

# Physics Graduate Program at UFPE

## - Handbook -

Also available at the Graduate Program webpage:

[www.ufpe.br/ppg fisica](http://www.ufpe.br/ppg fisica)

Recife, December 2014.

Dear Graduate Student in Physics,

The goal of this handbook is to give you some basic information that will make your life easier as a student of our Program.

As you will see, in some places we will direct you to our homepage in English ([www.ufpe.br/ppgfisica](http://www.ufpe.br/ppgfisica)), where more details about the topics presented here can be found.

It is our intention to improve this handbook in each semester, so that the future students can be better and better assisted. Thus, your suggestions are extremely valuable and can be sent to the e-mail [ernesto@df.ufpe.br](mailto:ernesto@df.ufpe.br).

Finally, we would like to say that the Coordination and the Secretariat of the Graduate Program in Physics will always be available to help you in all necessary cases.

Best regards,  
Fernando Machado.

Fernando Luis de Araujo Machado  
Chairman of the Graduate Program in Physics  
Universidade Federal de Pernambuco - UFPE

## 1. The Coordination of the Graduate Program in Physics

The team responsible by the coordination of the Graduate Program in Physics is formed by the Chairman, professor Ernesto Raposo ([ernesto@df.ufpe.br](mailto:ernesto@df.ufpe.br)), Vice-Chairman, professor Flávio Aguiar ([fma@df.ufpe.br](mailto:fma@df.ufpe.br)) and by the Graduate Program Commission (COMPG), constituted by professors Daniel Felinto ([dfelinto@df.ufpe.br](mailto:dfelinto@df.ufpe.br)), Marcelo Gomes ([mafg@ufpe.br](mailto:mafg@ufpe.br)) and Sandra Vianna ([vianna@ufpe.br](mailto:vianna@ufpe.br)), as well as by the students' representative, Rafael Alves ([rafa@df.ufpe.br](mailto:rafa@df.ufpe.br)), and Marcone Sena ([marcone.sena@df.ufpe.br](mailto:marcone.sena@df.ufpe.br)) being his substitute.

The COMPG meets two to three times a month to deliberate about academic topics related to the Graduate Program.

The Coordination has the very important administrative support from the secretaries Alexsandra Melo and Hilda Santana ([posgrad@df.ufpe.br](mailto:posgrad@df.ufpe.br)).

All professors who integrate the Graduate Program staff plus the two students' representatives constitute the Graduate Program Collegiate.

## 2. Communicating with the Coordination and the Secretariat

We emphasize that the Coordination of the Graduate Program and the Secretariat are always glad in helping the students in all aspects.

For example, all the forms, certificates, reports, documents, academic information etc. must be required or handled in at the Secretariat.

The contact can be done personally or via email ([ernesto@df.ufpe.br](mailto:ernesto@df.ufpe.br) or [posgrad@df.ufpe.br](mailto:posgrad@df.ufpe.br)).

Our postal address is the following:

Secretaria de Pós-Graduação  
Departamento de Física  
Universidade Federal de Pernambuco – UFPE  
Cidade Universitária  
CEP 50670-901, Recife, Pernambuco, Brasil

Look for us whenever necessary!

### 3. The Students' Representation

The students' representatives have seat at COMPG and at the Graduate Course Collegiate. Thus, they also constitute an important communication channel with the Coordination. Demands and complains can be also directed to them.

Nowadays, the students' representatives are Rafael Alves ([rafa@df.ufpe.br](mailto:rafa@df.ufpe.br)) and Marcone Sena ([marcone.sena@df.ufpe.br](mailto:marcone.sena@df.ufpe.br)) (substitute).

They can help foreign students or even students from other Brazilian states in topics related to the arrival at Recife, documents, housing, general hints, etc.

### 4. The Website of the Graduate Program and its Regiment

Besides this handbook, the Graduate Course webpage and its Regiment are extremely useful information sources for the student's day-by-day.

