

GENERAL PROCEDURES FOR MIGRATION REGULARIZATION OF FOREIGN STUDENTS WITH THE FEDERAL POLICE

Quick guide to help PPGEAL students immediately after entering Brazil,
with a visa issued by a Brazilian Embassy or Consulate.

(updated on February, 13, 2024)



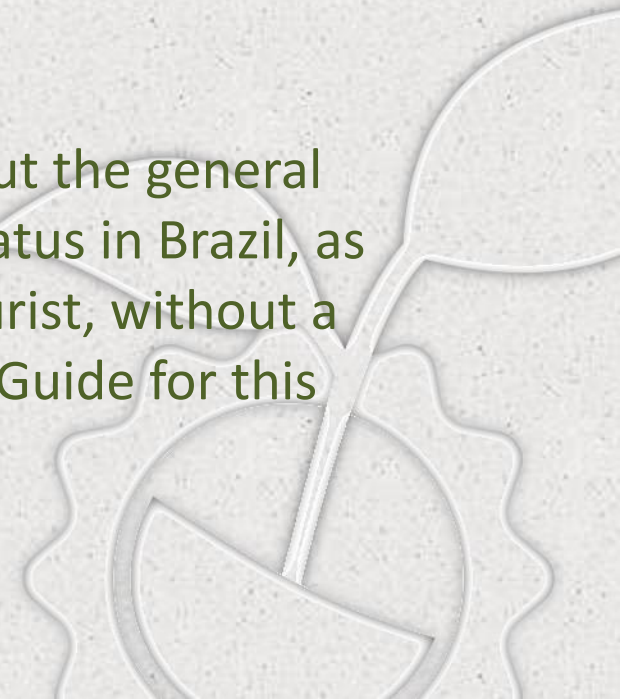
UESB
Universidade Estadual
do Sudoeste da Bahia

Welcome to PPGECAL!

The Postgraduate Program in Food Science and Engineering (PPGECAL) welcomes you and hopes you have a good stay and an excellent experience in Brazil.

In this guide you will find basic information about the general procedures for regularizing your immigration status in Brazil, as soon as you arrive. If you entered Brazil as a Tourist, without a study or housing visa, please check our specific Guide for this situation.

We hope it is useful!

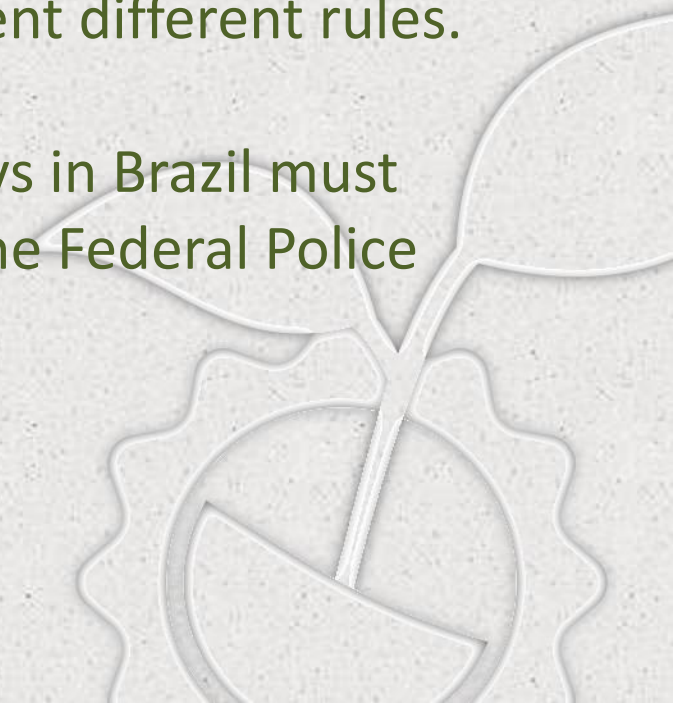


Arriving in Brazil:

Not every foreigner needs a visa to enter Brazil. Specific agreements between countries may present different rules.

Any foreigner who stays more than 90 days in Brazil must regularize their immigration status with the Federal Police (Polícia Federal).

=> You must apply for a residence permit.

