

## APPLICATION INSTRUCTIONS COMPLETING THE ONLINE APPLICATION

Instructions for Brazilian Applicants to the Hubert H. Humphrey Fellowship

Please read all instructions carefully and follow the application guidelines below. This online application is designed in a way that allows Fulbright programs in various countries to use the same form.

In addition to providing guidelines and tips, this instruction package will identify those fields that Brazilian applicants do not need to complete. Please read these instructions carefully and follow the appropriate guidelines when filling out the application.

Note that the documents **may not** send by email, and should not be mailed to the Fulbright Commission. All documents may be submitted **only** at the Online Application.

The application process has five steps:

- **STEP 1: REVIEW ELIGIBILITY CRITERIA AND AWARD CONDITIONS;**
- **STEP 2: ANSWER TO THE PRELIMINARY QUESTIONS;**
- **STEP 3: COMPLETE THE APPLICATION FORM;**
  - **3.1: Creating Your Essays;**
  - **3.2: Upload Additional Documents;**
  - **3.3: Supplemental Forms;**
- **STEP 4: LETTER OF REFERENCES;**
  - **4.1: Report on English Proficiency;**
  - **4.2: Confidential Letters of Reference.**
- **STEP 5: REVIEW AND SUBMIT THE ONLINE APPLICATION FORM;**

Please read **carefully** the instructions bellow to fill the online application form.

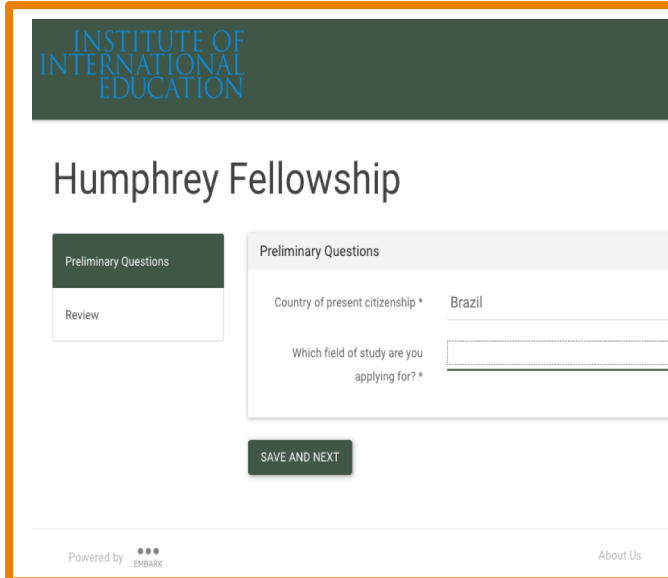
### STEP 1: REVIEW ELIGIBILITY CRITERIA AND AWARD CONDITIONS

A complete listing of eligibility criteria and award conditions is available on our website, <http://fulbright.org.br/edital/h-h-humphrey/>. Key criteria for applicants are:

- a) Brazilian citizenship;
- b) NO U.S. Citizenship, Permanent Residency, or Birth;
- c) Not residing, enrolled, or working, in the United States;
- d) An undergraduate (first university or Bachelor's) degree;
- e) A minimum of five years of full-time, professional experience;
- f) Limited or no prior experience in the United States;
- g) English language ability.

## STEP 2: ANSWER TO THE PRELIMINARY QUESTIONS

Please, before applying to the Program, be aware if the Field of Study of the Humphrey Fellowship in Brazil is suitable with your academic and professional experiences.



### 1. Country of present citizenship:

Select “Brazil”. Selecting another country will send your application to the Fulbright Office in that country and Fulbright Brazil will not receive it. If our office does not receive your application, it cannot be reviewed or considered for an award.

### 2. Which field of study are you applying for? Select your Field of Study taking in account the areas related to the program in Brazil.

