



FULBRIGHT GRANT APPLICATION COVER SHEET

Applicant name: _____
Family *First* *Middle*

Program: _____ Rank: _____

Nominating institution: _____

Permanent address: _____

Country of current citizenship: _____

Country of birth: _____ Date of birth: _____ / _____ / _____ Gender: _____

Most recent position/status: _____ Since: _____ / _____

Most recent affiliation: _____ Until: _____ / _____

Academic degrees:

Degree	Major	Date received	Institution
		/	
		/	
		/	
		/	

Fellowships:

Honors:

Publications:

Research:

Proposed field of study:

Description of study objectives:

Future plans (upon return to home country):



Eligibility Requirements

Candidates in a Commission country must meet the citizenship criterion specified in the executive agreement between the United States and that country. In a non-Commission country, candidates must be citizens or nationals of that country, or permanent residents qualified to hold a valid passport issued by that country. Persons holding both citizenship in a partner country and U.S. citizenship or permanent residency are ineligible for Fulbright grants to the United States. A candidate who has resided in the United States for five or more consecutive years in the six-year period preceding the date of application is ineligible for a grant. Candidates already in the United States and previous recipients of a Fulbright Student Program grant are also ineligible for a grant.

Please visit the “How to Apply” section at www.laspau.harvard.edu/fulbright to find out if your home country has additional requirements and verify your eligibility with the Fulbright Commission or U.S. Embassy in your country before applying.

Grantee Selection

The following considerations are taken into account when selecting Fulbright grantees:

- Traditional criteria for academic and professional excellence.
- Interests and needs of the home country.
- Merits of the application and suitability of the applicant for the proposed program of study.
- Overall strengths of the candidate in comparison with others in the candidate pool.

Fulbright representatives review applications and select candidates to be interviewed. The interviews typically take place in July or August at the Fulbright Commission or U.S. Embassy in the candidate’s home country. The Commission or Embassy will notify candidates in advance as to whether they have been selected for an interview. Please see the Interview Checklist for information about additional documents required for submission at the interview.

The interview panel recommends a group of final candidates for each country to the J. William Fulbright Foreign Scholarship Board, a twelve-member group of educational and public leaders appointed by the president of the United States. The J. William Fulbright Foreign Scholarship Board has statutory responsibility for the final approval of all candidates.

Interviewed candidates will be notified by December whether they have been nominated to receive a Fulbright grant.

Grantee Placement

Selected grantees are assigned a LASPAU placement specialist who will apply on their behalf to U.S. graduate programs that fit each grantee’s needs and qualifications. Once the placement has been finalized, grantees receive a packet of orientation materials and arrival information. Academic programs at U.S. universities typically begin in August or September.

The Fulbright Commission or U.S. Embassy informs grantees if they have been assigned to an intensive English language training program prior to beginning their academic programs.

Privacy Act of 1974

Under the Privacy Act (public law 93-579), any individual who is requested by or on behalf of a federal agency to provide information about himself or herself must be informed of the authority, purpose, and uses to which the information provided is intended to be put.

In conformity with this legislation, persons interested in Fulbright grants are informed that:

- The solicitation of the information requested in applications is authorized under the Fulbright-Hays Act.
- The information is intended for use in screening and selecting grantees and in the administration of grants.
- It may be released to appropriate U.S. government agencies, LASPAU, the J. William Fulbright Foreign Scholarship Board, the Fulbright Commissions, foreign host institutions, Congress, the news media, and relatives of the grantee trying to reach the individual for bona fide personal reasons.



APPLICATION INFORMATION

The Fulbright Faculty Development Program is open to applicants from all Latin American and Caribbean countries, except the Bahamas, Belize, Guyana, and Suriname. Other programs are restricted to applicants from specific countries. If you are uncertain about which program you are eligible for, please contact the Fulbright Commission or Public Affairs Section of the U.S. Embassy in your home country. Contact information for the Commissions and Embassies can be found in the "How to Apply" section at www.laspau.harvard.edu/fulbright.

