

Circular n. 17/2023/ CPROV/ DPAM /DGP

To: Academic Departments and Graduate Programs

Subject: **guidelines on hiring visiting professors and foreign visiting professors and researchers.**

## **PROCEDURES FOR HIRING VISITING PROFESSORS AND FOREIGN VISITING PROFESSORS AND RESEARCHERS**

The Department of Admission, Monitoring and Movement (DPAM), through the Coordination of Faculty Admission (CPROV), of the Office of the Dean of People Management (DGP), makes available to Graduate Programs (PPGs) of the University of Brasilia (UnB), the guidelines and procedures in force to request the hiring of applicants approved in the Call for the simplified selection process for VISITING PROFESSORS AND FOREIGN VISITING PROFESSORS AND RESEARCHERS, under Law 8.745/93.

### **PRELIMINARY GUIDELINES**

The temporary hiring of visiting professors and foreign visiting professors and researchers through a simplified selection process has the objective of filling the position by a qualified professional who can offer the following contributions:

1. To support the development and qualitative improvement of Graduate programs;
2. To support the Academic Units in the improvement of their *Stricto Sensu* Graduate programs (Master's and Doctorate) and of strategic institutional development projects;
3. To strengthen the internationalization process of Graduate Programs;
4. To contribute to the improvement of teaching, research and extension programs and to the execution of faculty training programs; and
5. To enable the participation of researchers and high level professionals in the faculty staff of the Institution, aiming at the scientific and technological exchange and innovation, that will be developed together with groups of competence at UnB, in accordance with the legislation in force and the Institutional Development Plan - IDP.

In order to have a permanent contract with UnB, the candidate must have been approved in a simplified selection process, specific for hiring visiting professors, must comply with the specific provisions in the Call (Edital), and must not be or have been employed by the Brazilian Federal Administration under the terms of Law 8.745/1993, in the 24 (twenty-four) months prior to signing the temporary contract with UnB. The hiring must occur during the validity of the simplified selection process final result homologation call.

Foreign applicants, in order to execute the employment contract, will also be required to have the appropriate visa to work in Brazil. Therefore, it is their responsibility to meet the requirements foreseen in Law n. 13,445/2017 (Migration Law), and related legislation (Decree N. 9,199/2017), as well as

the prerogatives established by the General Immigration Coordination of the Brazilian Ministry of Justice (MJ) to obtain the residence authorization with employment.

In case the public notice for the selection of visiting professors foresees a work relation with an Exclusive Dedication regime, the hiring of a candidate who has another public or private employment bond is not allowed. This restriction applies even in cases where the candidate is on a contractual leave.

It is the responsibility of the academic unit (departments or PPGs) to instruct the process and to follow up the hiring of their visiting professors, intermediating contacts with the applicants, receiving the required documentation and providing the necessary steps at SEI (Electronic Information System) so that the DGP can carry out the administrative procedures to sign the contracts, implement the functional information and, if necessary, issue a residence visa for foreigners who need one.

The employees should perform their activities in the facilities of the University of Brasilia. There is no legal provision that allows the employee to perform their functions remotely. In case of foreign applicants, they must get organized to reside in Brasilia for the duration of their contracts. It is also the responsibility of the academic units to define and align with the employee the specific activities that will be performed, the attendance in the work environment, and the performance management.

In the following topics, the specific procedures of the hiring processes for Brazilian and foreign visiting professors will be detailed, with special attention to the cases of foreign applicants who will need a residence visa to start their activities at UnB. In this regard, the DGP will file a formal process with the Ministry of Justice, based on the information provided by the PPGs at the opening of the hiring process of the foreign visiting professors and researchers, with the purpose of assisting the foreign candidate in obtaining a temporary work visa, in accordance with the [Normative Resolution n. 24/2018](#), of the National Immigration Council.

## 1. HIRING FOREIGN VISITING PROFESSORS AND RESEARCHERS

**1.1 OPENING OF THE HIRING PROCESS - Prior procedure for temporary visa authorization - aim: To grant a residence permit to carry out research, teaching or academic extension with a link with the country.**

The Graduate Program (PPG) must instruct the process in the Electronic Information System (SEI), with the following characteristics: Type - Staff: Hiring; level of access - Restricted; legal provision - Personal Information (Art. 31 of Law n. 12.527/2011) and send it to the Coordination of Faculty Admission - CPROV, with all the necessary documentation and pay attention if the foreign candidate is already (or not) in Brazil.

Thus, the SEI process should contain the following basic documentation:

- "Hiring/Renewal of Visiting Professor" form (draft available at SEI), signed by the department head or PPG coordination and also by the Academic Unit's Director. All the fields on this form must be filled out, because they are extremely important for the Residency request to the MJ (Ministry of Justice);
- Copy of the Simplified Selection opening and final result calls (version published in the Brazilian Official Gazette - DOU), available at the DGP website, in the area corresponding to the Selection Call;
- Full copy of all the pages of the Passport, in a single file and authenticated at SEI;
- Candidate's document proving the degree required for the position (diploma), authenticated at SEI - electronic diplomas do not require authentication.
  - **NOTE:** If the diploma was issued by a foreign educational institution and has not been recognized in Brazil, the candidate must first follow the instructions contained in topic 5 and in Annex I of this document. It is emphasized that it will not be possible to proceed with the process without fulfilling this request.

- Term of Approval of Basic Requirement (model available at SEI), signed by the PPG coordinator or department head and by the director of the Academic Unit;
- Document that proves parentage, duly legalized and translated by a sworn public translator, unless the information is already in the passport;
- Proof of payment of the *Guia de Recolhimento da União* - GRU (Federal Tax Payment Form) related to the processing and evaluation fee for residence authorization applications. The GRU must be issued according to the guidelines available at <https://portaldeimigracao.mj.gov.br/pt/preenchimento-de-gru>.
  - **NOTE:** In the "CPF or CNPJ" field of the GRU, the CNPJ number of the University must be indicated: 00.038.174/0001- 43.
- Proof, under the penalties of the law, of absence of criminal records in any country, in the five years prior to the date of the residence permit request, filled out and signed by the candidate as an external user at SEI.
  - **NOTE:** Check Annex II for a draft of the Proof of No Criminal Records. We advise the PPG to copy the draft into a SEI document of Statement type, fill in the information, and make it available to the candidate for signature in SEI as an external user.

