

Guide for Fulbright Visiting Scholars

Privileges and Obligations

Fulbright Scholar Program



**GUIDE FOR
FULBRIGHT VISITING SCHOLARS**

**Privileges and Obligations Under
the Fulbright Scholar Program**



J. William Fulbright

(1905-1995)

J. William Fulbright was a prominent and gifted American statesman of the 20th century. His political career of over thirty years in the U.S. Congress was distinguished by his unequalled contribution to international affairs and marked by his tenure as the longest serving chairman of the Senate Foreign Relations Committee. He had profound influence on America's foreign policy, and his vision for mutual understanding shaped the extraordinary exchange program bearing his name.



With the support of the United States government and through binational partnerships with foreign governments, the Fulbright Scholarship Program sponsors U.S. and foreign participants for exchanges in all areas of endeavor, including the sciences, business, academe, public service, government, and the arts and continues to increase mutual understanding between the people of the United States and the people of other countries.

His legislation establishing the Fulbright Program passed the Senate by unanimous consent in 1946 and drew strength from the U.S.'s national commitment to develop post-war leadership and engage constructively with the community of nations. The first participants in the Fulbright Program went overseas in 1948, funded by war reparations and foreign loan repayments to the United States. This program has had extraordinary impact around the world. There have been nearly 300,000 Fulbright students, scholars and teachers; many of them have made significant contributions within their countries, including the U.S., as well as to the overall goal of advancing mutual understanding.

J. William Fulbright was born on April 9, 1905 in Sumner, Missouri. He was educated at the University of Arkansas where he was awarded the B.A. degree in Political Science in 1925. He then attended Oxford University where he received an M.A. degree and was transformed by his international experience.

When Fulbright returned to the United States, he studied law at George Washington University in Washington, DC. During the 1930's, he served in the Justice Department and was an instructor at the George Washington University Law School. In 1936, he returned to Arkansas where he was a lecturer in law and, from 1939 to 1941, president of the University of Arkansas, at the time the youngest university president in the country.

He ran for political office in 1942 and was elected to the U.S. House of Representatives; he entered Congress in January 1943 and was appointed to the Foreign Affairs Committee. In September of that year, the House adopted the Fulbright Resolution supporting an international peace-keeping mechanism encouraging United States participation in what became the United Nations, and this brought national attention to Congressman Fulbright.

In November 1944, he was elected to the U.S. Senate and served there from 1945 through 1974, becoming one of the most influential and best-known members of the Senate. In 1949, Senator Fulbright became a member of the Senate Foreign Relations Committee. From 1959-1974 he served as chairman of the committee.

His Senate career was marked by notable instances of principled dissent. In 1954, he was the only Senator to vote against an appropriation for the Permanent Subcommittee on Investigations, which was chaired by Senator Joseph R. McCarthy; and, in 1961, he lodged serious objections to President Kennedy in advance of the Bay of Pigs invasion. But, Senator Fulbright also worked to build national consensus, for instance, he supported creating a national center for the arts, and his initial legislation led to the founding of the Kennedy Center for the Performing Arts.

He was particularly in the spotlight as a powerful voice in the turbulent Vietnam War era, when he chaired the Senate hearings on United States policy and the conduct of the war. In 1963 Walter Lippman wrote of Fulbright: "The role he plays in Washington is an indispensable role. There is no one else who is so powerful and also so wise, and if there were any question of removing him from public life, it would be a national calamity."

After serving five consecutive terms in the U.S. Senate, Senator Fulbright was defeated in Arkansas' 1974 Democratic primary. He then served as counsel to the Washington law firm of Hogan & Hartson and remained active in support of the Fulbright Program. He received numerous awards from governments, universities, and educational organizations around the world for his efforts on behalf of education and international understanding. In 1993 he was presented the Presidential Medal of Freedom by President Clinton.

Senator Fulbright was married to Elizabeth Williams Fulbright for more than fifty years, from 1932 until her death in 1986. They had two daughters, Roberta Fulbright Foote and Elizabeth Fulbright Winnacker. Senator Fulbright married Harriet Mayor in 1990.

On February 9, 1995, Senator J. William Fulbright died in Washington, DC at the age of 89.

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Welcome

“The Fulbright Program aims to bring a little more knowledge, a little more reason, and a little more compassion into world affairs and thereby to increase the chance that nations will learn at last to live in peace and friendship.”

—*Senator J. William Fulbright*

Congratulations on your selection as a Fulbright Scholar!

Welcome to a community of nearly 47,000 academics and professionals from around the world who have come to the United States as Fulbright Scholars. The U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA) and the Council for International Exchange of Scholars (CIES) welcome you. Together, the U.S. Department of State, as a government agency, and CIES, as a private cooperating organization, administer the Fulbright Program for visiting faculty and professionals.

The Guide for Fulbright Visiting Scholars will acquaint you with your responsibilities, help you prepare for the program and serve as a reference during your grant. As a Fulbright Scholar, we expect that you have read and

understood these guidelines. If the Guide does not answer your questions or you need further explanation prior to departure, contact the Fulbright organization in your home country. **The Guide will be very helpful to you during your stay in the United States, so it is very important that you bring it with you.**

During your stay in the United States, CIES staff will be available to assist you whenever possible. You can find a list of CIES staff members on the inside cover of the Guide and on our Web site at www.cies.org/vsstaff.htm. For information and advice about academic and campus matters, consult your faculty associate or the office of international programs at your host institution.

We wish you every success in both professional and personal endeavors and trust that your experience will be rewarding.