Often specific instructions for completing a question or item is provided in the application, but please review the following important information:

- DO NOT use 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. Jose Maranhao.
- You do not need to complete your application at one sitting. You can re-enter at anytime and edit your application. But once you submit your application, you can NO longer make changes to it;
- All forms in this application are to be completed in English. Items must be answered completely and carefully;
- 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 would not display or print;
- You can review each page of the application in its PDF format by clicking on the Preview button on the upper right-hand corner. Closing the PDF view will bring you back to your application;
- 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;

## STEP 3: COMPLETE THE APPLICATION FORM

### Bio-Sheet A

- **Family Name/Surname, First, Middle:** it is very important that you list your name exactly as it appears (or will appear) on your passport. **Do not** omit/neglect any of your names. **Do not** use diacritical markings;
- **Permanent mailing address:** it is very important that a mailing company can reach the informed address, so please use your address as stated in all your correspondence. e.g.: Rua Getulio Vargas, and **not** ~~Getulio Vargas Street~~;

### Bio-Sheet B

- You should indicate your professional experiences, places you have traveled, lived or studied.

### 3.1: CREATING YOUR ESSAYS

#### Program Plan, Personal Statements A and Personal Statements B

- You should write in English a clear and detailed description of the program you want to pursue;
- **We strongly recommend** that provide your preferences with as much information as possible. You should review each Humphrey University's and take a look at those websites for specific requirements to get familiar with them.
- The essays provide the readers (your home country contact, the Humphrey Program staff and your future supervisor and other university) with a picture of you and your career interests.
- The essays will allow you to:
  - Emphasize key qualifications, areas of expertise, skills and/or goals  
Tip: Reflect on your overall qualifications and career goals: In what ways do they fit with the Program? Help the readers find out about your character/ personality. Tip: Think about making a good first impression;
  - Appeal to the university supervisor expectations. Consider: What qualifications are most desired by college and university professors in a language teacher/assistant? What other personal qualities do you possess that would make you attractive to them?
- Essays provide an opportunity for you to communicate your understanding of the program's goals and why you would be an appropriate candidate,
- Remember that Fellows are placed at one of the participating USA universities. Fellows are not able to choose which university they will attend. Rather, they are assigned in diverse groups of 7-15 to the most appropriate host institution based on their area of interest and professional field.
- Fellows are selected based on their potential for leadership and their commitment to public service in either the public sector or NGO.

## 3.2: PERSONAL INFORMATION AND ENGLISH LANGUAGE

Fill all information required\*: PERSONAL FINANCIAL INFORMATION, and DEPENDENTS (if Applicable).

## 3.3: UPLOAD ADDITIONAL DOCUMENTS

### Additional Documents

- The upload page can only support one document with a maximum size of 10 MB. If you have multiple documents, please combine them into one and upload as a single entity, otherwise the second file invalidates the first, and so on;
- You **may NOT** upload any additional travel experience in this page. We're only requesting the copy of your diploma and academic transcripts.
- Remember to upload only the document listed below.

#### Upload your diploma and academic transcripts:

Your academic documents must consist of a certified official record (transcript) from each university or other postsecondary institution, listing the subjects you studied and the grades (marks) you received during each year of your enrollment. Include all postsecondary institutions you attended, even those from which you did not receive a degree or diploma;

Certified, official evidence of each postsecondary or university degree, diploma, or certificate awarded to you;

**At this point the documents can be in Portuguese.**

## 4. SUPPLEMENTAL FORMS

You can choose to have your recommenders and English language evaluator submit their recommendations/assessment in paper form and then you may upload at "Additional Documents" or via online application system.

Note that the documents **may not** be sending by email, and should not be mailed to the Fulbright Commission. All documents may be submitted **only** at the Online Application.

- You must have 2 letters of reference and a Report on English Proficiency submitted on your behalf. Your recommenders must complete your letter online and submit electronically.

