



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

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- 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.