

Dear Colleague:

Thank you for your interest in hosting students through the Brazil Scientific Mobility Program. The 2014 BSMP Undergraduate Host Institution Application is for hosting students in the full-time academic and intensive English components of the program; institutions may apply for one or both components by submitting a single application. If your institution is applying for both, the party submitting the application is responsible for coordinating your institution's comprehensive application submission with your colleagues managing the other component.

To begin, please create a new application account for your institution as an "applicant." While the account creation page looks like it should be for students, it is in fact for prospect host institutions. You should keep a record of the email and password, to be utilized to sign in to make updates as necessary. Please be sure to "opt-in" when creating your Institution Profile, so that IIE may review your application information upon submission. You may also access a PDF copy of your submitted application and updates submitted for your records while logged into the system.

After submitting the initial Undergraduate Host Application, the "Updates" section will become available in case you need to make changes to your application, such as for new contact information or program dates. Institutions will be able to submit a maximum of five updates each year, so please coordinate any update with your colleagues who manage all components of the program prior to submitting updates. Updates must be made in sequential order (i.e. Update 1 must be submitted prior to Update 2, etc.) and require that you re-submit your Institution Profile information.

Applications for both components of the Brazil Program will be accepted on a rolling basis. The preferred deadline to be considered for hosting students starting a full-time academic program in Fall 2014 is January 17, 2014. Application Updates for the same cohort will be accepted until February 7, 2014.

Whether your institution has hosted Brazil Scientific Mobility students or not, please take some time to watch the [BSMP Webinar for Host Institutions](#), as there are several updates to note; the presentation slides are also available for download at that site. Please refer to your application from 2013 when completing the new one, if one was submitted. You may also refer to the Frequently Asked Questions about the application process below.

Please note that submitting an application does not guarantee your institution's eligibility to host BSMP students. If your institution is determined to be a good fit for BSMP students, IIE Program Officers will send follow-up requests for admission to the admissions contact(s) listed in your application. You may submit the [2014 BSMP Undergraduate Host Institution Application here](#). Please address any questions as follows:

Full-time Academic Program – Shahreen Rahman (srahman@iie.org)

Intensive English Program – Carolyn Marino (cmarino@iie.org)

We look forward to our collaborating with you on the Brazil Scientific Mobility Program!

Brazil Scientific Mobility Program Team
Institute of International Education (IIE)
www.iie.org/bsmp

Thank you to everyone who's initiated a new BSMP Host Institution Application. We understand the application requires a significant time investment on your part and certainly appreciate your determination to work with us on this exciting initiative. We've received several questions about the application that may be applicable more generally, so we've elected to share answers to our most frequently asked questions here.

Q. Where can I access the application directly?

A. Here is the link to the [2014 BSMP Undergraduate Host Institution Application](#).

Q. My institution is currently a BSMP Host Institution. Do we need to submit a new application?

A. Yes. IIE has contracted a new vendor to house our online application. Going forward, the system will store your data, and only updates such as program dates and personnel changes will be necessary to submit.

Q. The application doesn't recognize my email/password. How do I retrieve it?

A. If you have not created an account in the new system, your email will not be recognized. If you have created a new account but misplaced your password, please click on the "Forgot Password" link on the right side of the sign in page in the "Helpful Info" section, enter the email used to create the account, and click on the button labeled "Send me reset instructions."

Q. The application requests that I enter my age. It appears to be an application for students.

A. The above link is for prospective host institutions. The question about your age is legally required by our application vendor; please enter a date that proves you are older than 13. If you have not done so already, please create a new account by clicking on this hyperlinked ["Applicants" page](#).

Q. I submitted our institution's application. How do I know it has been received? Can you send a copy?

A. Once you have successfully submitted the application, you will have the option to download a PDF copy. Please keep the PDF as a receipt of your application and update submissions for your records.

Q. My institution wishes to host students beginning their programs in January 2014, but some of our academic calendar dates are unconfirmed. When is the absolute deadline for submitting an application?

A. IIE will accept applications from prospective host institutions on a rolling basis. The cutoff date for submitting an application (and updates to your application) to host students in full-time academic programs starting in Fall 2014 is January 17, 2014. However, the sooner your application is received, the more likely your institution is to be considered in preliminary application reviews.

Q. My institution is unable to admit students for winter/spring/fall; what should I enter for dates?

A. Please enter a "dummy" date such as 12/12/12 and simply enter 0 for the number of students you are able to admit in the respective term.

Q. I am unable to select multiple majors that are available to BSMP students at my institution. How can I do so?

A. You should hold the "Ctrl" key while selecting multiple majors in the menu. If you are unable to do so, try using a different browser to complete the application. If you are using a Mac, hold the apple key.

Q. I've submitted the application but would like to make a change. How can I do so?

A. After submitting the initial Undergraduate Host Application, the "Updates" section will become

available in case you need to make changes to your application, such as for new contact information or program dates. Institutions will be able to submit a maximum of five updates each year, so please coordinate any update with your colleagues who manage all components of the program prior to submitting updates. Updates must be made in sequential order (i.e. Update 1 must be submitted prior to Update 2, etc.) and require that you re-submit your Institution Profile information.

When you log in to submit an update, you will be prompted to enter some basic information, then the application will appear blank—at that point, please only enter the information you would like to be updated.

Q. My institution submitted an application prior to the deadline. When will we know if we've been accepted as a BSMP Host Institution for Fall 2014?

A. Having submitted an application does not guarantee that your institution will be selected as a BSMP Host Institution. IIE conducts a comprehensive review of the students' dossiers to determine the best academic program available to students based on their academic profiles, levels of English proficiency, and availability of majors. If one or more students are matched to your institution, IIE will submit a request for admission between mid-January and March, 2014.

One of our goals is to help support internationalization efforts at a range of institutions across the US, and another is to consider the students' list of three preferred institutions for placement in their applications to IIE. While it is not a requirement to host BSMP students, institutions that are listed by applicants are more likely to host those students.

Q. I am unable to submit the application by January 17. Can I submit our application at a later date?

A. Although we accept applications on a rolling basis, submitting an application within IIE's designated timeframe allows us the time necessary to review your institutional data to consider for placements in the upcoming program cycle.

Q. My institution is unable to provide university-managed housing or pay for any student's housing off campus. However, we have developed a solution for making these accommodations and invoicing IIE. How do we reflect this process in our application?

A. In response to questions about housing in the application, please answer "No"; doing so will not automatically disqualify your institution from hosting BSMP students. If students are matched to your institution, our team will work with you to determine how to best provide the necessary accommodations to students.

Q. Thank you for providing a PDF version of our 2013 Host Institution Application. Can you also please provide a copy of our 2013 application for the intensive English component that was submitted last year?

A. Yes. Please contact Kristen Van Vleck for a copy of your previous IEP application: KVanVleck@iie.org.