We suggest that you Access our webpage in English ([www.ufpe.br/ppg fisica](http://www.ufpe.br/ppg fisica)) and "take a walk" throughout its contents.

The Graduate Program Regiment is a kind of constitution of the program's laws and rules. There one finds all the articles that regulate the Graduate Program academic activities. Its version in Portuguese is available at [www.ufpe.br/ppg fisica/images/regimento.pdf](http://www.ufpe.br/ppg fisica/images/regimento.pdf).

Most of the information presented here can be also found in this document. Any doubts can be clarified by the Chairman of the Graduate Program.

### 5. Arriving in Recife

Many students arrive from other Brazilian states or other countries to make their Graduate course in Physics at UFPE. Therefore, there are diverse practical providences (housing, documents, etc.) that need to be taken even before the classes begin.

Once again, we emphasize that the Graduate Coordination and Secretariat, as well as the students' representatives, will be glad in providing you with all the assistance you need.

In particular, the foreign student urgently needs to get documents such as the Registro Nacional de Estrangeiro - RNE (National Foreign Register - NFR), the Carteira de Estrangeiro (Foreign Card) and the CPF document. Without these documents the student won't be able to open a bank account at Banco do Brasil, where the fellowship's monthly payments will be deposited.

In the following item 15 (Appendix: Important Documents for Foreign Students) we give a route about how to get these documents and open the bank account.

In this sense, it is also very important that the student look for help of other students who have already gone through this process.

## 6. Enrolment in the Master's or in the Doctorate Program

All the graduate students, newcomers or veterans, must enroll in the beginning of each academic semester. The deadlines are informed by the Secretariat of the Graduate Program.

Pay attention to deadlines. It is your responsibility not to lose them.

Enrolment must be done at the Secretariat of the Graduate Program by the student him/herself or by a legal representative.

In the very first enrolment in the Program, the student must present an official certificate stating that he/she has integrally completed the undergraduate studies (for Master's students) or the Master's (for Doctorate students). If this document had already been sent by mail when applying to the Graduate selection process, then it is not necessary to present it again.

We recommend that the Master's student takes two mandatory disciplines in the first semester and that the Doctorate student takes one mandatory discipline (see item 7 for more details).

Veteran Doctorate students must keep themselves matriculated in at least one mandatory discipline until completing all the credits related to mandatory disciplines.

If you have any doubt, the Chairman of Graduate Program will be glad in orienting your enrolment.

## 7. The Master's and Doctorate Courses in Physics at UFPE

– **Master's:** The Master's Program has a maximum duration of 24 months, which also corresponds to the maximum duration of the Master's fellowship.

The Master's program involves getting a minimum of 26 credits in mandatory and elective disciplines. A possible set of disciplines is as follows:

- i. Quantum Theory I (5 credits) (mandatory);
- ii. Classical Electrodynamics I (5 credits) (mandatory);
- iii. Statistical Mechanics (5 credits) (mandatory);
- iv. Special Topics I (3 credits) (elective);
- v. Special Topics II (3 credits) (elective);
- vi. Elective Discipline of 5 credits.

Generally, in the first semester of each year Quantum Theory I and Classical Electrodynamics I are offered, while in the second semester Quantum Theory I and Statistical Mechanics are offered. We recommend that in the first semester of the program the Master's student takes two mandatory disciplines.

The Special Topics I and II generally have a tutorial format and are taken with the respective advisor.

The students also play an active role in suggesting elective disciplines to be offered. Typically, after 2/3 of the semester has passed, the process of choosing the disciplines to be offered in the next semester and their respective teachers begins. This is, thus, the moment for the students to discuss among themselves in order to suggest elective disciplines.

