



APPLICATION INSTRUCTIONS FOR 2005 FULBRIGHT GRANT

Eligibility Requirements

Candidates must be citizens of the countries from which they are applying or eligible for citizenship. They cannot be U.S. citizens or permanent legal residents. Your home country or specific program may have additional eligibility requirements.

Grantee Selection

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

- Traditional criteria for academic and professional excellence
- Interests and needs of the host 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 and LASPAU staff review applications and select candidates to be interviewed. The interviews will take place in July or August 2004 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 in late 2004 or early 2005 as to whether they have been selected to receive a Fulbright grant. Selected grantees receive a notification packet with a letter of acceptance, a description of financial benefits, and several forms to complete.

Grantee Placement

Selected grantees are assigned a LASPAU placement coordinator 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 English-language programs 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.

Supplementary Documents

Along with the completed application form, please submit the following documents to the Fulbright Commission or U.S. Embassy in your home country by the application due date.

1. Statement of Purpose

See page 8 of the application form for instructions on completing your Statement of Purpose.

2. Conditions of the Fulbright Grant

Applicants for all programs are required to sign and return this form. Your signature indicates that you have read and understand the conditions of the Fulbright grant.

3. Nominating Institution Verification

Applicants for all programs except those listed below are required to submit this form, which must be completed and signed by the appropriate individual(s) at your nominating institution. Part I and II should be filled out by the person responsible for the arrangements you and your nominating institution have made regarding your salary during your studies abroad and your position upon return. Part III should be completed by the person at your nominating 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 Fulbright grant.

The following programs do not require nominating institution verification forms:

- *Turner de Bolsas de Mestrado "Sanduíche", Brazil*
- *Alianza por la Excelencia, Dominican Republic*
- *Fulbright 2000 Program, Trinidad and Tobago*

4. Copies of university transcripts

Copies of transcripts must be submitted for each post-secondary institution that you attended, whether or not you received a degree. If you have studied at an institution that does not issue transcripts, please request a letter from the appropriate official that states your final examination results and gives a brief account of your performance and, if applicable, the date on which your academic degree or diploma was awarded.

Note: If you are selected for an interview, you will be asked to submit additional documents required by LASPAU to apply on your behalf to U.S. universities. These are outlined in the Interview Checklist provided at the end of the application. Delay in submitting these documents may limit your options for university placement.

Make photocopies of all documents submitted for your records.



APPLICATION FOR 2005 FULBRIGHT GRANT

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 and links to country-specific eligibility information can be found at www.laspau.harvard.edu/fulbeng.htm. Please note that the Fulbright–OAS Ecology Program has a separate application, which can be accessed through www.laspau.harvard.edu/fb_oas.

In the Nominating Institution field, please write the full name of the university or other institution that is nominating you for the Fulbright Program. The Turner de Bolsas de Mestrado Sanduiche (Brazil), Alianza por la Excelencia (Dominican Republic), and Fulbright 2000 (Trinidad and Tobago) programs do not require a nominating institution. Please write the word "None" in that field 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

- Fulbright Faculty Development Program
- Universidad Católica de Argentina (Argentina)
- Turner de Bolsas de Mestrado "Sanduiche" (Brazil)
- Mejoramiento de la Educación Superior (Chile)
- Fulbright-COLCIENCIAS (Colombia)
- Grupo Suramericana (Colombia)
- Alianza por la Excelencia (Dominican Republic)
- Fulbright-García Robles (Mexico)
- Fulbright-García Robles/PROMEP (Mexico)
- Fulbright 2000 Program (Trinidad and Tobago)

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 computer-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.

After completing the online application, please refer to the Interview 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 DD 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 DD 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 DD 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 DD 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 chronological order, beginning with your most recent position. If you still hold the position, write the current date under "To:".

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: _____

Telephone: _____ Email: _____

Street: _____

City: _____ Province/State: _____

Country: _____ Zip/Postal code: _____

37. Dependents

List all persons to whom you now give financial support. The Fulbright Program does not provide for dependents and cannot be responsible in any way for dependents accompanying you to the United States. Should dependents accompany you, you will be responsible for providing travel, adequate insurance, and support for them.

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.

STATEMENT OF PURPOSE

Please attach a clear and detailed essay describing your study objectives and the reasons why you wish to pursue them. Your essay should be at least 350 words and should **not** be in letter format.

If you are interested in a particular program or university, please do not mention it in this essay. You will have a chance to discuss specific programs and universities on the Academic Placement Suggestions form.

