

# Guide for International Students



Diretoria  
Executiva de  
Relações  
Internacionais



Bem vindo!

Bienvenido!

어서 오십시오

eoseo osibsio

Herzlich

Willkommen!

歡迎 /Huānyíng

Bienvenue!



Welcome!

Benvenuto!

ようこそ /Yōkoso

I arrived at Unicamp, now what?



Don't worry! We'll explain everything you need to know 😊



Oh, and before I forget... Nice to meet you! My name is **Zefinha**, Unicamp and DERI's Mascot 😊

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RA NUMBER

2

UNICAMP'S  
INSTITUTIONAL EMAIL

3

EMAIL PASSCODE

4

STUDENT ID CARD

5

HOW TO USE THE  
UNIVERSITY'S RESTAURANTS

6

FOREIGNER  
REGULARIZATION

These are the main  
points you need to  
know as soon as you  
arrive at Unicamp.



But before that, I need to introduce you to a sector of Unicamp: the Diretoria Acadêmica, or DAC.



It is the sector responsible for the students' academic life.

It is responsible for:

- The emission of academic documents, like your Acceptance Letter; Enrollment Certificate and Transcript of Records;
- Providing the temporary and definitive student cards, which are necessary to use the restaurants and libraries at Unicamp;
- Answering your questions.

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FOREIGNER  
REGULARIZATION

Now we can  
start!



1

## RA NUMBER

Do you know  
your RA  
number?

I do!



I don't!



The RA (Academic Registry) is your enrollment number at Unicamp. This number will be used for almost all activities and services inside the university.

Look for the Atendimento da DAC or write to [derime@unicamp.br](mailto:derime@unicamp.br). Do not forget to write your full name in the email.



2

## UNICAMP'S INSTITUTIONAL EMAIL

Do you know  
your Unicamp's  
Institutional  
email?

I don't!



Your institutional email is:  
the **first letter of your name** +  
**your RA number** +  
**@g.unicamp.br**  
For example:  
**a123456@g.unicamp.br**

I do!



The institutional email is the one  
you get upon enrolling at Unicamp,  
which you can use as long as you  
are a student to communicate with  
the professors, other students and  
university sectors.





3

## EMAIL PASSCODE

Do you know the passcode you'll need to use to access the institutional email and other Unicamp's systems?



I do!

I don't!



To register the passcode for accessing your email and other systems at Unicamp, including the wifi connection, you'll first need to use **a passcode activation letter**.

To get your Passcode Activation Letter, look for the Atendimento da DAC or write to [derime@unicamp.br](mailto:derime@unicamp.br). Do not forget to write your full name on the email.



# 3 EMAIL PASSCODE

<https://www.dac.unicamp.br/portal/>

Once you receive your **Passcode Activation Letter**, access DAC's website > Estudantes > Senha > **ACESSAR**.

On the next page, click on **Cadastre aqui**.

The screenshot shows the 'Estudantes' (Students) menu on the DAC website. The menu is organized into a grid with four columns and two rows. The first row contains: 'E-DAC' (Portal do estudante), 'SIGA' (Sistema de gestão acadêmica), 'E-MAIL E FERRAMENTAS GOOGLE' (E-mail institucional Unicamp), and 'SERVICOS PARA ESTUDANTES' (Catálogo de serviços oferecidos pela DAC). The second row contains: 'SENHA' (Cadastro, alteração, recuperação de senha ou redirecionamento de e-mail), 'Classroom disponíveis no site do Centro de Tecnologias Educacionais', and another 'SENHA' (Sistema desenvolvido de forma independente que auxilia o(a) estudante de graduação no planejamento da grade horária e na cadeia de pré-requisitos). The 'SENHA' option in the second row is highlighted with a red bar and a blue arrow pointing to it.

A close-up of the 'SENHA' button from the previous screenshot. The button is white with a red header and contains the text 'Cadastro, alteração, recuperação de senha ou redirecionamento de e-mail'. A blue arrow points to the 'ACESSAR' button at the bottom of the card.

The screenshot shows the 'Cadastro/Ativação de Senha' page. It features a large red button with a white padlock icon and the text 'Cadastre aqui'. To the right, there is a link for 'instruções para ativação da senha DAC'. A blue arrow points to the 'Cadastre aqui' button.



3

## EMAIL PASSCODE

Once you've registered the passcode, the bar above the field "Senha Desejada" must be **green**.

