

## APPLICATION INSTRUCTIONS

### Completing the Embark Online Application

#### Instructions for Brazilian Applicants to the Visiting Scholar Program or Chair Programs

Please read all instructions carefully and follow the application guidelines below. This online application form ([Embark](#)) is designed in a way that allows Fulbright programs in various countries to use the same form. Please note that Brazilian applicants don't need to complete all of the fields in the Embark application.

In this instruction were added the main information that may arise question. But, please fill out the whole form. A general instruction package for all applicants is available through the Embark application website.

#### Observation:

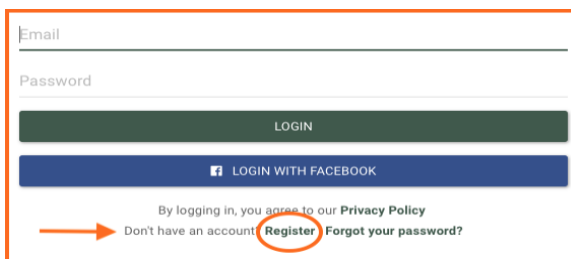
You can apply simultaneously for the THREE Chairs of Brazilian Studies:

#### UMass Amherst, Emory University and UT – Austin

- Indicate on the item “Program Information” - Special award name – the name of the Chair you would like to apply for.
- If you want to submit a research project and/or a specific syllabus for each of this Institutions, please UPLOAD the project in “Additional Documentation” available in the Embark online form indicating which Institution you are applying and the documents.

### STEP 1: Registering online

Access the online platform [EMBARK](#). Click in Register an account.



Email

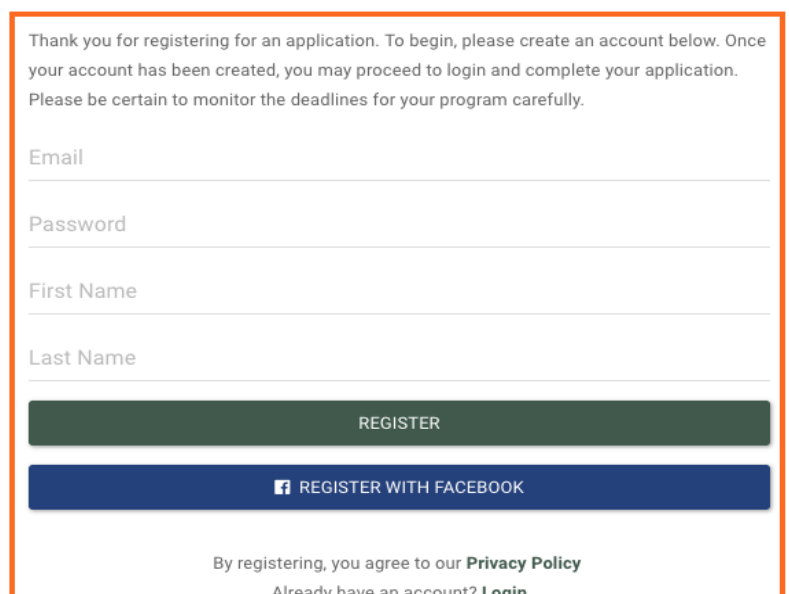
Password

LOGIN

LOGIN WITH FACEBOOK

By logging in, you agree to our [Privacy Policy](#)

Don't have an account? **Register** Forgot your password?

Thank you for registering for an application. To begin, please create an account below. Once your account has been created, you may proceed to login and complete your application. Please be certain to monitor the deadlines for your program carefully.

Email

Password

First Name

Last Name

REGISTER

REGISTER WITH FACEBOOK

By registering, you agree to our [Privacy Policy](#)

Already have an account? [Login](#)

## STEP 2: Answer to the Preliminary Questions

### Preliminary Questions

1. **Do you have or are you applying for U.S. Permanent Residency or are you a U.S. Citizen?** If you have or are applying for U.S. Permanent Residency, or you are a U.S. Citizen you are ineligible for a Fulbright award.
2. **Home Country/Country Applying from?** 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.
3. **Program?** Select **“Fulbright Visiting Scholar Program”**.
4. **Are you applying as a Named Scholar-in-Residence or a Recruited Scholar-in-Residence?** Not Applicable
5. **Category of Grant** Select the appropriate category:
  - Research: If the primary purpose of your project is to conduct research.
  - Lecture: If the primary purpose of your project is to teach or team-teach at least one full semester course.
  - Lecture/Research: If your project will include significant portions of both teaching and research as defined above.
  -
6. **To which academic year are you applying?** Select 2019-2020

#### Preliminary Questions

Do you have or are you applying for U.S. Permanent Residency or are you a U.S. Citizen? \*

Yes  
 No

Home Country/Country Applying from \*  
Brazil

Program \*  
Fulbright Visiting Scholar Program

Are you applying as a Named Scholar-in-Residence or a Recruited Scholar-in-Residence? \*

Category of Grant \*  
Please complete previous fields before selection.