Your Statement of Purpose has two important purposes:

- 1) This essay will provide LASPAU and the Fulbright Program with essential information about your academic and training objectives, the ways in which they can be met through further study, and the relevance of your proposed program to your home institution, if applicable. Your response, therefore, is extremely important for the complete assessment of your academic and professional goals and should be as precise as possible.
- 2) If you are selected, your statement will become part of your application to a U.S. university. A graduate admissions committee in your academic field will read your essay. The committee members will be interested in finding out who you are, what kind of academic, research, and professional experience you have, and why you want to pursue graduate studies. This is your opportunity to demonstrate your knowledge of your discipline and your attractiveness as a candidate for their program. Your essay will be evaluated both for content and writing ability, so please pay attention to your grammar and spelling, particularly in the English version.*

Please follow these guidelines in preparing your Statement of Purpose:

Your essay should be clear and concise, yet as informative as possible. Use complete, grammatically correct sentences.

Opening Paragraph: Discuss your goals both in terms of your field of study in general and your area of specialization. Describe the type of program you wish to pursue and how it relates to your academic and professional background and your future objectives. Master's degree candidates should be able to identify a special area of interest within a broad survey of their field of study. Doctoral candidates should describe an even narrower area of interest and should suggest possible topics for detailed research. Non-degree candidates must submit a specific study plan and should describe their academic interests and how they can be fulfilled through non-degree study.

Academic and Professional Qualifications: Describe how your background has prepared you for your proposed program, including:

1. Your expertise and accomplishments in your major field, including any research you have conducted.
2. Your previous studies and professional experience, and how they relate to your intended program.
3. Other relevant experiences (e.g., community activities, leadership roles, awards, publications, etc.). Be sure to include details.

Personal Characteristics: Provide examples of personal characteristics that will help you successfully complete graduate study. For example, describe your determination to achieve your goals, your initiative, or your ability to develop and implement innovative ideas. Provide examples from your previous studies or professional work.

Closing Paragraph: Briefly summarize your interest in and qualifications for the proposed program. The selection committee members will read many applications. It is important to make your particular talents and individuality stand out and to leave them with a strong sense that you are an excellent candidate for their program.

**You may submit your Statement of Purpose in English, Spanish, French, or Portuguese; however, if you are selected for an interview, your essay will need to be submitted in English. If your English skills are not strong, your essay should be translated by a professional translator or native speaker of English.*



CONDICIONES DE LA BECA FULBRIGHT

1. La beca y los beneficios relacionados se otorgan para el año en que son solicitados y no pueden posponerse para una fecha posterior.
2. Los candidatos a maestría deben poseer un título universitario antes de comenzar sus programas de estudio; en muchos campos de estudio, los candidatos a doctorado deben tener ya una maestría.
3. Si la lengua materna del becario no es el inglés, debe tomar el examen "TOEFL" (Examen de Inglés como Lengua Extranjera). La mayoría de las universidades norteamericanas requieren un puntaje mínimo de entre 550 y 600 (en papel) o 213 y 250 (en computadora).
4. Los candidatos en los campos relacionados con la administración de empresas deben tomar el examen "GMAT" (Examen de Admisión para el Postgrado de Administración). Los candidatos en otros campos de estudios deben tomar el examen "GRE GENERAL TEST" (Examen Estándar de Postgrado). Por lo general, los candidatos a doctorado en campos relacionados con la biología o la informática deben tomar el examen "GRE SUBJECT TEST" en su área de estudio, además del examen general. Los candidatos para programas no conducentes al título de maestría o doctorado y los que estudian derecho no tienen que tomar estos exámenes.
5. El becario debe aceptar la decisión de LASPAU en lo que se refiere a la institución académica a la que se le asigne. La transferencia a otra universidad sólo podrá hacerse por razones académicas y con una autorización previa por escrito de LASPAU, el Programa Fulbright y, si corresponde, la institución patrocinadora.
6. La universidad o institución que acepta al becario se reserva el derecho a ubicarlo en el nivel académico que estime adecuado. Ni LASPAU ni ninguna institución pueden garantizar que se acepten o convaliden todos los créditos obtenidos por el becario en estudios previos.
7. No se permitirá que se efectúen cambios en el programa de estudios del becario sin haber obtenido antes una autorización escrita para ello, tanto de la institución patrocinadora del becario como de LASPAU.
8. Las calificaciones del becario deben satisfacer el puntaje mínimo exigido por la universidad en la que van a cursar los estudios de postgrado.
9. Los becarios entrarán a los EE.UU. con la visa J-1 de Visitante de Intercambio ("Exchange Visitor"). LASPAU les proporcionará el formulario DS-2019 para la obtención de la visa. Esta conlleva la obligación legal de regresar al país de nacionalidad por lo menos dos años. En la mayoría de los casos, el becario debe reincorporarse a su institución patrocinadora por un período igual o mayor a la duración de sus estudios como becario.
10. Para obtener la visa J-2 de la familia (cónyuge e hijos), el becario deberá presentar a LASPAU constancia de recursos financieros adicionales a los proporcionados por la beca. Dicha constancia podrá ser un documento oficial de alguna institución que garantice el aporte económico. El becario deberá demostrar que cuenta con una cantidad mensual adicional equivalente a US\$500 para el primer dependiente, US\$300 para el segundo dependiente y US\$150 para cada dependiente adicional.
11. Bajo la categoría de estudiante con visa J-1 de Visitante de Intercambio, el becario necesitará permiso de LASPAU para poder trabajar legalmente. Dicho permiso, la cantidad de horas y el salario permitido, dependerán del programa específico del becario.
12. Se puede revocar, terminar o suspender la beca.

