Application for Assistant Professor Position at the University of São Paulo

A tutorial for the application website

January 2020

Disclaimer. The information presented here serves solely as a guide to the application for Assistant Professor at the USP's application web page. There is no warranty on the correctness of the information, nor on the success of filling out the form. The candidate is fully responsible for all information given and all uploaded documents, including checking for file integrity.

Rationale for this tutorial

The University of São Paulo is the largest institution of higher learning, research, and community outreach in Brazil, comprising 7 campi in the State of São Paulo. Internationalization is one of USP's goals, and as such researchers from all nationalities are welcome to apply for a permanent faculty position.

USP's job application website at *https://uspdigital.usp.br/gr/admissao* is currently built solely in Brazilian Portuguese, so this English tutorial was put together to help guide foreign nationals in the process of applying for a position. In this tutorial we highlight steps needed to apply for an open Assistant Professor position at the Institute of Physics.

Topics

- Creating a new account
- Searching for Open Positions at USP
- Application

University of São Paulo application website:

https://uspdigital.usp.br/gr/admissao

Topics

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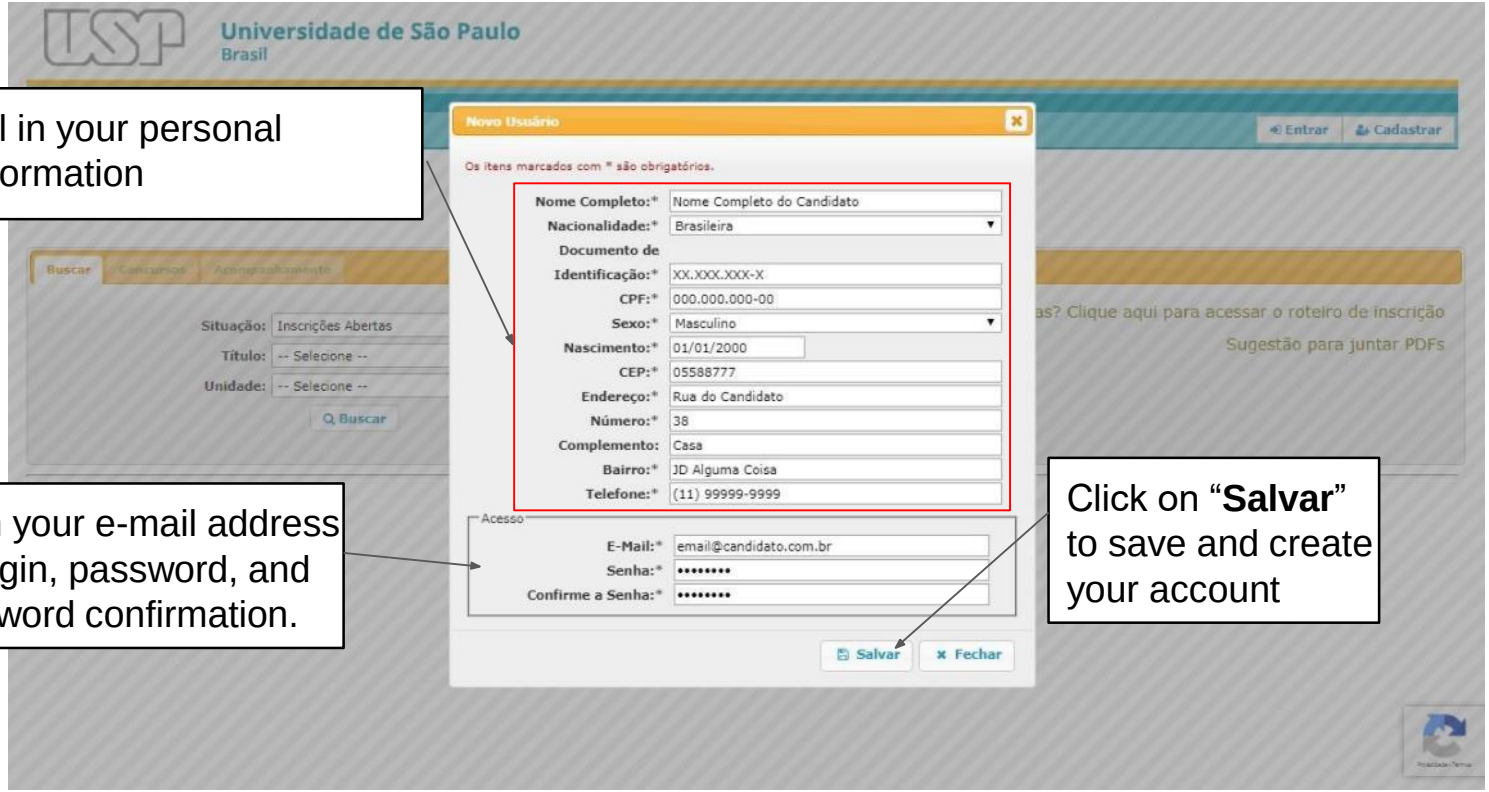
Creating a new account

https://uspdigital.usp.br/gr/admissao

Creating a new account (Brazilians)

