

## LASPAU PLACEMENT SERVICES

### CHECKLIST OF REQUIRED DOCUMENTS\*\*

Below please find a list of the documents required by LASPAU for the placement process and university applications. Detailed instructions can be found on the following pages. Please follow the instructions and ensure that you submit all materials as indicated.

#### AT THE TIME OF APPLICATION, UPLOAD AND SUBMIT VIA LASPAU-FULBRIGHT [ON-LINE APPLICATION](#)

- Nominating Institution Verification Form (if applicable)
- Passport Information Page (page with your photo)
- Academic Placement Suggestions
- Statement of Purpose
- Curriculum Vitae
- Transcripts for each university or institution attended (degree and non-degree coursework related to your field of study)
- Copy of TOEFL or IELTS score report
- Copy of GRE or GMAT score report

#### UPON LASPAU SELECTION FOR INTERVIEW, SUBMIT HARD COPIES TO FULBRIGHT COMMISSION OR PUBLIC AFFAIRS SECTION OF THE U.S. EMBASSY IN YOUR HOME COUNTRY

- Two university-issued or university-certified copies of each diploma for all undergraduate or graduate degrees earned, with a professional English translation (if applicable)
- Two university-issued or university-certified copies of your transcripts for each undergraduate or graduate degree earned or in progress, with a professional English translation (if applicable).
- Two university-issued or university-certified copies transcripts with a professional English translation (if applicable) for non-degree coursework related to your field of study or through an academic foreign exchange program (if applicable)
- Official certification of your grade point average and class rank for each degree, if available, with a professional English translation (if applicable)
- Three recommendation forms and letters of recommendation, with a professional English translation (if applicable)
- Portfolio (if applicable)

#### AT THE TIME OF APPLICATION OR EXAM REGISTRATION, REQUEST TO TESTING AGENCY TO SEND DIRECTLY TO LASPAU

- Official TOEFL score report
- Official GRE General Test score report or GMAT score report
- Official GRE Subject Test (if applicable and required for field of study)

\*\*Please see the following instructions for more details about each required document. Please do not forget to keep electronic copies and/or photocopies of all submitted forms for your records.

## DOCUMENT INSTRUCTIONS

### To submit with LASPAU-Fulbright online application:

**Nominating Institution Verification Form (if applicable)**

If the Fulbright program to which you are applying requires that you have a nominating institution, you must arrange to have the appropriate person at your institution provide you with a completed form and letter of support. Scan and upload the completed form and letter of support as part of the LASPAU-Fulbright on-line application. Spanish and French versions can be downloaded from the on-line application if required.

**Passport**

Please upload a copy of the information page of your passport (page with your photo). Your passport must be valid until at least six months after your planned program start date.

**Academic Placement Suggestions**

If you are awarded a grant, LASPAU will apply on your behalf to academic programs based upon your interests, the needs of your nominating institution, your academic and professional qualifications, academic competitiveness of the U.S. university, and the availability of tuition assistance at the U.S. university (if applicable). To assist LASPAU in this process, please research prospective U.S. graduate programs in your field and indicate your Academic Placement Suggestions in the on-line application. The most up-to-date source of information about admission requirements is university department and graduate admissions websites.

LASPAU will consider your choices, although we cannot guarantee that applications will be submitted to all of your suggestions. When researching universities, please be sure to verify the minimum TOEFL requirements and minimum or average GRE or GMAT requirements so that you are aware of what your target scores are when you take or retake the exams. While the Fulbright program provides funding for intensive English language training if required, many universities will not consider applicants for conditional admission that do not meet the minimum TOEFL requirement by the application deadline.

**Statement of Purpose**

Statements should be written in English, between one to two pages in length. Please review LASPAU's Statement of Purpose guidelines for more details.

**Curriculum Vitae**

Your Curriculum Vitae (CV) should be written in English in a clear, concise format and no more than 4 pages. Unless required by your field of study, please refrain from using excessive formatting such as text boxes, tables, or images. Please review LASPAU's CV guidelines for more details.

**Hard copies to submit to Fulbright Commission or PAS in home country:**

**Two university-certified copies of each diploma with a professional English translation**

Please provide two certified copies of your diploma(s) from each post-secondary school from which you received a degree. They must be certified by the university that issued them with the signature and stamp of the dean, registrar, or other university official. Certification by a notary is not acceptable. Photocopies of the certified copies are not acceptable. If the diploma is not in English, a professional translation must be included. If you have not yet received your diploma, please include an official letter from the university stating the date you will receive it. If the letter is not in English, a professional translation must be included. We do not require copies of diplomas from institutions in English-speaking countries if the transcript clearly indicates the type and award date of the degree conferred.

