



ASSOCIAÇÃO BRASILEIRA
DE INTERCÂMBIO DE JOVENS

BRAZILIAN YOUTH EXCHANGE ASSOCIATION



Como montar o kit de documentos para o intercambista Inbound (atualizado fev. 2025)

Abaixo a lista de **DOCUMENTOS OBRIGATÓRIOS** a serem encaminhados ao Chair do intercambista inbound para fins de visto:

1 – DECLARAÇÃO RESPONSABILIDADE DO ROTARY (FORMULÁRIO VITEM IV): 01 cópia

2 – DECLARAÇÃO DE GARANTIA DE VAGA NA ESCOLA: 01 cópia impressa em papel timbrado da escola, com carimbo e firma reconhecida do (a) diretor (a) da escola. Verificar o modelo correto, conforme escola com bolsa/pública ou escola paga.

3 – DECLARAÇÃO RESPONSABILIDADE DOS PAIS: 01 cópia assinada pelo pai e pela mãe anfitriões, com firma reconhecida dos dois e cópia dos documentos de identidade.

4 – Cópia autenticada da ata de posse da Diretoria Atual e do CNPJ do Clube Anfitrião (CNPJ retirado do site da RF, não requer autenticação)

5 – GUARANTEE FORM em inglês: 01 cópia original assinada e com firmas reconhecidas. Preencher conforme requerido com assinaturas reconhecidas em cartório. Não esquecer do carimbo da escola ou selo oficial no campo correspondente, bem como da data de início das aulas.

(C) SCHOOLING GUARANTEE
<i>(To be completed by the school the applicant will attend ; activities not a part of the normal curriculum must be paid</i>
Name of School
Address - Street
Affix School's Stamp or Official Seal

- Todas as assinaturas devem ser feitas com **caneta azul** e podem ser reconhecidas “por semelhança”, o que quer dizer que basta ir ao cartório onde as pessoas tenham seus cadastros de assinatura e o tabelião reconhece por comparação ao cadastro. Não é necessário que cada pessoa compareça ao cartório para reconhecimento “por autenticidade”, ou seja, assinatura na presença do tabelião.

breve e mandam as instruções em documento separado. Em anexo a este material, alguns modelos de cartas de boas vindas gentilmente cedidos por alguns Distritos.

Os modelos compartilhados são apenas referências e não há intenção que o Brasil todo adote um modelo único, sob pena de parecer impessoal e perdermos a riqueza da diversidade, tão característica do nosso país.

ATENÇÃO! Aos Distritos que fazem constar o prazo para requerer a Carteira de Registro Nacional Migratório na Polícia Federal, atualizem seus materiais sobre o prazo: era de 30 dias, mas foi alterado pelo Decreto 9.199/2017. O prazo agora é de 90 dias a partir da chegada no Brasil (aeroporto de entrada). Informações sobre a CRMN e como obtê-la neste link do site da Abij: https://abij.org/wp-content/uploads/2024/01/Como-obter-a-CRMN-Policia-Federal_231228_170006.pdf

2 – AUTORIZAÇÃO PARA VIAGENS NO BRASIL: modelo em anexo a este manual. O intercambista inbound deve trazer algumas cópias assinadas pelos pais de origem.

3 – AUTORIZAÇÃO DE VIAGENS PARA MENORES DE 18 ANOS: (01 cópia) - deve ser preenchido pelo intercambista e família de origem. Esta é uma providência dos pais de origem para que seu filho possa viajar desacompanhado, assim como os nossos OUTBOUNDS também precisam se atentar. Formulário para os INBOUNDS neste link do site da Abij: <https://abij.org/wp-content/uploads/2024/04/Autorizacao-para-menor-estrangeiro-viajar-ao-Brasil.pdf>

Tivemos relatos de problemas com inbounds menores de 16 anos, no trecho interno a partir da entrada no Brasil para a cidade de destino final nos Distritos. As companhias têm políticas diferentes, sujeitas a alterações. Se você tiver um inbound que chegará ao Brasil antes de completar 16 anos, deve verificar junto à companhia que fará o trecho interno para evitar contratempos ou que o menor seja impedido de embarcar.

