

## School of Nursing of the University of São Paulo

---

### Revalidation of the Undergraduate Diploma

- 1) Requirement addressed to the Rector requesting revalidation according to model (*please, link to General Office page*);
- 2) Copy of the diploma to be revalidated;
- 3) Copy of the School Record;
- 4) Copy of syllabus and course load;
- 5) Proof of regular operation of course and institution;
- 6) Foreigners should present certificate or proven proficiency in Portuguese Language (CELPE-Bras-Intermediate), issued by the High-Education Office of the Ministry of Education;
- 7) Copy of the High School completion certificate or equivalent;
- 8) Valid identity card for Brazilians;
- 9) For foreigners, copy of the RNE (*National Register of Foreigners*) or protocol issued by Federal Police;
- 10) Copy of marriage certificate, should the applicant have had a change of name due to marriage after the diploma had been issued;
- 11) Fee to be paid upon handing in the documents, exclusively for the months of FEBRUARY and AUGUST, on business days, from 10am to 3pm, of R\$1.530,00 (one thousand, five hundred and thirty reais), and R\$90,00 (ninety reais) for registration upon approval;

The documentation should be handed in by the applicant or by his/her legal representative, at São Paulo Entrepreneurial Center, by means of notarized power of attorney. Should the applicant reside abroad, notarization shall be conducted at the Brazilian Consulate of the respective country.

**Telephone:** (11) 3091/3516 / 3372

**E-mail:** [revalida@usp.br](mailto:revalida@usp.br)

**Notes:**

1. Only the original diploma will be accepted to start the revalidation process. Certificates or Attestations of completion of course or any other document other than the final diploma issued by the foreign institution will not be accepted;
2. Documents referring to items 1-10 do not have to be notarized upon presentation of the originals;
3. The copies of the documents referring to items 2,3,and 5 should be stamped with the visa of the Brazilian Consulate of the country in which they were issued together with an official sworn translation;
4. The copy of the document referring to item 4 should be stamped with the visa of the Brazilian Consulate of the country in which it was issued, with no need of presenting an official sworn translation, which will be at the discretion of the Unit that will proceed the analysis of the Process;
5. France and Argentina have accords with Brazil that exempt school documents from visa;
6. The copies of the course programs should be bound together and separated from the other items in the list;
7. The proof of regular operation of the High-Education Institution and Course should be issued by a consular authority in the applicant's home-country or in Brazil, and it consists of a statement declaring the present situation of the course and institution within the country, and that can also be issued by the organ that supervises the institutions in the country in which the course was conducted;
8. For further information about CELPE-Bras, please, go to: <http://portal.inep.gov.br/celpebras>. Portuguese-speaking applicants and those with diplomas issued by High-Education Institutions based in Portuguese-speaking countries are exempted from showing CELPE-Bras certificates;
9. When there is more than one Unit giving the course of which the applicant requests revalidation, it will be exclusively up to the Undergraduate Provost to decide which one the process will be addressed to;
10. In case of refusal, the decision may be appealed, which should be handed within 10 days at the most, as from the date of acknowledgement of the appealing decision, in compliance with Art. 254 of the General Statute of USP. According to Art. 257-A, it is the Central Councils' discretion to decide, in the final instance, upon the appellate matters subject to their jurisdiction. In case of revalidation, this decision will be up to the Undergraduate Committee (CoG). When all possibilities through the University have been exhausted, analysis of appealing should be up to the High-Education Chamber of the National Council for Education;

11. After the process has been closed, the revalidated diploma will be certified and its term of certification will be signed by the President of the University, and then it will be attached to the original diploma with the visa by the Brazilian Consulate, that is, certification will not be proceeded in the handed-in copy in the beginning of the process;
12. According to Law #9.394, of December 20, 1996, (*Law of National Education Guidelines and Basis*), Art. 48, §2<sup>nd</sup>, undergraduate diplomas issued by foreign universities are revalidated by public universities that offer courses of the same level and area or equivalent, respecting the international reciprocity and equivalence accords;
13. According to Resolution #8, of October 4, 2007, by MEC (*Ministry of Education*), published in DOU (*Official Journal*), dated October 5, 2007, set in Art. 3<sup>rd</sup>, the PUBLIC UNIVERSITIES that give undergraduate courses recognized for the same knowledge area, or related areas, are entitled to process and conceive revalidations of graduate diplomas;
14. Please, access USP Undergraduate Courses and pay attention to the Credit Hours.
15. Should USP courses cannot be found, please, go to the Ministry of Education (MEC) site at <http://emec.mec.gov.br/>, and click on *Consulta Avançada (Advanced Query)* > *Curso (Course)* and enter the name of the course of your interest > click on *Presencial (Attendance)* > *Grau (Grade)*:
16. The price to be paid for requiring revalidation is fixed under Decree GR #4.077/09.