

**APPLICATION INSTRUCTIONS**

**Completing the Embark Online Application**

**Instructions for Brazilian Applicants to the Doctoral Dissertation Research Award.**

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.

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

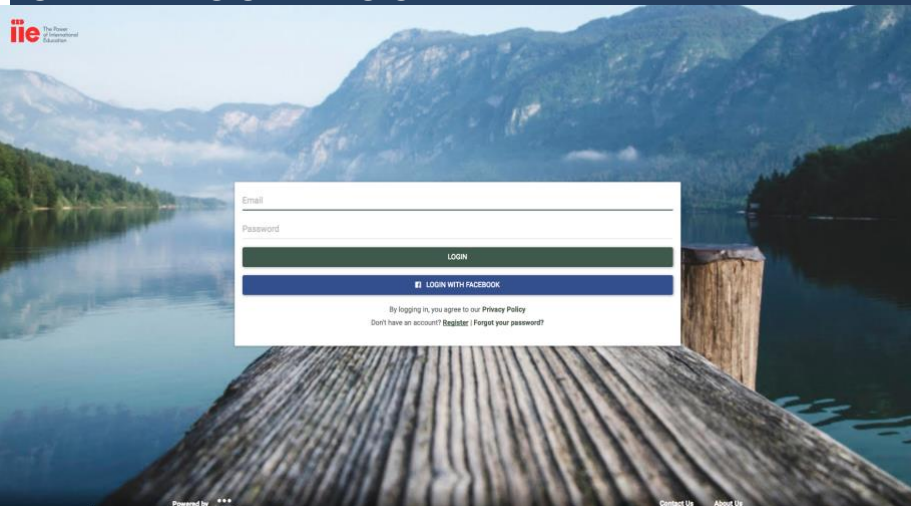
Candidates must submit their applications through the IIE-Embark online application system for the Humphrey Program by the deadline, **September 23, 2018**. Candidates are responsible for ensuring that all supporting documents are attached to the online application, as outlined in the **call for proposals** section.

**The application process has seven steps:**

- **STEP 1: REGISTERING ONLINE;**
- **STEP 2: ANSWER TO THE PRELIMINARY QUESTIONS;**
- **STEP 3: COMPLETE THE APPLICATION FORM**
  - **3.1:** General Information;
  - **3.2:** Education;
  - **3.3:** Experience, language skills and test scores;
  - **3.4:** Personal Information;
  - **3.5:** Personal Financial Information;
  - **3.6:** University Preference.
- **STEP 4: ATTACH REQUIRED DOCUMENTS;**
  - **4.1:** Creating Your Essays & Resume/ Curriculum Vitae;
  - **4.2:** Transcripts and Additional Documents;
  - **4.3:** Supplemental Form – Signature Form;
- **STEP 5: LETTERS OF REFERENCE;**
- **STEP 6: REVIEW AND SUBMIT THE ONLINE APPLICATION FORM;**
- **STEP 7: MAILING FULBRIGHT.**

