

### Student ID issuance

UFMG issues a student identification for international students, researchers and professors to have access to some university services such as the University Restaurant, the University Sports Center (CEU), the Libraries, among other facilities.

For postgraduate and undergraduate students, it is necessary to complete the check-in process through the Hosting and Advising Services. Check-in deadline is informed at the beginning of the academic semester. Posteriorly, the student must write to PRA/UFMG, Dean of Administration Affairs (Pró-Reitoria de Administração), by contacting [cracha@pra.ufmg.br](mailto:cracha@pra.ufmg.br) informing the following information: (1) full name; (2) CPF number; (3) UFMG registration number; (4) building/department at UFMG; (5) 3x4 photo in jpg or png format (without cap or any accessories that cover part of the face and with a light background); (6) scanned identification document (e.g passport) and (7) a selfie showing the identification document.

If the visitant is associated to UFMG without a registration number as a **researcher, professor or part of specific short-term exchange programs** (ESCALA Program, for example), the visitant must request the **Collegiate of the department in which his activities will take place** the sending of the following documents to the Hosting and Advising Services ([acolhimento@dri.ufmg.br](mailto:acolhimento@dri.ufmg.br)): (1) a scanned image of the CPF, (2) a scanned image of the passport containing the identification pages and the Brazilian visa, (3) Invitation letter or Consent, (4) start and end date of the stay, (5) name, e-mail and unit of the UFMG professor responsible for the foreign visitant; (6) 3x4 photo in jpg or png format (without cap or any accessories that cover part of the face and with a light background) and (7) selfie with identification document.

Observation: in these cases, emails from the applicant or from the professor/advisor/tutor who issued the invitation letter will **NOT** be accepted. The DRI/UFMG needs confirmation that the collegiate is aware of and approves the permanence in the unit.

It is required a minimum stay of 20 days at the university for a student ID to be awarded. In cases of short-term exchange program visitants, the documents must be sent (by the collegiate) at least **7 days before the foreigner's arrival at UFMG**. Those who do not follow these procedures in a timely manner may become ineligible for the issuance of a student ID.

The PRA/UFMG, Dean of Administration Affairs, is the department responsible for issuing the UFMG international student identification badge. Currently, the entire issuance process is carried out online.

After sending the request, please wait approximately seven days for a return with the instructions to get the student identification badge.