

BRAZIL SCIENTIFIC MOBILITY PROGRAM

FAQs for Host Institutions

January 2013

Table of Contents

A. Program Information	2
B. General Inquiries	3
C. Application Procedure	5
D. Program Dates	7
E. Arrival & Orientation	7
F. Registration & Courses	8
G. Insurance & Health Information	10
H. Housing & Meals	11
I. Academic Training (AT)	13
J. Billing	15
K. Stipends	16

A. Program Information

The Brazil Scientific Mobility Program or BSMP (formerly known as the Brazil Science without Borders Program) is a non-degree program for Brazilian undergraduate students to study at colleges and universities in the United States. The program consists of one academic year (two semesters or three quarters) and a summer academic training component (internship or research) related to the student's field of study. Participating students are primarily in the Science, Technology, Engineering and Mathematics (STEM) fields.

This initiative, administered by the Institute of International Education (IIE), is part of the Brazilian government's larger effort to grant scholarships to the top students of Brazil to study abroad at the world's best colleges and universities. The program seeks to strengthen and expand the initiatives in science, technology, innovation and competitiveness in Brazil through international mobility of undergraduate students and researchers. BSMP is a joint effort with two Brazilian sponsoring organizations, CAPES and CNPq. CAPES – Coordenação de Aperfeiçoamento de Pessoal de Nível Superior is a foundation within the Ministry of Education and CNPq – Conselho Nacional de Desenvolvimento Científico e Tecnológico is a foundation within the Ministry of Science and Technology.

Beginning with the spring 2013 cohort, IIE will be responsible for the application review, placement, sponsorship, and billing for all undergraduate students in the program, sponsored by both CAPES and CNPq.

Additional information about the program can be found on IIE's website: <http://www.iie.org/en/Programs/Brazil-Scientific-Mobility>

In an attempt to provide a comprehensive overview of the program, this document contains a list of questions and answers most frequently asked by U.S. institutions that are participating or interested in hosting students in BSMP.

B. General Inquiries

1. Why is it beneficial to host BSMP students?

U.S. institutions will find that hosting students will enrich diversity on campus, enhance international exposure, and broaden cultural perspectives. The program is foreign-sourced and fully funded by CAPES and CNPq.

2. What is the Brazil Scientific Mobility Program looking for in participating host U.S. institutions?

We are looking for institutions that can offer the following:

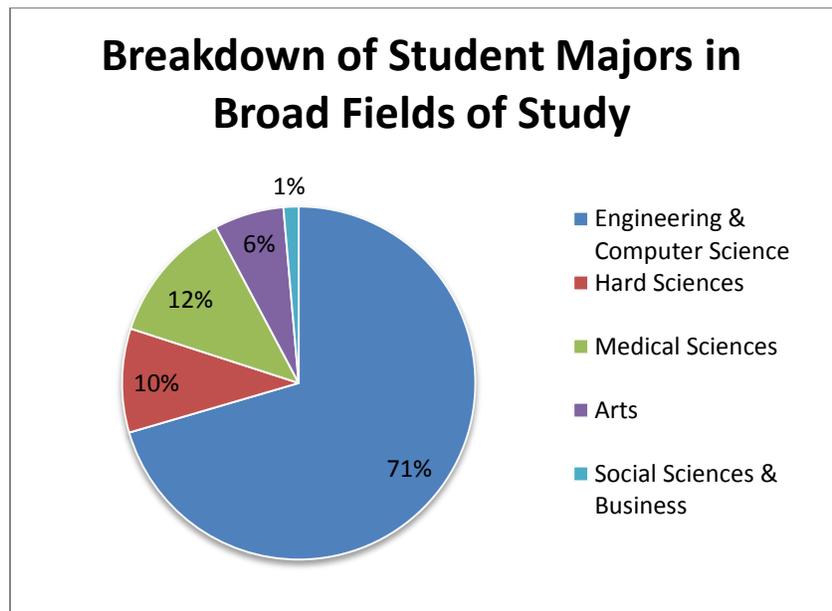
- A welcoming environment and opportunities for students to grow academically, professionally, and personally;
- On-campus housing, meal plans, and insurance coverage during the academic year, as well as over institutional breaks and holidays; and
- Clear communication, flexibility, and ability to send invoices to IIE for students' charges.

