

# BRAZIL VISA APPLICATION

VISA TYPE	Student	TRAVELER NATIONALITY	United States of America
ALLOWED ENTRIES	Multiple Entries	STATE OF RESIDENCE	Maryland
VALIDITY	Consulate Decides Validity	ACCOUNT NUMBER	401910

## WE ARE HERE TO HELP, EVERY STEP OF THE WAY.

This application kit guides you easily and efficiently through the steps to get your visa. Review the requirements, gather your documents and complete the necessary forms. Then ship your materials to us using the enclosed FedEx label. We will review your documents and work with you to fix any errors. Then we will hand-deliver them to the consulate and return your passport to you after your visa is issued.

We understand the visa process can be overwhelming which is why we offer a number of solutions to make it simpler. With Digital Photo Service take your photo from the convenience of your home or office. Using our Document Preparation Service means that you have the peace of mind to know your visa application is complete and accurate. Our Embassy Registration Service notifies the US Embassy in your destination that you'll be in country, a recommendation from the US State Department. To those looking for a bit more assistance we offer the convenience and certainty of our Concierge Service, our highest level of one-to-one customized service. Look for more information on these services in the following pages. To get started:

- 1 Review the requirements to apply for your visa.
- 2 Gather your documents and complete the required forms.
- 3 Ship your documents to our office using the enclosed FedEx label.



## USE OUR CONCIERGE SERVICE

Too busy to manage your visa request? A Travisa Concierge specialist will manage the entire process from start to finish, providing the expertise necessary to ensure your request is approved as quickly as possible. Experience the convenience and certainty of the Concierge Service, our highest level of one-to-one, customized service.

CONTACT US 844-869-0098

Gather and prepare the following documents for the Brazil visa. Then ship your materials to us using the enclosed FedEx label. Your passport and all original materials will be returned to you with your visa.

- |                             |                                |                                |
|-----------------------------|--------------------------------|--------------------------------|
| ▪ PASSPORT                  | ▪ PHOTOGRAPH(S)                | ▪ PROOF OF TRAVEL ARRANGEMENTS |
| ▪ FBI CLEARANCE             | ▪ LETTER OF ACCEPTANCE         | ▪ PROOF OF REGISTER            |
| ▪ PROOF OF SUFFICIENT FUNDS | ▪ PROOF OF STATE RESIDENCY     | ▪ BRAZIL APPLICATION           |
| ▪ TRAVISA ORDER FORM        | ▪ DOCUMENT PREPARATION SERVICE |                                |

#### IMPORTANT INFORMATION

##### CONSULAR CLOSINGS

The Consulate of Brazil is closed May 29th, 2017



### PASSPORT

You must provide your actual signed passport, including one copy of the personal information page of your passport. Your passport must:

- Be valid for the next six months
- Have at least one blank visa page (amendments and endorsement pages cannot be used to fulfill this requirement)
- Not be frayed, torn, separating, or altered in any other way

If your passport does not meet these requirements, please contact Travia at 877-876-3266 for further details.



### PHOTOGRAPH(S)

You must provide photographs. Upload your photo and we will print it to the exact specifications required for this visa. Follow <http://visas.travisa.com/photo-service> to upload your photo.

Alternatively, you may provide two color, passport-type photographs that meets the following strict criteria: be taken within the last three months against an all-white background and printed on high-quality photo paper; be identical; be two inches by two inches; provide the full frontal view of your head with your face centered in the middle and displaying a neutral (non-smiling) expression. You may not wear eyeglasses or headwear except for religious purposes. Your photo should not be affixed to your application and the photograph may not display evidence of adhesive tape or staples.



