

# Fulbright

SCHOLAR PROGRAM

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## HOST A U.S. ACADEMIC OR PROFESSIONAL THROUGH THE CORE FULBRIGHT U.S. SCHOLAR PROGRAM

### What is a letter of invitation?

The Fulbright Program is the flagship international educational exchange program sponsored by the U.S. government. The Core Fulbright U.S. Scholar Program currently operates in over 125 countries. Academics or professionals may seek teaching and/or research awards abroad between 2-12 months in length.

A letter of invitation is an expression of interest from a host institution outside of the United States. American applicants include the letter of invitation with their application to the Core Fulbright U.S. Scholar Program. The application deadline is typically August 1. Please consult with IIE/CIES Program Staff for questions about the application process at [www.cies.org/us-scholar-programs](http://www.cies.org/us-scholar-programs).

### Why is a letter of invitation advisable?

- A letter of invitation can strengthen the connection to the potential host country. The letter also affirms the host institution's interest in the applicant's proposed project.
- Some host countries require a letter for visa purposes.
- The letter signifies a collaboration or connection to an institution abroad, but is in no way a binding agreement. All applications go through a peer review process in the United States and selection process in the host country.



▶ Victoria Farrar Myers,  
Fulbright U.S. Scholar to  
Australia at the University of  
Sydney's U.S. Studies Centre

### What should the letter include?

- The letter should explain the institution's general willingness to serve as a host.
- There is no set length or format for the letter, although it should be on university letterhead and in English or accompanied by an English translation.
- Those who read the letter should understand:
  - » Who is being invited
  - » Who or what department the scholar will collaborate with
  - » What grant activities the scholar will pursue (e.g., discipline-specific research or special lecturing needs)
  - » If the scholar is pursuing a combined teaching and research grant, both activities should be addressed
  - » When and for what period of time the host expects the scholar at their institution
  - » Why the host is interested in the scholar and/or their work
  - » How the host expects to benefit from the scholar's project
- Letters of invitation which enthusiastically support the proposed project and identify the benefits to the host institution are favorably received by the peer review committees.

▶ To learn more about the Core Fulbright U.S. Scholar Program, email [Scholars@iie.org](mailto:Scholars@iie.org)



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 [eca.state.gov/fulbright](http://eca.state.gov/fulbright).

The Fulbright Scholar Program is administered by the Council for International Exchange of Scholars, a division of the Institute of International Education. For more information, contact us at [scholars@iie.org](mailto:scholars@iie.org) or 202-686-4000, or visit [www.iie.org/cies](http://www.iie.org/cies).



## What resources do host institutions offer?

Previously, host institutions have offered some of the following services to Fulbright U.S. Scholars:

- University office space
- Access to library resources
- IT and laboratory facilities
- Secretarial assistance
- Housing relocation assistance
- Extracurricular resources (sports, academic club involvement, etc.)

## Who can provide a letter of invitation?

- Colleges, universities, research centers, and in some countries, associations, NGOs or museums.
- It can be written by any collaborator at the institution, although authorities in key decision-making positions should be made aware of the invitation.
- If the scholar is proposing grant activities that will take place at multiple institutions or in more than one country, then multiple letters of invitation may be included within the application.
- To confirm whether your institution may host a Fulbright U.S. Scholar, please consult with the U.S. Embassy or Fulbright Commission in your country. <http://eca.state.gov/fulbright>

## Countries that Require Financial Contributions or Cost-Share

For a limited number of countries, financial contributions are required from the host institution abroad.

To confirm whether hosting a Fulbright U.S. Scholar requires a financial contribution or cost-share, please consult the Catalog of Awards at [www.catalog.cies.org](http://www.catalog.cies.org) and reach out to IIE/CIES Program Staff with any questions at [www.cies.org/us-scholar-programs](http://www.cies.org/us-scholar-programs).

*“The professional connections that I have made in my host country, and interactions with professors and students, have made me value my education and what I have to offer as a professor and composer. The ...camaraderie of the colleagues at my host institution has facilitated my professional growth and research activities.”*

2014-15 U.S. SCHOLAR TO BRAZIL,  
STATE UNIVERSITY OF CAPINAS

▶ Applicants can learn more at  
<http://www.cies.org/letters-invitation-developing-contacts-abroad>



▶ Jerry Jasinski, Fulbright U.S. Scholar in Chemistry with his colleague at the University of Mysore, India