AZUL: <https://www.voeazul.com.br/br/pt/sobreazul/para-a-sua-viagem/menor-desacompanhado/voos-nacionais>

GOL: <https://www.voegol.com.br/informacoes/informacoes-para-viagens-com-bebes-e-menores-de-idade>

LATAM: <https://www.latamairlines.com/br/pt/central-ajuda/perguntas/necessidades-especiais/menor-desacompanhado-avion/requisitos-viagem>

4 – AUTORIZAÇÃO PARA ESTADIA EM HOTEL PARA MENORES DE 18 ANOS: ECA, art. 82 - *É proibida a hospedagem de criança ou adolescente em hotel, motel, pensão ou estabelecimento congênere, salvo se autorizado ou acompanhado pelos pais ou responsável.*

5 - IMPORTANT TIPS/INFORMATION SHEET: modelo em anexo a este manual. Alguns distritos acrescentam este documento com todas as informações que não constaram na carta de boas vindas, quando optam por uma carta mais breve. Recomenda-se acrescentar as regras do Distrito e solicitar que tragam assinada pelos pais de origem e pelo jovem inbound.

ATUALIZAÇÃO: FEVEREIRO/2025 – Assessoria Jurídica ABIJ 2023-2025

ANEXOS

MODELOS DE TEXTOS PARA CARTAS DE BOAS VINDAS: seguem modelos de textos, apenas para referência.

Modelo cedido gentilmente pelo Distrito 4490

TO: _____

ROTARY YOUTH EXCHANGE xx/xx
PLACEMENT IN DISTRICT 4490 – BRAZIL
Bem-vindo ao Brasil – Welcome to Brazil!

Querida _____,

It is a great pleasure to inform that Rotary Club XXX situated in the city of XXX, State Capital of XXX, has placed you in district 4490 as a Rotary Youth Exchange Student. We are looking forward to your arrival in Brazil. The city has almost one million inhabitants. The city where you will have to arrive is Teresina, your host family and us will be there at the airport waiting for you. The arrival airport is TERESINA – THE (Aeroporto Petronio Portela).

All information about the host family, club and district is in the information sheet attached. Please contact your counselor, host family and feel free to contact me or any one of the district committee chairs, SEE THE INFORMATION ON THE LEFT OF THIS LETTER, anytime.

You will need a Temporary Visa I (VITEM I) for 12 months from departure date. Visa instructions are provided, and forms enclosed. Usually, it is necessary to go to the Brazilian Embassy or Consulate for the visa to be issued, depending on the Brazilian Consular authority. Please make sure that your parents have signed all forms (some signatures are required to be notarized) so there will be no delay and the visa can be issued promptly.

Try to learn a little Portuguese prior to your arrival in Brazil, which should be July 28th. After you buy the airplane tickets, please contact us or/and your host family and send the complete itinerary by email and by the YEAH SYSTEM with your login.

It is necessary to register as a resident in Brazil at the Federal Police office, within 90 days of arrival (subject to a fine if not registered); ask your host family to help you. The documents necessary are Visa application form (used to issue visa at the Brazilian Embassy), Copy of your Passport of the guarantee form, two 3cm x 4cm pictures; the host family will pay the Registration fee.

Please let us know about your flight itinerary as soon as it is confirmed, this information should also be sent to the first host family. If there is any flight changes during your journey, or if you need assistance, please call us. In Brazil you may call collect from any public phone dialing 9+31+ (area code) xxxxx-xxxx (district Chair) or xxxxx-xxxx (XX-Inbound coordinator).

You will also need the Authorization for traveling alone issued in the Brazilian Consulate throughout your journey, including when you go back home. All forms and documents necessary for obtaining your visa are enclosed. If you want to contact me online, you may add me on Facebook or Skype. Please see our website: www.ryed4490.com.br

Kind regards,

XXX

Yep, District Chairperson

Modelo cedido gentilmente pelo Distrito 4510

Dear _____,

WELCOME TO BRAZIL. On behalf of our District 4510 Youth Exchange Committee and being its Chairperson, I would like to welcome you and give some information about the Youth Exchange Program this year.

