

PLEASE TYPE ALL APPLICATION MATERIALS

APPLICANT NAME:

Affix passport-size
photograph here

PART ONE: PERSONAL DATA

Full name as it appears on your passport. Please use capital letters for your last name.

(Last name)

(First name)

(Middle name)

Date of birth _____
(Day / month / year)

Sex

Male

Female

Place of birth _____
(City or town) (State or province) (Country)

Country of citizenship/permanent residency _____ Nationality _____

Where have you lived the greater part of your life? _____

Address (where we can communicate with you this year)

(Street)

(Apt. number or P.O. Box)

(City or town)

(State or province)

(Postal code)

(Country)

Telephone (with area code):

Email:

(Home)

(Office)

Marital Status: Single Married Widowed Engaged Divorced/
Separated Number of children _____

Have you previously applied for an OAS scholarship? No Yes Date _____

Country where you would like to study _____

Other alternatives, if any _____

How did you hear about this scholarship program? _____



Organization of American States (OAS) Department of Scholarships and Training

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APPLICANT NAME:

STANDARDIZED TESTS

Please give the following information for tests you have taken. The GMAT is for business-related fields and the GRE is for all other fields. (For studies in the United States or Canada)

Test	Date and location	Verbal	Quantitative	Written	Total score
GMAT					
GRE					
Other					

Test scores (if English is not your native language)

Test	Date and location	Verbal	Quantitative	Written	Total score
TOEFL					
Michigan					
Other					

LANGUAGE PROFICIENCY

Native language(s) _____

Foreign language ability

Language	Reading	Writing	Speaking
1.			
2.			
3.			

Rate your proficiency in each language as follows:

E = Excellent **G** = Good **F** = Fair

Foreign language courses you have taken

Year	Hours/week	Institution	Level	Grade



APPLICANT NAME:

PART THREE: PROFESSIONAL AND ACADEMIC DATA

Post-Secondary Studies

Include all post-secondary schools attended, **even if you did not graduate**. Also include any school from which you received academic grades, even if you took only two or three courses. If you have not completed your academic program, include the date you expect to receive your degree. All dates should include both month and year. Indicate your grade point average for each degree received, with the maximum range possible (for example "4.1 out of 5.0" or "8.9 out of 10"). For institutions that indicate the class of degree conferred, please note the class of your degree (for example, First Class, Second Class (Upper Div.), Pass).

If you are currently enrolled in a graduate level degree program, please include transcripts which show the courses already completed.

In addition, if such information is available, give your rank within your graduating class, the size of your graduating class, and the number of students who began the program. For example, if you ranked second in a graduating class of 28 which had an initial enrollment of 36, write "2 of 28 of 36." If this information is not available, please write "N/A" in the appropriate space.

Please note: Your grade point average and class rank must be certified as accurate by your university. The type of degree should be indicated on the copy of your diploma, which you will be asked to submit with this application.

From (mo./yr.)	To (mo./yr.)	Institution and location	Degree	Date (mo./yr.)	Field/ Specialization	Grade Point Average	Degree Honors	Class rank

Total years of post-secondary studies _____

Thesis title (if applicable) _____



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APPLICANT NAME:

Please briefly summarize honors or awards you have received or scholarships you have won _____

WORK EXPERIENCE

Beginning with the most recent position, please summarize in reverse chronological order your professional experience (including teaching and research) by listing the name of each employer (university, ministry, company), your titles or positions, a brief description of your duties, and the dates you held each position. If you still hold the position, write "present" in the column labeled "To (mo./yr)." The information given here may be expanded in your curriculum vitae.

Name and location of the institution	Title or Position/ Responsibilities	From (mo./yr.)	To (mo./yr.)

Provide a brief description of your current job responsibilities _____

EXTRACURRICULAR ACTIVITIES (community outreach, volunteer work, committees, or associations)



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APPLICANT NAME:

STATEMENT OF PURPOSE

On a separate sheet of paper, write a clear and detailed essay describing your study objectives and the reasons why you wish to pursue them. Please discuss your goals both in terms of your field of study in general and your specific 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. Your essay should be at least 350 words. Please keep in mind that what you write will be part of your application and will therefore be seen and evaluated by institutions both for content and writing ability.

This essay will also provide the OAS with essential information about your academic and training needs, the ways in which they can be met through further study, and the relevance of your work within your home institution. Your response, therefore, is extremely important for the complete assessment of your academic and professional goals and should be as precise as possible. It should describe your personal objectives for advanced study, whether you are applying for a degree or non-degree program, and the goals of your sponsoring institution. It should also include a description of work in which you are currently engaged (research, teaching, practical applications, etc.) that may be appropriate and related to advanced study.

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 field of interest and should suggest possible topics for detailed research. Non-degree candidates must submit a specific plan for research and should describe their academic interests and how they can be fulfilled through nondegree study.

ACADEMIC PLACEMENT SUGGESTIONS

If you are awarded a scholarship under the OAS-placed modality, the OAS will apply to academic programs for you based upon your academic background and professional qualifications within the program of study specified in your scholarship application form.

Before the interview (if you are pre-selected to have one), we suggest that you research programs in your field of study that exist at universities in the country of study of your choice. Past scholarship recipients, foreign embassies, and university libraries are excellent sources of information. If you have access to the Internet, this information can also be found on the World Wide Web. We recommend the LASPAU web site (<http://www.laspau.harvard.edu>), which has links to many useful education resources. During the interview, you can discuss the programs of study which are of interest to you at various institutions.

If you are pre-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.



APPLICANT NAME:

ACADEMIC PLACEMENT SUGGESTIONS

Proposed degree level and field of study _____

Specialization or possible area of research _____

Please list the academic departments and universities that offer programs of study that best suit your interests. In each case, explain the reason why you have made that choice.

University

Example: U. of Maine

Department

Chem. Engineering

Program

Pulp and Paper Technology

Reason for interest

Prof. X is working on research related to my interests

Signature _____ Date _____



APPLICANT NAME:

RECOMMENDATION FOR UNIVERSITY STUDY

Please fill out the top section of this form before delivering it to your recommender.

Name of applicant _____

Country _____ Field of study _____

Name, title and institution 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 field/profession						
5. Adaptability to new situations						
6. Native language ability in: Oral expression						
Written expression						

Signature _____ Date _____

PART II:

To the Recommender:

Please provide a narrative description of the applicant's qualifications for the study proposed. 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 and research. Please note that this letter is not a recommendation for the OAS scholarship. It will be sent to universities to evaluate the applicant for admission to an academic 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.



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PLEASE SUBMIT THE FOLLOWING DOCUMENTS ALONG WITH YOUR APPLICATION

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.

- Two certified copies of your diploma(s). 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 on 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). All grades obtained must appear in the transcripts, regardless of whether courses were passed or failed. 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 certified letter from the Dean, Registrar, or other authorized university official. If class rank is not calculated at your institution, please indicate that in the application. If the verification is written in another language, include a translation into English.
- Your Statement of Purpose
- Three letters of recommendation using the Recommendation for University 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, ability to teach or work within your field of study, and particularly the likelihood for success in an advanced program 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, or they can be sent directly to LASPAU, 25 Mt. Auburn Street, Cambridge, MA 02138 USA, <www.laspau.harvard.edu>.

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. Note: These letters are required for an admission at all academic institutions. 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.
- Your curriculum vitae (CV). The CV must be written in a clear, concise form. It should begin with your name 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 employers, dates, level 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.

see following page



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RESEARCH EXPERIENCE: Indicate briefly any research experiences that might not be mentioned under another category.

PUBLICATIONS: Include the title, date of publication (month/year), publisher, and number of pages. If necessary, translate the title(s) of your publication(s) into English.

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).

Candidates in architecture, please present the following in *triplicate* with your name clearly written on each piece:

- A portfolio of your 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.

IMPORTANT INFORMATION ABOUT STANDARDIZED EXAMS:

With the exception of candidates in law, all OAS scholarship candidates wishing to study in the United States are required to take standardized exams (GRE or GMAT) for admission to U.S. universities. Please take these exams seriously and spend adequate time preparing for them because they are an important factor in determining your admission to a graduate program.

- Candidates in business related fields (MBA, finance, marketing, management, etc.) must take the **GMAT**. For more information on registration, please refer to the GMAT bulletin or the web site <www.gmat.org>.
- Candidates in other fields must take the **GRE General Test**. For more information on registration, please refer to the GRE bulletin or the web site <www.gre.org>.
- Doctoral level candidates in **Computer Science** and **Biological Sciences** must take the **GRE Subject Test**.

The GMAT and GRE General Test are administered by computer in some 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 October.

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 with ETS for your scores to be sent to four institutions at no additional cost. One of these institutions should be LASPAU, the agency under contract to administer these OAS scholarships. If you do not take advantage of this option, you will have to pay an additional fee for your scores to be reported. On the computer exam, please select the option that says **LASPAU** to have your scores sent to LASPAU. If you order scores by mail, please note that LASPAU's institutional code number is 3492.

Make photocopies of all documents submitted for your records.



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