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

**STEP 1: REGISTERING ONLINE**

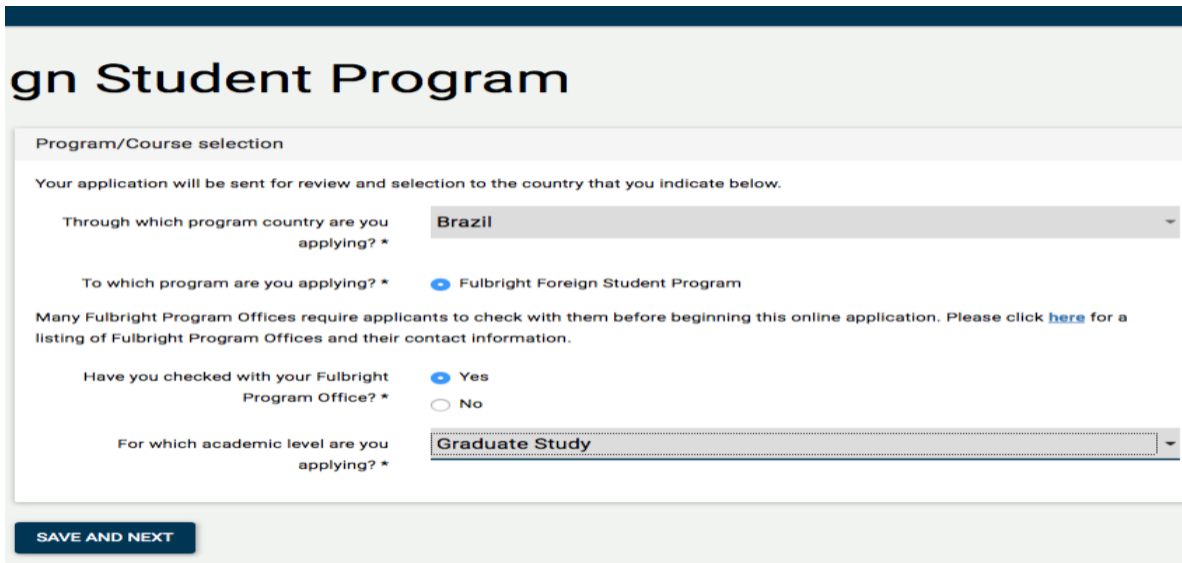


**Click on the REGISTER button to create your IIE/ Embark account**

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## STEP 2: ANSWER TO THE PRELIMINARY QUESTIONS

**YOUR ANSWERS TO THE PRELIMINARY QUESTIONS MUST BE EXACTLY AS FOLLOWS:**



## STEP 3: COMPLETE THE APPLICATION FORM

- You do not need to complete your application at one sitting. You can re-enter at any time 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;
- 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; or
- You should **download** all of your documents to make sure the formatting is correct before submitting 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; e.g. Jose.

### 3.1 GENERAL INFORMATION

- 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;
- 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~~;

- **Study Plans:**

**Application Cycle:** you are applying to the **2019-2020** cycle;

**Degree Objective:** you are applying to the **Visiting Student Researcher**;

**Field of Study:** From the choices, select the field of study most appropriate to your study objective. Once you select your field of study from the drop down, you will use the look-up table to find your specialization. This is a fairly comprehensive list, so please select the one that is most appropriate. You can expand on this in your Study Objective essay.

### 3.2 EDUCATION

**Institutions Attended:** list all post-secondary **putting the most recently attended first**, even those from which you did not obtain a degree from;

**Awards and Recognitions:** list all awards, books, articles and honors received when applicable.

### 3.3 EXPERIENCE, LANGUAGE SKILLS AND TEST SCORES

**Occupational Experience, Language Skills, Travel Details and Emergency Contacts:** fill all information required.

**3.4 PERSONAL INFORMATION** - Fill all information required.

**3.5 PERSONAL FINANCIAL INFORMATION** -Fill the information required when applicable.

### 4.6 UNIVERSITY PREFERENCE

You must have been accepted at least in one (1) US University. Please provide your preferences with as much information as possible. It is imperative that you review each school's website for specific application requirements to get familiar with them. It's mandatory to attach the letter of acceptance from the Host Institution at *Additional Documents*.

## STEP 4: ATTACH REQUIRED DOCUMENTS

### 4.1: ESSAYS & RESUME/ CURRICULUM VITAE

- **CREATING YOUR ESSAYS:**

**Study/Research Objectives and Personal Statement.**

You have to write the two Essays mentioned above as part of your application. Essays are a method for measuring critical thinking skills, understanding and writing skills.

The essays will allow you to emphasize key qualifications, areas of expertise, skills and/or goals; and also, to provide an opportunity for you to communicate your understanding of the program's goals and why you would be an appropriate candidate.

- **RESUME/ CURRICULUM VITAE**

1. Candidate's CV **in English**, limited to three pages; and
2. Brazilian academic advisor's CV **in English**, limited to three pages

**Attention to upload the 2 documents in just one file, otherwise the second file invalidates the first, and so on.**

The curriculum describes academic credentials and demonstrates a record of scholarly achievements  
When composing curriculum vitae, it is important to include:

- Highlight the activities related to the area;
- Education (universities/ classes attended, degrees earned, and dates received);
- Professional positions held; Courses taught, and other services provided to students and the home institution;
- Publications (when applicable) and other professional activities, such as workshops, seminars and consultations;
- Membership and activities in professional associations; and Honors, awards, fellowships and Community services.

## 4.2: TRANSCRIPTS AND ADDITIONAL DOCUMENTS

- **TRANSCRIPTS**

Upload Academic transcripts in Portuguese: transcripts of master's degree including the transcript of the current doctorate program indicating the date of enrollment; **Attention to upload all documents in just one file.**

- **WRITING SAMPLE (Research Project)**

**Study/Research Project:** This is an essential and highly important part of your application. You should write in English a clear and detailed description of the program you want to pursue. If writing online, pay attention to the formatting information of margins;

**Write the Research Project in English at maximum of 10 pages, it should be prepared using 11 pt font, 1,5 lines spaced and contain a clear and detailed description of your research proposal or proposed activity including the following items:**

**1. Research Title;**

**2. Background and Significance:** Explain the significance of the project for the field, your own professional development, and home country. When possible, place the project in academic or professional context by referring to the major work by others on the topic. In some cases, this can be aided by use of a select bibliography.