Further, we have found that the program works best for all parties when host institutions delegate a program advisor (e.g. Advisor from the International and Sponsored Students Office) to facilitate needs among the students, the institution, and IIE.

3. What are the students' fields of study?

The most popular field of study is engineering. Even though the program is STEM-focused, students in non-STEM fields such as design, communications, and business may qualify.*

For our spring and fall 2012 placements, students majored in the following fields:



For 2013, the areas of interest include:

- Aerospace Technology
- Biodiversity and Bio-prospecting
- Biology, Biomedical, and Health Science (including dentistry, medicine and veterinary sciences)

- Biotechnology
- Computational and Information Technologies
- Engineering and Technology
- Exact and Earth Sciences
- Marine Sciences
- Mineral Technology
- Nanotechnology and New Materials
- New Technologies and Construction Engineering
- Petroleum, Gas, and Coal
- Pharmacy
- Preventive Technologies and Mitigation of Natural Disasters
- Renewable Energies
- Sustainable Agricultural Production
- *Creative Industry, aimed toward projects and processes for technological development and innovation (architecture, design, software, computer games, film, video, photography, music, art, television, digital content, editing, and electronic publication)

4. How advanced are these students in their programs at their home institutions?

For 2013, all candidates must have completed a minimum of 20%, and a maximum of 90% of their curriculum at their home institution to be eligible to apply for the program. Most students tend to be in the fourth or fifth year of their program in Brazil and would be the equivalent of a U.S. junior or senior-level student.

5. How many students will we receive?

In the BSMP [Participation Form](#), we ask for all participating host institutions to specify how many students they wish to receive. This is not a guarantee of how many students will be sent to you, but it is helpful for us to know your limitations. Currently, the majority of participating institutions are hosting, on average, eight students.

6. Do we need to pursue articulation agreements with each student's Brazilian institution?

No. Students will be placed at host institutions regardless of articulation agreements. Please let us know if you have any existing agreements with Brazilian institutions from which you would prefer to receive students.

7. A student has contacted us directly seeking admission. What should we do?

Please direct the student to communicate with Nikesha Walters at nwalters@iie.org.

8. Are we required to sign a contract with IIE to participate in the program?

No. It is not necessary to sign a contract. We only ask that participating institutions complete our [Participation Form](#). IIE's contracts are with the students and sponsors.

9. Are there any academic requirements for the students to maintain their scholarship?

Yes. Students must be enrolled full time and maintain at least a 2.0 GPA. Students who are not enrolled full time are in violation of their visa requirements and are at risk of being sent home. As well, students who cannot maintain a 2.0 GPA may have their scholarship revoked and be sent back to Brazil prior to program completion. Therefore, we ask that host institutions please contact IIE to alert us if students are at risk of dropping below a 2.0 GPA.

C. Application Procedure

1. Can students choose what institution they would like to be considered for?

Yes. In the supplementary application students can list up to three preferred institutions. If the preferred U.S. institutions are Program participants and the student's credentials fit well with the school's profile, IIE will submit their application for consideration.

2. Can students choose what U.S. institution they would like to attend?

No. IIE uses a "blind-placement" method for this program, which means we review a student's application and apply him or her to one institution at a time. If the institution admits a student, only that institution will be offered as the placement for that student. Students can request to be re-matched to a different institution only in cases where they have been incorrectly placed at a school that does not offer their field of study as an academic major, is unacceptable to them based on religious/valid personal reasons or a re-match is requested by the program sponsors CAPES or CNPq.

3. What is the application review process?

Potential candidates are first nominated by their institution in Brazil and then sent to CAPES/CNPq for review and approval. Once approved, IIE reviews each student's complete dossier and determines an appropriate placement. Students are vetted three times before U.S. institutions receive their applications.