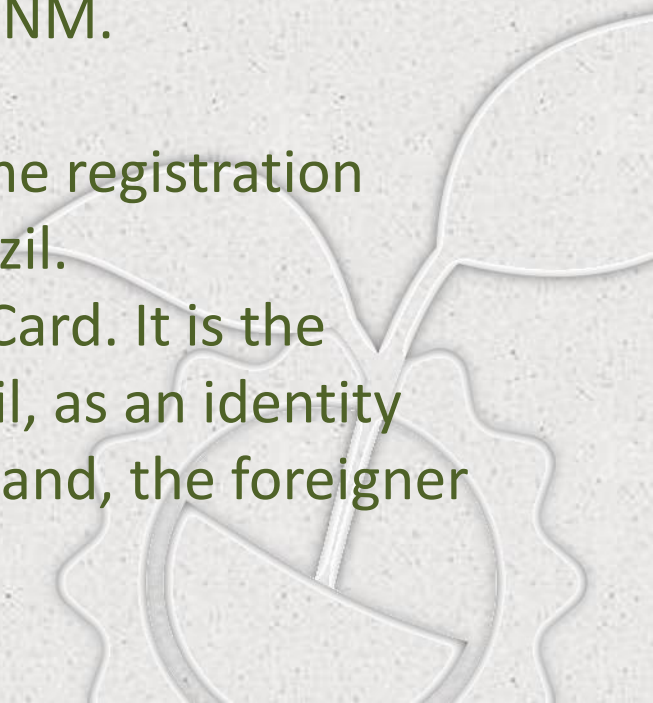


Arriving in Brasil:

The foreigner, upon regularizing his situation with the Federal Police, will obtain the RNM and CRNM.

RNM => National Migration Registry. It is the registration number that identifies the foreigner in Brazil.

CRNM => National Migration Registration Card. It is the document to be used by foreigners in Brazil, as an identity document (ID card). With the CRNM is in hand, the foreigner can keep his passport safe at home.



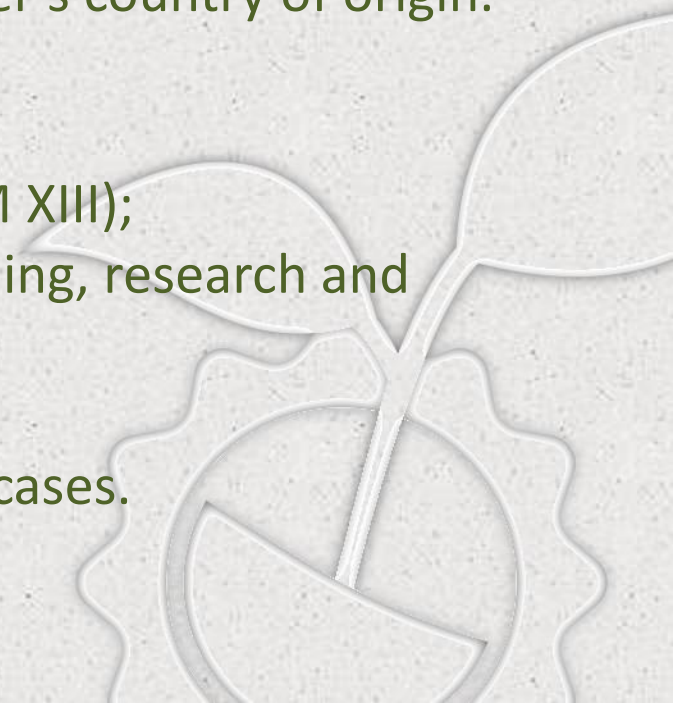
Arriving in Brasil:

Visa or consular label: Authorization to enter Brazil. Issued by the Brazilian Embassy or Consulate in the foreigner's country of origin.

Most common types of visa in academia:

- Student visa (VITEM IV) – **THE MOST USED**;
- Residence visa in Mercosur countries (VITEM XIII);
- Temporary visa for activities related to teaching, research and extension (other than for studies) (VITEM I).

There is also visa-free entry (tourist) in some cases.