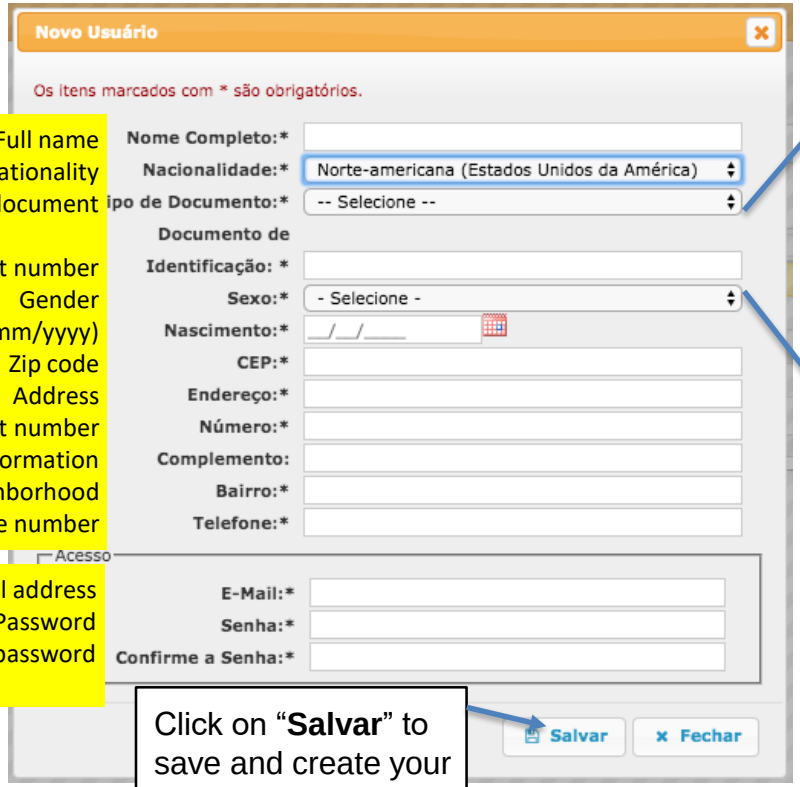


Fill in your personal information

Fill in your e-mail address for login, password, and password confirmation.

Click on "**Salvar**" to save and create your account

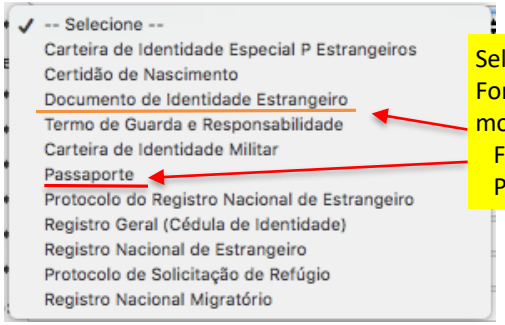
Creating a new account (Foreign)



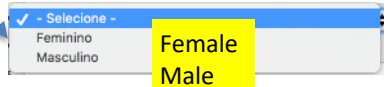
Full name
Nationality
Type of document

Document number
Gender
Birth Date (dd/mm/yyyy)
Zip code
Address
Street number
Other information
Neighborhood
Phone number

Email address
Password
Confirm password



Select one:
Foreign applicants will most likely choose:
Foreign ID card or
Passport



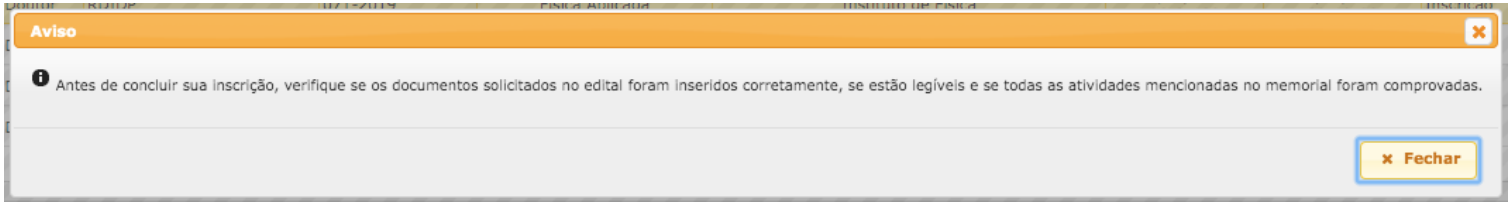
Female
Male

Click on "**Salvar**" to save and create your account

NOTE: password should be 5-10 characters long, must contain upper and lowercase letters, and at least one special character.

