



USER GUIDE

INSTRUCTION MANUAL CAPES/PEC-PG PROGRAM

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1. OBJECTIVES OF THE MANUAL (READ-ME FIRST)

This manual aims to guide foreign users (non-Brazilians) on how to access the registration form **using ORCID** in the CAPES systems and other necessary information.

GETTING STARTED (IMPORTANT INFORMATION):

- 1- Create and have a lattes curriculum document: [Lattes Registry](#) - (item 2)
- 2- Create and have ORCID registered: [ORCID Registration](#) (item 3)
- 3- Be a foreigner from the countries participating in the program: [List of countries](#)
- 4- Form of registration/login in the Capes system through **ORCID**.

ATTENTION: Although the system recognizes the registration with another document, **WE HIGHLY RECOMMEND** that you use **ORCID** as an official document to log in to the registration system.

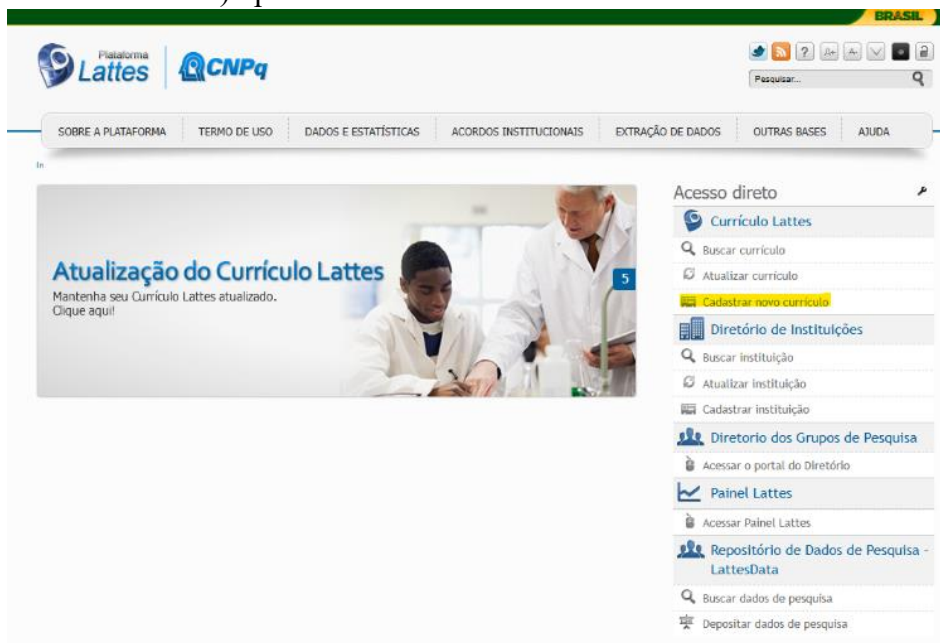
- 5- Online application period:

Full Doctorate and Full Master's Degree: From August 14 to September 29, 2025 until 5 pm (Brasília time)

Sandwich Doctorate: From October 1st to December 30th, 2025 until 5 pm (Brasília time)

2. HOW TO CREATE A LATTES RESUME – C.V Document

- 2.1. Access the website: <https://lattes.cnpq.br/> , click the “cadastrar novo currículo” (register new curriculum) option:





CNPq
Conselho Nacional de Desenvolvimento Científico e Tecnológico

Curículo Lattes

Português | English | Español

Register on Lattes database

Personal information | Address and contact | Academic information | Professional employment | Areas of expertise

Register on Lattes database

Read the terms of use to register in the Lattes Data Base, Lattes CV System Agreement, [Lattes CV Agreement](#). Enter the information below and follow the steps.

Country of Nationality

E-mail
Type in your e-mail

Confirm e-mail
Confirm your e-mail

Password
Type in your password to access the Lattes Database

Confirm password
Confirm your password

If you forgot your password [click here](#) to request it

Cancel Next

2.2. Fill in the required details and create your account.

2.3. After creating your Lattes Curriculum, log in to the Lattes platform through the link <https://lattes.cnpq.br/>



Plataforma Lattes | **CNPq**

SOBRE A PLATAFORMA | TERMO DE USO | DADOS E ESTATÍSTICAS | ACORDOS INSTITUCIONAIS | EXTRAÇÃO DE DADOS | OUTRAS BASES | AJUDA

Privacidade de Dados Pessoais no CNPq
Termos de Uso e Política de Privacidade da Plataforma Lattes
[Conheça](#)

Acesso direto

- Curículo Lattes
- Buscar currículo
- Atualizar currículo**
- Cadastrar novo currículo
- Diretório de Instituições
- Buscar instituição
- Atualizar instituição
- Cadastrar instituição
- Diretório dos Grupos de Pesquisa
- Acessar o portal do Diretório

Identifique-se com

Número do CPF

As credenciais de acesso são as mesmas utilizadas no Currículo Lattes. Caso não lembre se possui uma conta, digite o número do seu CPF mesmo assim para verificar.

