

## Visa and Travel Information sheet for 2009 Amazon-PIRE Field Course

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

1. Provide: nationality, passport #, residence (city, state and country), and address, for purposes of visa application. Please email this to Marianne Ritter: [ritterm@email.arizona.edu](mailto:ritterm@email.arizona.edu).) For those processing visas outside of the Los Angeles Brazilian Consulate district (which includes Arizona), please forward this information to Marianne to keep on record.
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, and for those students processing visas through the Los Angeles consulate, bring all necessary documents listed below to Marianne Ritter in BioSciences West, Room 310, (520) 626-6942.

### Details:

**Step 1:** Provide nationality and passport number to Marianne Ritter. These are needed to complete official Brazilian invitation letters (a copy of which will be sent to us for inclusion in your visa application). Residence (city, state, country, address) is needed to determine Brazilian consular jurisdiction (and hence, the consulate to which we/you must apply.).

**Step 2:** Book your ticket to arrive in Belém by July 16<sup>th</sup>. The boat on which we have reservations to the field course location of Caxiuanã will leave on July 17<sup>th</sup> at 19:00 (7 p.m.) You must not miss the boat to Caxiuanã.

If you prefer to arrive a day or two earlier in Belém, please contact Marianne Ritter: [ritterm@email.arizona.edu](mailto:ritterm@email.arizona.edu). (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) For students who have applied for and received approval of travel support from Amazon-PIRE, book your trip through our travel agent, who will identify cost-effective itineraries to Belém for the Amazon-PIRE Field Course dates. Contact Patty Cook ([pcook@horizon-utrav.com](mailto:pcook@horizon-utrav.com)) at Horizon Travel: [www.horizon-utrav.com](http://www.horizon-utrav.com).

- o 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 reimbursable. 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.

(b) If you are paying for your own airfare, you may use our travel agent or book your trip 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.

**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: **You cannot 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 the requirements on the website of 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](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](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](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](http://www.brasilemb.org/index.php?option=com_content&task=view&id=168&Itemid=1)

**Example of 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, filled out, dated and signed by the applicant (see websites above to download applications);
- (2) US passport, valid for at least six months from the day of entry in Brazil, containing one blank page;
- (3) two recent 2" x 2" passport-type photos, front view, white background. Snapshots or computer pictures are not accepted. One place to get visa photos at the UA is the FedEx office in the Student Union (They are expensive, but cheaper in quantity. You can also have them taken at the UA Passport Application Acceptance Facility, 1128 E. Mabel Street, (520) 626-7161, as well as many local drugstores.)

Please glue on the two visa applications where indicated on the form.

(4) Itinerary for round-trip ticket to Brazil, confirming passenger name, itinerary, flight number, and arrival/departure dates;

(5) Original birth certificate;

(6) The original and a copy of the U.S. Alien Resident Card for foreign residents in the U.S. and/or a valid visa or document to return from Brazil to the U.S. or to another country;

(7) Notarized and certified letter from Amazon-PIRE Director, 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) enrollment at the University of Arizona as a graduate student. We will provide this letter for you to take to be notarized and certified.

If you have resided in the location of consular jurisdiction for twelve months, also please provide us with additional proof of financial capability (i.e. copy of bank or credit card statement.) If you have not resided in the location for twelve months, please provide us with a copy of your Arizona driver's license or if you do not have one, a UA Catcard.

(8) Notarized and certified police clearance report, issued within the last three months, certifying absence of criminal record;

(9) Copy of official invitation letter from Dr. Plinio de Camargo, the Brazilian PI of the project. We will provide this letter.

(10) proof of residence within the consular jurisdiction for the past twelve months (i.e. notarized copy of a utility bill showing your address.)

AZ students: We will send all the applications to the Brazilian consulate, consolidated into one package. If you have special constraints and need to send it yourself, check with Marianne Ritter (ritterm@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.

### **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:  
Museu Goeldi

**Notarization and Certification Process:**

Documents to be notarized include:

- 1) letter from Scott Saleska or if you are not a student at the University of Arizona, from your institution
- 2) copy of bank or credit card statement
- 3) proof of residence (utility bill, etc.)
- 4) police clearance

Make sure the notary public, **in addition to the notary stamp and the notary's signature and official number**, also includes the following information typed or hand-written by the notary. This is a requirement that some notaries do not practice, but according to the Secretary of State for the State of Arizona, something that is currently being strictly enforced.

For letters, the notary must include (example for Arizona):

State of Arizona  
County of \_\_\_\_\_ (county where the notarization took place)

This document was acknowledged before me on this \_\_\_ day of \_\_\_, 2009, by \_\_\_\_\_ (printed name of signer – that's you) in witness whereof I herewith set my hand and official seal.

For certification of copies of bills, bank statements, etc. the notary must include (example for Arizona):

State of Arizona  
County of \_\_\_\_\_ (county where the notarization took place)

I do certify that on \_\_\_\_\_ (date mm/dd/yy) I personally made a photocopy of \_\_\_\_\_ (name the document you made a copy of) from the original, and it is a true, exact, complete and unaltered copy.

**The State of Arizona will not certify your documents without the above information.**

**Obtaining a Notarized Police Clearance Report:**

(example for UofA students in Tucson):

To obtain documentation of not having a 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.). This should take from 10 minutes to 1 hour (if crowded.) Cost: \$2.25.

**Obtaining Certification for the Notarized Documents:**

Get notarized documents certified. (This provides documentation that the Notary Public who notarized your documents has a valid commission from the State of Arizona). Go to Rm.252 in the State of Arizona North Building (red brick building on NW Corner of Congress and Granada) to have the documents authenticated. This can take up to an hour when crowded. Cost: \$3/document. (There is free parking on the west side of the building.)

If you have any questions, please call Marianne Ritter at (520) 626-6942 or email at: [ritterm@email.arizona.edu](mailto:ritterm@email.arizona.edu) or [amazonpire@arizona.edu](mailto:amazonpire@arizona.edu)