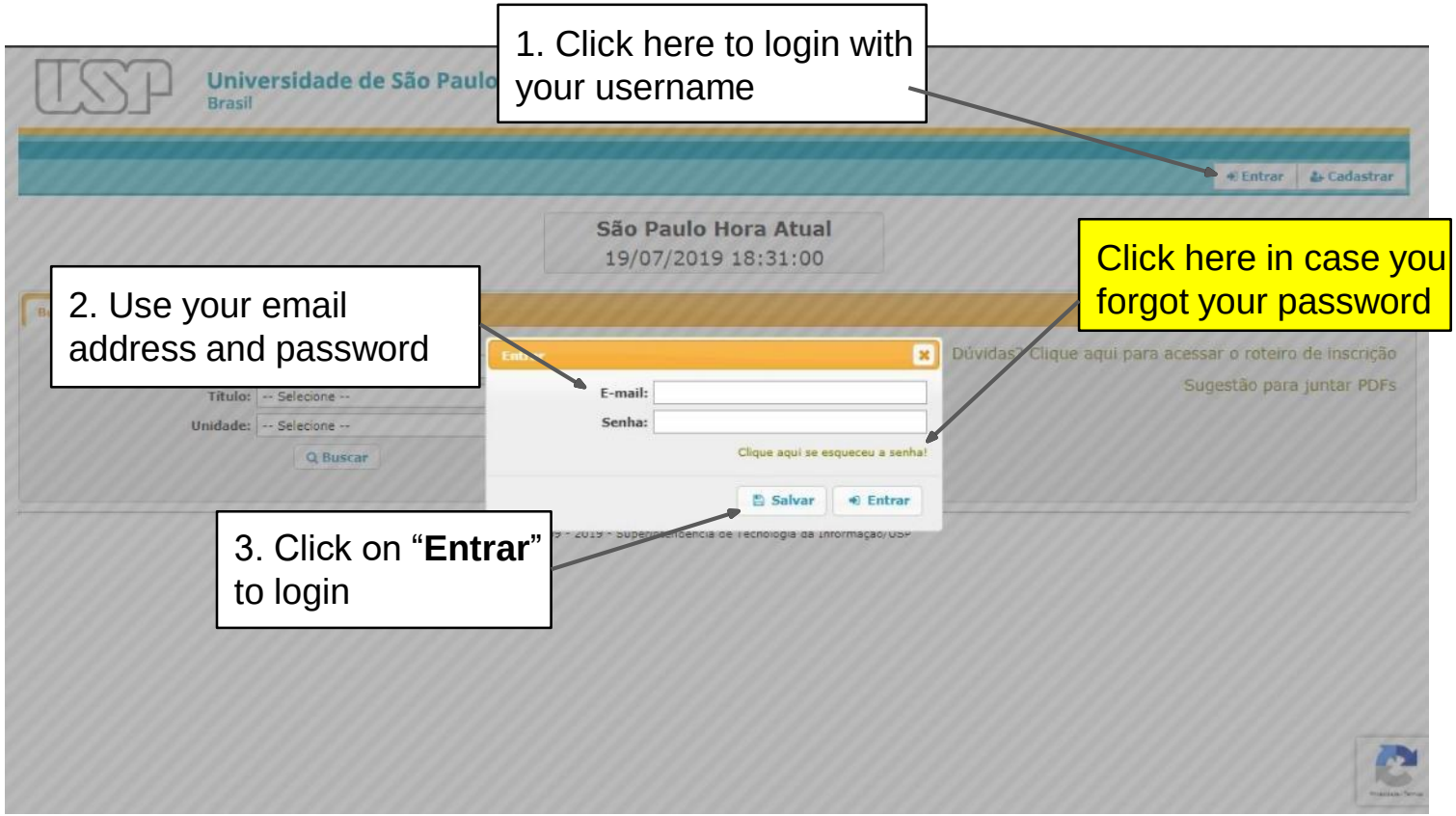
Creating a new account (confirmation)

When you click on “Salvar”, the system will register and create your account. It will show the following information in Portuguese:



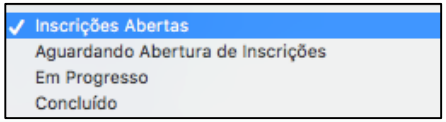
In English: Before submitting your application make sure all requested documents were properly uploaded (i.e. download them from the application website to confirm they were not corrupted during the upload process). Also double check you have properly uploaded all proof documents of activities detailed in your CV.

