



FAQ'S

I. SELECTION OF UNIVERSITIES

1. Can I apply to only one or two universities?

Yes. However, we recommended that the applicant select three programs, each in different universities and regions, in order to increase the chances of receiving a scholarship offer, since the number of scholarships available per university is limited.

2. Why do I have to choose three different universities from three different regions?

One of the main objectives of the OAS-GCUB scholarship program is to promote the internationalization and mobilization of students of the Americas to different Brazilian regions. Therefore, the program is designed to favor the equitable distribution of students among participating Brazilian universities. Additionally, applying to three different regions will increase the chances of receiving a scholarship offer from one of the selected institutions, as the number of scholarship openings per university is limited.

3. Can I apply to several programs in the same university?

No, each program selected has to be from a different university and region.

4. What would happen if the program that I wish to apply to is offered in less than three universities of three different regions, or only in universities within the same region?

The applicant may consider broadening his/her field of study. However, if there is no other possibility, such a scenario would be the only exception, in order to be able to choose more than one university within the same region.

5. What would happen if no university offers the program that I wish to undertake?

If the type of program you wish to complete is not included in the List of Master's and Doctoral Programs in Brazil, you will be unable to apply to the OAS-GCUB scholarship program, since these scholarships will be awarded exclusively for the programs and universities specified in the list.

6. May I apply to less than three (3) programs?

Yes. However, we encourage you to apply to three programs. If the program you are interested in is not offered in at least three regions, you may select programs in universities where they are available, even if they are in only one or two regions. If the same program is available in another university in another region, we cannot guarantee that the scholarship offer will be made for the universities of your particular interest. **The more flexible you are, the greater the chances you have of being awarded a scholarship.**

7. Can I apply to a combination of master's and doctoral programs in the same application form?

You can only apply if you meet the academic requirements for both degree levels. You can apply for a doctorate without having a master's degree; however, you must be able to demonstrate your capacity to undertake a doctoral program. The doctorate programs are very rigorous and the student should be ready to engage at a very high academic level. For more information, please visit the web page of the program of your interest. Find out in the Table of Programs if the Doctorate program you are looking for requires or not a Master's degree in order to apply to a Doctorate program.

II. LANGUAGE REQUIREMENTS

1. What Portuguese language requirements are necessary to apply for this scholarship?

Proficiency in Portuguese or English is **not** required during the application stage. However, it is important to note that the classes will be taught in Portuguese and the study program may offer academic disciplines and activities in other languages. Each university is independent in determining the admissibility of each candidate, based on his/her academic and professional credentials.

It is important to note that students will receive language support from their host universities through on-site or online Portuguese language courses, tutoring sessions with students or professors, or any other model, according to the conditions of the host university. In any case, basic knowledge of Portuguese is always preferred and will help with the transition, when living in Brazil.

Please take into account that even though some programs do not require proficiency in Portuguese or another language at the admission stage, this might be a requirement for graduation.

Moreover, this scholarship program requires that, if selected to receive an OAS-GCUB scholarship, you must prove a superior-intermediate level of Portuguese through the CELPE-Bras exam or equivalent exam, before finishing your studies in Brazil. The costs associated with taking this exam are the student's responsibility.

2. Is there a minimum level of proficiency required in another language?

Some programs may have language requirements for admitting candidates. For more information, please visit the website of each participating program and read the regulations: [List of Master's and Doctoral Programs](#).

3. If my understanding of Portuguese is minimal, can I still apply for this scholarship?

Yes. There are no prerequisites regarding Portuguese language proficiency at the application stage of this scholarship program. However, each Brazilian university is autonomous when determining the admissibility of each candidate, considering his/her academic and professional credentials.

III. EXPENSES COVERED AND NOT COVERED BY THE SCHOLARSHIP

1. What expenses are covered by the scholarship?

The benefits of the OAS-GCUB scholarship described in the Announcement are as follows:

- a. Exemption of tuition and monthly or annual academic fees, related to the costs of the graduate program at the host university, for which the scholarship recipient is selected.

