

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

Please read all instructions carefully and follow the application guidelines below. Brazilian candidates must submit the application through the Slate online application system for the DDRA Program by the deadline, **July 30<sup>th</sup>, 2023**.

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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](https://www.google.com/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, you must make sure you are eligible to apply <https://fulbright.org.br/bolsas-para-brasileiros/doutorado-sanduiche-nos-estados-unidos/>

#### 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

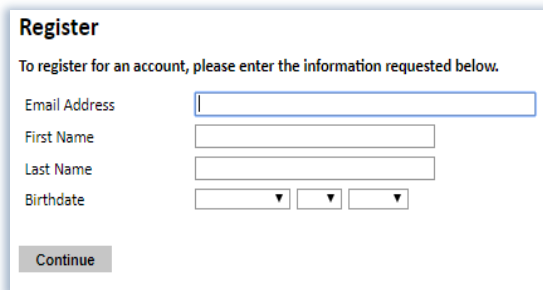
- You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not 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



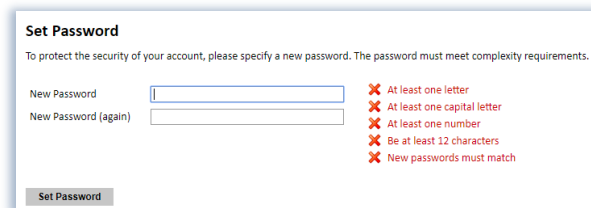
- Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

**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.

- 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.

- You will be prompted to enter your pin and then create a password to complete login.
- 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

- You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
- 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

- After you SUBMIT your application, you CANNOT make any changes.
- 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.
- You can manage your recommenders by clicking on the *Recommendations* section of the online application.



### LETTERS OF RECOMMENDATION

- Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
- Letters of recommendation can be submitted by your recommenders during your application process or after you submit the application.
- If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

### WELCOME

I have reviewed the Fulbright policy guidelines, particularly the grounds for Revocation, Termination and Suspension of Grant. Select **Yes**

### PRELIMINARY QUESTIONS ISSUE

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

**Preliminary Questions**

Through which program country are you applying? \*

Brazil

To which academic year are you applying? \*

2024-2025

**Important!** In the U.S. academic calendar, the academic year begins in August (2024) and runs through the following May (2025). If you intend to apply for a period that begins outside of academic year 2024-2025, make sure to consult with your home country Fulbright office (see [Country Information](#) page at left) to ensure you are filling out the correct application.

Do you hold or are you applying for: \*

1. U.S. citizenship; or
2. Dual citizenship with the U.S.; or
3. U.S. permanent residency?

No

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

Please review the [program details](#) and [eligibility requirements](#) for the country through which you are applying before selecting a response. \*

- Select **BRAZIL**, the country through which you are applying for the DDRA Program.
- Select the appropriate program year from the dropdown menu, which is **2024-2025**
- U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the program.
- Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
- Please review the program eligibility requirements for Brazilian candidates before proceeding.

### COUNTRY INFORMATION

- Review all information in this section!
- Note any country-specific and award-specific instructions for completing the rest of the application, including:

**Fulbright Brazil website:** <https://fulbright.org.br/bolsas-para-brasileiros/doutorado-sanduiche-nos-estados-unidos/>

**Deadline information:** July 30<sup>th</sup>, 2023

#### Award Information

- **Current Award: \* Doctoral Dissertation/Research Award (DDRA) (Brazil)**

### PERSONAL INFORMATION

- Enter all required biographical information.

- Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
- If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).
- Enter your city of birth and select country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, and marital status from the dropdown menus provided. Enter number of dependents.
- Select your country of citizenship and country of residence from the dropdown menus provided.
- Enter your national identification number (CPG or RG) and any additional countries in which you hold citizenship.
- To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.



### CONTACT INFORMATION

- Enter all required contact information. Please review country-specific guidance to determine whether you must provide additional information
  - Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live). Remember, if you do not live in Brazil you are not eligible to this grant.
  - Do not use accents or special characters.
- Note:** All system-generated emails will continue to go to your primary email address.
- Entering emergency contact information is not required unless directed by the country-specific instructions. If you would like to provide emergency contacts in your home country, please enter the appropriate information.

### ACADEMIC & PROFESSIONAL INFORMATION

- This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, awards and recognitions, and experience abroad.

#### CURRICULUM VITAE/ RESUME

In one single PDF, upload your curriculum vitae/resumé in PDF format that does not exceed three (3) pages.

