg
- 20 **Athletic Center** - Edward Horation Weeden Bldg
- 23 **Infirmary / Maintenance / Design Labs**
- 24 **Law School / Engineering Lab** - Benjamin Harris Hunnicutt Bldg
- 25 **Classrooms** - Esther de Figueiredo Ferraz Bldg
- 28 **CCBS, CCL and Engineering School Labs**
- 29 **Sport Courts**
- 30 **Mackgraphe** - Lawson Annesley Bldg
- 31 **Computing & Informatics School** - Paulo Breda Filho Bldg
- 33 **Engineering School /Computing & Informatics School (Labs)** - Rev. Mattathias Gomes dos Santos Bldg
- 34 **CCBS (Labs)** - Rev. Amantino Adorno Vassão Bldg.
- 35 **Warehouse / Support Services / Security Services**
- 37 **Engineering School (Labs)**
- 38 **CCBS (Labs) / Cooking Lab** - Rev. Amantino Adorno Vassão Bldg
- 39 **Undergraduate / Graduate Offices** - Bar. Maria Antônia da Silva Ramos Bldg
- 40 **Classrooms - Design Labs** - Antônio Bandeira Trajano Bldg
- 41 **Graduate/ Administration Office / Ombudsman** - João Calvino Bldg
   Reception Desk / Administration Office / Events Office

ON-CAMPUS BUILDINGS

- 43 **Athletic Center**
- 44 **Primary Education** - Mary Annesley Chamberlain Bldg
   Early Childhood Education
- 45 **Social and Applied Sciences Center (CCSA)** - Rev. Modesto Carvalhosa
- 46 **Mackenzie Presbyterian School - Early Childhood Education / Primary Education** - Mary Annesley Chamberlain Bldg
   Early Childhood Education
- 48 **Communication and Letters Center / Mackenzie Presbyterian School - Basic Education / Arts and Culture Office** - Clara Schurig Bldg and José Carlos Rodrigues Bldg
- 49 **Communication and Letters Center**
- 50 **Center for Biological and Health Sciences**
- 52 **Sport Courts**

OFF-CAMPUS BUILDINGS

Lato Sensu Graduate Programs Office
Rev. Alexander Latimer Blackford Bldg
R. Maria Borba n°40

Andrew Jumper Presbyterian Graduate Center
Miguel Torres Bldg
R. Maria Borba n°44

Student Centers
R. Piauí n°85

Undergraduate / Graduate Offices
Bar. Maria Antônia da Silva Ramos Bldg
R. Maria Borba n°117

Mackenzie Language Center / Labs. / Student Internship and Externship Office / Administration Office
R. Maria Borba n°139

Communication and Letters Center
Rev. Wilson de Souza Lopes Bldg
R. Piauí n°143

CCBS Clinics
Luiz Carlos Salomão Bldg
R. Piauí n°181

Innovation and Tecnology Office/LPP/Administration Office (Startup and Incubation)/Office of Scholarship and Financial Aid/MPU Digital
R. Maria Antônia n°358

Mackenzie Students Athletic Association/Athletic Associations
R. Major Sertório n°691

Mackenzie Consulting Junior Enterprise
R. Major Sertório n°733

Mackenzie Engineering Junior Enterprise
R. Major Sertório n°745

Lato Sensu Graduate Education Office
R. Consolação n°847

Small Claims Court Mackenzie
R. Consolação n°993

Francisco Saraiva Bldg
R. Itacolomi n°412

"Rendei graças ao SENHOR, invocai o seu nome, fazei conhecidos entre os povos, os seus feitos."
1 Cr 16:8