### 1.1.1 If the interested party is already in Brazil - RESIDENCE APPLICATION

If the foreign candidate is already in Brazil and needs a resident visa to work, in addition to the documentation listed above, the SEI process must be sent to CPROV with the rest of the personal documentation required for the hiring purposes, namely:

- Criminal records certificates or equivalent document issued by the competent judicial authority where he/she has resided in the last five years, authenticated at SEI if not issued with electronic digital certification. There are three certificates:
  - Court of Justice (TJ) of the state in which the foreigner is residing or has resided;
  - Federal Regional Court (TRF) of the jurisdiction of the state in which the foreigner is residing or has resided;
  - Federal Police (PF).
    - **NOTE:** To consult the electronic addresses for issuing the certificates, check Annex III.
- Set of Forms indicated in Step 4, Annex IV, duly completed and signed by the candidate as external user at SEI, restricted access level, legal provision Personal Information (Art. 31 of Law n. 12.527/2011);
- Proof of Positions Accumulation or Not (draft available at SEI) duly filled out and signed by the candidate as an external user at SEI, restricted access level, legal provision Personal Information (Art. 31 of Law n. 12.527/2011);
- Statement of Nepotism (draft available at SEI) duly filled out and signed by the candidate as external user in SEI, restricted access level, legal provision Personal Information (Art. 31 of Law n. 12.527/2011);
- Additional personal documents of the foreign candidate, scanned and saved in a single PDF file, authenticated at SEI, restricted access level, legal provision Personal Information (Art. 31 of Law n. 12.527/2011), listed in step 4 of Annex IV.

**IMPORTANT:** If CPROV finds that any of the documents listed above are missing, the process will be returned to the PPG for adaptation and will only proceed when the pending issue is solved.

It is also mandatory for the candidate being hired to submit to a medical examination at the Labor Medicine Department. The aptitude for the position will be indicated by the issuance of the

Occupational Health Certificate - ASO. For that, you should proceed as follows:

1. Perform the required laboratory examinations;
2. Schedule an appointment with the DGP's Official Health Examination Office (CPOS);
3. Inform the PPG of the date and time of the appointment, so that they can communicate CPROV;
4. Show up for an appointment on the pre-scheduled date at the HUB - Outpatient Clinic II of the University Hospital, Asa Norte, to perform the admission examination, bringing the exams; and
5. The health department will issue the ASO and make it available to CPROV.

The procedures for taking the exams and scheduling the medical examination are detailed in Annex IV.

CPROV will analyze the documentation in the process and will provide the employment contract, for the foreign candidate's signature, that will be made available through external access. In order to sign the contract, it is necessary for the interested party to comply with Step 1, Annex IV.

Based on the information sent, CPROV will also provide the RESIDENCE AUTHORIZATION REQUEST FORM for your signature by the Rector. Next, the process will be filed by CPROV with the MJ, through the MigranteWeb system, in accordance with MTE Ordinances n. 1964/2013 and n. 708/2015.

After the formalization described above, the hiring process will be followed up until the foreigner is granted a work permit at the MJ website, through the electronic address <http://migranteweb.mte.gov.br/migranteweb/publico/consultarProcessoInternet/consultarProcesso.seam>, in the menu - Processes Consultation, a consultation based on the foreign candidate's name. We emphasize that this step depends solely and exclusively on the MJ, and issues related to the deadline for granting the request are beyond CPROV's control. In addition, the Ministry of Justice may request additional documentation to analyze the process. If this occurs, CPROV will notify the PPG about it.

It is important to point out that the contract will only come into effect after the REQUEST FOR RESIDENCE has been GRANTED and the activities of the professor with the Program have started, as well as its financial effect.

### **After the residence permit is granted by the Ministry of Justice**

Once the residence request is approved, the foreign candidate will already be authorized to work in Brazil. Therefore, it is necessary that the Unit contacts the candidate informing him/her of the approval and instructing him/her to go to the Federal Police with a copy of the DOU (Brazilian Official Gazette), where the approval of his/her residence was published, to make the necessary registrations, and request his/her work visa and CRNM (Migratory National Registration Card).

The process must return to CPROV with the following documents:

- Copy of the CRNM (National Migratory Registry Card) or an official document issued by the Federal Police indicating that the CRNM was requested, authenticated at SEI;
- Copy of Work Visa, authenticated at SEI;
- Introducing memorandum, informing the day and the time that the professor started working in the department / PPG. Please note that this date cannot be prior to the granting of the work visa, the professor's entry into Brazil, or the date of the ASO. The document must be signed by the PPG coordinator and the director of the Academic Unit.

CPROV will provide a rectification of the contract to indicate the starting date of the work activities at UnB in accordance with the date indicated by the PPG, in the introducing memorandum, as well as the publication, in the DOU, of the Hiring Act.

### **1.1.2 If the interested party is not in Brazil - REQUEST FOR PRIOR RESIDENCE**

In cases where the foreign candidate is still abroad and, therefore, there is a need for a Prior Residency Request, the PPG must initially instruct the SEI process with the documentation listed in item 1.1. CPROV will analyze the documentation in the process and will provide the employment contract, for the foreign candidate's signature, that will be made available through external access. In order to sign the contract, it is necessary for the interested party to comply with Step 1, Annex IV.

Based on the information sent, CPROV will also provide the RESIDENCE AUTHORIZATION REQUEST FORM for your signature by the Rector. Next, the process will be filed by CPROV with the MJ, through the MigranteWeb system, in accordance with MTE Ordinances n. 1964/2013 and n. 708/2015.

After the formalization described above, the hiring process will be followed up until the foreigner is granted a work permit at the MJ website, through the electronic address <http://migranteweb.mte.gov.br/migranteweb/publico/consultarProcessoInternet/consultarProcesso.seam>, in the menu - Processes Consultation, a consultation based on the foreign candidate's name. We emphasize that this step depends solely and exclusively on the MJ, and issues related to the deadline for granting the request are beyond CPROV's control. In addition, the Ministry of Justice may request additional documentation to analyze the process. If this occurs, CPROV will notify the PPG about it.