In reviewing candidates, IIE tries to consider each student's application as a whole. We consider the home institution, academic ability, English proficiency, and academic interests in order to find the best choice of host institution for each student. Because of the large number of applications we review, we ask that institutions please inform us if a student's academic program is not offered at the host institution, as there is occasionally some confusion about what is offered and what programs are restricted for non-degree seeking students.

4. What is the procedure once we receive an application?

Applications will be sent to you by email in PDF format. The application includes: the Common Application, letters of recommendation, a college report, an original transcript, a translated transcript, essays, and a TOEFL or IELTS score. For 2013, we have also asked students to include a list of their course requirements, a resume, and their research interests. Please communicate with IIE if you require additional documents.

We ask that these applications are reviewed in a timely manner as we need an adequate amount of time to re-match a student if you decide not to host them at your institution.

If you decide to admit a student, please send an official letter of acceptance by email for the respective term. *We prefer not to receive hard copies.*

5. Is it possible for institutions to contact students during the application process?

No. Due to the high volume of applicants, we ask that all communication come through IIE. IIE is working on behalf of our Brazilian sponsors and must be involved in every step of the admission process. Students are not involved in selecting the host institution and are unaware of where their applications have been submitted. We are more than happy to contact the students to request any additional information you may need regarding coursework, security questions, portfolios, expectations, etc.

Once a student is offered admission, IIE will notify the student as soon as possible. Universities may contact the student directly after the student has accepted the offer of admission. Additional paperwork can be requested from the student at that time.

6. What's next after we extend an offer of admission to a student?

Once an offer of admission is given, IIE will generate the student's Terms of Appointment. Students are asked to sign and return the Terms within 5-10 business days.

Upon receipt of the signed Terms, IIE will forward them to the institution to confirm the student's enrollment. At that time, please move forward with making reservations for the student's housing, meal plan, insurance, registration, etc. Again, the institution can contact the student(s) directly after receipt of the signed Terms.

Once your institution receives the signed Terms, IIE asks that you carefully review the information to know the program timeline, guidelines, and sponsorship policies.

7. Do we need to issue an I-20 for the students to apply for their F-1 visa?

No. Institutions do not need to provide an I-20 because students are not entering the country on an F-1 visa. IIE will issue the Form DS-2019 and all participating students will receive J-visa sponsorship.

8. Because the students' applications list IIE's contact information instead of their own, our records are not correct. How should this information be updated?

Please contact the students directly and update their information in your system to reflect their current email and mailing addresses (not IIE's mailing address). IIE will provide existing email addresses for all students, but does not maintain complete address information for participants. Also, IIE does not forward hard copies of mailings. Therefore, it is crucial for students' records to be updated in order to ensure their receipt of important documents.

If a hard copy of any form is required prior to the student's arrival in the U.S., please contact the student directly for an accurate mailing address.

D. Program Dates

1. How long will students study at our institution?

Participants in this program will enroll at your institution for one year (two semesters or three quarters) as non-degree transfer students. Students also participate in [academic training](#) during the summer of their program year.

2. When will students arrive on our campus?

Students will arrive by the 'Program Start Date' on their Terms of Appointment. The start date (arrival date) is that which is indicated on each institution's individual BSMP Participation Form.

It is essential to inform IIE immediately if there are any changes to the start date.

Students are instructed to contact their Foreign Student Advisor (the person indicated on the Participation Form as the primary student contact) for more instructions if there are any arrival delays.

E. Arrival & Orientation

1. Is IIE arranging the student's flight?

No. Students are provided with funds from CAPES/CNPq to purchase roundtrip airfare. Students must complete a [Mandatory Travel Form](#) once their itinerary is confirmed. They are then responsible for sending a copy of this form to IIE, as well as to their Foreign Student Advisor, confirming their arrival information.

2. How will students get to campus from the airport?

Students will receive the airport information provided in the BSMP Participation Form. If your institution has a shuttle service or would like to greet students at the airport, please contact the students directly to make these arrangements. IIE will not cover any transportation fees to and from the airport.