### BRAZIL APPLICATION

The Consulate of Brazil requires a visa application completed online, found at <https://scedv.serpro.gov.br/>. Click the United Kingdom flag to access an English language form. Your completed application must:

- Include answers for all fields, including the names of the applicant's parents
- Include your name as it appears in your passport
- Include your designated code number which will be issued at the end of the online application process
- Include your signature as it appears in your passport
- Be submitted to the consulate within 30 days of completion
- Be signed inside the LARGE BOX found directly below the place of birth field
- Be printed and included in your completed Travia Application Kit

HAVE QUESTIONS? We understand the visa process can be overwhelming.  
We are here to help. Call 877-876-3266 or email us at [customerservice@travisa.com](mailto:customerservice@travisa.com)

**travisa**  
When You Need It Fast!™

Travisa provides a guide to assist you in completing the application. To access the guide follow this link: <http://visas.travisa.com/forms.php?formname=BrazilBusinessGuide.pdf> or type the address into your browser.

The Brazil Consulate also requires that your application, signature, and all documentation be submitted electronically in advance of Travisa delivering your complete visa application and materials to the consulate. Travisa will upload these materials for you. A fee of \$30.00 applies for this service.



## PROOF OF TRAVEL ARRANGEMENTS

You must provide proof of travel arrangements for the duration of your trip. Details of your intended arrangements must:

- Include a copy of an itinerary or e-ticket that displays your round trip travel and entry and exit dates for your destination
- Show the traveler's full name (as printed in his or her passport)



## TRAVISA ORDER FORM

Provide the Travisa Order Form included in this kit.



## FBI CLEARANCE

Note: Applicants 18 years or older only.

You must provide an FBI Clearance. The Clearance must:

- Be issued within the last 60 days
- List the applicant's full name, address, and the last four digits of their social security number
- Certify absence of criminal record
- Be legalized by the Consulate of Brazil

You should obtain your FBI clearance from a reliable provider. Travisa recommends National Background Check, Inc., [www.nationalbackgroundcheck.com](http://www.nationalbackgroundcheck.com), (877) 932-2435.



## LETTER OF ACCEPTANCE

You must provide your Letter of Acceptance from the academic institution of study in Brazil. The letter must:

- Indicate your acceptance to the institution for study
- State the length of the study
- Be notarized by a notary public in Brazil



## PROOF OF REGISTER

You must provide the Proof of Registry of your academic institution in Brazil. The proof of registry must:

- Indicate that the institution is registered with the Ministry of Education in Brazil
- Be notarized by a notary public in Brazil



## PROOF OF SUFFICIENT FUNDS

- Original or notarized bank statements; or a letter from the sponsoring institution assuring grant, scholarship, or allowance
- Evidence of at least R\$ 2,000 (two thousand reais) per month for length of stay in Brazil



## PROOF OF STATE RESIDENCY

You must provide one of the two documents below as proof of residency. The address indicated on the document you provide will generally determine which consulate should receive your visa application.

- A copy of your driver's license or a government-issued ID displaying the address that you will provide on your visa application  
OR
- A utility bill that displays your name and the address that you will provide on your visa application (electric, gas, and water bills are generally acceptable; phone and cell phone bills are NOT acceptable)



## DOCUMENT PREPARATION SERVICE

The Consulate of Brazil requires a visa application be completed online. Make sure your documentation is accurately prepared. Simply provide answers to all of the fields in the optional Document Preparation Service form and a senior Trivisa Specialist will work with you to ensure the required documents are prepared quickly according to government and consular requirements. Once your application is complete, we will return it to you via a secure and encrypted email keeping your personal information safe.

## THIS MAY PERTAIN TO YOU

## MINOR APPLICANTS

- Minors under the age of 18 must submit the following documents:
  - Copy of Birth Certificate
  - Notarized Minor Consent form provided below
  - A notarized letter of consent from both parents or legal guardian

If the child has legal guardians, the guardians must provide a notarized legal proof of guardianship.

## URGENT APPLICATIONS

- If you have an urgent visa application that carries a tight deadline, Trivisa can help you to save valuable time and avoid expensive delays. A Trivisa expert will review all of your documents to certify your application is accurate, complete and ready for submission. We will contact you personally to quickly handle any mistakes ensuring your application is submitted correctly. Visit <http://visas.trivisa.com/visa-pre-check-service> to learn more about this service.

