

Instructions for completing the Application for IIE

Please have these instructions available while completing the application for the Institute of International Education (IIE). You must submit the application and supplementary documents to IIE at BSWBapp_Fall@iie.org. Additionally, please note when submitting documents through e-mail that your message should not exceed 10MB. If your supplementary documents exceed 10MB, please send them as attachments in multiple e-mail messages.

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.

You should not print the application form. The attached form can be filled out on your computer and should be sent back as a filled PDF, not as a scanned document. You will be able to enter information directly in the fields on the form. Version 7.0 or later of Adobe Reader is required to view a fillable form. You can download Adobe Reader 11 for free on their website if you are having trouble viewing the form. When you have completed the form, just hit save and e-mail it as an attachment. Do not publish it or provide a digital signature to the document.

If you submit a scanned version of the application, it will be returned to you and you will be asked to resubmit the application in the format requested above.

Personal Information:

1. Please enter your full name exactly how you have submitted it to CAPES.
2. Please enter your Surname and Given Name exactly as they appear on your passport.
Do not leave out any part of your name from your passport.
3. Please list your gender and CPF. You should fill in your CPF without any spaces or punctuation, just as a numerical value.
4. For your date of birth and all other dates, please use the **Month/Day/Year** format.
5. Please list your date of birth, city of birth, and country of birth.
6. Country of Citizenship: You should list Brazil
7. Country of Dual Citizenship: If you are a citizen of a country besides Brazil, please list them here. If you currently only hold Brazilian citizenship, please leave this section blank.
8. Country of Permanent Residence: List the country in which you reside. If you currently reside outside of Brazil, please indicate the country of residence.
9. Telephone number: List your complete phone number with international codes.
10. Email Address: Enter your personal e-mail address. Please make sure that you use the same e-mail address you indicated when providing your information to CAPES. Please use this e-mail address for all communication with both CAPES and IIE.

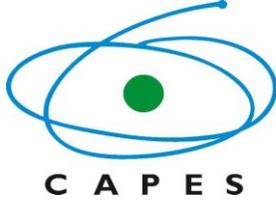
Demographic Information

The question in this section is optional.

1. Please check the box (es) that indicates how you identify.

Academic Information

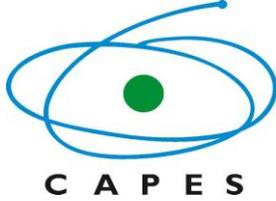
1. TOEFL/ITP: List the date(s) you took the TOEFL or ITP exam(s) as well as the score(s) you received.
2. Field of Study/Major. This information is crucial in determining an appropriate placement for you. The field of study or major should be the program you are currently pursuing at your home institution (such as Electrical Engineering or Biology). This should not be your specific research field (such as Signal



- Processing or Cellular Structures). If your major in Brazil is listed as a general field of study, (such as Design or Science & Technology), list the more specific area of interest for you (such as Fashion Design or Materials Engineering).
3. Entrance Year: Please list the date you started your program at your university in Brazil (please just list this in Month/Year format).
 4. Current Semester: Please list which semester you are currently undertaking in your program (if you have completed 3 semesters of your program, then you would be in semester 4).
 5. Anticipated Graduate Date: Please list the date you anticipate as your graduation date (in Month/Day/Year format).
 6. University in Brazil: You should type the full name of your institution as it appears on your transcripts. You should not use abbreviations. For example, you should write: Universidade Federal de Minas Gerais (CORRECT) and not UFMG (INCORRECT)
 7. Last day of current semester classes: Please list the last day of classes in your current semester (in Month/Day/Year format).
 8. Last day of current semester exams: Please list the last day of exams in your current semester (in Month/Day/Year format).
 9. Courses: You should list the courses that you are interested in taking during your academic program in the United States. You should include a brief description of the course(s).
 10. Research: You should indicate one/two research topics within your field of study that you are interested in pursuing in the U.S.. This is where you should list your interest in neuroscience or combustion engines. Please be brief, but clear about your academic and research interests.

Supplemental Documents

1. **Passport:** Please send 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 **June 2015** or later. The passport should be from your country of permanent residence unless you have dual-US citizenship. If you have US citizenship, you should submit your US passport, regardless of expiration date.*
2. **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 grade(s) 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.
3. **Instructor Evaluations:** These forms should be filled out by a teacher or professor. A copy of the form is attached with the application. We highly recommend that you ask your professor to attach a separate letter of recommendation if the space provided in the form is not sufficient to list your academic credentials.



4. **Copy of your TOEFL, IELTS, or ITP score report:** A screenshot or other image of the score you received on your TOEFL or ITP test is acceptable. However, you are required to submit your original test score report directly to IIE. If you have taken the ITP, please check with CAPES. If you have taken the TOEFL, you will need to request your report to be sent directly to IIE from ETS. Our institutional code is 2326. If you have taken the IELTS, please contact the British Council and request your report be sent directly to IIE. The report should be sent to “Institute of International Education, C/O Nick Savot, 809 UN Plaza, New York, NY 10017, USA.”

Required Safety and Security Information

You are required to print and sign this page. An affirmative response to any of these questions will not automatically prevent admission, but you will be required to provide additional information. Read through the questions carefully before marking anything.

Email to Submit All Documents

Once you have completed the IIE application, please send it to BSWBapp_Fall@iie.org with the following information:

1. The subject line of your email should be: **Surname_Given Name**. The content of the e-mail should include the following information:
2. Your Surname as it appears on your passport
3. Your Given Name as it appears on your passport
4. Major/Field of Study
5. Current College/University in Brazil

*****Make sure your e-mail includes the list of supplemental documents listed above!***

All documents submitted to IIE must be sent as an attachment in PDF format. Please be 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 and include the information above in each email. **Any message larger than 10MB will not be received. Our e-mail system automatically rejects messages larger than 10MB.**