

Checklist for visa applications (Brazil)



General regulations and hints:

- For trips longer than 90 days you need to apply for a visa (for EU-citizens).
- For trips up to 90 days you just have to have a passport, which has to be valid for at least 6 months on arrival in Brazil.
- For non EU-citizens you might need a visa even for short trips, [please check here](#).
- Please include your Brazilian contact person in your travel planning in time. Be aware that our partners will need some time to prepare your stay. Meticulous planning often avoids problems.
- You can apply for a visa “Vitem IV” (“Schüler, Studierende, Doktoranden und Habilitanden”).
- Please note: From experience we found out that a normal tourist visa should work as well and is much easier to apply for, [please check here](#).
- The address of the Embassy of Brazil in Berlin is: Wallstraße 57, 10179 Berlin; phone: +49-30-726-280; e-mail: brasil@brasemberlin.de; web: <http://berlin.itamaraty.gov.br>
- The opening hours of the consular section are:
Monday, Wednesday, Thursday, Friday: 08:30h to 12:00h
Tuesday: 13:00h to 15:30h.
- Making an appointment with the embassy is not necessary.
- Usually the issuing process takes only two days to one week.
- We cannot recommend using a visa-express-service, most probably it will not work and unfortunately they do not know about the latest visa regulations (by experience).

You will need the following documents for a successful visa application “Vitem IV”:

- An invitation letter from your Brazilian partner institution (original, no copy!). For this purpose you have to ask your Brazilian contact person to send this letter to you via post. (Please tell your partner not to take too much emphasize on “research” and more on “study”, otherwise it may cause problems with your “student-PhD-visa”).
- Your passport, which has to be valid for at least 6 month on arrival in Brazil.
- A criminal record certificate (“polizeiliches Führungszeugnis”).
- A certificate of matriculation (“Immatrikulationsbescheinigung”).
- A confirmation of income during your stay (i.g. at [HU-Berlin, via Mail request](#))
- A confirmation of a health insurance for the time of your stay in Brazil “Auslandskrankenversicherung”.
- A copy of your flight tickets.
- A copy of your birth certificate.
- The printed visa application document: <https://scedv.serpro.gov.br/frscedv/index.jsp> (click on “VISA REQUEST” and follow the instructions).
- A biometric passport photograph.