Entre las razones para una revocación o terminación, se cuentan: (1) violación de las leyes de los Estados Unidos; (2) cualquier acto que sea ofensivo para los Estados Unidos; (3) incumplimiento de las normas académicas o profesionales; (4) pérdida de la capacidad física o mental; (5) participar en alguna actividad no autorizada que produzca ingresos; (6) incumplimiento de los términos y condiciones de la beca; (7) que el beneficiario tergiverse datos importantes en la solicitud o en el documento de la beca; (8) agotamiento de los beneficios del seguro de salud y accidentes proporcionado al beneficiario, en el caso de que una continua atención médica pueda hacer que el beneficiario se convierta en una carga pública; (9) un tratamiento médico prolongado que comprometa el cumplimiento de los objetivos de la beca.

Se puede suspender una beca: (1) si el beneficiario deja de ejecutar el proyecto o programa académico durante el período cubierto por la beca; (2) si el beneficiario deja Estados Unidos sin autorización de la Comisión Fulbright, la Oficina de Asuntos Públicos de la Embajada de Estados Unidos o LASPAU; (3) si las condiciones prevalecientes en los Estados Unidos exigen la partida de los becarios por razones de seguridad o protección personal.

COMPROMISO

Por medio del presente documento declaro que he leído y entendido en su totalidad las condiciones arriba mencionadas y que me comprometo a cumplirlas si se me otorga una beca. Declaro también que las respuestas que he dado a las preguntas anteriores son verídicas, a mi leal saber y entender.

Firma: _____ Fecha: _____

Nombre: _____

País: _____

El Programa Fulbright está patrocinado por la Oficina de Asuntos Educativos y Culturales del Departamento de Estado de Estados Unidos.

LASPAU: Programas Académicos y Profesionales para las Américas
www.laspau.harvard.edu



CONFIRMACIÓN DE LA INSTITUCIÓN PATROCINADORA

Nombre del candidato: _____

Institución patrocinadora: _____

Ciudad: _____ Provincia/Estado: _____ País: _____

PARTE I

¿Puede garantizarle a este candidato un puesto en su institución, una vez terminados sus estudios? Sí No

En caso afirmativo: Tiempo completo Tiempo parcial

¿Cómo se presenta esta garantía? _____

¿Podrá otorgarle licencia con goce de sueldo? Sí No

En caso afirmativo, ¿a cuánto asciende esa cantidad por año en moneda local? _____

¿En US\$? _____ % de sueldo: _____

Por favor, señale el tiempo máximo de duración de la licencia: _____

Nombre del representante de la institución: _____

Cargo: _____

Firma: _____ Fecha: _____

Favor de colocar el sello de la institución.

PARTE II

Funcionario u oficina que va a recibir la futura correspondencia de LASPAU acerca de este candidato:

Nombre del funcionario: _____

Cargo: _____

Dirección: _____

Correo electrónico: _____

PARTE III

Adjunte una carta que describa detalladamente la forma en la que el candidato contribuirá al desarrollo de su disciplina y a las necesidades de la institución al terminar sus estudios. La carta debe redactarse en el membrete oficial de la institución y con una firma original. Por favor, entregue la carta y el formulario completo al solicitante.



INTERVIEW CHECKLIST

If you are selected for an interview, you will need to hand in the following documents:

- **Photocopy of the Information Page from your passport, which includes your photo**
- **Two certified copies of your diploma(s)**

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 translation must be included as well. 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 translation must be included as well. 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 original or certified copies of your transcript(s)**

Provide two original or certified copies of your transcript(s) from each post-secondary institution you have attended, whether or not 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, translations must be included as well. 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 submitted an original or certified copy of your transcript with your application, you only need to bring one additional original or certified copy to the interview.

