



CAPEs

AND THE

INSTITUTE OF INTERNATIONAL EDUCATION

APPLICATION FOR STUDY IN THE UNITED STATES



READ ALL INSTRUCTIONS AND INFORMATION CAREFULLY BEFORE COMPLETING APPLICATION

INSTRUCTIONS

Upon receipt of your application through CAPES, The Institute of International Education (IIE) will make every effort to secure admission for you at a suitable educational institution. YOU SHOULD NOT MAIL THIS FORM DIRECTLY TO ANY UNIVERSITY IN THE UNITED STATES.

- 1. All forms in this application are to be completed in English and typewritten in black ink or printed from a computer.
2. Each page of the following application carries its own instructions which should be read carefully before proceeding.
3. Every question must be answered completely and carefully. Please make every effort to limit your responses to the space provided.
4. Incomplete applications will not be considered.
5. Do not mention the names of any U.S. universities you wish to attend in the five page application. The Confidential Information Sheet is included for that purpose.

APPLICATION

A complete application consists of the following components:

1. Application

In these five pages you will state biographical information, study objectives, curriculum vitae, and other information. Please note the following special instructions on certain numbered fields in the application:

(a.) Degree Objective: (item 15) The requirements for completing academic work toward a degree vary depending upon the degree desired, the candidate's academic background and the regulations of the individual U.S. institution to which the candidate is admitted. It is usually not possible to obtain a degree in one academic year. Please note that sponsorship for the grant is available for up to 48 months.

(b.) Study Objectives: (item 24) The description of your study objectives in the U.S. is an essential and highly important part of your application. You should take great care in writing a clear and detailed description of the program you want to pursue. An unclear, incomplete or overly brief statement can result in your being referred to an institution not suited to your scholastic needs, or in your not being accepted by any university. Do not list your choice of universities here or anywhere else in the five pages of the application.

2. Confidential Information Form

The information you provide in this section is used for IIE's internal purposes and as a release form to obtain standardized test scores when necessary. You may list your choice of U.S. universities on this form only.

3. Letters of Reference

You must submit three letters. U.S. universities consider letters of reference 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 must be included among the three letters you provide. The letters of reference should be written in English, if possible. If they are not, a translation must be provided. Please be certain to ask that both pages of the form are completed. Please note that three 'letters of reference' forms are included as part of your application. You should print out these forms and forward them to the individuals who will complete them. The 'letter of reference' form also appears in a PDF format at the following URL: www.iie.org/pgms/capes/caps.htm. You can direct your referee to this URL and they can print out their own copy. Letters of reference will be returned directly to you in sealed envelopes. Please do not open.

4. Standardized Tests

You are required to take one or more of the following standardized tests to gain admission to U.S. universities. For instructions on registration, contact your regional ETS Test Center or the Educational Testing Service, Princeton, New Jersey 08541, USA.

IMPORTANT:

You must indicate that you want your score reports sent to INSTITUTE OF INTERNATIONAL EDUCATION (IIE) CODE NUMBER 2326 and CAPES CODE NUMBER 9377



A. TESTS OF ENGLISH LANGUAGE PROFICIENCY:

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL): TOEFL is an admissions requirement at U.S. institutions for applicants whose native language is not English. All non-native English speaking candidates should immediately register for TOEFL.

B. GRADUATE RECORDS EXAMINATION (GRE): The GRE is required by U.S. graduate schools and/or departments for candidates in most fields other than Business Administration and Law. Applicants should make every effort to register for the earliest possible administration of the GRE.

C. GRE SUBJECT TESTS which had previously been optional are increasingly becoming a requirement for departmental review. All graduate candidates should make every effort to take the appropriate GRE Subject Test in their field of study.

D. GRADUATE MANAGEMENT ADMISSIONS TEST (GMAT):

GMAT is an admissions requirement for applicants proposing to study Business or Management, as well as any fields which may fall within the scope of offerings of a Business school or department. Arrangements should be made immediately to take the GMAT.

5. Transcripts

Applicants must attach official, complete and certified academic documents covering the entire period of study at universities and

other post-secondary institutions. Documents must be accompanied by complete official English translations. These documents must consist of:

- One certified, official record (transcript) from each university or post-secondary institution listing the subjects you studied and the grades you received during each year of your enrollment. Include all post-secondary institutions you have attended, even those from which you did not receive a degree or diploma. These transcripts must be submitted in sealed envelopes that have not been opened by the student.
- 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.
- Four copies of original transcripts for any coursework (graduate or undergraduate) done in the United States. Please contact the U.S. universities attended and request the transcripts.

6. Printing

If you would like to print a copy of your application or print letters of reference in an A-4 paper format, make certain to click on the "fit to page" or "shrink to fit" option which should appear on your print screen.



APPLICATION FOR STUDY IN THE UNITED STATES

(Please read instructions carefully.
All sections should be completed in English and be typewritten.)

OPTIONAL:
IF PROVIDED, ATTACH HERE A PHOTOGRAPH TAKEN WITHIN THE PAST YEAR.
(Make sure your full name is written on back for identification should the photograph become accidentally detached)

1. NAME OF APPLICANT

Mr.

Mrs.

Ms.

Family

First

Middle Initial

2. NAME ON PREVIOUS ACADEMIC RECORDS: (If different from above)

Do not complete shaded area. For IIE use only.

3. IIE MAILING ADDRESS: IIE / PSSD / 809 United Nations Plaza New York, NY 10017-3580	4. IIE MAILING ADDRESS VALID UNTIL: September 15, _____
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5. DATE OF BIRTH: (Month-Day-Year)	6. GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	7. IIE DAY PHONE: 212-984-_____ FAX NUMBER: 212-984-5395
		8. E-mail: _____@iie.org

9. BIRTHPLACE: (City, State/Province, Country)	10. COUNTRY OF RESIDENCE:
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11. MARITAL STATUS: (Single, Married, Divorced, Separated, Widow, Widower, etc.)	12. AGES OF CHILDREN, IF ANY:
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13. CITIZENSHIP: DO YOU NOW HAVE, OR HAVE YOU EVER HELD:	U.S. CITIZENSHIP? <input type="checkbox"/> Yes <input type="checkbox"/> No
	DUAL CITIZENSHIP? <input type="checkbox"/> Yes <input type="checkbox"/> No
	U.S. PERMANENT RESIDENCY? <input type="checkbox"/> Yes <input type="checkbox"/> No

STUDY PLANS

14. WHAT IS YOUR PROPOSED MAJOR FIELD OF STUDY AND IN WHAT SPECIFIC AREA OF YOUR FIELD DO YOU PLAN TO SPECIALIZE?

15. DEGREE OBJECTIVE:

Doctorate Non-Degree Other

EXAMINATION RESULTS

16. EXAMINATION DATES AND TEST SCORES: (Date if taken or future date for taking exams (Month/Year))

Date	Score	Percentile	Date	Verbal Score	%	Quantitative Score	%	Analytical Score	%
TOEFL _____	_____	_____	GRE General Exam _____	_____	_____	_____	_____	_____	_____
TSE _____	_____	_____							
TWE _____	_____	_____	Date _____	Score _____	% _____	Subject Name _____			
GMAT _____	_____	_____	GRE Subject Exam _____	_____	_____	_____	_____	_____	_____



17. EDUCATION

List educational institutions attended in reverse chronological order, including any in which you may be presently enrolled:

INSTITUTION AND LOCATION (List in reverse order)	MAJOR FIELD OF STUDY	DATES (Month and Year)		ACTUAL NAME OF DEGREE OR DIPLOMA (Do not translate)	DATE RECEIVED OR EXPECTED
		From	To		

18. LIST SCHOLARSHIPS OR FELLOWSHIPS HELD AT PRESENT OR IN THE PAST: (Give source or sponsor, amount, where held, and duration.)

19. INDICATE ANY ACADEMIC HONORS OR PRIZES WHICH YOU HAVE RECEIVED, WITH TITLES AND DATES:

20. LIST ANY BOOKS, ARTICLES OR THESES PUBLISHED BY YOU, ESPECIALLY IN YOUR PROPOSED FIELD OF STUDY: (Give title, place and date of publication)

21. LIST PROFESSIONAL SOCIETIES, FRATERNITIES OR OTHER ORGANIZATIONS IN WHICH YOU NOW HOLD MEMBERSHIP OR IN WHICH YOU HAVE BEEN ACTIVE IN THE PAST: (Indicate if you have held an elective office.)

22. TEACHING EXPERIENCE: (Including any teaching positions you have held or currently hold.)

23. RESEARCH: (Including any research you have completed or in which you are currently involved.)



NAME OF APPLICANT:

COUNTRY:

24.

STUDY OBJECTIVES

Write a clear and detailed description of your study objectives. Be specific about your major field and your specialized interests within this field. Describe the kind of program you expect to undertake, and explain how your study plan fits in with your previous training and your future objectives. Your statement is an essential part of your application. Unclear, incomplete or impractical proposals can result in your being referred to a university not suited to your scholastic needs, or your not being accepted by any university. **Do not mention specific U.S. universities at which you would like to study.**



NAME OF APPLICANT:

COUNTRY:

25.

CURRICULUM VITAE

This Curriculum Vitae should be a narrative statement concerning your professional, academic and future plans. It should not be a mere listing of facts. It should include information about your education, practical experience, special interests, career plans, and your purpose in applying for study in the U.S. Describe any significant factors that have influenced your educational or professional development. Comment on the number of years of practical experience already completed in the field in which academic work will be done in the U.S. and describe briefly the most advanced courses already pursued in their field of study. **Do not mention specific U.S. universities at which you would like to study in your Curriculum Vitae.**



NAME OF APPLICANT: _____

COUNTRY: _____

26. KNOWLEDGE OF LANGUAGES: *(Rate yourself Excellent, Good or Fair. Include all languages in which you have some competence.)*

Mother Tongue _____

LANGUAGE	READING	WRITING	SPEAKING
English			

27. OCCUPATIONAL EXPERIENCE: *(List positions held, beginning with the most recent employment, if any.)*

NAME AND ADDRESS OF EMPLOYER	TITLE/TYPE OF WORK	DATES (Month and year)	
		From	To

28. IF YOU HAVE TRAVELLED, LIVED, OR STUDIED IN ANY COUNTRY OTHER THAN YOUR OWN FOR MORE THAN A MONTH, INDICATE PLACES, DATES AND REASONS:**29. PLEASE PROVIDE THE NAME, ADDRESS AND TELEPHONE NUMBER OF INDIVIDUALS TO BE NOTIFIED IN CASE OF AN EMERGENCY:**

IN YOUR HOME COUNTRY	IN THE UNITED STATES

30. PLEASE LIST ANY CLOSE RELATIVES OR FRIENDS IN THE UNITED STATES: *(Name, address and relationship)*

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31. PLEASE DESCRIBE ANY PHYSICAL IMPAIRMENT YOU MAY HAVE: *(This information is gathered for statistical purposes and to ensure appropriate placement. IIE does not discriminate on the basis of race, color, religion, sex, national origin, and/or physical impairment.)***32. FUTURE PLANS:** *(Describe the career you plan to pursue after completion of study or research in the U.S. (e.g., teaching, government, business, industry or any plans you might have for continued study or research in your home country). Also indicate if you will be returning to former employment, or if you have been promised a position in your home country after completing your U.S. training).*

BY MY SIGNATURE, I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION PROVIDED IN MY APPLICATION IS ACCURATE AND COMPLETE.

SIGNATURE OF APPLICANT: _____ DATE: _____



NAME OF APPLICANT: _____

COUNTRY: _____

CONFIDENTIAL INFORMATION FORM*TO BE COMPLETED BY THE APPLICANT*

1. Are there any U.S. universities at which you would prefer to study? Yes No

If you wish, list in priority order no more than three schools of your choice. IIE will take your preferences into consideration insofar as possible. Be sure to give **detailed** reasons for each choice, and **confirm** that these universities offer programs in your field of interest.

University	Graduate Department	Specific Reason for Preference
I.		
II.		
III.		

2. It is not expected that you will apply for admission by direct application or correspondence with a university in the United States.

(a) If, however, you have already submitted an application form directly to any universities in the U.S., list the names of these institutions below and indicate the response you have received, if any.

University	Date of Application	Response to Application

(b) If you have corresponded with department professors and/or admissions offices at any U.S. universities, list the names of these contacts and their universities and departments below and attach copies of all your correspondence with them. Correspondence only does not constitute an application for admission.

University	Name of Department, Professor, or Other Office or Person Contacted, with telephone number and/or e-mail address

3. Indicate if you are planning to apply for a fellowship, scholarship, assistantship or other educational grant or loan from another organization, government or educational institution: *(This information will not prejudice your application.)*

4. PERMANENT ADDRESS

STREET _____

CITY _____ STATE/PROVENCE _____

POSTALCODE _____ COUNTRY _____

TELEPHONE # _____

5. AUTHORIZATION FOR RELEASE OF INFORMATION

PLEASE SIGN BELOW AS YOUR AUTHORIZATION FOR IIE:

- (1) TO RECEIVE, AND/OR TO REQUEST YOUR TOEFL, TSE, TWE, GRE, GMAT, SAT, ACHIEVEMENT TESTS OR ANY OTHER TEST SCORE REPORTS TO BE SENT TO U.S. ACADEMIC INSTITUTIONS ON YOUR BEHALF.
- (2) TO RECEIVE INFORMATION ON THE STATUS OF YOUR APPLICATION, INCLUDING FINAL DECISIONS, FROM U.S. ACADEMIC INSTITUTIONS.

SIGNATURE OF APPLICANT: _____ DATE: _____



**APPLICATION FOR STUDY IN THE UNITED STATES
FOR A FELLOWSHIP, SCHOLARSHIP, ASSISTANTSHIP OR OTHER EDUCATIONAL GRANT**

CONFIDENTIAL LETTER OF REFERENCE

This letter of reference must be written by a teacher under whom the applicant has studied or pursued research in the proposed field of study or by someone who has supervised the applicant in work related to the proposed field of study. This letter must be typewritten and in English. If not in English, then an accurate translation must be attached.

NAME OF APPLICANT:

COUNTRY:

NAME OF REFEREE: _____

TITLE _____

INSTITUTION OR BUSINESS _____

1. HOW LONG HAVE YOU KNOWN THE APPLICANT?
2. IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?
 Teacher or Professor Employer or Job Supervisor Research Adviser Other (Please specify) _____
3. PLEASE PROVIDE A CANDID EVALUATION OF THE APPLICANT'S PAST PERFORMANCE AND ABILITY TO PURSUE AND SUCCESSFULLY COMPLETE A PROGRAM OF STUDY IN THE PROPOSED FIELD. Your statement will be given considerable importance by the U.S. universities reviewing this student's application and should, therefore, be as complete and detailed as possible. Your comments should be continued on the following page if more space is required.



NAME OF APPLICANT:

COUNTRY:

CONFIDENTIAL LETTER OF REFERENCE (Continued)

4. EVALUATION OF APPLICANT (Continued)

5. IN THIS RATING CHART, PLEASE EVALUATE THE APPLICANT IN COMPARISON WITH OTHER STUDENTS WHOM YOU HAVE KNOWN DURING YOUR PROFESSIONAL CAREER.

	Excellent	Very Good	Average	Below Average
Intellectual Ability				
Knowledge of Field				
Work Habits				
Motivation to Pursue Graduate Study				
Seriousness of Purpose				
Potential For Significant Future Contribution in Field				
Resourcefulness and Initiative				
Emotional Maturity				
Adaptability to New Situations				
Leadership Qualities				
Teaching Potential				

NAME (print): _____

SIGNATURE: _____ DATE: _____

PLEASE RETURN DIRECTLY TO THE APPLICANT.

NOTE: IIE cannot guarantee this letter's confidentiality once it becomes part of a university's records.



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2. IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?
 Teacher or Professor Employer or Job Supervisor Research Adviser Other (Please specify) _____
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COUNTRY:

CONFIDENTIAL LETTER OF REFERENCE (Continued)

4. EVALUATION OF APPLICANT (Continued)

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	Excellent	Very Good	Average	Below Average
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NAME OF APPLICANT: _____

COUNTRY: _____

NAME OF REFEREE: _____

TITLE _____

INSTITUTION OR BUSINESS _____

1. HOW LONG HAVE YOU KNOWN THE APPLICANT?
2. IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?
 Teacher or Professor Employer or Job Supervisor Research Adviser Other (Please specify) _____
3. PLEASE PROVIDE A CANDID EVALUATION OF THE APPLICANT'S PAST PERFORMANCE AND ABILITY TO PURSUE AND SUCCESSFULLY COMPLETE A PROGRAM OF STUDY IN THE PROPOSED FIELD. Your statement will be given considerable importance by the U.S. universities reviewing this student's application and should, therefore, be as complete and detailed as possible. Your comments should be continued on the following page if more space is required.



NAME OF APPLICANT: _____

COUNTRY: _____

CONFIDENTIAL LETTER OF REFERENCE (Continued)

4. EVALUATION OF APPLICANT (Continued)

5. IN THIS RATING CHART, PLEASE EVALUATE THE APPLICANT IN COMPARISON WITH OTHER STUDENTS WHOM YOU HAVE KNOWN DURING YOUR PROFESSIONAL CAREER.

	Excellent	Very Good	Average	Below Average
Intellectual Ability				
Knowledge of Field				
Work Habits				
Motivation to Pursue Graduate Study				
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Leadership Qualities				
Teaching Potential				

NAME (print): _____

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