TUTORIAL: ACCESS TO CEU – UFMG

All UFMG students can have access to the *Centro Esportivo Universitário (CEU)* which is a sports and leisure center near UFMG. In order to do that, you just have to sign up on the website and pay the semester fee, which costs *R$25,00.* The procedure is the following:

1. Access the website: https://www.ufmg.br/ceu/app/site/home
2. Select *Formulário de Filiação*



3. Select *Concordo* (I agree) and *Avançar* (Next).

4. On the next page you need to type your email address and your *CPF*.



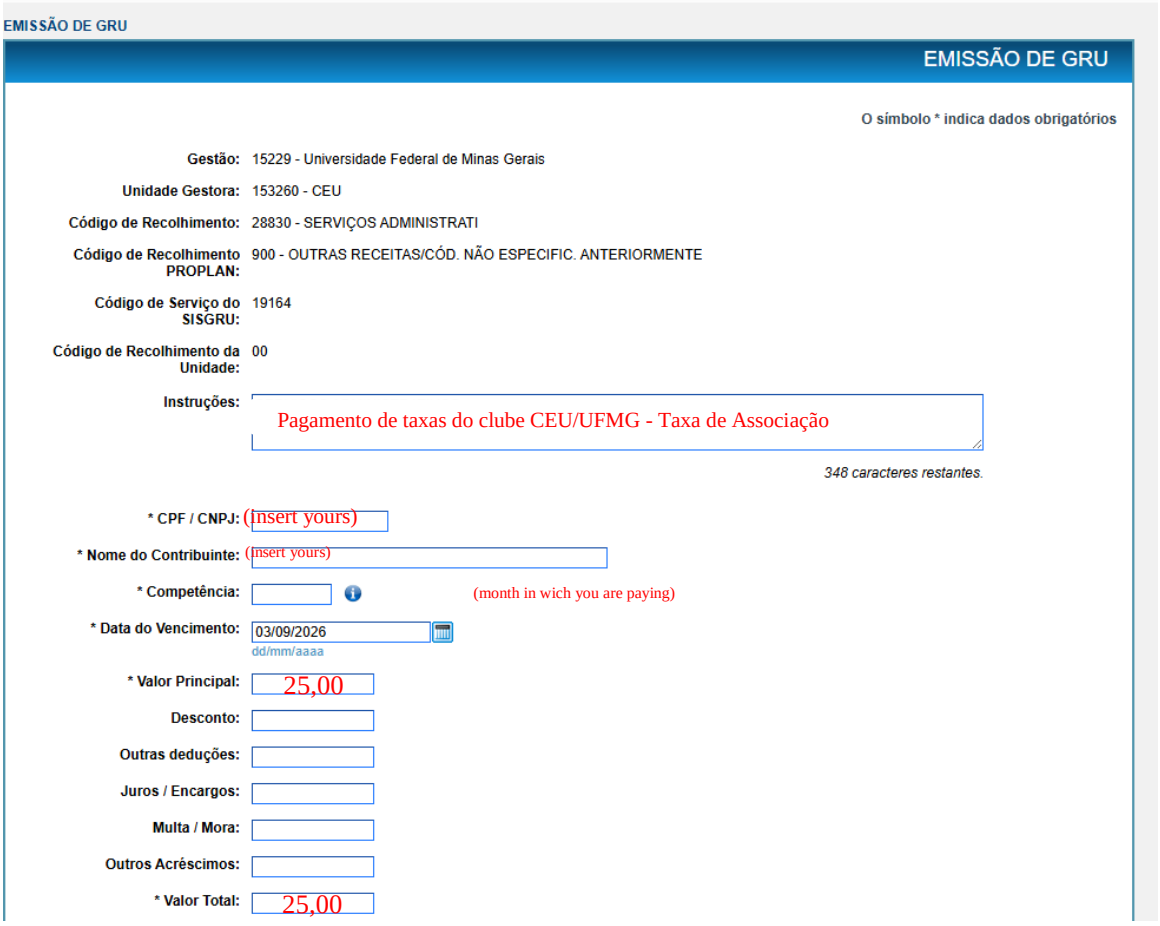
5. On the next page you fill out a form for your subscription and create a password. For *Nº Carteira Identificação UFMG* you should write your registration/enrollment number.



6. After the subscription, you need to pay the fee for the semester. Enter the website: https://www.ufmg.br/ceu/app/site/avisogru#

Note: The “UFMG Foreign Exchange Student ID,” which is requested during one of the registration steps, is the UFMG student ID card. If you do not yet have your ID card at the time of your access request, you may submit your Proof of Enrollment instead.

7. Fill it out following the example:



THE REST CAN BE LEFT BLANK

After you fill the requests, it's necessary to save the document and have a copy in hand.

8. Pay the fee, *Guia de Recolhimento da União - GRU*, in a *Banco do Brasil* branch: Those with an account at *Banco do Brasil* can pay *online* or at the ATM:

Internet – Site Banco do Brasil
- Selecione: • Pagamentos • Com Código de barras • Boletos, convênios e outros

(Opção para correntistas do Banco do Brasil)

Terminal – Banco do Brasil
- Selecione: • Pagamentos • Com Código de barras • IPVA / GRU / Taxas Detran / ICMS.