3. Will IIE coordinate an orientation for the student?

No. Students will travel from Brazil directly to your campus. Students are provided with a [BSMP Student Handbook](#) once they accept the admission offer. The handbook provides a general overview of U.S. immigration, culture, academics and other relevant information.

We recommend that a separate orientation be held, in addition to or in lieu of your regular international student orientation, in order to address needs and concerns specific to sponsored students.

F. Registration & Courses

1. We need hard copies of the students' original transcripts by the time they arrive on campus. Can IIE provide this?

No. Please request official transcripts from the students directly. Students have been informed they should travel with copies of their original transcripts, as well as certified translations, course descriptions, and syllabi for courses they have already taken and still have remaining.

2. How many classes can students take?

Students must be enrolled in the minimum number of credits, usually 12 credits, required by the host institution to be considered a full-time student. Students may take more than the minimum full-time credits as long as there are no additional fees.

3. Are students allowed to take courses outside of their field of study?

Yes. There are no program requirements for the types of classes students must take. However, a student's main objective is to study within their field. Ideally, students should have at least half of their credits in classes related to their field of study, and at least one course outside of their major to maintain a balanced course load. Students should consult with their institution in Brazil about their registered courses and how they will transfer. They should also consult with their U.S. institution's Foreign Student or Academic Advisor to ensure that the courses they select are a good fit and they have met the prerequisite requirements.

4. How will credits for courses taken at our institution be transferred to students' home institutions?

It is the student's responsibility to make sure any classes for which they wish to get credit will transfer to their home institution. Since the program does not guarantee transfer credit, institutions are not required to take this into consideration.

5. Should the students be taking classes for grades or can they take classes pass/fail?

Students are encouraged to take their classes for grades, but may take specific pass/fail classes if they are an option at your institution. When in doubt, students should consult their institution in Brazil about their grading options and how these courses will transfer.

6. A student requested a course, but we are unable to accommodate them. What should we do?

We request that institutions make every attempt to use the student's translated transcripts, syllabi, and course interests to place them in appropriate classes that appear to progress them in their field of study. Students may request a certain course, but schools are not obligated to accommodate every request.

7. We received a pharmacy, dentistry, veterinary, and/or medical student. What kind of coursework can these students complete?

Since the curricula for pharmacy, dentistry, veterinary, and medical students differ in the U.S., students should be aware that they may not be able to enroll in coursework specific to their field of study as an undergraduate student. Students may be able to take upper-level undergraduate coursework in biology, chemistry, or other related fields, but they are encouraged to be flexible and take this time to study coursework outside of their major. **The J-1 visa regulations stipulate that these students are not allowed to have any patient contact (human or animal) during their program cycle in the U.S.** If you are able to accommodate these students in graduate-level coursework, please make sure course instructors are aware of this stipulation.

8. Will IIE/CAPES/CNPq pay for a graduate-level class if it cannot be offered for undergraduate credit?

Yes. We will pay for graduate-level courses, especially for pharmacy, dentistry, veterinary, and medical students. Because of the difference in tuition, there is a limit of two (2) graduate-level courses per academic term for those students who are eligible.

G. Insurance & Health Information

1. What kind of health insurance should these students have?

We prefer U.S. institutions to enroll program participants in their institution's health insurance plans. These plans must meet J-1 visa requirements. In order to meet these requirements, minimum coverage should include:

- medical benefits of at least \$50,000 per accident or illness;
- repatriation of remains in the amount of \$7,500;
- expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000;
- a deductible not to exceed \$500 per accident or illness.

The policy:

- may require a waiting period for pre-existing conditions which is reasonable as determined by current industry standards;
- may include a provision for co-insurance under the terms of which the exchange visitor may be required to pay up to 25 percent of the covered benefits per accident or illness;
- must be underwritten by an insurance corporation having one of the following:
 - A.M. Best rating of "A-"
 - Insurance Solvency International, Ltd. (ISI) rating of "A-" or above
 - Weiss Research, Inc. rating of "B+" or above

2. These students are not eligible for our institution's health plan, but we have alternative health plan options. How should we proceed?