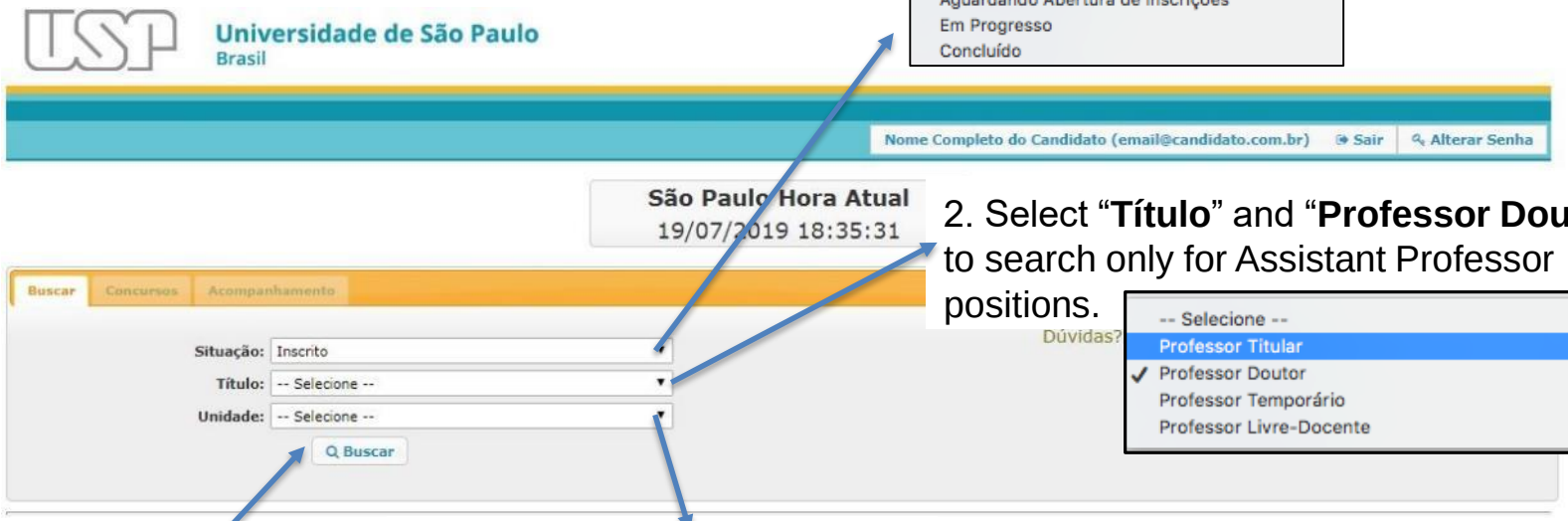
Accessing your account



Searching for Open Positions

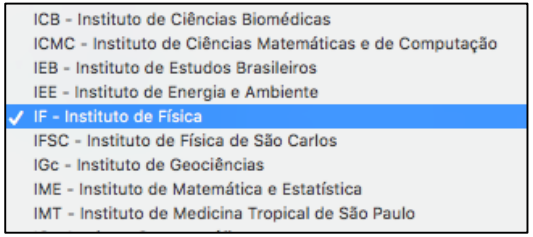
1. Select “**Situação**” and “**Inscrições Abertas**” to search for selection processes accepting applications.





