STUDENT REPORT – INITIAL

You must complete this form, have it signed by your Academic Advisor at your U.S. Host Institution, and return it to IIE within 15 days from the Program Start Date written on your Terms of Appointment. To submit this form, upload it to your BSMP Grantee Service Portal profile, https://mycusthelp.info/IIE/_cs/Login.aspx, after you have registered for your first semester classes. You must select "Initial Report" as the document category in the Grantee Service Portal.

NAME: _____ **IIE ID:** _____

FIELD OF STUDY: _____

NAME OF U.S. UNIVERSITY: _____

EMAIL: _____ **TELEPHONE:** _____

DATE OF ARRIVAL IN U.S.: _____ *(mm/dd/yyyy)*

ACADEMIC TERM (Check one): Fall ☐ Winter ☐ Spring ☐ Year: _____

(Check one): QUARTER ☐ or SEMESTER ☐ or TRIMESTER ☐

SECTION A – ACADMEIC REPORT

Please list the courses you have registered to take for the _____ quarter/semester/trimester of 20_____:
(Fall/Winter/Spring)

Academic Department	Title of Course	Is this an undergraduate level course?	Is this an online course?	Number of Credits
Example: Electrical Engineering	*ECE1220: Electrical Circuits and Signals*	*Yes or No*	*Yes or No*	*4*
			Total Number of Credits	

It is recommended that you keep a copy of this completed form for your records.

Endorsement of Brazil Scientific Mobility Student:

By signing below, I hereby certify that the aforementioned information is true and correct and that I acknowledge/confirm the following:

- I understand that as a J-1 visa holder I must be registered as a full- time student during the academic portion of my authorized program. A full-time course load can be defined from 12 to 18 credits per semester. If I am considering taking more than 16 credits then I will need to receive approval from my Academic/International Student Advisor and IIE prior to the first day of classes of the respective term.
- I understand that when registering for classes, it is my responsibility to check with my Academic and/or International Student Advisor to ensure that the course-load I am enrolled in consists of at least 75% of credits directly related to my field of study as outlined on the first page of this TOA. The remaining 25% or less of credits should be in academic-related coursework.
- I understand that none of my coursework should be online and that no online courses will be covered by my scholarship.
- I understand that it is not recommended I enroll in graduate-level coursework, unless other deemed appropriate and approved, as these classes may be more rigorous as well as laborious.
- I understand that if I reduce the number of credits I am enrolled in after my U.S. host institution's published deadlines, even if I did not attend the course, that I may be held financially responsible for paying any tuition or fees pertaining to the credits dropped.
- I understand that I must inform IIE immediately if I have any difficulty meeting academic requirements, remaining in good academic standing, or maintaining full-time status at any point during my authorized program.

_____ _____

Exchange Visitor's Signature Date

Endorsement of Academic Advisor:

I have reviewed the above study plan and hereby certify that the course-load this student is registered for is (i) defined as full-time status by my institution; (ii) is appropriate for the student's aptitude; (iii) consists of at least 75% of credits directly related to his/her field of study, with the remaining 25% or less of credits in academic-related coursework; and (iv) meets all institutional requirements and any other minimum academic requirements set forth by my institution and the BSMP program policies as outlined in the student's Terms of Appointment (TOA).

_____ _____

Name and Title of Academic Advisor Signature

_____ _____

Date Telephone/Email

It is recommended that you keep a copy of this completed form for your records.