Mackenzie

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

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

Sectoral Library Law School

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 andExact Sciences Schools

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

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

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

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

Sectoral Library Theology School

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.
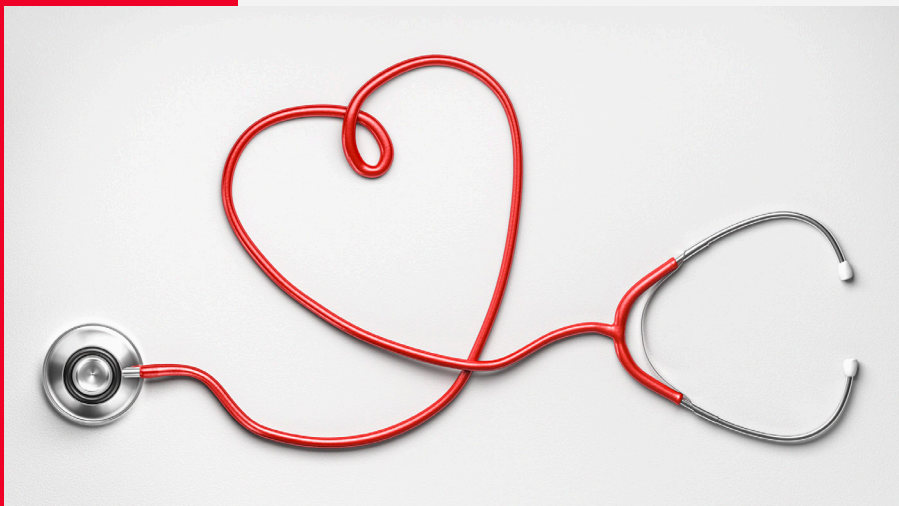
1.4. Medical Service

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

The Higienópolis campus is equipped with ambulances, used under the supervision of the internal Medical Service of the campus, and should only be used in an emergency, that is, in cases of accidents or malaise of students, employees and third parties who, after attending the outpatient clinic, they need removal to the Emergency Room or Hospital. In cases of removal

of third parties, the patient must be accompanied by a representative of the service provider.

Every ambulance exit follows the standardized protocols and standards, and follows strict rules of use. Under current legislation, our ambulances cannot provide assistance on public roads or perform residential removal.

**Medical Service 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 Techonology (CCT)	Administration, Law, Civil Engineering and Production Engineering

1.6. Graduate Programs

GRADUATE COURSES

**Applied Computing -
Professional Master's Degree**
More information here

Architecture and Urbanism
More information here

Business Administration
More information here

Developmental Disorders
More information here

Economic and Political Law
More information here

Economics and Market
More information here

Education, Art and History of Culture
More information here

Electrical Engineering and Computing
More information here

Linguistics and Literature
More information here

Management Control and Business Finance
More information here

Management of Business Development
More information here

Materials Engineering and Nanotechnology
More information here

Science and Geospatial Applications
More information here

1.7. Research areas

Geospatial Science and Technology

The research in Geospatial Science and Astrophysics encompasses both the study of the Sun, its activity and their effects on Earth ionosphere as well as on technological systems installed on the ground or in space, as well as spatial geodesy which uses space-related technologies to produce a spatial reference system of very high precision.

Health and Child Development

The research in health covers the study of the clinical nutrition, public health, the food industry and technical, political and social processes that involve medicine. The main objectives of research in child development are the typical development and its developmental disorders and the basic neural mechanisms which are determinants or play a part in the establishment of developmental disorders.

Information Technology and Communication

Interactive systems, such as hypermedia, virtual reality and augmented reality, are present in many industries such as health, tourism, advertising, games, entertainment, automotive, education, among others. This line focuses on two thematic axes: Interaction Design/User Experience and Virtual Environments and Digital Entertainments. The Artificial Intelligence and Big Data axes are dedicated more directly to the question of how machines can be taught to solve problems and the treatment of large data bases, seeking to study the concepts and instruments that allow this data to be able to be submitted to analysis. In the Digital TV line we work with baseband transmission, channel models and digital modulation, optimal receivers, synchronization and digital communication.

Architecture, Urban Studies and Design

This area emphasizes academic research into Architecture and Urban Planning and its connections with practice, in particular with design in every scale – from buildings to cities – and particular emphasis on representation and/or intervention, contributing to the construction of theoretical and conceptual frameworks of reference needed for the critical thinking of researchers, professors and/or professionals. The themes addressed include: the study of the public space and urban mobility; historic heritage; collective and social-interest housing in central urban areas; verticalization; documentation, plans and reference sites; interventions for urban and environmental recovery and revitalization of degraded and vulnerable areas, among others.