We have hosted around 50 Long Term and 50 Short Term Exchange students in recent years. We are the only District in Brazil hosting such numbers of students. In order to improve our services, we need your help. We count on your participation here at the host Rotary Club, at your host families and host community. Bring some information about your country, school, and Rotary Club. Don't forget we would like to learn some jokes, interesting facts, or good recipes of typical food. Your music and folklore are important too and also remember to bring a typical (regional) costume, your country flag and a typical handicraft object for our District Conference fair.

We're also inviting you to join our District Conference. Our District Governor and his wife wish to celebrate it with all the exchange students showing a little bit of their countries. Our sons and daughters and the ROTEX group are going to be there to share your presentation.

We remind you that you must have health insurance according to the Rotary rules (Bought at CISI BOLDUC). If your sponsor Rotary District has its own insurance policy, you can buy your district's insurance but make sure you are bringing a complete handbook with instructions in English and Portuguese, which tell us how the participants use that insurance overseas. If you have any doubts about it, please check it with your sponsor District.

We hope to fill your exchange year with lots of good memories. Probably your host family, your Rotary Club counselor and the Youth Exchange Officer will also write to you talking about your host city. If you need further information, don't hesitate to contact us by mail, e-mail, or message through WhatsApp. Please take a look at the website of our District 4510 Youth Exchange Program, available in English at: www.yep4510.org.br

We strongly recommend you learn some Portuguese before departure. Please try to do so. It's very important to learn our language as soon as possible, in order not to miss anything here.

FOR A SAFETY AND COMFORTABLE ARRIVAL

Please note the following instructions for a safe and comfortable arrival in our district in Brazil. As GRU Airport is about 600 Km (375 Miles) away from most of the host families, our district team will organize a shuttle from GRU Airport to our area. To participate in our shuttle, paid by your host family, you must arrive as follow:

ARRIVAL

All Exchange students to our district are encouraged to arrive on the same day, so please buy your flight ticket to arrive on:

Day of the week:	
Date:	
Time:	Until 11 a.m.
Attention 1:	If your flight arrives in Brazil after 11am, please book it the day before.
Attention 2:	If you arrive in the afternoon of the day before your arrival, we will accommodate you in a hotel.
Destination:	São Paulo-Guarulhos International Airport - GRU

Make your flight reservation in advance. The date in the middle of the week has been chosen to make your international flight ticket cheaper. Please make sure you buy a round trip ticket with an open-ended or one that allows you to change your return date with low costs. This is a Rotary International mandatory rule.

On arrival at GRU airport, please wear your Rotary jacket for easy recognition as an exchange student from Rotary. After you have claimed your luggage and passed the customs authorities, you will be welcomed by Rotary members of our district.

FLIGHT INFORMATION

It is very important to upload your flight itinerary into our YEAH database. We will soon send you an email with a weblink so that you can provide us with your complete itinerary, so we can plan your reception.

VISA Enclosed we are sending the informative and Visa Papers for you to start the Visa process as soon as possible.

INSTRUCTIONAL VIDEO PROGRAM

As a long-term inbound student, you are required to take an Instructional Video Program, before coming to Brazil. It brings important information to help you get prepared for your exchange year abroad. These instructional videos were designed to best prepare you for your experience in our country. Watch the videos and answer the quizzes. You find it here the whole video program: <https://www.yep4510orientation.net.br/e-learning>

RECOMMENDATION

Read carefully the district 4510 rules sheet and return to us a signed copy as soon as possible. We are looking forward to meeting you at District 4510 in Brazil.

XXX

District 4510 Rotary Youth Exchange Program Chairman
Rotary International

Modelo cedido gentilmente pelo Distrito 4571

Dear future Inbound, XXX / District: XXX/Country

Welcome to XXX, Brazil!

It is a pleasure to tell you that you have been accepted as a Rotary Exchange Student by Rotary Club de XXX.