If students are unable to enroll in your institution's health plan, we request that the institution purchase a plan, bill the student account(s), and send the invoice to IIE. The insurance must cover repatriation of remains, which is required for J-1 visa holders. Students would need the same insurance coverage as given to other international students who are enrolled and sponsored at your institution.

3. What if our institution cannot invoice IIE for insurance?

If alternate insurance cannot be invoiced to IIE, please notify IIE at bswbinsurance@iie.org so that we can enroll students in IIE's health insurance plan.

4. What dates should the health insurance cover?

Students' health insurance must cover the full program period from the start date to the end date as indicated on their Terms. If your insurance plan does not comply with this requirement, please email bswbinsurance@iie.org so that we can enroll students in insurance for any gap periods.

5. Will IIE pay students' medical expenses that are not covered by insurance, such as vaccinations or prescriptions?

No. Students are responsible for all medical fees including: co-pays, deductibles, vaccinations, prescriptions, emergency room visits, etc. They are also responsible for all dental care. We ask that institutions inform students prior to arrival about any required vaccinations.

6. Does IIE provide students with travel insurance?

No. Students are required to enroll in their own travel insurance to cover the period up until their program start date as listed on their Terms of Appointment and Form DS-2019.

H. Housing & Meals

1. What kind of housing should be arranged for the students?

All housing should be double-occupancy with shared living accommodations and priced at the standard rate. Examples include corridor-style housing and suite-style housing, and bathrooms and kitchens should be shared in suite-style housing arrangements.

The scholarship will not cover premium accommodations, such as single rooms, private apartments, duplexes, etc. Students are only approved to live in single rooms if there are no double-occupancy rooms available or if the student pays for the additional housing charges above the standard double-occupancy rate.

If a student requests a premium housing option, they will be responsible for the additional housing charges. Students must pay the difference in price from the premium and standard accommodations before the institution sends IIE an invoice for housing charges.

All students must receive on-campus housing during the orientation period. Again, we request that institutions accommodate students during any extended breaks, such as those during the fall, winter, and spring. If needed, Universities can house students in hotels or guest rooms and invoice IIE for those charges.

2. Is off-campus housing an option?

Off-campus housing is only an option if on-campus housing is not available. Off-campus housing must be:

- close to campus
- fully-furnished (bed, desk, desk chair, living room couch, etc.)
- include utilities
- billed through the institution, or directly, to IIE

If students are housed off campus, they must have access to meal plans at the institution, as well as transportation to class.

3. A housing deposit is required to reserve housing. When will we receive this payment?

Please send an invoice for the housing deposit directly to IIE at bswbpayment@iie.org. It can take up to 10-15 business days for the payment to be received.

4. Our housing deposit is refunded to the student. Does IIE still want to be charged?

Yes. Please charge all deposits to IIE. We understand that, in most cases, the students will receive these funds at the end of their program, but IIE is responsible for making all payments for room and board on behalf of the students. However, IIE strongly prefers, if possible, that the deposits are refunded directly to IIE.

5. Will IIE sign the lease agreement/guarantor form on behalf of the student for an off-campus housing provider?

No. IIE will not sign the lease agreement/guarantor form. This must be signed by the student. IIE's legal department can provide a legal document, the "Lease Side Letter", as a substitute for signing the lease. The Lease Side Letter states that IIE will make full payment for rent, utilities, deposits, and application fees on behalf of the students.

6. Since IIE is paying the housing deposits, who is responsible for room damages at the end of the year?

Students are responsible for any damages, late fees, and penalties/fines.

7. A student has a fee on their account for being locked out of their room. Should this be charged to IIE?

No. The student is responsible for all incidental charges due to their own negligence such as lockouts, lost ID cards, etc.

8. What kind of meal plan should be selected for the students?

Meal plans should provide students with 21 meals/week (or the equivalent number of points). If your institution does not have a meal plan that covers this, we request that you provide the student with an unlimited meal plan or a combination of meal plans and points to provide 21 meals/week. This must be done within 30 days of the students' program start date as stated in their Terms of Appointment.