Part I: Fulbright Program and Grant Provisions

1. The Fulbright Program

Shortly after World War II, Senator J. William Fulbright, from the state of Arkansas, sponsored the legislation that laid the foundation for the Fulbright Program. President Harry S. Truman signed it into law on August 1, 1946. Although subsequent laws have refined and expanded the program (primarily the Mutual Educational and Cultural and Exchange Act of 1961, also called the Fulbright-Hays Act), its basic objective has endured: to promote mutual understanding between the people of the United States and the people of other countries.

Senator Fulbright believed that through educational exchange, people would better understand citizens and cultures of other nations. This objective remains crucial more than half a century after the program's inception.

In the over 60-year history of the program, more than a quarter of a million people representing approximately 155 countries have benefited from a Fulbright experience. Annual appropriations from the U.S. Congress to the Department of State, along with contributions from other governments and the private sector, provide financial support for the program.

The Fulbright Program offers U.S. citizens and nationals of other countries grants for university lecturing, advanced research, graduate study and teaching in elementary and secondary schools. The scholar component of the Fulbright Program provides opportunities for intellectual and cultural pursuits in an environment of academic freedom and binational cooperation.

Fulbright Scholars are selected in part for their demonstrated leadership potential. The success of your Fulbright grant depends on your initiative and input as well as taking advantage of the resources and program enrichment activities available to you. Beyond your academic and professional pursuits, we encourage you to live the goals of the Fulbright Program by learning about the United States—its society, customs, history and culture—and sharing knowledge about your own country with Americans. Your dedication to cultural exchange contributes to the ongoing realization of the Fulbright Program's goal of mutual understanding.

2. Fulbright Program Administration

The Fulbright Program is administered by the U.S. Department of State with the assistance of binational commissions and foundations in 50 countries, Public Affairs sections of U.S. Embassies in more than 100 other countries and several cooperating organizations in the United States. The chart below outlines the role of each partner in the administration of the program.

<p>J. William Fulbright Foreign Scholarship Board (FSB):</p>	<p>A twelve-member board of U.S. educational and public leaders appointed by the President of the United States that determines general policy and direction for the Fulbright Program and establishes criteria for selection of all candidates nominated for Fulbright awards.</p>
<p>The U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA):</p>	<p>The U.S. government office responsible for managing, coordinating and overseeing the Fulbright Program. The Bureau has primary responsibility for the administration of the program, including preparation of annual budget requests to the U.S. Congress and decisions on the allocation of funding.</p>
<p>Fulbright Commissions and Foundations and Public Affairs sections of U.S. Embassies:</p>	<p>The organizations abroad that assist in program development, as well as recruit and nominate visiting scholars for awards and provide pre-departure services and counseling. Many commissions also administer grants for scholars from their countries, including issuing grant payments and grant Terms and Conditions.</p>
<p>Institute of International Education:</p>	<p>The Institute of International Education (IIE) is the parent organization of CIES. IIE also administers other international exchange programs, including the Fulbright Student Program. This organization manages the finances of the Fulbright Scholar program. IIE approves all payments generating from CIES. 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.</p>
<p>Council for International Exchange of Scholars (CIES):</p>	<p>A division of the Institute of International Education (IIE) and a private, nonprofit organization that 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 including enrollment in health benefits, guidance on immigration matters and facilitation of enrichment programs.</p>
<p>Host Institution:</p>	<p>A U.S. institution that has agreed to host a Fulbright Visiting Scholar during the grant period. A faculty associate at the institution, or in some cases the office of international programs, serves as the primary contact for the scholar.</p>

3. Terms and Conditions and Grant Dates

The benefits and details of your award are described in your grant Terms and Conditions. For grants administered by CIES, this is a six-page document with signatures on the first page. (Some Commissions refer to this as your grant document, authorization, or agreement.) Be sure to read the Terms and Conditions of your grant thoroughly. Sign the document where necessary and return it to the Fulbright organization from which you received it as soon as possible prior to your departure from your home country. You should also bring a copy of your Terms and Conditions with you to the United States for reference during the year. If you have any questions, consult either the Fulbright organization in your home country or CIES.

The grant period begins on the date you arrive at your host institution to begin your grant activities. If you must travel outside the United States during your grant or leave before the date your grant period expires, you are required to inform both CIES and your host university in advance (see sections 22 and 26 for further details).

4. Grant Benefits

Basic benefits to Fulbright Visiting Scholars generally include

- round-trip travel from your home country to your host institution in the United States,
- financial support while in the United States,
- benefits in the event of accident and sickness for the period of the grant, and
- access to professional and cultural enrichment opportunities.

5. Grant Payments and Stipends

Grant Payments and Stipends Issued By the Home Country

If your grant payments are issued by the Fulbright organization in your home country, they are subject to the organization's instructions, guidelines and schedules. Before departure for the United States, this organization will contact you regarding the schedule of your grant payments.

Grant Payments and Stipends Issued by CIES

Scholars paid by CIES receive a monthly stipend and professional, settling-in and dependent allowances, if applicable. Your grant Terms and Conditions indicates which of these allowances you will receive. In order to ensure your first payment is not delayed, sign your Terms and Conditions and return it to the Fulbright organization from which you received it as soon as possible. **CIES cannot send your first grant payment until you submit your signed Terms and Conditions.** Note: For tax purposes CIES withholds 14 percent of all payments to scholars, except those from countries with a relevant tax treaty (see section 23).

Monthly stipend. The U.S. Department of State sets monthly stipend rates based on the cost of living in the location of the host institution. CIES-paid scholars receive stipend payments every three months from the beginning of their grant. Each payment will contain a three-month sum of the designated stipend rate; if the time remaining in the grant is less than three months, the amount will reflect the remaining monthly payments.