If it is **red** or **yellow**, you will not be able to register the passcode.



### Ativação de Senha

\* Campos obrigatórios

- ⚠ A senha recebida será invalidada logo após a troca.
- ⚠ A senha desejada deve ter obrigatoriamente dois caracteres numéricos.
- ⚠ O e-mail alternativo será utilizado apenas para a recuperação de senha no caso de esquecimento.
- ⚠ O e-mail alternativo deve ser diferente do e-mail institucional.
- ⚠ Caso você não tenha recebido a senha inicial, recupere a mesma no seu email pessoal cadastrado [clcando aqui](#)

\* RA

\* Senha Recebida

⚠ A barra deve ficar VERDE

\* Senha Desejada

Ana202426Ana   ...

\* Verificação de Senha Desejada

\* Email alternativo

**TIP:**

Use letters (CAPITAL and lowercase) and number, as shown in the example.

Avaliação da senha:

- Senha Razoável (Reasonable Password).

Para gerar uma senha forte, clique no botão



4

## STUDENT ID CARD

To use the restaurants at Unicamp, you need to have a student ID card, also known as RA.



Do you already have your temporary or definitive student ID card?

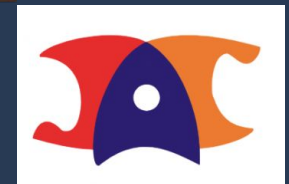
I do!



I don't!



Go to the DAC Customer Service and request your temporary student ID card. However, remember to say your RA number or take your passport.



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## HOW TO USE THE UNIVERSITY'S RESTAURANTS

Do you already know how the students' restaurants work at Unicamp?

I do!



I don't!



At Unicamp we have three restaurants in the campus at Campinas and one in the campi at Limeira.



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## HOW TO USE THE UNIVERSITY'S RESTAURANTS

1. Restaurante Universitário (RU)
2. Refeitório da Administração (RA)
3. Restaurante da Saturnino (RS)



To use the restaurants at Unicamp, it's necessary to recharge and add credits previously. The meals are paid, thus you must have enough balance to utilize the restaurants' available services.

### Meal prices

Breakfast - R\$ 2,00

Lunch and Dinner - R\$ 3,00 per meal



## RESTAURANTS' TIMETABLES

From Monday to Friday

	Restaurante Universitário (RU)	Refeitório da Administração (RA)	Restaurante da Saturnino (RS)
Breakfast	7:00 AM to 8:30 AM	×	×
Lunch	10:30 AM to 2:00 PM	11:15 AM to 2:00 PM	11:00 AM to 2:00 PM
Dinner	5:30 PM to 7:45 PM	5:30 PM to 7:00 PM	5:30 PM to 7:00 PM

Saturday, Sunday and Holidays

Breakfast	×	×	7:00 AM to 8:30 AM
Lunch	×	×	11:00 AM to 2:00 PM
Dinner	×	×	5:30 PM to 7:00 PM



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## HOW TO USE THE UNIVERSITY'S RESTAURANTS

1. Restaurante Universitário (RU)
2. Refeitório da Administração (RA)
3. Restaurante da Saturnino (RS)

To use the restaurants at Unicamp, it's necessary to recharge and add credits previously. This can be done at the Charging Stations that are right at the entrance of the restaurants. For more information, click [here](#).





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## FOREIGNER REGULARIZATION

But before anything else, we need to talk about the difference between VISA REGISTRATION and RESIDENCY PERMIT.



**VISA** = AUTHORIZATION TO ENTER  
BRAZIL

Granted by the Embassy or Consulate of Brazil in the foreign student's country of origin.

**RESIDENCE PERMIT** = PERMISSION TO LIVE IN  
BRAZIL (even if for a fixed period exceeding 90 days)

Those who entered Brazil **WITH A VISA**, must do the VISA REGISTRATION with Brazil's Federal Police.

Those who entered Brazil **WITHOUT A VISA**, must request the RESIDENCY PERMIT with Brazil's Federal Police.



6

## FOREIGNER REGULARIZATION

If you arrived in  
Brazil **WITH A  
VISA...**



If you arrived in  
Brazil **WITHOUT A  
VISA...**

Follow the information on this [link](#), under  
Visa Registration - For Foreigners who  
entered Brazil WITH A VISA.