2. Select “**Título**” and “**Professor Doutor**” to search only for Assistant Professor positions.

3. Select “**Unidade**”, scroll down and select the institution of your interest.

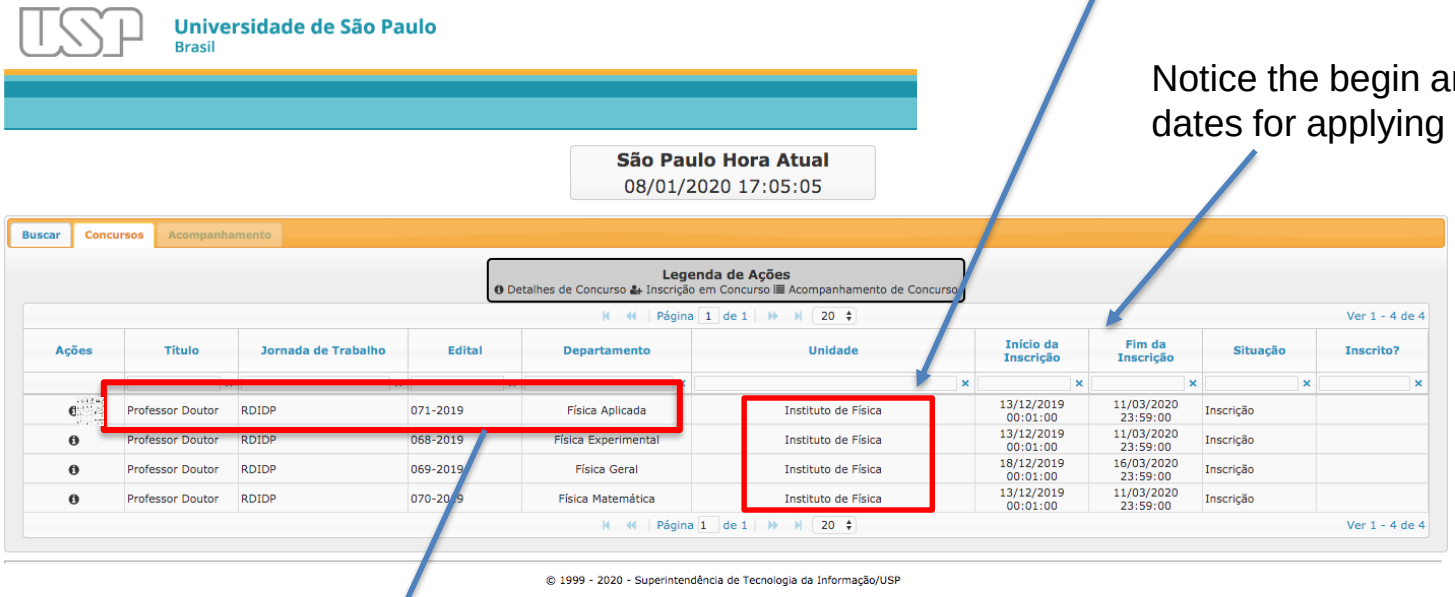


4. Click “**Buscar**” to search for open positions.

Searching for Open Positions

These are open positions at the Institute of Physics

Notice the begin and final dates for applying

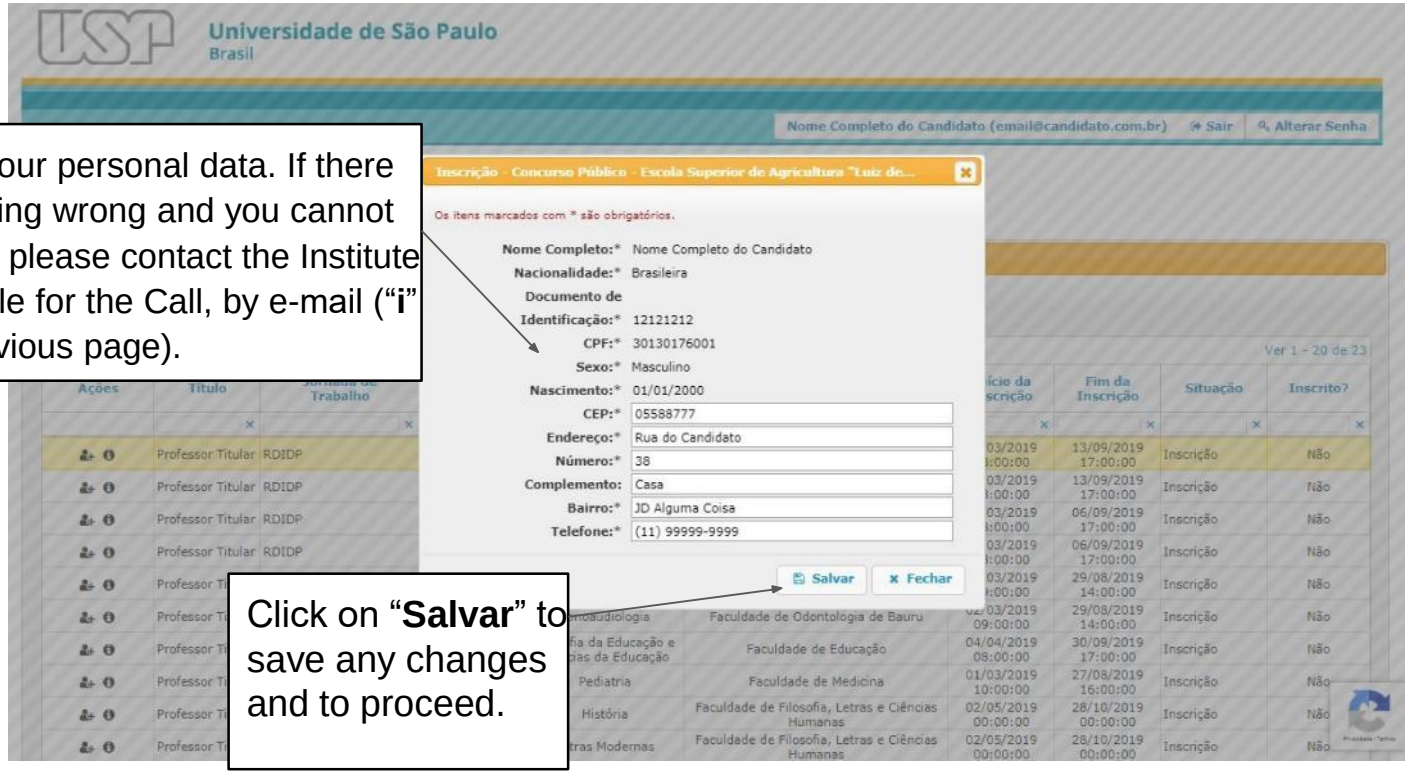


Select the Position you are interested in.