Professional allowance. A one-time allowance added to the first grant payment to help cover the cost of

- educational and professional materials
- photocopying
- laboratory and registration fees
- computers or computer time
- travel to and from professional meetings or to other U.S. academic institutions to consult with colleagues

Settling-in allowance. A one-time allowance added to

the first grant payment intended to help cover the cost of temporary housing and items that you may need to set up a household after arriving in the United States.

Dependent allowance: A monthly allowance intended to help cover the cost of health insurance for your accompanying dependents (spouse or unmarried children under 21 years of age). The total amount of the allowance is determined by the number of dependents and the length of your grant. **You are only eligible for this allowance if one or more dependents are with you for at least 80 percent of the grant period.** If your dependent stays less than 80 percent of the grant period, you are not eligible for a dependent allowance.

Part II: Preparing to Leave for the United States

6. Pre-departure Checklist

This checklist is designed to help you organize your departure from your country and your arrival in the United States.

- Obtain or update passport for you and any accompanying dependents (section 7).
- Complete and submit your Medical History in your home country if you have not already done so (section 10).
- Sign and return your grant Terms and Conditions to the Fulbright organization in your home country (section 3).
- Review Form DS-2019 (which you will receive from CIES) 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 (sections 9 and 15).
- Obtain international air tickets (section 8).
- Review your accident and sickness benefits and research (or purchase if possible) health insurance for accompanying dependents (sections 10 and 11).
- Inform the Fulbright organization in your home country and your faculty associate at your host institution of the following:
 - Your arrival date
 - Your complete itinerary, including all airlines, flight numbers, transfer cities, dates and times
 - The names of dependents who will accompany you
- Research housing options and, if possible, finalize long-term housing arrangements (section 9).
- If you have not finalized long-term housing, arrange for temporary accommodations (section 9).
- Pack essential items (section 12).
- Give CIES contact information, found at <http://www.cies.org/vsstaff.htm>, to your family.

7. Travel Documents

To enter the United States, you must have:

- a valid passport
- Form DS-2019
- J-1 visa

Make sure the information on these documents is correct and that your name is spelled the same way on all of your travel documents (passport, Form DS-2019, J-1 visa and airline ticket). Do not put these documents in any checked luggage. Keep them, along with your grant Terms and Conditions, with you. Additionally, keep your short-term or long-term U.S. address with you in order to complete arrival documentation at the port of entry.

Passport

You are permitted to use only one passport during your Fulbright grant. Use this passport when applying for your J-1 visa and when traveling to and from the United States.

Make sure the expiration date on your passport, as well as on any accompanying dependents' passports, is at least six months beyond the end date of your grant.

Form DS-2019 (Certificate of Eligibility for Exchange Visitor Status)

The Student and Exchange Visitor Information System (SEVIS) is a Web-based application that maintains accurate and current information on students, exchange visitors and their dependents throughout the duration of approved participation within the U.S. education system. CIES is responsible for providing information about your program to SEVIS so that you remain in compliance with J visa regulations.

The Fulbright organization in your home country will provide you with a SEVIS-generated Form DS-2019 issued by CIES. **Please review this form and make sure that all the information is correct.** The dates on your DS-2019 are the start and end dates of your Fulbright grant. You may wish to make a copy

of the DS-2019 for your records prior to submitting your visa application. You must present the original DS-2019 to the consular officer when applying for your J-1 visa (see a sample Form DS-2019 in Appendix A). If your J-1 visa is granted, your DS-2019 will be returned to you in a sealed envelope. **Do not open this envelope.** You will present it with your passport at the U.S. port of entry. Keep the DS-2019 with your passport at all times. **Do not use a DS-2019 issued by your U.S. host institution or any organization other than CIES.**

Exchange Visitor (J) Visa

You must enter the United States on an Exchange Visitor (J-1) Visa, issued under the sponsorship of the U.S. Department of State Exchange Visitor Program Number G-1-00005. Your spouse and any unmarried children under the age of 21 are eligible to accompany you on J-2 dependent visas. If one of your children turns 21 during your grant period, that child's J-2 immigration status will end on his or her 21st birthday. Therefore, he or she must leave the country before he or she turns 21 years old.

Other family members, such as parents, brothers, sisters, nieces, nephews, etc. are not eligible for J-2 classification. These family members, along with any children over the age of 21, may be eligible for B-2 visa classification to visit the United States as tourists for a maximum of six months.

If you need J-2 visas for eligible dependents, you must advise the Fulbright organization in your home country as soon as possible. Each dependent must

have his or her own DS-2019. Your dependents may accompany you or arrive separately. **Dependents cannot arrive in the United States before you do.**

All J-2 DS-2019s will have dates identical to your J-1 DS-2019 dates, even if their actual stay will be for a shorter period.

Both J-1 and J-2 visa holders will be subject to limitations on re-entering the United States in the future (see section 29).

Dependents who are U.S. citizens are welcome to accompany you on your grant, but will not be issued DS-2019s as J-2 dependents and must travel on a U.S. passport.

Applying for the J Vis

You should apply for your J visa at the U.S. Embassy or Consulate in your home country. Please consult your contact at the Fulbright organization in your home country for more information regarding how to apply for your J visa. Although you may apply at any U.S. Consular Office abroad, it may be more difficult to qualify for the visa while outside your country of permanent residence. **Apply for your visa early to provide ample time for visa processing.** A personal interview is almost always required as a standard part of visa processing, and it may take several weeks before you can get an appointment for your interview. The typical application process could take up to 3 months. A consular officer may need to request special clearances depending on your field of study, nationality or background. This will take additional time.