Follow the information on this [link](#), under  
Residency Permit - For Foreigners who  
entered Brazil WITHOUT A VISA.






Other useful  
tips:



How do I setup  
the wifi for my  
phone and laptop?



To seek help, follow the  
instructions link, in which  
you'll find a detailed  
guide.

If you're still having issues or have any further questions,  
look for the CRA - Centro de Recursos de Aprendizagem.


Located on the first floor of the Biblioteca Central.

They offer assistance in regards to setting up the access to  
the wireless network.

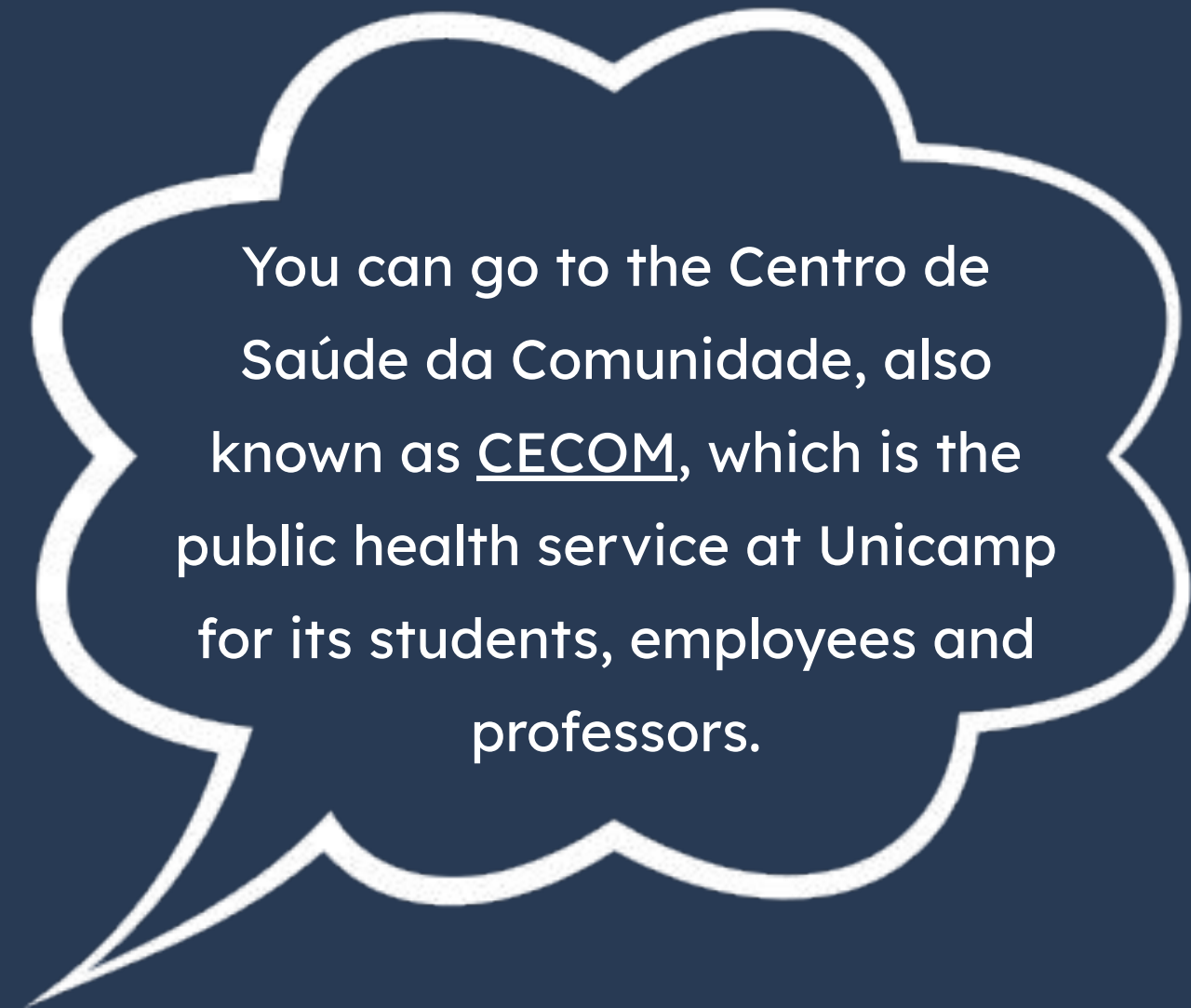




Other useful  
tips:



If I get sick,  
where can I go  
for medical  
care?