Arriving in Brasil:

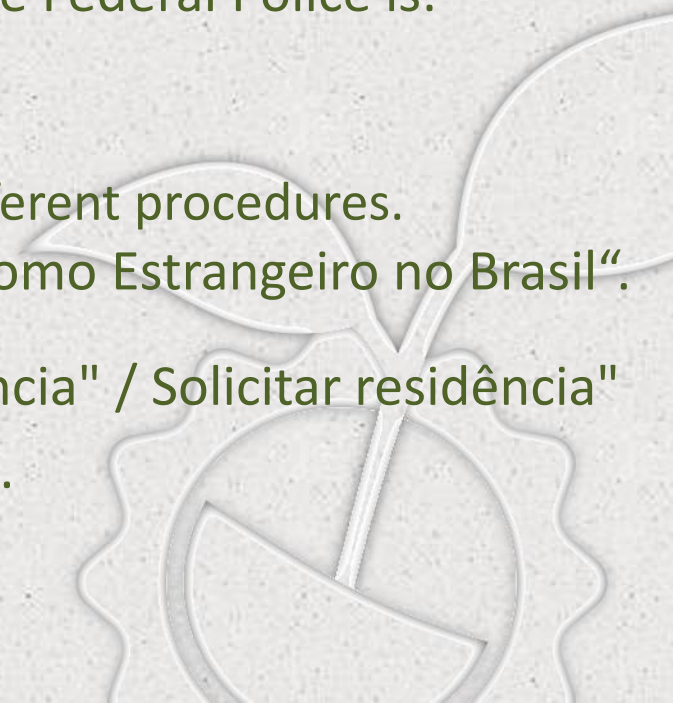
Once in Brazil, you will have 90 days to regularize your immigration status with the Federal Police. The general website of the Federal Police is:

<https://www.gov.br/pf/pt-br>

Different types of entry into the country require different procedures.

=> **With visa:** "Registro de Visto" / "Registrar-se como Estrangeiro no Brasil“.

=> **Without visa:** " "Obter Autorização de Residência" / Solicitar residência" / "Renovar residência" / "Transformar residência".



Did you enter with a visa? Step-by-step instructions for Visa Registration at the Federal Police.

Access the Federal Police website

<https://www.gov.br/pf/pt-br>

And search for MIGRAÇÃO (MIGRATION) on the main page.



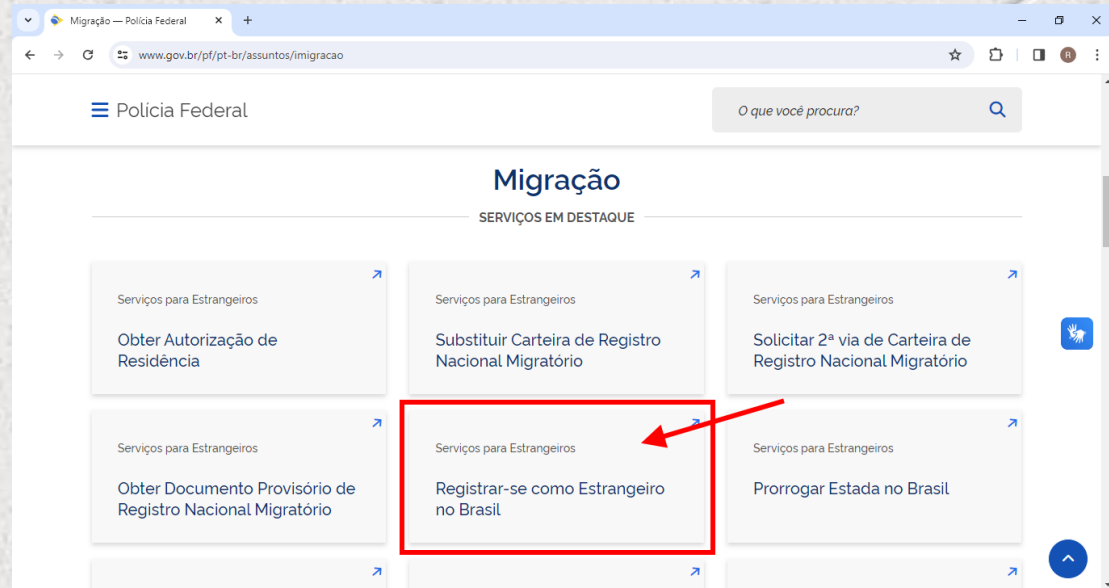
Step-by-step instructions for Visa Registration

Access “Registrar-se como Estrangeiro no Brasil”

<https://www.gov.br/pt-br/servicos/registrar-se-como-estrangeiro-no-brasil>

You have the option to translate this page, but some features may contain errors.

We recommend trying to use the page in Portuguese.



Step-by-step instructions for Visa Registration

Read the information present and click “INICIAR” (START).

Pay special attention to the item “**Etapas para a realização desse serviço**” (Steps for carrying out this service).

