FULBRIGHT VISITING SCHOLAR PROGRAM
Instructions for Completing the
2021-2022 Fulbright Visiting Scholar Program Application

Application: https://apply.iie.org/fvsp2021/
Read all instructions carefully before completing the application.

_____

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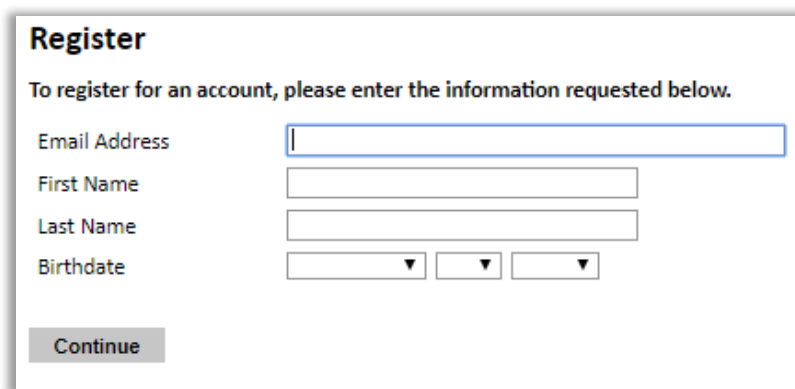- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents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

Continue

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 [   ] [v] [v] [   ] [v]

[Login]

Set Password

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

New Password [   ]   ✗ At least one letter
New Password (again) [   ]   ✗ At least one capital letter
                                            ✗ At least one number
                                            ✗ Be at least 12 characters
                                            ✗ New passwords must match

[Set Password]

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 for proposal.

Preliminary Questions

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

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?*

2021-2022

Do you hold or are you applying for:*
 a) U.S. citizenship;
 b) Dual citizenship with the U.S.; or
 c) 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

Home
Welcome
Preliminary Questions

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.

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 All Disciplines Scholar Award and Junior Faculty Member Award.**

Curriculum
Vitae/Resume | Please upload a document that does not exceed six (6) pages.
Brazil is 3 pages

[Escolher Arquivo] nenhum arquivo selecionado
Upload

Academic Background*

List all post-secondary educational institutions from which you have received a degree or academic credential in reverse chronological order, including any in which you may be presently enrolled.

Institution	Diploma or Degree Equivalent
Add Institution	

Current Professional Profile*

Please list your current professional affiliation(s) or employer.

Institution	Position Title
Add Experience	

List your current Professional Institution

List your most significant professional accomplishments, honors and awards and up to three significant publications.

Maximum 700 characters.

700 characters remaining

Organizational Memberships

List up to four professional memberships in cultural, educational, and professional organizations.

Organization	Role
Add Organization	

Letter of Support from Home Institution

As directed in your country-specific instructions, please upload a letter of support/leave from your home institution, confirming your ability to participate in a Fulbright award.

Letter of Support | Please upload any letters of support/leave from your home institution.

[Escolher Arquivo] nenhum arquivo selecionado
Upload

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). | Choose File | No file chosen
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* [▾]
Previous Grant Year* [▾]

Language Skills

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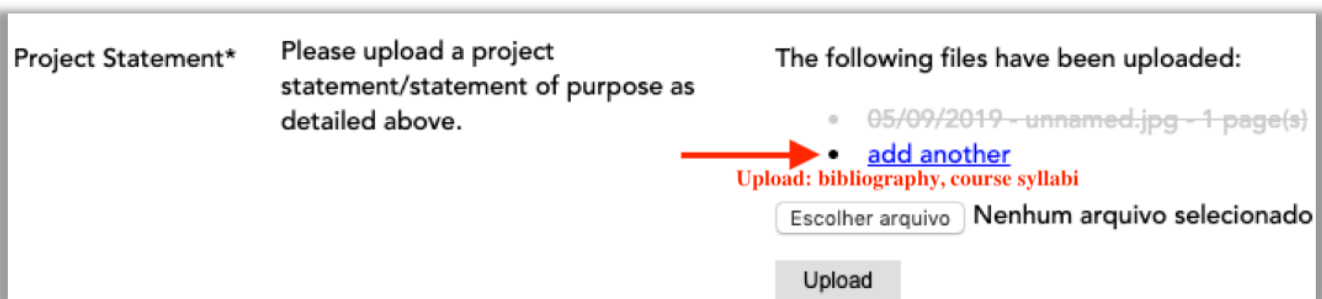
Plagiarism Agreement

The Fulbright Visiting Scholar Program seeks applicants whose writing achieves highest academic standards of original research, writing, and citation. The program application includes the opportunity to describe your academic work and research. Application materials will be processed using software to help identify any instance of plagiarism. Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Visiting Scholar Program.

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)

INSTITUTIONAL AFFILIATION – **it is required for the All Disciplines Scholar Award and Junior Faculty Member Award.**

11. Indicate your affiliation arrangements with a U.S. Host Institution by selecting 'yes' or 'no'.
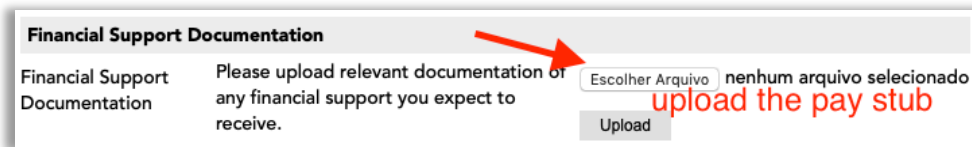
LETTER OF INVITATION – it is a required document for the All Disciplines Scholar Award and Junior Faculty Member Award.

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 recommenders (It's required three referees for All Disciplines Scholar Award, Junior Faculty Member Award and two referees for all the Chairs).

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 recommend deadline, please use this message to communicate this deadline to your recommender.

Send To Recommender   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

Save   Send Reminder   Exclude   Cancel

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:

Confirm

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 AND THEN CLICK SUBMIT.