In the Nominating Institution field, please write the full name of the university or other institution that is nominating you for the Fulbright Program. A Nominating Institution is required unless you are applying for one of the programs listed on the previous page. Please write the word "None" for question 1 if you do not have a nominating institution.

1. Full name (as it appears in passport):

Last name(s)

First name

Middle name

2. Program (For the full name of the program for which you are applying, please visit www.laspau.harvard.edu/fulbright)

3. Home country:

4. Nominating institution:

PERSONAL INFORMATION

5. Name on previous academic records (if different from name on page 1):

_____ *Last name(s)* *First name* *Middle name*

6. Permanent mailing address

Street: _____

City: _____ Province/State: _____

Country: _____ Zip/Postal code: _____

7. Current mailing address (if different from permanent mailing address)

Street: _____

City: _____ Province/State: _____

Country: _____ Zip/Postal code: _____

8. Telephone numbers (including area codes)

Home: _____ Office: _____ Mobile: _____ Fax: _____

9. Email address: _____ Personal Business

10. Gender: Male Female

11. Date of birth: _____ / _____ / _____
MM DD YYYY

12. Birthplace: _____
City Province/State Country

13. Country of citizenship: _____ **14. Country of legal residence:** _____

15. Immigration information

Do you have a U.S. visa? Yes No If yes, type of visa: _____

Are you a U.S. citizen? Yes No Are you a permanent legal resident of the United States? Yes No

16. Previous fellowships

Have you previously applied for a LASPAU-administered grant? Yes No

If yes, what year: _____ From what country: _____ Awarded? Yes No

Have you previously applied for a Fulbright grant? Yes No

If yes, what year: _____ From what country: _____ Awarded? Yes No

PROPOSED PROGRAM OF STUDY

17. Degree objective

Please indicate the degree that you plan to pursue and for which you are academically prepared. In most cases, you should have a master's degree in order to apply for doctoral studies, and the Fulbright Program in your country must support studies at the doctoral level.

Master's degree Doctoral degree Non-degree studies

18. Proposed field of study

Please indicate the general area of study you wish to pursue (e.g., Biology) and your specific area of interest within the general field of study (e.g., Biochemistry).

General area: _____

Specific field of study: _____

Briefly summarize your proposed program of study, including your specialization or possible area of research:

19. Future plans

Briefly describe your future professional plans and how you plan to use the knowledge and skills gained through the Fulbright Program:

LANGUAGE SKILLS AND TEST SCORES

20. Language proficiency

Rate yourself as Native, Excellent, Good, Fair, or Poor for all languages in which you have some competence. Be sure to include your primary language(s).

Language	Reading	Writing	Speaking
English			

21. Standardized exams

All Fulbright candidates selected for a grant will be required to take certain standardized exams (TOEFL, GRE, and/or GMAT) for admission to U.S. universities. Please provide test dates and scores for any of the tests listed below that you have taken (paper- or internet-based versions). If you have taken a particular test more than once, provide your scores only for the most recent test date. If you have not taken a particular test but plan to take it, provide the future test date. Please refer to the Required Document Checklist at the end of the application for additional information on the standardized exams.

Test	Date (mm/yyyy)	Score	Section 1	Section 2	Section 3	Essay
TOEFL	/					
MELAB	/					Not applicable

Test	Date (mm/yyyy)	Total score	Verbal	Quantitative	Analytical writing
GMAT	/				
GRE General	/	Not applicable			

Test	Date (mm/yyyy)	Subject name	Score	Subscores (if applicable)
GRE Subject	/			

EDUCATIONAL EXPERIENCE

22. Post-secondary studies

List educational institutions attended *in reverse chronological order*, beginning with your most recent studies, including any in which you are currently enrolled. Include all post-secondary studies, even if you did not complete a degree.