Economic and Political Law

Research in the area of Political and Economic Law aims to stimulate and consolidate critical reflection on the impact that the main changes in contemporary society have been exerting in the legal sphere, creating new relationships between Law, Economics and Politics. The approach to Law as a cultural phenomenon allows addressing the great challenges and conflicts typical of a plural society, and provide responses for increasingly complex social demands. One such challenge lies in understanding and regulating new technologies, as graphene and nanotechnology. The regulation of research support, the regulation of the use of these materials, and the legal protection thereof are issues under discussion in this research area. The debate is associated with the greater goals of creating a technological innovation policy that will reflect on the country's economic development, as is already the case elsewhere.

Governance, Culture and Economic Freedom

In the Governance, Culture and Economic Freedom area the researches addresses the relationships between language, society and culture, as also contemporary regional and global problems of the human, social and organizational phenomena, in relation to the coexistence of the diverse cultures in their multiple identities. Development of business networks aiming for social change, as well as the training of managers through transformative learning to address collective dilemmas in different cultures, economic freedom, governance, corruption are some of the studied themes side by side with others as human mobility and communication, processes and creations of artistic languages in line with new technologies.

Nanotechnology and Nanomaterials

The researches on nanotechnology at MPU are related to synthesis, processing, modification and characterization of nano-structured materials. In this context, graphene and graphene oxide can be cited, which can be used pure or mixed with others compounds, producing materials with appropriate characteristics for applications in several areas of knowledge, such as health, electronics, aerospace, aeronautics, and sensors.

1.8. 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

CENTER FOR SOCIAL AND APPLIED SCIENCES
Professor Ana Lúcia Pinto da Silva
analucia.silva@mackenzie.br

CENTER FOR COMMUNICATION AND LANGUAGES
Professor Thiago Mori Leite
thiago.leite@mackenzie.br

CENTER OF EDUCATION, PHILOSOPHY AND THEOLOGY
Professor Marili Moreira da Silva Vieira
marili.vieira@mackenzie.br

SCHOOL OF ENGINEERING
Professor Antônio Álvaro de Assis Moura
antonio.moura@mackenzie.br

BIOLOGICAL SCIENCES AND HEALTH CENTER
Professor Marilia Rezende Callegari
marilia.callegari@mackenzie.br

FACULTY OF COMPUTING AND INFORMATICS
Professor Ismar Frango Silveira
ismar.silveira@mackenzie.br

CAMPINAS CAMPUS
Professor Alexandre Aparecido de Lima
alexandre.lima@mackenzie.br
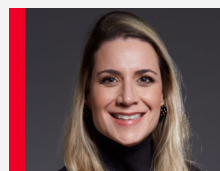
LAW SCHOOL
Professora Lourdes Regina Jorgeti
regina.jorgeti@mackenzie.br

1.9. International Office

Who we are and What we do?

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.

Further information about the breadth and depth of the University's international engagement can be found on the list of international partners.

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
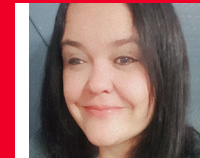
Aline de Paula
International Officer - Outgoing Incoming

Luciene Giovanello
International Officer

Arlete Fonseca
International Officer

Breno Oliveira
International Officer – Partnership

Santiago Dubra
International Officer - Incoming

1.10. Registration at UPM

Before the arrival at UPM, the professor or researcher must to fill the Registration Form and send to the International Office some documents that are required for the registration at the university.

The registration will allow the professor or researcher to access the Campus, internet, libraries, internal system among others facilities. That registration is important to start the activities at UPM, once you know that your mobility at UPM is approved, please contact the International Office (**incoming@mackenzie.br**).

In case you are not informed about the registration before your arrival at UPM, please contact the International Office as soon as you arrived. In some cases the registration can be done by the Academic Unit, the International Office will verify if the process have been done.