An I-901 SEVIS fee is required of most individuals upon application for a J visa. However, for those individuals sponsored by the U.S. government, such as Fulbright Scholars and their dependents, this fee is waived. **There is no cost for applying for a visa as a Fulbright Scholar or accompanying dependent.**

Required Documentation for J Visa Applications

Each applicant for an exchange visitor visa must submit to the U.S. Embassy or Consulate:

- An application Form DS-156 (Nonimmigrant Visa Application) and a Form DS-158



Sample J-1 visa

(Contact Information and Work History for Nonimmigrant Visa Applicant). Both forms must be completed and signed. Some applicants will also need to complete and sign Form DS-157 (Supplemental Nonimmigrant Visa Application). Blank forms are available without charge at all U.S. Consular Offices and on the Visa Services Web site at http://travel.state.gov/visa/frvi/forms/forms_1342.html.

- A passport valid for travel to the United States. Make sure the expiration date on your passport is at least six months beyond the end date of your grant period. If more than one person is included in the passport, each person desiring a visa must complete an application.
- One 2 inch x 2 inch photograph (roughly 50 mm square)
- A valid DS-2019 issued by CIES

It is important that you refer to the Embassy or Consulate Web site to find out if additional documents are required. You must demonstrate to the consular officer that you have permanent ties to your home country and you are coming to the United States for a temporary period. All J visa applicants will be fingerprinted and photographed as part of the visa application process.

Although CIES may issue a DS-2019, this form only denotes the eligibility for J visa status. It is ultimately the decision of the consular officer whether to issue a visa.

8. International Travel

Airline Tickets

The Fulbright organization in your home country will either arrange your international travel or tell you how to arrange it. All air travel paid for with U.S. government funds must conform to the Fly America Act, which requires all such travel be on American Flag Carriers where available. If you are arranging your travel plans on your own, please be sure to submit your itinerary for review by the Fulbright organization in your home country to ensure that it is compliant with the Fly America Act *before* purchasing a ticket. In cases where the Fulbright

organization refers you to a travel agency for assistance with your travel arrangements, the agency is aware of the regulations to be followed and you do not need to submit your itinerary for review.

Before you leave your home country, please examine your ticket for the following:

- Is the ticket valid for the period of your grant?
- Does the ticket have any restrictions on its use?
- Does your name appear exactly the same way on your ticket as it does on your passport and other travel documents?
- Is your return ticket reserved for a specific date or flight number or is it an open ticket?

If it is necessary to make your own travel arrangements, it is important to understand the restrictions and possible penalties associated with the purchased ticket. Many of the cheaper fares are nonrefundable and changes in dates or flights are either not allowed or allowed only by paying a penalty. Ask a travel agent or an airline representative for specific details.

Check with your airline regarding regulations and fees for excess baggage. If allowed, excess baggage charges may be costly.

Make appropriate arrangements if you require any transit visa.

When booking travel for your dependents, be aware that J visa regulations prohibit J-2 dependents from entering the United States *before* the J-1 visa holder. J-2 visa holders can only enter the United States with you or after your arrival.

If you plan to travel within the United States during your grant, you might want to ask a travel agent in your country about special “Visit USA” fares that permit travel around the United States at greatly reduced rates. You must purchase these tickets before you leave home, and they cannot be changed easily.

Customs

For customs information, please refer to the most up-to-date information at the Customs and Border Protection Web site, www.cbp.gov. Additionally, a summary of pertinent customs information is in Appendix B.

9. Planning to Arrive in the United States

Plan to arrive in the United States as near as possible to the date recommended by your host university. U.S. Citizenship and Immigration Services (USCIS) allows you and your dependents to legally enter the United States up to 30 days before the start date that appears in section 3 of your DS-2019.

This 30-day period is commonly referred to as a grace period. You may not engage in grant-related activities or work during this time, though CIES suggests that you arrive before your program start date to settle in. Please note, your Fulbright-sponsored accident and sickness benefits are not valid for this period. You may wish to purchase a separate insurance policy during this time.

It is important that you commence your grant-related activities, such as conducting research or lecturing, on the date indicated in section 3 of your DS-2019.

It is essential that you correspond with your faculty associate before you leave home. Be sure to tell him or her in further detail about your academic interests as well as your travel plans. You can also request more detailed information about the facilities that will be available for your use on campus. If you are unsure of who your faculty associate is, contact the Fulbright organization in your home country.

Housing

You must make your own housing arrangements; CIES cannot assist you in this process. If you have not already received information on housing, contact your host institution. You may also refer to the (nomination letter) included in your grant packet. Finding suitable accommodations in many U.S. cities can be difficult. CIES advises you to inquire several months in advance. It may be necessary to stay in temporary accommodations for a few days or weeks until you can find long-term housing. Additionally, you may have to pay a security deposit or your first and last month's rent upon signing a lease. **Please bring adequate funds in anticipation of this expense,** as your first Fulbright payment may not be immediately available due to bank processing times.

It is important to make arrangements for housing before you arrive so you will not be searching for a place to live at a time when you have many other concerns. Many housing resources are available via the Internet. For more information on obtaining accommodations, see the "Housing" section of Living in the United States, which accompanies the Guide. You may also refer to the "Housing" link on the Fulbright Visiting Grantee Web site, www.cies.org/vsgrantees (enter **vsgrantees** as the user name and **CIES_vsgrantee!** as password).



Renter's Insurance

The Fulbright Program does not provide insurance for your personal possessions. You may want to purchase renter's insurance to cover valuable possessions such as computers and other electronics, bicycles, jewelry, clothing and furniture. Renter's insurance covers the value of your personal property against theft or damage both in your home and while you are away from home.

Research your policy carefully before purchasing renter's insurance. Look for policies providing replacement value coverage, which will reimburse you for the replacement value of your damaged or stolen property, rather than for the property's current (usually lesser) value. Rates vary depending on the type of coverage, your location and the amount you want insured. You should expect to pay a deductible; choosing a higher deductible can lower the overall cost of your policy.

Transportation

Public transportation may not be readily available around your host institution. If you decide to get a car, you must purchase car insurance. Each state

has different driver's license application procedures, requirements and regulations. Contact the local department of motor vehicles to understand their individual policies. Furthermore, not all states recognize the international driving permit and international driver's license or car insurance. For additional information, please see the "Transportation" section of Living in the United States.

10. Health Benefits

One of the benefits of your Fulbright grant is health coverage for accidents and sickness. This section details the benefits and limitations of your coverage and provides useful advice on obtaining supplemental coverage.

Completion of Medical History and Examination Form

You must submit a completed Medical History and Examination Form to the Fulbright organization in your home country six months before departure for the United States. The Fulbright Program recommends that you have up-to-date immunizations for all of the diseases listed on the form. The ASPE health benefits coverage provided through the U.S. Department of State will not cover any illness contracted in the United States resulting from a failure to receive required immunizations. While medical clearance will not be withheld if the immunizations are not obtained, some universities will require them before affiliation.

Medical Checkup

Since the accident and sickness benefits provided by your grant do not cover the cost of eye examinations, eye glasses, contact lenses, or dental examinations, you are advised to receive eye and dental exams prior to coming to the United States. You should complete any necessary treatment before you leave home.

Scholar Health Coverage: The Accident and Sickness Program for Exchanges (ASPE)

The U.S. Department of State provides essential accident and sickness coverage for Fulbright Scholars under a self-funded group policy called the Accident and Sickness Program for Exchanges

(ASPE). This policy is not intended to cover preventative care such as annual examinations or check-ups.

Your ASPE health benefits policy is administered by:

Seven Corners, Inc.

PO Box 3724

Carmel, IN 46082-3742

Telephone: 800.461.0431

Fax: 317.575.6467

Web site: www.usdos.sevencorners.com

The complete ASPE Health Benefits Guide will be sent to you and may also be found online at www.usdos.sevencorners.com

ASPE Identification Card

Prior to your arrival, CIES will mail your ASPE identification card to you in care of your faculty associate at your host institution. Keep this identification card with you at all times. See the Seven Corners Web site for health care provider information. Even if you have not received your identification card, coverage will begin when you report to your host institution to start your grant activities. Your coverage continues while you are in the United States until your grant end date.

If your grant is amended to either shorten or extend the length of your program, CIES will adjust your health benefits coverage and send you a new card accordingly.

Going to the Doctor

If you require medical attention during your grant, you must find a physician within the Accident and Sickness Program for Exchanges (ASPE) policy directory and make an appointment. To identify a participating physician or facility, use the online health care provider directory at www.usdos.sevencorners.com (click on "network" in the upper left). Choose a physician based on the area of specialized medicine and/or the proximity of the office to your residence or campus.

At the time of your appointment, take your photo identification, ASPE identification card, a claim form and the ASPE Health Benefits Guide with you. You can download a claim form from www.usdos.com.

sevencorners.com. The doctor's office or hospital you choose will help you fill out the form. They will advise whether you should pay for the care at the time of your visit and be reimbursed later by Seven Corners, or have the doctor's office or hospital submit the bill to the claims administrator for reimbursement.

You should visit a hospital emergency room only when there is a serious or life-threatening condition that requires immediate medical attention, as ASPE will not cover emergency room expenses for non-emergency situations. For all other medical needs, you should schedule an appointment with your physician. If you are hospitalized for a serious medical condition, contact CIES as soon as possible.

Amount of Coverage

You will pay a portion of the expenses for each illness or medical emergency; this portion is called the co-pay. Under ASPE, the co-pay is \$15 per accident or illness. The ASPE policy will pay the rest of the expense incurred up to a certain amount for each illness or injury sustained. Please refer to Your ASPE Guide to Health Care Coverage for specific details. If you have another health insurance provider, the ASPE policy pays benefits after your other policy has paid its full benefits.

Prescription Medication

If you require maintenance medications, you are strongly encouraged to research the availability of these medications in the United States. Due to regulations regarding controlled substances and/or prescription medications, drugs available in your home country may not be available in the United States and vice versa.

If you have any questions as to whether or not a specific medication may be brought into the United States, please contact the U.S. Food and Drug Administration at 301-443-6553, www.fda.gov or the Drug Enforcement Administration at 202-307-2414, www.usdoj.gov/dea.

If you are here for more than 60 days and need your medication sent to you, ask your physician in your home country to write a letter explaining:

- you are undergoing medical treatment, and he/she has prescribed the medication for your use
- your country of citizenship
- that you are in the United States temporarily on a Fulbright grant and need a prescription refill.

Please note that while the package is addressed to you, the letter should be addressed to the Customs Officer and written in English. This letter along with a copy of your passport must be included in the package containing your medication. The package could be detained for up to 30 days by Customs for examination. Please send the package using a courier service such as FedEx or DHL that offers package tracking. Consult with your courier on how best to flag the package so the U.S. Customs Officer will be able to process your package properly.