INSTITUTE OF INTERNATIONAL EDUCATION

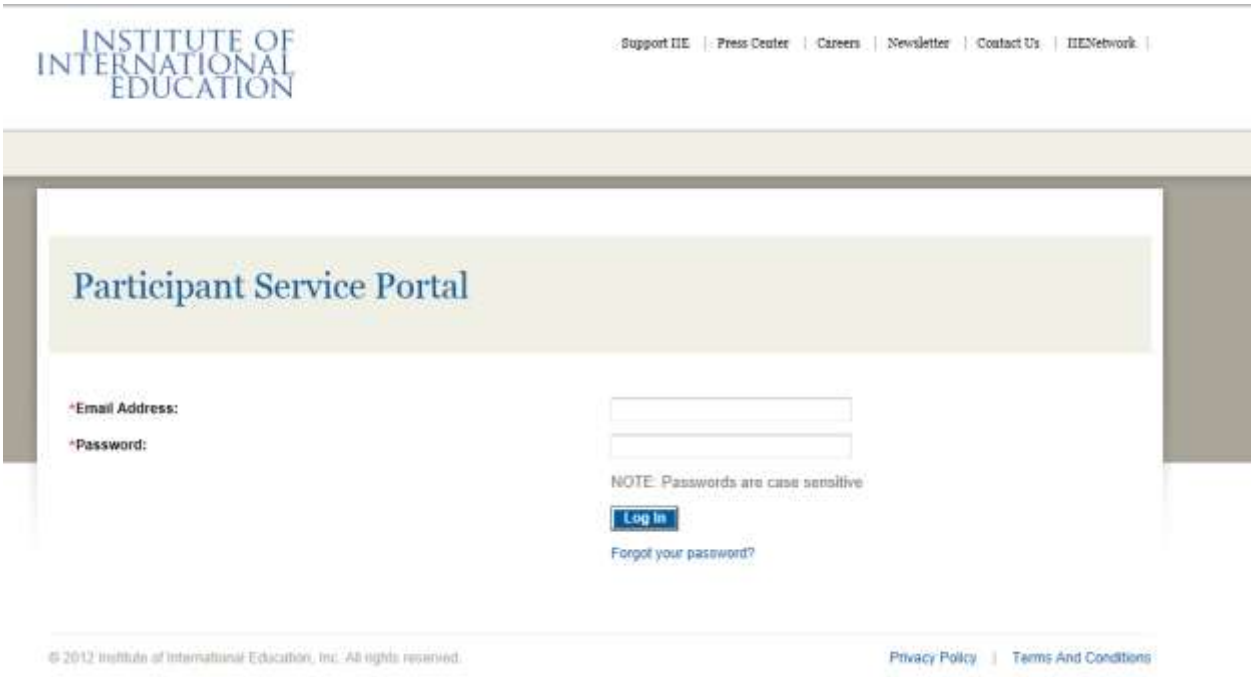
INSTRUCTIONS FOR SUBMITTING STUDENT INITIAL REPORT TO IIE

You should submit this form to IIE within 15 days from the Program Start Date written on your Terms of Appointment. To submit this form, upload it to your BSMP Grantee Service Portal profile, https://mycusthelp.info/IIE/_cs/Login.aspx, after you have registered for your first semester classes. Please email bswbreports@iie.org immediately for further questions.

Before uploading your report into the BSMP Grantee Service Portal, you should scan your Student Initial Report and save it as a PDF file. You must save your form as your– *Your Grantee ID + Underscore + Initial Report:* 15XXXXXX_Initial Report

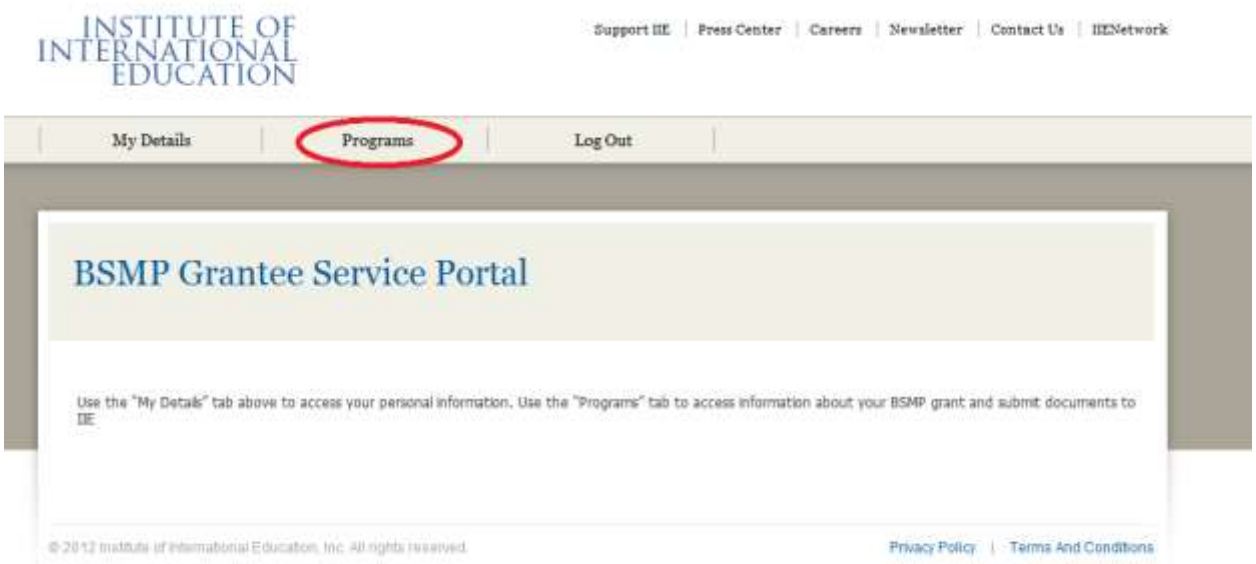
1. Log in to the BSMP Participant Service Portal to upload your documents.

Portal Link: http://mycusthelp.info/IIE

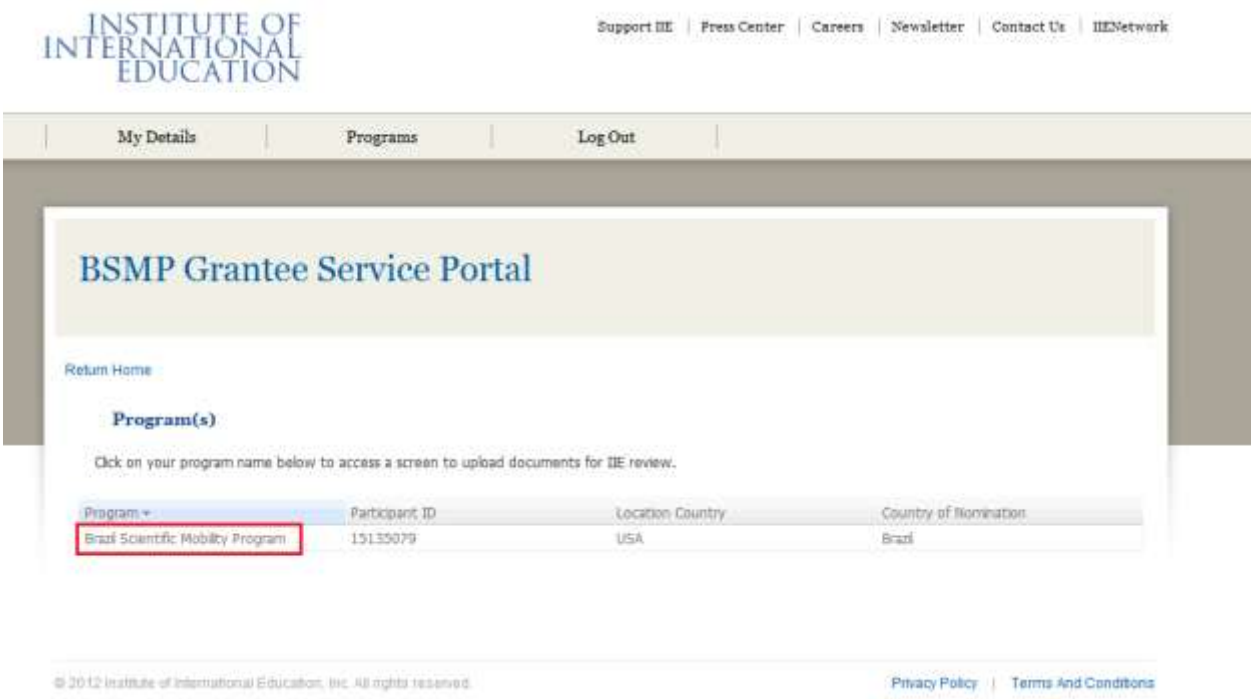


Uploading your Student Initial Report

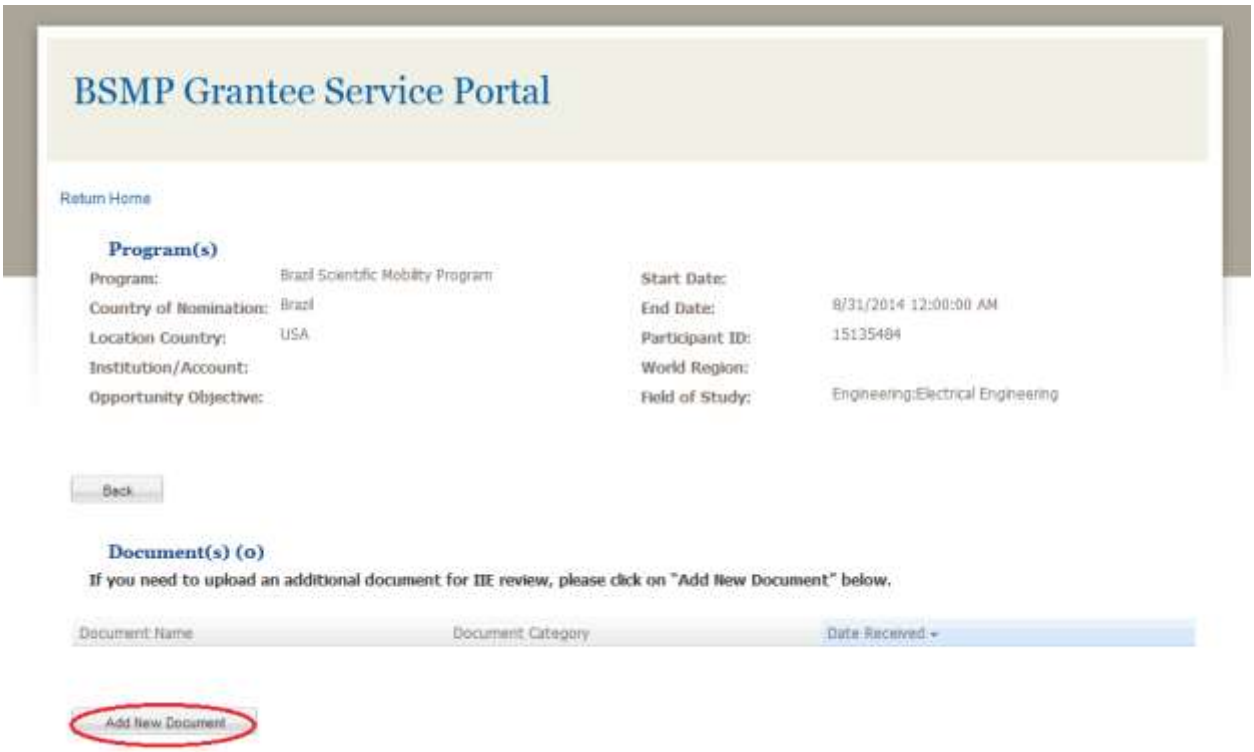
2. Click on the "**Programs**" tab.



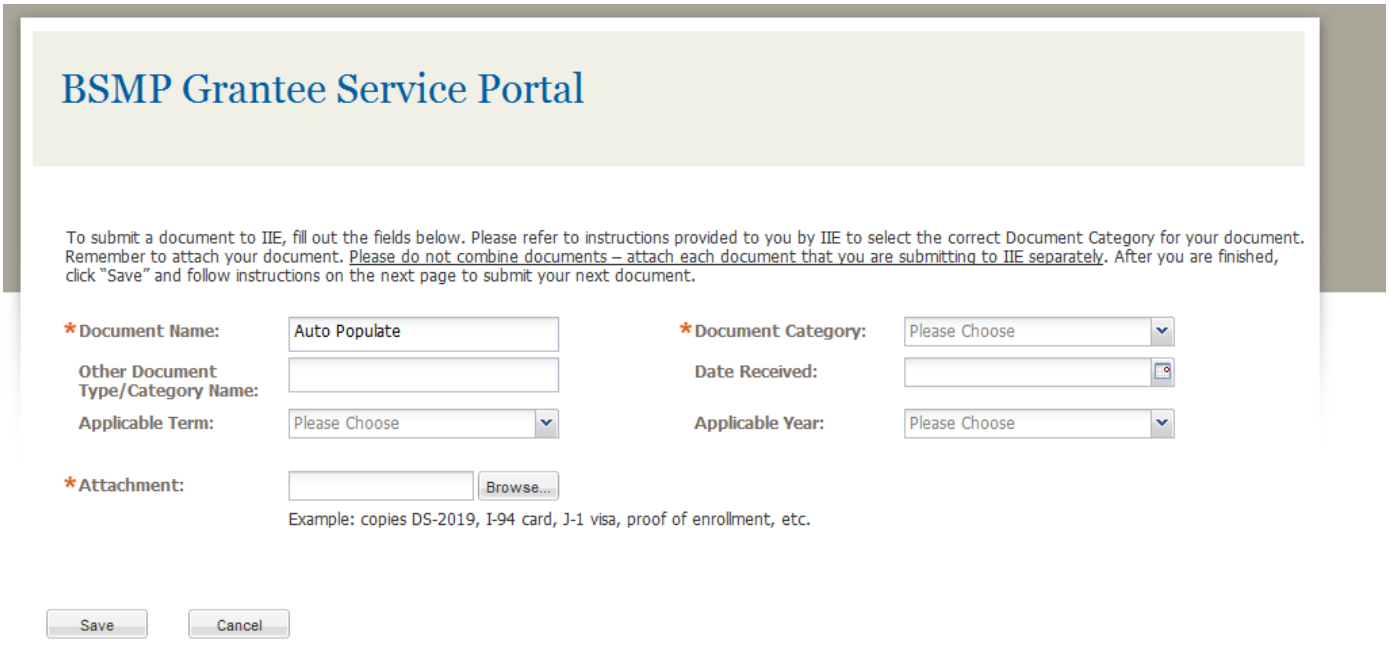
3. Once in the "**Programs**" tab, you will need to click on your program name (**Brazil Scientific Mobility Program**) to get to the section where you can upload your initial report.



4. Once you are in the next screen, you will see the "**Add New Document**" button. Click on it to upload your Student Initial Report document:



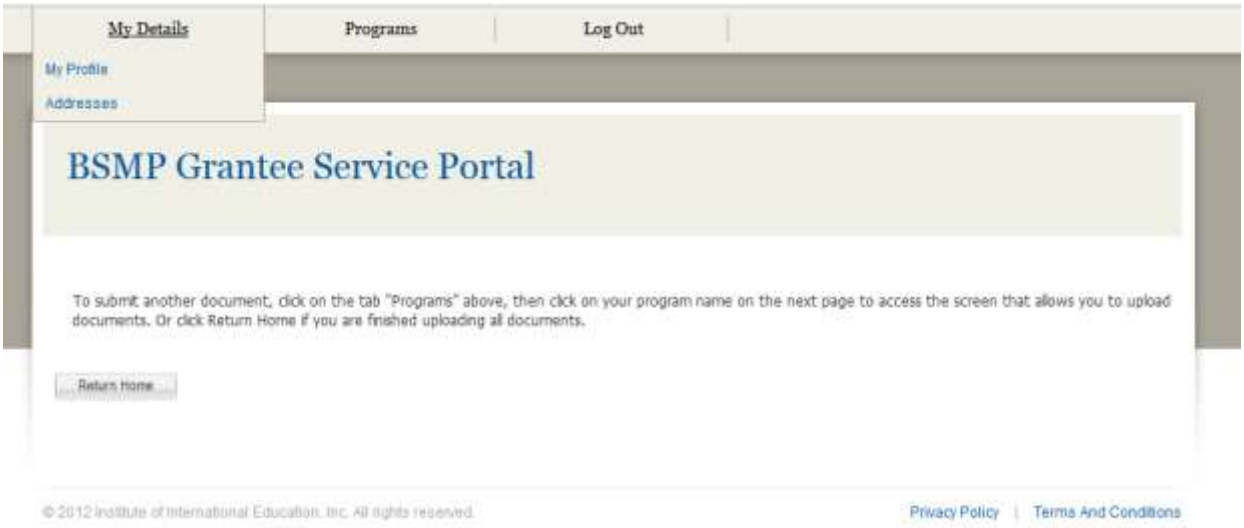
5. Fill out the fields on the screen above using the chart below as guidance on how to upload your initial report.



Document Name	Leave as Auto Populate
Document Category	Initial Report
Other Document Type/Category Name	Leave Blank
Date Received	Today's Date
Applicable Term	Leave Blank
Applicable Year	2014

6. To attach your initial report, click on "**Browse**" and search for the document as you have saved it on your computer. Remember your report should be named with your ID number and title of the form: 15XXXXXX_Inital Report.

7. Once you have attached the document, click "Save" which will send the document to IIE. You will reach the next screen:



You have now completed the submission of your Student Initial Report. If you have any questions or if you encounter any errors during this process, please contact bswbreports@iie.org immediately. Thank you!