2. Legal stay in Brazil

2.1. Visa - VITEM I (Academic research, scientific cooperation, academic extension programmes, visiting professors).

VITEM I based on Normative Resolution 27/2018:
This type of visa may be granted to researchers, scientists and visiting professors – with no employment relationship with a Brazilian institution – for the purposes of academic research, scientific cooperation, academic extension programmes and teaching, as long as the stay is set to last longer than 90 days.

If the stay does not exceed 90 days, a Visitor Visa (VIVIS) must be requested.

VITEM I – RN27 holders are strictly forbidden to practise any paid work in Brazil, but are allowed to receive payments from the government, a Brazilian employer or a private entity for the purposes of daily allowances, compensation or travel expenses, as well as to receive cash prizes in competitions in the science, technology and innovation fields.

VITEM I based on Normative Resolution 24/2018:
This type of visa may be granted to researchers, scientists and visiting professors – with employment relationship with a Brazilian institution – regardless of the intended length of stay.

VITEM I – RN24 applications are subject to prior approval by the Brazilian Ministry of Justice and National Security. The process must be initiated in Brazil, by the sponsoring institution (on behalf of the applicant), with submission of the pertinent application and supporting documentation to that Ministry. Once the procedure in Brazil is concluded and approved, the authorisation will be transmitted to the Consulate via the Brazilian Ministry of Foreign Affairs. Only then will the applicant be able to proceed and lodge the visa application itself.

For visa procedures, please contact the Embassy of Brazil or Consulate General of Brazil in your country.

**If you need to renew your visa, please contact in advance the International Office via the email address incoming@mackenzie.br
The process can take long!**

2.2. Registro Nacional Migratório – RNE

National Foreigner Registry
Foreigners with temporary residence are required to register with the Federal Police Department within 30 days after the date of entry. In order to do this, you must go to the Federal Police branch at the website: (www.dpf.gov.br) to schedule a date and time to attend one of their offices. More information **here**.

REPÚBLICA FEDERATIVA DO BRASIL
CÉDULA DE IDENTIDADE DE ESTRANGEIRO
RNE: CLASSIFICAÇÃO: VALIDADE:
V565371-S RESIDENTE 04/10/2015
NOME:
MACHADO DE ASSIS
FILIAÇÃO:
MAE DE MACHADO DE ASSIS
PAI DE MACHADO DE ASSIS
NACIONALIDADE: DATA DE NASCIMENTO: SEXO: M
PORTUGUESA 21/07/1839
NATURALIDADE(PAÍS): DATA DE ENTRADA:
BRASIL 21/07/1839
ÓRGÃO EMISSOR: VIA: 1
CGPI/DIREX/DPF DATA DE EXPEDIÇÃO: 03/10/2013

Important!
List of documents to bring to Brazil.

• Access the official website of the Federal Police: HERE
• Fill in the form on the official website and make an appointment to visit the Federal Police Office: HERE

Prepare and organize the documents:
• 2 color photos (3x4) with a white background (without any jewelry, glasses, hats etc…);
• Original visa application form or copy with the seal of the Ministry of Foreign Affairs of Brazil (PT: Ministério das Relações Exteriores – MRE);
• Valid Passport with a copy of the pages used by the authorities – there must be the stamp of entrance given by the Brazilian Immigration;
•Original birth certificate or consular certificate (Consular ID) and a copy. The birth certificate must be issued according to guidelines of the **Hague Convention**;
• Declaration of electronic address and other means of contact, preferably accompanied by a simple copy of proof of residence.
• Issue online the Union Tax Payment Form (PT: GRU - 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

2.3. 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://receita.economia.gov.br/orientacao/tributaria/cadastros/cadastro-de-pessoas-fisicas-cpf/servicos/copy_of_inscricao-no-cpf

