



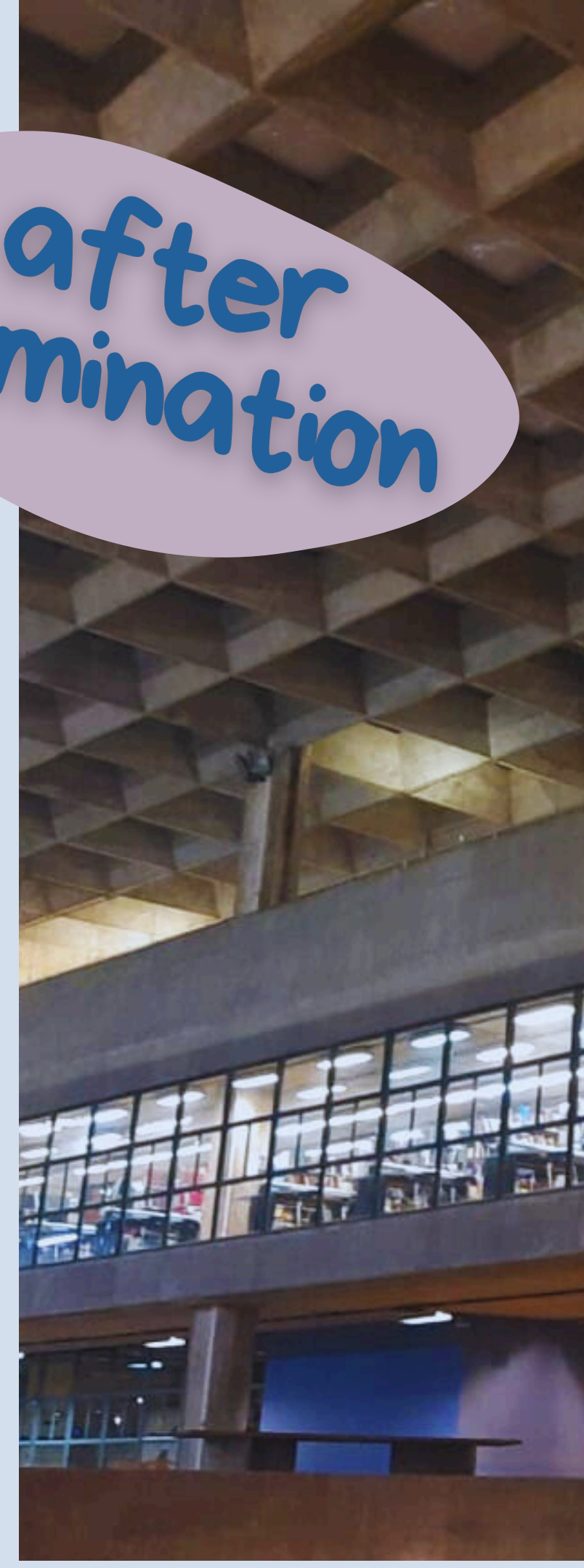
# GUIDE FOR INCOMING STUDENTS

after  
Nomination

A pink oval containing the text "after Nomination" in a blue, handwritten-style font. A black arrow points from the oval towards the main title "GUIDE FOR INCOMING STUDENTS".

FACULDADE DE ARQUITETURA E URBANISMO  
UNIVERSIDADE DE SÃO PAULO

FAU INTERNATIONAL OFFICE - YEAR 2024



# Introduction

First of all, we would like to say that we are very happy that you chose FAUUSP as your academic exchange destination!

In this presentation was made for students who have nominated for an exchange at FAUUSP.

Here we will explain the application process and other important information!

Read carefully, as this may answer some of your questions.





# Nomination

This is the stage in which the home institution recommends the student for an exchange at a partner institution, which in this case is FAUUSP.

