

## Required Documents for Laspau-Fulbright Application

Below please find a list of the documents required when submitting a Laspau-Fulbright application. Please read the instructions on the next page and ensure that you submit all materials as indicated. Please be sure to keep electronic copies and/or photocopies of all submitted documents for your records.

### UPLOAD AND SUBMIT VIA LASPAU-FULBRIGHT ON-LINE APPLICATION

- Nominating Institution Verification Form (if applicable)
- Passport Information Page (page with your photo)
- Statement of Purpose
- Curriculum Vitae
- Transcripts for each university or institution attended (degree and non-degree coursework related to your field of study)
- TOEFL or IELTS scores (not required for the Laspau-Fulbright online application, but please include any score information you may have)
- GRE or GMAT scores (not required for the Laspau-Fulbright online application, but please include any score information you may have)

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

- Official TOEFL score report or IELTS score report (non-native speakers of English only). For TOEFL, use institutional code 3492; no departmental code. For IELTS, send to Laspau Program Office, 25 Mt Auburn St., Suite 203, Cambridge, MA 02138-6095, U.S.
- Official GRE General Test score report or GMAT score report (Candidates in business-related fields such as finance, marketing, or management should take the GMAT; candidates in all other fields must take the GRE General Test.) For GRE, use institutional code 3492; no departmental code. For GMAT, use code QT4-PM-34; no departmental code.
- Official GRE Subject Test (Doctoral-level candidates in chemistry, physics, mathematics, and biological sciences only.) Use institutional code 3492; no departmental code.

### NOTE ABOUT EXAMS

Standardized exams are not required for the Laspau-Fulbright online application form. **However, if you are nominated for a scholarship, you will be required to take all exams (GRE or GMAT, and TOEFL or IELTS if your native language is not English), by October 15.** Except for candidates in law, all Fulbright nominees are required to take the GRE or GMAT. Even if you pursue programs that do not require the GRE, you must still take the exam to enable Laspau to pursue alternative placement options, if necessary.

**You must arrange for your official score reports to be sent to Laspau directly by each testing agency,** and it takes 2-3 weeks for Laspau to receive your score report from the testing agencies. 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 you must pay for the cost to send the report. Submitting your official exam 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.

If you are nominated for a Fulbright scholarship, Laspau may ask you to retake an exam to improve your U.S. university placement options. **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 prepare for them.**

## Document Instructions for Laspau-Fulbright Application

- Nominating Institution Verification Form (if applicable)**

If the Fulbright program to which you are applying requires a nominating institution, you must arrange to have the appropriate person at your institution provide you with a completed form and letter of support. English, Spanish, and French versions of the form can be downloaded from [Laspau's Portal for Grantees](#).
- Passport Information Page (page with your photo)**

Your passport must be valid until at least **six months** after your planned program start date.
- Statement of Purpose**

Statements should be written in English, between one to two pages in length (500 – 1000 words).
- Curriculum Vitae (CV)**

Your CV should be 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.
- Transcripts**

Please upload a scanned copy of your transcripts from each university or post-secondary educational institution that you have attended. This includes transcripts for **all** post-secondary studies in which you **earned a degree** or in which you **received academic credit**, including non-degree coursework, foreign exchange programs, and incomplete degree programs. English translations of transcripts are not required at this time. If you are selected for an interview and/or nominated for a scholarship, you will need to provide professional translations of all documents that are not in English. If you are selected for an interview and/or nominated for a scholarship, you will also need to submit hard copies of all official transcripts to the Fulbright Commission or Public Affairs Section of the U.S. Embassy in your home country.
- TOEFL or IELTS scores**

For **TOEFL**, use institutional code number **3492**; no departmental code. For **IELTS**, send to Laspau Program Office, 25 Mt Auburn St., Suite 203, Cambridge, MA 02138-6095, U.S.
- GRE or GMAT scores**

For **GRE**, use institutional code number **3492**; no departmental code. For **GMAT**, use code **QT4-PM-34**; no departmental code.
- Subject GRE Test**

For the **Subject GRE**, use institutional code **3492**; no departmental code.