Additional Categories for applicants from Sub-Saharan Africa Only \*

To which academic year are you applying? \*

2019-2020

*The U.S. academic year typically runs from August/September through May of the following year.*

Verify citizenship criteria and eligible grant categories with the Fulbright agency in your country of application before submitting your application.

### STEP 3: Answer the Application Form

#### Program Information

Please, include the name of the Program you are applying for (as mentioned in the call of proposal, item Submission Guidelines), as follow:

Choose one of the below	Host Institution
Visiting Professor Award	-
Junior Faculty Member Award	-
Chair in Music	Indiana University, Bloomington
Chair in Socio Cultural Tensions and Public Policies in Education	University of Texas - Austin
Chair in Agricultural Sciences	University of Nebraska, Lincoln
Chair in Brazilian Studies	University of Massachusetts Amherst
Chair in Global Health	Rutgers, The State University of New Jersey
Chair in Global Cities	City University of New York
Chair in Brazil in Trasnational Perspective	Emory University

**Program Information**

Home Country/Country Applying from: Brazil

Program: Fulbright Visiting Scholar Program

Category of Grant:

→ Special award name (if any):

#### Academic & Professional Information

- For **Visiting Professor** and **Junior Faculty Member**: Please, indicate the grant period (4 or 3 months), in accordance with you Letter of Invitation or the Institute’s calendar.
- For the **Chair awards**: since it is not required for you to have an official letter of invitation, you may indicate whether you prefer to go in the 2019 fall term (from 09/01/2019 to 12/31/2019) or 2020 spring term (from 02/01/2020 to 05/31/2020). These dates will be updated before your grant if you are selected.

**Intended Grant Period**

Proposed Grant Length (in months) \*

Intended Grant Period

Begin your grant \*

End your grant \*

## Contact Information

Please fill out your contact information:

Contact/Family Information	
Home Mailing Address	
Street *	<input type="text"/>
Street (Cont.)	<input type="text"/>
City *	<input type="text"/>
State/Province	<input type="text"/>

## Project Statement

**Project Statement:** this is an essential and highly important part of your application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards.

You should take great care in writing a clear and detailed description of the project that you intend to pursue. For all types of awards, you must demonstrate that residence in the United States is essential for your project that knowledge in a particular area of learning will be advanced, and that plans have been made for the dissemination of the results both in Brazil and the United States.

Clearly show your project's relation to the study of the United States or the relationship between Brazil and the United States and demonstrate the way in which mutual understanding between the two countries will be enhanced (i.e. development of long-term institutional linkages, relevance to contemporary public policy debate, shared knowledge in a particular area of research, etc.).

For additional instructions specific to each award category, applicants should consult the information below. Your Project Statement will be evaluated on its academic merit, feasibility of the project, and suitability to Fulbright Brazil.

Lecture Awards	Research Award
<ul style="list-style-type: none"><li>- outline proposed lecturing activity;</li><li>- note area of expertise within field of study;</li><li>- discuss your teaching experience;</li><li>- if your proposal is part of a longer term project, please elaborate;</li><li>- explain the choice of institutional affiliation;</li><li>- describe project goals and end-product;</li><li>- discuss the significance of the project for the field.</li></ul>	<ul style="list-style-type: none"><li>- discuss research questions;</li><li>- explain methodology to be employed;</li><li>- outline expected timeline for completion of project;</li><li>- if your proposal is part of a longer-term project, please elaborate;</li><li>- explain the choice of institutional affiliation;</li><li>- describe project goals and end-product;</li><li>- discuss the significance of the project for the field.</li></ul>

## Letter of Invitation

- **Required if you are applying for Visiting Professor or Junior Faculty Member Award:** letters of invitation should be typed on institutional letterhead, signed and dated. The letter should also contain the proposed academic date.

- **Not Applicable if you're applying for the Chair awards:** there's no need to make arrangements for affiliation.

#### Curriculum Vitae

- The CV describes academic credentials and demonstrates a record of scholarly achievements. The CV should not exceed three pages.

#### Course Syllabi

- Lecture or Lecture/Research applicants can upload a Course Syllabi. Upload up to 10 pages of sample syllabi for courses you propose to teach or have taught.

#### English Language Proficiency

- **Required if you're applying for Visiting Professor or Junior Faculty Member Award:** please, add a letter from your Host Institution, which attests that your English language proficiency is compatible with the proposed teaching and research activities.
- **Not Applicable if you're applying for the Chair awards.**

#### Financial Support/Budget

- Financial Support - **Not Applicable**

#### Visa

- Only If you, or your accompanying dependents, have previously entered the United States on a J-1 or J-2 visa, please provide copies of previously issued DS-2019(s). If you have lost your DS 2019, please insert a copy of your VISA.

#### Passport

- Please upload copies of your current passport and those of your accompanying dependents. PS: if you don't have the passport, you can include an ID card (such as RG or CNH).

#### Letter of Support From Home Institution

- Upload a letter of support/leave from your home institution, confirming your ability to participate in a Fulbright award. The employer's declaration must indicate the date of admission and the present status of the contract (active and full-time).

