Brazil Science Without Borders Spring 2013

Instructions for completing the Common Application for IIE

Please have these instructions available during registration and submission of the Common Application for the Institute of International Education (IIE).

Before you begin, please note that you should NOT use any special characters (á, â, ã, à, é, ê, í, ó, ô, õ, ú, ç, ü, etc.) on your application. Any use of special characters will delay your application.

STEP 1:
1. If you have not previously registered with Common Application, register and create your account by visiting: https://www.commonapp.org/Application/MyColleges.aspx?clientlist=504

2. In the registration, please answer as follows:

 I am applying as: Select the option "I am applying as a Transfer Student."

 Personal Information:

1. Please enter your Surname (Family name) and Given Name (First name) exactly as they appear on your passport.
2. Please leave the Middle Name blank.
3. For your date of birth and all other dates, please use the Month/Day/Year format.

Under "Permanent Address", please list your home address in Brazil. Please leave the "State/Province" field blank, since it does not include Brazilian states in the list.
How did you hear about the Common App Online: Select **Other**. In the box that appears below, indicate Institute of International Education.
Email Address: Enter your personal e-mail address. Please use the same email in all your communication with IIE.
The colleges to which I am applying may communicate with me: Select **Yes**.
I am an applicant planning to enroll in college in 2013: Select **Yes**.
The most important section of your registration is creating your login information.

Your **username** should be: lastnamefirstname (no space between the two names) For example, the name Rodrigo Da Silva would have the username: dasilvarodrigo. The common application limits usernames to 15 characters. For names that are longer than this, please drop letters off the end of your name until it is within the limit. For example, the name Mariana Costa Sampaio should have the username: costasampaiomar.

Your **password** should be: **brazil2013**

 Check the box at the bottom of the page.
 Click on register

STEP 2:
After you have completed registration, the Institute of International Education is **automatically added**, and will appear in your "My Colleges" list. If it does not, click on the above link to the Common App site again while on the "My Colleges" page. It should reload with the Institute of International Education now listed.

Your name and Common App ID number will appear on the left top corner of the page. Please record your Common App ID, username and password in a secure place.

STEP 3:

Click on **Future Plans** on the left navigation tab.
- Term and Decision Plan: Select the **Spring 2013 Term**, which begins in January 2013.
- Do you intend to apply for need-based financial aid: Select **NO***.
- Do you intend to apply for merit-based scholarships: Select **NO***.
- Do you intend to be a full-time student: Select **YES**.
- Do you intend to live in college housing: Select **YES – ON CAMPUS.**
- What is the highest degree you intend to earn: Select **Other**. In the box that appears below, select **Non-degree**.
- Interest 1: Select your field of study at your home university. This should be the area of study that you will focus on during your exchange program in the U.S.
- Interest 2 and 3: If you have more than one academic area of interest, indicate them in this section.
- Click on **Save & Check for Errors**. If no errors are found, click on **Save & Next.**

* *This indicates that you are not requesting financial assistance from the institutions that your application will be submitted to. The scholarship that you are receiving from the Brazilian Government will cover the full cost of attendance at a U.S. institution.*

STEP 4:
Proceed to complete the Supplement Application for IIE. Some of these fields will be automatically filled out for you. Please make sure that the information is correct.

1. Select 'Supplements' from the grey navigation tab on the left of the screen.
2. Click on **Start** to complete the supplement.
3. Please indicate the Program you are applying for: Select **Brazil Science Without Borders Program.**
4. Last Name: Enter your Surname **exactly** as it appears on your passport.
5. First Name: Enter your Given Name **exactly** as it appears on your passport.
6. Middle Name: If you have no middle name listed on your passport, please leave this field blank.
7. Sex: Select **F** for Female or **M** for Male.
8. CPF: Enter your Cadastro de Pessoa Fisica.
9. Date of Birth: Enter your Date of Birth in the format indicated – **Month/Day/Year**.
10. City of Birth: Enter your Place of Birth **exactly** as it appears on your passport.
11. Country of Birth: Enter the name of the country where you were born.
12. Country of Citizenship: Enter **Brazil** (and another country if you have dual citizenship).
13. Country of Permanent Residence: Enter your country of permanent residence.
14. Mailing Address: Enter the address where you live.
15. Telephone Number: Enter the number where you may be reached.

16. A. Academic Interest or Major: Select **One Year Academic Non-Degree**.

17. B. Please upload a color copy of the photo page of your passport (vertically aligned) in PDF format.

*If you currently do not have a valid passport, you **must** apply for one immediately. Your application will be pending until we receive a copy of your passport with an expiration date of January 2014 or later.*

18. C. Writing Samples: Copy and paste each essay prompt in a new page and upload each essay individually in PDF format. If you would like time to work on your essay, please log out of the site and return once you have completed your essays.