- b. Subsistence scholarship¹:
- **Master's:** Monthly grants, using as reference the [amount paid by the Coordination for the Improvement of Higher Level Personnel \(CAPES\)](#), as the minimum amount, to Brazilian students who are enrolled in master's studies in Brazil, under the responsibility of the host university, throughout the regular study period, **for up to a maximum of 24 months**, according to the [Table of Master's Programs](#).
 - **Doctorate:** Monthly grants, using as reference the [amount paid by the Coordination for the Improvement of Higher Level Personnel \(CAPES\)](#), as the minimum amount, to Brazilian students who are enrolled in doctorate studies in Brazil, under the responsibility of the host university, throughout the regular study period, **for up to a maximum of 48 months**, according to the [Table of Doctoral Programs](#).
- c. A US\$1,200 (one-thousand two-hundred US Dollars) contribution to help students defray their settlement expenses paid in Brazilian *Reais*, according to the official exchange rate on the day the OAS deposits this contribution to the GCUB. This benefit will be awarded to each one of the first 150 approved candidates.
- d. The limit established in subsection c (mentioned above) may be adjusted depending on the availability of funds, to support a larger number of selected applicants.
- e. In order to receive disbursement of any of the above-mentioned benefits, the scholarship recipient must report to the Brazilian university and follow the OAS-GCUB PAEC Institutional Coordinator's instructions regarding the registration process: opening a bank account; issuance of documents required by the Brazilian government ; presenting proof of insurance² with full medical, lab testing and hospital coverage, valid in the entire Brazilian territory, including coverage of repatriation of mortal remains; presenting a passport with the Temporary Visa IV. Under no circumstances will another visa type be accepted. The payment of the contribution for settlement expenses can take up to three months after the arrival of the student to Brazil. Therefore, the scholarship recipient must send the necessary documentation to GCUB, as soon as possible³.
- f. Access to university restaurants, if any, under the same conditions as any other student at the host university.
- g. Access to classes, classrooms, libraries, laboratories and other university services under the same conditions as any other student at the host university.
- h. Free access to Portuguese language studies (on-site courses, online courses, tutorials with students or professors, or other modalities), determined by the host university.

Some of the **additional expenses not covered** by the scholarship are:

- Airfare or bus ground transportation
- Visa processing fee
- Processing fee for CPF (Cadastro de Pessoa Física)
- Processing fee for RNE (Registro Nacional de Extranjeros)
- Processing fee for CIE (Carteira de Identidade de Estrangeiro)
- Issuance fees of Diploma, transcripts and/or certificates
- Additional subsistence expenses
- Medical Insurance
- Books and study materials

¹ It is not allowed to accumulate scholarships offered by Brazilian institutions or by any foreign institution for studies in Brazil.

² The search and selection of medical insurance is the scholarship recipient's responsibility. The OAS and the GCUB refrain from recommending any particular insurance company. The scholarship recipient must ensure that the insurance covers all aspects described in numeral 2.1.e. The Program's General Coordination requires that the insurance be purchased before the student arrives in Brazil.

³ The OAS, the GCUB and the host University will not cover any expenses of the scholarship recipient's companions or dependents.

2. What would happen if I am unable to finish my studies in 24 months/48 months?

The OAS-GCUB scholarship covers a maximum duration of 24 months for master's programs, and 48 months for doctoral programs. Any additional expense after that timeframe will be the student's responsibility.

3. If I am selected and I travel with my family, is there any monetary support for family members?

No. The scholarship does not include benefits for family members. The only benefits to be awarded are the ones specified in the Announcement, and are only intended for the scholarship recipient.

4. How will I receive the benefits?

The one-time \$1.200,00 USD (for the first 150 selected students) will be disbursed to the scholarship recipient upon arrival in Brazil. In order to receive the disbursement the student must report to the Brazilian university and follow the instructions of the Institutional Coordinator, regarding the following procedures:

- Registration;
- Opening a bank account;
- Issuance of documents required by the Brazilian Government (*Registro Nacional de Estrangeiros*, etc.);
- Presenting proof of insurance⁴ with full medical, lab testing and hospital coverage, valid in the entire Brazilian territory, including coverage of repatriation of mortal remains.
- Obtaining a passport with student visa.

NOTE: The disbursement of the US\$ 1.200,00 stipend for settlement expenses could take from 1 to 3 months.