You can go to the Centro de  
Saúde da Comunidade, also  
known as CECOM, which is the  
public health service at Unicamp  
for its students, employees and  
professors.





Other useful  
tips:

## Centro de Saúde da Comunidade - CECOM

It offers free health care to Unicamp's students, employees and professors.

- Scheduled medical consultation; Dental consultation; Vaccines, among other services.

For eventual medical episodes (“I’m not feeling well”):

- In the mornings: 7:00 to 11:00 AM.
- In the afternoon: 1:00 to 5:30 PM.
- Calling is in order of arrival and based on the risk to health classification.
- Dental prompt services: 7:00 AM to 6:00 PM.



Other useful  
tips:

## Centro de Saúde da Comunidade - CECOM

Open hours: Monday to Friday, except on Holidays, 7:00 AM to 7:00 PM.

Location: Av. Vital Brasil, 150. [MAPS](#).

(Inside of Unicamp's campus)

<https://www.cecom.unicamp.br/>

(19) 3521-9021



Other useful  
tips:

On weekends and Holidays, when CECOM IS NOT open, it's possible to look for medical care on either of the Hospitals located on campus.



Hospital de Clínicas - HC  
R. Vital Brasil, 251  
(19) 3521-2121  
<https://hc.unicamp.br/>



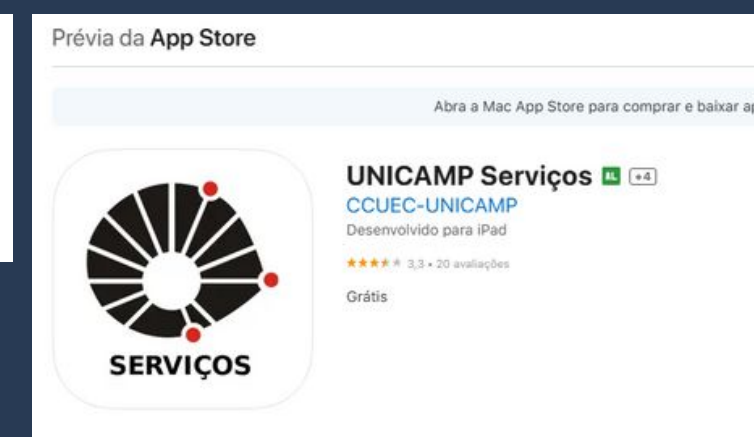
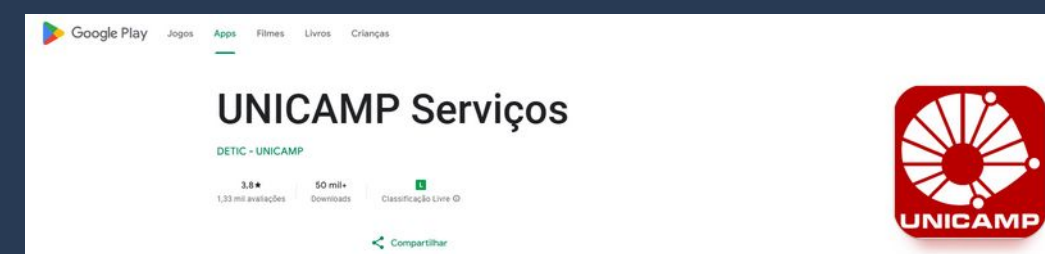
Hospital da Mulher - CAISM  
R. Alexander Fleming, 101  
(19) 3521-9333

<https://www2.caism.unicamp.br/>



Other useful tips:

Download the app Unicamp Serviços to have access to a variety of functionalities that will help you out a lot!