CPF

Digite seu CPF

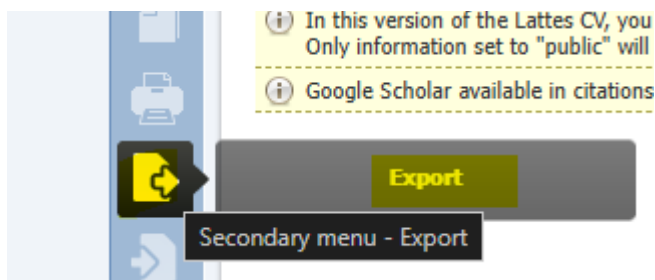
Continuar

Outras opções de identificação:

E-mail (Servidores do CNPq ou Estrangeiros)

Entrar com gov.br

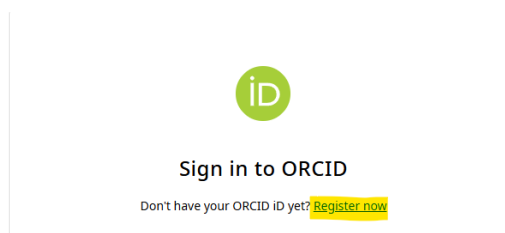
2.4. Export your Lattes Curriculum and save it in .PDF format, as you will have to attach it later according to item 7.4



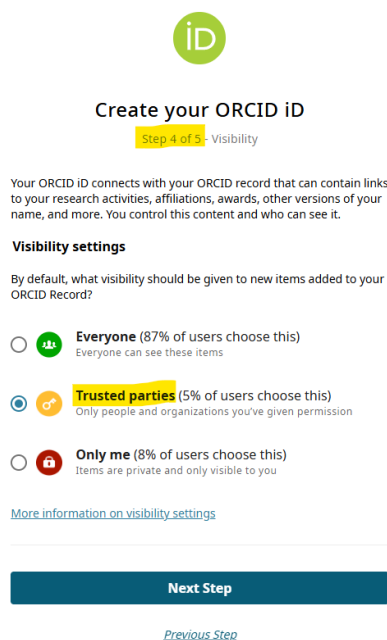
2.5. If there are any questions about the Lattes platform, the user must forward their question to atendimento@cnpq.br

3. HOW TO CREATE AN ORCID

3.1 To create an ORCID, access the <https://orcid.org/signin> website <https://orcid.org/signin> and proceed to fill out the ORCID form:



3.2. **(IMPORTANT)** In step 4 of 5, select "**Trusted Parties**", as shown in the image below:



3.3. Upon completing the completion of the ORCID form, a verification message will be sent to your email. Click on the link sent to verify your profile on ORCID:

ORCID

Your ORCID ID: 0009-0000-0256-3358

Your ORCID record is <https://sandbox.orcid.org/0009-0000-0256-3358>

Welcome to ORCID Marcelo.

Congratulations on creating your new ORCID ID! This persistent digital identifier, that you own and control, will distinguish you from every other researcher and reduce your burden when you use it in manuscript and grant submission systems.

Verifying your email address unlocks advanced editing features in your ORCID record. Until then you will only be able to manage your names and email addresses in your ORCID record.

How do I verify my email address?

Simply click the button below to sign into your ORCID record and complete verification.

[Verify your email address](#)

Or, copy and paste the link below into your browser's address bar:

<https://sandbox.orcid.org/verify-email/TDRzNmtIK0kxTONZT3dkRHovZjg2cktTevhTUWxpdWpkV1ZwaTNTbjJSOTdG>

3.4. **(IMPORTANT)** Once you have verified your ORCID account, please go to the homepage and set up your email information as "Trusted Parties" as follows:



<https://sandbox.orcid.org/0009-0000-0256-3358>

[Preview public record](#)

Emails & domains 

Email addresses
 testecapespecpg@mailinator.com 

Verified email domains
 No verified email domains

Websites & social links 

Keywords 

Countries 

Emails & domains ✕

Having multiple email addresses helps you maintain access to your ORCID record. A mix of personal and professional email addresses works best.

