

Financial Policies for Brazil Scientific Mobility Program

M) Sending Emails

- 1) Send all billing related emails to bswbpayment@iie.org.
- 2) When sending emails, **please use the procedure below. If you do not follow the email procedure below, your email will be returned to you** and you will be asked to resend following the instructions below.
- 3) Please use the subject titles provided below in the “Subject” line of your email.
 - a. **Application Fees:** For questions regarding application fees, the subject of the email should be “**Brazil App Fees**”. Please provide your login information and website in the email.
 - b. **Tuition Fees:** For questions regarding tuition payments, the subject of the email should correspond to the semester you are emailing about:
 - i. Spring semester- “**Brazil Spring**”
 - ii. Summer semester- “**Brazil Summer**”
 - iii. Fall semester- “**Brazil Fall**”
 - iv. Winter semester- “**Brazil Winter**”
 - c. **Housing/Leases/Meals:** If you have a question about housing, meals, or need a Lease Side Letter, please send an email with the subject “**Brazil Housing**”.
 - d. **Health Insurance:** Please send all insurance related questions to BSWBinsurance@iie.org.
 - e. **Financial Guarantee:** If your University or housing provider requires a financial guarantee, the subject of the email should be “**Brazil FG**”.
 - f. **Receipts (Proof of Payment), Reimbursements, EFT:** If you need to send a receipt of payment approved by an IIE employee or if you have questions about a reimbursement or electronic funds transfer, the subject of the email should be “**Brazil Receipt**”.
 - g. **Stipends:** For questions regarding stipends, please send an email with the subject “**Brazil Stipend**”.
- 4) In the body of your email, please follow the format below and include the following information (failure to do so will only delay IIE in processing your request).

Name:

IIE ID Number:

U.S. University:

CNPq or CAPES: (note if you are a CNPq or CAPES student)

Reason for email: (keep emails brief and to the point)