It is important to point out that the contract will only be effective after the RESIDENCE IS DEFERRED and the professor starts the activities in the Program, as well as after its financial effect.

### **After the residence permit is granted by the Ministry of Justice**

Once the residence request is approved, the foreign candidate will already be authorized to work in Brazil. Therefore, it is necessary for the Unit to contact the candidate informing him/her of the DEFERRED status of his/her request, and instructing him/her to go by himself/herself to the consulate indicated, carrying a copy of the DOU, where the approval of his/her residence was published, to make the necessary registrations and to request his/her work visa.

With the visa already in hand, the foreign professor must arrange to come to Brazil, and enter the country to proceed with the hiring. Once in Brazil, the foreigner must go to the Federal Police (PF) to present himself/herself and request the issue of his/her CRNM (National Migratory Registration Card).

In addition, to start working at UnB, it is mandatory for being hired that the candidate also submits himself/herself to a medical examination at the Labor Medicine Department. The aptitude for the position will be indicated by the issuance of the Occupational Health Certificate - ASO. For that, you should proceed as follows:

1. Perform the required laboratory tests (check the complete list at <http://concursos.unb.br/index.php/temporarios>, tab "guidelines for applicants");
2. Schedule an appointment with the DGP's Official Health Examination Office (CPOS);
3. Inform the PPG of the date and time of the appointment, so that they can communicate CPROV;
4. Show up for an appointment on the pre-scheduled date at the HUB - Ambulatório II of the University Hospital, Asa Norte, to perform the admission examination, bringing the exams; and
5. The health department will issue the ASO and make it available to CPROV.

The procedures for taking the exams and scheduling the medical examination are detailed in Annex IV.

At this point, the process must return to CPROV with the following documents:

- Copy of the CONSULAR work visa, authenticated at SEI;
- Copy of the CRNM or official document issued by the PF, indicating that the CRNM was requested, authenticated at SEI;

- Additional personal documents of the foreign candidate listed in Step 4, Annex IV, scanned and saved in a single PDF file, authenticated at SEI, restricted access level, legal provision Personal Information (Art. 31 of Law n. 12.527/2011);
- Set of Forms indicated in Step 4, Annex IV, duly completed and signed by the candidate as external user at SEI, restricted access level, legal provision Personal Information (Art. 31 of Law n. 12.527/2011);
- Proof of Positions Accumulation or Not (draft available at SEI) duly filled out and signed by the candidate as an external user at SEI, restricted access level, legal provision Personal Information (Art. 31 of Law n. 12.527/2011);
- Statement of Nepotism (draft available at SEI) duly filled out and signed by the candidate as external user in SEI, restricted access level, legal provision Personal Information (Art. 31 of Law n. 12.527/2011);
- Introducing memorandum, informing the day and the time that the professor started working in the department / PPG. Please note that this date cannot be prior to the granting of the work visa, the professor's entry into Brazil, or the date of the ASO. The document must be signed by the PPG coordinator or department head and by the director of the Academic Unit.

CPROV will provide a rectification of the contract to indicate the starting date of the work activities at UnB in accordance with the date indicated by the PPG, in the introducing memorandum, as well as the publication, in the DOU, of the Hiring Act.

## **2. HIRING A BRAZILIAN VISITING PROFESSOR (native/naturalized Brazilian) OR A FOREIGN VISITING PROFESSOR AND RESEARCHER WHO HOLDS A PERMANENT RESIDENCE VISA FOR BRAZIL**

### **2.1 OPENING OF THE HIRING PROCESS**

In the case of Brazilian visiting professors (native/naturalized Brazilian, but with Brazilian citizenship), as well as foreign visitors who already hold a permanent residence visa in Brazil, the Graduate Program (PPG) must instruct the process in the Electronic Information System (SEI), with the following characteristics: Type - Staff: Hiring; restricted access level; legal assumption - Personal Information (Art. 31 of Law n. 12.527/2011) and forward to the Coordination of Faculty Admission - CPROV, with all the following documentation attached:

- "Hiring/Renewal of Visiting Professor" form (draft available at SEI), signed by the department head or PPG coordination and by the Academic Unit Direction;
- Copy of the Simplified Selection opening and final results calls (published in the *Diário Oficial da União* (Brazilian Official Gazette)), available at the DGP website, in the area corresponding to the Selection Call - <http://concursos.unb.br/index.php/temporarios>.
- Basic Requirement Accreditation Term (draft available at SEI), signed by the PPG coordinator and the Academic Unit director;
- Candidate's document proving the level of education required for the position (diploma), authenticated at SEI.
  - **NOTE:** If the diploma was issued by a foreign educational institution and has not been recognized in Brazil, the candidate must follow the instructions contained in item 5 and in this document. It is emphasized that it will not be possible to proceed with the hiring without fulfilling this request.
- Proof of Positions Accumulation or Not (draft available at SEI) duly filled out and signed by the candidate as an external user at SEI, restricted access level, legal provision Personal Information (Art. 31 of Law n. 12.527/2011);

- Statement of Nepotism (draft available at SEI) duly filled out and signed by the candidate as external user in SEI, restricted access level, legal provision Personal Information (Art. 31 of Law n. 12.527/2011);
- Set of Forms indicated in Step 4, Annex IV, duly completed and signed by the candidate as external user at SEI, restricted access level, legal provision Personal Information (Art. 31 of Law n. 12.527/2011);
- Personal documents of the candidate, scanned and saved in a single PDF file, authenticated at SEI, restricted access level, legal provision Personal Information (Art. 31 of Law n. 12.527/2011), as indicated in the following table:

Document Type	Brazilians (native/naturalized Brazilian)	Foreigners with permanent residence	Mandatory for hiring?
ID (or other identification document with photo)	X	-	YES
Voter Clearance Certificate (printed from the <a href="#">TSE</a> site)	X	-	YES
Military service certificate (only male applicants up to 45 years old)	X	-	YES
Valid CRNM (National Migratory Registry Card)	-	X	YES
Passport (all pages)	-	X	YES
CPF	X	X	YES
PIS/PASEP number	X	X	YES
Proof of address in Brazil, with an issue date of less than three months	X	X	YES
Marriage Certificate or Record of Divorce or Certificate of Stable Union.	X	X	NO
For registering dependents: Identification document with photo, Passport or Birth Certificate and CPF	X	X	NO

**IMPORTANT:** If CPROV finds that any of the documents listed above are missing, the process will be returned to the PPG for adaptation and will only proceed when the pending issue is solved.