Email addresses

testecapespecpg@mailinator.com

Source: Marcelo Andrade, Verified: 2025-08-11

[Add another email address](#)

1 

 Trusted 

Verified email domains

When you verify a professional email address we will add the associated domain to show an email domain on your public record instead of the full email address. [Add domains](#)

No verified email domains

Email notifications

Which verified email address should we send your ORCID notifications to? You can change the frequency of these notification emails in [your ORCID account settings](#).

testecapespecpg@mailinator.com

2 

 **Trusted parties**

Set visibility for
This item only

 Everyone

 **Trusted parties**

 Only me

[More information on ORCID visibility settings](#)

3 

[Save changes](#) [Cancel](#)

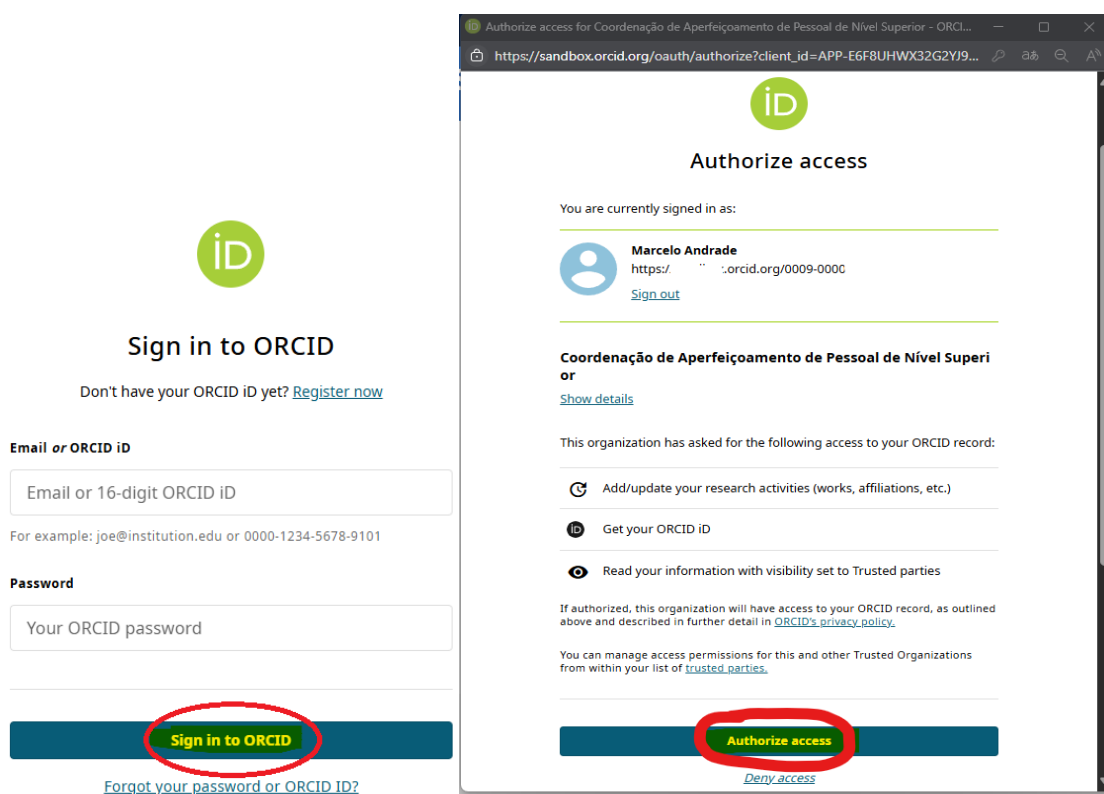
3.5. Done! Now your ORCID profile is created!

4. HOW TO CREATE A PROFILE ON THE CAPES PLATFORM USING ORCID.

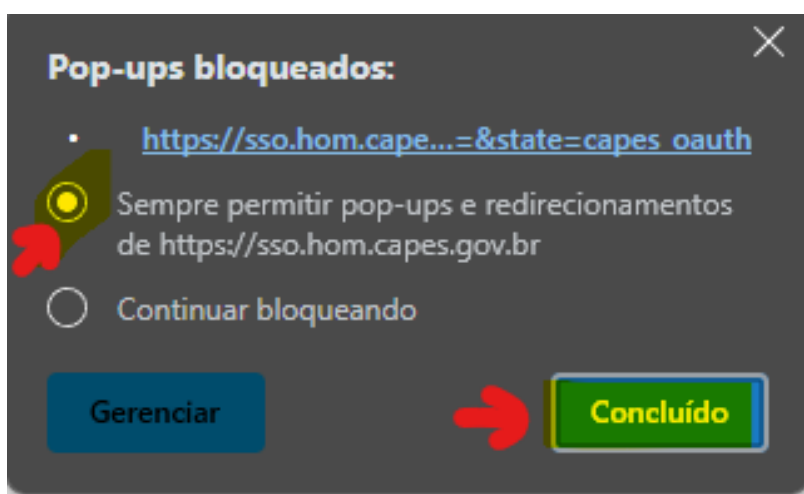
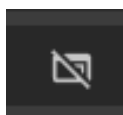
4.1. After having created a profile in ORCID, we will create a profile on the CAPES website. Access: <https://inscricao.capes.gov.br/>. Then, select the "EN" option (1) to view the page in English and then click on "ORCID" (2), as follows:



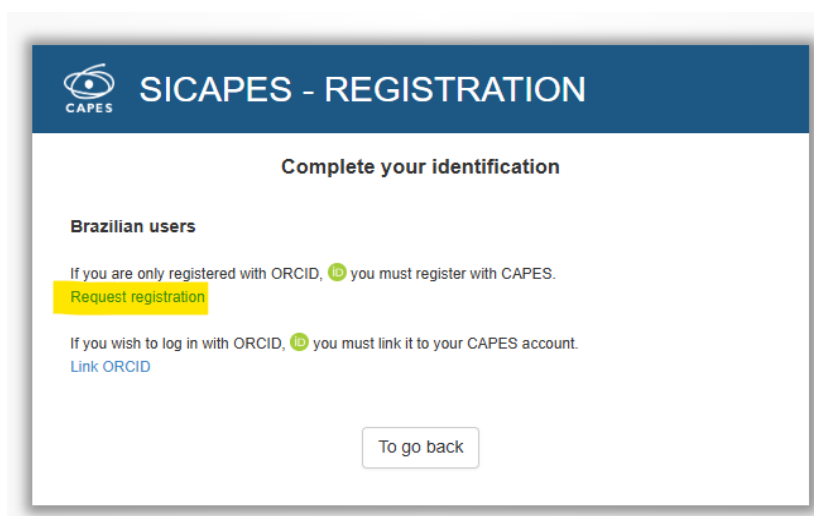
4.2. A new page will open. Log in using the email and password created for ORCID. Then, authorize access to log in to CAPES by clicking "Authorize access":



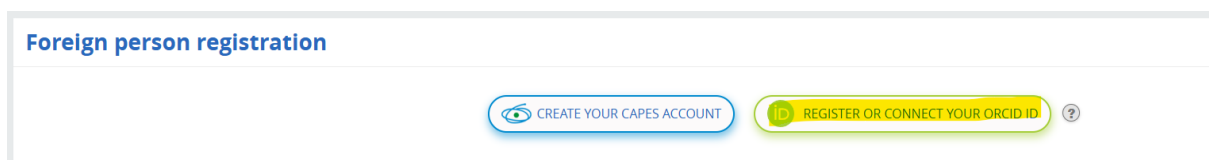
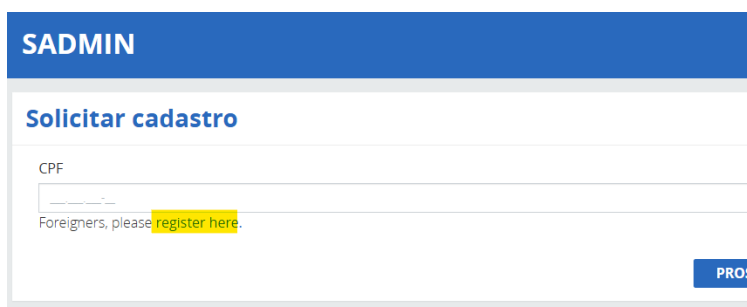
4.3. In case the page does not update automatically, check that your browser has not blocked "Pop-Up". It is possible that the browser used by the user has blocked a new page. Allow the "Pop-Up" in your browser. Select "Always allow pop-ups from..." After authorizing, try again:



4.4. A new page will open. Click on "Request Registration" to proceed with the registration on the CAPES platform:



4.5. A new page will open. If you do not have a C.P.F number, select the "**Foreigners, please register here**" option and then click on "REGISTER OR CONNECT YOUR ORCID ID":



4.6. You will be redirected to a new page as below. If the page does not refresh, check if your browser has blocked "Pop-Up". Check step 4.3 of this manual.