# DIGITAL PHOTO SERVICE

A photo is required for your visa application. Upload your photo now.

## OUR DIGITAL PHOTO SERVICE IS SIMPLE: SNAP. CLICK. THAT'S IT.

Acceptable photos are required to apply for your visa. Our photo service is the way to certify that your photos are acceptable for consular submission.

- ▶ Snap a photo ensuring it adheres to the following guidelines:
  - Taken recently within the last 6 months
  - Neutral expression, no glasses, hats, uniforms or head covering except for religious purposes.
  - In color, free of shadows against an all white background.
  - Looking directly into camera facing forward head straight.
- ▶ Navigate to (or click on) <http://visas.travisa.com/photo-service> to submit your photo.

Our Photo Service is the way to certify that your photos are acceptable for consular submission. A service fee of \$10.00 per traveler applies.

### EXAMPLES & COMPOSITION TEMPLATE

Review our photo examples and composition template for guidance on submitting an acceptable photo.

#### Positioning And Pose

- Face the camera directly, head straight
- Neutral expression with eyes open, mouth closed, and ears visible
- Photo should be recent, within the last 6 months

#### Background And Lighting

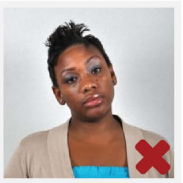
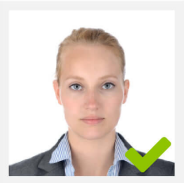
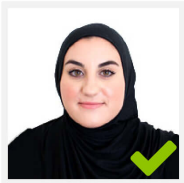
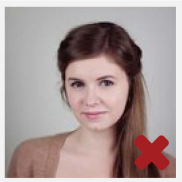
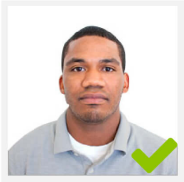
- Taken against a white background, wearing non-white clothing
- In color, with no background light or shadows

#### Glasses, Jewelry, and Head Coverings

- Do not wear eyeglasses
- Do not wear jewelry
- Head covering may be worn for religious purposes only and may not obscure any facial features

#### File Requirements

- Submit the actual image, generally 1MB or more, not to exceed 15 MB
- Format may be either 'jpg', 'jpeg', 'gif', or 'png'



# DOCUMENT CHECKLIST

Preferred Visa and Passport Provider  
University of Maryland

Use this checklist to ensure you have included all materials.

USE THE FEDEX LABEL TO SEND YOUR DOCUMENTS TO:

Travisa  
4301 Connecticut Avenue NW  
Suite 250  
Washington, DC 20008

INCLUDE ALL ITEMS BELOW FOR YOUR BRAZIL VISA:

- ☐ Passport
- ☐ Upload Your Photos at <http://visas.travisa.com/photo-service> or provide photographs
- ☐ Proof of Travel Arrangements
- ☐ FBI Clearance
- ☐ Letter of Acceptance
- ☐ Proof of Register
- ☐ Proof of Sufficient Funds
- ☐ Proof of Residency
- ☐ Brazil Application Form
- ☐ Travisa Order Form

Visa processing is time-sensitive.  
Use the FedEx label to ensure a fast, easy, and secure delivery

ORIGIN ID:PIZA (703) 903-1400

SHIP DATE: 12MAY17  
ACTWGT: 1.00 LB  
CAD: 102472778/MSX2500

TRAVISIA  
1600 INTERNATIONAL DRIVE  
SUITE 600  
MCLEAN VA 22102  
UNITED STATES US

BILL SENDER

TO **INBOUND SHIPPING LABEL**  
**TRAVISIA**  
**4301 CONNECTICUT AVENUE NW**  
**SUITE 250**  
**WASHINGTON DC 20008**

(800) 929-2428  
INV: TRAVISIA  
PO: TRAVISIA

REF: TRAVISIA  
DEPT:

546J1/8734/53C1



REL#  
3785346

TRK#  
0201 7865 5156 8363

MON - 15 MAY 10:30A  
PRIORITY OVERNIGHT

SA ZRZA  
DC-US IAD 20008



University of Maryland

Fold on the dotted line

401910

Use This Convenient Single-Use FedEx Label to Submit Your Documents to Trativa. It's easy, fast, and secure.