**Two university-issued or university-certified copies of each degree transcript with a professional English translation**

Provide two university-issued or university-certified copies of your transcript(s) from each post-secondary institution you have attended at which you received a degree. Photocopied transcripts must be certified by the university that issued them with the signature and stamp of the dean, registrar, or other university official. Certification by a notary is not acceptable. Photocopies of the certified copies are not acceptable. If the transcripts are not in English, professional English translations must be included. If you studied at an institution that does not issue transcripts, you must bring an original letter from an institution official describing your final examination results and performance.

If you studied at an institution in the United States or Canada, rather than submitting original or certified transcripts, please request that the institution send two original transcripts directly to LASPAU at the following address: **LASPAU, Suite 300, 25 Mt Auburn St, Cambridge, MA 02138-6095**, United States. 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.

**Two university-issued or university-certified copies of each transcript for non-degree coursework related to field of study or foreign exchange program with a professional English translation**

Please provide university-issued or university-certified transcripts for any non-degree coursework completed that is related to your field of study. You must also submit transcripts for any coursework completed during an academic foreign exchange program. If the transcripts are not in English, professional English translations must be included.

**Official certification of your grade point average and class rank, if available, with a professional English translation**

If this information is not included in your transcript, please request official certification from each university of your grade point average and class rank. This may be in the form of a letter from the dean, registrar, or other authorized university official. If the GPA and/or class rank is not calculated, the letter should state that this is the case. If the letter is not in English, a professional translation must be included.

❑ **Three letters of recommendation**

You are required to have three letters of recommendation, which can either be submitted directly by the recommender or given to you to submit yourself. You should contact each recommender and provide a copy of the recommendation form available on [LASPAU's website](#). U.S. universities require recommendations in English. However, if a recommender does not have a strong command of the language, the recommendation letter should be written in his or her native language and you must obtain a professional English translation. Spanish and French versions of the recommendation form can be downloaded from [LASPAU's website](#) if required.

❑ **Portfolios (for students in fields of Arts or Architecture ONLY)**

Applicants studying in the Arts or Architecture must submit directly to Fulbright **FIVE** copies of the work samples requested for each sub-field:

- Studio Arts (painting, sculpture, photography, graphic design, or related fields): multimedia DVD/CD with 15-20 samples of the work that best demonstrates the applicant's talent and areas of special interest.
- Architecture: hard copy portfolio is required. No digital submissions will be accepted. Please include a concise, explanatory statement for each project. The use of slides or unbound material is discouraged.
- Performing Arts (music, dance): Audio or video samples of their work that demonstrates a variety of styles and periods within their area of expertise.

**Official standardized exam scores:**

All candidates selected for a grant will be required to take certain standardized exams (TOEFL or IELTS, GRE or GMAT) for admission to U.S. universities. If you have taken the TOEFL within the past year or the GRE or GMAT within the past four years, your scores should be accepted by the U.S. universities. You may be asked by LASPAU to retake an exam to improve your U.S. university placement options.

**Please note that these exams are an important factor in determining your admission to a graduate program. It is in your best interest to take them seriously and spend time preparing for them.** Please review the information below on exams required by U.S. universities. You should take all exams **by November 1<sup>st</sup>** to ensure your scores are available for university placement.

You must arrange for your official score reports to be sent to LASPAU directly by each testing agency. You can select this option when you register for and/or attend the exam; if you have already taken the exam, you will need to contact the testing agency to request the score report be sent to LASPAU and must pay for the cost to send the report. Submitting your official examinee score report to the Fulbright Commission or Public Affairs Section is not sufficient; only score reports received directly from the testing agency will be acceptable to apply to U.S. universities on your behalf.

❑ **Test of English as a Foreign Language (TOEFL) or IELTS**

Non-native speakers of English must take the TOEFL for admission to U.S. universities. The TOEFL exam is preferable but many universities will now accept the IELTS exam as an alternative to the

TOEFL. For the **TOEFL**, please have the testing agency ETS send an official score report to LASPAU (institutional code number is **3492**; no departmental code). For **IELTS** score reports, the scores should be sent to LASPAU Program Office, 25 Mt Auburn St., Cambridge, MA 02138-6095, United States.

**General GRE Test or GMAT**

With the exception of candidates in law, all Fulbright grantees are required to take the GRE or GMAT for admission to U.S. universities. Candidates in business related fields (finance, marketing, management, etc.) must take the GMAT. Candidates in all other fields must take the GRE General Test (paper- or computer-based). Even if you are suggesting programs that do not require the GRE, you must still take the exam so that LASPAU will be able to pursue alternative placement options where the GRE is required.

For the **GRE**, please have the testing agency send an official score report to LASPAU (institutional code number is **3492**; no departmental code). For the GMAT, please have the testing agency send the score report to LASPAU at code **QT4-PM-34** (no departmental code).

**Subject GRE Test**

In order to apply to some U.S. universities and fields of study you will need to take the GRE Subject Test in addition to the GRE General Test. Doctoral level candidates in chemistry, physics, mathematics, and biological sciences should take the respective paper-based GRE Subject Test. For **Subject GRE**, please have the testing agency send the scores to LASPAU (institution code **3492**).