19. D. Resume: Upload a ONE PAGE resume or CV in English, in PDF format. Please do not include your email on your Resume or CV.

20. E1. Institutional Preferences: Please list the top three institutions you would prefer to be placed for your academic exchange program in the United States. These **must** be institutions that have current affiliations or agreements with your University in Brazil. **Note**: Listing these preferences **does not** guarantee you will be placed at these institutions. These preferences will only be considered during your application review.

21. E2. (Optional): Please check below if you are interested in being placed at 1) All women's college/university; 2) Historically Black Colleges and Universities (HBCU); 3) Religious Affiliated Institutions. **Note**: Checking these preferences **does not** guarantee you will be placed at these institutions. These preferences will only be considered during your application review.

22. F1. Courses: Please list the courses that are required for your degree in your home country that you would like to take during your academic program in the United States. You should include a brief description of the course(s).

23. F2. Please list other courses of interest that are **not** required for your degree in your home country but you would like to take during your academic program in the United States. You should include a brief description of the course(s).

24. G. **Required Safety and Security Information: An affirmative response to any of these questions will not automatically prevent admission, but you will be required to provide additional information.**

If you have completed steps 1 through 24 as listed above, you are ready to submit your supplementary application.

25. Please click on Check Errors & Save. If you have no errors, then you can click on Print Preview. This will allow you to view your supplementary application and save it as a PDF. Please **SAVE** the supplementary application for your records.

26. If there are no errors on the supplement, please proceed to submit. Once you submit the supplementary application to IIE, no changes can be made.

You are done with the Supplement! We recommend that you take a break then return to complete the Common Application.

STEP 4:
If you logged out after completing the Supplement, please log back in using your username and password.

Please follow the following guidelines:

1. Click on **My Colleges** from the navigation on the left tab. You should see **Institute of International Education** listed under My Colleges in the center of this screen.

3. The next section is **Applicant**. Some of these fields will be pre-filled with the information that you entered in registration.
Personal Data: Check to make sure that your name and date of birth match the information on your passport. ***Remember to enter your Date of Birth in the Month/Day/Year format.***

Permanent/Home Address: Check to make sure that your address appears correctly.
Current/Mailing Address: Check the box that appears in this section. Checking the small box will prompt for new fields to appear.

It is critical that you enter the information in this section EXACTLY as indicated below.
Include name of College or University: **Institute of International Education**
Dates at this address: 01/01/2013-12/01/2013
Country: United States of America
Street Address: C/O Shahreen Rahman, 809 United Nations Plaza
City/Town: New York
State: NY
Zip Code: 10017

- County or Parish: New York
- Telephone and Email: Select **Home**.
- Home Telephone Number: 212-984-5335
- Leave the Cell Telephone Number blank.
- E-mail: This will have your e-mail address that you used during registration. ***Please DELETE YOUR E-MAIL ADDRESS*** and replace it with **BSWB_Spring@iie.org**.
- IM Address / IM Type: Leave this section blank.
- Click on **Save & Check for Errors**. If no errors are found, click on **Save & Next**.

4. Demographic Information: Only complete the sections that have a yellow button next to them. Please leave other remaining questions blank.

- Citizenship Status: Select **Other.**
- List your citizenship: Select **Brazil.**
- Currently held Visa Type: If you have a valid U.S. visa please indicate. If you do not have a visa, please select **I do not hold a U.S. non-immigrant Visa**.
- Years lived **in** the United States: Indicate the number of years you have lived in the U.S. For example, if you lived for a few months, select <1.
- Years lived **outside** the United States: Indicate the number of years as appropriate.
- City of Birth: This should be the City of Birth that appears on your passport.
- State/Province of Birth: Leave this section blank.
- Country of Birth: This should be the same as it appears on your passport.
- Language 1: Select **Portuguese** if that is your first language. Check the box for speak, read, write, first language, spoken at home as appropriate.
- Language 2: Select **English** if that is your second language. Check the appropriate boxes to indicate your fluency in the language.
- Language 3: Select a third language that you know and check the appropriate boxes to indicate your fluency in that language.
- You may leave the remainder of the section blank.
- Click on **Save & Check for Errors**. If no errors are found, click on **Save & Next.**

5. **Family:** Only complete the sections that have a yellow button next to them. Please leave other remaining questions blank.

