

# FULBRIGHT VISITING SCHOLAR PROGRAM

## Instructions for Completing the 2020-2021 Fulbright Visiting Scholar Program Application

Application: <https://apply.iie.org/fvsp2020>

**Read all instructions carefully before completing the application.**

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### 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.cies.org/>.

#### **Step 2: Record user name and password in a safe place**

Your email address is your user name. 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 user name 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:

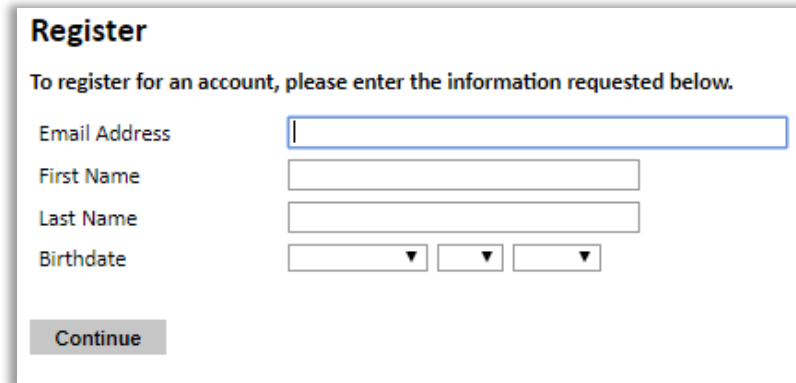
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents 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

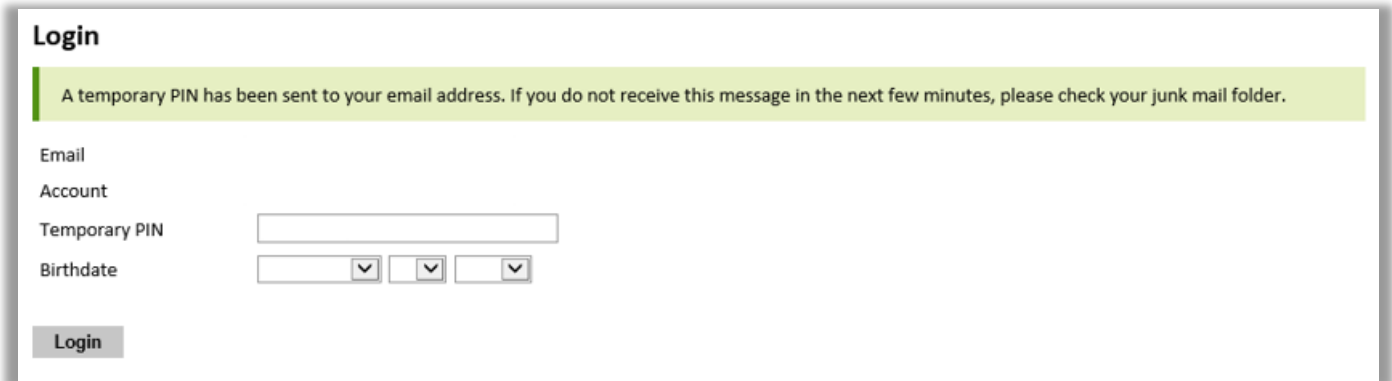
First Name

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](mailto: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	<input type="text"/>	✗ At least one letter
New Password (again)	<input type="text"/>	✗ 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.
4. The deadline to send the letters of recommendation is the same of the call.

## Preliminary Questions

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

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[Welcome](#)  
**Preliminary Questions**

### Preliminary Questions

All fields marked with an asterisk (\*) are required of all applicants for submission.

Through which program country are you applying?\*

Brazil

To which academic year are you applying?\*

2020-2021

*Academic year 2020-2021 typically corresponds to grants undertaken between August/September 2020 and May/June 2021; grant dates and grant lengths will vary by country and program.*

Do you hold or are you applying for:\*

a) U.S. citizenship;  
c) Dual citizenship with the U.S.; or  
b) U.S. permanent residency?