It is mandatory for hiring that the candidate also submits himself/herself to a medical examination at the Labor Medicine Department. The aptitude for the position will be indicated by the issuance of the **Occupational Health Certificate - ASO**. For that, you should proceed as follows:

1. Perform the required laboratory tests (check the complete list at <http://concursos.unb.br/index.php/temporarios>, tab "guidelines for applicants");
2. Schedule an appointment with the DGP's Official Health Examination Office (CPOS);
3. Inform the PPG of the date and time of the appointment, so that they can communicate CPROV;
4. Show up for an appointment on the pre-scheduled date at the HUB - Ambulatório II of the University Hospital, Asa Norte, to perform the admission examination, bringing the exams; and
5. The health department will issue the ASO and make it available to CPROV.

The procedures for taking the exams and scheduling the medical examination are detailed in Annex IV.

CPROV will analyze the documentation in the process and will provide the employment contract for the candidate's signature, that will be made available for signature as an SEI external user. To sign the contract, it is necessary that the interested party completes Step 1, Annex IV.

The candidate's convocation to sign the contract will be published at the electronic address <http://concursos.unb.br/index.php/temporarios>, in the respective area of the selection call. After the contract is made available, the professor must introduce himself/herself to the PPG to start working in a maximum of 5 (five) working days. The PPG coordinator must certify, in the hiring process, the presentation of the professor in the unit, according to specific guidelines that will be indicated by CPROV at the time.

### **3. ADDITIONAL GUIDELINES AFTER THE PROFESSOR PROVISION IS EFFECTIVE, VALID FOR ALL BRAZILIAN AND FOREIGN VISITING PROFESSORS**

Afterwards, when the contract is signed and, in the case of foreigners, when their legal situation is resolved (that is, after the residence visa is granted and the CRNM is sent), the process will be forwarded for registration in the personnel system at COREF - Coordination of Personnel Registration - and will later be forwarded to COFIN - Coordination of Financial Operations - for financial adjustments.

Depending on when the process arrives at COFIN, there may not be enough time to include the faculty member in the current month's payroll. In this case, all financial adjustments will be made in the next month's payroll.

NOTE: We emphasize that CPROV does not have the authority to answer any questions regarding registration in the functional system, registration updates after signing the contract, enrollment number, aid grants, matters related to payments, licenses or absences, etc. Doubts and questions should be addressed directly to the responsible Coordinators at the DGP or to COATE - DGP's Help Desk Coordination, via e-mail to [dgpatendimento@unb.br](mailto:dgpatendimento@unb.br).

Specific questions related to the teaching and research activities to be performed by visiting professors within the graduate program should be solved directly in the Office of the Dean of Graduate Studies.

The contracted professors (including the foreign ones) should also pay attention to specific bureaucratic issues foreseen by the Brazilian legislation. In particular, regarding the annual reporting to the Brazilian Federal Revenue. The University of Brasilia will make available annually the Income Declaration for the Brazilian Federal Revenue Individual Income Tax, but it is the exclusive responsibility of each faculty member to proceed with his or her accountability with the national tax authorities and bear any eventual regularization in case of delay in sending the IRPF Statement.

### **4. DEFINITIVE WITHDRAWAL FROM EMPLOYMENT AND REQUESTS FOR RECLASSIFICATION**

During the validity of the final result approval call of the simplified selection process, the approved candidate may at any time request to give up, definitively losing the right to be hired. Likewise, you can request to be relocated to the end of the approved list. To do so, the requests must be made using a specific form, available at <http://concursos.unb.br/index.php/orientacoes-candidatos-temporarios>, tab "Useful Documents".

The successful candidate's decision to be reclassified or to withdraw is irrevocable. The form must bear the legible signature of the applicant and be presented to the PPG office, which will forward it to CPROV, through SEI process, accompanied by a dispatch signed by the PPG Coordinator formalizing the request, for the next necessary steps to be taken.



## 5. REVALIDATION OF DIPLOMAS ISSUED ABROAD FOR HIRING

In the case of degrees, university diplomas, and certificates of specialization and improvement courses issued by foreign universities, their revalidation and/or recognition by Brazilian higher education institutions is required, according to Law n. 9.394/96, of 12/20/1996. Thus, if the candidate's diploma was issued by a foreign institution, it is essential that it is already recognized in Brazil, so the candidate can be hired by UnB.

The apostille of the Hague Convention in the diploma alone will not suffice. According to the understanding of the Ministry of Education (MEC), the Convention deals with the authentication of documents, that is, the authenticity of the signatures of the issuers, and does not necessarily constitute the recognition of diplomas or titles of any kind.

Furthermore, depending on where the diploma was issued, in the case of countries that are not part of the Apostille Convention, as understood by the Ministry of Foreign Affairs (MRE), the document must first be legalized in order to be accepted in Brazil (check [here](#) the requirements). For more information on this subject, we recommend that you consult the internet portals of MEC (click [here](#)) and of MRE (click [here](#)).

UnB performs recognition and revalidation of foreign diplomas, and the procedure is the sole responsibility of the [Foreign Diploma Recognition and Revalidation Department \(RRDE\)](#), linked to the Academic Administration Office (SAA). Instructions on how applicants should proceed are given in Annex I of this Circular.

In case of doubts or for further information on this subject, we recommend that you contact directly the Office of the Dean of Graduate Studies (DPG) and RRDE/SAA through the e-mail [revalidacao@unb.br](mailto:revalidacao@unb.br).

