



Realização:



CALL FOR APPLICATIONS No. 05/2025/COPERVE

Admission selection process for refugees, low-income asylum seekers
and humanitarian visa holders UFSC 2025

The Universidade Federal de Santa Catarina (UFSC), through the Permanent Entrance Examination Committee (Coperve), hereby announces the rules and procedures regarding the admission selection process for refugees, low-income asylum seekers and humanitarian visa holders 2025, with applications open **from 15 April to 15 May 2025**. This selection process aims to fill remaining places from the UFSC/IFSC/IFC Unified Entrance Examination (*Vestibular*) 2025 and/or the Unified Selection System – Sisu UFSC 2025, for admission in the second academic semester of 2025, in accordance with Normative Resolution no. 137/2025/CGRAD, of 9 April 2025, and Normative Resolution no. 151/2021/CUn, of 16 July 2021.

1. VALIDITY

1.1. The result of the admission selection process for refugees, low-income asylum seekers and humanitarian visa holders 2025 is only valid for admission in the second academic semester of 2025, in the undergraduate programs offered at UFSC, according to the **General Table of Programs** in Annex I to this Call for Applications.

2. APPLICATION PROCESS

2.1. The application for the UFSC admission selection process for refugees, low-income asylum seekers and humanitarian visa holders 2025 is **free** and must be made exclusively **via internet**.

2.2. The UFSC admission selection process for refugees, low-income asylum seekers and humanitarian visa holders 2025 will follow this schedule:

| | |
|---|------------------------------|
| Application start date | 15 April 2025 (Tuesday) |
| Application end date | 15 May 2025 (Thursday) |
| Request for special condition to take the admission test (including the use of hearing aid - Ordinance no. 02/2025/Coperve) | From 15 April to 15 May 2025 |
| Results of the analysis of the special condition requests | 22 May 2025 |
| Confirmation of FINAL application, containing the test location information | By 10 June 2025 |
| TEST date | 29 June 2025 (Sunday) |

2.3. To apply, the applicant must do the following:

a) access the website www.refugiados2025.ufsc.br between **15 April and 15 May 2025**, complete the Application Form and submit it (by clicking the “*Enviar*” [send] button) by **11:59 pm on 15 May 2025**.

b) print or save the confirmation of Application Form submission.

2.4. The information provided in the Application Form is the sole responsibility of the applicant.

2.5. The applicant who does not proceed strictly according to **item 2.3** will not have their application considered.

2.6. Coperve will not be responsible for applications not completed due to communication failure, network congestion or other technical factors that make it impossible to transfer data or print documents referred to in **item 2.3** of this Call for Applications.

2.7. The application will only be considered complete after the submission of the Application Form through the application system available on the Admission Selection Process website. The Application Form is the proof of application.

2.8. Each applicant may apply only once. If more than one application is submitted, only the latest application will be considered.

2.9. Applicants must inform their Individual Taxpayer Identification Number (CPF) in the Application Form. Additionally, in order to prove the condition of refugee, low-income asylum seeker or humanitarian visa holder, they must inform the number of a photo identification document: Passport or National Foreigner Registration (RNE) or National Migratory Registry (RNM) or Provisional National Migratory Registry Document (DPRNM) or National Driver's License (CNH) or, exceptionally, another photo identification document.

2.8.1. As provided for in [Decree No. 8727/2016](#) and [Normative Resolution No. 59/CUn/2015](#), trans people (transvestites, transsexuals and transgenders) will be able to inform, at the time of application, their **social name**, with which they will be identified in the lists of approved applicants and subsequent calls.

2.10. During the application period, the applicant may change their personal information, except the CPF, in the system available on the Admission Selection Process website, under the menu option “Application”.

2.9.1 The information provided in the application, the verification of the information and the changes made, if any, are the sole responsibility of the applicant.

2.9.2 After the application period, the information provided will be considered final.

2.11. When applying, applicants must choose one of the undergraduate programs listed in the **General Table of Programs** provided in Annex I to this Call.