Verify that you have completed, signed and included all the documents on the checklist

Enclose your documents in a 9 by 12 inch envelope or other secure package

Attach the FedEx label to the package

Drop your package at an authorized FedEx shipping location. Find one at [fedex/locate](https://www.fedex.com/locate)

Track using number 786551568363 at [fedex.com/fedextrack](https://www.fedex.com/fedextrack). Retain this number for your records and tracking

NEXT DAY  
10:30AM

Using the below label ensures that your application receives standard overnight shipping and will reach us by 10:30 a.m. the next morning

WHEN WILL MY DOCUMENTS REACH Trativa?

Using this label ensures that your application receives standard overnight shipping and will reach us by 10:30 a.m. the next morning. If your documents need to reach our office before 8:00 a.m., do not use this label. Call our Customer Care center at 877-876-3266 to obtain a First Overnight shipping label. Additional fees may apply if you are shipping from Alaska, Hawaii, or Puerto Rico



**CONSULATE GENERAL OF BRAZIL IN WASHINGTON**  
**Visa Department**

1030 15<sup>th</sup> St NW  
 Washington, DC, 20005  
[visa@consbrasdc.org](mailto:visa@consbrasdc.org)

**AUTHORIZATION FOR ISSUANCE OF BRAZILIAN VISA FOR MINOR**  
**AUTORIZACIÓN PARA LA EMISIÓN DE VISA PARA MENORES**

We authorize the issuance of a Brazilian Visa for the following minor  
*Se autoriza la emisión de una Visa de Brasil para el/la siguiente menor*

**1 - MINOR IDENTIFICATION IDENTIFICACIÓN DEL/ DE LA MENOR**

**Full Name** *Nombre y apellidos*

**Place Of Birth (City, State, Country)**

*Lugar de Nacimiento (Ciudad, Estado, País)*

**Date of Birth** *Fecha De Nacimiento*

**Day** *Día*

**Month** *Mes*

**Year** *Año*

**Passport Information**

**Issued by (Country and Issuing Office)**

**Issued on** *Fecha de Emisión*

**Number** *Número*

*EXPEDIDO POR (País y la Autoridad Expedidora)*

**Day** *Día*

**Month** *Mes*

**Year** *Año*

**2 – PARENTS INFORMATION INFORMACIÓN DE LOS PADRES**

**Father's Full Name** *Nombre completo del padre*

**Mother's Full Name** *Nombre completo de la Madre*

**Passport or ID** *Pasaporte o documento de identidad*

**Number** *Número*

**Issued on** *Fecha de Emisión*

**Day** *Día*

**Month** *Mes*

**Year** *Año*

**Passport or ID** *Pasaporte o documento de identidad*

**Number** *Número*

**Issued on** *Fecha de Emisión*

**Day** *Día*

**Month** *Mes*

**Year** *Año*

**Issued by (Issuing Office)**

*EXPEDIDO POR (Autoridad Expedidora)*

**Country of Birth**

*País de Nacimiento*

**Issued by (Issuing Office)**

*EXPEDIDO POR (Autoridad Expedidora)*

**Country of Birth**

*País de Nacimiento*

**3 – FORMAL STATEMENT DECLARACIÓN FORMAL**

We declare that the above information is true and accurate

*Declaramos que la información anterior es verdadera y exacta*

**Place** *Local*

**Date** *Fecha*

**Day** *Día*

**Month** *Mes*

**Year** *Año*

**Place** *Local*

**Date** *Fecha*

**Day** *Día*

**Month** *Mes*

**Year** *Año*

**Father's Signature** *Firma del Padre*

**Mother's Signature** *Firma de la Madre*

**4 – NOTARY'S CERTIFICATION: Parents or legal must have their signatures recognized by Notary Public before submitting a visa application to this Consulate.**