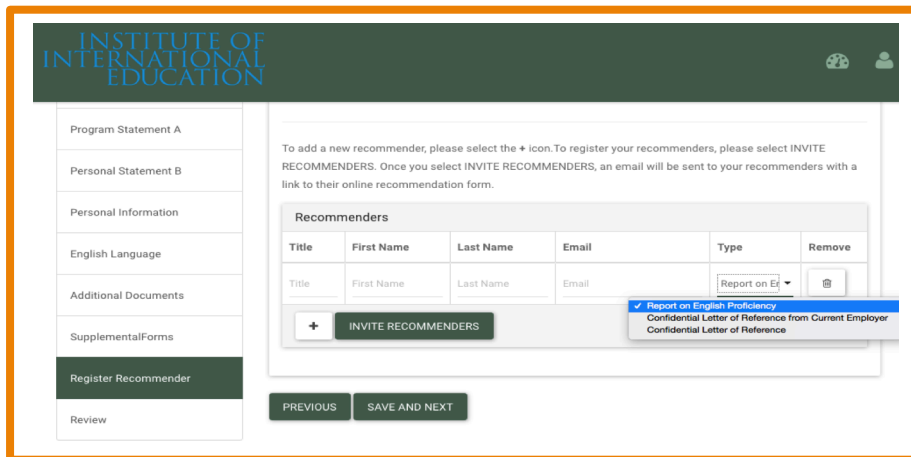
- You must register them as follows:

**It is your responsibility to ensure that reference reports are submitted by the deadline.**

#### 4.1. REPORT ON ENGLISH PROFICIENCY

- The Report on English Proficiency must be completed by a professor of English as a Foreign Language who speaks English as his/her native language, by a director of courses in English of a Binational Center or by an official of the U.S Embassy.

#### Register your English Examiner and submit Registration for the Report on English Proficiency



The screenshot shows a web interface for the Institute of International Education. On the left is a sidebar menu with options: Program Statement A, Personal Statement B, Personal Information, English Language, Additional Documents, SupplementalForms, Register Recommender (highlighted), and Review. The main content area contains instructions: "To add a new recommender, please select the + icon. To register your recommenders, please select INVITE RECOMMENDERS. Once you select INVITE RECOMMENDERS, an email will be sent to your recommenders with a link to their online recommendation form." Below this is a table titled "Recommenders" with columns: Title, First Name, Last Name, Email, Type, and Remove. A dropdown menu is open under the "Type" column, showing options: "Report on English Proficiency" (checked), "Confidential Letter of Reference from Current Employer", and "Confidential Letter of Reference". At the bottom of the form are buttons for "PREVIOUS" and "SAVE AND NEXT".

#### 4.2. CONFIDENTIAL LETTER OF REFERENCE

#### Register the two Confidential Letters of Reference:

Letters of reference help reviewers place your proposal within your home institution’s current conditions and plans for growth. References also provide evidence of your reputation within your Major Field of Study. The Reference Report Form in the application packet suggests qualifications that your referees should address.

- You must submit two references, one of this should be for your Current Employer. Do not submit more than two references;
- Please provide your referees a copy of your Personal Statements (A and B);
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself;
- References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution;
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution;
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references;
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well;
- References must be written in or translated into English;
- Reference letters should be submitted through the online application system by the application deadline;

**It’s your responsibility to ensure that reference reports are submitted by the deadline.**

## STEP 5: REVIEW AND SUBMIT THE ONLINE APPLICATION FORM

Before you can submit your online application electronically, your application will be reviewed for completeness. If there is missing information, you will be prompted to correct by the Application Inspector.  
NOTE that the Application Inspector

After completing your online application and thoroughly reviewing it, you can submit it electronically to the Fulbright Commission. Please note that after submitting your application you will be able to access and print it, as well as the supplemental forms and documents, but you will not be able to make any changes to your application.

After completing your online application you should send a 30-second video regarding your Essays to [hjh@fulbright.org.br](mailto:hjh@fulbright.org.br)

**NONDEGREE STATUS:** The program designed for Humphrey Fellows does not result in the awarding of a degree. While Fellows are able to enroll in courses relevant to their professional interests, the Humphrey Program is not appropriate for those who wish to concentrate on academic work required for a U.S. degree.

Humphrey Fellows spend a considerable portion of their time engaged in off-campus activities such as internships, field trips, workshops, and special projects that give them practical experience in their professional fields. Fellows who successfully complete the program are awarded a Certificate of Participation.

**YOUR APPLICATION PROCESS WILL ONLY BE CONCLUDED AFTER YOU HAVE SUBMITTED YOUR ONLINE APPLICATION FORM.**

The electronic Signature is your Full name.