

## Required Documents for Laspau-Administered Fulbright Nominees

Below please find a list of the original/certified documents required by Laspau for the placement process and your university applications. Please read the detailed instructions and ensure that you submit all materials as indicated below. Please be sure to keep electronic copies and/or photocopies of all submitted documents for your records.

### SUBMIT TO COMMISSION/POST IN YOUR HOME COUNTRY

- One university-issued or university-certified original of each diploma for all undergraduate or graduate degrees earned, with a professional English translation (if applicable)
  - Not required from institutions in English-speaking countries if the transcript clearly indicates the type and award date of the degree conferred.
- One university-issued or university-certified original of your transcripts for each undergraduate or graduate degree earned or in progress, with a professional English translation (if applicable)
- One university-issued or university-certified original of your 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)
- One 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 (for students in fields of *Arts or Architecture* ONLY)

### REQUEST TESTING AGENCY TO SEND EXAM SCORES TO LASPAU DIRECTLY

- 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.

### DOCUMENTS COLLECTED BY LASPAU DURING THE PLACEMENT PROCESS

After the placement process begins, Laspau will contact nominees directly for additional required documents to be submitted electronically. These documents include the Fulbright Terms and Conditions, Fulbright Certificate of Health, Laspau Placement Policies and Guidelines, and other documents as necessary.

### Document Instructions

- One university-certified original of each diploma, with a professional English translation**  
If you have not yet received your diploma, please include an official letter from the university stating the date you will receive it, along with a professional translation if the diploma is not in English.

(continued on reverse)

<b>Acceptable diplomas:</b>	✓ Are certified by the university that issued them with the signature, stamp, and/or seal of the dean, registrar, or other university official.
	✓ Are in English, or accompanied by a professional English translation.
<b>Unacceptable diplomas:</b>	✗ Are certified by a notary or apostille.
	✗ Are photocopies of the certified copies.

❑ **One university-issued or university-certified original of every transcript from a post-secondary institution, with a professional English translation**

- **Degree transcripts:** Provide original transcript(s) from every post-secondary educational institution you have attended at which you received a degree or have a degree in progress.
- **Non-degree transcripts:** Provide original transcript(s) for **all** post-secondary studies for which you received academic credit, including non-degree courses, foreign exchange programs, and incomplete degree programs.

<b>Acceptable transcripts:</b>	✓ Are certified by the university that issued them with the signature, stamp, and/or seal of the dean, registrar, or other university official.
	✓ Contain a grading key/explanation of grade scale (e.g., A = 90 – 100, etc.)
	✓ Are in English, or accompanied by a professional English translation.
	<b>Institutions in the United States or Canada:</b> acceptable transcripts are sent from the institution directly to Laspau, Suite 203, 25 Mt Auburn St, Cambridge, MA 02138-6095, U.S.A. You are the only person who can legally request your official transcripts.
	<b>Institutions that do not issue transcripts:</b> an acceptable replacement document is an original, certified letter from an institution describing your final exam results/performance.
<b>Unacceptable transcripts:</b>	✗ Are certified by a notary or apostille.
	✗ Are photocopies of the certified copies.

❑ **Official certification of your GPA and class rank, with a professional English translation**

If your grade point average (GPA) and class rank are is not included in your transcript, please request an official letter from the dean, registrar, or other authorized university official that indicates your GPA and class rank. If the GPA and/or class rank is not calculated, the letter should state that this is the case.

❑ **Three letters of recommendation**

Provide each recommender with a copy of the recommendation form available on the [Laspau Portal for Grantees](#). Letters in English are preferable, but letters with a professional English translation are accepted. Spanish and French versions of the form are available, if required. Letters should be submitted to Laspau electronically; please consult with the Fulbright Commission or Public Affairs Section of the U.S. Embassy for details. U.S. universities typically require recommenders to submit letters directly to each university where you apply. Laspau is unable to submit letters of recommendation to universities for you.

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

- **Visual Arts:** One DVD/CD with 15- 20 samples of representative work and special interests.
- **Performing Arts:** One DVD/CD with samples demonstrating a variety of styles and periods.
- **Architecture:** One hard copy portfolio required. No digital submissions accepted. Please do not use slides or unbound material, and please include a concise, explanatory statement for each project.

You will also be required to submit portfolios directly to universities where you apply, following university requirements. Please note that while most universities now accept portfolios electronically, some universities still require grantees to mail hard copy portfolios. Laspau is unable to submit portfolios on your behalf.