## 6. CONTRACT RENEWAL

According to law n. 8745/93, the initial contract term for temporary professors is up to 1 (one) year. The contract can be renewed successively until it reaches a maximum of 2 (two) years in the case of Brazilians (native/naturalized Brazilian), and 4 (four) years in the case of foreigners.

If the Academic Unit is interested in renewing the contract, it must send the hiring process to the Coordination of Faculty Admission (CPROV), meeting the following the deadlines:

- **Brazilians (native/naturalized Brazilian) or foreigners with permanent residence or long term visa:** a minimum of fifteen (15) and a maximum of thirty (30) days before the end of the contract;
- **Foreigners who will also need a residence visa renewal as a condition for contract renewal:** minimum of 60 (sixty) and maximum of 45 (forty-five) days in advance of the contract expiration date, in order to have enough time to process the visa renewal request in the Ministry of Justice.

The request must be made in the original SEI file of the visiting professor hiring and must be accompanied by the following documentation:

1. "Hiring/Renewal of Visiting Professor" form (draft available at SEI), signed by the Department head or PPG coordination and by the Academic Unit Director, informing the renewal period (start and end date);
2. Proof of Position (non-)Accumulation (draft available at SEI), signed by the visiting professor.

In the case of foreign professors who will need to renew their residence visas in Brazil, the following documents must also be included in the contract renewal request, for the purposes of

processing the renewal request with the Ministry of Justice:

3. Copy of the National Immigration Registration Card (CRNM).
  4. Proof, under the penalties of the law, of absence of criminal records in any country in the five years prior to the date of application for the residence permit.
- **NOTE:** It must be a new document. The statement requested for hiring will not be accepted.

CPROV will check the documentation and prepare the contract's Term Amendment. After the document is signed by the Dean of People Management, the term will be made available for signature by the visiting professor as an external user in the SEI. An automatic notification will be sent to the professor's e-mail address informing that his/her contract renewal term is available for signature. Soon after signing the term, the process will be forwarded to COFIN to make the financial adjustments, and publicity will be given to the renewal.

It is the responsibility of the units to keep track of their temporary faculty members' contracts, follow contract expiration dates, and request renewal in a timely manner. It is up to the visiting professors to follow up on their personal files and proceed with the signing of the additive term, because if it is not signed by the last day of the contract's validity, the renewal cannot be carried out. Under no circumstances a renewal request for an expired contract will be accepted.

In the case of foreigners who require the renewal of their residence visas, a visa renewal request will also be made to the Ministry of Justice, and an addendum to the contract will not be signed if the visa or the CRNM of the foreign professor are expired. We emphasize that the renewal of the contract will be linked to the renewal of the residence visa in Brazil, and an addendum to the contract cannot be signed with an expiration date after the expiration date of the visa or the foreign lecturer's CRNM.

## **7. THE DISCHARGE / TERMINATION OF THE TEMPORARY CONTRACT**

The dismissal can happen in the following ways:

1. **Dismissal due to the end of the legal term (DISCHARGE):**
  - The unit must send a letter to CPROV, thirty (30) days before the end of the contract, requesting the dismissal.
  - This letter must be signed by the head of the department or coordinator of the PPG, and/or by the director of the academic unit.
  - This procedure is necessary so that DGP can remove the professor from the staff systems and proceed with the necessary financial adjustments.
2. **Termination at the request of the temporary professor (TERMINATION by initiative of the employee):**
  - The department / PPG must send a dismissal letter together with the dismissal request letter from the interested party to CPROV. The letter must be dated and signed by the professor and authenticated at SEI, indicating the exact date of the contract termination.
  - This letter must be signed by the head of the department or coordinator of the PPG, and/or by the director of the academic unit.
3. **Termination at the request of the unit (TERMINATION by initiative of the employer):**
  - The unit must forward, in the original hiring SEI process, a letter requesting the dismissal, informing the reason for the termination along with the professor's letter of awareness that his or her contract

will be terminated. The letter must be dated and signed by the professor and authenticated at SEI.

- This letter must be signed by the head of the department or coordinator of the PPG, and/or by the director of the academic unit.

After the discharge/termination of the contract, the Coordination of Faculty Admission (CPROV) will forward the process to the DGP sectors so that the termination of the contract is inserted in the database and the financial adjustments can be made. Once those proceedings are concluded, the process will be forwarded to the Coordination of Functional Files (COARQ) for final filing.

Maria do Socorro Mendes Gomes

Dean of People Management

## ANNEX I

### PROCEDURES FOR THE RECOGNITION OF A FOREIGN DIPLOMA

The recognition of a Foreign Diploma at UnB of a Foreign Visiting Professor and Researcher, approved in the Call 438/2019, starts with the pre-solicitation, by the interested party. After contacting the Graduate Program in which you have been approved, the candidate who has a diploma issued by a foreign institution and is not revalidated in Brazil and wishes to have it recognized by the University of Brasilia (UnB) must comply with the steps listed below.

#### STEP 1 - PRE-REQUEST

Those interested must send a pre-request to the revalidation and recognition sector of the Academic Administration Office (SAA), through the website [rrde.unb.br](http://rrde.unb.br) in which they will fill in their name, telephone number, e-mail address, and submit the required documentation (listed in item 1 of this Annex), in PDF format.

#### NOTES:

- At [rrde.unb.br](http://rrde.unb.br), the pre-request form can be accessed by following the options below: GRADUATE > PRE-REQUEST > MAKE YOUR PRE-REQUEST.
- Just the submission of the pre-request alone does not guarantee the confirmation for later request;
- The statutory deadline for analysis of the pre-requests is 30 (thirty) days;
- Pre-requests must be accompanied by the required documentation and organized according to the guidelines described in step 2 of this Appendix;
- Interested parties whose pre-requests are validated will receive an e-mail, with instructions to go to the Secretary of Academic Administration (SAA) to carry out step 2;
- Interested parties whose pre-requests are not validated will receive an e-mail about the reason for the non-validation, and will have the opportunity to correct the documentation to make the pre-request again.