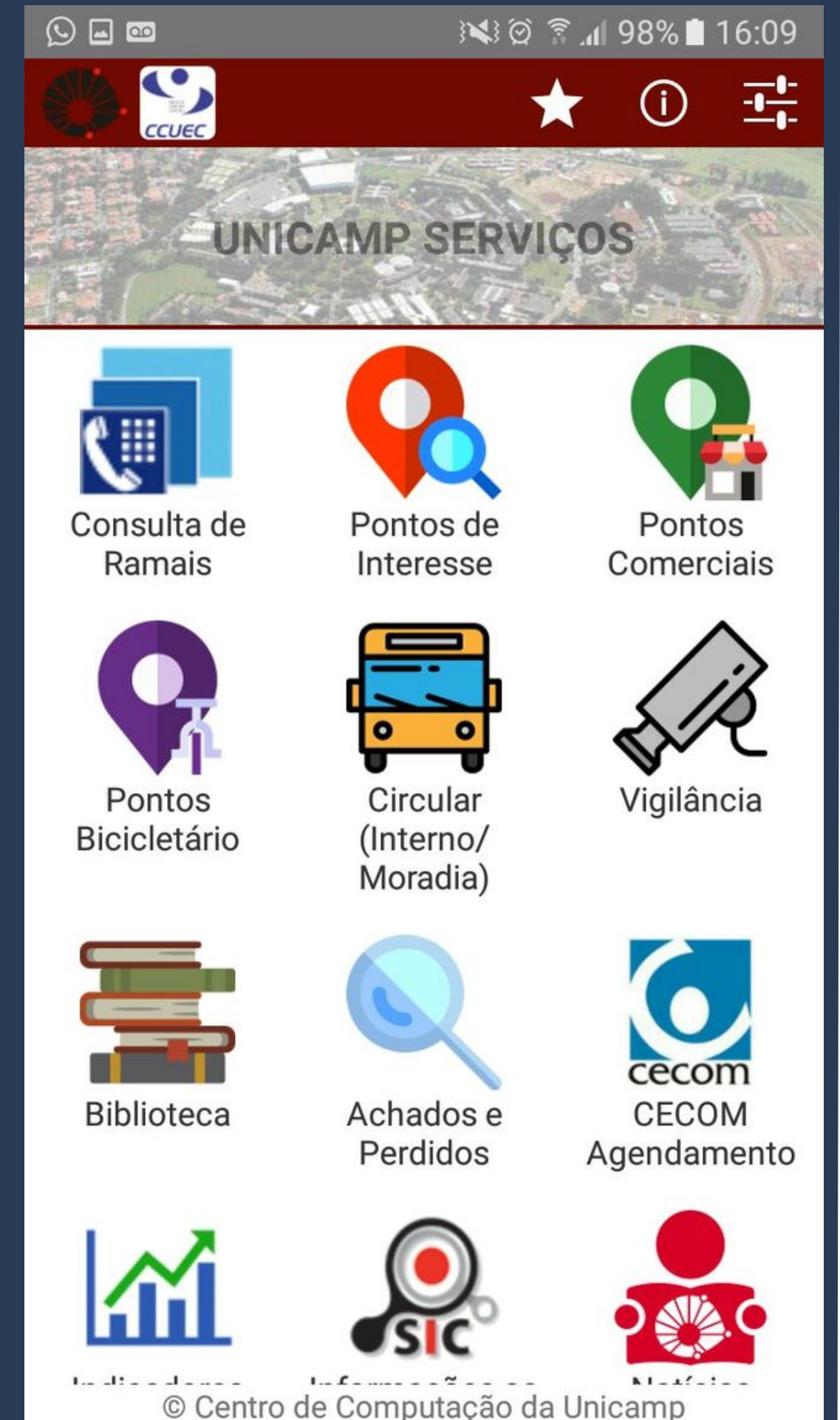




## Other useful tips:

With the Unicamp Serviços app you'll be able to:

- Check out the menu of the day for the University Restaurants;
- Watch, through the camera feed, the movement at the restaurants' entrances (how long the queues are);
- Check out your Student ID balance;
- Check the timetables and routes for the buses Circular Interno;
- Have access to the Panic Button;
- And a whole lot more!!!



Other useful tips:

What's the Panic Button?

It is an app that allows you to contact the Central de Segurança da Unicamp or the Serviço Vidas in cases of sudden malsimptoms or safety risks.



The Serviço Vidas, on the other hand, is an Unicamp Ambulance available 24 hours everyday (even on weekends and holidays). It answers to calls from the Barão Geraldo campus and the Student Housing, and can be reached through by calling 3521-6000.



## Serviço Vidas

Veículo Interno de Atendimento em Saúde



VEÍCULO INTERNO DE ATENDIMENTOS EM SAÚDE

We at DERI hope to have helped in anyway, but if you still have questions, feel free to reach out. You can also reach out to DAC or UniIn.



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