

Quick Guide –
Visiting
Professor in
Brazil



CAPES

General Coordination of Scholarships and Projects - CGBP

Directorate for International Affairs - DRI

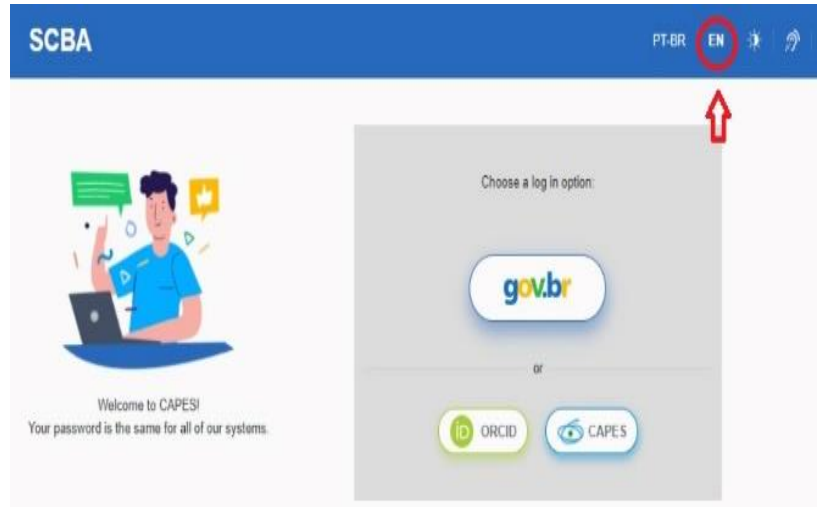
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Frequently Asked Questions – FAQ

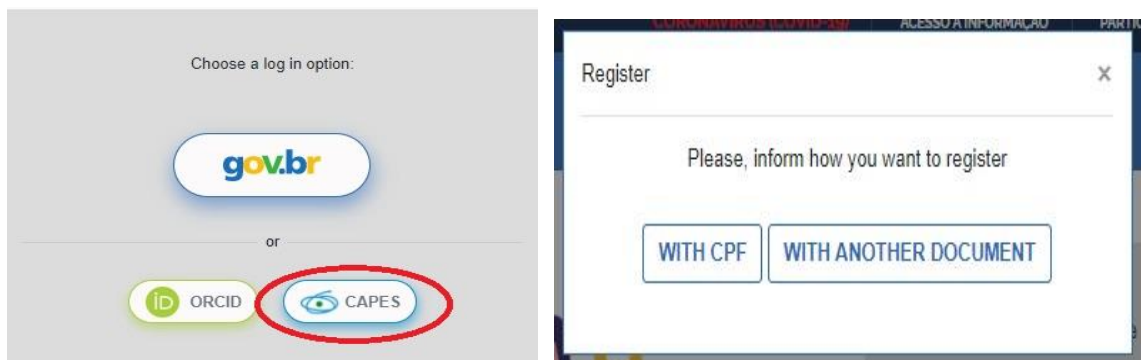
1. How to select the English language?

After accessing the SCBA link (<http://scba.capes.gov.br>), the system brings up the login screen. You can select to view the system entirely in English by pressing the **PT/EN** button.



2. How to register?

In order to register, you may access the following link <https://sadmin.capes.gov.br/sadmin/#/cadastroUsuarioEstrangeiro> or select the buttons according to the images below:



By selecting “**CAPES**” you will be led to register with a Taxpayer Registry Identification (CPF) or with another document. Then, you will be able to insert your information.

3. How to contact Capes?

The official channel of communication with Capes is via Linha Direta System and you can access it through the link <http://linhadireta.capes.gov.br> or by means of your SCBA file clicking in the “**Communication**” tab.

It is imperative that the grantee keeps the person responsible for their file informed about all the scholarship’s processes by messages using Linha Direta.

4. How to inform my bank account?

In order to implement the scholarship, the user must:

- Insert a bank account information using the **"Add Information"** tab.
- In this option, the system allows to select or include new banking information.
- It is also necessary to attach the bank account statement.

IMPORTANT: It must be a valid account that is able to receive the payment in Real. It must be an individual current account and cannot be a joint, university or savings account.

If the scholarship holder is a foreigner and wants to receive payments in a national account, he must already inform his CPF in the system during registration.

5. Do I have to buy my own airplane ticket?

The grantee will be entitled to monthly stipends, settling-in allowance, airline tickets stipend and health insurance allowance, it all can be seen in the **"Payment Statement"** tab in your file. There is no extra allowances for dependents (spouse and family).

The airplane tickets must be bought by the grantee and later the comprobatory documents need to be sent to Capes. There will be no extra payment if the airplane tickets end up costing more than the stipend payed, as the grantee will not need to refund Capes if the tickets cost less than the stipend.

6. Do I need to account for my scholarship?

By the end of the scholarship the grantee must account for the grant by sending comprobatory documents.

It must be sent:

- Return boarding pass;
- Return e-ticket;
- Copy of every page of the passport;
- Letter from the project coordinator, evaluating the performance of the grantee during the grant period;
- Completion of the Activity Report on the 'Questionnaires' tab in Linha Direta.