



## INTERNSHIP IN BRAZIL

INTERN IN BRAZIL AND DISCOVER A WORLD OF EXPERIENCES  
IN THIS EXCITING COUNTRY!

**Fast Forward Language Institute** works alongside several organizations throughout Brazil to provide international students with a practical, supervised internship, offering full support every step of the way.

Brazil is the fastest growing and most politically stable country in Latin America, and home of the world's largest Portuguese-speaking population, the 5<sup>th</sup> most spoken language in the world.

Your time in Brazil will be an exhilarating and rewarding experience, improving your professional and personal skills, while opening your mind to new environments, developing important intercultural competency. This is not a program designed for those interested in high salaries or for coming to Brazil as a regular, contracted employee.

We invite you to apply to the Internship Program and discover the world of life experience an internship in Brazil can offer. It is our goal to match students with the most suitable positions for their profile, considering the information supplied in the application form.

Start dates for programs throughout Brazil are available year-round and students from around the world are welcome to participate!

**NOTE:** This is a new and updated manual reflecting important changes since February 2008.

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### 1) Who Can Apply

Young adults, from 18 to 30 years old, who are currently pursuing undergraduate or postgraduate studies and who are fluent in a language other than Portuguese. Positions for fluent English-speakers are more readily available.

### 2) Program Types

We offer three different program types for different needs:

#### **STANDARD INTERNSHIP**

Apply for a specific position from listed offerings, according to your field of study and interests. Activities and length are listed, but dates may be flexible.

#### **"FIND AN INTERNSHIP"**

Request an internship in your area of interest and study. Fast Forward will find a vacancy that meets the needs of both the student and the organization. Please allow up to 90 days to secure a suitable position.



### **“DO-IT-YOURSELF”**

Find your own internship and Fast Forward will assist with issuing the necessary documents for obtaining your visa.

Portuguese classes are **required** for any of the programs above:

**Former Fast Forward Students** must register for at least 4 weeks of classes

**New or Beginner Students** must register for a minimum of 8 weeks of classes

**Students with advanced-level Spanish** must register for 6 weeks of classes

### **Important!**

Please make sure that you contact the Brazilian Embassy or Consulate in your home country directly to obtain information about the visa application and additional documents, as requirements vary from country to country.

## **2) Detailed information**

### **PROGRAM LENGTH**

Participants may apply for up to one year (12 months), maximum.

### **PLACEMENTS**

Placements may be in private companies of all sizes or universities (public or private). Trainees are expected to follow the company schedule.

Typical working hours in Brazil are 9 am to 6 pm, Monday to Friday, and some positions may require a half-day on Saturdays, but students will not work more than 44 hours a week.

### **STIPEND AND BENEFITS**

Trainees will receive a stipend to cover local, daily expenses. Stipend amounts vary from position to position. Some companies may also provide benefits to cover local transportation or meals, but this is not the rule. Participants should not expect to save money during their stay.

Minimum wage in Brazil is R\$ 350,00 (around US\$200). If you need any information regarding costs in Brazil, please contact us.

## **3) Program requirements**

### **VISA**

All students must apply for the Temporary I Visa (VITEM-I) in order to take part in the internship program. This visa is designed for international trainees, allowing them to participate in a paid activity.

Students must apply for the visa at a Brazilian Consulate before leaving their home country and it cannot be extended or changed while the student is in Brazil. Students will NOT be accepted to an internship without it.



Fast Forward will send the required documents for the visa by regular post and email:

- Invitation letter from hosting company
- Letter of introduction from Fast Forward addressed to the Brazilian Consulate
- Position description

Once in Brazil, students are required to register with the Federal Police within 30 days. Fast Forward will assist students in finding the nearest Federal Police Department. For registration, students must bring:

- 2 3x4 photos
- The original visa request, returned by the Consulate
- Copies of relevant passport pages, notarized in Brazil
- A fee of around 100 USD (Please contact us for current fee amount)

## **LANGUAGE**

Fluent Portuguese is not necessary for most of the positions, although **Portuguese classes are required** prior to starting the internship in order to gain the most out of the experience.

Participants should preferably also speak English or Spanish in addition to their native language.

## **TRAVEL MEDICAL INSURANCE**

Students are required to purchase additional travel medical insurance with complete coverage during their stay in Brazil.

## 4) Process

### **HOW TO APPLY**

To start the process, please submit the following documents to Fast Forward:

- Completed application form
- Scanned image of passport photo page
- Proof of student status
- Letter of Recommendation (from professor or employer)
- CV/Resume
- Proof of international medical insurance (may be submitted after position confirmation)
- Proof of student status

Arrival details should be sent at least 78 hours before student's arrival

## **PROCESSING TIME**

Once the complete application is received, Fast Forward will issue an acceptance confirmation indicating the official start of the process. Time of completion depends on the type of program chosen:



**Standard:** up to 1 month

**“Find an Internship”:** up to 90 days to present a position, from official start of the process

**“Do-It-Yourself”:** up to 1 month

After all position details and dates have been decided and agreed upon by all parties, the student must apply for the proper visa. Visa issuance usually takes around 2 weeks from time of submission to the Consulate. Make sure you have all the necessary documents to avoid delays.

**NOTE:** We strongly urge students not to book flights until dates and visas have been established and granted.

### 5) Prices & Payment

Type of program	Up to 3 months	3 to 6 months	6 to 12 months
Do-It-Yourself	USD 420	USD 420	USD 420
Standard Internship	USD 600	USD 700	USD 900
Find-an-Internship	USD 745	USD 885	USD 995
Placement Fee & Orientation	USD 100	USD 100	USD 100
Flat/apartment*	Upon request	Upon request	Upon request

### PAYMENT

Invoices are sent at the beginning of the process and are due once vacancy is confirmed

Payment should be made by wire transfer, according to details included on the invoice

Payments may take up to 4 days to appear on our system. Please note that visa documents will be issued only after payment confirmation is received.

### 6) What’s Included?

- Personalized internship search and placement
- Total assistance during stay in Brazil by a local representative
- Full-time support from Fast Forward
- Visa documentation
- Arrival Orientation documents

### 7) What’s Not Included?

- Return airfare to Brazil
- Internal flights and weekend trips



- Accommodation and meals
- Temporary Visa I fees
- Portuguese classes
- Travel Medical Insurance (mandatory)

#### 8) Other Services

- Arrival pickup and transfer
- Capoeira, dance, and surfing lessons
- Excursions around Brazil

These optional services are available at additional cost, upon request, and are subject to availability. Not all services may be offered in all locations.

#### 9) Cancellation conditions

The cancellation policy is as follows:

- Prior to arrival in Brazil, after placement confirmation and acceptance, partial refund, minus US\$150.
- After arrival, no refunds will be made.
- In the case of visa denial, partial refund, minus US\$150.

#### 11) Contact

For more information, please contact the Fast Forward team. We will be glad to help!