The contents of all disciplines offered by the Physics Graduate Program can be found in the homepage ("Academic Information" → "Disciplines"):  
[www.ufpe.br/ppg fisica/index.php?option=com\\_content&view=article&id=364&Itemid=239](http://www.ufpe.br/ppg fisica/index.php?option=com_content&view=article&id=364&Itemid=239)

The disciplines' academic progress (lecture notes, chronogram, general information etc.) can also be followed in the program homepage ("Academic Information" → "In progress"):

[www.ufpe.br/ppg fisica/index.php?option=com\\_content&view=article&id=303:disciplinas-20121&catid=54&Itemid=122](http://www.ufpe.br/ppg fisica/index.php?option=com_content&view=article&id=303:disciplinas-20121&catid=54&Itemid=122)

All mandatory courses and some elective ones have 3 evaluations, demanding minimum average 7.0 (in a range of 0.0 to 10.0) for approval. Master's students who fail twice to get approved in the courses will be excluded from the Program.

In the beginning of each semester, the student must renew his/her enrolment in the Graduate Program's secretariat. He/she also has to present a Semester Report related to the last semester. Deadlines and format of such reports are to be announced in each semester.

In the end of the Master's Program, the student must defend a Dissertation to a commission formed at least by the advisor, a professor from the Graduate Program and an external member.

In special cases, and with a formal demand to COMPG, one admits a proration of the Master's program for at longest 6 months and the enrolment suspension for 6 months, both without fellowship. These strategies, however, are to be avoided.

In special cases, the Coordination of the Graduate Program can invite a Master's student with excellent scores to directly enter the Doctorate Program.

– **Doctorate:** The Doctorate Program has a maximum duration of 48 months, which also corresponds to the maximum duration of the Doctorate fellowship.

The Doctorate program involves getting a minimum of 47 credits in mandatory and elective disciplines. A possible set of disciplines is as follows:

- i. Quantum Theory I (5 credits) (mandatory);
- ii. Classical Electrodynamics I (5 credits) (mandatory);
- iii. Statistical Mechanics (5 credits) (mandatory);
- iv. Special Topics I (3 credits) (elective);
- v. Special Topics II (3 credits) (elective);
- vi. Elective Discipline of 5 credits.
- vii. Quantum Theory II (5 credits) (mandatory);
- viii. Classical Electrodynamics II (5 credits) (mandatory);
- ix. Special Topics III (3 credits) (elective);
- x. Special Topics IV (3 credits) (elective);
- xi. Another Elective Discipline of 5 credits.

Observe that courses i. to vi. above also correspond to those of the Master's program. Thus, if the student has passed these disciplines during the Master's course at UFPE, he/she can formally ask the Coordination to exempt him/her of taking them again.

Conversely, if the student has already taken these courses in another institution, we strongly recommend him/her to ask for an exemption. In order to do it, he/she needs to fill in a proper form at the Graduate Secretariat, appending to the request (i) the official list of subjects and bibliography of the discipline and (ii) a short report by the teacher indicating whether the subject topics were actually covered, if there were written examination or seminars, the books used, etc. The demands will be analyzed by COMPG. For more info, we suggest to talk to the Chairman of the Graduate Program.

We recommend that the Doctorate student, in his/her first semester, takes one mandatory discipline (e.g. Quantum Theory I, Classical Electrodynamics I or Statistical Mechanics). Indeed, this can help the student in the preparation for the General Doctorate Exam (GDE, see below).

The disciplines Special Topics I to IV generally have a tutorial format and are taken with the respective advisor.

The students also play an active role in suggesting elective disciplines to be offered. Typically, after 2/3 of the semester has passed, the process of choosing the disciplines to be offered in the next semester and their respective teachers begins. This is, thus, the moment for the students to discuss among themselves in order to suggest elective disciplines.