5. If I am selected and the subsistence stipend is not enough to cover my monthly expenses, what can I do?

The benefits that you will receive are fixed amounts and cannot be modified. It is imperative that the applicant be aware that he or she must be prepared financially to cover any additional costs beyond the OAS-GCUB scholarship benefits. Take note that the scholarship awardee is prohibited from accepting other scholarships, offered by the Brazilian government or institutions or any other foreign institution, agency or government.

6. I am a university professor and my university offers me 'paid leave' during my studies in Brazil. Can I accept this benefit and also the OAS-GCUB scholarship?

In most cases this is not possible; however, the final decision will be taken by the host university.

7. What is the estimated cost of living in Brazil?

The cost of living in Brazil varies from city to city. The subsistence or stipend granted by the scholarship is intended to help the student cover essential expenses, which do not include costs associated to leisure activities. For more information contact the consulate of Brazil in your country or the universities of your interest, and we also recommend you visit the websites about the cost of living in Brazil.

IV. REQUIRED DOCUMENTATION

1. What are the scholarship application and admission requirements?

⁴ The search and selection of medical insurance is the scholarship recipient's responsibility. The OAS and the GCUB refrain from recommending any particular insurance company. The scholarship recipient must ensure that the insurance covers all aspects described in numeral 2.1.e. The Program's General Coordination requires that the insurance be purchased before the student arrives in Brazil.

When you apply for the OAS-GCUB scholarship you are also automatically applying for admission in the selected universities. Therefore, there is no need to apply simultaneously for admission to the desired programs, in addition to the OAS-GCUB scholarship application. The requirements for this scholarship opportunity are included in the Scholarship Announcement.

It is important to note that some universities require proficiency in English or another language. For those cases, the student must be prepared to fulfill all requirements established by the University of your Choice.

2. In which format should I submit my Curriculum Vitae (CV)?

We do not require your CV in any particular form. Please submit your CV in a concise way, and do not attach additional supporting documents for workshops, conferences, medical certificates, invoices, photos, etc. The CV is maximum of 5 pages.

3. What type of letters of recommendation should I submit? Is there a format?

There is no particular format for the letters of recommendation. We accept letters from university professors or employers.

4. To whom should the letters be addressed?

Letters can be addressed to the Organization of American States and/or the Coimbra Group of Brazilian Universities. They can also be written in general terms "To whom it may concern."

5. Should I notarize/legalize the required documents?

To apply you should submit electronic copies of the required documents without any type of notarization/legalization. However, as indicated by the Scholarship Announcement, you must bear in mind that the OAS, the GCUB and/or the host university could request notarized/legalized documents at any moment.

6. If I have concluded my studies (undergraduate/master's level) but I still do not have my diploma, can I apply to the scholarship?

In order to be eligible, it is necessary to have fully completed your undergraduate/master's studies before the application deadline. If your diploma is being issued, you may attach a certificate, issued by your university, confirming that you have completed all program requirements (including submission and defense of graduation papers/exams, if applicable) and the expected date in which the degree will be officially awarded. If you will conclude your program requirements after the application deadline, unfortunately you are not eligible to apply for this scholarship cycle.

7. Should I write 2 essays for each program/university that I chose? Or should I do only one for all three options combined?

For each of the Master's/Doctorate program, you must write 2 essays. For example: if you apply to 3 programs, you must send 6 essays in total.

8. How should I write "essay 2"? Is it necessary that I contact a professor at the Brazilian university?

You may contact a professor in Brazil; however, it is unnecessary for you to contact them. For each of the Master's or Doctorate program, you must justify the choice of each program. The text must follow the directions contained in the Scholarship Announcement.

9. If I am a Brazilian citizen or permanent resident, can I apply to this scholarship opportunity?

The OAS-GCUB Scholarship program is not available to Brazilian nationals, Brazilians with dual citizenship, Brazilians with permanent residence in another country, or foreign permanent residents in Brazil. This is because one of the purposes of this Program is to promote the regional integration of countries through the internationalization and mobilization of students, to a country different from their own.

V. TRAVEL

1. Do I need a visa to study in Brazil? What type? What are the requirements?

Yes, you need the Temporary Visa IV (VITEM IV) to study in Brazil. It is the student's responsibility to request all necessary information from the Brazilian Consulate(s) in your country to apply for the visa. None of the scholarship benefits can be disbursed if, upon arrival in Brazil, the student does not present the visa, and proof of medical insurance, to the institutional coordinator at the host institution.