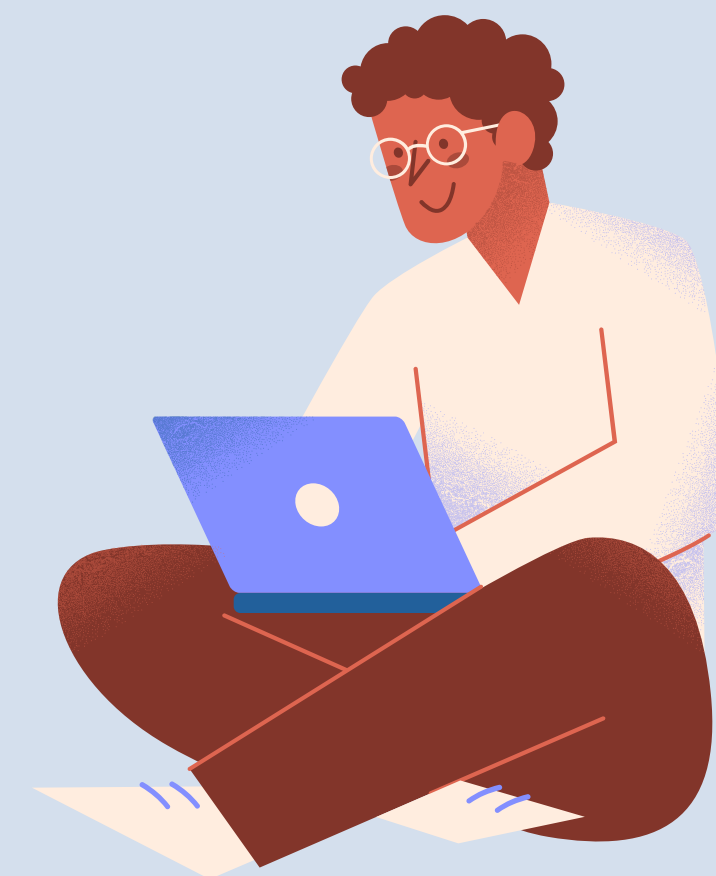
We will register the data of the nominated student in the system and he/she will receive an email with a link to the MUNDUS system to complete his/her application.

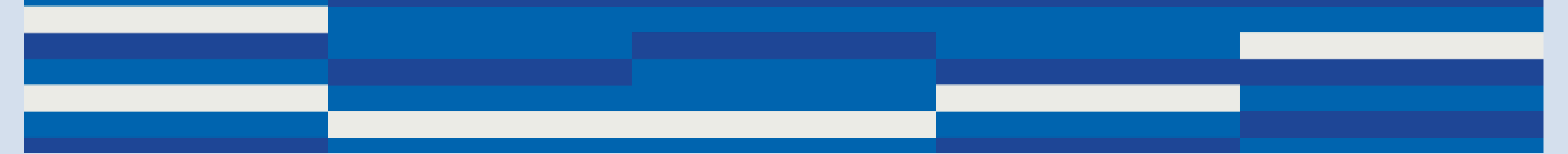


# Application

The student must make his/her own application, including the mandatory documents and personal information requested by the system.

1. Transcript of records: versions in English, Spanish and Portuguese are accepted. Documents issued in other languages must be sent along with a simple translation into Portuguese, English or Spanish;
2. Learning Agreement: ([download the template](#)) it needs to be signed and stamped by an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when necessary, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body;
3. Passport: bio-data page. It must be valid for the period of exchange at USP;
4. Photo: in .jpeg format. It will be used for your Student ID;
5. Letter of Recommendation (optional): a one or two-page letter of recommendation from an academic authority at the home university (in Portuguese, English or Spanish) for participation in the relevant exchange program at USP.





# Application – Attention



1

USP does not adopt the Bologna 3+2 system, our undergraduate course is 5 years straight, therefore students who are in the second cycle (in the master's degree) are considered **UNDERGRADUATE** students.



2

The list of disciplines available for enrollment is published after the incoming application period, therefore **there is no guarantee** that the disciplines chosen now will be available at the time of enrollment.



3

The system asks for your mother's full name. Please provide it correctly (**first name + last name**), without this information we cannot accept the registration.

# FAUUSP Analysis

The analysis of the submitted data and documents is carried out **after** the application deadline.

Normally this analysis can take 3 to 4 weeks.

After this period, the accepted students are sent a letter of acceptance.





# Acceptance Letter

The acceptance letter is sent only in electronic format, as it is digitally signed.

We ask that the student read and check ALL the information contained in the letter as soon as they receive the document (acceptance letter).

Any changes or corrections to information can only be made up to 1 week after the acceptance letter is sent.



# USP Number

After the 1-week period for corrections and changes to your Acceptance Letter data has ended, the Mundus system will send your USP number to your email.

Save this information, as you will be asked for your USP number many times during your time at USP.



**Once this step is complete, congratulations, you are an exchange student at FAUUSP!  
We will soon send you more information about the next steps.**





# FAU International Office

Our administrative team at the FAU international office is always available to help you during your exchange!

## **Contact us**

[incoming.fau@usp.br](mailto:incoming.fau@usp.br)

[international.fau@usp.br](mailto:international.fau@usp.br)

Monday to Friday - 09AM - 06PM