4.7. **ATTENTION:** Enter the country in which you were born and the date of birth. **Make sure that the country in which you were born is a participant in the CAPES/PEC-PG Program:**



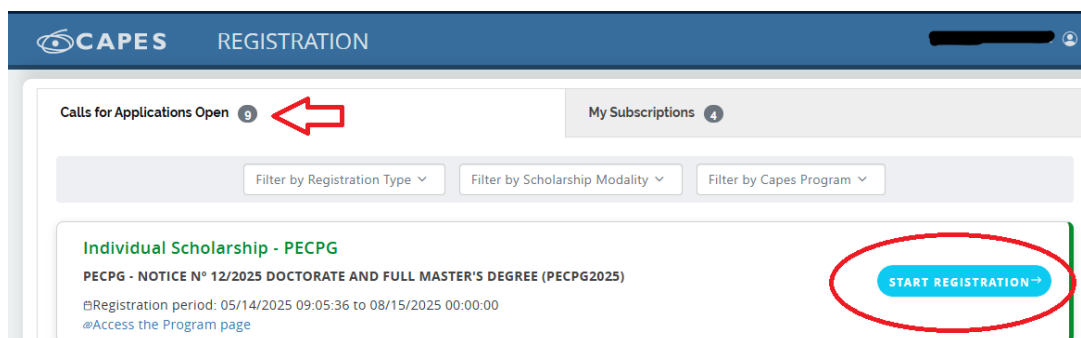
4.8. Your CAPES account has been created.

5. STARTING YOUR REGISTRATION:

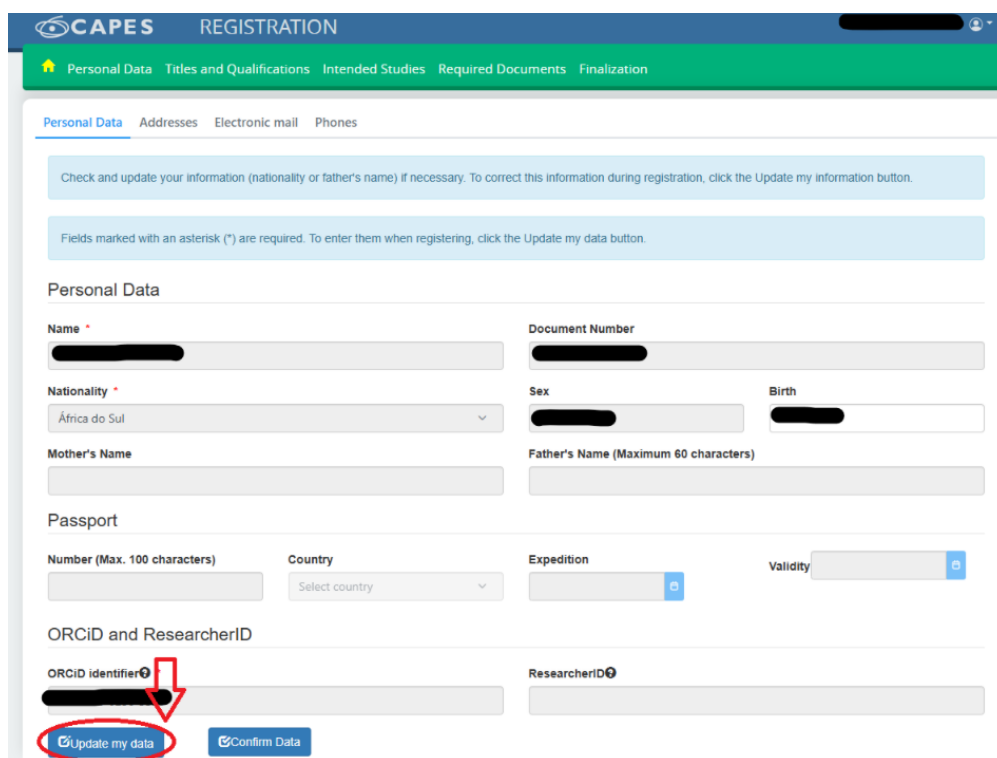
5.1. Access the Capes registration system: <https://inscricao.capes.gov.br/>, with the **ORCID option**, according to the instructions in the previous items.

5.2. Choose the PEC-PG registration link in the "Calls for Applications Open" tab:

5.3. **ATTENTION:** After starting an application, it will be available for access in the "my Subscriptions" tab



5.3. On the first screen/tab: **personal data**, access the "my data" option to fill in information such as: identifiers, home address and titles obtained. Filling in Languages, Bank Details and Jobs are optional!