Supplemental Insurance

ASPE is not intended to replace insurance you may already have. If you want coverage for situations or conditions that are not covered by ASPE, you should keep any private insurance you may already have, purchase coverage through some other plan or both. If you choose to maintain an existing plan or purchase another policy, you will not be reimbursed for this expense.

Your Fulbright grant includes health benefits for the grant period only through the Accident and Sickness Program for Exchanges (ASPE). You must purchase insurance for yourself any time that you are in the United States before or after the grant period, anytime that you are outside the United States during your grant period and for your accompanying dependents for the duration of their stay in the United States. See section 13 for details on obtaining insurance for dependents.

Several insurance companies offer supplemental insurance policies. For details, contact the insurance companies listed in Appendix C. The Fulbright Program does not endorse any particular company or plan.

Mandatory University Insurance

At some U.S. host universities, Fulbright Scholars

and their dependents are required to enroll in the university insurance program. In such cases, you are responsible for paying the premiums; neither the U.S. Department of State nor CIES can reimburse you for these amounts.

CIES verifies insurance requirements when an affiliation is confirmed and will inform you accordingly.

11. Dependents

Expenses

You are responsible for all the costs of bringing your dependents to the United States. This includes airfare and other travel expenses, living expenses, school costs, medical insurance and any uncovered medical bills. In some countries, the Fulbright organization may provide airfare for one dependent if the grant is eight months or more and the dependent stays in the United States for at least 80 percent of the grant period. Likewise, some grants include a modest dependent allowance to help offset the cost of medical insurance for family members. These funds will not be sufficient to support your family without additional personal funds. Do not bring family members to the United States unless you are certain that you will have enough money to support them. To apply for J-2 dependent visas (see section 7), you must show that you will be able to support them financially and provide them with adequate medical insurance coverage.

Employment for J-2 Dependents

After coming to the United States, your dependents who are J-2 visa holders may apply to U.S. Citizenship and Immigration Services (USCIS) for permission to accept paid employment. Dependents must have permission from USCIS before they begin working. **CIES cannot assist in this process.** Obtaining USCIS' work authorization for your dependents is not guaranteed.

USCIS will not authorize employment for a J-2 dependent if you indicate that you need this income to support the J-1 visa holder. Your dependent's income is subject to federal income, state income and Social Security taxes. USCIS employment

authorization for J-2 dependents remains valid only for the duration of the J-1 program.

To request permission for dependents to accept employment, complete USCIS Form I-765 (Application for Employment Authorization), which is available online at www.uscis.gov. Mail it with supporting documents and a check for \$340 to the USCIS Service Center that has jurisdiction in your place of temporary residence in the United States. You may find the mailing address of your local USCIS Service Center on page 8 of the USCIS Instructions for I-765.

Schooling and Childcare

You are responsible for arranging any necessary schooling or childcare. Prior to your arrival, it is important to research local schools. Neither the Department of State nor CIES can assist you financially. If any of your family members plan to attend school or study at a university in the United States, bring their academic records with you, including any documents that indicate their English proficiency. You must have a birth certificate or other proof of age for any child who will be entering school.

You must also have immunization records for any child who is going to enroll in elementary school, secondary school, college or university. The records must show proof of the following immunizations and tests, indicating specific dates:

- Results of the PPD or Tyne test for tuberculosis
- Diphtheria/pertussis/tetanus
- Measles
- Mumps
- Polio
- Rubella
- Chicken pox

Most U.S. school systems also require a physical examination. You are encouraged to have your children immunized in your home country and bring their complete medical history with you to the United States.

Public schools are not available for children under the age of five. If your spouse or another adult will not be accompanying you to care for your children, you will have to pay someone—a privately run daycare center or preschool, or people who provide childcare services in their homes—to care for them on a regular basis. Childcare for young children can be very expensive in the United States, and it is in high demand. Scholars who will require these services should inquire about the availability and cost of these services before arriving in the United States. There may be a childcare center on your university campus, which provides discounts to individuals affiliated with the institution. **CIES cannot assist you with enrolling your children in school or childcare.**

Medical Insurance for Dependents

The U.S. Department of State provides you with accident and sickness coverage during your grant period. However, **it is your responsibility to purchase medical insurance for your J-2 dependents for the duration of their stay in the United States.**

Medical care in the United States can be extremely costly, and it is essential that your accompanying dependents are adequately insured. Dependents who do not have medical insurance for the duration of their stay in the United States are in violation of J Exchange Visitor visa regulations as well as the terms and conditions of the Fulbright award. This may result in termination of your grant.

Medical insurance for your dependents must meet the following guidelines as specified in the J Exchange Visitor Program regulations. At minimum, the following benefits must be provided:

- Medical coverage of at least \$50,000 per person per accident or illness
- Repatriation of remains in the amount of \$7,500
- Medical evacuation benefits of at least \$10,000
- A deductible that does not exceed \$500

Options for Coverage

You may purchase insurance for dependents from the company of your choice, provided that the coverage meets the J visa regulations outlined above. This

section provides an overview of several options for you to obtain medical insurance coverage for your accompanying dependents. You should research and compare multiple options because the costs and benefits may vary considerably.

Insurance Plan in Your Own Country

You may purchase insurance for your dependents in your own country before you leave. If you do, it must

- be from a reputable company, either highly rated by international standards or backed by your government, and
- provide benefits that meet the J visa requirements.

Insurance Coverage Through Your Host Institution

Your dependents may be eligible for insurance coverage through your host institution's insurance plan. At many institutions, your dependents' eligibility may rely on your own enrollment in the institution insurance plan. Contact the office of international programs at your host institution for more information about this option.