**3. Objective:** Define clearly the aims of the project.

**4. Methodology:** Describe the project and explain the approach and methods you will follow

**5. Activity Timetable:** Explain how your project can be completed within the time period requested.

**7. U.S. Host Institution preferences:** Indicate the U.S. Host Institution and why residence in the United States is necessary for accomplishment of the project.

**8. Bibliography:** Include the citation or quote as original resources to support your research proposal (**Note that the Bibliography is not part of the 10 pages for the Research Project**)

- **TEST SCORES**

Upload your valid TOEFL or IELTS certificate/score report or online score report, obtained **after August 1, 2017**, as follows: 71 TOEFL iBT, 527 TOEFL ITP or 6.0 IELTS.

- **ADDITIONAL DOCUMENTS**

**Attention to upload the documents in just one file.**

**1.** Brazilian official ID (If the candidate has already received a J-1 and/ or a J-2 visa, it is necessary to include a copy of the DS-2019 form and of the visa page on the passport);

**2.** Letter of support from the Brazilian academic advisor **in Portuguese**; Note that the letter should be typed on institutional letterhead and signed.

**3.** Letter of support from the academic coordinator of the Brazilian PhD program **in Portuguese**, confirming the graduate program approves the proposed mobility of the candidate; Note that the letter should be typed on institutional letterhead and signed.

**4.** Letter of acceptance from the U.S advisor **in English**; and Note that the letter should be typed on institutional letterhead and signed.

**5.** Signature Form;

### 4.3: SUPPLEMENTAL FORMS

- **Letter of Reference:** Proceed to step 5.
- **Report on Proficiency in English:** not applicable, Skip this Document:
- **Transcript Release Form:** not applicable, Skip this document:
- **Signature Form:** Download it, sign, scan and forward it in Additional Documents page.
- **Academic Records Information:** not applicable, Skip this document:

## STEP 5: LETTERS OF REFERENCE

Letters of reference help reviewers place your proposal within your home institution’s/ professional current conditions and plans for growth. References also provide evidence of your reputation within your Major Field of Study and professional experience.

**You must submit only two references.**

Do not submit more than 2 references. Please provide your referees a copy of your Essays and Research Project

References should be from people qualified to evaluate your academic and 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 and professional works in the area.

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.

Note that documents should not be mailed to the Fulbright Commission.

### REGISTER THE REFEREES

- You must have two letters of reference submitted on your behalf. Your recommenders must complete your letters of recommendation online and submit electronically.

- Your recommenders will receive an email with information for them to login and complete online the forms and submit electronically (Please, be advised to check the SPAM).

|                                      |              |            |           |                     |        |        |   |
|--------------------------------------|--------------|------------|-----------|---------------------|--------|--------|---|
| Resume/Curriculum Vitae              | Recommenders |            |           |                     |        |        |   |
| Transcripts and Additional Documents | Title        | First Name | Last Name | Email               | Status | Resend | Remove  |
| Supplemental Forms                   | Dr.          | XPT01      | Fulbright | xpto1@fulbright.o   |        |        |  |
| Register                             | Dr.          | XPT02      | Fulbright | xpto2@fulbright.o   |        |        |  |
|                                      |              | +          |           | INVITE RECOMMENDERS |        |        |   |

## STEP 6: 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 Candidates are responsible for ensuring that all required documents are attached to the online application.**

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.

## STEP 7: MAILING FULBRIGHT

After submitting your online application form, you **must** also mail [ddra@fulbright.org.br](mailto:ddra@fulbright.org.br) with the following content:

Applicants must record a **thirty-seconds video in English** in MP4 format and send to [ddra@fulbright.org.br](mailto:ddra@fulbright.org.br) as part of the application materials. The video must explain **why are you applying for Fulbright and in which way do you plan to make this opportunity different from other international mobility of students programs?** The video must be sent no later than **08:00 p.m. Brasilia time, September 23, 2018.**

It is your responsibility to ensure that the video is submitted by the deadline of the Program. Failing to send the video will cancel your application.

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