6. HOW TO UPDATE THE DATA

6.1. After creating the account in the CAPES system, it is necessary to update some information such as: identifiers, residential address and titles obtained. **Filling in Languages, Bank Details and Jobs are optional!**

6.2. To update your data, click on "Update my data", according to item 5.3.

6.3. Update your data. **IMPORTANT:** in the "Titles" tab, enter the titles in which you already have a degree and which are still in progress:

Register address

Country residence*
South Africa

Zip Code*
7999999

Street address*
Cape Town Exempleme

Address complement

Number
999

District*
Cape Town

State*
Northern Cape

City*
Hopetown

Purpose*
Preferred Contact

☒ Use as main address

Register title

⚠ The stricto sensu graduate degrees in Brazil must be registered on the Sucupira Platform. The others can be registered on this screen.

Academic Degree*
Mestrado

Institution Type*
Foreign

Country of Institution*
South Africa

Educational Institution*
UNIVERSITY OF CAPE TOWN - UCT

Course*
biology

Knowledge Area*
CIENCIAS BIOLOGICAS

Start*
dd/mm/aaaa

This field is required

End*
dd/mm/aaaa

7. REGISTERING

7.1. After logging in the SICAPES system start filling in the tabs: Personal Data, Address, E-mail Address and Telephone:

7.1.1. Some fields can only be changed in the "my data" option, see explanation in item 6.

CAPES **REGISTRATION**

[Personal Data](#) [Titles and Qualifications](#) [Intended Studies](#) [Required Documents](#) [Finalization](#)

Personal Data
Addresses
Electronic mail
Phones

Check and update your information (nationality or father's name) if necessary. To correct this information during registration, click the Update my information button.

Fields marked with an asterisk (*) are required. To enter them when registering, click the Update my data button.

Personal Data

Name *

██████████

Nationality *

África do Sul

Mother's Name

████████████████████

Document Number

██████████

Sex

██████████

Birth

██████████

Father's Name (Maximum 60 characters)

██

Passport

Number (Max. 100 characters)

██

Country

Select country

Expedition

██████████

Validity

██████████

ORCID and ResearcherID

ORCID identifier*

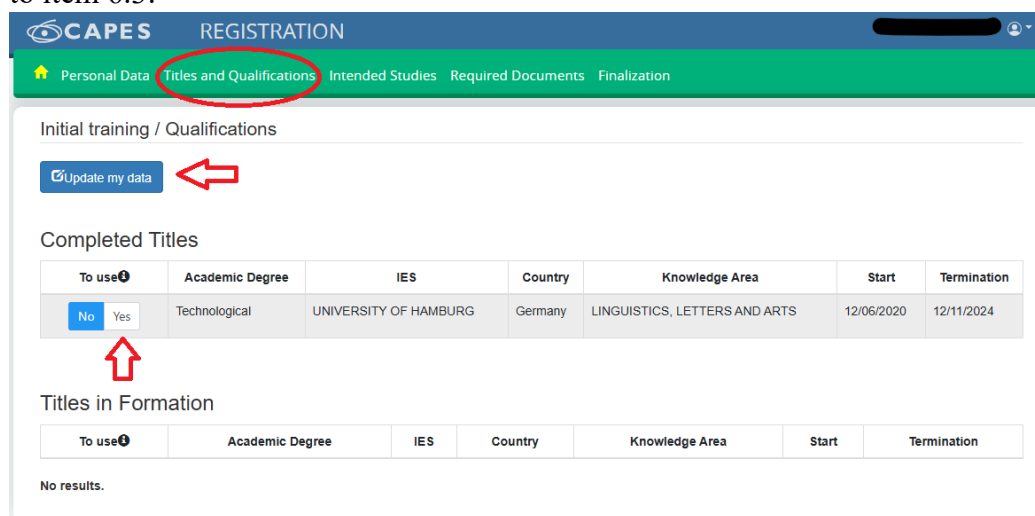
██████████

ResearcherID

████████████████████

7.2. After filling in the first fields, include the titles and qualifications on the next screen.

7.2.1. If no title appears, access the "my data" option to include the trainings, according to item 6.3:



REGISTRATION

Personal Data **Titles and Qualifications** Intended Studies Required Documents Finalization

Initial training / Qualifications

[Update my data](#)

Completed Titles

To use	Academic Degree	IES	Country	Knowledge Area	Start	Termination
No Yes	Technological	UNIVERSITY OF HAMBURG	Germany	LINGUISTICS, LETTERS AND ARTS	12/06/2020	12/11/2024