2.12. Refugees, low-income asylum seekers and humanitarian visa holders from any educational background who have completed or will complete secondary school or equivalent education by the date of enrollment at UFSC may apply for this Admission Selection Process.

2.13. Applicants who need special conditions to take the test must request these conditions upon application and must prove their needs in accordance with the Ordinance No. 02/2025/Coperve.

2.13.1. For the purposes of this Call for Applications, the **use of hearing aid** is also considered a special condition.

2.13.2. The medical report and/or other supporting documents may be sent in Portuguese, English, French, or Spanish.

2.14. The applicant whose application is completed according to **item 2.3** of this Cal will have access to their **Confirmation of Preliminary Application**, from **19 May 2025**, on the Admission Selection Process website, by clicking on the link “*Confirmação de Inscrição Preliminar*” [Confirmation of Preliminary Application], in order to verify their information.

2.15. The **Confirmation of Final Application**, indicating the location where the applicant will take the admission test, will be available on the Admission Selection Process website by **10 June 2025**. We advise applicants to bring a **printed copy of the Confirmation** on the test day.

2.16. The submission of the application implies knowledge and tacit acceptance of the conditions established in the entire content of this Call for Applications (including all the information in the Annexes), of which the applicant cannot claim ignorance.

3. AVAILABLE PROGRAMS AND PLACES OFFERED

3.1. In this selection process, 10 (ten) remaining places from the UFSC Entrance Examination – *Vestibular 2025* and/or from the Unified Selection System – Sisu UFSC 2025 will be offered for the second academic semester of 2025, according to the **General Table of Programs** in Annex I to this Call for Applications.

3.2. Refugees, low-income asylum seekers and humanitarian visa holders may apply for the places offered in Annex I to this Call for Applications. The places will be filled according to the applicants’ overall position in the admission test, observing the limit of 1 (one) place per undergraduate program.

3.2.1. Those wishing to apply for places in this selection process must indicate, in the application form, their condition, as follows:

I – people whose refugee status has been recognized by the National Committee for Refugees (CONARE) or a competent federal agency;

II - people who have claimed asylum with CONARE or another competent federal agency, whose gross per capita family income is equal to or less than one and a half times the minimum wage;

III – people holding a humanitarian visa; and

IV – people entering the country due to family reunion in accordance with the conditions in items I and III above.

3.2.2. The approved applicants must, at the time of enrollment at UFSC, prove their condition indicated in the application form, according to **item 3.2.1**, to an institutional committee appointed by the Prorectorate for Affirmative Action and Equity (Proafe).

3.2.3. The committee will decide whether the applicant meets the requirements established for this type of reservation of places.

3.2.4. The applicant may appeal the decision of the committee by filing an appeal with the committee

itself.

3.2.5. The committee's decision may be appealed to the Undergraduate Studies Council only in cases of a strict claim of illegality, and the appeal must be filed within 48 hours from the publication of the corresponding decision.

3.2.6. The applicant who does not have the documentation referred to in Annex II to this Call for Applications, validated by the Prorektorate for Affirmative Action and Equity (Proafe), will be disqualified.

3.3. According to the Normative Ordinance No. 18, of 11 October 2012, altered by the Normative Ordinance No. 9, of 5 May 2017, from the Ministry of Education, the provision of false information by a student, detected after enrollment, guaranteeing the right to due process of law, will cause the cancellation of the student's enrollment at the institution, without prejudice to any possible criminal sanctions.

4. THE TEST

4.1. The admission test will take place on **29 June 2025** and will consist of an essay written in Portuguese, lasting 2 (two) hours.

| GATE OPENING: 9 am GATE CLOSURE: 9:45 am | |
|---|---------|
| Date and time | Test |
| 29 June 2025 From 10 a.m. to 12 noon | - Essay |

4.2. The test will take place on the UFSC campuses in Araranguá, Blumenau, Curitibanos, Florianópolis and Joinville, in Santa Catarina State.

4.2.1. An applicant can only take the test in the city they have indicated in the Application Form.

4.2.2. No applicant will be allowed to take the test outside the premises defined by Coperve.

4.3. Access to the test location on the test day will be allowed from **9 a.m. to 9:45 a.m..**

4.3.1. The applicant who arrives at the test location **after 9:45 a.m. will not be allowed to enter** the location, regardless of the alleged reasons.