## Additional Documentation

- Use this page to upload the documents which are requested on the call of proposal and which there are no specific place to upload in the Embark. Examples: PhD Certificate, Pay Stub (*contracheque*) Plan of activities/Syllabus etc.
- For **Visiting Professor** and **Junior Faculty Member**: Letter of support from home institution and Letter of invitation from the U.S. host institution.

Additional Documentation

Consult the Fulbright Organization in your home country on additional materials required.

Additional Documentation #1

*PDF is the recommended format for upload. File size should not exceed 10MB.*

Additional Documentation #2

*PDF is the recommended format for upload. File size should not exceed 10MB.*

Additional Documentation #3

*PDF is the recommended format for upload. File size should not exceed 10MB.*

Additional Documentation #4

*PDF is the recommended format for upload. File size should not exceed 10MB.*

## Register Recommenders

- Please, register the recommenders. Make sure they will be able to give you the recommendation in a timely manner.

Register Recommenders

Please provide the names and email addresses of your recommenders. It is very important that you accurately enter your recommenders' information. The system will send them an email from [noreply@embark.com](mailto:noreply@embark.com) directly, asking them to register for the website and complete their recommendation. This process will happen as soon as you enter their contact information and click "Invite Recommenders". This email is sometimes mistakenly caught by spam filters, so please ask your recommenders to check their spam folder if they do not see the message. You do not need to submit the application for your recommenders to be notified. You will be able to check the status of your recommendations through your application.

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.

Title	First Name	Last Name	Email	Status	Resend	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="Remove"/>

**OBSERVATION:** Please check the attached document "TIPS for the Recommenders".

## Signature

- You can typewrite your signature.

Signature

By my signature below, I certify that to the best of my knowledge, the information provided in all parts of my application is accurate and complete. I understand that final approval of my application is dependent upon my eligibility for a J Visa in the United States. I agree to return to my home country upon the expiration of my authorized stay in the United States.

First/Given Name \*

Surname/Family Name \*

Date of Signature \*

## STEP 4: Review and submit the online Application Form

### Review

- Before you can submit your online application electronically, it will be reviewed for completeness. If there is missing information, you will be prompted to correct by 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.

Please review your application before submission.

Preliminary Questions

**Observation:** your application process will only be concluded after you have submitted your online application form.

THE END

## Attachment

### TIPS for the Recommender:

#### Completing an online Letter of Recommendation:

Your recommenders will receive an email with information for them to login and complete online the forms and submit electronically.

Dear (

You have been asked by camila menezes to complete an online letter of recommendation for Fulbright Visiting Scholar Program. To access and complete your letter of recommendation, please click [here](#).

SAVE THIS INFORMATION FOR FUTURE REFERENCE.

When you click on the above link, you will have access to the Fulbright Visiting Scholar Program's actual recommendation form, which you will be able to compose, review and submit online at your convenience. You will also be able to print a copy for your files. Completing your recommendation online is easy, reliable, and completely secure. Fulbright Visiting Scholar Program prefers online submission of recommendations as it streamlines the entire process. WE STRONGLY RECOMMEND THAT YOU COMPOSE AND SAVE YOUR LETTER OF REFERENCE IN A WORD PROCESSING PROGRAM AND THEN UPLOAD THE FILE TO THE EMBARK RECOMMENDATION FORM.

Here are some guidelines for the content of your letter of reference. Address the applicant's qualifications as they relate to the award or program for which the individual has applied (the applicant should have forwarded a copy of his/her project statement to you):

- Briefly state how you know the applicant and for how long.
- Discuss the candidate's professional qualifications for the award.
- For teaching or teaching/research awards only: Discuss the applicant's teaching and the applicant's ability to interact with students and others in an academic setting.
- Discuss the applicant's communication skills.
- Discuss potential significance of proposed project.
- Discuss the applicant's ability to function as a cultural ambassador, including the applicant's collegiality, cultural adaptability, and sensitivity.
- Discuss the applicant's ability to make an impact on his/her field.
- Discuss your overall assessment of the candidate.

For technical support, please email [help@embark.com](mailto:help@embark.com).

Thank you from camila menezes and the Fulbright Visiting Scholar Program.

The referee will need to access the 3 steps:

The screenshot shows the 'Recommendation' form interface. On the left, there is a vertical navigation menu with three items: 'General Information', 'Written Evaluation', and 'Review'. Each item has a red arrow pointing to the right, indicating the current step. The 'General Information' item is highlighted with a dark blue background. On the right side of the form, there is a section titled 'Applicant Information' with several input fields: Title, Family name, First name, Middle name, Program Applying to, Current Position, Department Name, and Institution Name.

After the review, the referee will click SUBMIT:

The screenshot shows the 'Recommendation' form interface at the end of the process. The navigation menu on the left now has 'Review' highlighted with a dark blue background, while 'General Information' and 'Written Evaluation' are in white. On the right side, there are two buttons: 'PREVIOUS' and 'SUBMIT'. A red arrow points to the 'SUBMIT' button. Below the buttons, the 'General Information' section is visible, with a sub-section for 'Referee Information'.