



## CAPES-FULBRIGHT DOCTORAL PROGRAM

### Orientações para Candidatura 2008 – 2009

#### Application Instructions

The Fulbright Program, the first and most important educational exchange program of the U.S, was created 1946 by the United States Congress in the aftermath of World War II, to promote mutual understanding between the United States and the rest of the world. Today, the Program involves 152 countries, including Brazil, where it has been active since 1957, when the Fulbright Commission was created, as the first organized official educational exchange between the two countries. Since then, thousands of Brazilian and Americans have benefited from the scholarships and the educational exchange opportunities offered by the Program.

As part of its efforts to better promote and enhance educational exchanges opportunities between Brazil and the United States, CAPES, Brazilian Ministry of Education agency for graduate studies and the major scholarships/fellowships grantor, and the Fulbright Commission signed an agreement to promote education in the U.S.. Under this agreement, Brazilian citizens will be able to go to the U.S. to carry out doctoral studies in all fields of study.

To accomplish with the Fulbright requirements, please read **carefully** the instructions bellow to fill the Fulbright on line application form. For further information, please contact:

**Comissão Fulbright**

[www.fulbright.org.br](http://www.fulbright.org.br)

[glayna@fulbright.org.br](mailto:glayna@fulbright.org.br)

Tel: +55- 61-3248-8600

#### STEP 1: LEARN REQUIREMENTS FOR SUBMITTING AN APPLICATION

Candidates applying to CAPES should submit simultaneously the Fulbright on line application form and supporting documentation. Detailed description of the supporting documentation and respective deadlines are listed in the applicants checklist at the end of these instructions. **Note carefully**, your application is not considered completed until CAPES and Fulbright Commission receives all supporting documentation before the deadlines.

**STEP 2: REGISTER TO FULBRIGHT ON LINE APPLICATION FORM** Select the Fulbright On Line Application Form icon at [www.fulbright.org.br/bolsas8.html](http://www.fulbright.org.br/bolsas8.html) to start the registration. Your email address is your user ID. When you created an account for the Fulbright on-line application, you created a password. An e-mail was sent to you indicating your User ID and Password. Keep this information in a safe place. You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on "Update My Account" at the top of the Home page of this application.

#### STEP 3: COMPLETE THE APPLICATION

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can NO longer make changes to it.

All forms in this application are to be completed in English. Items must be answered completely and carefully. Some helpful "tips":

- Avoid using all capital letters and diacritical markings when answering items, e.g., name, address, etc. It is better to use upper and lower case without diacritical markings, e.g. Jose Maranhao.
- You can copy and paste information into all text boxes.
- In the text boxes, you must **limit your responses to the space provided**. Information that exceeds the space provided will **not** display or print. Note this carefully, as information that exceeds the space provided will not display or print. If what you have typed or copied exceeds the size of the box, you must edit it.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Be sure to review so that you can make sure all of your text is viewable.
- Closing out of the PDF view will bring you back to your application.
- You will create essays on pages 4, 5, and 6. On the essay pages text entered exceeding the space provided **will display** and print. However, it is recommended that you try to keep your essays to one on one and a half pages when possible.
- You have several ways in which you can create your essays.
  - o You can compose your essay on-line. Please note, there is a 40-minute 'time out' function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.

- o You can copy and paste text from another document and edit online. Again, you will have a 40minute “time-out” function. You will not be able to customize the formatting.
- o You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
- o Pages 4 (study objective) and 5 (personal statement) contain a header that displays on the PDF view. Therefore, you must leave a 1½ inch (4cm) margin at the top of every page of your essays to allow space for the header that will appear on the print version of your application.
- You should **preview** all of your essays to make sure the formatting is correct before submitting your application by clicking the preview button in the upper right-hand corner of the screen. When you preview an essay, **you must use the “Back” browser button to return to your essay**. Closing out of the HTML preview (i.e. clicking the X in the upper right-hand corner) will exit you from your application.
- You can scan your postsecondary academic transcripts and upload the scanned copies into the online application. This functionality appears on page 7.
- Some questions are ‘required.’ In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information.

**Preliminary Questions** – In this page check the option “Fulbright Foreign Student Program” at Question # 2.

**Item 1—Name:** It is very important that you list your name exactly as it appears (or will appear) **on your passport**. Please use upper and lower case when entering in your name, e.g. Jose Maranhao. Avoid using all capital letters or using all lower case. Also do not use diacritical markings as this can sometimes create computer-related problems.