Yes  
 No

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?\*

Yes  
 No  
 Unsure

[Continue](#)

## Country Information

1. Review all information in this section!
2. Note any country-specific and award-specific instructions for completing the rest of the application, including:
  - a. Country website
  - b. Deadline information
  - c. Open application cycle
  - d. Additional required materials
3. If prompted, you must select an Award before proceeding.
4. Click *Continue* to proceed to the next section.

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## Country Information

Please review the information below to assist in completing your application. If this is the first time you are accessing this page, you must select an Award, marked with an asterisk (\*) below under Award Information; if you are returning, please ensure that the Current Award opportunity is correct.

### Contact Information

Comissão Fulbright Brasil

Address: Edificio Le Quartier, 70.701-000 Brasilia D.F., Brazil

Website: <https://fulbright.org.br/>

### Program Information

Current Application Competition Year: 2020-2021

Deadline Information: Start date: June 1st, 2019 - End date: July 30th, 2019

General Information: The program for Brazilian Scholars is divided in three different groups: 1. The Visiting Scholar Program targets accomplished scholars in all-disciplines. The candidate must have been accepted by a US university or research center. 2. The Junior Faculty Member Award is designed to respond to the needs of recently tenured scholars that are not allowed to take leaves for longer periods of time. The candidate must have been accepted by a US university or research center. 3. The Fulbright Distinguished Chair Awards are designed for experienced scholars to compete for specific professorships in a US university. No previous acceptance is necessary. Please read carefully the call for proposals and the application instructions and only submit the online application form after including all required documents. Boa sorte!

### Award Information

Current Award:\* No Award Selected

[Select/Change Award](#)

Continue

## Contact Information

Comissão Fulbright Brasil

Address: Edificio Le Quartier, 70.701-000 Brasilia D.F., Brazil

Website: <https://fulbright.org.br/>

## Program Information

### Award

Current Application

Deadline Information

General Information

Scholar Program

US university or research center

recently tenured scholars that a

have been accepted by a US un

designed for experienced schol

acceptance is necessary. Please

submit the online application fo

Award Name

Save

Visiting Professor Award

Junior Faculty Member Award

Chair Fulbright-Dr. Ruth Cardoso at Georgetown University

Chair in Brazilian Studies at University of Texas, Austin

Chair in Agricultural Sciences at University of Nebraska, Lincoln

Chair in Brazilian Studies at University of Massachusetts, Amherst

Chair in Global Health at Rutgers, State University of New Jersey

Chair in Global Cities at the City University of New York

Chair in Brazilian Studies at Emory University

Chair in Music and the Other Arts at Indiana University

### Award Information

Current Award:\* No Award Selected

[Select/Change Award](#)

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 biographical information.

## Contact Information

Enter all contact information.

## Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable. Prepare and upload documents in PDF format as required (\*). Note any page limits and ensure your documents do not exceed page limits.

Enter all information requested.

Observation:

1. Curriculum Vitae/Resume – it does not exceed **three (3)** pages.
2. Letter of Support from Home Institution – **it is a required document only for the Visiting Professor Award and Junior Faculty Member Award.**

## **EXPERIENCE ABROAD**

1. Select 'yes' or 'no' to indicate if you have previously entered the United States on a J-1 or J-2 visa:
  - a. If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019

Previous DS-2019(s)	Please upload a copy of your previous DS-2019(s).	<input type="button" value="Choose File"/> No file chosen
		<input type="button" value="Upload"/>

## **PREVIOUS FULBRIGHT GRANT(S)**

1. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.
  - a. If 'yes', you are required to list the grant(s):

Previous Fulbright Grants	
Award Type*	<input type="text"/>
Previous Grant Year*	<input type="text"/>