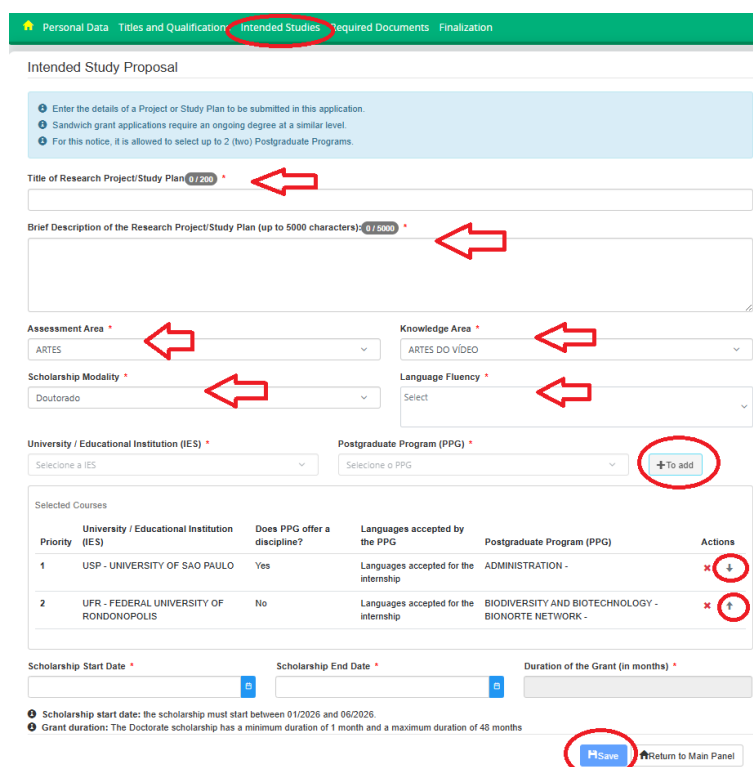
Titles in Formation

To use	Academic Degree	IES	Country	Knowledge Area	Start	Termination
No results.						

7.3. In the intended studies tab, fill in all the required fields: Project title, research abstract, major area, area of knowledge, scholarship modality, language fluency, institutions of interest, institution's Graduate Program, scholarship start and end date:

7.3.1. When indicating universities and Graduate Programs, the system allows the candidate to rank among his options. To rank, use the "add" option and then move the "arrows" according to your preference.

7.3.1 After filling the form, click on the "save" button:



Personal Data Titles and Qualification **Intended Studies** Required Documents Finalization

Intended Study Proposal

Enter the details of a Project or Study Plan to be submitted in this application.
Sandwich grant applications require an ongoing degree at a similar level.
For this notice, it is allowed to select up to 2 (two) Postgraduate Programs.

Title of Research Project/Study Plan (0 / 200)

Brief Description of the Research Project/Study Plan (up to 5000 characters) (0 / 5000)

Assessment Area ARTES Knowledge Area ARTES DO VÍDEO

Scholarship Modality Doutorado Language Fluency Select

University / Educational Institution (IES) Seleccione a IES Postgraduate Program (PPG) Seleccione o PPG + To add

Selected Courses

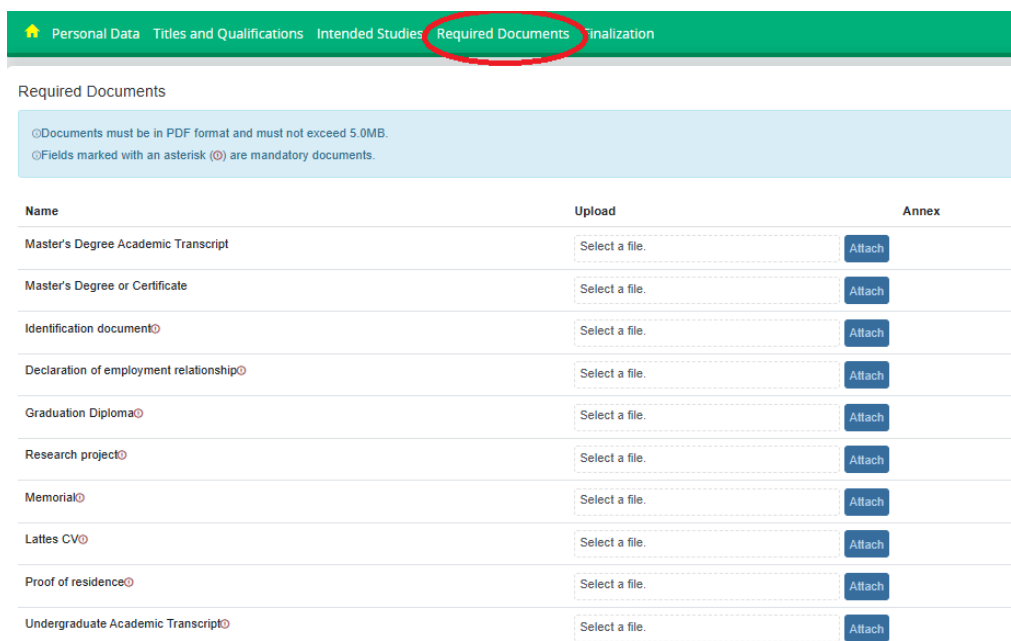
Priority	University / Educational Institution (IES)	Does PPG offer a discipline?	Languages accepted by the PPG	Postgraduate Program (PPG)	Actions
1	USP - UNIVERSITY OF SAO PAULO	Yes	Languages accepted for the internship	ADMINISTRATION -	x ↓
2	UFR - FEDERAL UNIVERSITY OF RONDONOPOLIS	No	Languages accepted for the internship	BIODIVERSITY AND BIOTECHNOLOGY - BIONORTE NETWORK -	x ↑

