

Issuance of Carteira de Registro Nacional Migratório (CRNM)

Every international student and researcher coming to Brazil on mobility needs a register at the Federal Police – *Polícia Federal* - PF. This document is mandatory for your enrollment at the university. The document must be presented at the Office of International Affairs - OIA at the check-in procedure, which is yet to be announced.

First, you must follow some steps at the Federal Police website <https://www.gov.br/pf/pt-br>:

1) Access the website. Below the news section proceed as follows:

- *Migração > Registrar-se como Estrangeiro no Brasil > Iniciar, in green > Autorização de Residência para Fins de Estudo*

Fill out the form you have opened. It contains four stages. The sections marked with a red square must be filled. You can change the language at the upper right corner.

Make sure any information you provide in this form is identical to that in your Passport, Student Visa and Visa Application.

Under **Personal Data**, select *Registro de Visto Consular*, in Type of Registration. Write your full name following the Brazilian order – name first and then surname. And also the Birth Date – day / month / year. In **Main Occupation** type and select the code 930 - ESTUDANTE or, if it applies, 78 - PROFESSOR OU ASSEMELHADO.

Under **Registry Data**, the INPUT DATA must be filled according to the first Brazilian city you arrived in.

Under **Address**, in BUSINESS ADDRESS/SCHOOL ADDRESS, insert:

- Name: Universidade Federal de Minas Gerais
- Zip code: 31270-901
- Address: Avenida Antônio Carlos 6627
- Additional Details: Diretoria de Relações Internacionais UFMG, Prédio anexo à Reitoria, sala 104
- District/Neighborhood: Pampulha
- City: Belo Horizonte

- State: MG
- Work Phone Number: (31) 3409-4025

If you still do not have a definitive address in Belo Horizonte, you must insert the same information from above in HOME ADDRESS. Do not forget to update it at *Polícia Federal* as soon as possible, in order to avoid fines.

If you are studying in Montes Claros, **fill out the form with the data from the city and book an appointment for Montes Claros also**. Insert:

- Name: Universidade Federal de Minas Gerais
- Zip code: 39404-547
- Address: Avenida Universitária
- Additional Information: 1000
- District/Neighborhood: Universitário
- City: Montes Claros
- UF: MG
- Work Phone Number: (38) 2101-7730

After you fill out the form, you will receive a PDF file with your information, you should **print it and copy the Application Number**.

Impressão da Solicitação

português (Brasil)
Mudar Idioma

Requerimento
Solicitação Realizada - Nº do Requerimento: 201906071516153183

Tipo de Registro: Registro de Visto Consular

Requerimento/GRU

Nº DO REQUERIMENTO: 201906071516153183

REGISTRO

Atenção, esta solicitação NÃO corresponde ao Registro Nacional de Imigrante

DADOS DO RNM

RNM RNM do responsável

DADOS PESSOAIS

Nome:

Imprimir Agendar Atendimento

In this same page you can click at **Agendar Atendimento** and be redirected directly to the online booking of an appointment in the *Polícia Federal* unit closest to your home in Brazil. You must go to this unit. The slots are usually published at the beginning of the month. If there aren't any slots left, you will need to access the site later. That is the address:

<https://servicos.dpf.gov.br/agenda-web/acessar>

You must select **Migração**, type the **Application Number/Request or Requirement Number** and your **birth date**. You will then be redirected to the booking page.

Important: print the PDF file from your booking.

2) Now you need to issue the *GRU (Guia de Recolhimento da União)*. It is needed to pay the service fee. In order to do that, access the link below and fill out the requested information:

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

There is one fee to be paid:

Taxa de Emissão da Carteira de Registro Nacional Migratório;

Amount: R\$ 204,77. Type the code **140120**

The screenshot shows a web form with two main input fields. The first field is labeled 'Codigo Receita STN *' and contains the value '140120'. To its right is a search icon and a red arrow pointing to the text 'Type the number 140120 here'. Below this field is the text '124 - Emissão de cédula de identidade de imigrante'. The second field is labeled 'Valor Total *' and contains the value 'R\$ 204,77'. To its right is a red arrow pointing to the text 'That is the correct amount which will show up'. Below the second field is a blue button labeled 'Pagar'.

Then, click *Pagar*.

A payment order will be issued. The order must be printed and paid at any Brazilian bank agency.

At UFMG Service Court (*Praça de Serviços*), there is a *Banco do Brasil* where you can pay for the order. Afterwards, the receipt must be attached to the printed payment order. **You will need them later.**

3) Print and fill out by hand:

- Declaration of email address and other contact data – *Declaração de endereço eletrônico e demais meios de contato*. You can find it here:

<https://www.gov.br/pf/pt-br/assuntos/imigracao/declaracoes-e-formularios/declaracao-eletronica-e-demais-meios-de-contato.pdf>

4) After these steps, the exchange student must attend the scheduled visit bringing the documents listed at this site:

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

The documents are the following:

- Printed and filled out form from the first step;
- 1 (one) recent 3x4 colored photo 3x4 with white background and in frontal position;
- Printed and filled out *Declaração de endereço eletrônico e demais meios de contato* from the third step, ideally with copy of a proof of residence;
- Valid travel document or other document which contains identity and nationality. In most cases passport is enough;
- Original visa application;
- Printed GRU payment order and receipt – code 140120 - R\$ 204,77;
- Printed document from the scheduled appointment at the first step.

More information can be found at:

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

ATTENTION!

Students who are in Brazil for more than 90 days and still need to regularize their situation as immigrants in the country must book an appointment at *Polícia Federal* **until March 15th, 2022**. That is valid for either renewal or issuance of the CRNM, as stated in:

<https://www.gov.br/pf/pt-br/assuntos/noticias/2021/09/policia-federal-esclarece-sobre-prazos-migratorios>

How to get from UFMG to the Federal Police

Attention: the address may change without previous notice. Make sure you check in the website and with the email the right address before your visit.

The Federal Police is currently located at BR-356, 2500 – Bairro Santa Lúcia, inside the *Ponteio Lar Shopping* building. Take the bus line **MOVE 5106** (Bandeirantes-BH Shopping) which has a stop right across UFMG main gate. Get off the bus at *Ponteio's* bus stop at BR-356 2500. It is right next to the mall.

Observation!

Information contained in this document was gathered and updated in March 2022. It's always important to look for possible alterations and updates at *Polícia Federal's* website:

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

Or, via email: estrangeiros.mg@dpf.gov.br