Under degree, please use the actual name of the degree or diploma you received (do not translate). If applicable, note the class of your degree, such as Second Class (Upper Div.).

Indicate your grade point average (GPA) for each degree received and the scale used (for example, GPA of 8.9 and a scale of 10). If available, give your rank within your graduating class, the number of graduates in the class, and the initial number enrolled.

Institution: _____
City: _____ Country: _____
Major field of study: _____ From: _____ / _____ To: _____ / _____
MM YYYY MM YYYY
Degree: _____ Date degree received/expected: _____ / _____
MM YYYY
GPA: _____ Scale: _____ Class rank: _____ Graduating class: _____ Initial enrollment: _____

Institution: _____
City: _____ Country: _____
Major field of study: _____ From: _____ / _____ To: _____ / _____
MM YYYY MM YYYY
Degree: _____ Date degree received/expected: _____ / _____
MM YYYY
GPA: _____ Scale: _____ Class rank: _____ Graduating class: _____ Initial enrollment: _____

Institution: _____
City: _____ Country: _____
Major field of study: _____ From: _____ / _____ To: _____ / _____
MM YYYY MM YYYY
Degree: _____ Date degree received/expected: _____ / _____
MM YYYY
GPA: _____ Scale: _____ Class rank: _____ Graduating class: _____ Initial enrollment: _____

Institution: _____
City: _____ Country: _____
Major field of study: _____ From: _____ / _____ To: _____ / _____
MM YYYY MM YYYY
Degree: _____ Date degree received/expected: _____ / _____
MM YYYY
GPA: _____ Scale: _____ Class rank: _____ Graduating class: _____ Initial enrollment: _____

23. Briefly explain any discrepancies in your academic record, such as having a lower grade point average in a particular semester or year:

PROFESSIONAL EXPERIENCE

24. Work experience

Please summarize your professional experience (including teaching and research) *in reverse chronological order*, beginning with your most recent position. If you still hold the position, leave "To:" blank.

Employer: _____
City: _____ Country: _____
Title/type of work: _____ From: _____ / _____ To: _____ / _____
MM YYYY MM YYYY
Brief description of responsibilities: _____

Employer: _____
City: _____ Country: _____
Title/type of work: _____ From: _____ / _____ To: _____ / _____
MM YYYY MM YYYY
Brief description of responsibilities: _____

Employer: _____
City: _____ Country: _____
Title/type of work: _____ From: _____ / _____ To: _____ / _____
MM YYYY MM YYYY
Brief description of responsibilities: _____

Employer: _____
City: _____ Country: _____
Title/type of work: _____ From: _____ / _____ To: _____ / _____
MM YYYY MM YYYY
Brief description of responsibilities: _____

25. Employment history

Briefly explain any period of time longer than three months during which you were not employed or attending school:

ADDITIONAL EXPERIENCE

26. Scholarships and fellowships

List any scholarships or fellowships held at present or in the past. Give source or sponsor, amount, where held, and dates:

27. Honors and prizes

List any academic honors or prizes you have received, including titles and dates:

28. Research

Briefly describe any research you have undertaken or in which you are currently involved:

29. Publications

List any books, articles, or theses published, including titles, dates, and publishers:

30. Extracurricular activities

List professional societies, fraternities, or other organizations in which you now hold membership or in which you have been active in the past. Indicate if you have held elective office. Also describe any volunteer work or community outreach projects you have undertaken:

31. Travel abroad

If you have lived, traveled, or studied in any country other than your own for more than a month, indicate places, dates, and reasons (education, research, business, vacation, etc.):

FAMILY INFORMATION

32. Applicant marital status: Single Married Widowed Engaged Divorced

33. Number of children: _____

34. Applicant's father

Occupation: _____

Education level: Primary Secondary Junior college University

35. Applicant's mother

Occupation: _____

Education level: Primary Secondary Junior college University

36. Emergency contact

Name: _____ Relationship: _____

Home telephone: _____ Work telephone: _____

Email: _____

Street: _____

City: _____ Province/State: _____

Country: _____ Zip/Postal code: _____

37. Dependents

List all persons to whom you now give financial support.