You must:

- fill the form
- pay fees
- make an appointment to go in person to a Federal Police station.



The screenshot shows a web browser window with the URL www.gov.br/pt-br/servicos/regar-se-como-estrangeiro-no-brasil. The page header includes the logo for 'Serviços e Informações do Brasil' and a search bar. The main content area features the logo for 'Justiça e Segurança' and the breadcrumb 'Nacionalidade, Estadia e Outros Direitos > Serviços para Estrangeiros'. The title of the service is 'Registrar-se como Estrangeiro no Brasil', with subtext: '" Registro de Visto" , " Registro de Residência" , " Registro de Refugiado"'. Below the title is a rating of 4.4 stars from 714 reviews and the date 'Última Modificação: 07/12/2023'. A green 'Iniciar' button is highlighted with a red box and a red arrow pointing to it. At the bottom, there are social sharing icons and a section for 'SERVIÇOS RECOMENDADOS PARA VOCÊ'.

Step-by-step instructions for Visa Registration.

Access “Registro de imigrante detentor de visto temporário”
(Registration of immigrants holding a temporary visa)

<https://www.gov.br/pf/pt-br/assuntos/imigracao/registrar-se-como-estrangeiro-no-brasil/registro-de-imigrante-detentor-de-visto>



The screenshot shows a web browser window with the URL www.gov.br/pf/pt-br/assuntos/imigracao/registrar-se-como-estrangeiro-no-brasil/documentos/capa. The page title is "Polícia Federal" and the main heading is "Registrar-se como estrangeiro no Brasil". Below the heading, there is a sub-heading: "Escolha a modalidade correta e compareça com a documentação completa - caso contrário, o pedido poderá ser indeferido". There are three main options displayed as cards:

- Registro de imigrante detentor de visto temporário**: This option is highlighted with a red box and a red arrow pointing to it.
- Registro com base em publicação em Diário Oficial da União**
- Registro de imigrante reconhecido como refugiado pelo Comitê Nacional para os Refugiados - CONARE**

At the bottom of the page, there is a partial view of another card labeled "Registro de imigrante".

Step-by-step instructions for Visa Registration.

Check the necessary documentation and read the “Obesrvações” (Notes). You will have to fill out the Application via Electronic Form and pay for the issuance of the CRNM afterwards.

Step 1: fill out the form.

Step 2: Generate the GRU for payment of fees.

In addition to the required documentation, have proof of recent residence in Brazil (less than 90 days).

Also have proof of enrollment and the scholarship statement.

Registro de imigrante detentor

www.gov.br/pt-pt/assuntos/imigracao/regar-se-como-estrangeiro-no-brasil/registro-de-imigrante-detentor-de-visto

Polícia Federal

O que você procura?

Documentação Necessária

REGISTRO DE IMIGRANTE DETENTOR DE VISTO TEMPORÁRIO

- Requerimento próprio, por meio de formulário eletrônico devidamente preenchido no site da PF [clique aqui](#)
- Documento de viagem válido ou outro documento que comprove a identidade e a nacionalidade, nos termos dos tratados de que o País seja parte;
- Formulário original do visto;
- Comprovante de pagamento da taxa de emissão de CRNM (código de receita 140120, valor R\$204,77), quando aplicável (para emitir Guia de Recolhimento da União: [clique aqui](#))
- Documento de identificação do chamante (para visto por reunião familiar);
- Em caso de indisponibilidade do sistema de coleta de dados biométricos da Polícia Federal, poderá ser solicitada 1(uma) foto 3x4 recente, colorida, fundo branco, papel liso, de frente;
- Atenção para **observações abaixo** (a depender do caso, outros documentos podem ser exigidos).