It will be necessary to go the Receita Federal office on rua Coronel Xavier de Toledo, 23, 2nd floor – Anhangabaú, downtown São Paulo.
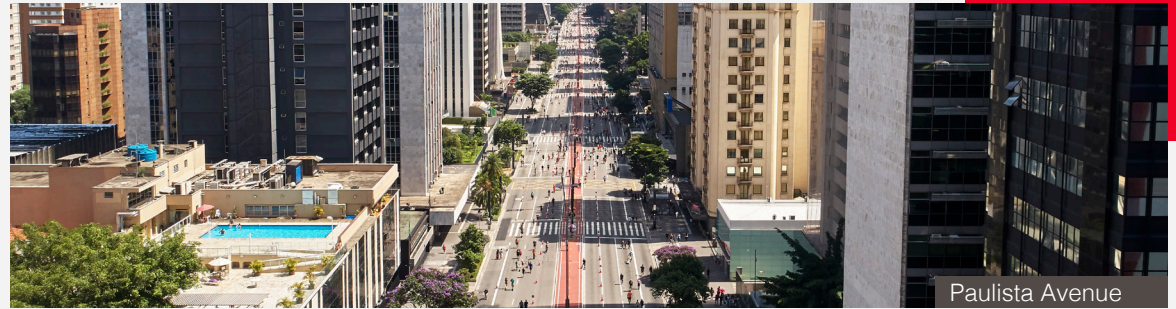
3. São Paulo City

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.

Paulista Avenue

Liberdade Park

Photo by C. Cagnin from Pexels
Pinacoteca São Paulo State Art Gallery

Ibirapuera Park

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

Mapa do Transporte Metropolitano
Metropolitan Transport Network

Source: https://www.cptm.sp.gov.br/Documents/Mapa-Metropolitano.pdf

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:

Directions
Como Chegar

Hospital Samaritano
http://www.samaritano.org.br

Hospital das Clínicas
http://www.hc.fm.usp.br/

Hospital Sírio-Libanês
http://www.hospitalsiriolibanes.org.br

Hospital Nove de Julho
http://www.h9j.com.br

Hospital Santa Catarina
http://www.hsc.org.br

Hospital Israelita Albert Einstein
http://www.einstein.br

Public Hospital Near the University
Hospital Público Próximo da Universidade

Private Hospitals Near the University
Hospital Privado Próximo da Universidade

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

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**).

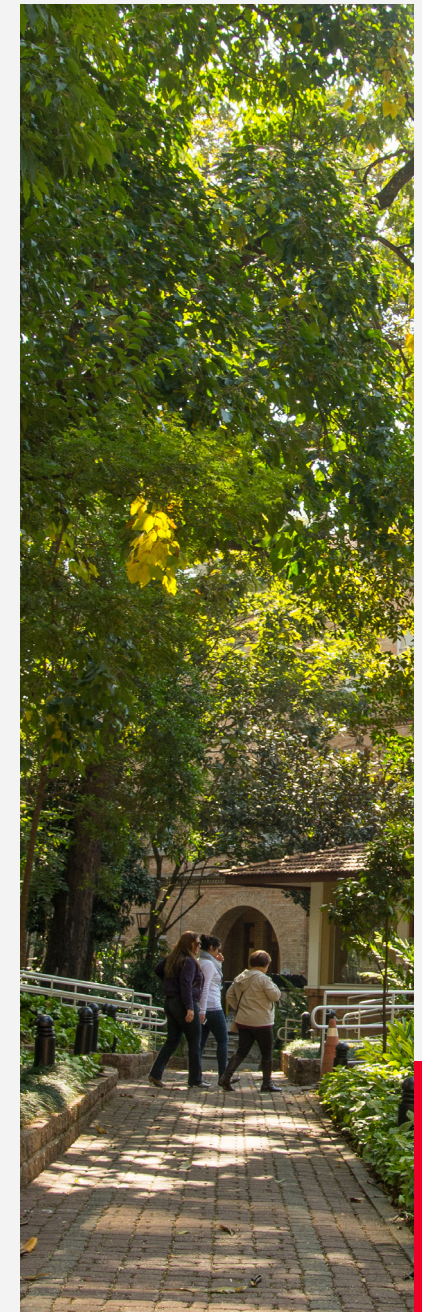| Military Police *Polícia Militar*	Ambulance Emergency *Emergência Médica*	City Government *Prefeitura de São Paulo*	Firefighters *Bombeiros*
190	192	156	193

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.

Universidade Presbiteriana Mackenzie

www.mackenzie.br