For one year you will be an exchange student of our Rotary District 4571. This District includes the city of Rio de Janeiro and part of Rio de Janeiro and São Paulo States. It is located in the southeast of Brazil.

Brazil is a country of 210 million inhabitants, and it is divided into 26 states and a federal district that are grouped in 5 big regions. The Southeast region is encompassed by the states of São Paulo, Rio de Janeiro, Minas Gerais, and Espírito Santo. This is an important region of the country with a lot of industries and corporations. The southeast region of Brazil is the most populous and the richest region of Brazil, with 80.3 million people, 44% of the whole Brazilian territory. The city of Rio de Janeiro is the capital of the state of Rio de Janeiro and is the second biggest city in Brazil with about 7 million people. From 1763 to 1960, Rio de Janeiro was the capital of Brazil (now the capital of Brazil is Brasília).

The International Airport in Rio de Janeiro is GIG- Tom Jobim, and São Paulo is GRU, Guarulhos, you will have to arrive in one of those, please check it in your GF - Guarantee Form. The names and addresses of your host family, counselor and the school can all be found in the Guarantee Form. Please, feel free to contact your host family as soon as you receive this letter.

Below you will find some important general information, which we kindly ask you to study carefully. But first, we want to let you know that we have high expectations of you.

ARRIVAL: Please, plan to arrive in Brazil no later than July 25th, 2023. When you arrive in Brazil, please wear your Rotary jacket when leaving the airplane as this will enable us to recognize you as a Rotary Exchange Student. When you have passed the baggage claim area and the custom authorities, you will be met by Rotary officers and/or your host family.

VISA TO BRAZIL: Please, apply for the visa to Brazil at a Brazilian consulate/embassy immediately. The necessary documents are being sent to your Chairperson, which are: Guarantee Form; Visa FRN49/00; Rotary Club documentation.

INSURANCES: Please, be sure to bring a health and general insurance valid in Brazil as well as the local phone contacts, and as soon as you have it, send us a copy. Our District does not provide any kind of insurance. Make sure you buy the following: https://www.culturalinsurance.com/rotary/rotary_plan_options.asp PLAN B.

DOCUMENTS IN BRAZIL: When you arrive in Rio, you must go to the Federal Police office to apply for your foreign ID. You must do this within 90 days of your arrival. Your host family will take you there. Please, bring the equivalent to US\$150.00 to pay for the documents.

TRAVEL RECOMMENDATIONS: Whenever possible, make sure that your luggage has been checked through to the destination airport. In most cases, customs clearance will take place at your destination. It is extremely important that you send ME all the information regarding: arrival date, flight number and a copy of your itinerary no later than July 1st, 2023. Please, start the contacts with your first host family.

EMAIL ADDRESS: Since communication by email is key in preparing and managing your stay here in Brazil, please, make sure you keep your present email address throughout the exchange year – otherwise important information might not get to you.

PORTUGUESE LANGUAGE: We are expecting that you speak at least a few words in Portuguese when you arrive here – we understand that this will mostly be far from perfect, but you will improve your Portuguese during your stay here. As you still have some time to prepare for your exchange year, we recommend that you study the language as much as you can. AS

TRIPS IN BRAZIL: we only offer one agency xxx. This agency offers interesting tours in Brazil. (Northeast, Pantanal, Amazon, Iguazu Falls etc.). You will be contacted by them. We suggest your participation in these trips to know Brazil better. However, they are optional and at your own cost.

Kind regards,

XXX
YEP Chairperson 4571
Address: XXX
Telephone XXX
Email: XXX

Modelo cedido gentilmente pelo Distrito 4710

Dear _____

Please find the enclosed documents to apply for Brazilian student VISA:

- English version of Guarantee form
- An acceptance letter from school
- Form for Brazilian Visa
- Declaration of responsibility of host family

If you have any questions or missing any information, please contact me via email or at whatsapp . We look forward to welcoming your student to our district and will do all we can to ensure that your student will have a very successful year.