4.4. Entry and stay in the test location are restricted to the applicants approved to take the test.

4.5. Upon entering the test location, the applicant must immediately go to the group/room to which they were assigned to take the test.

4.5.1. The applicant will have access to their group/room upon presenting the original copy of the photo identification document indicated in the Application Form: Passport or National Foreigner Registration (RNE) or National Migratory Registry (RNM) or Provisional National Migratory Registry (DPRNM) or National Driver's License (CNH) or, exceptionally, another photo identification document.

4.5.2. The applicant who does not present the original copy of the photo identification document indicated in the Application Form, due to loss, theft or misplacement, must present a report produced by a competent police authority, issued no later than 90 (ninety) days prior to the test day. In this case, the applicant will be submitted to a special identification, consisting of data collection, signature and fingerprint on a specific form.

4.5.3. Special identification will also be required in cases where there are doubts regarding the face or signature of the applicant on the identification document, as well as in any other situations that do not allow the identification of the applicant.

4.6. Upon entering the group/room and during the test, the following will not be allowed: communication of any kind between applicants; possession/use of study materials (books, manuals, notebooks, printouts) and notes; hat, cap, beanie and other head accessories; sunglasses; cell phone; watch (any type); remote control; electronic keys and tags; earphone; ear protector; electronic cigarette; weapon; calculator; tablet; USB flash drive; digital cup/bottle; electronic cards (such as bank or transport cards); wearable devices; or any type of electronic device or material unrelated to the test, except in cases where special conditions to take the test were granted by Coperve. Applicants are advised to avoid bringing the items described above to the test location.

4.6.1. If the applicant arrives at the test location carrying items mentioned in **item 4.6** (except weapons), as well as bags, backpacks and other personal belongings, these must be placed under the applicant's desk/chair before the start of the test. Electronic items (of any kind) must remain **turned off**.

4.6.2. Weapons will not be allowed in the test locations.

4.6.3. Applicants who are public security professionals, legally authorized to carry a weapon and who need to bring it to the test location, must proceed as follows:

a) send a fully justified request to Coperve no later than 5 business days before the test date, by email at coperve@coperve.ufsc.br, including their professional identification, under penalty of being prevented from entering the test location;

b) if authorized by Coperve, on the test day, enter the location immediately after the gate is open, go to the unit's coordination office, present their professional identification, and leave the weapon in their custody, picking it up at the end of the test. Refusal to adopt this procedure will result in disqualification from the test and the consequent summary dismissal of the applicant.

4.7. The test will start precisely at **10 a.m.** and will last **2 (two) hours**.

4.8. When completing the official essay sheet, the applicant must use a transparent ballpoint pen with **black ink (preferably) or blue ink**.

4.9. When using the scratch sheet, the applicant may use a pencil, eraser (without a cover), sharpener and mechanical pencil (made of transparent material).

4.10. Applicants will be allowed to eat during the test, provided that they eat food items that are easy to handle and do not disturb other applicants.

4.11. Applicants will be allowed to carry an unlabeled water bottle during the test.

4.12. The essay must be written in Portuguese and transferred to the official essay sheet within the duration of the test. The official essay sheet will be the only valid document for evaluating the essay.

4.12.1. The essay must be written within the space delimited on the official essay sheet. Excerpts written outside the delimited space or on the back of the page will **not** be evaluated.

4.13. The applicant may only leave the test group/room permanently **after 11 a.m.**

4.14. No less than 3 (three) applicants may remain in the test group/room. The remaining applicants must sign the minutes, indicating their departure time.

4.14.1. If the group/room has less than 3 (three) applicants, they must wait until everyone has finished the test, sign the minutes and leave the room together.