**CERTIFICACIÓN DE NOTARIO:** Los padres o tutores legales deben tener su firma reconocida por el Notario Público antes de presentar una solicitud de visado de este Consulado

**NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT FOR FATHER'S SIGNATURE**

State of \_\_\_\_\_ County of \_\_\_\_\_

On \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, before me personally appeared \_\_\_\_\_,

☐ personally known to me -- OR --  
☐ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument. **WITNESS my hand and official seal.**

(Notary's signature, stamp and commission expiration)

FOR NOTARY PUBLIC USE ONLY

**NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT FOR MOTHER'S SIGNATURE**

State of \_\_\_\_\_ County of \_\_\_\_\_

On \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, before me personally appeared \_\_\_\_\_,

☐ personally known to me -- OR --  
☐ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument. **WITNESS my hand and official seal.**

(Notary's signature, stamp and commission expiration)

**Note:** 1) It is mandatory to add the original birth certificate or its notarized/certified copy on minor's visa applications.  
 2) Children of Brazilian nationals must additionally present a declaration of non-citizenship.



The U.S. State Department recommends U.S. citizens register with the U.S. Embassy(s) in the countries they plan to visit. Feel more secure about your international travels by having us register your trip with the U.S. Department of State. Registration notifies the U.S. Embassy in each country of your travel plans and enrolls you in the State Department travel advisory and warnings program.

Complete the questions below and submit this form along with all of your other visa application documents. A low cost of just \$20.00 per traveler covers enrollment for an unlimited number of destinations. Once you submit the form, you will receive a response within 24 hours, Monday through Friday.

## DESTINATION INFORMATION

COUNTRY	DATE OF ENTRY	mm/dd/yyyy	DATE EXIT	mm/dd/yyyy	ADDRESS TYPE	School
					Home	Work
COUNTRY CONTACT NAME	Ex. Hotel Name	STREET ADDRESS OR PHONE			Hotel	Other

COUNTRY #2 (if applicable)	DATE OF ENTRY	mm/dd/yyyy	DATE EXIT	mm/dd/yyyy	ADDRESS TYPE	School
					Home	Work
COUNTRY CONTACT NAME	Ex. Hotel Name	STREET ADDRESS OR PHONE			Hotel	Other

COUNTRY #3 (if applicable)	DATE OF ENTRY	mm/dd/yyyy	DATE EXIT	mm/dd/yyyy	ADDRESS TYPE	School
					Home	Work
COUNTRY CONTACT NAME	Ex. Hotel Name	STREET ADDRESS OR PHONE			Hotel	Other

## PERSONAL INFORMATION

NAME	As printed on your passport	DATE OF BIRTH	mm/dd/yyyy	PHONE NUMBER	EMAIL ADDRESS
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STREET ADDRESS	CITY	STATE	ZIP CODE
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PASSPORT #	DATE OF ISSUE	mm/dd/yyyy	DATE OF EXPIRY	mm/dd/yyyy
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## PAYMENT METHOD

NAME ON CARD	CARD NUMBER	EXP. DATE	mm/yyyy
--------------	-------------	-----------	---------

SIGNATURE	BILLING REFERENCE / TRAVEL AGENT
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Have you completed all the questions? Incomplete responses may require us to contact you. After registration you will receive an email invoice. You will also receive an email from the Department of State indicating your enrollment in its travel alert program.

# TRAVISA ORDER FORM

Account Number: 401910

## CONTACT INFORMATION

Whom should we contact regarding this order?

NAME

PHONE NUMBER

EMAIL ADDRESS

## WHAT DATE DO YOU NEED YOUR PASSPORT BACK?

MM/DD/YYYY

Your passport is returned with your completed Visa.

## FAST TRACK MY VISA?

YES

NO

Process my request as quickly as possible.

Additional consular and CIBT rush or emergency service fees may apply. This service applies to visa orders only. Not available for all destinations

## TRAVELER INFORMATION

More than 3 travelers on this order? Provide name, date of birth, phone and email on another piece of paper.

