



**Ministério da Educação
Universidade Federal do Ceará
Pró-Reitoria de Gestão de Pessoas**

DOCUMENTATION FOR THE RECRUITMENT OF FOREIGN VISITING PROFESSORS

STAGE 1: Anticipated residence authorization – Ministry of Justice and Public Security

To obtain legal employment status in Brazil (at the Federal University of Ceará), foreign professors must request an anticipated residence authorization (*autorização de residência prévia*) from the Ministry of Justice and Public Safety (*Ministério da Justiça e Segurança Pública*). The process is initiated by forwarding the documentation below to dicon.progep@ufc.br, at the Division of Tendering and Recruitment (*Divisão de Concursos e Provimento – DICON*):

- 1.1. One passport copy (section with photograph);
- 1.2. A payment receipt for BRL 168.13, concerning processing fees and the appraisal of the residence authorization request (to be collected via a Payment Collection Form (*Guia de Recolhimento da União – GRU*), issued by DICON and paid by the interested party);
- 1.3. [An additional information form.](#)

Note: After the residence authorization has been published in the Federal Official Gazette (*Diário Oficial da União – DOU*), prospective foreign faculty must then obtain a visa at any Brazilian consulate in a country of their choice.

STAGE 2: Document submission at DICON

Report to the Division of Tendering and Recruitment – **DICON/PROGEP**, at Rua Paulino Nogueira, nº 315, Bloco II, altos, telephone number +55 85 3366 7407 / +55 85 3366 7868, from Monday through Friday, from 9 a.m. to 11 p.m., and from 2 p.m. to 4 p.m. and present the following documentation:

- 2.1. One copy of your **work visa**;
- 2.2. One copy of your **Undergraduate Degree**;
- 2.3. The original and a copy of your **Graduate Degree(s) or Diploma(s)** (*must* have an affixed Hague apostille. All diplomas/degrees need to be duly accredited by Brazilian authorities or have an affixed **declaration of equivalence** issued by the Office of the Vice Provost for Research and Graduate Studies - *Pró-Reitoria de Pesquisa e Pós-Graduação – PRPPG/UFC*);
- 2.4. A [Tax Information Authorization](#) (*autorização de acesso à Declaração de Imposto de Renda*);
- 2.5. An Occupational Health Certificate issued by an occupational physician and provided by the candidate himself;



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Forms:

- a) [Personal Information](#)
- b) [Registration of Degree Levels and Qualifications](#)
- c) Declaration of unemployment insurance

Note: In case you do not have a PASEP number, you need to file for one with Banco do Brasil after completing a form given to you by DICON upon hiring.

STAGE 3: Document Submission for Accumulation of Positions (*Acumulação de Cargos*)

After submitting your documentation to DICON, you should report to the Civil Servant Relationship Center at PROGEP (*Central de Relacionamento* – Phone no.: +55 85 3366 7395, email address: css.progep@ufc.br, Rua Paulino Nogueira, nº 315, Bloco I, térreo) and initiate the process called “accumulation of positions” by tendering the documents below:

- 3.1. [Declaration of Accumulation of Positions, Employments, Duties, Salaries and Private-Sector Activities](#); -
- 3.2. One copy of the Federal Gazette where the selection results have been published.
- 3.3. Any and all candidates must obtain a **certificate** evincing their employment status in regard to the accumulation of positions, employments and/or any other duties with the **Government of the State of Ceará** at: www.seplag.ce.gov.br, section “*Serviços*” – Certificate of Accumulation of Positions (*certidão de acumulação de cargos*);
- 3.4. Any and all candidates must obtain a **statement** evincing their employment status in regard to the accumulation of positions, employments and/or any other duties with the **City of Fortaleza**, at: <http://vinculo.sepog.fortaleza.ce.gov.br/>; -
- 3.5. Those candidates who have been assigned to one of the branch campuses must obtain a **declaration evincing their employment status with regards to the accumulation of positions, employments and/or any other duties** with the **municipal government** of that city or town ([Sobral](#), [Quixadá](#), [Russas](#) or [Crateús](#)). -
- 3.6. One copy of the **official Brazilian employment and social security personal document (*Carteira de Trabalho e Previdência Social*)**, from the section with the photograph through page 15, even if there is no recorded information. Should there be any employment contracts recorded after page 15, please provide a copy of all of these pages through the last blank page;

IMPORTANT: Please have the original *Carteira de Trabalho* with you for verification purposes. If you have never had one issued, you need to complete a [form attesting this information](#).

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3.7. A Declaration from the Office of the Vice Provost for Research and Graduate Studies (*Pró-Reitoria de Pesquisa e Pós-Graduação – PRPPG*) stating whether or not you are the recipient of a CAPES research grant. Telephone number: +55 85 3366 9479.

3.8. If you have interests or investments in a private enterprise, either as owner or an associate, you need to present a verification report issued by the Federal Revenue Service (*Receita Federal*). This can be done by accessing that enterprise's Body of Associates and Administrators Report (*Consulta ao Quadro de Sócios e Administradores*) through the National Registry of Juridical Persons (*CNPJ*).

IMPORTANT: Law nº. 8.112/90 Article 117. Civil servants are hereby prohibited from: X – participating in the management or administration of a private enterprise, either officially registered or not, and from engaging in trading activities, unless they participate as shareholders, co-owners, or limited partners.

3.9. One copy of the ordinance promulgating your **retirement**, as published in the Federal Official Gazette, only for retired candidates.

st bear affixed Hague apostilles and they must have been translated by a Brazilian sworn public translator (Article 5. Norm