Application

Click on the **(+)** button to start your application, or the **(i)** to download the *Call for Applications.*

Application



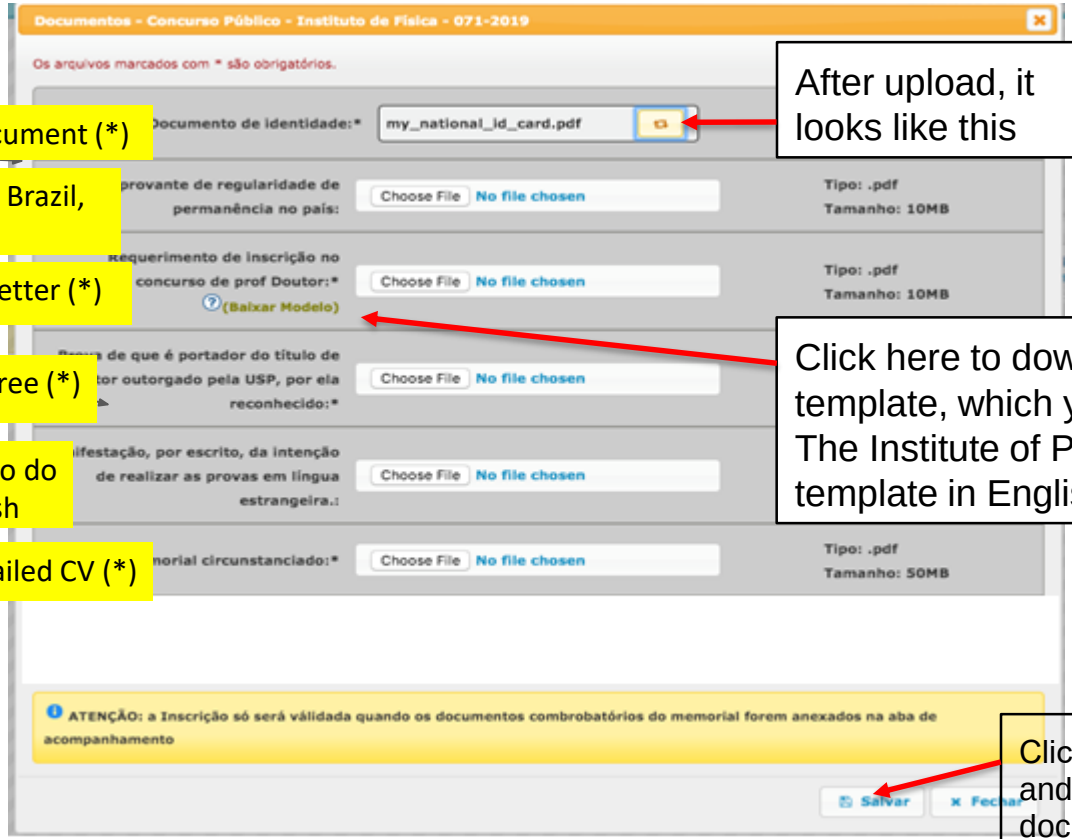
Confirm your personal data. If there is something wrong and you cannot change it, please contact the Institute responsible for the Call, by e-mail ("**i**" in the previous page).

Click on "**Salvar**" to save any changes and to proceed.

Note: when you click save, you will see the confirmation message explained previously (slide 8)

Application – Assistant Professor

Attach the requested documents.
Fields with an * are mandatory



Identification document (*)

Proof that you are allowed to live in Brazil, (see next page).

Application letter (*)

Proof of PhD degree (*)

Letter stating you like to do your exams in English

Detailed CV (*)

After upload, it looks like this

Click here to download the template, which you must use. The Institute of Physics has a template in English in its call page.

Click on "**Salvar**" to finish and save your application documents.

Application – Assistant Professor

Identification document (*) – A scanned copy of the identification document that you used to register on the website (passport, or national ID card, etc.)

Proof that you are allowed to live in Brazil (necessary only later) – An appointed foreign applicant may only take office if holding a visa which grants to the holder permission to exercise remunerated activities in Brazil. You only need to present this visa if (and after) being appointed to the position.

Application letter (*) - This is a letter addressed to the director of the Institute, submitting your application. You will need to fill in your personal information.

next…

Application – Assistant Professor (important!)

Proof of PhD degree (*) – To apply for a permanent position in Brazil, you need to show a proof of the PhD degree (a copy of the diploma, for instance). However, it must be accredited by a Brazilian University. Validating your diploma in Brazil (which is different from accrediting it) may take 3-9 months, only makes sense after being appointed to the position, though sometimes it may even not be mandatory.

Therefore, to submit your application, you need to write to the President of the Graduate Commission of the Institute, asking to have your diploma and PhD title accredited. He will review your diploma, and other documents (e.g. thesis and school records). The Director of the Institute may issue a temporary document accrediting your PhD degree.

You must upload your diploma together with this document!

Application – Assistant Professor

Detailed CV (*) – This is one of the most important documents. You should tell about everything you did in your academic life. Some people start with a personal account of their childhood, and why they got interested in science, for instance. You may explain your choices for BS, MS, and PhD, and why do you do the research you do. Finally, you should include more traditional information of a detailed Curriculum (papers, student tutorships, previous jobs, awards, grants, administrative tasks, outreach, services to the scientific community, etc.).

There is no mandatory format. Organize it as you like. Do not forget to describe your experience in teaching, research, administration, and outreach.

Note: You are expected to present proof of every information in your CV. For the authorship of papers, you may attach the first page of each one. These will go in a separate upload.

Application – Assistant Professor

Letter stating you prefer doing the exams in English – Not mandatory, but you can write a letter asking to speak in English during the presentations to the selection committee. There are three presentations: written exam(eliminative), scientific life (CV) and teaching (1h class).

Application – Almost done…

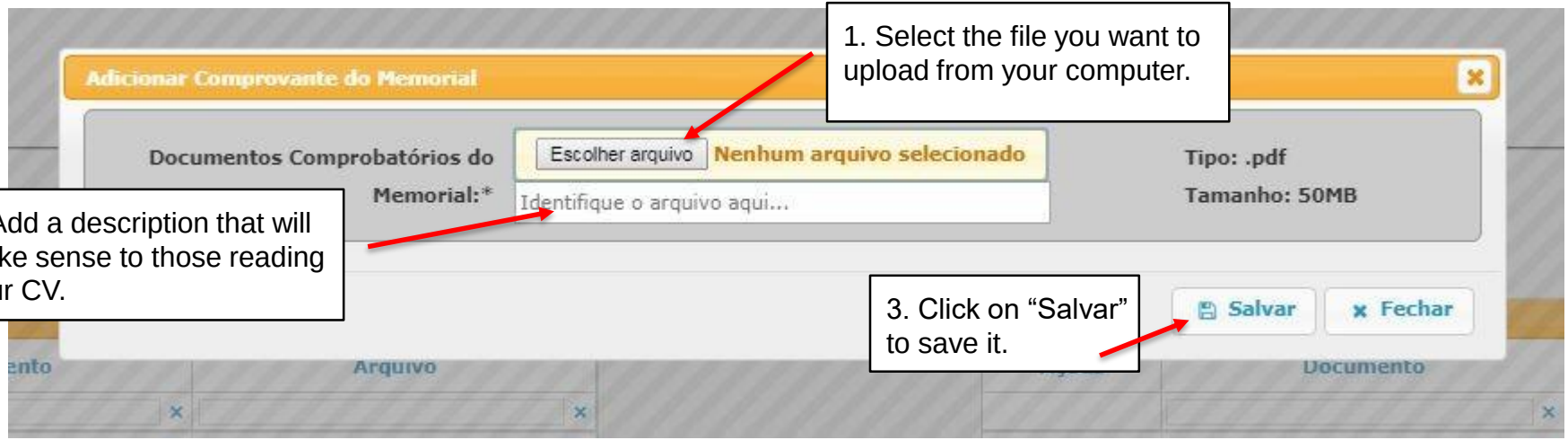
While applications are being accepted, you can change the attached documents (click on).

Remember to download the uploaded files (click on), and verify they are not corrupted.

Click on “Incluir” to include and upload the proofs for the information in your CV.

Here you can follow the flow of the selection process. By now, it should say you are registered.