The contents of all disciplines offered by the Physics Graduate Program can be found in the homepage ("Academic Information" → "Disciplines"):

[www.ufpe.br/ppg fisica/index.php?option=com\\_content&view=article&id=364&Itemid=239](http://www.ufpe.br/ppg fisica/index.php?option=com_content&view=article&id=364&Itemid=239)

The disciplines' academic progress (lecture notes, chronogram, general information etc.) can also be followed in the program homepage ("Academic Information" → "In progress"):

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All mandatory courses and some elective ones have 3 evaluations, demanding minimum average 7.0 (in a range of 0.0 to 10.0) for approval. Doctorate students who fail twice to get approved in the courses will be excluded from the Program.

In the first Doctorate year the student must do the General Doctorate Exam (GDE), whose details are given in the next section.

In the beginning of each semester, the student must renew his/her enrolment in the Graduate Program's secretariat. He/she also has to present a Semester Report related to the last semester. Deadlines and format of such reports are to be announced in each semester.

In the end of the Doctorate Program, the student must defend a Thesis to a commission formed at least by the advisor, two professors from the Graduate Program and two external members.

To defend the Thesis it is required that at least one scientific paper related to the Thesis work, with the student appearing as first author or co-author, has had been published along the Doctorate program or accepted for publication in an indexed periodic.

In special cases, and with a formal demand to COMPG, one admits a proration of the Doctorate program for at longest 12 months and the enrolment suspension for 6 months, both without fellowship. These strategies, however, are to be avoided.

## 8. General Doctorate Exam - GDE

The GDE is a qualifying examination that must be taken by all Doctorate students. It is constituted by four exams (Quantum Mechanics, Statistical Mechanics, Classical mechanics and Classical Electrodynamics), which are applied twice a year: generally in the beginning of March and in the beginning of August.

The topics covered by the exams essentially correspond to the contents of the Quantum Theory I, Statistical Mechanics and Classical Electrodynamics I graduate courses (see item 6 above) and the Classical Mechanics undergraduate course.

The specific topics and basic bibliography can be found in the Graduate Program homepage (“Academic Information” → “General Doctorate Exam GDE”):

[www.ufpe.br/ppg fisica/index.php?option=com\\_content&view=article&id=354&Itemid=241](http://www.ufpe.br/ppg fisica/index.php?option=com_content&view=article&id=354&Itemid=241)

The exams are applied along a single week, with one exam in each day, lasting 3 hours each. The exams have 4 questions, among which the student may choose 3 to solve. It is not possible to get help from books and personal notes. To pass an exam, the student needs to take at least grade 5.0 (in a range of 0.0 to 10.0).

We strongly recommend that the students study exams from previous semesters to get familiar with the kind of questions demanded, resolution time, etc. Exams from other GDE editions can be found in the above mentioned homepage.

The doctorate student must be approved until he/she completes the first year after beginning the course. Thus he/she has two chances of being approved in the four exams. The student can choose in each chance to make all the exams at once or simply a fraction of them.

In the special case when the student enters the Doctorate Program and the first GDE happens within three months after the enrolment, then he/she can make or not this GDE, without any consequences. In other words, the first GDE which will actually count for this student will be that of the semester which follows his/her enrolment. Of course, if the student gets approval in an exam of this non-effective attempt, the approval remains valid hence forward.

The Doctorate student who doesn't manage to be approved in all four EGD exams after two effective chances will be excluded from the program.

Master's students can make the GDE as many times as they wish without any consequences. But in passing the exams, these records remain valid when he/she enters the Doctorate program.

Students from other institutions can also make the GDE without consequences in their own institutions, needing only to make contact with the Graduate Program secretariat ([posgrad@df.ufpe.br](mailto:posgrad@df.ufpe.br)).

## 9. Defining an Advisor

The Master's and Doctorate students must define their advisors until the end of his/her first semester in the program. After the definition, the student must inform his/her advisor's name to the Graduate Program Secretariat ([posgrad@df.ufpe.br](mailto:posgrad@df.ufpe.br)).