Yours in Rotary,

XXXX

Chairperson Rotary Youth Exchange - Brazil
District XXX

O modelo completo do distrito, com informações, fotos e diagramação pode ser consultada no link:
https://www.canva.com/design/DAGA11qINSo/XhoQQhfUazCwT9lMGap1ug/edit?utm_content=DAGA11qINSo&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

MODELO DE AUTORIZAÇÃO PARA VIAGENS NO BRASIL

TO WHOM IT MAY CONCERN

PERMISSION FOR ROTARY INTERNATIONAL YOUTH EXCHANGE STUDENT

_____(your name), sponsored by the Rotary Club _____ (your sponsor club) District _____ (your sponsor District) in _____ (your country), is a Rotary International Exchange Student hosted by Rotary Club _____ (your host Rotary Club) in District XXXX - Brazil during the XXXX/XX school year.

While on exchange _____ (your full name) has our permission to participate in travel that is approved by District XXX and the host Rotary Club. Such travel may include Rotary sponsored tours, travel with host families, school trips, and any other travel authorized by Rotary District XXXX or the host Rotary club.

It is understood and agreed by the students and the student's parents that neither any Rotary Club or Rotary Organization, nor the Tour Committee will be responsible for injury through mishap to any student or staff member accompanying the tour. EACH STUDENT MUST HAVE HIS OWN HEALTH & ACCIDENT INSURANCE. Moreover, any Rotary Club, Rotary Organization, and all liability for any damage, death or injury which the student might suffer while taking part in the said tour, both as to any right of action that might occur to the student or the student's relatives, executors or assign. The undersigned student and his (her) parents further agree to indemnify and save harmless any Rotary Club or Rotary Organization, and the Tour Committee from any and all claims of costs, including, but not limited to counsel fees and counsel costs that may arise any injury death damage to any student while on tour.

ACCEPTANCE OF TERMS AND PERMISSION FOR THE TRIPS

Student's Name: _____

I hereby agree with the terms above and give permission to my son/daughter to travel to all Tours for Rotary Exchange Students.

Father	Date [dd/mm/yy]
Mother	Date [dd/mm/yy]

Address: _____ Phone _____ number(s): _____
Student's e-mail address _____

Note: If parents wish to provide a previous authorization, this form should be completed and signed shortly before the student leaves home, and the student should give copies to:

- the host Club's Youth Exchange Committee;
- the District Youth Exchange Committee responsible for the student.
- The student and his or her parents should also keep a copy
- the host club.

MODELO DE IMPORTANT INFORMATION/INFORMATION SHEET

VISA: You will need a Temporary Visa for 12 months from departure date. Visa instructions are provided and forms enclosed. Usually it is necessary to go to the Brazilian Embassy or Consulate for the visa to be issued, depending on the Brazilian Consular authority. Please make sure that your parents have signed all forms (some signatures are required to be notarized) so there will be no delay and the visa can be issued promptly.

ARRIVAL AIRPORT AND DATE: The arrival airports in District xxx are in xxx Xxxx. Please contact your first host family to decide the most convenient for the two of you. Your arrival in Brazil should be between July xx to August xx, unless otherwise specified by the assigned host club. If there is not any possibility to arrange a ticket to the required airport, please contact us or/and your host family to find out about other possibilities. Our Welcome Weekend and Orientation in on xxx. Attendance is mandatory for all inbound students.

FLIGHT ITINERARY: Please let us know about your flight itinerary as soon as it is confirmed, this information should also be sent to the first host family. If there are any flight changes during your journey, or if you need assistance, please call us.

FEDERAL POLICE REGISTRATION: It is necessary to register as resident in Brazil at the Federal Police office, within 90 days of arrival (subject to a fine if not registered); ask your host family to help you. The documents necessary are: Visa application form (used to issue visa at the Brazilian Embassy), copy of your passport, copy of the guarantee form, 2 (two) 3cm x 4cm pictures. The cost is approximately 40 dollars and it is supported by XXX.

TRAVEL AUTHORIZATION: You will also need the Authorization for traveling alone issued in the Brazilian Consulate throughout your journey, including when you go back home. All forms and documents are enclosed.