Relationship	Full name	Age	Support level	Accompanying you to the U.S.?
			<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No

MEDICAL INFORMATION

This information is gathered for statistical purposes and to ensure appropriate placement. The Fulbright Program does not discriminate on the basis of race, color, religion, sex, national origin, and/or physical impairment.

38. Medical data

State of health: Excellent Good Fair Poor

Have you ever been under prolonged medical treatment? Yes No

Are you currently being treated for any medical condition? Yes No

Have you ever been treated for an emotional or psychological disorder? Yes No

Do you have any physical impairment? Yes No

If you answered "yes" to any of these questions, please explain here:



CONDITIONS OF THE FULBRIGHT GRANT

1. Fulbright applications and related awards apply only to the current year; they cannot be carried over to future years.
2. Candidates for a master's degree must have a bachelor's degree before beginning their programs of study; in many fields of study, candidates for a doctoral degree must have a master's degree.
3. Non-native speakers of English must take the Test of English as a Foreign Language (TOEFL). Most university graduate departments in the United States require a minimum score between 550 and 600 (paper-based) or 80 and 100 (internet-based).
4. Degree candidates are required to take the Graduate Management Admission Test (GMAT) in business-related fields or the Graduate Record Examination (GRE) for all other fields, with the exception of law. Generally, doctoral candidates in biology-related fields or computer science are required to take the respective GRE Subject Test in addition to the GRE General Test.
5. The grantee must accept LASPAU's decision regarding the academic institution to which he/she is assigned. A grantee may only transfer to another institution for academic reasons and with prior written authorization from LASPAU, the Fulbright Program, and, if applicable, the nominating institution.
6. The university or institution that admits the grantee reserves the right to determine the academic level at which the grantee is ultimately placed. Neither LASPAU nor any institution can guarantee credit for prior coursework.
7. No grantee may change his or her program of study without prior written authorization from LASPAU, the Fulbright Program, and, if applicable, the nominating institution.
8. The grades obtained by the grantee must satisfy the minimum requirements set by his/her host institution.
9. Grantees enter the United States with a J-1 Exchange Visitor visa. LASPAU will provide them with the DS-2019 form needed to obtain the visa. Grantees are expected to return to their countries after completion of their programs. The J-1 Exchange Visitor visa has a two-year home country physical presence requirement. In most cases, grantees must return to their nominating institutions and work there for a period at least as long as the duration of their studies.
10. In order to obtain J-2 visas for their immediate family (spouse and children) to enter the United States, grantees must supply LASPAU with proof of financial support to supplement the grant. Such proof could be an official statement from an institution guaranteeing financial support. Grantees must demonstrate that they have, for each month of study, US\$500 for the first dependent, US\$300 for the second dependent, and US\$150 for each additional dependent. Grantees will also be responsible for providing travel and adequate health insurance for dependents.
11. As a J-1 Exchange Visitor, the grantee cannot seek employment without LASPAU's authorization. Such authorization, the amount of time, and the salary allowed will depend on the specific program of the grantee.
12. **Web-Based Media:** Grantees who share their Fulbright experiences publicly via web-based media are responsible to acknowledge that theirs is not an official Department of State website or blog, and that the views and information presented are their own and do not represent the Fulbright Program or the U.S. Department of State. Any grantee who posts inappropriate or offensive material on the Internet in relation to the Fulbright Program may be subject to revocation or termination of their grant (see number 13 below, grounds for revocation or termination 2 and 10.)
13. A grant may be revoked, terminated, or suspended.

