INSTRUCTIONS ON HOW TO RENEW THE REGISTRO MIGRATÓRIO FOR VISITING PROFESSORS


The Federal Police may alter, include or exclude any documents or procedures at any time. In case of doubts, please refer to the Police’s service channels.

Registro Nacional Migratório (RNM) – Federal Police

The Foreign Visiting Professor who had their contract with UFSC renewed and their request for residence permit approved and published in the Federal Official Gazette (DOU) shall apply for registration renewal at the Federal Police within ninety days, counted from the date the approval was published, under penalty of having the sanction provided for in art. 307, item IV, of Decree no. 9.199/2017 applied.

The registration consists in a civil identification, by biographic and biometric data, that will allow you to obtain an RNM number and a resident immigrant identification document.
Steps to renew the Registro Nacional Migratório (RNM)

Step 1:

Click on the bar below to access the Federal Police website and fill in the Electronic Form with your personal data:

In the Type of Registration field, select: Registro após publicação no Diário Oficial de União (registration after publication in the Federal Official Gazzette).

Step 2:

To obtain the RNM, you will be required to pay an issuance fee collected through the “Guia de Recolhimento da União” (GRU). To fill in the GRU, click on the bar below:
✓ In the **Endereço** field, fill in your current address in Brazil.

✓ In the **Unidade Arrecadadora** field, select: **SC (0264) Superintendência Regional no Estado de Santa Catarina.**

✓ In the **Código da Receita STN** field, type: **140120 - Emissões da Carteira de Registro Nacional Migratório - R$204,77**

The payment should be made preferably at the Banco do Brasil.

**Step 3:**

After filling in the request form and paying the issuance fee (GRU), you will need to gather the documentation required by the Federal Police. Click on the bar below to view the required document checklist.
These are the documents you should provide:

- **Electronic Form** filled in according to **Step 1**;
- One recent **3x4cm photo** (colored, white background, smooth paper, front facing);
- **Statement of Electronic Address and other means of contact** (annex XIX to the Inter-ministerial Ordinance no. 3/2018);
- **Passport** or a valid travel document or another document proving your identity and nationality, according to the terms of the treaties to which the country is a party;
- **RNM**;
- Page of the **Federal Official Gazette** containing the residence permit approval;
- **Proof of GRU payment** related to the issuance of the **Carteira de Registro Nacional Migratório** (National Migration Registration Card - CRNM), amounting to R$204.77.

**Step 4:**

Once you have gathered all the required documents listed above, you should request an appointment at the Federal Police website by clicking on the bar below:
After completing the request, go to the Federal Police Office at the scheduled date and time for your appointment. At the end of the process, you will receive a RNM issuance protocol. The new CRNM will be delivered at the Federal Police Office where you were registered. The delivery deadline will be defined at the time of your appointment.

Please be aware that it is your entire responsibility to fill in the electronic form correctly, to issue and pay the GRU, and to schedule your appointment at the Federal Police website.

We also highlight that the faculty member in charge of your visit at UFSC is the person responsible for assisting you in the visa renewal process. You may contact the Office of International Relations (SINTER) and/or the Prorectorate for People Management (PRODEGESP) if you have specific doubts not covered in this document.

Sources:

ELECTRONIC FORM - FEDERAL POLICE (PF):
https://servicos.dpf.gov.br/sismigra-
internet/faces/publico/tipoSolicitacao/solicitarRegistroEmissaoCie.seam?cid=12121&_ga=2.266132170.439161574.1606305965-1586970410.1598277076

GUIA DE RECOLHIMENTO DA UNIÃO (GRU):

STATEMENT OF ELECTRONIC ADDRESS AND OTHER MEANS OF CONTACT:
http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-
estrangeiro/formularios-e-modelos-
1/DeclaracaodeEnderecoEletronicoedMaisMeiosdeContato.pdf

APPOINTMENT SCHEDULING - FEDERAL POLICE (PF):
https://servicos.dpf.gov.br/agenda-
web/acessar?_ga=2.1768820.439161574.1606305965-1586970410.1598277076

GENERAL INFORMATION: