MOST FREQUENT MISTAKES

WHEN APPLYING TO AN OAS-GCUB SCHOLARSHIP

- **Not being a Citizen or a legal Permanent Resident of an active OAS Member State**
  To verify eligible countries, please see the list of OAS Member states

- **Submitting incomplete or false documentation**
  This checklist will help ensure you include all required documents

- **Applying without having considered the financial, personal and employment implications of accepting a scholarship to study abroad**
  If you are selected, accepting this scholarship will imply making decisions such as leaving your country for 2 or 4 years (depending on the degree program), quitting your job (or requesting leave), **securing additional funds** to pay for the expenses not covered by the scholarship, leaving behind family and friends for the duration of the program of study, and committing to return to your country upon completion of the studies in Brazil.

- **Applying to a master's without having concluded undergraduate studies**
  In order to be eligible it is necessary to have completed in full undergraduate studies as of the application deadline, and thus have obtained a bachelor's degree (or its equivalent). 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 undergraduate program requirements after August 9th, 2013, unfortunately you are not eligible to apply in this scholarship cycle.

- **Applying to a doctorate's program without having concluded master studies**
  In order to be eligible it is necessary to have completed in full master studies as of the application deadline, and thus have obtained a master's degree. 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 master's program requirements after August 9th, 2013, unfortunately you are not eligible to apply to a doctoral program in this scholarship cycle.

- **Applying to a combination of master's and doctoral programs in the same form, without having the academic background required for both degrees**
  For example, choosing 2 master's and 1 doctorate in the same application form when you have only concluded undergraduate education (no master's level). In a situation like this, although we recognize you would be eligible for the selected master's programs, unfortunately the **entire** application will be deemed ineligible because you have not met the requirements for the doctorate. In the same example, if you hold a bachelor's and a master's degree, your application will be eligible. Please make sure to apply only to the degrees for which you have completed the required educational level.

- **Typing personal/contact information erroneously in the application form**
  (Names, e-mail, telephones, address, etc.) Regarding email, we recommend using a personal (non-institutional) account that you continuously check. Regarding telephone numbers, provide one where you can be reached easily and include area codes. Additionally, take into account that if selected, the university will send you the original admission letter at the domicile indicated in your application form; thus, if you have a temporary address, we recommend you list the address of a family member who is permanently settled.

- **Submitting several application forms**
  Please try as much as possible to send your complete application once. Before submitting the form, make sure to have typed your information correctly, scanned all required documents and compiled them into **1 single PDF** no more than **5MB** in size. We encourage you to research free online resources that allow you to convert, compile and resize PDF files.

- **Sending letters of recommendation without signature**
  Make sure all your references sign their letters before scanning them. It is always preferable that they write their letters on institutional/official letterhead.