Other Insurance Plans

Appendix C lists a number of companies in the United States with health coverage plans that meet the J Exchange Visitor Program requirements. Please note that this list is for informational purposes only; it does not represent any endorsement by the Fulbright Program. It is a good idea to thoroughly compare benefits and prices of at least two plans.

Dependent Insurance and Pregnancy

Many insurance policies designed for J-2 visa holders do not cover pregnancy-related care. If an accompanying dependent could become pregnant during your grant, you should carefully review the benefits of the insurance policy you are selecting to make sure that it covers pregnancy. If the policy you purchase does not cover pregnancy, you will be responsible for all costs associated with your dependent's prenatal care and delivery.

Some policies (see Appendix C) will cover pregnancy if conception occurs during the coverage period.

The Fulbright Program, however, has been unable to identify any insurance policies for J-2 visa holders that cover a pre-existing pregnancy. If your accompanying dependent is already pregnant when your grant begins, be aware that it will be very difficult for you to find an insurance policy that will cover her prenatal and maternity care. If you are not able to find such a policy, you should seriously consider whether you will be able to afford prenatal care and delivery of a child in the United States as you will be responsible for all expenses incurred. Be sure to consult with your airline to find out what restrictions it has about flying during the third trimester or with an infant. The Fulbright Program cannot assist you with any bills related to a dependent's pregnancy or birth of a child.

12. What to Bring

Essentials

In addition to clothing and other personal items, you should bring the following:

- CIES publications included in your grant packet: Guide for Visiting Scholars and Living in the United States.
- Passports and DS-2019(s) for you and accompanying J-2 dependents.
- Your signed grant Terms and Conditions.
- A birth certificate or official document stating the date of your birth if your date of birth is not shown on your passport. You must have this proof to get a Social Security Number (SSN).
- Birth certificates or other official documents stating the date of birth for children who will be enrolling in school (see section 13).
- Medical, dental and academic records (see section 13) of any dependents who will be enrolling in school.
- A supply of medications for existing medical conditions. Prescriptions from abroad cannot be filled in the United States.
- A physician's description of any prescribed medications. You can then consult a U.S. physician for a prescription, which you can then

have filled in the United States.

- An extra pair of eyeglasses or contact lenses.
- Your U.S. SSN card or an Individual Taxpayer Identification Number (ITIN) if you were issued one during a previous visit to the United States (see section 15).
- If available, travelers' checks and/or U.S. currency.
- Credit or debit cards. You might have difficulty getting credit cards while you are in the United States.
- Your driver's license or international driver's license, if you plan to drive in the United States.

Other Useful Items

You may also wish to bring these items with you:

- Copies of your curriculum vitae.
- Reprints of professional articles you have written.
- Personal computer.
- Slides, photographs and maps of your country, which can be used in informal talks you may be invited to give.
- Small, inexpensive souvenirs, such as craft items from your country, to use as welcome gifts for colleagues and hosts.
- Adapters that render your personal appliances compatible with the 110-volt electrical current used in the U.S.

It is not necessary to bring most household items, such as linens and cooking utensils, because you can purchase these in the United States at a reasonable cost.

Part III: When You Arrive in the United States

13. Arriving at a U.S. Port-of-Entry: What an Exchange Visitor can Expect

Completing the Necessary Documents

When arriving to the United States, flight attendants or U.S. Customs and Border Patrol (CBP) officers will distribute Customs Declaration Forms (CF-6059) and Arrival-Departure Record Forms (I-94). These must be completed prior to landing. **The Form I-94 should be completed to match your passport, visa and DS-2019** and should reflect the address where you will live, not the address of the program. If you do not have a permanent address, you should indicate a short-term address, for example a hotel address.

The image shows a sample Form I-94, Arrival-Departure Record. At the top, it says "Departure Number" followed by the number "980934837 07". Below this is a grid of 14 empty boxes. Underneath the grid, it says "Immigration and Naturalization Service" and "I-94 Departure Record". The main body of the form is a grid with three rows and two columns. The first row is labeled "14 Family Name" and the second row is labeled "13 First (Given) Name" and "15 Birth Date (Day/Mo/Yr)". The third row is labeled "Country of Citizenship". Below the grid, it says "See Other Side" on the left and "STAPLE HERE" on the right. The caption below the form is "Sample Form I-94".

Arriving at the Port-of-Entry

Have the following documents available for presentation: your passport; the sealed envelope containing your DS-2019; Arrival-Departure Record Form (I-94); and Customs Declaration Form (CF-6059). You should also have a copy of your Fulbright Terms and Conditions with you to show the officer if requested.

All visitors entering the United States must state their reason for entering the country. **It is important that you tell the CBP officer that you are an exchange visitor.** The CBP officer may ask you questions about the purpose of your trip, how long you will be in the United States and your residence abroad. As

part of the U.S. Department of Homeland Security US-VISIT Program, all exchange visitors will be photographed and fingerprinted by a CBP officer. The officer may send you to a second inspection area for further review or issuance of additional documentation. The secondary inspection area allows inspectors to verify information without causing delays for other arriving passengers. In the event that the CBP officer needs to verify your admission/participation with your sponsor, **it is strongly recommended that you have the name and telephone number of your CIES contact available.**

Once your inspection is successfully completed, the CBP officer will stamp your Form DS-2019 for duration of status (“D/S”) for J visa holders with date and port-of-entry, stamp the Arrival-Departure Record Form (I-94) and staple it in the passport.