#### STEP 2 - REQUEST FOR THE DIPLOMA RECOGNITION

The request for the diploma recognition is currently done by e-mail. Once the pre-request has been validated, the interested party should make the formal application for recognition of the diploma

with the SAA, according to the following instructions:

- After the pre-request is validated, the Revalidation sector will provide the interested party with instructions on how to access the application form, as well as to issue a Federal Tax Payment Form (GRU), for payment of the administrative fee (currently is R\$ 2,242.00);
- The interested party must then send to the Revalidation sector a single PDF file containing:
  - the completed request form;
  - the GRU (to be issued by the interested party); as well as
  - the GRU proof of payment.
- When filling out the request form, the petitioner must sign a statement declaring:
  - that no other request for revalidation or recognition of the foreign diploma that is the object of the request is being concurrently processed in another institution;
  - that the documents presented at the time of the request are authentic;
  - that he/she is aware that he/she will be administratively, civilly and criminally liable should any false information be found in the facts provided and in the documentation presented; and
  - that he/she is aware of the provisions contained in the normative acts pertinent to the revalidation/recognition of foreign diploma, especially the Resolution CNE/CES n. 22/2016 and the Normative Ordinance MEC n. 22/2016.

### **STEP 3 - SUBMISSION OF THE ORIGINAL DOCUMENTATION (AFTER THE APPROVAL OF THE REQUEST)**

In case the requests are approved (accepted), the presentation of the original documentation by the interested party is an indispensable condition for the registration of the diploma:

- The applicant must submit, for authentication of veracity, the original physical version of all documentation previously submitted in .PDF in the pre-request.
- In case the presentation is made by a legal representative, a public or private power of attorney must be presented (without the need for the signature of the grantor to be authenticated). In addition, the interested party must previously send by e-mail the name and CPF of the legal representative.
- With the original documentation presented and its authenticity being confirmed, it will be possible to register the diploma and issue the certificate of recognition.
- The interested party, if they wish to do so, can submit the documentation before the result of the analysis. Thus, if and when the request is granted, the RRDE will automatically proceed to register the diploma and issue the certificate.
- To present the documentation, an appointment must be scheduled in advance: contact us by our e-mail [REVALIDACAO@UNB.BR](mailto:REVALIDACAO@UNB.BR).

### **DOCUMENTATION REQUIRED FOR THE DIPLOMA RECOGNITION**

To request a diploma recognition at UnB, the following documentation is required:

1. **REGISTRATION FORM** (available [at the RRDE website](#)): filled out and accompanied by any requests, such as a request for a translation waiver, or justifications for any missing documents.
2. **PERSONAL DOCUMENTATION:**

1. Official identification document with photo (in the case of foreigners, passport or CRNM, accompanied by a permanent or temporary residence visa, under the terms of the applicable legislation);
2. CPF; and
3. The applicant's resume, in Lattes format, updated in the month of the request.

### 3. **ACADEMIC DOCUMENTATION:**

1. A doctoral degree to be recognized, duly registered by the institution responsible for the degree, according to the legislation in force in the country of origin.
2. A transcript of records describing the subjects or activities attended, with the respective periods and total workload, indicating the results of the evaluations in each subject;
3. Summarized description of the research activities carried out, internships, and printed or electronic copy of the scientific papers resulting from the thesis, published and/or presented in congresses or academic-scientific meetings, indicating authorship, name of the journal and date of publication and/or name and place of the scientific events where the papers were presented;
4. Proof that the program taken is recognized, accredited, and that the diploma is valid in the country of origin;
5. Proof that the educational institution issuing the diploma is part of the official higher education system and is recognized by the competent government body in the country of origin;
6. Document from the educational institution that issued the diploma or indication of the electronic address where the information about the program is publicly available, explaining:
  - the objectives;
  - the duration;
  - the nature and workload of subjects, if applicable;
  - the permanent faculty of the program;
  - the presence of research groups in operation in the institution;
  - the courses taken with their respective syllabuses, if applicable.
7. Results of the external evaluation of the institution's graduate program, if any, and if performed by public institutions or duly accredited in the country of origin, and other existing information about the reputation of the program indicated in documents or reports;
8. Proof that the program was supported by a scholarship from a Brazilian educational and research development agency or equivalent foreign agency, if applicable;
9. Proof of the granting of a leave of absence request, if the applicant has held a public position or has maintained an employment relationship during the program period, except when working at the location where the course took place;
10. A copy of the thesis with a record of approval from the examining board, with a copy in a digital file in compatible format, accompanied by the following documents:
  - Minutes or official document from the institution of origin, in which the date of the defense (if applicable), the title of the work, its approval, and the grades awarded must be stated;
  - Names of the members of the examining board, if any, and of the supervisor, accompanied by their brief resumes; and
  - In case the program of origin does not foresee the public defense of the thesis, the candidate must attach a document issued and stamped by the institution of origin, describing the

procedures adopted by the institution for evaluating the quality of the thesis, including blind assessment by an external reviewer.

11. Other documents that may be requested by RRDE (for further information, consult the list available at [https://rrde.unb.br/index.php?option=com\\_content&view=article&id=5&Itemid=373](https://rrde.unb.br/index.php?option=com_content&view=article&id=5&Itemid=373), tab "Documentação Requerida" (Required Documentation)).

### ORGANIZATION OF THE REQUIRED DOCUMENTATION

The management of processes within UnB occurs on an electronic platform, which provides greater speed and security in the opening, progress, and analysis of processes. Therefore, those interested in the revalidation and recognition of foreign diplomas must file all academic documentation in digital format, in PDF format, separated into 4 (four) distinct files, as indicated in the following chart:

File 1 (.PDF) Registration form and personal documentation	Registration form duly filled out
	Identification document or passport
	CPF
	Resume in Lattes format
File 2 (.PDF)	Diploma and Transcript of Records apostilled or with consular authentication
File 3 (.PDF)	Description of research activities, internships, and various scientific works
File 4 (.PDF)	Documentation about the educational institution and/or the program taken
File 5 (.PDF)	Proof of scholarship and leave of absence, if applicable
File 6 (.PDF)	Thesis, along with the defense minutes, names of the examining board members and their brief resumes

ATTENTION: We emphasize that files are not to be confused with folders. Therefore, it is advised that the interested party submit the documentation in .PDF files and not in folders containing several .PDF files.