If you studied at institutions in the United States or Canada, rather than bringing original or certified transcripts to the interview, please request that the institution send LASPAU two original transcripts at the following address: LASPAU Program Office, 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.

- **Official certification of your grade point average and class rank**

If this information is not included in your transcript, please request official certification from the 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 translation must be included as well.

- **Three letters of recommendation**

You are required to have three letters of recommendation, which can either be submitted directly by the recommender to the Fulbright Commission or U.S. Embassy in your home country or given to you to submit at the interview. The Recommendation for Graduate Study Form can be downloaded at www.laspau.harvard.edu/fbapp. You must contact each recommender and provide a copy of the form in the appropriate language. U.S. universities require recommendations in English. However, if a recommender does not have a strong command of the language, the recommendation should be written in his or her native language, and you must obtain a translation. It is your responsibility to ensure that all of the letters of recommendation, including translations (if needed), have been submitted by your interview date.

- **Academic Placement Suggestions Form**

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, and the availability of tuition assistance at the U.S. university. To assist LASPAU in this process, please research prospective U.S. graduate programs in your field and complete the Academic Placement Suggestions Form (available at www.laspau.harvard.edu/fbapp) before your interview. LASPAU will seriously consider your choices, although we cannot guarantee placement at the universities you suggest.

Your institution may have some U.S. university catalogues, and the Fulbright Commission or Public Affairs Section of the U.S. Embassy in your home country has a library that you can consult for information about specific programs and U.S. universities in general. However, the most up-to-date source of information is university websites. The LASPAU website (<http://www.laspau.harvard.edu>) also has links to many useful education resources.

- **Curriculum Vitae**

Please submit your Curriculum Vitae electronically prior to your interview. Your CV should be written in English in a clear, concise format of no more than five pages. If your English skills are not strong, your CV should be translated by a professional translator or native speaker of English. Please format it as an MS Word document or, if you use another word processing program, save and send it in rich text format. Title the document YourName_CV and send it as an email attachment to laspau-fbapp@harvard.edu with your name and home country written in the subject line of the message.

Your CV should begin with your name, address, and nationality. Include the following categories:

1. Education: Names and locations of the institutions that you have attended and dates of attendance (month/year to month/year), field of study, and degrees or certificates received (if any). These should be arranged in reverse chronological order, beginning with your most recent studies.
2. Professional experience: Names of your employers, dates of employment, and positions held, with a brief explanation of your responsibilities. These should be arranged in reverse chronological order, beginning with your current employment. Include both full- and part-time employment.
3. Research experience: List any research experiences that are not mentioned in another category (such as publications). Include dates.
4. Publications: Include the titles, dates of publication, and publishers.
5. Honors: List honors, prizes, scholarships, awards, or other distinctions that you have received, and the dates (month/year) received.
6. Skills: List other skills not mentioned previously that are relevant to your field of study (for example, knowledge of foreign languages, computer programming, etc.)
7. Professional or community organizations and volunteer activities: List leadership positions (if applicable), dates of membership (month/year), and significant activities within the organization.

- **English translation of your Statement of Purpose, if applicable**

If you submitted your Statement of Purpose in the online application in a language other than English, you will need to rewrite it in English and send it electronically to LASPAU prior to your interview. Please format it as an MS Word document or, if you use another word processing program, save and send it in rich text format. Title the document YourName_SoP and send it as an email attachment to laspau-fbapp@harvard.edu with your name and home country written in the subject line of the message.

Make photocopies of all documents for your records.

- **Standardized exam test scores**

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. If you have taken the TOEFL within the past year or the GRE or GMAT within the past five years, your scores are still valid. In this case, please bring photocopies of your test scores with you to the interview. You may be asked by the interviewer to retake an exam to improve your U.S. university placement options.

Please take these exams seriously and spend some time preparing for them. They are an important factor in determining your admission to a graduate program.

Fulbright grantees who are not native speakers of English must take the paper-based or computer-based Test of English as a Foreign Language (TOEFL) for admission to U.S. universities. Most university graduate departments in the United States require a minimum TOEFL score of between 550 and 600 (paper-based) or between 213 and 250 (computer-based).

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 other fields must take the GRE General Test (paper- or computer-based). Doctoral level candidates in computer science or biological sciences should take the respective paper-based GRE Subject Test.

Test centers for the computer-based tests are located in major cities in Latin America and the Caribbean, with test dates available throughout the year. The paper-based tests are given in areas where computer-based testing is not available. Please note that in some countries, there is only one opportunity per year (in October) to take the GRE General Test. Registration deadlines for paper-based tests are six weeks before the test dates, but many test centers fill up quickly, so register early. You should plan to take exams by November to ensure your scores are available for university placement.