Grounds for revocation or termination include, but are not limited to: (1) violation of any law of the United States; (2) any act likely to give offense to the United States; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in any unauthorized income-producing activity; (6) failure to comply with the grant's terms and conditions; (7) material misrepresentation made by any grantee in the application form or grant document; (8) depletion of all health and accident insurance benefits provided to the grantee when continued medical treatment would lead to the grantee's becoming a public charge; (9) protracted medical treatment that jeopardizes successful completion of grant objectives; (10) conduct which may have the effect of bringing the Department of State or the Fulbright Program into disrepute; (11) violation of the Policies of the J. William Fulbright Foreign Scholarship Board.

A grant may be suspended if: (1) the grantee ceases to carry out the project or academic program during the grant period; (2) the grantee leaves the United States for more than two weeks without the prior authorization of LASPAU; (3) conditions in the United States require the departure of grantees for reasons of personal safety or security; (4) the grantee is arrested for or charged with a crime. The Fulbright Foreign Scholarship Board may suspend the grant until the criminal matter is resolved, or until such time that the board is satisfied that the arrest or the charges do not represent an absence of the requisite moral and social attitude desired of grantees.

AGREEMENT

By checking the box below, I certify that I have read and completely understood the above conditions, and I agree to abide by them if a grant is awarded to me. I also certify that the information I have provided on the application form is accurate, complete, and true to the best of my knowledge.

Accept Conditions? Yes

Signature: _____ **Date:** _____

The Fulbright Program is sponsored by the Bureau of Educational and Cultural Affairs of the United States Department of State.



Academic Placement Suggestions

As a candidate for a grant to be administered by LASPAU, you should be thinking about appropriate institutions for your studies. If you are awarded a grant, LASPAU will apply to programs for you based upon your interests, the needs of your sponsoring institution, your academic and professional qualifications, and the availability of tuition assistance at the institution that admits you. We cannot guarantee that your suggestions will be realized; admissions and administrative criteria may make that impossible. We will try, however, to match your placement to your preference as best we can.

Before the interview (if you are selected to have one), we suggest that you research programs in your field. Past grant recipients are an excellent source of information. Your institution may have some university catalogues, and the Public Affairs Section of the U.S. Embassy and binational centers have libraries with university catalogues from the United States. You can consult these for information about specific programs and U.S. universities in general. In the interview, you can discuss the institutions and programs you may have investigated. Nonetheless, you are not required to suggest specific universities. If you have access to the Internet, this information can be readily found on the World Wide Web. A good place to look is the LASPAU web site (<http://www.laspau.harvard.edu>), which has links to many useful education resources.

If you are selected to have an interview, please fill out the Academic Placement Form and bring it with you for discussion. It will become part of your formal application.

Recommendation for Graduate Study or Short-term Programs

Recommendations should be written by individuals familiar with your academic and/or professional work and must provide an evaluation of your intellectual independence, motivation, capacity for analytical thinking, organizational skills, and ability to teach or work within your field of study. You must have at least one recommendation from a current or former professor. Do not obtain letters from colleagues unless they have been your professor or supervisor. The letters may be submitted in sealed envelopes if the authors wish to maintain confidentiality.

Sponsoring Institution Verification*

The Sponsoring Institution Verification form must be completed by your sponsoring institution. The section at the top of the form refers to arrangements you and your sponsoring institution have made regarding your salary and your position at the institution if you leave for studies abroad. This section must be officially signed, dated, and stamped with your institutional seal.

The section at the bottom of the form should be completed by the person at your sponsoring institution who can best comment on your work, the importance of your field of study, the need for persons with advanced training, and the role you will play upon completion of your studies should you receive a scholarship.

*The following programs do not require sponsoring institution verification forms:

Cidadania Participativa *BRAZIL*

Federação das Indústrias do Estado do Ceará (FIEC) *BRAZIL*

Turner de Bolsas de Mestrado "Sanduíche" *BRAZIL*

Fulbright 2000 Program, *TRINIDAD AND TOBAGO*

Alianza por la Excelencia, *DOMINICAN REPUBLIC*

Ministerio de Energia y Minas (CAREC), *PERU*



ACADEMIC PLACEMENT SUGGESTIONS

Name of Applicant _____

Proposed field of study _____

Specialization or possible area of research _____

Sponsoring institution _____

Please list the academic departments and universities that are of interest to you. In each case, explain the reason why you have made that choice.

