

Online Resource Manual For Visiting Scholars

2009–2010 Fulbright Scholar Program



Contact Information

You should continue to contact the Fulbright organization in your home country until you depart. Once you arrive in the United States, contact CIES and the faculty associate.

Contact Type	Name	Phone/E-mail
Primary CIES contact		
Faculty associate at host institution		
Primary Fulbright contact in home country		

If found, please return this booklet to:

Your name _____

Host University _____

U.S. Address _____

E-mail Address _____

Phone Number _____

Congratulations on your selection as a Fulbright Scholar! We understand that you have many arrangements to make for your upcoming academic grant here in the United States. To help answer your questions and assist in your preparations, the Council for International Exchange of Scholars (CIES), administrator of the Fulbright Scholar Program, has created a Web site specifically with you in mind.

www.cies.org/vsgrantees/

password and user id = vsgrantees

As you become more engaged in the Fulbright experience, we encourage you to contact RiShawn Biddle, CIES Public Relations Officer. He can be reached at (202) 686-7868 or at outreach@cies.iie.org. You may be interviewed for the Exploring Fulbright Channel on Youtube, featured in a future podcast or even profiled in *The Fulbright Scholar News*, the official newsletter of the Fulbright Scholar Program.

Primary Online Resource: The *Guide*

One of the most important resources you will find on the Visiting Grantee's section of CIES's Web site is *The Guide for Fulbright Visiting Scholars* at www.cies.org/vsgrantees/guide. This comprehensive manual explains your benefits and obligations as a Fulbright Scholar before, during, and after your grant period in the United States. You are *expected* to read the *Guide* as you orient yourself to living in the United States.



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Additional Online Resources

Living in the United States

www.cies.org/vsgrantees

This reference can help you and your family prepare for the practical and cultural aspects of life as a scholar in the United States. It covers a broad range of topics such as punctuality and informality; diversity and perceptions of foreigners; transportation and shopping; classroom culture and teaching styles; and using university libraries.

Health care information

www.usdos.sevencorners.com

This site includes an online version of *Your ASPE Guide to Health Care Coverage*. You can also download claims forms and information on in-network healthcare providers in your area.

Housing in the U.S.

www.cies.org/vsgrantees/VS_housing.htm

Arranging your own accommodations in the United States can be challenging. So CIES has gathered substantial information in one convenient web page to help you begin your search.

Fulbright final report

<https://ww2.cies.org/cies/vfinal/default.cfm>

Upon completion of your Fulbright service, you must submit a final report about your grant activity. Your reports are critical to the development of Fulbright. You will need your user ID, which is the last six digits on your ASPE card, in order to access the site.

The Fulbright Scholar News

www.cies.org

CIES publishes this monthly e-newsletter for the Fulbright community. Start your free subscription by registering at the CIES Web site.

Where to Find Answers to Frequently Asked Questions

What are my J-1 visa and immigration responsibilities?.....*Guide** sections 13 & 14

When will I receive my stipend check(s)?.....*Guide* section 5

What do I do if a U.S. institution offers to pay me?.....*Guide* section 21

I've been invited to travel to another U.S. institution to present my research. How can I apply for funding?.....*Guide* section 20

I need to make a trip abroad during my grant. How do I get back into the U.S.?.....*Guide* section 22

I must extend my stay in the U.S. in order to finish research. How do I apply for an extension?.....*Guide* section 27

Another institution will sponsor my visa after my Fulbright grant ends. How do I apply for a transfer?.....*Guide* section 27

What should I know about personal finances in the U.S.?.....*Living* chapter 2

What should I expect on a U.S. campus?.....*Living* chapter 4

What common U.S. academic terminology should I be familiar with?.....*Living* appendix A

How can I learn more about U.S. academic culture?.....*Living* appendix D

* *Guide* refers to the *Guide for Fulbright Visiting Scholars*.
Living refers to *Living in the United States*

Pre-departure & Arrival Checklists

These checklists are designed to help you organize both your departure from your home country and your arrival in the United States. You should tend to each of these items carefully. Further information about each item can be found in the indicated section of the *Guide for Fulbright Visiting Scholars*.

