

Visa and Travel Information sheet for 2008 Amazon-PIRE field course

May 22, 2008

The 3-step process for Amazon-PIRE Brazil travel is:

1. Provide: nationality, passport #, and your residence (city, state and country) for purposes of visa application (email this to Lorena Brewster at: lorena.brewster@duke.edu)
2. Book your air travel ticket through our travel agent (if you would like to book an alternative itinerary or use an alternative agent, see below)
3. Complete a Vitem-I visa application for Brazil.

Step 1: Provide nationality and passport number. These are needed to complete official Brazilian invitation letters (a copy of which will be sent to you for inclusion in your visa application). Residence is needed to determine Brazilian consular jurisdiction (and hence, the consulate to which you must apply). To find your embassy or consulate, see Step 3, below):

Step 2: Book your ticket. (Note that this should be done as soon as possible, as a ticketed itinerary is needed to apply for your Brazil visa). Two options for booking travel are:

- (a) Book your travel through our travel agent, who has identified cost-effective itineraries to Santarém for the Amazon-PIRE field course dates. Contact Patty Cook (pcook@horizon-ut.com) at Horizon Travel.
- (b) Book your travel yourself, using travel websites (e.g. orbitz.com, cheaptickets.com) or your own travel agent. This may be relevant if you have more complex travel plans.

➤ Note for students who have applied for and received approval of travel support from Amazon-PIRE:

- The preferred option is for you to book travel through our travel agent, Patty Cook (see point a, above), and be reimbursed for your expense once travel is completed. If it is not feasible for you to be reimbursed later, please contact your sponsoring University (UofA or Harvard, see below), and we will arrange to purchase the ticket directly.
- Please do NOT book travel on your own without using our travel agent, or without consulting with us first, as tickets that are not in compliance with Amazon-PIRE travel standards may not be re-imbursible. Specifically, Amazon-PIRE supported travel: **(i)** must comply with the “Fly America Act,” which requires that travel to a foreign country must be on a U.S. carrier (subject to certain exceptions), and **(ii)** is reimbursable only up to the cost identified for a standard Amazon-PIRE fare as identified by our travel agent. Fares in excess of this amount will not be fully reimbursed.
- Contacts for direct ticket purchase: University of Arizona: Jean Mason (jeanm@email.arizona.edu); Harvard: Arlene Pippin (aap@io.as.harvard.edu)

Step 3: Complete and submit an application for a VITEM-I visa to Brazil.

A VITEM-I visa is required in order to take the field course. (NOTE: please do not enter Brazil on a tourist visa, as you will not be authorized to participate in field course activities).

The general procedure for obtaining a visa is to check with the consulate for the jurisdiction in which you reside, and follow the instructions for that consulate (procedures vary among consular districts).

To identify your consulate: In the U.S.: check the embassy web page:

http://www.brasilemb.org/index.php?option=com_content&task=view&id=36&Itemid=86

- Consulate LA (UofA): <http://www.brazilian-consulate.org/consular/VITEM1.htm>
- Consulate Boston (Harvard): <http://www.consulatebrazil.org/academicvisa.htm>
- Consulate Chicago: <http://www.brazilconsulatechicago.org/en-2-10-8.html>
- Consulate Houston: <http://www.brazilhouston.org/ingles/vitem1.htm>
- Consulate Miami: http://www.brazilmiami.org/eng/visas_vitemi.php
- Consulate New York: <http://en.brazilny.org/index.php?consulado/anchor/vitem1/>
- Consulate San Francisco: http://www.brazilsf.org/visa_research_eng.htm
- Embassy DC: http://www.brasilemb.org/index.php?option=com_content&task=view&id=168&Itemid=1

Example general checklist for the visa application package,

(based on Los Angeles Consulate process, e.g., for University of Arizona students who reside in Tucson):

- (1) Two Visa application forms, including visa pictures (2 total). One place to get visa photos is the FedEx office in the student union (they are expensive, but cheaper in quantity).
- (2) US passport, valid for at least six months after your stay in Brazil.
- (3) Original birth certificate.
- (4) Itinerary for round-trip ticket to Brazil.
- (5) Notarized and authenticated letter from employer (or Amazon-PIRE director, ask Scott Saleska) intended to serve as both (a) proof of financial capacity while in Brazil and (b) as proof of residence in Arizona and (c) enrolment at the University of Arizona as a graduate student.
- (6) Notarized and authenticated police clearance report.
- (7) Copy of official invitation letter from Dr. Plinio de Camargo, the Brazilian PI of the project. We will provide this letter.

AZ students: we will try to send your applications to the Brazilian consulate with all the applications consolidated into one package. If you have special constraints and need to send it yourself, check with Joost (jvanhare@email.arizona.edu) on who we are currently using as the Visa expeditor. They can also help you get a new passport if that is necessary.

Harvard students: please contact Bill Munger at jwm@io.harvard.edu if you need guidance.

Detailed instructions:

Visa Application form

- Most of the visa form is self-explanatory. In 'Purpose of visit to Brazil' (question #25) check the fourth option (I WILL PARTAKE IN A SCIENTIFIC OR CULTURAL PROGRAM).

- Under travel information, question #26 (place of Arrival in Brazil), enter the city where you first enter in Brazil, according to your ticketed itinerary.
- For contact information in Brazil (question # 33 to 35) enter:
LBA Santarem Regional Office
Rua 24 de Outubro, 3707, Santarem, PA, Brasil 68080-010
Phone#: 55(91) 3523-4138

Obtaining an authenticated, notarized police clearance report:

(example for UofA students in Tucson):

1. Obtain documentation of no criminal record: go to the downtown Tucson Police Headquarters (270 S. Stone Av.) and get a NOTARIZED police clearance report (you need to specifically ask for notarization). Should take from 10 minutes to 1 hour (if crowded). Cost: \$2.25.
2. Get a notarized letter of financial support and enrolment at the University of Arizona. This can be obtained for UofA students from Amazon-PIRE director Scott Saleska.
3. Get notarized documents authenticated. (this provides documentation that the Notary Publics that provided notarization have valid commissions from the state of Arizona). Go to Rm. 252 State of Arizona North Building (Red brick building on SW Corner of Congress and Granada) and get the documents authenticated. This can take up to an hour when crowded. Cost: \$3/document.