4.15. Applicants will be excluded from the selection process if, during the test, they:

- a) borrow anything or use other illegal means;
- b) are caught providing and/or receiving assistance for completing the test;
- c) are caught in the act of attempting to cheat the test, by using any means, or are responsible for false personal identification;
- d) are caught using or carrying any of the items listed in **item 4.6**, regardless if they are turned on or off.
- e) disturb, in any way, the order of the work, incurring wrongful conduct;
- f) leave the room, during the test, without a proctor;
- g) leave the test location permanently before 11 a.m. without Coperve's authorization;
- h) refuse to hand over all test material to the group/room proctor at the end of the time allocated for its completion;
- i) do not return the test book and the official essay sheet to the group/room proctor;
- j) refuse to participate in the procedures mentioned in **item 10.1**.

4.15.1. The applicant who is dismissed from the selection process before 11 a.m. must remain inside the test premises, accompanied by a proctor, until the time allowed to leave the premises, according to **item 4.13** of this Call for Applications.

4.16. After evaluating the essays, Coperve will release the **Preliminary Individual Performance Report**, containing the essay score, as well as a copy of (access to) the official essay sheet.

4.16.1. The copy of the essay sheet will be made available on the Admission Selection Process website for consultation and download **until 30 August 2025**. After this period, it will no longer be available.

4.17. Access requests and appeals regarding the score in the Preliminary Individual Performance Report may be made according to **item 8** of this Call for Applications.

5. ESSAY SCORE

5.1. The essay will be scored from zero to 10.00 (ten) and will be evaluated for its content and writing quality regarding:

- a) adherence to the proposed theme and genre (from 0.00 to 2.50 points);
- b) use of standard written language (from 0.00 to 2.50 points);
- c) coherence and cohesion (from 0.00 to 2.50 points);
- d) level of informativeness and argumentation or narrativity, according to the proposal (from

0.00 to 2.50 points).

5.2. Only essays **written in Portuguese**, transferred legibly to the **official essay sheet** within the 30-lines limit, according to the specifications in **item 4.12** of this Call for Applications, will be evaluated. Essays written in pencil and essays written on the scratch sheet, as well as text written on the back of the official essay sheet will **not** be evaluated.

5.3. If an applicant writes the essay with printed letters, they must clearly distinguish between uppercase and lowercase letters.

5.4. The essay must be the result of the applicant's production and creativity.

5.5. An essay will score zero points if it:

- a)** is completely off-topic;
- b)** results from plagiarism;
- c)** is written in verse;
- d)** identifies the applicant;
- e)** has symbols and drawings;
- f)** is not written in Portuguese.

6. APPROVAL AND RANKING

6.1. Applicants will be approved and ranked in the selection process if they obtain a score greater than 1.0 (one point zero) in the essay.

6.1.1. The approved applicants will be ranked in descending order of the total score obtained. If there are applicants with identical scores, the tie-breaker criteria will be the following:

- a)** older age;
- b)** lower income.

6.2. The 10 (ten) applicants who are best positioned in the overall ranking list will be ranked, respecting the maximum limit of 1 (one) place per undergraduate program.

6.2.1. The **approved** applicants who are **not ranked** will be placed on a waiting list.

6.3. The list of ranked applicants will be published in alphabetical order.

7. ENROLLMENT

7.1. All applicants ranked in the selection process must complete enrollment at UFSC in accordance with the dates, locations, procedures and rules contained in the Enrollment Ordinance issued by the Prorectorate for Graduate Studies and Basic Education (PROGRAD) and the Prorectorate for Affirmative Action and Equity (Proafe), which will be published on the Admission Selection Process website.

7.1.1. The ranked applicant who does not complete enrollment within the deadlines established in the

Enrollment Ordinance mentioned in **item 7.1.** will lose the right to the place for which they were ranked and will be replaced by the subsequent applicant on the waiting list.

7.1.2 All documents required for enrollment are listed in Annex II to this Call for Applications.

8. APPEALS

8.1. Applicants may appeal against the **rejection of a special condition request** to Coperve by 6 p.m. on 23 May 2025, according to the procedures specified in **item 9** of this Call for Applications.

8.1.1. The response to the appeal against the **rejection of a special condition request** will be individualized and made available, for exclusive access by the applicant, on the Admission Selection Process website by 27 May 2025.