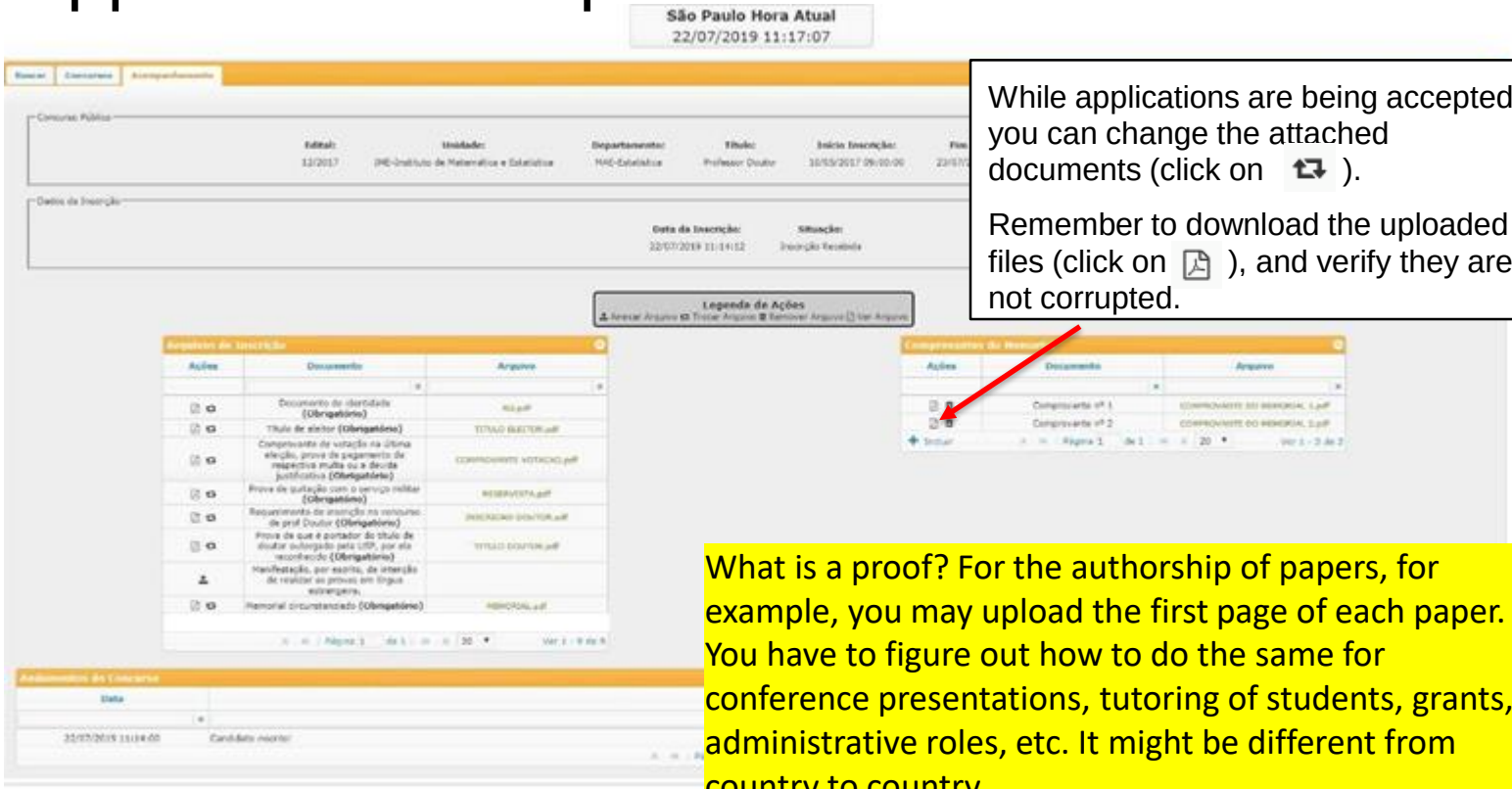
Application – CV proofs



You can include as many items you like (each one up to 50Mb). However, it is not advisable to upload all of them separately. Remember the committee will look at them while looking at your CV.

You could, for instance, do four large PDF files (teaching, research, administration, and outreach). Or in any other way that makes sense to those reading your CV.

Application – CV proofs



While applications are being accepted, you can change the attached documents (click on).

Remember to download the uploaded files (click on), and verify they are not corrupted.

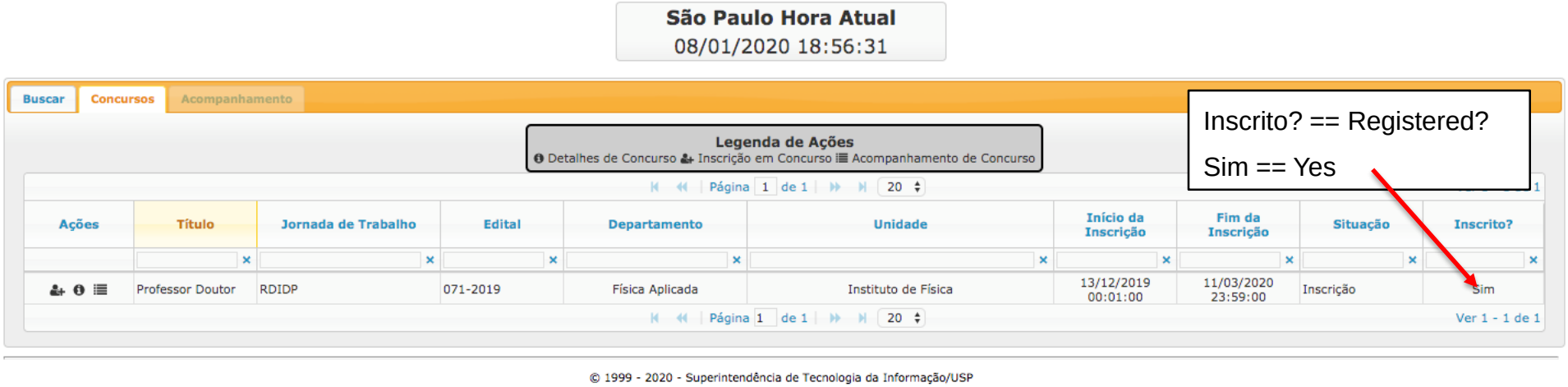
What is a proof? For the authorship of papers, for example, you may upload the first page of each paper. You have to figure out how to do the same for conference presentations, tutoring of students, grants, administrative roles, etc. It might be different from country to country.

Important:

You are now registered! Before leaving the application site, verify that all requested documents have been properly attached (i.e. download them and verify if they were not corrupted during the upload process).

Remember to come back to this website from time to time, to follow the flow of the selection process.

The presentations to the selection committee take place typically from 3 to 6 months after the closing date of the applications. If you miss it, you are automatically excluded from the selection process. You will need to be physically in Sao Paulo for those presentations, and the University will not cover your expenses.

Really registered?

You should already have received an email telling you are registered, which means your application is in. If you go to the website again, you should see this: