



FULBRIGHT

Laspau

Affiliated with  
Harvard University

## Required Documents for Laspau-Administered Fulbright Nominees

Beginning with the 2022 cohort, Laspau will no longer be collecting hard-copy academic documents. Instead, each Post or Commission will collect official academic documents from nominees per the requirements listed below, and submit scanned copies of those documents to Laspau electronically. Below please find a list of the official academic documents required by Laspau for the placement process and university applications. Please read the detailed instructions and ensure that you submit all materials as indicated below. **If you are a candidate for Law or Public Health programs, you will need to provide one set of documents to the LSAC or SOPHAS system.** If your university provides official documents electronically, please have those sent to your Post or Commission directly from your university.

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

*All academic documents must be provided in sealed university-issued envelopes. We recommend obtaining two sets of documents: one that will remain sealed and one that has been opened in order to obtain a professional English translation (if applicable).*

- DIPLOMAS:** One sealed, university-issued diploma and one unsealed university-issued diploma with a professional English translation (if applicable) for each undergraduate or graduate degree earned.
  - Diplomas are not required from institutions in English-speaking countries if the transcript clearly indicates the type and award date of the degree conferred.
- DEGREE-BEARING TRANSCRIPTS:** One sealed, university-issued set of transcripts and one unsealed university-issued set of transcripts with a professional English translation (if applicable) for each undergraduate or graduate degree earned or in progress.
- NON-DEGREE TRANSCRIPTS:** One sealed university-issued set of transcripts and one unsealed university-issued set of transcripts with a professional English translation (if applicable) for non-degree coursework for which you received academic credit, unfinished degree programs, or academic foreign exchange programs (if applicable).
  - Additional coursework that did not earn academic credit should not be submitted.
- One official certification of your grade point average and class rank for each degree, if available, with a professional English translation (if applicable).

### 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 200, 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.

*(Continued on reverse)*

## 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 sealed university-certified original of each diploma, and one unsealed copy 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 letter is not in English.

<b>Acceptable diplomas:</b>	✓ <b>Are delivered to the Post/Commission in a sealed envelope issued by the university.</b>
	✓ Issued in the university's primary language of instruction and accompanied by a professional English translation if necessary.
<b>Unacceptable diplomas:</b>	✗ Are certified by a notary or apostille.
	✗ Are photocopies of original documents.
	✗ Are not provided to the Commission/Post in a sealed envelope.

**One sealed university-issued or university-certified original of every transcript from a post-secondary institution, and one unsealed copy 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 earned academic credit**, including non-degree, foreign exchange, and unfinished degree programs.

<b>Acceptable transcripts:</b>	✓ <b>Are delivered to the Post/Commission in a sealed envelope issued by the university.</b>
	✓ Contain a grading key/explanation of grade scale (e.g., A = 90 – 100, etc.)
	✓ Issued in the university's primary language of instruction and accompanied by a professional English translation if necessary.
	<b>Institutions in the United States or Canada:</b> acceptable transcripts are sent from the institution directly to Laspau, Suite 200, 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 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 original documents.
	✗ Are not provided to the Commission/Post in a sealed envelope.

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

If not included in your transcript, please request an official letter from the dean, registrar, or other

university official. If the university does not calculate GPA and class rank, the letter should state this.