EMERGENCY FUND: All students hosted by District xxx must bring with them an emergency fund of US\$xxx, which will be collected and kept by the host district. The emergency fund, if not used, will be returned to the student at the conclusion of the exchange. Most of the Insurance brought to Brazil does not have covenant agreements with our hospitals and services must be paid in cash and later required a refund from the Insurance Policy. If it is used during the year, the student's natural parents will be required to replenish the amount spent, to restore the balance to the US\$xxx level.

INSURANCE: Students must purchase the medical and liability insurance policy and send District 4740 a copy of the Policy. The insurance policies will meet the requirements of Rotary International and the Brazilian Government, and will cover the student from time of departure from home country until return. If your sponsor District does not recommend a local insurance which they know is accepted in Brazil and fully compliant with the Rotary International requirements and the policy has been approved by RI, District xxx requires the students to purchase CISI Bolduc Plan B. Find instructions at (https://www.culturalinsurance.com/rotary/rotary_plan_options.asp)

The host Rotary Club is responsible for pocket money and school scholarship. District Conference expenses are supported by District xxx. Your allowance will be equivalent to U\$ xxx as your pocket money.

ROTARY MEETINGS: The students are encouraged to attend as many meetings of their Rotary Club as possible. Whenever Rotary functions conflict with the students' personal arrangements, the student must give preference to the Rotary function.

Podem ser acrescentadas outras informações que repute importantes

MODELO AUTORIZAÇÃO PARA ESTADIA EM HOTEL (MENORES DE 18 NOS)

Modelo cedido gentilmente pelo Distrito 4740

AUTORIZAÇÃO

(Para hospedagem em hotéis)

NÓS, (COMPLETE FATHER'S NAME), (NATIONALITY), (DOCUMENT NUMBER), (ISSUING OFFICE), (SEX), (CITY AND COUNTRY) AND (COMPLETE MOTHER'S NAME), (NATIONALITY), (DOCUMENT NUMBER), (ISSUING OFFICE), (SEX), (CITY AND COUNTRY) AUTORIZAMOS NOSSO (A) FILHO (A) (COMPLETE MINOR NAME), PASSPORT NUMBER, DATA DE NASCIMENTO ____/____/_____, NASCIDO EM (CITY, COUNTRY) a hospedar-se em hotéis no Brasil durante seu Programa de Intercâmbio de Jovens do Rotary, acompanhado de (NOME DO CHAIRPERSON), RG. xxxxx, CPF xxxxx, consoante estabelece a Lei Federal n. 8.069/90, art. 82 *(É proibida a hospedagem de criança ou adolescente em hotel, motel, pensão ou estabelecimento congênere, salvo se autorizado ou acompanhado pelos pais ou responsável).*

A presente autorização tem prazo de validade de 1 (um) ano a contar desta data.

City/Country, Day/Month/2024.

Assinatura do pai

Assinatura da mãe

AUTHORIZATION

(For hotel accommodation)

WE, (COMPLETE FATHER'S NAME), (NATIONALITY), (DOCUMENT NUMBER), (ISSUING OFFICE), (SEX), (CITY AND COUNTRY) AND (COMPLETE MOTHER'S NAME), (NATIONALITY), (DOCUMENT NUMBER), (ISSUING OFFICE), (SEX), (CITY AND COUNTRY) AUTHORIZE OUR CHILD (COMPLETE MINOR NAME), PASSPORT NUMBER, DATE OF BIRTH ____/____/_____, BORN IN (CITY, COUNTRY) to stay at hotels in Brazil during his/her Rotary Youth Exchange Program accompanied by (CHAIRPERSONS'S NAME), RG. nº XXX, CPF XXX, as established by Federal Law n. 8.069/90, art. 82 *(It is prohibited to accommodate a child or adolescent in a hotel, motel, boarding house or similar establishment, unless authorized or accompanied by the parents or guardian).*

This authorization is valid for a year, from this date.

(City/Country, Month, dayth 2024.

Father signature

Mother signature