**Note:** If your file exceeds 3 pages, an error message will appear on the Review page and will prevent submission of your application. **You may only provide one Curriculum Vitae/Resume Required document.**

#### ACADEMIC BACKGROUND

- List all post-secondary educational institutions from which you have received a degree or academic credential. You MUST include any education institutions you are currently attending (even if you have not yet completed your educational program) and the estimated date of graduation/completion.
- For you PhD in progress, list the expected end date of an academic program.

#### PROFESSIONAL EXPERIENCE

- List your current professional affiliation or employer by clicking *Add Experience* under Position Title: Choose the role which most closely corresponds to your current role from the dropdown.

#### AWARDS AND RECOGNITIONS

- List up to four professional memberships in cultural, educational, and professional organizations. If you do not have anything to add, leave text boxes blank.

#### EXPERIENCE ABROAD

- List any travel, study, or residency you have had abroad (in any country other than your own) for more than one month. This can include time overseas for education, research, business, vacation, etc.
- Select 'yes' or 'no' to indicate if you have previously entered the United States on a J-1 or J-2 visa. If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019.

### ACADEMIC MATERIALS

- This section collects copies of your unofficial transcripts and/or diplomas. Please upload scans of all diplomas and academic transcripts of your master's degree including the transcript (*histórico*) of your current PhD. At this point, the documents can be in Portuguese. **Required documents.**

## LANGUAGE SKILLS

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

### ADDITIONAL LANGUAGE SKILLS

- Select the number of additional languages that you would like to include that may be of use for your project or study plans.
- If your native language is not English, a section collecting your English language proficiency will appear. Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

## TEST SCORES

- This section collects information about standardized test scores that you have taken or will take in the future. When you enter test scores, you must upload your Score Report at the Additional Information section.



## PLAGIARISM AGREEMENT

- Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Program.

## STUDY PLAN

- This section collects information about your proposed plan of study in the U.S.
- Select the degree objective to which you are applying: Visiting Student Researcher;
- Select the most appropriate major academic discipline and primary specialization from the dropdown menus;
- Enter a brief description of the field in which you plan to specialize in the U.S. 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. **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, provide an opportunity for you to communicate your understanding of the program's goals and why you would be an appropriate candidate.**

### INTENDED GRANT PERIOD

- Enter your proposed length of stay in the U.S. and select your proposed date of arrival in the U.S. (Month-Day-Year format). Starting in August or September 2024 and Ending in April, May or June 2025 (9 months).

### STUDY/RESEARCH OBJECTIVE

- Use the section to upload your **Research Project in English** – Up to ten pages not including the bibliography. It must present a clear and detailed description of the activities, including the following items:
  1. Title, Background and Relevance: explaining how relevant the project is for the research field, your own professional development, and home country. Whenever possible, situate the project in academic and/or professional contexts referring to the major contributions by other scholars on the topic.
  2. Objectives: Clearly define the aims of the project.
  3. Methodology: describing the project and explaining the approach and methodology to be followed.
  4. Timeline: explaining how the project can be completed within the time period requested.
  5. U.S. host institution preference: indicate and justify the U.S. host institution preference. Bibliography: including the citation or quote as original resources to support the application.

**UP TO 10 PAGES. Required document.**

### PERSONAL STATEMENT

- Upload a copy of your personal statement. Your personal statement should be a narrative statement describing how you have achieved your current goals. Do not mention specific U.S. universities at which you would like to study. **ONLY ONE PAGE. Required document.**

### WRITING SAMPLE

Skip this section.

### UNIVERSITY PREFERENCES

- Skip this section. Proceed to the next one in which you must indicate the university (s) you have applied to and received the letter of invitation.

### APPLIED U.S. INSTITUTIONS

- Select 'yes' or 'no' to indicate if you have applied to any U.S. institutions. List only one host institution in which you have received the letter of invitation.

**Attach a copy of your admission letter or letter of invitation from the U.S. Advisor to the Additional Information Page.**

### AUTHORIZATION OF RELEASE OF INFORMATION

By your signature, you authorize the Fulbright Program Office and/or its administrative agency to access, review, receive, and request additional information.

### GRANT AND TRAVEL PLANS

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

### EXPECTED ADDITIONAL FUNDING

- List all non-Fulbright funding you expect to receive during your grant.

