



FACT SHEET PARTNER UNIVERSITY

Full legal name of the Institution	Universidade Presbiteriana Mackenzie
Address	Edifício João Calvino - Reitoria Rua da Consolação 896 – Vila Buarque CEP 01302-907 – São Paulo/SP - Brasil
Fax	+55.11.3214.3102
Telephone:	+55.11.2114.8170/8548
Web Page:	www.mackenzie.br

International Office http://www.mackenzie.br/coi.html	
Interinstitutional and International Cooperation Officer	Name: Prof. Claudia Forte, Ph.D.
	Mailing Address: Mackenzie Edifício João Calvino – Térreo - COI Rua da Consolação, 896 – Vila Buarque CEP 01302-907 – São Paulo/SP - Brasil
	Phone: +55.11.2114.8186
	Email: coi@mackenzie.br
International Coordinator for Programs and Agreements	Name: Ms.Cindy Veloso
	Mailing Address: COI Edifício João Calvino - Térreo Rua da Consolação, 896 – Vila Buarque CEP 01302-907 – São Paulo/SP - Brasil
	Phone: +55.11. 2766.7006
	Email: coi@mackenzie.br
International Analyst for <i>outgoings</i> and <i>incomings</i>	Name: Ms. Aline Alves
	Mailing Address: COI Edifício João Calvino - Térreo Rua da Consolação, 896 – Vila Buarque CEP 01302-907 – São Paulo/SP - Brasil
	Phone: +55.11. 2114. 8081
	Email: coi.alunos@mackenzie.br



Information about student exchange - Academic Aspects	
Language(s) of Instruction	Portuguese (a growing number of transdisciplinary subjects in ENGLISH are being offered, please contact us)
Language(s) requirements	Portuguese – basic level
Number of places available for your students in January (or equivalent) undergraduate and graduate	2 or 3
Number of places available to your Students in August (or equivalent) undergraduate and graduate	2 or 3
Application deadline	Autumn semester (January – June): November 20th
	Spring semester (July – December): May 20th
Application procedure and required documents:	Procedure: send application form and documents listed to COI by e-mail. Documents required: - Application form - Recommendation letter - Motivation letter - Portuguese knowledge certificate - Transcript of Undergraduate Program so far - Passport copy - CV - International health insurance certificate
Academic Requirements for admission to the Exchange Program	<ul style="list-style-type: none">- Knowledge of Portuguese- Be enrolled at home institution- Respect deadlines
Semester Dates 2014	First semester of the Academic Year: Jan. 27 th – June 18 th
	Second semester of the Academic Year: Jul. 28 th – Dec. 13 th
Course enrollment/registration	Do students have to pre-enrolled or pre-registered? Yes.
	If yes, how should they proceed and what dates do they have to keep in mind? The students should arrive around 1 week before the start of classes to attend the pre-enrollment meeting with the coordinator for their program.
	Do students have to enrol or register? They will be enrolled during an official meeting with his/her coordinator at Mackenzie a week before the beginning of classes
	Dates to register courses: One week before the start of classes
	Any other recommendations: It is very important that the students always attend classes.
In which specific areas do you offer courses to exchange students?	All areas at the website: http://www.mackenzie.br/graduacao.html
	Any restrictions? No.

Information about the Student Exchange - General Aspects	
Orientation Program	Do you offer an orientation program? The students will have the orientation at the enrollment meeting with the coordinator responsible for the program.
	Orientation dates: One week before the start of classes.



Support program and pick-up services	Do you have a support program? Not yet. Do you have a pick-up service? Not yet.
Language support	Centro de Línguas Estrangeiras Mackenzie – CLEM Free portuguese language course for all exchange students from partner universities
Health insurance requirements and costs	Do you require students to have a health insurance? Not the University, but the Brazilian Consulate does. Does it have to have any specific characteristics? Only the Consulate's specifications
Accommodations:	On campus? No.
	Off campus? The off-campus accommodations do not belong to Mackenzie but the intl. office offers an updated list about accommodations off-campus.
Visa information	Once the student receives the acceptance letter he/she should address to the nearest Brazilian consulate in order to have the necessary updated information considering the visa procedures.
Costs of Living (per month)	Approximately R\$ 2.000 = US\$ 1000 (considering that R\$ 2,0 = US\$ 1,0)
Information about your country and city:	São Paulo is an international city with 14 million citizens, coming from many different countries and regions of Brazil. It is the most cultural city of Latin-America with activities and entertainment offered 24hours a day. São Paulo is also known for its size and importance on Brazilian Economy, which is represented at Paulista Avenue, right next to our University. Public transportation is of easy access across the city and well located when it comes to travelling anywhere else in the country.