University	Department	Program (Concentration)	Reason for Interest
<i>Example: U. of Maine</i>	<i>Chem. Engineering</i>	<i>Pulp and Paper Technology</i>	<i>Prof. X is working on research related to my interests</i>

Please describe any contact you have initiated with any of these institutions. If you have received a written response, attach a copy to this form. If you have not initiated any contact, indicate that as well.

Please note if your sponsoring institution has any formal contact with institutions abroad that we should know about when arranging your placement. If so, please explain the nature of the contact.

Signature _____ Date _____



RECOMMENDATION FOR GRADUATE STUDY

Please fill in your name, country, and field of study before delivering this form to your recommender.

Name of applicant _____

Country _____ Field of study _____

Name and title of recommender _____

How long and in what capacity have you known the applicant? _____

PART I

Using the chart below, please rate the applicant in comparison with others you have known in the same field.

	Outstanding	Excellent	Good	Fair	Poor	Unable to judge
1. Academic performance						
2. Intellectual ability						
3. Motivation						
4. Potential to contribute to the field						
5. Adaptability to new situations						
6. Ability in: Oral expression						
Written expression						

PART II

Please provide a narrative description of the applicant's qualifications for graduate study. Assess candidly the individual's academic qualifications, potential to carry out advanced study in the field specified, intellectual independence, capacity for individual thinking, ability to organize and express ideas clearly, and potential for teaching.

Please note that this letter will be sent to U.S. universities to evaluate the applicant for admission to a graduate program. It is important that your statement be as complete and specific as possible. **Please answer Part II on a separate sheet with official letterhead.**

(Signature)

(Date)



SPONSORING INSTITUTION VERIFICATION

Please fill in your name, country, and field of study before delivering this form to the contact at your sponsoring institution.

Name of applicant _____

Country _____ Field of study _____

PART I

Will the applicant be guaranteed a position at your institution upon completion of studies?
If yes: [] Yes [] Full time [] No [] Part time

What form will the guarantee take? _____

Is the applicant eligible for a leave of absence with pay? [] Yes % of salary: _____ [] No

If yes, what is this annual amount in local currency? _____ In \$U.S.? _____

Please note any time restrictions on the leave of absence _____

(Name of individual completing this section)

(Signature)

(Position/Title)

(Date)

Please stamp with your institutional seal.

PART II

Person or office that will handle future correspondence with LASPAU regarding this candidate:

Name _____ Position _____

Address _____

PART III

Explain in detail how this candidate will contribute to the development of his/her discipline at your institution. What are the specific institutional needs that this candidate will address upon return? Attach additional pages as necessary.

(Name of individual completing this section)

(Signature)

(Position/Title)

(Date)



DOCUMENTS TO SUBMIT BY THE APPLICATION DEADLINE

Please submit the following to the person in charge of Fulbright grants at your institution by the application due date:

- Your completed application
- Your Statement of Purpose
- The Sponsoring Institution Verification form
- Transcripts from **each** post-secondary school you have attended, whether or not you received a degree from the school. If you have studied at institutions in the United States or Canada, you are the only person who can legally request your official transcripts. This must be done in writing, and there is usually a small fee involved. Please request that two copies be sent directly to the Program Office at LASPAU, using the address at the bottom of the page. If you have studied at British institutions that do not issue transcripts, please request a letter from the appropriate official that describes the final examination results of your program and gives a brief account of your performance, and, if applicable, the date on which your academic degree or diploma was awarded. You may submit photocopies with your application, but if you are selected for an interview, you will need to bring two originals with the registrar's signature and an official seal or stamp.
- Your curriculum vitae (CV). The CV must be written in a clear, concise form. It should begin with your name, address and nationality. Please include the following categories:

EDUCATION: Names and locations of the institutions which you have attended and dates of attendance (month/year), field of study, diploma received (if any), and the date (month/year) you received it. Also include any short courses, seminars, or conferences you may have attended.

