

FULBRIGHT PROGRAM

Instructions for Completing the 2020-2021 Hubert H. Humphrey Fellowship Program

Application: <https://apply.iie.org/huberthumphrey>

Read all instructions carefully before completing the application.

Applicants may only apply for one award per application cycle.

General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

Step 1: Learn requirements for submitting an application

Before you begin an application, contact the Fulbright Program Office in the country from which you are applying. Deadline dates and application requirements for a Fulbright grant will vary from country to country. You must make sure you are eligible to apply. Additional information and a list of participating countries can be found here: <https://www.humphreyfellowship.org/>.

Step 2: Record username and password in a safe place

Your email address is your username. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your username and password. If necessary, you can reset your password by clicking the “Forgot Your Password” link on the log-in page.

Step 3: Complete the application

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are “required.” They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

Step 4: Submit the application

Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

Creating Your Online Account

1. To start, click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Note: Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

3. Click Continue. You will receive an email from apply@iie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
4. You will be prompted to enter your pin and then create a password to complete login.

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email Account

Temporary PIN

Birthdate

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

5. Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the resulting instructions.

Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

[Preliminary Questions](#)

These questions address essential program eligibility. All questions are required.

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[Welcome](#)
Preliminary Questions

Preliminary Questions

What is your country of citizenship?*

Brazil

If you do not see your country of citizenship in the list above, please consult the U.S. Embassy or Fulbright Commission in your country about other opportunities you may be eligible for.

To which academic year are you applying?*

2020-2021

Do you hold or are you applying for: U.S. citizenship; Dual citizenship with the U.S.; or U.S. permanent residency?

Yes
 No

Have you completed an undergraduate (first university or Bachelor's) degree program?

Yes
 No

Do you have a minimum of five years of full-time, professional experience?

Yes
 No

Continue

[Country Information](#)

Review all information in this section!

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Country Details

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[Academic History](#)

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[Professional Details](#)

[Language Skills](#)

[English Language Testing](#)

Country Information

Please review the information below to assist in completing your application.

Contact Information

Comissão Fulbright Brasil
 Address: Edifício Le Quartier, 70.701-000 Brasilia D.F., Brazil
 Website: <https://fulbright.org.br/>

Program Information

Current Application Competition Year: 2020-2021

Award Information

Current Award: HHH Brazil (Brazil)

Recommendations: 2 recommendations are required.

Continue

Data Privacy

Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.

Personal Information

Enter all required information.

Contact Information

Enter all required contact information.

Academic History

List all post-secondary educational institutions attended, beginning with the most recent, including any in which you are currently enrolled. Academic transcripts, copies of diplomas must be uploaded by clicking "Add Institution" below.

Institution	Degree	Dates Attended
Add Institution		
Continue		

Employment History

Please list all positions held beginning with the most recent.

Note: Applicants must include employment history totaling at least five years to be eligible for HHH.

Organization Name	Dates of Employment
Add Employer	
<input type="button" value="Continue"/>	

Add Employer

Organization Name	<input type="text"/>
Country	<input type="text" value="Brazil"/>
City	<input type="text"/>
Region	<input type="text" value="Select Region"/>
Telephone	<input type="text"/>
Dates of Employment	<input type="text"/> <input type="text"/> to <input type="text" value="Present"/> <input type="text"/>
Starting Position	<input type="text"/>
Ending Position	<input type="text"/>
Description	<input type="text"/>

Professional Details

Enter all required information.

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

English Language Testing

Read careful and enter all information

Program Plan

This is an important part of your application. Take the necessary time to think about each session and be aware that the application will automatically time out after 60 minutes of inactivity. To avoid losing work, it is recommended to type your answers into a separate document and paste into the text boxes below.

Experience Abroad

Enter the information.

Additional Information

Enter the information in all the sessions.

SUPPLEMENTAL MATERIALS

Note: This is an important session of your application. You must upload the required documents below:

1. Brazilian passport ID pages, if available, or ID photo. If the candidate has already received a J-1 visa, copy of the DS-2019 form and the visa on the passport (original document).
2. CV, no more than three pages.
3. English Language Assessment form, which must be completed by a professor of English as a Foreign Language who speaks English as his/her native language or by a director of courses in English of a Binational Center or an official of the U.S. Embassy who speaks English as his/her native language.

Additional Information

Supplemental Materials

Please upload any supplementary materials requested by your U.S. Embassy or Fulbright Commission.

Escolher arquivo Nenhum arquivo selecionado

Upload

Additional Information

Supplemental Materials

Please upload any supplementary materials requested by your U.S. Embassy or Fulbright Commission.

The following files have been uploaded:

- 04/25/2019 - termsOfAwardSCH.pdf - 1 page(s) [preview](#) [delete](#)
- [add another](#) 

Recommendations

Use this section to register your **two** recommenders.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application.

1. Click *Add Recommender*.
2. Complete all fields in the pop-up form:

Add Recommender

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. institutional email address for a professor, a corporate email address for a supervisor) when possible

Personal message to recommender

You may include a personal message for your recommender here. If your program has a recommendation deadline, please use this message to communicate this deadline to your recommender.

3. Click *Send to Recommender* to generate automatic email to recommender.
4. Click *Continue* to save your responses and advance to the next section.
5. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

Edit Recommender

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

Personal message to recommender

Status Sent to recommender on 12/20 at 11:18 AM

Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

In place of your signature, please type your full legal name:

Review and Submit

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

REVIEW ALL RESPONSES. CLICK SUBMIT.