

## **User guide for the Electronic Application of the Candidate in the Call Portal**

### **General documents - Electronic application form**

- a) Insert photo
- b) Individual Taxpayer Registration Number (CPF) or passport (in case of foreigner).
- c) Insert a copy of the General Registry (RG) - identity card, or passport (in case of foreigner). NOTE: The following documents will not be accepted: National Driver's License (CNH), Order Card (CREA, OAB, etc.), Functional Card from a Federal institution or Student Card.
- d) Insert proof of residence.
- e) Insert Lattes Curriculum (<http://lattes.cnpq.br/>) in PDF format (use the complete option in the curriculum template in the option generate page for printing). Foreign applicants may submit a CV in a similar format.
- f) Insert a Certificate of Proficiency in the English Language (according to Annex IV of the Notice) OR a statement with delivery forecast if you do not yet have the certificate;
- g) Insert a Letter authorizing the absence of the candidate from the place and time of work, for dedication to classes in case of employment relationship. If not, put a PDF stating that you are not employed.
- h) Insert a digital copy of the declaration of veracity of the information provided according to the model available on the "Selection Portal".

### **Academic documents for the Master's candidate**

- a) Insert updated Graduate School Transcript.
- b) Insert a copy of the Graduate Diploma, on the front and back OR the minutes of the final thesis of your course, OR a certificate indicating the expected date for completion.
- c) Insert the Letter of Intent Form following the template in Annex VII of the notice.
- d) Insert PDF with blank sheet in the Technical Writing item.

### **Academic Documents for the Doctoral Candidate**

- a) Insert Academic Transcript of Graduation;
- b) Insert updated Master's Academic Transcript;
- c) Insert Copy of Graduation Diploma, front and back.
- d) Insert a copy of the Master's Degree, in front and back (or copy of the Master's Dissertation Defense Minutes, or a certificate indicating the expected date for completion).
- e) Insert the Master's dissertation abstract.
- f) Insert a Research Project Proposal according to the format and guidelines of the notice.
- g) Insert the Letter of Intent Form following the template in Annex VII of the notice.
- h) Request that letters of recommendation (2) be sent directly to the selection committee via e-mail [secex@oceanica.ufrj.br](mailto:secex@oceanica.ufrj.br), following the model in Annex VIII of the notice.