



STUDENT FINANCIAL REPORT

New students are required to read the BSMP Financial Policies document and submit a completed Student Financial Report within 21 days of the start date listed on their Terms of Appointment. The student's U.S. Host Institution Advisor must sign Section A of the report.

The student should submit the completed form with proof of U.S. bank account information (bank letter or voided check) as a single PDF document. The PDF must be uploaded to the student's BSMP Grantee Service Portal (https://mycusthelp.info/IIE/cs/Login.aspx) using the Document Category "Financial Report".

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ IIE ID: \_\_\_\_\_

CURRENT U.S. INSTITUTION: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE (5 digits): \_\_\_\_\_

SECTION A – U.S. HOST INSTITUTION SERVICES CONFIRMATION

The student must read the BSMP Financial Policies document, complete the table below, and endorse the form using the student signature field.

The student's U.S. Host Institution Advisor must verify the information provided in the table is accurate and reflected in the U.S. Host Institution's records. The Advisor should indicate the information has been verified by endorsing the form using the Advisor signature field.

Students who have questions about registration for any of the services below should consult with their Advisor. If the U.S. Host Institution is unable to provide any of the services below, the Advisor should contact IIE on the student's behalf via email to BrazilEnglishPayment@iie.org if the student is enrolled in an intensive English language program during the current term. The advisor should contact BSWBpayment@iie.org if the student is enrolled in a full-time academic program during the current term.

Table with 2 columns: U.S. Host Institution Service, Registration Confirmation. Rows include meal plan, billing, and housing options.

**Endorsement of Brazil Scientific Mobility Student:**

*By signing below, I hereby certify that the aforementioned information is true and correct. I also confirm that I have read the BSMP Financial Policies document.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Endorsement of Advisor:**

*By signing below, I hereby certify that I have reviewed the information above and confirm that this student is registered for the services stated above.*

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Advisor

\_\_\_\_\_  
Advisor's E-mail Address

**U.S. BANK ACCOUNT ENROLLMENT**

At this time, CAPES/CNPq administers BSMP students' monthly stipend, one-time settling-in allowance, one-time coursework aid allowance, and flight stipends to and from Brazil. IIE, on behalf of CAPES/CNPq, administers a break stipend in the fall and stipends related to Academic Training and summer activities. Details about these stipends and eligibility to receive them can be found in the *BSMP Financial Policies* document.

BSMP students are required to open a U.S. bank account to receive stipends administered by IIE. IIE issues these deposits in U.S. Dollars via Electronic Funds Transfer (EFT) to the U.S checking account the student designates below.

The student must complete the bank authorization process by:

1. Establishing a U.S. bank account where IIE can issue any stipend and reimbursement EFTs.
2. Completing and signing the authorization agreement and bank account information sections that follow below.
3. Attaching a voided, unsigned check or official bank letter for the U.S. bank account designated in this form and submitting the form using the BSMP Grantee Service Portal.

**STUDENT AUTHORIZATION AGREEMENT**

Check only one box:

- This is the first Bank Authorization (EFT) Form I am submitting to IIE.**
- I previously submitted a Bank Authorization (EFT) Form to IIE and now need to change/update my bank account information.**

I authorize IIE to deposit my funds directly into the account named on the second page of this agreement. This authority remains in force until I have given 45 days written notice that I have terminated it or until IIE has notified me that this deposit service has been terminated. I certify that the account listed is correct and I am the owner of this bank account. If ever an incorrect amount should be transferred to my account, I authorize IIE, in conjunction with my bank, to make the appropriate adjustment. I will facilitate the resolution of any issues related to an incorrect transfer of funds to my account.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**U.S. BANK ACCOUNT INFORMATION**

The voided check image provided below details how to identify a bank account number and routing number. Any questions about bank account information should be directed to the student’s U.S. bank.

IIE can issue EFT deposits for stipends to only one U.S. bank account per student and in a single deposit/EFT. EFT deposits from IIE will be noted on bank account statements as “EFT—IIE”.

The student must submit a new Bank Authorization (EFT) Form immediately if his/her bank information changes in the future.

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U.S. Bank Name (Note: The U.S. bank must be a member of an Automated Clearing House)

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U.S. Bank Address City State Zip Code

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Account Number

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Routing Number

**Proof of U.S. Bank Account Information Required**

- The student must attach a check image from the U.S. bank account to this form below.
  - The word “VOID” should be written in large letters across the face of the check.
  - The check should not be signed.
  - An example of how the check should be submitted in this form is provided below.
  - Copies of debit cards or U.S. bank cards will not be accepted.
- If a check cannot be attached, the student must submit an official letter from his/her bank on bank letterhead stating the student’s name, the bank name and address, the account number, and the routing number. An e-mail from the bank will not be accepted.

**The student must attach a voided, unsigned check here:**

