

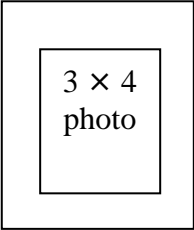


INFORMATION FROM THE INTERNATIONAL AFFAIRS OFFICE TO
INTERNATIONAL EXCHANGE STUDENTS





Visiting Foreign Students
Admission Form



This form should be filled, printed and submitted with the other required application documents.

Personal information:

Full name:.....Sex:___ F M
Nationality:.....Passaport No:.....Country:.....
Date of birth:.....(dd-mm-yyyy) Place of birth:.....
Address:.....
Phones: ()-().....; ()-().....E-mail:.....

Closest relative in country of origin:

Name:.....Relation:.....
.Address:.....
City:.....Country:.....E-mail:.....
Phones: ()-().....; ()-().....(include country and city codes)

University or Institution in country of origin:

Name:.....
Address:.....
City:.....Country:.....
Program of studies:.....
School or Department:.....
Director:..... Phone: ()-().....
E-mail:.....
Tutor:..... Phone: ()-().....
E-mail:.....

Stay at Ibmec:

Length of stay:.....
 Starting date (estimated):.....Ending date (estimated):..... (dd/mm/yyyy)
 You must notify your arrival to the International Affairs Office (iao@ibmecrj.br) at least two weeks in advance
 Department(s) of stay:.....
 Area(s) of interest:.....
 Ibmec Tutor (if you already have one):.....
 Activity to undertake:
Research Thesis work Regular courses
 Other.....
(please detail)
 Satus while staying at Ibmec:
Exchange student
 Agreement, project or program under which you come:.....
Regular visiting student

Documents you are attaching (please list them and note that all documents should be in either English or Portuguese; documents in languages other than those two will not be accepted):

1.....
 2.....
 3.....
 4.....
 5.....
 6.....

Other relevant information:

Date:...../...../..... (dd-mm-yyyy) Signature:.....



SPECIAL INSTRUCTIONS

1. Admission request

Foreign students interested in staying at Ibmec must submit their academic record and this application form to International Affairs Office (Av. Presidente Wilson, 118, 2nd floor, 20030-020, Rio de Janeiro, Brazil). These should be official records of their institution of origin, with the appropriate seals and signatures. They can be forwarded by fax to +(55) (21) 4503-4009 and must be formally sent via express mail or courier service. These and other required documents must reach us at least two months prior to the beginning of the semester (first semester's classes start early February and second semester's classes start early August, at the undergraduate level). You must be a regular student at a formal university or similar institution and have its endorsement for your stay here.

2. Required documents

With your application form you must submit at least the following documents:

Signed letter of introduction, explaining the purpose of your visit and why you have chosen Ibmec.

Copy of passport, showing your identity and citizenship and the passport's date of expiry.

Curriculum Vitae

Two passport photos (color)

Official academic records, for the university level studies for which you are approved. These records must include the grading scale and the minimum required for approval.

An endorsement letter from your International Relations Office, the Head of your School or Department or from your Tutor in your home institution. This letter should also include the relevant information if you are coming under a current valid agreement with Ibmec or under a joint program or project between both institutions, identifying such agreement, program or project.

3. Admission Process

Upon consideration of the documents presented by you, Ibmec will decide on your admission. The decision will be informed to you by fax and/or e-mail and by air mail, approximately three weeks after the application is received. If accepted, a certificate for you to present at the closest Brazilian Consulate to obtain a student's visa will accompany the answer. If not accepted, the documents you submitted will be returned to you by air mail.

4. General Information

- a) Foreign Applicants who are accepted as Visiting Students, unless otherwise stated in the joint agreement or project under which they travel, must fully pay the registration and tuition fees Ibmec has established. Living expenses, as well

as those arising from transportation from and to their home country, insurances, etc., are of sole responsibility of each student.

- b) It is the student's responsibility to ensure a good command of Portuguese in order to be able to fully understand classes and take oral and written examinations in Ibmec.
- c) All students are required to obtain a student visa, prior to their arrival to Brazil.
- d) Ibmec has no dormitory or student housing system.
- e) On arrival to Ibmec the student must come to the International Affairs Office.
- f) Foreign students in Ibmec can register for not more than 7 undergraduate courses, as long as there are no conflicts in course schedules and they show to have the necessary prerequisites. Under the approval of a masters program coordinator a foreign student may register for a masters-level course.

5. Fees (2008) Payments must be made during the first registration of students in Ibmec. Each foreign student is expected to pay U\$ 6321,73 (R\$ 10,178*) as semester tuition and is entitled to enroll in seven undergraduate courses per semester.

(* U\$ 1,00 = R\$ 1,61).