9. How do we handle meal plans for students that have food allergies?

Students must provide IIE with a U.S. Physician's note stating their allergy and any meal specifications. Once documentation is provided to IIE and approved, the institution can invoice IIE for a specialized meal plan that accommodates these specific needs.

10. Our institution has a number of rules and regulations for dorm occupancy (e.g.: no alcohol in the dormitories, no members of the opposite sex allowed in students' rooms after a certain time at night, etc.). Are we able to enforce these rules for students from this program?

Yes. Students from BSMP should be held to the same rules and regulations as all students residing on campus. When students sign their Terms of Appointment, they also agree to comply with the rules and regulations of their host institution.

However, we ask that these students are not held to a curfew that is only imposed on first-year students, as all of them are in their second year or higher. If a student commits an egregious offense that would normally result in suspension or expulsion, please email Nick Savot immediately at nsavot@iie.org. In such cases, the student's scholarship may be revoked.

10. We accepted a student that exceeds our age limit (e.g. over 24 years old) to live in the dorms. Would it be acceptable to place this student in an apartment or alternative housing?

Yes. Please email Nick Savot at nsavot@iie.org to discuss alternative housing arrangements.

I. Academic Training (AT)

1. How can students secure an academic training (AT) opportunity?

Ideally, students will be able to utilize their institution's resources to secure an AT opportunity (internship or research) during the summer months. If the student has a research project or an opportunity on or off-campus, even in another city, the student will receive funds to cover living expenses. If students are unable to secure something through their institution's networks, they may be able to obtain something on their own or through IIE. IIE is currently working with leading science and technology corporations to provide internship opportunities for BSMP students.

If none of the above is possible, IIE will consult with our sponsors to determine alternative options.

2. What is our institution's responsibility for making these arrangements?

The host institution is not required to provide additional assistance outside of what is normally offered to students seeking internship opportunities. If you are able to provide any extra support in this endeavor, it is greatly appreciated.

3. What are the AT requirements for students?

- Students must receive written approval – from IIE and their U.S. institution's advisor or dean – for the duration and type of AT, including any related orientations.
- AT can take place either on or off-campus, and may be paid or unpaid.
- AT must be full time or a minimum of 35 hours/week.
- Students can participate in AT for a minimum of 8 weeks and a maximum of 16 weeks.
- Post-program AT must begin no later than 30 days following the students' final academic semester/trimester/quarter.
- AT is not permitted while students are enrolled in courses full time, and it should ideally take place May-August.
- Students are responsible for reporting any changes in their U.S. address or in the terms or conditions of their AT program (e.g. host organization, supervisor, location, dates, etc.). Changes must be reported immediately to IIE at BrazilAT@iie.org.
- Students must be enrolled in a health insurance plan that meets J-1 visa regulations throughout the AT period.
- All students, in particular those studying medicine, veterinary sciences, dentistry and pharmacy, must understand and agree to comply with the J-1 regulation stipulation that they will not have any patient contact (human or animal) during the course of their exchange program.
- Students must comply with the two-year home residency requirement of the J-1 visa upon completion of their program.

4. Is an internship with a volunteer organization acceptable?

Yes. A volunteer position is an acceptable internship, as long as it is related to the student's field of study.

5. If the student remains on campus during the summer, how should their housing and meals be billed?

Housing and meals should be invoiced directly to IIE. Invoices should be sent to bswbpayment@iie.org. See [Billing](#).

6. What sort of stipends will students receive during their academic training?

If a student is living on campus with a meal plan, they will continue to receive \$300 a month. Please note: The stipend amounts for the AT period are being reevaluated by our sponsors and are subject to change for 2013.

7. If the student is doing a paid internship, will they receive a reduced stipend?

No. The students receive the same stipends based on their living situation, regardless of whether or not they are in a paid position. However, if a student wishes to receive additional funds because they feel the stipend is insufficient, the payment they receive for their position will be taken into consideration when determining if additional funds can be provided.

8. Why does IIE have to approve the internship offer received by the student from a company or agency? It is my experience that this will make companies/agencies skeptical due to the delay and added layer of bureaucracy.