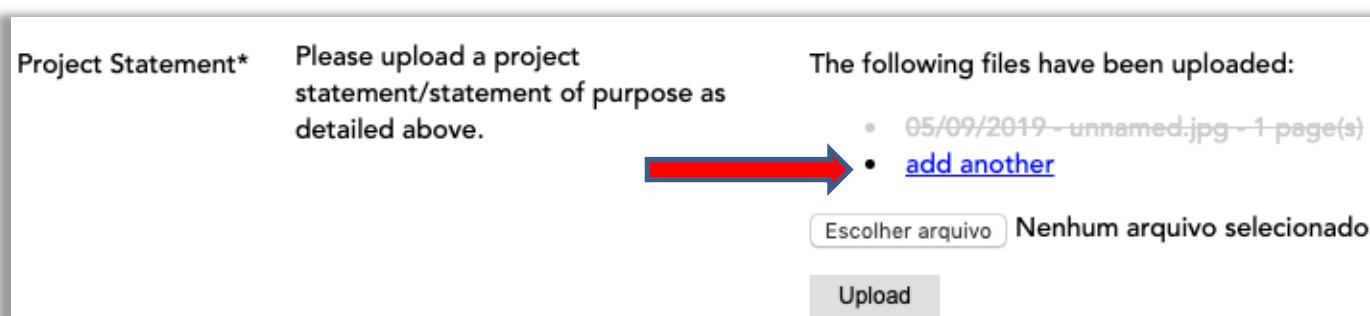
## Language Skills

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

## Project Proposal

This section collects information about your proposed project. Enter all information requested.

1. Select the category of grant for which you are applying.
2. Enter your Project Title
3. Enter a summary of your Project Proposal in the text box (maximum of 700 characters)
4. Upload a detailed project statement up to five (5) pages.
5. Upload a bibliography up to three (3) pages of references in PDF format.
6. If requested, upload [Course Syllabi](#) of up to ten (10) pages in PDF format following the bulleted instructions above.
7. Select the most appropriate academic discipline for your project from the dropdown menu.
8. Enter a brief description of the area of the field in which you plan to specialize/conduct research in the United States in the text box.
9. Select your proposed grant length (in months) from the dropdown menu
10. Enter your proposed grant start and end dates (Month-Day-Year format)



The screenshot shows a web form for uploading a project statement. On the left, the text reads: "Project Statement\* Please upload a project statement/statement of purpose as detailed above." To the right, it says: "The following files have been uploaded:" followed by a list containing "05/09/2019--unnamed.jpg - 1 page(s)" and a blue link "add another". Below the list is a button labeled "Escolher arquivo" and the text "Nenhum arquivo selecionado". At the bottom right is an "Upload" button. A red arrow points from the "add another" link to the "Escolher arquivo" button.

### **INSTITUTIONAL AFFILIATION – it is required for the Visiting Professor Award and Junior Faculty Member Award.**

11. Indicate whether you have already made affiliation arrangements with a U.S. Host Institution by selecting 'yes' or 'no'.

### **LETTER OF INVITATION – it is a required document for the Visiting Professor Award and Junior Faculty Member Award.**

## Grant and Travel Plans

This section gathers information on your personal finances, additional grants you may have applied to/received, passport, and accompanying dependents.

**FINANCIAL SUPPORT DOCUMENTATION** – upload your **Pay stub** (contracheque, original document - translation not required).

1. Indicate if you are planning to apply for other sources of funding to supplement the Fulbright grant award in the text box (700 character limit). Include the course and amount for all funding.

**PASSPORT/TRAVEL DOCUMENT** - upload a Brazilian passport ID pages, if available, or official ID document photo (RG or CNH).

2. select the number of dependents you intend to have accompany you the U.S. (select 0 if you do not have dependents or your dependents will not accompany you the U.S.