NAME

As printed on your Passport

DATE OF BIRTH

MM/DD/YYYY

PHONE NUMBER

EMAIL ADDRESS

## LIST COUNTRIES REQUIRING VISAS

COUNTRY	ENTRY DATE	EXIT DATE	VISA TYPE	ex., Tourist, Business, Work, etc.	# OF ENTRIES
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## PASSPORT SERVICES

Check All That Apply

First Time Passport

Passport Renewal

2nd Passport

Passport Card

Get a passport card with your passport request. The wallet sized passport card can be used to enter the US from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. The fee is \$40 and carries the same validity as your passport.

## VISA SCAN

Visa Scan offers peace of mind to travel securely. We archive a digital copy of your visa online so you have instant access 24/7 from anywhere in the world in the event your passport is lost, stolen or damaged. Fee \$15.

YES

NO

## SELECT A DELIVERY METHOD

UPS Next  
Day Air

Same Day or  
Courier

Pick up at  
our Office

FedEx  
8 am

Select One

FedEx  
Overnight

If a Fedex Delivery Option is chosen, do you wish to include FedEx Declared Value : Insure your FedEx package up to \$500 for an additional \$7.50.

YES

NO

## YOUR SHIPPING ADDRESS

NAME

COMPANY NAME

If Applicable

PHONE NUMBER

STREET ADDRESS

CITY

STATE

ZIP CODE

DELIVER WITH SIGNATURE

DELIVER WITHOUT SIGNATURE

## PAYMENT METHOD

NAME ON CARD

CARD NUMBER

EXP. DATE

mm/yyyy

SIGNATURE

US Passport Holders: Travisa highly recommends protecting your passport for replacement in case it is lost or stolen. Check the box to decline this \$25.00 service. Please visit <http://visas.travisa.com/passport-replacement-service> for coverage details.

By signing above you also acknowledge that all orders cancelled prior to submission to the appropriate government agency will be assessed standard processing fees.

Complete your order online at <http://visas.travisa.com>. It's fast, easy, and secure. Record your account code (at top right) and click "Start Order" after your visa search. Orders using this form are subject to additional processing time and a \$22.00 fee.

## PROCESSING TIMES

The fastest processing time available is 7 business days after your application is submitted to the consulate. Remember that consulates can experience delays and may request additional support documents that can lengthen processing times. Requests that require immediate submission must be received before 8am and will be assessed a same day processing fee. Processing will begin the next day for requests received after 8am.

## TRAVISA SERVICE FEES

The following prices are Travia professional services per visa or passport request. Service fees are charged per item. Final cost is determined by the number of business days allowed for processing and the services required to complete your order. Visit <http://visas.travisa.com/service-fees> for a complete list of fees. Our service fees are: Standard (8 business days or longer) \$43.00; Rush Surcharge (4-7 business days processing) \$40.00

## CONSULAR FEES

In addition to Travia's service fees, consular processing fees are included in the cost of your visa application. The consulate fees are inclusive of a visa application fee when applicable. Travia submits payment for your application to the appropriate consulate on your behalf. A 5.7% processing fee is assessed on government fees when they are paid by Travia. A \$12.99 fee per traveler is applied when Travia is required by a consulate to pay consular fees by money order. The fees for consular processing services are as follows:

► Brazil	
7 Business Days	\$160.00
► Brazil Upload Fee	\$30.00

## SHIPPING TO TRAVISA

Use the included FedEx label to ensure timely processing. Travia recommends that items be sent via FedEx, UPS, or other secure and traceable delivery service. If your completed visa application must be submitted on the day it is received then it must arrive in our office by 8 a.m. and will require a first overnight label. Call our Customer Care Center at 877-876-3266 to obtain this label.

## RETURN SHIPPING

For full details of our shipping methods and rates visit <http://visas.travisa.com/service-fees>. We will return your documents to you via the secure and traceable overnight service you or your organization selects.

## TERMS & CONDITIONS

By submitting this order I agree to the Travia Terms and Conditions. For more information follow this link: <http://visas.travisa.com/terms-of-use>