Approval from IIE is necessary to comply with visa regulations. Since we are the program administrator, IIE must authorize any type of employment or training. We have to be aware of a student's engagement at all times. If a student engages an employment related activity without IIE's approval, they are jeopardizing their program and are in violation of the regulations.

J. Billing

1. How are payments processed?

An invoice is required for all payments to be processed. IIE requests that each institution send an invoice directly to IIE by email, bswbpayment@iie.org (preferred), or by mail:

Institute of International Education
Brazil Scientific Mobility Program
Attn: Mahbubur Rahman – 2nd Floor
809 United Nations Plaza
New York, NY 10017

Invoices are submitted to our Finance Department and take approximately 10-15 business days to be processed.

IIE is responsible for all billing of scholarship recipients. Please do not request payments directly from students.

2. How will application fees be paid?

We request that application fees are included with the invoice that will be sent to IIE. If it is required to pay the application fees in advance, IIE can only process the payment by Visa credit card. However, we strongly prefer this fee to be invoiced.

3. What should be on the invoice to IIE?

Please include the following information on invoices sent to IIE:

- Invoice Date
- Invoice Number
- Semester/Term
- Student's Name(s)
- Billing Contact
- Remit Address
- Line Item for Each Charge:
 - Tuition and Fees
 - Room and Board
 - Health Insurance
 - Application Fees

If there are different billing addresses for different departments, please inform bswbpayment@iie.org so these addresses can be added to our approved vendor list. This must be done before the payment can be processed. Institutions may be required to complete and submit a [W-9 Form](#) depending on whether the billing address listed on the invoice is already entered in our system. Please note: Slight variations in addresses (e.g. different departments, buildings, mailboxes, etc.) will require new vendor accounts to be created. This process can take up to an additional two weeks.

4. What costs are covered by IIE?

IIE will cover tuition, deposits, room, board, insurance, and all mandatory fees. IIE will not cover recreational and/or optional fees such as club fees, parking passes, etc. Also, IIE is not responsible for incidental charges, such as late fees, due to the student's own negligence.

5. What transportation charges will IIE cover, if any?

IIE will not cover transportation costs. Students are responsible for the cost of transportation to and from the University and airport, transportation costs to and from classes, and transportation outside the University's campus. The only exception is mandatory intercampus transportation fee required by the University for all students.

6. Should the cost of books and materials be included in the bill to IIE?

No. Students receive a stipend from CAPES/CNPq to cover the cost of books and materials.

7. When should invoices be sent to IIE?

Invoices should be sent after the 'add/drop' period once courses and all charges have been finalized. If possible, we request a combined invoice listing the total cost for each student at your institution.

8. How should deposits for tuition and housing be handled?

If possible, we ask that the deposits are deferred and invoiced to allow students to register for housing and classes. If deposits cannot be deferred and invoiced, please notify us immediately at bswbpayment@iie.org.

9. Can IIE give funds directly to the students?

No. Based on the contract with our sponsor, IIE is not able to provide funds directly to students outside of the academic training period or during academic breaks. For this reason, we require invoices to be sent directly to IIE from the institution or third party billing organization. This is the only way we are able to make a payment for student charges.

K. Stipends

1. How much/what will the student's stipends cover?

CAPES/CNPq provides students with a monthly stipend. Most students receive \$300 for their monthly stipend; however, students that live in high cost cities may receive additional assistance directly from CAPES/CNPq. Students should inquire with CAPES/CNPq directly and not IIE regarding their monthly stipend amounts. Students will receive a one-time, settling-in allowance of \$1,300 to help cover initial expenses, such as linens and household items. In addition, they will receive a one-time academic allowance of \$1,000 to pay for books and materials. Students also receive a stipend to cover roundtrip airfare to and from Brazil.

2. What expenses are students responsible for?

Students are responsible for all personal expenses, including: books and course materials, travel during breaks, transportation, health and dental care costs (outside of the university insurance), additional clothes and meals, and personal hygiene items.