**Item 11—Application Cycle:** Please select 2009-2010.

**Degree Objective:** Select doctorate option from the drop down menu of choices.

**Item 14—Institutions Attended:** Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not achieve a degree.

**Item 21—Position Code:** Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

**Item 27—Study/Research Objective:** The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe. Remember to leave a 1½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application. **Item**

**28—Personal Statement:** The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study in the U.S. Remember to leave a 1½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check

the formatting before submitting your application.

**Item 29—Additional Information:** This is not a required page; however, please feel free to use this page to give additional information for items 15-20 of the application form.

**Page 7—University Transcripts:** You must scan copies of copies of diplomas for all post-secondary schools, academic transcripts from all post-secondary schools attended and upload them into this application. Just follow the instructions that appear on page 7 or the application.

**Page 8—Personal Information:** The information provided on this form will be used by the Fulbright Commission and Fulbright administrative agency (IIE – Institute of International Education) for internal purposes only.

**Item 32—National Identification Number:** Not applicable. Leave blank.

**Page 9—Personal Financial Information:** Please complete this form—when it is required—as completely and accurately as possible based on information that you have at the time of application.

**Page 10—University Preference:** It is **not** an expectation that you will have U.S. university preferences. However, if you do, please complete this page as fully as possible. Do not just list the name of a university in which you are interested. Be specific. Provide the name of the department and the specific program within that department in which you are interested. If you have been in contact or correspondence with a faculty member, please provide the name and contact information for that individual. You **must** indicate in Fulbright form the same institutions you have indicated in CAPES form otherwise your application shall be cancelled. If you have applied to a U.S. university within the past three years, please list the programs and the results. If you have letters of admission, letters of invitation, or other correspondence from a school, especially a preferred program, please forward a copy (not the original) of this correspondence to Fulbright Commission.

#### STEP 4: PRINT SUPPLEMENTAL FORMS

It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms. The following forms can be found by clicking on the **Supplemental Forms** button on the Home page of this application.

- a. **Letter of Reference/Recommendation:** You must have three letters of reference (or recommendation)

submitted on your behalf. Letters of reference are extremely important. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. At least one academic and one professional or work related letter should be included among the letters. The letters should be written in English if possible. If they are not, an original English translation must be provided.

- o Your recommenders have two ways in which they can submit their letters.
  - You can print out the Letter of Reference form and forward to your recommenders who will then complete the forms and mail to the Fulbright Commission.
  - Your recommenders can complete the forms online and submit electronically. You must click on the **Recommendation** button on the Home page of this application to register your recommenders.
- b. **Report on Proficiency in English:** Not applicable.
- c. **Information Concerning Foreign Student Academic Records:** In order to assist U.S. academic institutions in evaluating more accurately your academic credentials, this form allows you to provide information about the educational and grading system in the country where you did postsecondary study. A separate form should be completed for each college or university attended.
- d. **Transcript Release Form (for post-secondary U.S. transcripts only):** This form is needed for those students who attended a post-secondary program (undergraduate or graduate) in the U.S.
- e. **Signature Form:** You must download the PDF, print out, sign, and forward this form to Fulbright Commission.

#### **STEP 5: APPLICATION INSPECTOR**

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

#### **STEP 6: REVIEW AND PRINT YOUR APPLICATION**

Review a PDF version of your application and print a copy for your records.

#### **STEP 7: SUBMIT YOUR APPLICATION**

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Commission in Brazil. **Please note**, it is very important that you identified Brazil as your country of citizenship correctly in the preliminary question. If you didn't enter Brazil, you must correct your answer to the preliminary question prior to submitting your application. You can correct this data filed by clicking on the **'update my answers to preliminary questions'** link on the upper-right hand corner of the Home page. **Note carefully**, after submitting your application electronically, you will be able to access it in a viewable PDF format as well as be able to access supplemental forms. You will be able to print these documents. However, you will not be able to make changes to your application.

#### **STEP 8: TRACK YOUR APPLICATION FOR MISSING DOCUMENTS**

At the bottom of the home page of your application, there is a 'track your status' link. If items that are still needed to complete your Foreign Fulbright dossier have been identified, they should be indicated here. Only items that are missing will be identified. This table should be routinely updated by the Fulbright Office. Please return periodically to check your status.