The faculty of the Physics Department performs research in four large concentration areas, which are:

- Physics of Condensed Matter and Materials;
- Optics;
- Nonlinear Dynamics, Chaos and Complex Systems;
- Theoretical and Computational Physics;
- Applied Physics.

Within each large area there are many researchers acting in a wide variety of research lines, listed in the Graduate Program homepage ("Concentration Areas"):  
[www.ufpe.br/ppgfisica/index.php?option=com\\_content&view=article&id=367&Itemid=256](http://www.ufpe.br/ppgfisica/index.php?option=com_content&view=article&id=367&Itemid=256)

The student is invited to "take a walk" through this webpage to start choosing his/her advisor.

Besides this, we organize in the beginning of each semester a Symposium in which many professors present their research lines to the students. The participation of newcomers in this Symposium is mandatory!

## 10. Attention to the Deadlines

It is essential that students observe important deadlines, so that they aren't missed. Among them, we mention:

- semiannual enrolment;
- discipline cancellation;
- enrolment suspension;
- request for discipline equivalence or exemption;
- semiannual report;
- application for the General Doctorate Exam;

- deadline for course prorogation and suspension;
- deadline for handling in the Master's Dissertation (up to 20 days before defense);
- deadline for handling in the Doctorate Thesis (up to 30 days before defense).

In the five first cases above, deadlines are informed by the Graduate Program secretariat in each semester.

It is a student's duty to pay attention to these deadlines.

## 11. Colloquia

For more than 40 years the Physics Department of UFPE cultivates the tradition of organizing its Colloquia every Friday, at 4 p.m., at the Auditorium.

Attending to the Colloquia is a mandatory activity for all Graduate students.

Typically, the talks have a general character, not too much specialized and in principle accessible even to undergraduate students. The themes are usually hot research topics.

The students have a representative (Fábio Novaes, [fabiomnsantos@df.ufpe.br](mailto:fabiomnsantos@df.ufpe.br)) in the commission which coordinates and schedules the Colloquia. Thus, suggestions for speakers and talk topics are extremely welcome.

Besides, snack, appetizers and refreshments start to be served at 3:45 p.m.!

## 12. Support for Presenting Contributions in Conferences

The Graduate Program has financial resources to help students that present contributions in conferences in Brazil (Master's and Doctorate) and abroad (Doctorate).

The financial support is to be granted after the conference, as a reimbursement. Only notes and bills emitted in the student's name can be reimbursed.

In order to apply for the support, the student must handle in the Secretariat a form with the bills appended to it.

It is mandatory that the student appends to the form a document proving that support has also been asked to other agencies or to Propesq/UFPE.

Given that the resources are limited, we strongly suggest that the student performs a careful research in order to get the best prices.

If the student's advisor has resources available from research projects, the expenses must be shared with the projects.

The applications will be analyzed by COMPG.

For further info, please contact the Graduate Program Coordinator ([ernesto@df.ufpe.br](mailto:ernesto@df.ufpe.br)) as early as possible.

### 13. About Accumulating Fellowship and Remunerated (Paid) Activity

CAPES and CNPq (Brazilian funding agencies) have being very rigid in the question of accumulating Master's or Doctorate fellowship and remunerated activity, like a job. Actually, this accumulation is only allowed by law in a few cases.

We strongly suggest the reading of a CAPES-CNPq nr. 01/2010 joint decision, as well as a Propeq's determination about accumulating fellowship with paid activity ("job"). Both documents can be found in the Graduate Program homepage ("Academic Information" → "Documents and forms") under

[www.ufpe.br/ppg fisica/index.php?option=com\\_content&view=article&id=293&Itemid=232](http://www.ufpe.br/ppg fisica/index.php?option=com_content&view=article&id=293&Itemid=232)

In this sense, we also call the attention of the students to the Art. 4<sup>th</sup> of the document "Rules for fellowship concession by quotes of the Physics Graduate Program of UFPE", that we reproduce in what follows:

**“Art. 4<sup>th</sup>** The student granted with a fellowship will be able to have a paid activity, in the term of the CAPES/CNPq joint decision nr. 1, of 07/15/2010, if he/she acts in his/her formation area and whose job/work is correlated with his/her Dissertation/Thesis subject, and, thus, when such paid activity results from his/her condition of fellow and as consequence of the kind of project in which he/she is developing.