8.2. Applicants may appeal against the **essay score** to Coperve by 6 p.m. on the day following the release of the **Preliminary Individual Performance Report**.

8.2.1. For appeal purposes, the **Preliminary Individual Performance Report** and a copy of (access to) the official essay sheet, along with a spreadsheet containing the items evaluated and the respective scores, will be made available on the Admission Selection Process website for exclusive access by the applicant.

8.2.2. The appeal must be in accordance with **item 9** of this Call for Applications.

8.2.3. Appeals that are not presented in accordance with **item 8.2.2** of this Call for Applications will be rejected.

8.2.4. The response to the appeal(s) will be individualized and made available, for exclusive access by the applicant, on the Admission Selection Process website, at the time the selection process result is announced.

8.3. The decision of Coperve on the response to the appeals cannot be appealed.

9. APPEAL PROCEDURES

9.1. To appeal, the applicant must:

- a) go to the “appeal” section in the applicant area on the Admission Selection Process website;
- b) substantiate the appeal with logical and consistent arguments;
- c) complete, print and sign the appeal request;
- d) send, through the system, other documents that they deem necessary to complement the arguments;
- e) submit the appeal request.

9.2. Appeals regarding the essay must be **written anonymously**, that is, they cannot mention the name, application number or any other information that identifies the applicant **in the argument field** or in any additional document attached to the appeal.

9.2.1. Appeals regarding the essay in which the applicant identifies themselves in the argument field or in any additional document attached to the appeal will be rejected and will not be evaluated by the examining committee.

9.3. Appeals that are not in accordance with the provisions of **items 9.1 and 9.2** will be rejected.

10. GENERAL AND FINAL PROVISIONS

10.1. To ensure the integrity and security of the selection process, during the admission test, Coperve may use metal detectors or other electronic equipment and may identify the applicant(s) by their fingerprints, as well as carry out a rigorous inspection of them. Applicants are entirely responsible for any inconvenience that they cause in these procedures.

10.2. Any applicant who was proven to have used false documents and/or information or other illegal means to participate in the selection process will be excluded at any time, even after enrollment.

10.3. Coperve will not be responsible for the loss of any items or valuables carried by the applicants during the test.

10.4. Access to the test groups/rooms will only be allowed to the applicants assigned thereto and to persons authorized by Coperve.

10.5. Coperve will publish, whenever necessary, calls for applications, supplementary rules and official notices about this selection process, and it is the applicant's responsibility to become aware of their content by visiting the Admission Selection Process website.

10.6. The official list of ranked applicants by undergraduate program and the applicants' final individual performance report will be published on the Admission Selection Process website.

10.7. Before the result of the selection process is published, in case of a change of phone number or email address, the applicant must inform Coperve of the new phone number or email address (also informing their respective application number) by email at coperve@coperve.ufsc.br.

10.7.1. If this change of phone number or email address occurs after the publication of the final result by Coperve, the ranked applicant must inform the Student Administration Department (DAE/UFSC) by email at dae@contato.ufsc.br.

10.8. The applicant who, at the time of the test, have an infectious disease or find themselves in another situation that requires special medical care must inform Coperve of their condition by phone at +55 (48) 3721-9951 or by email at coperve@coperve.ufsc.br. Coperve will evaluate the possibility of addressing the specific needs of the reported condition.

10.9. Based on article 207 of the Constitution of the Federative Republic of Brazil, Coperve reserves the right to keep the test books under its custody for a period of 120 (one hundred and twenty) days from the publication of the selection process result. After this period, they will be destroyed.

10.10. Failure to comply with the provisions and instructions contained in this Call for Applications and in the resolutions guiding it, as well as in the test book, supplementary rules, and official notices that may be published by Coperve, may result in the exclusion of the applicant from the selection process.

10.11. The times stated in this Call for Applications refer to the Brasília official time, which can be verified at <http://pcdsh01.on.br/HoraLegalBrasileira.php>.

10.12. Any cases not covered by this Call for Applications will be resolved by Coperve.

Florianópolis, 15 April 2025.

MARCOS ANTONIO ROCHA BALTAR
President of Coperve/UFSC