Step 1

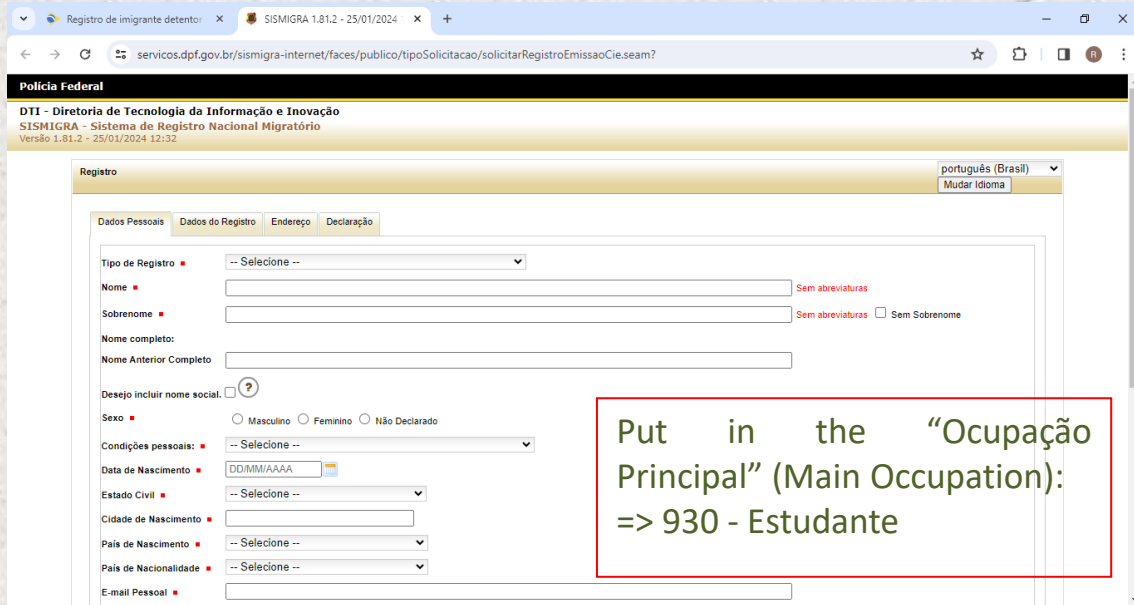
Step 2

Step-by-step instructions for Visa Registration.

By clicking on the option to fill out your own Application (Step 1) you will be directed to the [Sistema SISMIGRA da Polícia Federal](https://servicos.dpf.gov.br/sismigra-internet/faces/publico/tipoSolicitacao/solicitarRegistroEmissaoCie.seam?_afPp=1) (the Police SISMIGRA System)

Fill in the fields on all tabs (Dados Pessoais, Dados do Registro, Endereço e Declaração) (Personal Data, Registration Data, Address and Declaration), always clicking “próximo” (next) to move to the next tab.

You can translate the Form by clicking on the desired option in the top right corner of the screen.



The screenshot shows the SISMIGRA registration form interface. The browser address bar displays the URL: servicos.dpf.gov.br/sismigra-internet/faces/publico/tipoSolicitacao/solicitarRegistroEmissaoCie.seam?_afPp=1. The page header includes "Polícia Federal" and "DTI - Diretoria de Tecnologia da Informação e Inovação". The main content area is titled "Registro" and features a language dropdown menu set to "português (Brasil)" with a "Mudar Idioma" button. Below the header, there are four tabs: "Dados Pessoais", "Dados do Registro", "Endereço", and "Declaração". The "Dados do Registro" tab is active. The form fields include: "Tipo de Registro" (dropdown), "Nome" (text input), "Sobrenome" (text input), "Nome completo:" (text input), "Nome Anterior Completo" (text input), "Desejo incluir nome social." (checkbox), "Sexo" (radio buttons for Masculino, Feminino, Não Declarado), "Condições pessoais:" (dropdown), "Data de Nascimento" (DD/MM/AAAA date input), "Estado Civil" (dropdown), "Cidade de Nascimento" (text input), "País de Nascimento" (dropdown), "País de Nacionalidade" (dropdown), and "E-mail Pessoal" (text input). A red-bordered box highlights the text: "Put in the 'Ocupação Principal' (Main Occupation): => 930 - Estudante".

Step-by-step instructions for Visa Registration.

Address of the Educational Institution:

As a PPGECAL student, you will be enrolled on the Itapetinga – BA campus. Fill in the address details of the educational institution as follows:

Nome da Instituição (Name): Universidade Estadual do Sudoeste da Bahia

CEP (ZIP code): 45700-000

Complemento (Complement) : PPGECAL

Cidade (City): Itapetinga

Telefone comercial (commercial phone): 77-3261-8629

Logradouro (address): BR-415, km 03, s/n

Distrito/Bairro (District/Neighborhood): Campus Universitário

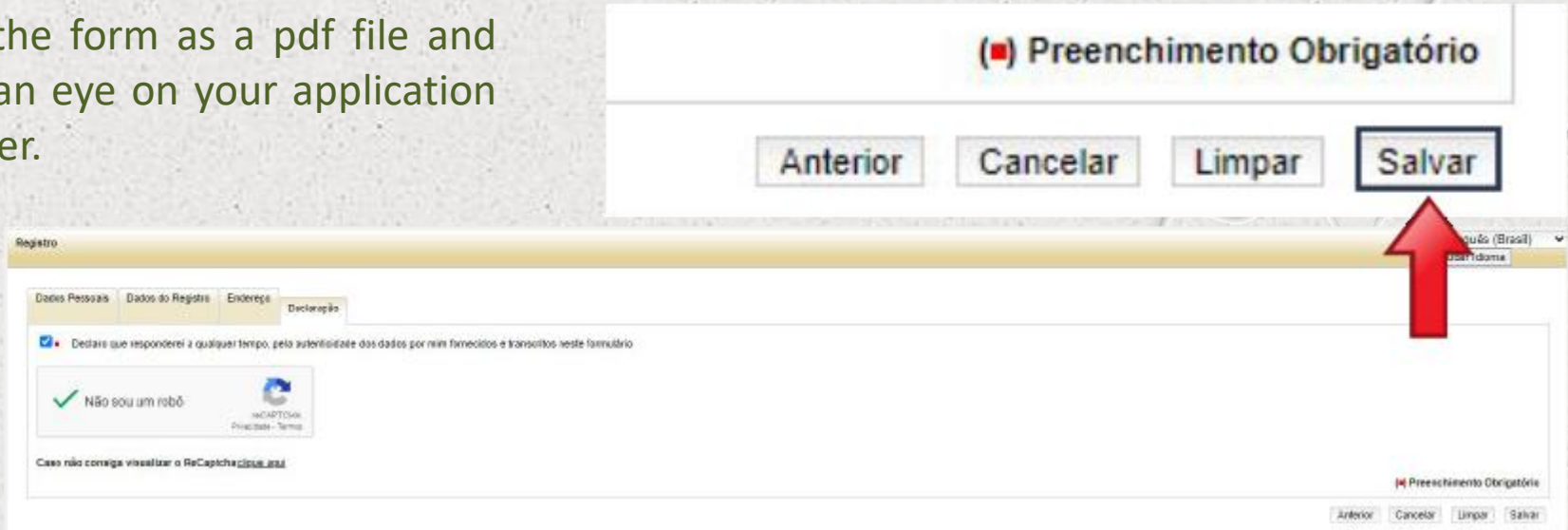
UF (Federation Unity): BA (or Bahia)



Step-by-step instructions for Visa Registration.

When you finish filling out the Form, don't forget to click “SALVAR” (SAVE). This is necessary for your request and application number to be generated for appointment.

Save the form as a pdf file and keep an eye on your application number.



The image shows a screenshot of a web form titled "Registro". At the top, there is a red square icon followed by the text "Preenchimento Obrigatório". Below this, there are four buttons: "Anterior", "Cancelar", "Limpar", and "Salvar". A red arrow points to the "Salvar" button. The form content includes a checkbox with the text "Declaro que responderei a qualquer tempo, pela veracidade dos dados por mim fornecidos e transcritos neste formulário". Below this is a CAPTCHA section with a green checkmark and the text "Não sou um robô". At the bottom right, there is a small red square icon followed by the text "Preenchimento Obrigatório" and the buttons "Anterior", "Cancelar", "Limpar", and "Salvar".

Step-by-step instructions for Visa Registration.

Once the application has been completed, return to the “Registro de imigrante detentor de visto temporário” (Registration of immigrants holding a temporary visa) page and click to generate the payment fee for the service (Step 2).

<https://servicos.dpf.gov.br/gru2/gru?nac=1&rec=9>

Fill in the required fields.

In the “Codigo Receita STN” field (STN Revenue Code), enter code 140120 (value R\$204,77).

(Brazil use comma to decimal division, not dot! Pay attention!)

Click on “PAGAR” (PAY). This will generate a slip (save as PDF) THAT YOU MUST pay in the appropriate means (pix, ATMs,...). Keep the proof of payment printed with you.

Registro de imigrante detentor: x GRU / Departamento de Polícia: x

servicos.dpf.gov.br/gru2/gru?nac=1&rec=9

Informações Importantes

- Recetas de Passaporte clique aqui.

Observações

- Os campos marcados com * são de preenchimento obrigatório.
- Em caso de dúvidas sobre o preenchimento dos campos, clique aqui.
- Escolha corretamente a Unidade Arrecadadora onde entregará a guia.
- Não tire cópias da guia.
- As informações impressas na guia não podem ser adulteradas.

Dados do Recolhimento

Nome *
CEP *
Telefone
Endereço *
Complemento
Bairro *
Cidade * UF
País de Nacionalidade *
Email
Nome da Mãe *
Nome do Pai
Observação
Codigo Receita STN *
Valor Total * R\$
Pagar

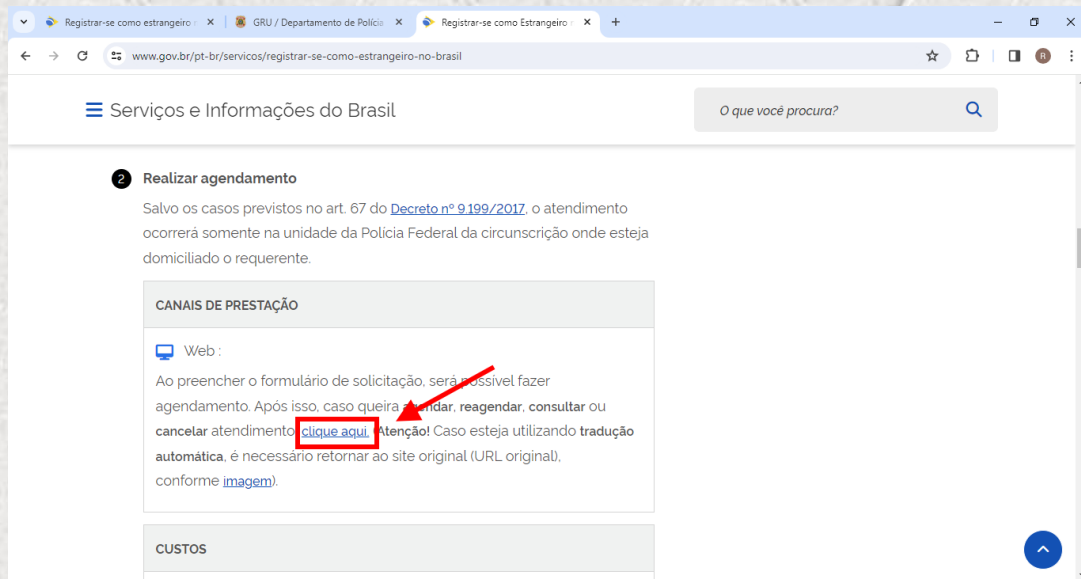
Step-by-step instructions for Visa Registration.

After completing the form and paying the fees due, you must make an appointment to go to a Federal Police Service Station (Posto de Atendimento) to deliver documents and collect biometric data.

Return to the “Registrar-se como Estrangeiro no Brasil” page (Register as a Foreigner in Brazil)

<https://www.gov.br/pt-br/servicos/registrar-se-como-estrangeiro-no-brasil>

In the item “Etapas para a realização desse serviço” (Steps for carrying out this service), in step 2, “Realizar agendamento” (Make an appointment), click on the place indicated with “clique aqui” (click here).



The screenshot shows a web browser window with the URL www.gov.br/pt-br/servicos/registrar-se-como-estrangeiro-no-brasil. The page title is "Serviços e Informações do Brasil". The main content area is titled "2 Realizar agendamento". Below the title, there is a paragraph: "Salvo os casos previstos no art. 67 do Decreto nº 9.199/2017, o atendimento ocorrerá somente na unidade da Polícia Federal da circunscrição onde esteja domiciliado o requerente." Below this, there is a section titled "CANAIS DE PRESTAÇÃO". Under "Web:", the text reads: "Ao preencher o formulário de solicitação, será possível fazer agendamento. Após isso, caso queira **cancelar, reagendar, consultar** ou cancelar atendimento, **clique aqui**. Atenção! Caso esteja utilizando tradução automática, é necessário retornar ao site original (URL original), conforme [imagem](#)." A red box highlights the text "clique aqui" and a red arrow points to it. Below the "CANAIS DE PRESTAÇÃO" section, there is a section titled "CUSTOS".

Step-by-step instructions for Visa Registration.

The website for appointment is <https://servicos.dpf.gov.br/agenda-web/acesar>
There, you must choose the “Migração” (Migration) option and complete the required data.

