

## SAMPLE ACCEPTANCE LETTER FOR HOST INSTITUTIONS

It is important to note that applicants **MUST** already be accepted by a host institution in Brazil to be eligible for a TWAS Postgraduate Fellowship.

How to obtain the preliminary acceptance letter:

- 1) Identify a suitable host institution from the lists provided (see accompanying application guidelines).
- 2) Contact your selected host institution or a potential host supervisor, providing your CV, research proposal and a copy of the sample acceptance letter (see below).

Signed acceptance letters must be sent to TWAS and CNPq. The head of department, coordinator of postgraduate studies or programme partner's contact person (as specified in the application guidelines for each specific fellowship programme) at the HOST institution must sign the letter. Informal communication exchanged with potential host supervisors can be submitted, but it will **not** be considered as formal evidence of institutional acceptance.

### HOST INSTITUTION'S LETTERHEAD

Department's name  
Postgraduate programme's name  
Institutional address  
Tel and fax numbers  
E-mail address

[Place and Date]

Dear \_\_\_\_\_ [candidate's name and surname] - \_\_\_\_\_ [country of citizenship],

This is to inform you that, as a candidate for a postgraduate fellowship under the agreement established by TWAS and CNPq, you have been accepted for a \_\_\_\_\_ [FULL-TIME or SANDWICH, please specify\*] postgraduate programme of the duration of \_\_\_\_\_ [length of time, months/years, please specify] in \_\_\_\_\_ [field of specialization/academic programme] at this department/institution \_\_\_\_\_.

If subsequently selected for a TWAS – CNPq Fellowship, you should begin your studies/research in the \_\_\_\_\_ [first or second] academic semester of 2014 and expect to conclude by \_\_\_\_\_ [month and year]. While researching at this institution, you will be under the supervision of Professor \_\_\_\_\_ [name, and surname of supervisor] to be contacted at \_\_\_\_\_ [email address].

The topic for which you have been accepted to study at this institution is: \_\_\_\_\_.

Yours sincerely,

\_\_\_\_\_  
**Signature** and name of head of department, postgraduate studies coordinator or programme partner's contact person as specified in the guidelines for each specific fellowship programme

*N.B. The letter cannot be accepted without a signature.*

*\* The FULL-TIME Fellowship applies to candidates who intend to register for a PhD in the host country. The SANDWICH Fellowship entails one research visit at the host institute for applicants who are already registered for a PhD in their home country. Please verify the minimum and maximum duration of the sandwich programme in the application guidelines (under the "additional information" section of each programme partner).*

### IMPORTANT NOTE:

The starting date on the acceptance letter must be the year following the application e.g. If you apply for a fellowship in 2012 the acceptance letter should show the starting date as 2013.