

## **FGV DIREITO SP VISITING PROFESSOR PROGRAM TRAVEL POLICY**

**FGV DIREITO SP will be responsible for the following items during your stay here.**

- **Airline ticket** (from your home town to and from São Paulo) – **Economy Class**;  
We ask the visiting professor to send us the date, time and closest city so we can try to accommodate your request. Once the flight is booked we won't be able to make any changes to it.
- **Hotel Accommodation** (from a list that will be sent to the professor to choose)  
7 nights of accommodation. We ask the visiting professor to choose 3 options of Hotels. Therefore, we can have options in case the hotel chosen is fully booked.
- **Meals** (breakfast and lunch)  
The meals (lunch) will be covered by FGV DIREITO SP, **only** if done at **FGV DIREITO SP**. Meals done outside of **FGV DIREITO SP** won't be covered by **FGV DIREITO SP**.
- **Remuneration**  
**FGV DIREITO SP** will pay you the amount of US\$ 2.000,00 for the visiting professor's stay at FGV DIREITO SP (05 days-20 hours). Once the visiting professor arrives we will provide him/her with a contract that establishes the payment for his/her stay here at **FGV DIREITO SP**. That amount will be deposited into the bank account provided by the visiting professor up to 3 weeks after the end of his/her course.
- **Course Scheduling**  
Course will happen Monday to Friday from 5pm to 8pm.

### **VISA REQUIREMENTS**

We will require a visa only to the citizens of countries which are mandatory to have a visa to enter the country. If you are not from one of those countries do not worry about that.

For the citizens of countries who require a visa to enter in Brazil, we need them to have a Business visa (called **VITEM I** or **VITEM II**), an invitation letter will be issued so you can present it in the consulate. Once you receive your visa please send a copy to [cri.direitosp@fgv.br](mailto:cri.direitosp@fgv.br).

### **Items not reimbursable by FGV DIREITO SP:**

- Meals outside **FGV DIREITO SP**;
- Room service;
- Taxi (to and from the airport; hotel/FGV Direito SP/Hotel);
- Mileage to and from the airport;
- Parking at the airport;
- Airline ticket Upgrade;
- Visa fees.

We really appreciate receiving visiting professors at **FGV DIREITO SP**. For this reason, we would like to ensure a gratifying and enjoyable experience for them. Visiting professors are always welcome to contact us in case they need further information.