**§ 1<sup>st</sup>** In order to obtain this benefit the fellow student must get the concordance of his/her advisor, who will officially communicate the Chairman of the Graduate Program and will be responsible by the good academic development of the fellow student with paid activities, and consequently without damaging the good performance in the course as a whole.

**§ 2<sup>nd</sup>** The docent activity in Physics or correlated areas will be allowed if the conditions stated in **§ 3<sup>rd</sup>** are respected.

§ 3<sup>rd</sup> The paid activity must be carried out with a maximum average load of 9 weekly hours.

§ 4<sup>th</sup> Paid activities in the context of Teaching at Distance institutional programs will be allowed if they are in conformity with the Capes/CNPq de 12/12/2007 nr. 1 joint decision, and if they have an average weekly load approved by COMPG.”

Neglecting these rules implies the punishments foreseen in Art. 5<sup>th</sup>:

“Art. 5<sup>th</sup> The student fellow who is performing paid activities without advisor’s concordance and COMPG approval will have his/her fellowship canceled out and the fact will be communicated to the funding agencies in order that the penal and civil providences can be taken.”

Finally, if the student already has or intends to have a paid activity during his/her Master’s or Doctorate course, we emphatically recommend that he/she talks to the Chairman of the Graduate Program ([ernesto@df.ufpe.br](mailto:ernesto@df.ufpe.br)).

#### 14. Specific and General Use Sectors

– **Students’ office:** Each student has an office shared with other colleagues. We recommend that demands or any problems (physical structure, cleanness, etc.) be communicated to the Graduate Program Secretariat, so that providences can be taken.

– **Living room:** In the first floor of the Physics Department one finds the Graduate Students’ living room. The administration of the computers located there is responsibility of the students themselves. General demands may be forwarded to the Graduate Program Secretariat via the students’ representatives.

– **Sector Library:** The CCEN Library (Physics, Chemistry, Mathematics and Statistics) has a rich collection of books and periodics. To access it, the student needs first to register in the library, with a certificate that he/she is regular student of the Physics Graduate Program.

– **General Material:** The student has the right of asking the necessary material for developing his/her activities (pens, pencils, sheets of paper, etc.). In the occasion of the first use, the student must be presented by his/her advisor to the staff member responsible by this sector. If the student doesn't have an advisor yet, the Chairman of the Graduate Program can help him/her in this process.

– **Photocopies:** Each student has the right of taking photocopies in the advisor's quote. If the student doesn't have an advisor yet, he/she can include the copies in the Graduate Program quote, after being authorized by the Chairman of the Graduate Program. The photocopier is located at the Graduate Program Secretariat. After getting the copies, it is necessary to register the name, the date and number of copies done so that the Secretariat can have a control of the general demands.

– **Support Sectors and Workshops:** Depending on the student's research line, he/she will need to use some support sectors and laboratories at the Physics Department: clean room, cryogenic workshop, optical workshop, chemistry workshop, samples' preparation workshop, X-ray diffraction, electronic microscopy, and atomic force microscopy. We suggest that, in the occasion of his/her first use, the student should be introduced by the advisor to the staff members responsible for each support sector.

## 15. Appendix: Important Documents for Foreign Students

There are some documents which are essential to be arranged by the foreign student immediately after his/her arrival in Recife, as explained below:

- National Foreign Register (NFR);
- Foreigner Card;
- CPF.

These documents are necessary, for example, to open an account at Banco do Brasil, where the fellowship will be deposited.

Our goal in what follows is to present a guide about how to get these documents.