The manipulation, joining or splitting of .PDF files can be done through softwares or websites such as: [lovepdf.com/en](http://lovepdf.com/en); [smallpdf.com/en](http://smallpdf.com/en); or [jpsc.jus.br/ferramentaspdf/index.do](http://jpsc.jus.br/ferramentaspdf/index.do)

If you have any questions about applying for a diploma recognition, you can contact us by e-mail at [revalidacao@unb.br](mailto:revalidacao@unb.br) or by phone at (61) 3107-0519.

## ANNEX II

### PROOF OF LACK OF CRIMINAL RECORDS - DRAFT

SEI process n:

Interested Party: (name of the foreigner to be hired)

I, (name of the foreigner to be hired), undersigned, \_\_\_\_\_ nationality, born on  / /, marital status \_\_\_\_\_, child of ( mother's name ) and ( father's name ), passport (passport

number), CPF nº \_\_\_\_\_, resident at \_\_\_\_\_, declare under the penalties of the Brazilian law that:

1. - I am in full exercise of my civil and political rights;
2. - I declare that I have no criminal records in any country in the five years prior to 20\_\_, the year of this request to renew my residence in Brazil.

I hereby make this Statement under the penalties of the Brazilian law (Normative Resolution 01/2017), so that it may produce legal effects, aware that if the declaration is proven false, I will be subject, as the declarant, to the civil, administrative and criminal sanctions provided in the applicable legislation. And the act in which this statement is included will be null and void before the trade register, notwithstanding the sanctions to which it is subject.

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Name of the foreigner to be hired

### ANNEX III

#### PROOF OF LACK OF CRIMINAL RECORDS

##### STATE COURTS OF JUSTICE

The National Council of Justice Internet Portal, with the links for all Brazilian State Courts of Justice: <https://www.cnj.jus.br/tribunais-estaduais/>

##### FEDERAL REGIONAL COURTS

FEDERAL REGIONAL COURT (TRF) 1ST REGION: <https://portal.trf1.jus.br/Servicos/Certidao/>

JURISDICTION: Distrito Federal, Acre, Amapá, Amazonas, Bahia, Goiás, Maranhão, Mato Grosso, Pará, Piauí, Rondônia, Roraima and Tocantins

FEDERAL REGIONAL COURT (TRF) 2ND REGION: <http://portal.trf2.jus.br/certidao/>

JURISDICTION: Rio de Janeiro and Espírito Santo

FEDERAL REGIONAL COURT (TRF) 3RD REGION: <http://web.trf3.jus.br/certidao/Certidao>

JURISDICTION: São Paulo and Mato Grosso do Sul

FEDERAL REGIONAL COURT (TRF) 4TH REGION: <https://www2.trf4.jus.br/trf4/processos/certidao/index.php>

JURISDICTION: Paraná, Santa Catarina and Rio Grande de Sul

FEDERAL REGIONAL COURT (TRF) 5TH REGION: <https://www4.trf5.jus.br/certidoes/>

JURISDICTION: Alagoas, Ceará, Paraíba, Pernambuco, Rio Grande do Norte, and Sergipe.

FEDERAL REGIONAL COURT (TRF) 6TH REGION: <https://portal.trf6.jus.br/>

JURISDICTION: Minas Gerais

**BRAZILIAN FEDERAL POLICE**

Portal for issuing criminal records: <https://www.gov.br/pf/pt-br/assuntos/antecedentes-criminais>

**ANNEX IV**

**GUIDELINES FOR APPLICANTS (ESPECIALLY FOR FOREIGN APPLICANTS) AND PROCEDURES FOR RECEIVING AND AUTHENTICATING DOCUMENTS**

First of all, we emphasize the importance of PPG's follow-up and assistance to the applicant in the next steps to make the hiring process effective.

Special attention must be paid if the candidate is a foreigner, due to language barriers and unfamiliarity with the Brazilian legislation and bureaucracy, since the candidate will have to interact with other federal agencies and departments to issue complementary documents. It is also recommended that the PPG designate a staff member to keep a closer eye on the foreign candidate and accompany him/her in bureaucratic procedures.

We recommend that the first step taken by the PPG, when starting the hiring process, is to send a welcome e-mail to the candidate, informing him or her about the additional documents and procedural requirements for signing the employment contract. In the case of foreigners, it is recommended that the e-mail also is translated into English or Spanish, depending on the candidate's nationality, emphasizing that the signing of the contract will also depend on the presentation of the visa to reside in Brazil.

Applicants should be directed to perform the following steps:

**Step 1 - Register in the SEI System as an External User**

The candidate must register in the SEI, as an external user, accessing the link: [https://sei.unb.br/sei/controlador\\_externo.php?acao=usuario\\_externo\\_logar&acao\\_origem=usuario\\_externo\\_enviar\\_cadastro&id\\_orgao\\_acesso\\_externo=0](https://sei.unb.br/sei/controlador_externo.php?acao=usuario_externo_logar&acao_origem=usuario_externo_enviar_cadastro&id_orgao_acesso_externo=0).

The release of the applicant's access to the External SEI and to the documents for his/her signature must be done by a PPG or academic unit's employee who has the External Signature Manager permission. For more information, we recommend reading the [SEI Manual](#) and the [SEI Service Charter at UnB](#).

To visualize and to electronically sign documents in SEI, it is necessary to authenticate the documentation, which will be done in person at the PPG responsible for the hiring, according to Step 5 of this step by step.

**Step 2 - Laboratory Tests**

The candidate must provide the following laboratory tests to present to the Official Health Examination Coordination (CPOS):

Biochemistry	Hematology
Uric acid	Complete blood count
Total Cholesterol / Fractions	Immunology
Creatinine	Chagas Serum Test



Gamma Glutamyl Transferase	Syphilis Serum Test / VDRL
Glucose	Urinalysis
Serum Glutamic-Oxaloacetic Transaminase	Urinalysis
Pyruvate Transaminase	
Urea	
Triglycerides	
Blood typing	

Laboratory tests can be done in any laboratory, according to the applicant's preference, without the need to be in Brasilia. However, in the case of foreigners, it should be done in Brazil and in Portuguese language for presenting at the admissions exam.

