



CAPES-FULBRIGHT DOCTORAL DISSERTATION RESEARCH PROGRAM

Fulbright on-line Application Form Instructions 2011-2012

The Fulbright Program, the first and most important educational exchange program of the U.S, was created 1946 by the United States Congress in the aftermath of World War II, to promote mutual understanding between the United States and the rest of the world. Today, the Program involves 152 countries, including Brazil, where it has been active since 1957, when the Fulbright Commission was created, as the first organized official educational exchange between the two countries. Since then, thousands of Brazilian and Americans have benefited from the scholarships and the educational exchange opportunities offered by the Program.

As part of its efforts to better promote and enhance educational exchanges opportunities between Brazil and the United States, CAPES, Brazilian Ministry of Education agency for graduate studies and the major scholarships/fellowships grantor, and the Fulbright Commission signed an agreement to promote education in the U.S. Under this agreement, Brazilian citizens will be able to go to the U.S. to carry out doctoral dissertation research in all fields of study.

To accomplish with the Fulbright requirements, please read **carefully** the instructions bellow to fill the Fulbright on line application form. For further information, please contact:

Comissão Fulbright

www.fulbright.org.br

ddr2011@fulbright.org.br

Tel: (61) 3248-8605

STEP 1: LEARN REQUIREMENTS FOR SUBMITTING AN APPLICATION

Candidates must simultaneously submit the CAPES form, the Fulbright on line application form and supporting documentation. Detailed description of the supporting documentation and respective deadlines are listed in the applicant's checklist at the end of these instructions. **Note carefully**, your application is not considered completed until Fulbright Commission receives all supporting documentation before the deadlines.

STEP 2: REGISTER TO FULBRIGHT ON LINE APPLICATION FORM Select the Fulbright On Line Application Form icon at www.fulbright.org.br/ddr.html to start the registration. Your email address is your User ID. When you created an account for the Fulbright on-line application, you created a password. A message was sent to you indicating your User ID and Password. Keep this information in a safe place. You can log in and out of the application as frequently as you like; however, you must have your User ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on "Update My Account" at the top of the home page of this application.

STEP 3: COMPLETE THE APPLICATION

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can NO longer make changes to it.

This application form is to be completed in English. Items must be answered completely and carefully. Some helpful "tips":

- Avoid using all capital letters and diacritical markings when answering items, e.g., name, address, etc. It is better to use upper and lower case without diacritical markings, e.g. write Jose Maranhao instead of JOSÉ MARANHÃO.
- You can copy and paste information into all text boxes.
- In the text boxes, you must **limit your responses to the space provided**. Information that exceeds the space provided will **not** display or print. Note this carefully, as information that exceeds the space provided will not display or print. If what you have typed or copied exceeds the size of the box, you must edit it.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Be sure to review so that you can make sure all of your text is viewable.
- Closing out of the PDF view will bring you back to your application.
- You will create essays on pages 4, 5, and 6. On the essay pages text entered exceeding the space provided **will display** and print. However, it is recommended that you try to keep your essays to one on one and a half pages when possible.
- You have several ways in which you can create your essays.
 - You can compose your essay on-line. Please note, there is a 40-minute 'time out' function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
 - You can copy and paste text from another document and edit online. Again, you will have a 40minute "time out" function. You will not be able to customize the formatting.
 - You can upload text from another document. This is the only option where you will be able to have

special formatting, e.g. bold, underline, headers, double space, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.

- Pages 4 (study objective) and 5 (personal statement) contain a header that displays on the PDF view. Therefore, you must leave a 1½ inches (4cm) margin at the top of every page of your essays to allow space for the header that will appear on the print version of your application.
- You should **preview** all of your essays to make sure the formatting is correct before submitting your application by clicking the preview button in the upper right-hand corner of the screen. When you preview an essay, **you must use the “Back” browser button to return to your essay**. Closing out of the HTML preview (i.e. clicking the X in the upper right-hand corner) will exit you from your application.
- You can scan your postsecondary academic transcripts and upload the scanned copies into the online application. This functionality appears on page 7.
- Some questions are “required.” In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information.

Preliminary Questions – In this page check the option “Fulbright Foreign Student Program” at Question # 2.

Item 1—Name: It is very important that you write your name exactly as it appears (or will appear) **on your passport**. Please use upper and lower case when entering in your name, e.g. Jose Maranhao. Avoid using all capital letters or using all lower case. Also do not use diacritical markings as this can sometimes create computer-related problems.

Item 11—Application Cycle: Please select 2011-2012.

