CONVALIDATION – BRAZIL

As a junior or senior in the US, you are eligible to go through the process of convalidation, which enables you to get credit for classes taken in the US upon your return to Brazil. In order to have your grades convalidated, you must take and satisfactorily complete classes in the following subjects:

- English
- Math
- Chemistry, Biology or Physics
- Social Studies, History, Civics or Government
- Physical Education
- Other course selections optional, or as requested by your school in Brazil

1) Obtain two copies of original HS transcript, with the following:
   - Raised seal
   - Official signature
   - School letterhead

   **Keep one copy of transcript for your records**

2) Obtain a $5 United States Postal Service (USPS) Money Order, made out to:
   - Brazilian Consulate of ____ (consulate serving your state)____

3) Find the Brazilian Consulate which services the state where you attended school:
   http://washington.itamaraty.gov.br/en-us/brazilian_consulates_in_the_us.xml

4) Send transcript through USPS EXPRESS Mail only, which allows tracking, and sent to the attention of the Legal Department. Include a self-addressed, stamped USPS EXPRESS Mail envelope for the return of your documents. This address must be located within the US.

5) Include a letter stating your name, your request for your documents to be convalidated, as well as your address in the US. If you will not be in the US, please make arrangements with your host family or Local Coordinator to receive your documents and mail them to you at home, as well as money for postage. Brazilian Consulates do NOT send documents overseas. Expect your document processing time to be 2-3 weeks

Should you have any questions, you may reach out to your advisor in Brazil, or contact CIEE at 800- 448- 9944.