BSMP Program Cycle

	Timeline	IIE	Institution	Student
Placement	**Early October 2013**	IIE will have received all applications for students who will begin in winter/ spring 2014.	Finalize BSMP Host Institution information with IIE.	
	Mid-January—March 2014	IIE conducts comprehensive review of applications for students and submits to institutions for consideration of admission via email	Institutional Contact confirms receipt of dossier (s), and IIE's requested admission decision timeline.	
	March—April 2014		Inform IIE of admission decision, and if the student is accepted, send PDF copy of official admission letter to IIE via e-mail. Please do not send hard copies to IIE.	
	April—May 2014	Upon receipt of a student's official admission letter, IIE generates the grant contract (Terms of Appointment), which announces the placement to the student.		Student reviews his/her Terms of Appointment (TOA), and, within 5 days of receipt, signs and sends an electronic copy back to IIE.
	June 2014	•IIE sends the signed TOA to Institution as confirmation of the student's intent to enroll. •IIE, as the visa sponsor, will issue BSMP students Forms DS-2019 under the Non-degree Student category.	Institution carefully reviews the information on the signed TOA, and reaches out to the student directly to provide information on the following: •Arrival •Orientation •Registration •Housing •Meal Plan •Immunizations •Insurance	Student corresponds with their International Student Advisor (ISA) to make the proper arrangements regarding the following: •Arrival •Orientation •Registration •Housing •Meal Plan •Immunizations •Insurance
Pre-Arrival	**July 2014 (TBD)**	IIE delivers Forms DS-2019 to students at their pre-departure orientations in Brazil at the respective consulates.	•Institution is not required to issue any visa documentation or assist in the visa process. •Institution will not be responsible for maintaining students' visa status.	Student plans for departure and begins visa application process. U.S. Consulates in Brazil will assist students with obtaining their J-1 visas.

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Finance		•IIE issues financial guarantees for all students confirmed for a spring start. •Upon receipt of invoices, IIE remits payment for tuition, fees, room and board, and insurance for students on behalf of CAPES and CNPq. •It takes approximately 15 business days to process an invoice.	•Institution confirms with Bursar/Billing Office that IIE can be invoiced for all tuition, fee(s), room and board, and Insurance. •Arrange On-campus Housing—Double (shared living required) •Arrange Meal Plan—minimum of 21 meals/week. •Ensure that Institutional Insurance meets J-1 visa requirements. Notify IIE if institutional insurance coverage does not meet J-1 requirements.	•Student is not responsible for paying application fee, enrollment fee, or housing deposits. •Student must complete all necessary applications for enrollment, housing, insurance and registration.
In Program	**Within 10-15 days upon arrival to campus**	IIE ensures immigration and reporting documents are received on time.	•Review student's completed arrival forms and ensure they have been submitted to IIE by deadline. •Assist student in opening a bank account.	Student completes all necessary documentation and reviews them it ISA.
On-Site Support	**Ongoing**	Students receive monthly newsletters regarding BSMP policies.	Institution ensures that students are enrolled in full-time status as indicated on the TOA, and that students are enrolled in 100% academic courses	•Students registers for full-time course load relevant to their field of study as indicated on TOA. •Students must enroll in 100% academic courses.
Academic Training	**Ongoing**	IIE provides support and resources to students to secure an Academic Training (AT) opportunity.	Encourage students to work with Career Services and network with faculty and local community to secure AT for the summer.	Student works with IIE and institutional representatives to secure AT for the summer.
End of Program	**By August 31, 2015**	IIE liaises with students regarding BSMP policies to ensure all departure documents are submitted on time.	Ensure that all documentation and forms are accurately completed and submitted to IIE within the designated timeframe.	Student completes all documentation and forms as outlined on the IIE newsletter/website. Submit to IIE within the designated timeframe.

List of Forms & Documents Required by IIE

Mandatory Travel Form	**Blank W-9 Form**
Health Insurance Confirmation	**Student Report Mid-Program**
Report of Arrival Form	**Final Report-Departure Form**
Change of Address Form	**Travel Validation**
Student Report Initial	**Request for Academic Training Approval**
BSMP Funds Deposit Authorization Agreement Form	**BSMP Handbook**

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