PROFESSIONAL EXPERIENCE: Name of your employer, date, level and position held, with a brief explanation of your responsibilities. **These should be arranged in chronological order, beginning with your current employment.** Include both full- and part-time employment.

RESEARCH EXPERIENCE: Indicate briefly any research experiences that might not be mentioned under another category.

PUBLICATIONS: Include the title, date of publication (month/year), and publisher.

HONORS: List honors, prizes, scholarships, awards, or other distinctions that you have received, and the date (month/year) received.

SKILLS: Indicate other skills not mentioned previously that are relevant to your field of study (for example, knowledge of foreign languages, computer programming and languages, etc.)

PROFESSIONAL OR COMMUNITY ORGANIZATIONS AND VOLUNTEER ACTIVITIES: Indicate leadership positions, if applicable, and dates of membership (month/year).

PLEASE NOTE: Initially, you may submit the documents in English, Spanish, French or Portuguese; however, any documents not submitted in English will need to be translated if you are selected for an interview. If your English skills are not strong, they should be translated by a professional translator or native speaker of English.



DOCUMENTS TO SUBMIT AT THE TIME OF THE INTERVIEW

If you are selected for an interview, please bring the following documents to give to the interviewer:

- Two certified copies of your diploma(s). **Please note:** Copies of documents such as transcripts or diplomas must be certified by the university that issued them. Copies certified by a notary are not acceptable. If they are not in English, translations must be included as well. If you have not yet received your diploma, please include an official letter from the university stating the date in which you will do so (with a translation if necessary).
- Two official transcripts from **each** post-secondary school you have attended, whether or not you received a degree from the school (with translation in English if they are in another language). These transcripts must be original or certified copies with the signature and stamp of the dean, registrar or other university official.
- If this is not included in your transcript, please request verification from the university stating your grade point average and rank in class. This may be a letter from the Dean, Registrar, or other authorized university official. If class rank is not calculated, please indicate that in the application. If the verification is written in another language, include a translation into English.
- A brief description in English of the course content and a list of the important textbooks used in the courses you took in your major field during the last two years of your university studies, as well as of any graduate courses you may have taken. The title of this document should be «Description of Courses taken by (your name)».

- Three letters of recommendation using the Recommendation for Graduate Study Form. These letters are a requirement for university application and will be sent with your other documents for review. The recommendations should be written by individuals familiar with your academic and/or professional work and must provide an evaluation of your intellectual independence, motivation, capacity for analytical thinking, organizational skills, and ability to teach or work within your field of study. **It is important that the recommendations be long and detailed, referring concretely to your academic and professional qualities rather than on other personal attributes that will not directly affect your academic and professional success.** You must have at least one academic recommendation from a current or former professor. Do not obtain letters from colleagues unless they have been your professor or supervisor. The letters may be submitted in sealed envelopes if the authors wish to maintain confidentiality. They may be submitted in sealed envelopes if the authors wish to maintain confidentiality.

If the original letters are written in English, please be sure that the recommender has a strong command of the language. If they are written in another language, please include a translation into English. If you have studied in an English speaking country before, you should include a letter from a professor at that institution who can verify your aptitude for academic success.

- Three passport-sized photos. Please write your name on the back of each.
- The Academic Placement Suggestions form.
- Candidates in the arts, please present the following in *triplicate* with your name clearly written on each piece:

- Candidates in studio arts (painting, sculpture, photography, graphic design, or related fields) must present a portfolio of 15 to 20 examples of the work that best demonstrates their talent and range as well as areas of special interest. These should be in the form of color slides, tapes, or videos with accompanying descriptions.
- Candidates in music, dance, and drama must submit in *triplicate* an audio or video tape of their work that demonstrates a variety of styles and periods within their area of expertise.
- Candidates in architecture must include a portfolio of their work *in triplicate*. The use of slides and loose (unbound) material is discouraged. Include only work which shows your best creative ability and interests. Include concise, explanatory statements for each project.

