

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.				
	Early October—Mid- November 2013	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.				
	November 2013		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.				
	Mid- November— Early December 2013	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.			
	Early to Mid- December 2013	<ul> <li>IIE sends the signed TOA to Institution as confirmation of the student's intent to enroll.</li> <li>IIE, as the visa sponsor, will issue BSMP students Forms DS-2019 under the Non-degree Student category.</li> </ul>	Institution carefully reviews the information on the signed TOA, and reaches out to the student directly to provide information on the following:	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	December 18- 19, 2013 (tentative)	IIE delivers Forms DS-2019 to students at their predeparture orientations in Brazil at the respective consulates.	<ul> <li>Institution is not required to issue any visa documentation or assist in the visa process.</li> <li>Institution will not be responsible for maintaining students' visa status.</li> </ul>	Student plans for departure and begins visa application process.  U.S. Consulates in Brazil will assist students with obtaining their J-1 visas.			

Finance		<ul> <li>IIE issues financial guarantees for all students confirmed for a spring start.</li> <li>Upon receipt of invoices, IIE remits payment for tuition, fees, room and board, and insurance for students on behalf of CAPES and CNPq.</li> <li>It takes approximately 15 business days to process an invoice.</li> </ul>	<ul> <li>Institution confirms with Bursar/Billing Office that IIE can be invoiced for all tuition, fee(s), room and board, and Insurance.</li> <li>Arrange On-campus Housing—Double (shared living required)</li> <li>Arrange Meal Plan—minimum of 21 meals/week.</li> <li>Ensure that Institutional Insurance meets J-1 visa requirements. Notify IIE if institutional insurance coverage does not meet J-1 requirements.</li> </ul>	<ul> <li>Student is not responsible for paying application fee, enrollment fee, or housing deposits.</li> <li>Student must complete all necessary applications for enrollment, housing, insurance and registration.</li> </ul>
In Program	Within 10-15 days upon arrival to campus	IIE ensures immigration and reporting documents are received on time.	<ul> <li>•Review student's completed arrival forms and ensure they have been submitted to IIE by deadline.</li> <li>•Assist student in opening a bank account.</li> </ul>	Student completes all necessary documentation and reviews them with 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	<ul> <li>Students registers for full-time course load relevant to their field of study as indicated on TOA.</li> <li>Students must enroll in 100% academic courses.</li> </ul>
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 December 20, 2014	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				