## Additional Information

Use this section to upload the required documentation:

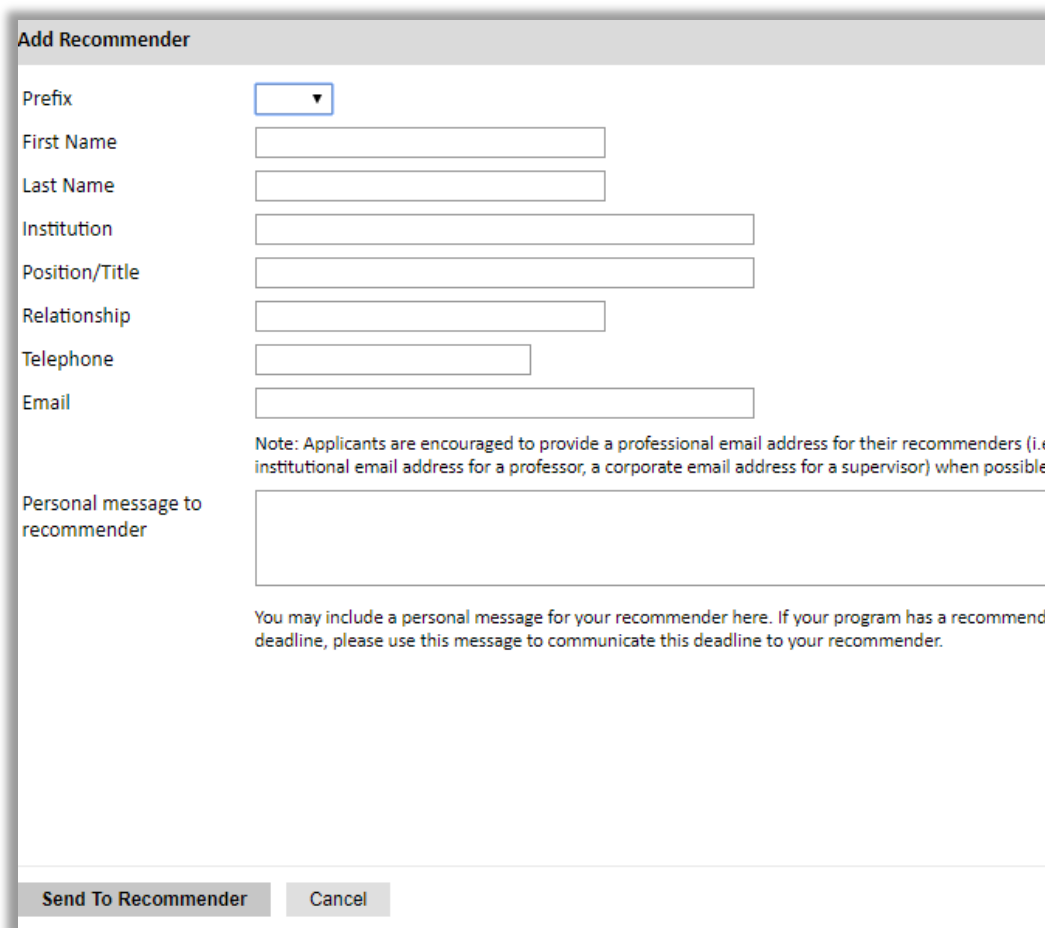
1. **PhD certificate or diploma** (original document; translation not required)

## Recommendations

Use this section to register your three 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:



The screenshot shows a web form titled "Add Recommender". It contains the following fields and elements:

- Prefix:** A dropdown menu.
- First Name:** A text input field.
- Last Name:** A text input field.
- Institution:** A text input field.
- Position/Title:** A text input field.
- Relationship:** A text input field.
- Telephone:** A text input field.
- Email:** A text input field.
- Note:** A text block stating: "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:** A large text area for a message.
- Message:** A text block stating: "You may include a personal message for your recommender here. If your program has a recommend deadline, please use this message to communicate this deadline to your recommender."
- Buttons:** "Send To Recommender" and "Cancel".

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

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.**