Scholarship Start Date Scholarship End Date Duration of the Grant (in months)

Scholarship start date: the scholarship must start between 01/2026 and 06/2026.
Grant duration: The Doctorate scholarship has a minimum duration of 1 month and a maximum duration of 48 months

Save Return to Main Panel

7.4. In the following tab "required documents", include the pdf of each document marked as mandatory:

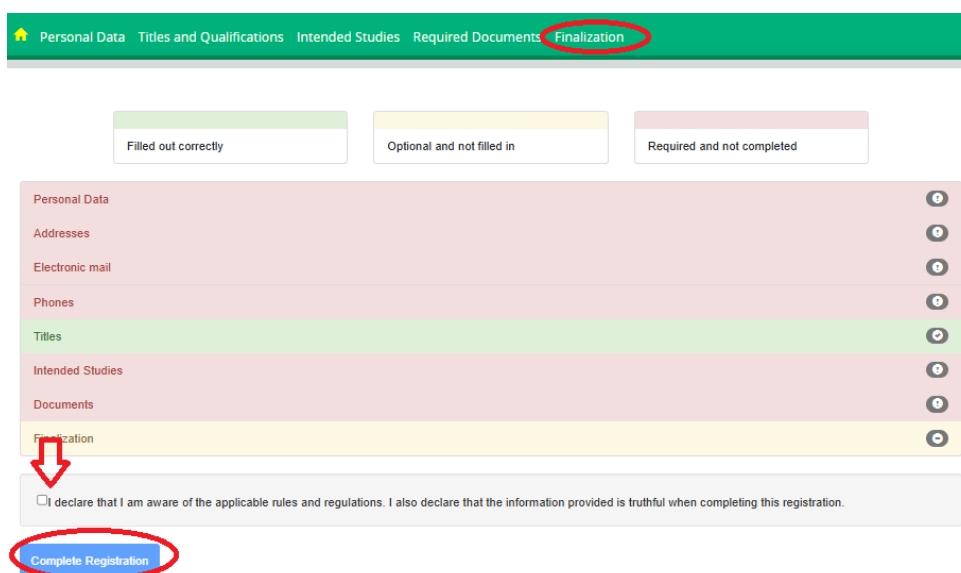


Name	Upload	Annex
Master's Degree Academic Transcript	Select a file.	Attach
Master's Degree or Certificate	Select a file.	Attach
Identification document*	Select a file.	Attach
Declaration of employment relationship*	Select a file.	Attach
Graduation Diploma*	Select a file.	Attach
Research project*	Select a file.	Attach
Memorial*	Select a file.	Attach
Lattes CV*	Select a file.	Attach
Proof of residence*	Select a file.	Attach
Undergraduate Academic Transcript*	Select a file.	Attach

7.5. In the finalization tab, check if all mandatory requirements have been met:

7.5.1 The green color means that the fields have been filled in correctly. The red color indicates the mandatory fields that must be filled in. The yellow color indicates the optional fields.

7.5.2. After filling in all the mandatory fields, click on "complete registration"



☐ I declare that I am aware of the applicable rules and regulations. I also declare that the information provided is truthful when completing this registration.

Complete Registration

8. FREQUENTLY ASKED QUESTIONS (F.A.Q)

8.1. I am facing problems when registering for SICAPES. How should I proceed?

In case of any errors, clear your browser's cache and cookies. Afterwards, try again the registration process.

If any errors persist, please send an email to inscricao.pecpg@capes.gov.br containing:

- (1) Full description of the reported problem
- (2) item in this manual corresponding to your error
- (3) screenshots;
- (4) ORCID number.