2. If I am selected, how far in advance should I arrive in Brazil?

This depends on each program and host university, which will indicate the terms when the admission is announced. On average, universities request that students arrive two weeks prior to the start of classes in order to register and settle; however, this varies from program to program.

3. If I am selected what type of medical insurance will I have to obtain?

The OAS and the GCUB refrain from recommending any particular insurance company. However, the medical insurance policy must include full medical, hospital and lab-testing coverage valid throughout the Brazilian territory, including coverage of repatriation of mortal remains.

VI. SELECTION PROCESS

1. What are the selection criteria?

The following criteria will be taken into account (not necessarily in this order):

- Applicant's merit, academic and professional credentials;
- Geographical distribution of the applicants, taking into consideration the most important needs of emerging economies;
- Applicants from countries with a low human development index (HDI), according to the ranking of the United Nations Development Program (UNDP)⁵ ;
- Full-time professors working at higher education institutions, especially those originating from countries with a low HDI, according to UNDP;
- Gender diversity;
- The order of preference of the candidate's chosen programs; and
- Applicants whose essays portray the highest potential for social impact, upon return to their countries of origin.

2. If I am selected but I cannot accept the scholarship for any reason, can it be deferred for next year?

⁵ For more information on the Human Development Index (HDI) per country, please see the 2016 Human Development report by the United Nations Development Program (UNDP). http://hdr.undp.org/sites/default/files/2016_human_development_report.pdf

No. If the scholarship recipient cannot start classes at the date indicated in 2018, he or she would have to decline the scholarship offer and the institution will offer the opportunity to the next ranked candidate by the Selection Committee.

3. Is there any age limit to apply to this scholarship program?

There is no age limit to participate in this specific scholarship program.

VII. OTHER

1. What are the scholarship recipient's responsibilities and commitments?

The most important responsibilities are as follows:

- Prepare travel and process the student visa;
- Cover all financial expenses not included in the scholarship (i.e. round trip tickets, medical insurance, subsistence expenses that surpass the monthly stipend granted by the scholarship, etc);
- Dedicate him or herself to full time studies in Brazil, maintaining a good academic performance and comply with the laws and regulations of the host country and institution;
- Return to the country of origin no later than 30 days after concluding studies in Brazil, and reside there for a minimum period equal to the duration of the studies in Brazil. In the event that the grantee does not fulfill this commitment, the OAS, GCUB or the host university may request that the total amount granted in the scholarship be reimbursed;
- Comply with all organizational and academic guidelines required by the OAS, GCUB, and the university; and
- The selected candidate can decline the scholarship, up to four weeks before starting the study program, without financial repercussions. However, if the selected candidate declines the scholarship without any substantial reason after having started the program of study, the OAS, GCUB and/or the university may require that the student reimburse the total amount of the scholarship benefits disbursed at of the time of withdrawal from the program.

2. How will I know if I have been selected?

Selected candidates will be announced through the websites www.oas.org/scholarships and www.grupocoimbra.org.br/coimbra. Additionally, selected candidates will be contacted directly by the OAS and will receive a Scholarship Award Letter and the contact information for any inquiries about the scholarship award.

Candidates are responsible for filling out the online application form with the correct contact information. The candidates are also responsible for checking their email trash and spam mailboxes to ensure that messages are not lost and that communication is effective.

The candidates must provide a permanent home address where he/she can receive important correspondence by regular mail, as well as a personal email that the candidate will have access to in the months following the application deadline. In case of an error, change of address or email, the candidate must fill out a new online application.

Please be aware that due to the large amount of applications received each year, the OAS does not provide feedback to individuals who were not selected.

3. When I graduate from my program of study and I am awarded the degree, will this degree be valid in my country of origin?

Scholarship recipients are responsible for researching, in their country of origin, the validation of their degrees, through the competent institutions. The OAS, the GCUB, or the universities are not responsible for the validation of degrees.

4. Will I be able to work while studying in Brazil?

No. Students must dedicate themselves exclusively to their studies, on a full-time basis.