### Step 3 - Scheduling and attending the medical examination at the HUB

The candidate must schedule an appointment to perform the admission examination at the Official Health Examination Coordination (CPOS), located at the Hospital Universitário, Ambulatório II, Asa Norte, by calling 3107-3711 or 2028-5516, or by the e-mail [dgpdsa@unb.br](mailto:dgpdsa@unb.br). On the day of the examination, the candidate needs to take the results of the laboratory tests.

The **ASO - Occupational Health Certificate**, which will be added via SEI to the candidate's file by CPROV, will be issued during the examination (a physical copy of this document is not given to the candidate). When requesting the hiring, the unit must inform in the hiring process, via note, the date of the medical examination appointment so that CPROV can follow the progress and later include the ASO.

It is emphasized that the hiring will only be effective after the medical examination has been carried out.

### Step 4 - Sending Complementary Documentation and Forms by e-mail

The applicant must fill out the Form Set, in Word format, which is available on the link <http://concursos.unb.br/index.php/orientacoes-candidatos-temporarios#etapa-3-envio-de-documentacao-e-formularios-por-e-mail> (menu Docents - Temporary - Guidelines for applicants).

They must also fill out the [Nepotism Statement](#), in compliance with the Decree N. 7.203/2010 and the Integrity Plan of the University of Brasilia (UnB), and the Proof of Position (non-)Accumulation.

Next, you must scan all the required additional personal documents and save them in a single file in PDF format. This file must be included in the SEI process as an external document in the format "scanned in this Unit", conference type "Administrative certified copy". Next, the staff responsible must authenticate the document inserted, in the "Authenticate Document" option on SEI top menu.

In the case of Brazilian applicants and foreigners with permanent residence in Brazil, the documentation required is indicated in the table in item 2.1. In the case of foreign applicants who require a residence visa, the documents listed below must be provided and saved in a single PDF file:

#### MANDATORY DOCUMENTS FOR HIRING:

1. Individual Taxpayer's Registry - CPF - If the foreign candidate does not have one, the enrollment can be requested on the website of the Brazilian Federal Revenue Service - RFB (click [here](#)) or at a branch of the Banco do Brasil, which is one of the agents accredited by the RFB to provide CPF services;
2. PIS/PASEP number - The request for the PIS/PASEP number will be made at a Caixa Econômica Federal branch;
3. Proof of address - In the case of foreigners who still have no permanent residence, they need to sign a statement with a temporary address.

**NOT REQUIRED DOCUMENTS** (it is advisable to present them in order to register family members, spouse or partner in the visiting professor's employment file, and they can be presented after signing the contract at the Help Desk Coordination - COATE of the DGP):

4. Marriage Certificate or Record of Divorce or Certificate of Stable Union.
  - **NOTE:** When presenting the Marriage Certificate, the candidate must also present the Passport and CPF of the spouse or partner;
5. For the registration of dependent children/stepchildren: Passport and CPF;
6. For the registration of dependent father/mother/stepfather/stepmother: Passport and CPF;

If it is necessary to update the registration after signing the contract, the visiting professor should contact COATE.

Both files (the form set in Word and the personal documents scanned and saved in PDF) must be sent to the institutional e-mail address of the Graduate Program responsible for the hiring, indicated in the convocation e-mail. We ask the candidate, when forwarding the e-mail, to insert in the field "SUBJECT" Name (according to the final result announcement) - DOCUMENTS FOR HIRING.

It is worth mentioning that the documentation delivery can also be done directly to the Graduate Program, in person, by the foreign candidate himself/herself or by a legal attorney.

#### **Step 5 - Presentation of the ORIGINAL DOCUMENTATION at the PPG (in case the documentation was sent by e-mail)**

After the examination at the HUB and sending the documentation by e-mail (steps 3 and 4), the candidate must make an appointment to present the personal documents originals at the respective Department or Graduate Program, in order to have the documentation authenticated.

If the candidate is unable to appear to present the documentation, it can be delivered by a third party, through power of attorney.

#### **EFFECTIVE START OF ACTIVITIES**

After the presentation and authentication of the required documentation, the PPG must inform CPROV about the beginning of the effective start of the activities by the visiting professor or foreign visiting professor and researcher, by means of a note, containing the date and time of attendance.

Once the listed requirements have been met, CPROV will publish the effective hiring on the website of the Office of the Dean of People Management, at the electronic address <http://concursos.unb.br/index.php/temporarios> in the area corresponding to the opening of the call.

It is important to clarify and reiterate that the financial effects will only begin to count from the date the Visiting Professor and Visiting Foreign Researcher report for duty at the PPG, after all the hiring steps have been completed.



This document was electronically signed by **Maria do Socorro Mendes Gomes, Dean of People Management**, on May 9, 2023, at 11:17, Brasília official time, based on Rector's Ordinance n. 0003/2016 of the Universidade de Brasília.



The authenticity of this document can be checked on [http://sei.unb.br/sei/controlador\\_externo.php?acao=documento\\_conferir&id\\_orgao\\_acesso\\_externo=0](http://sei.unb.br/sei/controlador_externo.php?acao=documento_conferir&id_orgao_acesso_externo=0), with the verification code (código verificador) **9557366** and CRC code (código CRC) **0F5FDDFB**.

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**Reference:** Process n. 23106.038855/2023-25

**Dou fé a esta tradução nos termos da alínea a) do inciso II do Parágrafo Único do Art. 26 e do inciso III do § 1º do Art. 27 da Lei n. 14.195, de 26 de agosto de 2021.**



Documento assinado eletronicamente por **Leonardo Freitas de Souza Martins, Tradutor(a) e Intérprete da Secretaria de Assuntos Internacionais**, em 12/06/2023, às 09:06, conforme horário oficial de Brasília, com fundamento na Instrução da Reitoria 0003/2016 da Universidade de Brasília.



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