BEFORE DEPARTING FOR THE UNITED STATES YOU MUST:

- Obtain or update passport for you and any accompanying dependents. Make sure all passports have expiration dates at least six months after the end of your grant (*section 7*).
- Complete and submit your medical history in your home country (*section 10*).
- Sign and return two copies of the Terms and Conditions of your grant to the Fulbright organization in your home country (*section 3*).
- Review Form DS-2019 for you and any accompanying dependents and report any inaccuracy to the Fulbright organization in your home country (*section 7*).
- Apply for your J-1 visa and have each accompanying dependent apply for a J-2 visa (*section 7*).
- Contact your faculty associate at your U.S. host institution to confirm academic arrangements for your grant activity (*section 15*).
- Obtain international air tickets (*section 8*).
- Inform your faculty associate and the Fulbright organization in your home country of (a) your arrival date; (b) your complete itinerary, including all airlines, flight numbers, transfer cities, dates and times; and (c) names of dependents accompanying you on your grant.
- Review your grantee health benefits coverage, and research health insurance policies for any family members who will accompany you to the U.S. on J-2 visas. You will be required to purchase coverage for dependents (*section 11*).
- Research housing options and finalize long-term housing if possible. Make temporary arrangements if necessary (*section 9*).

- Research schooling for accompanying children and gather documents that may be necessary to confirm age, academic record, immunizations, and language proficiency (*section 11*).
- Pack essential items, including an adequate supply of prescription medications since prescriptions from abroad cannot be filled in the U.S. (*section 12*).

UPON ARRIVING IN THE UNITED STATES YOU MUST:

- Report to your faculty associate immediately to pick up your ASPE identification card and (if your grant is administered by CIES) your stipend check (*section 15*).
- Submit your Notification of Arrival form to CIES within 10 days of arrival, attaching supporting documents as requested on the form so that your status as a J-1 Exchange Visitor can be validated in SEVIS.
- Upon the arrival of any dependents joining you in the U.S. on J-2 visas, submit copies of each dependent's (a) visa stamped in passport; (b) form I-94; (c) form DS-2019 with U.S. Port of Entry stamp; (d) U.S. health insurance carrier's name.
- Apply for a Social Security Number or Individual Taxpayer Identification Number no sooner than 10 days after you submit your Notification of Arrival to CIES (*section 16*).
- Send CIES a copy of your Social Security card and W4 or W8 form.

AS YOU SETTLE IN, YOU SHOULD:

- Obtain telephone, gas, electricity, and water service as needed.
- Open a bank account (*section 18*).
- Inquire about renter's insurance (*section 9*).
- Identify a doctor, dentist and hospital in case of emergency.
- Obtain a driver's license, vehicle registration, and auto insurance (if you bring or purchase a motor vehicle).
- Look into opportunities for professional meetings and other enrichment programs (*section 20*).

Administration of the Fulbright Program

The Fulbright Scholar Program is administered by the United States Department of State and partner organizations. The role of each organization associated with your grant is outlined below. You can also learn more at fulbright.state.gov.

J. William Fulbright Foreign Scholarship Board (FSB)

Appointed by the President of the United States, the 12-member board of educational and public leaders sets policy for the Fulbright Program and establishes criteria for selection of all candidates nominated for Fulbright awards.

The U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA)

The U.S. government office responsible for managing, coordinating and overseeing the Fulbright Program, ECA has primary responsibility for administering the program. It prepares annual budget requests submitted to the U.S. Congress and allocates funding.

Fulbright Commissions, Foundations & Public Affairs Sections of U.S. Embassies

These organizations abroad help develop programs, recruit and nominate Visiting Scholars and provide pre-departure services and counseling. Many Commissions/Foundations administer the payments of grants for scholars from their countries and oversee Terms and Conditions. In countries without a Fulbright Commission or Foundation, the Public Affairs sections of U.S. Embassies develop and supervise local programs.

Council for International Exchange of Scholars (CIES)

A division of the Institute of International Education, the private, nonprofit organization administers the Fulbright Scholar Program through a cooperative agreement with the U.S. Department of State. CIES provides services to all scholars during their stay in the United States. This includes enrollment in health benefits, guidance on immigration matters, and facilitation of enrichment programs.

Institute of International Education (IIE)

The parent of CIES – and administrator of the Fulbright Student Program – IIE manages the finances of the Fulbright Scholar Program. If your grant is administered by CIES, you will receive your payments from the IIE office in New York City. This is important to remember, especially for your first stipend payment, which will arrive in an IIE envelope in the care of your faculty associate.

Host Institution

A U.S. institution that has agreed to host a Fulbright Visiting Scholar during the grant period. A faculty associate serves as the scholar's primary contact for academic issues. Scholars should contact the institution's office of international programs for other support, such as assistance locating housing.



The Fulbright Program, sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, is the U.S. government's flagship international exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit fulbright.state.gov.

The Fulbright Scholar Program is administered by CIES. CIES is a division of the Institute of International Education.
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