Degree Objective: Select **visiting student researcher** option from the drop down menu of choices.

Item 14—Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List first your doctorate you are presently enrolled in Brazil with the expected conclusion date.

Item 21—Position Code: Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

Item 27—Study/Research Objective (REQUIRED): Here you **must** write in English the title, introduction with justification and objectives of your Research Project in Portuguese, accordingly items 3.2.1-3.2.3 of the EDITAL n. 40/2010/CAPES. The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the research activities you want to pursue and how do they are linked with your doctorate in Brazil. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. Remember to leave a 1½ inches (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

Item 28—Personal Statement (REQUIRED): The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for doing doctorate research in the U.S. Remember to leave a 1½ inches (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

Item 29—Additional Information (REQUIRED): You must upload separately the six documents described in the items 3.1.3.2 – 3.1.3.8 in the EDITAL n. 40/2010/CAPES. For upload purposes each file cannot be larger than 1 MB.

Page 7—University Transcripts: You must scan copies of academic transcripts from all graduate programs (Masters and/or PhD) attended, including the partial transcripts of the current doctorate you are enrolled in, and upload them into this application, item 3.1.3.1 in the EDITAL n. 40/2010/CAPES. These documents may be in Portuguese. Just follow the instructions that appear on page 7 of the application.

Page 8—Personal Information: The information provided on this form will be used by the Fulbright Commission and Fulbright administrative agency (IIE – Institute of International Education) for internal purposes only.

Item 32—National Identification Number: Indicate your CPF number.

Page 9—Personal Financial Information: Not applicable.

Page 10—University Preference: Indicate the name of the university in which you are planning to do your research. Provide the name of the department and the specific program within that department in which you are accepted, accordingly document described in the item 3.1.3.6 in the EDITAL n. 40/2010/CAPES. If you have been in contact or correspondence with a faculty member, please provide the name and contact information for that individual.

STEP 4: PRINT SUPPLEMENTAL FORMS

It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms. The following forms can be found by clicking on the **Supplemental Forms** button on the Home page of this application.

- a. Letter of Reference/Recommendation:** Not applicable.
- b. Report on Proficiency in English:** Not applicable.
- c. Information Concerning Foreign Student Academic Records:** Not applicable.
- d. Transcript Release Form (for post-secondary U.S. transcripts only):** Not applicable.
- e. Signature Form:** You must download the PDF, print out, sign, scan and forward this form to Fulbright

Commission by e-mail as a attached file to ddr2011@fulbright.org.br.

STEP 5: APPLICATION INSPECTOR

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

STEP 6: REVIEW AND PRINT YOUR APPLICATION

Review a PDF version of your application and print a copy for your records.

STEP 7: SUBMIT YOUR APPLICATION

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Commission in Brazil. **Please note**, it is very important that you identified Brazil as your country of citizenship correctly in the preliminary question. If you didn't enter Brazil, you must correct your answer to the preliminary question prior to submitting your application. You can correct this data filed by clicking on the **"update my answers to preliminary questions"** link on the upper-right hand corner of the Home page. **Note carefully**, after submitting your application electronically, you will be able to access it in a viewable PDF format as well as to access supplemental forms. You can print these documents. However, you will not be able to make changes to your application.

After submitting your on-line application form, you must also send an e-mail to ddr2011@fulbright.org.br with the following content:

Subject field: DDR2011 <write your full name>

3 files attached: CAPES Application Form; Research Project in Portuguese; and Signature Form available at supplemental forms

The Fulbright Commission will send an e-mail confirming the reception of this message.

STEP 8: TRACK YOUR APPLICATION FOR MISSING DOCUMENTS

At the bottom of the home page of your application, there is a 'track your status' link. If items that are still needed to complete your Foreign Fulbright dossier have been identified, they should be indicated here. Only items that are missing will be identified. Please return periodically to check your status.

STEP 9: NOT APPLICABLE

Checklist for Submission of Applications

Document	Form of submission	Deadline dd/mm/yyyy	Check
Fulbright on line application form available from www.fulbright.org.br/ddr.html with scanned documents as described in items 3.1.3.1 – 3.1.3.8 in the EDITAL n. 40/2010/CAPES	<i>On line</i>	30/09/2010	[]
E-mail Subject field: DDR2011 and <write your full name> and 3 files attached: <ul style="list-style-type: none">○ CAPES application form available at www.fulbright.org.br/ddr.html○ Research Project in Portuguese○ Signature Form available at Fulbright on line application supplemental forms	<i>e-mail sent to ddr2011@fulbright.org.br</i>	30/09/2010	[]