**IMPORTANT:** We strongly suggest that the student asks the help of some foreign colleague who is already at least for one semester in the Program and who already has experience in this process. Ask the colleague to go with you to the places (important!).

In order to get the NFR and the Foreigner Card, observe the following steps.

- i. Enter the Federal Police website: <https://www2.dpf.gov.br/gru/gru?nac=1>
- ii. Fill in the form with your data.
- iii. In the field “Unidade Arrecadadora:” choose:  
[PE \(019-1\) SUPERINTENDENCIA REGIONAL NO ESTADO DE PERNAMBUCO](#)
- iv. In the field “Código da Receita STN:” choose:  
[REGISTRO DE ESTRANGEIROS/RESTABELECIMENTO DE REGISTRO](#)
- v. Click on “Gerar Guia”.
- vi. Print out the generated document (“GRU”).
- vii. Now, repeat steps i., ii. and iii. However, instead of item iv., choose in the field “Código da Receita STN:”:  
[CARTEIRA DE ESTRANGEIRO DE PRIMEIRA VIA](#)  
Click on “Gerar Guia” and print out the generated document (“GRU”).
- viii. Take both GRU documents for payment in any bank. The values in Reais are, respectively, R\$ 64.58 and R\$ 124.23.  
ATTENTION: Observe the due dates (generally, you can pay the documents up to 20 days after you generate them).



- ix. Go to the Federal Police, at Guararapes International Airport, taking with you:
- the above GRUs paid;
  - two 3x4 pictures with a white background;
  - passport copy (it doesn't need to be revalidated);
  - a document bringing your father's and mother's names (civil register);
  - acceptance letter from the Physics Graduate Program (the letter that has been sent to you in your country and that you have taken to the Brazilian Consulate);
  - original visa request ("Pedido de Visto Consular" form that you have taken in the Brazilian Consulate in your country).

x. You'll get a small sheet of paper (protocol or "protocolo") that must be kept with you, since the NFR and the Foreigner Card take several weeks to get ready.

xi. **VERY IMPORTANT:** At this moment, tell the Federal Police staff that you need to open a bank account at Banco do Brasil in order to have your scholarship deposited. The staff person will give you a Legal Stay Certificate ("Certidão de Estada Legal"), which needs to be presented at Banco do Brasil. As this Certificate generally takes two weeks to be ready, you must also tell the staff person that you need it urgently for the above purposes. In this case, you can pass at Federal Police to pick the definitive Legal Stay Certificate in two or three days.

The next steps are:

- get the CPF document (needed to open the bank account);
- open the account at Banco do Brasil.

To get the CPF, we suggest you to go with a veteran colleague at any Postal Agency. There you will receive a temporary CPF document. The important thing is that this temporary document already brings the CPF number, and can actually be presented at Banco do Brasil in order to open the bank account.

At last, in order to open the account in Banco do Brasil (there is an office close to UFPE's Rector building; another agency is in Boa Viagem neighborhood, at Barão de Souza Leão Avenue), you must take with you the following 6 documents:

1. CPF (see above);
2. Certificate of Residence (see below);
3. Protocol document obtained at Federal Police (see item xi above);
4. Legal Stay Certificate ("Certidão de Estada Legal") (see item xi above);
5. Passport;
6. Letter of Acceptance from the Graduate Program in Physics.

Since you just arrived in Recife, it is very likely that you do not have a Certificate of Residence yet. In this case, we suggest you to go to the Banco do Brasil agency with a colleague that already lives in Recife. He/she must bring any document (an electricity bill, a contract of residence, etc.) that presents his/her name. At the bank agency he/she can attest that you live with him/her, as a way to provide you a Certificate of Residence.

As soon as you get the bank account number, you must inform it to the Graduate Program secretariat.

Finally, we reinforce that the Chairman, the secretariat and the students representatives of the Graduate Program will make all efforts to help you in this process.