### PASSPORT/TRAVEL DOCUMENT AND DEPENDENTS

- Upload a copy of your passport or another Brazilian official ID (Driver's license or CNH). If you intend to bring dependents to the U.S., select the number of dependents you intend to have to accompany you the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.). **Required document.**



### ADDITIONAL INFORMATION

**USE THE SECTION COUNTRY-SPECIFIC MATERIALS TO UPLOAD THE COPY OF YOUR:**

- 1. TOEFL, IELTS or Duolingo Score Report.** DDRA minimum language requirements are assessed through standard valid tests scores, as follows: 71 - TOEFL iBT, 527 - TOEFL ITP - 6 – IELTS or 100 – Duolingo. TOEFL, IELTS or Duolingo score must be valid at least by the application deadline. **Required document.**
- 2. A copy of Brazilian academic advisor's curriculum vitae/resumé** in PDF format. **Required document.**
- 3. A copy of your admission letter or letter of invitation from the U.S. Advisor:** Note that the letter should be typed on institutional letterhead and signed. The letter should also contain the proposed academic year, the academic advisor's name, the period of grant (MM/DD/YY), and if the institution covers costs associated office in which you can work, as well as related resources and all host institutions' support.  
**Note: Fulbright will not support academic and administrative taxes. Mandatory fees are grantee's responsibilities. Required document.**
- 4. Letter of support from Home institution:** the academic coordinator of the Brazilian PhD program confirms that the home institution approves your proposed mobility. **Required document.**

### RECOMMENDATIONS

**Use this section to register your three (3) recommenders. Required documents**

- **Recommendation 1: Letter from your Brazilian Advisor:** The letter should provide support to your project development. Note that the letter should be typed on institutional letterhead and signed.
- **Recommendation 2 and 3:** It 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.
  - Recommendations can come from your home institution and professional works in the area.
  - Choose your recommenders 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 recommendations.
  - Do not ask someone for a letter of recommendation 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.
  - Recommendations must be written in or translated into English.
  - The letters must be submitted through the online application system by the application deadline.
  - Note that documents should not be mailed to the Fulbright Commission.
  - 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 the submission of your application.

- 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.

## SIGNATURE

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

Confirm

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

## 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, complete these sections and return to the Review section to determine if your application is ready for submission.

**REVIEW ALL RESPONSES. CLICK SUBMIT.**

## SENDING YOUR 30-SECONDS VIDEO TO THE COMMISSION

You also need to a **thirty-seconds video** in English in MP4 format and send through the Fulbright Brazil Platform available at < [https://fulbright.com.br/candidatura/net\\_public/?app=login](https://fulbright.com.br/candidatura/net_public/?app=login) > as part of the application materials. The video must explain why going to the U.S. is vital to the candidate's doctoral dissertation.

Note: The candidate will be required to complete a questionnaire on the video system.

## DDRA APPLICATION CHECKLIST

**A COMPLETE APPLICATION FOR PLACEMENT PURPOSES CONSISTS OF THE FOLLOWING COMPONENTS:**

REQUIRED ITEMS	DESCRIPTION	ATT'D
<b>Application</b>	Submit your application through as outlined in these instructions and the call for applications.	
<b>Two Resume/CV</b>	ONE from you and ONE from the Brazilian academic advisor.	
<b>Academic Transcripts</b>	Transcripts ( <i>Histórico</i> ) and Diploma of your master's degree and your updated transcript of your current PhD.	
<b>ID</b>	Upload copies of your current passport or your official ID and those of your accompanying dependents (Passport or CNH or RG).	
<b>Study/Research Objective</b>	Write a clear and detailed description of your study/research objectives and give your reasons for wanting to pursue them. A clear and detailed description of the activities in the U.S.	
<b>Personal Statement</b>	a narrative statement describing how you have achieved your current goals	
<b>Valid Score Report (TOEFL, IELTS or Duolingo)</b>	71 - TOEFL iBT, 527 - TOEFL ITP - 6 - IELTS or 100 - Duolingo taken after July 27, 2022.	
<b>Letter of support from the U.S Advisor</b>	Should contain the proposed academic year, the academic advisor's name, the period of grant (MM/DD/YY) and the departments' name. Mandatory fees are grantee's responsibilities.	
<b>Letter of support from Home institution</b>	the academic coordinator of the Brazilian PhD program confirms that the home institution approves your proposed mobility.	
<b>3 Letters of Recommendation</b>	One letter from your Brazilian Advisor and two professional and/ or academic references from instructors, professors or work supervisors who know you well.	
<b>30-Seconds video</b>	The video must explain why going to the U.S. is vital to the candidate's doctoral dissertation.	