

## Checklist for visa applications (Brazil)



### General regulations and hints:

- For trips longer than 90 days you need to apply for a visa.
- 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.
- 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 need to apply for a visa "Vitem IV" ("Schüler, Studierende, Doktoranden und Habilitanden").
- The address of the Embassy of Brazil in Berlin is: Wallstraße 57, 10179 Berlin; phone: +49-30-726-280; e-mail: [brasil@brasemberlin.de](mailto:brasil@brasemberlin.de); web: <http://berlim.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:

- 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 emphasis 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 months on arrival in Brazil.
- A criminal record certificate ("polizeiliches Führungszeugnis").
- A certificate of matriculation ("Immatrikulationsbescheinigung").
- A confirmation of fellowship payment during your stay (available in the IRTG office).
- A confirmation of a health insurance for the time of your stay in Brazil ("Auslandskrankenversicherung", be aware of the fact that you can sign yourself out of your normal health insurance for the time abroad. This may save you a lot of money.).
- A copy of your air 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.