See reverse side

-
- English translations: If you originally submitted your Curriculum Vitae, Statement of Purpose, or transcripts in a language other than English, you will now need to submit translations. If you are not a native speaker of English, please do not do the translations yourself. Have them translated by a professional or native speaker of English.

Important Information About Standardized Exams:

With the exception of candidates in law, all selected Fulbright grantees are required to take standardized exams for admission to U.S. universities. Please take these exams seriously and spend some time preparing for them because they are an important factor in determining your admission to a graduate program.

- Candidates in business related fields (finance, marketing, management, etc.) must take the **GMAT**. For more information, please refer to the GMAT bulletin or web site <www.gmat.org> for registration information.
- Candidates in other fields must take the **GRE General Test**. For more information, please refer to the GRE bulletin or web site www.gre.org for registration information.
- Doctoral level candidates in **Computer Science** and **Biological Sciences** must take the **GRE Subject Test**.

The GMAT and GRE General Test are given by computer in most countries. You should register at least one month before you plan to take the test. The GMAT and GRE should be taken by the end of November.

The GRE Subject is a paper-based exam offered in November (registration in September) and December (registration in October). Please check the GRE bulletin or web site <www.gre.org> for further details.

When you take the GRE or GMAT, you can arrange for your scores to be sent to four institutions at no additional cost. One of these institutions should be LASPAU. If you do not take advantage of this option, you will have to pay for your scores to be reported. On the computer exam, please select the option that says **LASPAU** to have scores sent to LASPAU. (Do **not** select the option that says **Fulbright Kommission**. This is the Fulbright Commission in Germany.) If you order scores by mail, please note that LASPAU's institutional code number is 3492.

Make photocopies of all documents submitted to LASPAU for your records.



FULBRIGHT PROGRAM: ELIGIBILITY, SELECTION, AND NOTIFICATION

ELIGIBILITY

- Candidates must be citizens of the countries from which they are applying. They cannot be U.S. citizens or residents.

SELECTION

The selection of Fulbright grantees in this program involves many factors:

- Fulbright representatives and LASPAU staff review applications and interview candidates.
- Final candidates are recommended to the J. William Fulbright Foreign Scholarship Board, a group of 12 educational and public leaders appointed by the president of the United States.
- The J. William Fulbright Foreign Scholarship Board has statutory responsibility for the final approval of all grantees. The board takes into account recommendations indicated by LASPAU and the Fulbright representatives.

The following aspects are taken into account when making decisions: traditional criteria for academic and professional excellence; the interests and needs of the host country; the merits of the proposal and suitability of the applicant for the endeavor to be undertaken; and the overall strengths of the candidate and application in comparison with others in the candidate pool.

NOTIFICATION

Candidates are usually notified in December or January of their status. Selected candidates receive a letter from the J. William Fulbright Foreign Scholarship Board and a packet of orientation materials.

PRIVACY ACT OF 1974

Under the Privacy Act (public law 93-579), any individual who is requested by or on behalf of a federal agency to provide information about himself or herself must be informed of the authority, purpose, and uses to which the information provided is intended to be put.

In conformity with this legislation, persons interested in Fulbright grants are informed that: the solicitation of the information requested in applications is authorized under the Fulbright-Hays Act; the information is intended to be used in screening and selecting grantees and in the administration of grants; it may be released to appropriate U.S. government agencies, LASPAU, and the J. William Fulbright Foreign Scholarship Board, binational commissions, foreign host institutions, Congress, the news media, and to relatives of the grantee trying to reach the individual for bona fide personal reasons.