- Parent's marital status: Select the appropriate option from the dropdown.
- With whom do you make your permanent home: Select the appropriate option to indicate with whom you currently live.
- Parent 1: Only complete the name of your parent and indicate whether she/he is alive.
- Parent 2: Only complete the name of your parent and indicate whether she/he is alive.
- Complete the remainder of the sections to the best of your knowledge.
- CEEB Code: Click on the **Lookup** tab listed below. This will take you to a new window. Type **0000** in the field titled CEEB Code. Click on **Search**. This will give you options. Click on the first option. This will return you to your previous screen. After you have selected the CEEB Code, you can type in the name of the institutions your parents have attended.
- Click on **Save & Check for Errors**. If no errors are found, click on **Save & Next.**

6. **Education:** Please only complete the sections listed below:

- CEEP/ACT Code: Click on the **Lookup** tab under 'CEEB Code'. This will take you to a separate screen. Type **0000** for the CEEB Code section. Select the first option that appears in the dropdown.
- Current or Most Recent College or University Attended: Delete **Not Found**.
- Please type the full name of your institution as it appears on your transcripts.
- Please do not use abbreviations for your institution name. For example, you should write: Universidade Federal de Minas Gerais (CORRECT) and not UFMG (INCORRECT)
- Type of College or University: Indicate public or independent (private).
- Date of Entry: Enter the date you began your college or university in Brazil.
- Exit Date: Enter your expected graduation date from the institution in Brazil.
- This is a: Select **4-year institution**.
- Address: Type in the address of the college/university you are attending in Brazil.

Please complete the Advisor Section with information of the Professor or Teacher who will complete the College Official's Report form for you.

Are you currently enrolled in college: Select **Yes**.
 Are you a member of Phi Theta Kappa: Select **No**.
 Do you expect to earn a degree prior to enrolling...: Select **No**.
 Secondary School Graduation Date: Indicate the date you completed high school.
 List all secondary schools that you attended.
 CEEP/ACT Code: Click on the **Lookup** tab under 'CEEB Code'. This will take you to a separate screen. Type **000000** for the CEEB Code section. Select the first option that appears in the dropdown.
 School Name and Location: Enter the name and address of your high school.
 Dates Attended: Indicate the month and year you began and completed high school. For example, 01/2006-12/2010.
 List any community organization that has provided free assistance: Leave this section blank.
 Education Interruption: Leave this section blank.
 Colleges & Universities: Leave this section blank.
 Click on **Save & Check for Errors**. If no errors are found, click on **Save & Next**.

7. **Academics:** Please leave all sections blank except for **TOEFL** and **Current Year Courses**. If you choose to complete all sections, please see instructions below.
 TOEFL: This program requires that you complete a **TOEFL** exam. Please indicate the date and score you received if you have taken a TOEFL exam. If you have not taken the exam yet, indicate the date you plan to take it. All TOEFL score reports must be received directly by IIE from ETS. **IIE's institutional code is 2326**. Select **undergraduate** as the department group. ***Please note your application will be incomplete unless your TOEFL score report is received by IIE. IIE does not have access to any reports that have been previously submitted to CAPES.***
 Current Year Courses: In this section you should list all the courses that you have taken over the current academic year at your college/university in Brazil. You should list these courses in the **first** and **second** semester tabs. ***If you would like to list additional courses, click on Add Courses icon.*** All other courses that you have taken in the past, should be included in your transcript and do not need to be listed in this section.
 Honors: If you have received an honorary certificate or award during your high school and undergraduate study, please indicate the name of the award and year it was received.
11 and 12 refer to the last two years of high school.
FY– First Year in College
SO – Second Year in College
JR – Third Year in College
 Click on **Save & Check for Errors**. If no errors are found, click on **Save & Next**.

8. **Extracurricular Activities and Work Experience:** Please complete this section as appropriate.
 Activities: Select any sport you were involved in. If you were not involved in any of the sports listed in the dropdown, but received academic award, select **Academic** as the option.
 Grade level or post-graduate: Select the high school or college year when you were engaged in the activity selected above.
 Approximate Time Spent: Indicate the hours per week or weeks per year when you participated in the activity selected above.
 When did you participate in the activity: Select the appropriate box.
 Details and Accomplishments: List any awards or certificate/diploma you received.
 Click on **Save & Check for Errors**. If no errors are found, click on **Save & Next.**

Here would be a good place to take a break before you proceed to the next section.

9. **Writing:** This section will be shared with schools reviewing your application. Please read and review all information entered in this section carefully.
 Short Answer: You can write about an activity that you are passionate about or a hobby that you enjoy. For example, it may be sports, art, music, acting, writing, or voluntary work that you have done.