Testing locations and dates have been in flux over the past few years. Please refer to the TOEFL website (www.toefl.org), GMAT website (www.mba.com), or GRE website (www.gre.org) as soon as possible to determine the availability of these tests in your country, obtain more information about the tests, and register for an exam.

When you take the exams, you can arrange for your official 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.

- **Samples of work**

Candidates in the arts or architecture must submit the following samples of work in triplicate with their name clearly written on each piece:

- Candidates in studio arts (painting, sculpture, photography, graphic design, or related fields) must submit 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, or drama must submit an audio or videotape of their work that demonstrates a variety of styles and periods within their area of expertise.
- Candidates in architecture must submit a portfolio of their work. The use of slides and loose (unbound) material is discouraged. Include only work that shows your best creative ability and interests. Include concise, explanatory statements for each project.



RECOMMENDATION FOR GRADUATE STUDY
RECOMENDACIÓN PARA ESTUDIOS DE POSTGRADO

Applicant name/*Nombre del candidato*: _____

Home country/*País de nacionalidad*: _____

Name of recommender/*Nombre de quien recomienda*:

Position/*Cargo*: _____

Institution/*Institución*: _____

How long and in what capacity have you known the applicant?/*¿En qué circunstancias y desde hace cuánto tiempo conoce Ud. al solicitante?*

PART II/PARTE I

Using the chart below, please evaluate the applicant in comparison with others of similar age and experience./ *Utilice el siguiente cuadro para evaluar al candidato, comparándolo con otros de semejante edad y experiencia.*

	Outstanding <i>Sobresaliente</i>	Excellent <i>Excelente</i>	Good <i>Bueno</i>	Fair <i>Regular</i>	Poor <i>Inferior</i>	Unable to judge <i>No puedo opinar</i>
1. Intellectual ability/ <i>Capacidad intelectual</i>						
2. Knowledge of field/ <i>Conocimiento de su campo de estudios</i>						
3. Motivation to pursue graduate study/ <i>Motivación para llevar a cabo estudios de postgrado</i>						
4. Research aptitude/ <i>Aptitud para investigación</i>						
5. Potential for significant future contribution in field/ <i>Potential de contribuir a su campo de estudio</i>						
6. Resourcefulness and initiative/ <i>Iniciativa</i>						
7. Communication skills, oral and written/ <i>Habilidades de comunicación, oral y escrita</i>						
8. Maturity/ <i>Madurez</i>						
9. Adaptability to new situations/ <i>Adaptabilidad a situaciones nuevas</i>						
10. Leadership qualities/ <i>Cualidades de liderazgo</i>						
11. Teaching ability/ <i>Aptitud como docente</i>						

Firma: _____ Fecha: _____

PART II/PARTE II

Please provide a letter of recommendation that describes the applicant's qualifications for graduate study. Your letter should be on official letterhead with an original signature. Mail the letter directly to the Fulbright Commission or U.S. Embassy in the applicant's home country or give it to the applicant in a sealed envelope. Information about the Fulbright programs administered by LASPAU and mailing addresses for the Fulbright Commissions and U.S. Embassies can be found at www.laspau.harvard.edu/fulbeng.htm

In the letter, please assess candidly the individual's academic qualifications, potential to carry out advanced study in the field specified, intellectual independence, ability to organize and express ideas clearly, and potential for teaching and research. Note that this letter will be sent to U.S. universities as part of the application for admission to a graduate program. It is important that your statement be as complete and specific as possible.

Dé una reseña acerca del nivel de competencia del candidato para realizar estudios universitarios. Debe escribirla en una hoja aparte que tenga su membrete oficial y una firma original. Envíe la carta por correo directamente a la Comisión Fulbright, a la Embajada de EE.UU. del país del candidato, o entréguesela a éste. Puede encontrar información sobre los programas Fulbright que administra LASPAU y las direcciones de las Comisiones Fulbright y las Embajadas de EE.UU. en www.laspau.harvard.edu/fulbspa.htm

En la reseña sobre el candidato, evalúe con franqueza su capacidad académica, su aptitud para llevar a cabo estudios avanzados en el campo que se especifica, su independencia intelectual, su facultad para ordenar sus ideas y expresarlas con claridad y su aptitud para la investigación y la enseñanza. Por favor, tenga en cuenta que esta carta será entregada a las universidades norteamericanas junto con la solicitud de ingreso del candidato a un programa universitario. Es muy importante que sus declaraciones sean tan completas y específicas como sea posible.