You must enter the number on your application and your birth date.

After clicking “Não sou um robô” (I’m not a robot), click “Prosseguir” (follow).



The screenshot shows a web browser window with the URL <https://servicos.dpf.gov.br/agenda-web/acesar>. The page header includes the Polícia Federal logo and the text "Polícia Federal Sistema de Agendamento". A language dropdown menu is set to "Português". The main heading is "Sistema de Agendamento da Polícia Federal". Below this, there is a instruction: "Para **agendar**, **reagendar**, **consultar** ou **cancelar** atendimento, preencha os campos abaixo:". The form contains three input fields: a dropdown menu for "Migração", a text box for "Código de solicitação ou Requerimento", and a text box for "Data de nascimento". Below the form is a reCAPTCHA widget with the text "Não sou um robô" and a "Prosseguir" button.

Step-by-step instructions for Visa Registration.

On the next screen, options for choosing the date and Federal Police Service Point (Posto de Atendimento) will be displayed.

To choose the nearest “Posto de Atendimento” (Service Station), select:

Estado do Atendimento (Service State): Bahia (BA)

Cidade do Atendimento (Service City): Vitória da Conquista

Posto de Atendimento (Service Unit): Posto de Atendimento a Estrangeiro – PAE/PDF/VDC/BA (Located at SAC – Shopping Boulevard, Av. Olívia Flores, Candeias, Vitória da Conquista).


On the next screen, select the date and time for the appointment. We recommend scheduling as soon as possible. After completing the appointment, a service protocol will be generated and also sent to your email. Save it just in case.

Step-by-step instructions for Visa Registration.

After confirming the Schedule, the final step is to go to the Service Center on the scheduled day and time.

Take with you the Printed Appointment Protocol, the printed Application Form, proof of payment and other documents requested in the checklist, as well as others that may be important. In addition to submitting documents, your fingerprints and a photo will be collected on that day.

Afterwards, you must return to the Service Center, on a date to be announced, to collect your CRNM.



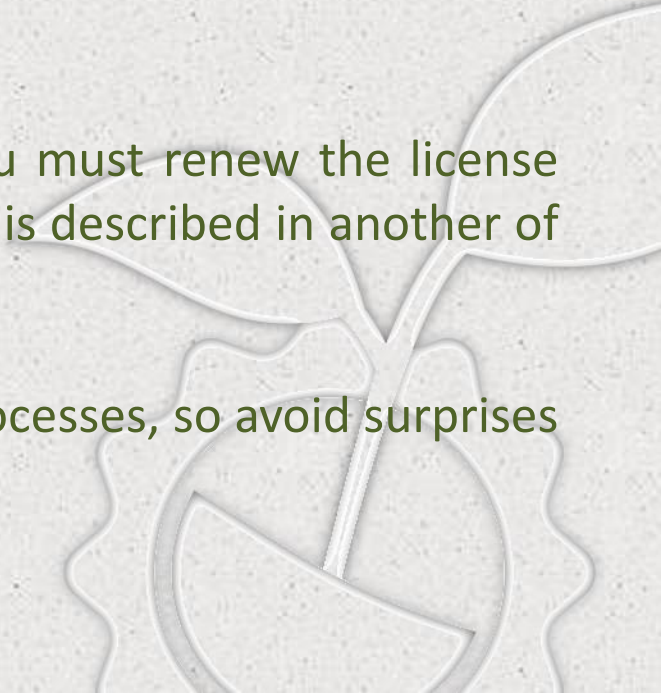
*Don't forget!
Take documents
to Federal Police*

Remember:

You must have a financial reserve to cover your trip to the Federal Police Station. UESB has no obligation to facilitate this displacement. Around R\$200.00 is enough to cover tickets, travel and food on the day.

Your CRNM Card is valid for approximately 1 year. You must renew the license before its validity expires. The procedure is similar and is described in another of our guides.

You will have to pay new fees in the CRNM Renewal Processes, so avoid surprises and save the money for this.



Final Message:

UESB has no obligation to act in the process of regularizing the foreign student's situation with the Federal Police. However, it will be a pleasure for us to assist you by answering any questions and providing guidance regarding the procedures that must be followed.

If you need to, contact us via email (meali@uesb.edu.br) or phone (77 3261-8629).

Our team wishes you success and good experiences in this new stage of your academic journey!

