

Immigration, Travel, and Orientation Information for Fulbright Agencies

2009-10 Fulbright Visiting **Scholars** conducting grants in the United States

IMMIGRATION

- **CIES will not issue a DS-2019 to a scholar until s/he has received medical clearance.** Thus, scholar medical forms must be forwarded to CIES *at least* 60 days before the scholar is scheduled to arrive in the United States.
- It is critical to review the Affiliation & DS-2019 Confirmation Sheet carefully and confirm all details with the scholar (e.g., scholar and dependent names; number of accompanying dependents; program start and end dates) before returning it to CIES. Remember that **once a DS-2019 has been printed, further changes will only be made** under extreme circumstances and with ECA approval. Any request to issue an amended DS-2019 must be accompanied by a corresponding amended grant agreement.
- For grants written by CIES: Please **do not release the DS-2019 to scholars until they have signed their Fulbright grants.** Once you receive the signed grant document, please forward it to CIES, forward the DS-2019 to the scholar, and ensure that s/he promptly begins the J-1 visa application using the DS-2019 prepared by CIES.

For grants not written by CIES: **CIES will not issue a DS-2019 until we receive a copy of the corresponding grant agreement signed by the scholar.** Once you receive the DS-2019, please forward it to the scholar and ensure that s/he promptly begins the J-1 visa application process using the DS-2019 prepared by CIES.

- J visa regulations require that an applicant's passport be valid for at least six months past the entire expected period of Fulbright sponsorship. **CIES will not issue a DS-2019 to a scholar whose passport is not valid at least through the end of the Fulbright grant.** Those scholars must first apply for a new passport. When submitting passport copies to CIES, please (a) be sure to send a copy of the expiration date, even if it is on a separate page from the biographical data; and (b) inform CIES if anyone is applying for a new passport, indicating if a name change is expected.
- Scholars who were born in the United States will have to formally renounce their U.S. citizenship in order to receive a J-visa. (Unless the scholar can document that they were born to a foreign diplomat holding an A-visa while stationed in the U.S.) CIES cannot issue the DS-2019 before the scholar renounces their U.S. citizenship.

Accompanying dependents who are U.S. citizens may either enter on their U.S. passport or (if 18 or older) formally renounce their U.S. citizenship in order to obtain a J-2 visa. Such dependents must renounce their citizenship before CIES can issue DS-2019s. Accompanying dependents entering on their U.S. passports will not need DS-2019s.
- **If a scholar declines/withdraws, all original DS-2019 documents must be returned to CIES.** As custodian of the DS-2019, it is responsibility of CIES to destroy unused documents in the U.S.
- If a scholar's DS-2019 is designated in either the Professor or Research categories, the scholar and any accompanying J-2 dependents will not be able to return to the U.S. in the Professor/Research categories for 24 months following the end date of his/her DS-2019. However, Fulbright scholars and J-2 dependents will not be barred from returning to the U.S. on any other J-visa category (i.e., the Short-term Scholar, Specialist, International Visitor) or any non-immigrant visa category (i.e. B-visa, the F-visa), in which they are eligible.

TRAVEL ARRANGEMENTS

- Scholars should be provided with a round-trip ticket. If a one-way ticket is issued, please provide the scholar with detailed instructions on how to obtain a return ticket. CIES cannot assist scholars with travel.
- It is important that a scholar's travel dates are close to those on his/her DS-2019. A scholar cannot arrive in the United States more than 30 days before the DS-2019 start date, and cannot remain more than 30 days after the end date. However, because ASPE coverage will only apply between the dates listed on the DS-2019, we advise keeping travel dates as close to those as possible.
- Please note that due to customs and immigration processing on arrival, it is recommended that travel itineraries allocate at least 2 hour stopovers before any connecting flights in the United States.
- As soon as it is confirmed, Posts/Commissions must inform CIES of a scholar's complete travel itinerary (with dates, times and flight numbers for all flights). This ensures that CIES has sufficient time to prepare the scholar's ASPE enrollment and identification card so the scholar can obtain it from the faculty associate immediately upon arrival in the United States.

ORIENTATION

Visiting Scholars should follow the pre-departure and arrival checklists in the *Online Resource Manual* included in their Grant Packets. Please review these checklists with scholars at your pre-departure orientations. You can download the checklists in a printable one-page format at www.cies.org/fulbrightagency.htm.

- Scholars must submit a copy of their signed grant agreement to the Post/Commission as soon as possible. CIES will not issue any payments for grants until a signed copy is received.
(*Note to Posts/Commissions: Please fax or scan a copy of each signed grant as soon as you receive it and forward the original document via mail.*)
- CIES is not responsible for arranging housing for scholars. Scholars should contact their faculty associate and/or the international or housing office of the host institution at least one month or two prior to arrival in order to obtain information about local housing. Scholars should also review housing information on CIES's Web site.
- Scholars should inform their faculty associates of their travel itinerary as soon as it is confirmed.
- Please remember that CIES now provides scholars with a Grant Packet, which combines the contents from an arrival/welcome packet, before departing for the United States. (You can view the full Grant Packet contents at www.cies.org/fulbrightagency.htm.) Scholars should *not* look for an arrival/welcome packet.
- Scholars must contact CIES within three days of their arrival in the U.S., and should report to their faculty associates as soon as possible to pick up their ASPE identification cards (and first payments, if issued by CIES).
- SEVIS mandates that Exchange Visitors report their U.S. residential address within 10 days of arrival in the United States and that the J-visa sponsor "validate" the participant within 30 days of the DS-2019 start date. Thus, it is critical that scholars complete and submit the Notification of Arrival Form to CIES within ten days of arrival in the United States. Failure to do so may jeopardize a scholar's J-visa status.
- For scholars paid by CIES: The first stipend check will be sent by CIES's parent organization, the Institute of International Education, to the faculty associate at the host institution. Cashing the first check can take five to seven days, so scholars should bring enough cash to support themselves for a week or longer.
- Scholars must purchase health insurance coverage that meets J-visa requirements for any J-2 dependents that accompany them to the U.S. As a courtesy, a list of possible insurance providers is available in Appendix C of the online *Guide for Fulbright Visiting Scholars*. (Please note that this listing is not an endorsement of these health coverage plans.)
- Throughout the grant period, SEVIS regulations mandate that scholars report any changes in their U.S. addresses to CIES within 10 days.