 Personal Essay: For this section, please upload the **Essay 2** from IIE's Supplement.
Please include the topic of the essay in your upload: "In an essay of no less than 250 words and no more than 500 words, explain the unique perspectives you hope to gain in the U.S. and how you intend to use these skills, knowledge and experience upon your return to your home country."
 Additional Information: Please leave this section blank.
 Disciplinary History: Please select the option that is most applicable to you.
 Click on **Save & Check for Errors**. If no errors are found, click on **Save & Next**.

You are almost done. Here would be a good place to take a break before you proceed to the next section.

STEP 5:
Please log into your Common Application account using your username and password.

1. Select **School Forms** from the navigation tab on the left.
2. Click on the **Instructor Evaluation**
 Print the evaluation.
 The top section will be filled with your personal data.
 Important Privacy Note: Please read this section carefully, select the appropriate box and **sign the grey section**.

You are required to submit **TWO** Instructor Evaluation Forms to IIE. Please request two academic professors to complete this information for you.

 Submit the form to one of your professors. She/he will complete the section and return the form.
 The professor completing the Instructor Evaluation must attach a **letter of reference** assessing your academic and personal qualities.
 Please submit the form, signed and stamped by your professor, to IIE.
3. Click on the College Official's Report.
 Print the evaluation.
 The top section will be filled with your personal data and courses you have taken.
 The bottom section will be filled with information about the Professor/Teacher/College Official you selected as your Advisor in Step 4.
 Important Privacy Note: Please read this section carefully, select the appropriate box and **sign the grey section.**
 Submit the form to the appropriate office at your college or university. They will complete the section and return the form.
 Please submit the form, signed and stamped by your College Official, to IIE.

All documents must be clearly scanned and e-mailed in PDF format to IIE at BSWBapp_Spring@iie.org.

STEP 6:
CONGRATULATIONS! You have now completed the Common Application for IIE.
Please review your answers to the Common Application and make sure all required documents have been uploaded.

Only **SUBMIT** once you are certain your application is complete and accurate. ***Once submitted, no changes can be made.*** IIE will review your information and contact you if any additional information is required. Please follow the steps below to **SUBMIT** your application to IIE:

1. Click on the **Signature** tab on the left navigation bar.
2. If you have not completed the required sections on the individual tabs, they will appear as errors on this page. Please correct the missing/incorrect information entered in previous sections.
3. If there are no errors on this page, please check all of the boxes, enter your name (as it appears on your passport), enter the date (Month/Day/Year) and click **SUBMIT**.
4. Once you have submitted your application, continue to Step 7.

STEP 7:
Once you have completed the Common Application and Supplement to IIE, send an e-mail confirmation to IIE at BSWBapp_Spring@iie.org. Please include the following information in your e-mail:

The subject line of your email should be: Last Name_First Name_CommonAppID#. The content of the e-mail should include the following information:
- Your Last/Family Name
- Your First Name
- Common App ID Number
- Major/Field of Study
- Current College/University in Brazil

Documents submitted to IIE must be sent in PDF format.

Please make sure your e-mail includes the following attachments:

a) Transcripts (Historico Escolar) from your current college or university in Brazil with an English translation - ***Your transcript should include the name of the courses, when they were taken and the grades you received. Students CANNOT translate their own transcripts. Unofficial transcripts will not be accepted by universities in the United States. An official translation is one that is completed by a skilled translator who is able to provide an accurate and complete interpretation of the original transcript. IIE recommends that students ask a school official to translate and stamp the documents with a signature or institutional seal. IIE will also accept translations completed by the EducationUSA office. You should consult an EducationUSA Advisor regarding the translation of your documents.***

b) 2 Instructor Evaluations from your teacher(s) or professor(s). Please download the common application "Instructor Evaluation" form and have your professor or teach fill it out. This form is available under the "School Forms" section of the common application website. Reread "Step 5" for detailed instructions. ***If your Instructor has provided a recommendation in Portuguese, it must be translated. You can consult someone at your institution or EducationUSA regarding translations of these recommendations. All official translations must be signed and stamped by the entity or individual completing it.***

c) College Official's Report (See above for instructions)

d) Passport – **please make sure that your Passport is valid through January 2014.**

e) Scanned copy of your TOEFL score report or screenshot of your test results – While we need an official copy directly from ETS, having a copy immediately with your other application materials is very helpful, particularly if your name is written on your TOEFL differently than how it appears on your passport.

Please make sure that the attached files are not larger than 10MB in total. If your message is larger than 10MB, split your attachments between multiple messages to make sure each message is less than 10MB. **Any message larger than 10MB will not be received. Our e-mail system automatically rejects messages larger than 10MB.**

The e-mail should state that you have submitted the Common Application and IIE's Supplementary Application. In your e-mail you should also note which required documents are attached. IIE will review your application and contact you as necessary. Thank you for your interest in the Brazil Science Without Borders Program!