



Dear Mr./Ms,

After accepting the Terms of Responsibility and filling up the bank account information at SCBA, you will receive the Scholarship Grant Term and the Air Ticket Request Form. Those documents will be sent by <https://linhadireta.capes.gov.br>, the platform of communication between CAPES and you. This platform can be accessed using the same login/password of SCBA.

SCHOLARSHIP GRANT TERM – This document must be signed, sent back through the same platform received (Linha Direta), and to the e-mail scdp.bolsista@capes.gov.br. To attach any files on Linha Direta, click on the paperclip icon, and the type of document must be “Outros documentos”.

AIR TICKET REQUEST FORM – We need this form to arrange your flight to Brazil and back. After filling it up send it only to the e-mail scdp.bolsista@capes.gov.br, together with the signed Scholarship Grant Term, and the identification page of your passport. Please read the form instructions carefully.

With these documents received, we will be ready to arrange your flight and request the payments of the scholarship.

Arriving at Brazil you will have 30 days to send the documents below:

- **Electronic Air Tickets (document sent by SCDP with details of your flight)**
- **Boarding Pass**
- **Health Insurance Allowance (Showing the coverage of the plan)***
- **Passport entrance stamp**

*** Capes will not interfere on the selection of the health insurance, but it must cover funeral repatriation and travel of a relative in cases of serious accidents.**