#### **STEP 9: SUPPORTING DOCUMENTATION NEEDED TO COMPLETE YOUR APPLICATION**

Your application is not considered complete until Fulbright Commission receives all your supporting documentation. The following documents must be forwarded to Fulbright Commission: Signature Form, Information Concerning Foreign Student Academic Records, Transcript Release Form.

- a. **Academic transcripts:** Those selected as a CAPES-Fulbright candidate must submit official documents to the program office. Complete and certified academic documents (transcripts) covering the entire period of study at universities and other post-secondary institutions must be submitted and must be accompanied by complete official English translations. These documents must consist of:
  - Two certified, official record (transcript) from each university or post-secondary institution you attended, even those schools from which you did not receive a degree or diploma. The transcripts should list the subjects you studied and the grades you received during each year of your enrollment.
  - Two certified, official evidence of each post-secondary or university degree, diploma or certificate awarded to you should be included as part of the completed application.
- b. **Standardized tests:** You will be required to take one or more of the following standardized tests to gain admission to a U.S. university. Check information about the TOEFL test and download a TOEFL bulletin at [www.ets.org/toefl](http://www.ets.org/toefl). Download information and a GRE bulletin at [www.ets.org/gre](http://www.ets.org/gre) and a GMAT bulletin at [www.ets.org/gmat](http://www.ets.org/gmat) (for business fields only).

Candidates will have to take the iBT – Internet -Based TOEFL. The Fulbright Commission will provide TOEFL and GRE/GMAT Vouchers for the candidates selected for the interview by mid-September. That means that candidates will be able to use the vouchers to pay for the tests. Candidates with no valid scores (more than two years) will have to take their TOEFL and GRE or GMAT tests no later than **November 1<sup>st</sup>**. **IMPORTANT: Note carefully**, you **MUST** indicate that you want your score reports sent to the Institute of International Education (IIE) and Fulbright Commission. You must indicate the IIE and Fulbright Commission code on the registration forms and/or the forms provided at the time you take the exam.

For all **TOEFL** and **GRE** exams, please indicate **CODE: 2326 and 8557**.

For the **GMAT**, please indicate **CODE: F0F-4J-28**.  
 For the **IELTS**, select the Institute of International Education from the 'ProfessionalBodies' listing.  
 (a growing number of U.S. institutions will accept the **IELTS** in lieu of **TOEFL** scores)

## APPLICANT CHECKLIST FOR SUBMISSION OF APPLICATIONS TO CAPES- FULBRIGHT DOCTORAL PROGRAM

Documents	Form of submission	Deadline dd/mm/yy	Control
Fulbright on line application form available from <a href="http://www.fulbright.org.br/bolsas8.html">www.fulbright.org.br/bolsas8.html</a> , including Project Plan, CV and three letters of recommendation in English	<i>On line</i>	12/05/08	[ ]
Signature Form, Information Concerning Foreign Student Academic Records, Transcript Release Form available at supplemental forms	<i>Courier*</i>	12/05/08	[ ]
Scanned copies of graduate and undergraduate diplomas and/or certificates.	<i>On line</i>	12/05/08	[ ]
Scanned copies of academic transcripts from each graduate or undergraduate studies. Include all institutions you attended even those from which you did not receive a degree or diploma.	<i>On line</i>	12/05/08	[ ]
<b>Only for candidates in the final selection list</b>			
Official English translation of graduate and/or undergraduate diplomas and certificates.	<i>Courier*</i>	03//11/08	[ ]
Official English translation of academic transcripts from graduate and undergraduate studies. (Include all institutions you attended even those from which you did not receive a degree or diploma).	<i>Courier*</i>	03/11/08	[ ]
TOEFL (minimum score 80 iBT / 213 CBT / 550 PBT) **	<i>On line</i>	03/11/08	[ ]
GRE or GMAT **	<i>On line</i>	03/11/08	[ ]

\* Comissão Fulbright Ed. Casa Thomas Jefferson  
 C/O Glayna Braga  
 SHIS QI 9, Conj. 17, Lote L  
 71625-170 Brasília, DF

\*\* Be sure to indicate these codes (**2326 and 8557**) for TOEFL and GRE exams and **F0F-4J-28** for the GMAT on the registration forms or on the answer sheets provided at the time you take the examinations. Vouchers will be obtained from the Fulbright Commission. As soon as you receive your vouchers you must register for TOEFL/GRE or GMAT **immediately**.