(Opção para correntistas do Banco do Brasil)

Those who do not have a *Banco do Brasil* account must go to a *Banco do Brasil* branch, with a copy of the GRU:

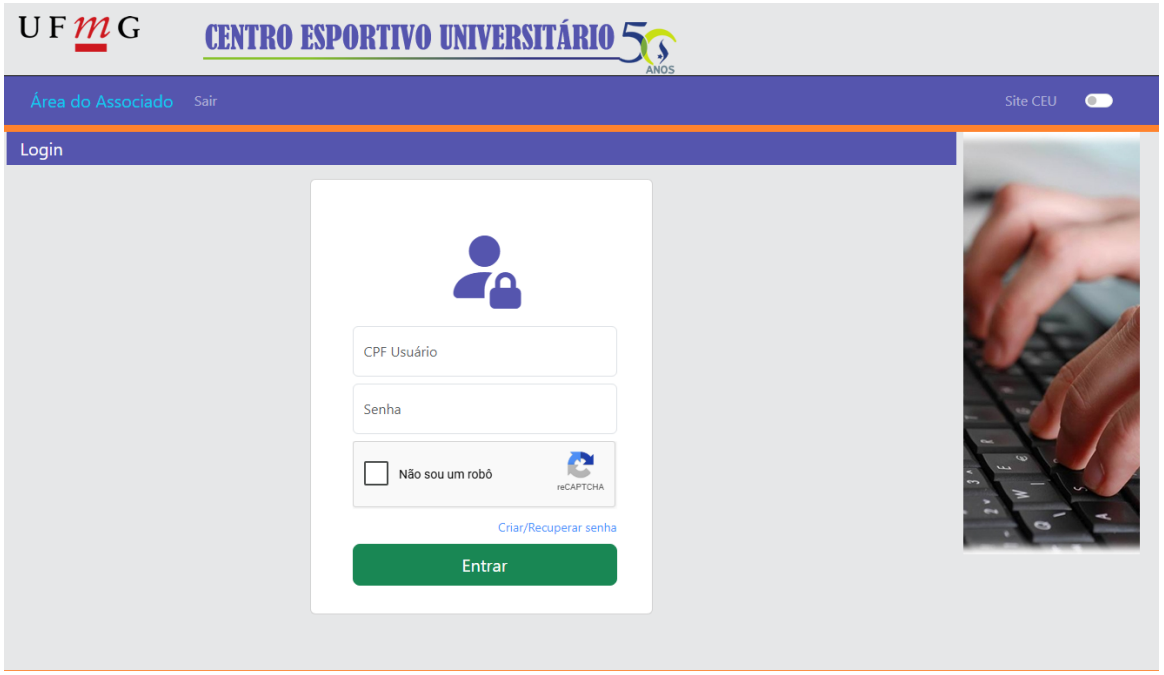
Agência Bancária
- Solicitar ao atendente do caixa a quitação integral da GRU.

9. After paying you need to send the payment receipt and the proof of enrollment at UFMG to the administration of *CEU*. In order to do that, you need to access the website https://www.ufmg.br/ceu/app/site/home

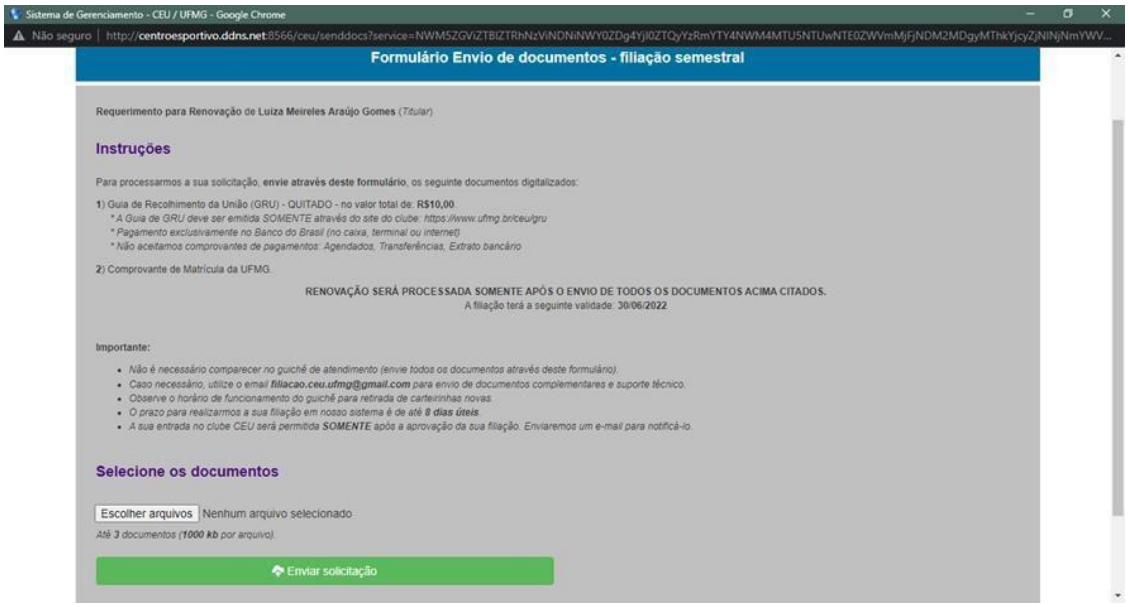




10. Insert the email/CPF and password you have used to the subscription (previous steps). Click *Entrar* (enter).



11. In *escolher arquivos* select the payment receipt and the proof of enrollment in PDF format.



12. *Enviar solicitação* (send request).

Now you just need to wait for the email of confirmation and the verification from *CEU*'s administration. When your access is granted, you will be informed via email. You can enter *CEU* using your Student's ID.

Observation: if you do not receive the email of confirmation, you must send your documents again, repeating the process from step 7 onwards.

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