I-94 Card

A Form I-94 that has been approved by a CBP officer proves that you arrived in the country legally. The Form I-94—not your visa—indicates when you must leave the United States. On this card, the CBP officer writes either a date or “D/S” (duration of status). If you have “duration of status” written on your I-94, you may remain in the United States as long as you pursue authorized grant activities (effective through the end date on your DS-2019). Your I-94 form should be annotated “J-1 D/S”; your dependents’ forms should be annotated “J-2 D/S.” If you notice any inaccuracy, please notify the CBP officer immediately.

The CBP officer keeps the arrival portion of the Form I-94 and returns the endorsed departure portion to you. Keep the original in your passport. Once you arrive at your destination, make a copy to carry with you at all times for the duration of your grant.

Do not lose the Form I-94. You will need it when you leave the country.

When you leave the United States, you must surrender the original departure portion of the Form I-94 to the CBP officer. Turning in the I-94 when you leave the country proves that you did not violate U.S. law by staying in the country past your authorized grant end date. Proof that you are willing to obey U.S.

immigration law will be very important if you want to return to the United States in the future.

If your Form I-94 is lost, stolen or mutilated you must apply directly to U.S. Citizenship and Immigration Services (USCIS) using Form I-102 (Application for Replacement/Initial Nonimmigrant Arrival/Departure Record) to replace it. You can download Form I-102 from the USCIS Web site at www.uscis.gov. **There is a \$320 fee to replace an I-94. CIES cannot reimburse you for this cost.**

Other Arrival Procedures

Failure to comply with U.S. government entry-exit procedures may result in denial of entry to the United States. In some cases, the CBP officer will issue Form I-515A (“Notice to Student or Exchange Visitor”), which authorizes temporary admission into the United States. **Inform your CIES contact person immediately if you are issued an I-515A.**

Some individuals will be asked to provide additional information under the National Security Entry-Exit Registration System, or NSEERS. If you are selected for NSEERS, a packet of information will be given to you at the port-of-entry explaining the registration and departure procedure.

14. Settling In

The checklist below may help you prioritize what you need to do upon arrival in the United States.

- Inform your faculty associate of your arrival and pick up your ASPE card and stipend check. **CIES will send all correspondence in care of your faculty associate unless you indicate otherwise** (see section 15).
- Contact CIES and submit required forms to CIES. **Within 10 days of your arrival, you must complete and return to CIES the Notification of Arrival Form, along with supporting documents** requested on the form so that your status as a J-1 Exchange Visitor can be validated in SEVIS. The Notification of Arrival Form (Appendix D of the *Guide*) can also be found on the CIES Visiting Grantee Web site. Do not wait until you have a permanent address to send in this form.
- Apply for a Social Security Number or Individual Taxpayer Identification Number (see section 16).

- Locate permanent housing (see section 9).
- Open a bank account (see section 18). Inquire about renter’s insurance (see section 20).
- Send a copy of your Social Security card (see section 16), W-4/W-8BEN Form and, if applicable, the Electronic Funds Transfer Authorization Form (see section 17) to CIES.
- Identify a doctor, dentist and hospital in case of emergency.
- Locate long term housing (see section 9).
- Obtain gas, electricity, water and telephone service as needed.
- Inquire about renter’s insurance (see section 9).
- Research schooling for accompanying children.
- Identify a doctor, dentist and hospital in case of emergency.
- If you bring or buy a car, obtain a driver’s license, registration and insurance.
- Look into opportunities for professional meetings and other enrichment programs (see section 20).

15. Communication with Faculty Associate

The primary point of contact at your host institution is referred to as your faculty associate. This will generally be a faculty member in your field who was identified during the affiliation process. The faculty associate is an academic colleague who helps you with professional matters and provides information about relevant activities on and off campus.

Affiliations at a U.S. university usually include use of the library, consultation with faculty and limited auditing of courses. However, access to university facilities varies from campus to campus. You should request more detailed information about the facilities that will be available for your use on campus from your faculty associate.

Private office space and computers are often not available. While it is likely that you will have access to computer laboratories at your host institution, you should not assume that a computer will be available

for your private use. If a computer is necessary for your work and you do not wish to share one, you should be prepared to rent or buy a computer, using your professional allowance and/or personal funds.

The affiliation has been arranged in order for you to carry out the project outlined in your Fulbright application. You must get approval from CIES before making any substantial changes to your academic program.

16. Obtaining a Social Security Number or Individual Taxpayer Identification Number

Every person who receives income in the United States is identified by either a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN). These are unique personal identification numbers and are widely used in the United States. If you receive income from CIES or another U.S. source, you must obtain either an SSN or an ITIN. Even if your grant payments are issued by the Fulbright organization in your home country, CIES recommends that you obtain an SSN or ITIN.

Applying for a Social Security Number (SSN)

Before you are eligible to apply for an SSN, you must ensure that your Notification of Arrival Form and supporting documents have been received and processed by CIES. Please note that CIES cannot

process your arrival documentation before the start date indicated in Section 3 of your Form DS-2019.

To apply for a Social Security number, you must appear in person at an office of the Social Security Administration. To locate a nearby Social Security office, consult the Social Security Administration Web site at www.ssa.gov/locator or call 1.800.772.1213.

CIES cannot assist in the application process.

Take the following documents to the office:

- Form SS-5 (Application for a Social Security Card) provided by CIES or available online at www.ssa.gov/online/ss-5.html
- Your passport (or other official document indicating your date of birth)
- Form DS-2019
- Form I-94
- Support letter from CIES (included in your grant packet)

When completing the SS-5 application, note that it is extremely important that you write your name on your application exactly as it appears on your passport. Also, question 3 asks for your citizenship status. You should select “Legal Alien Not Allowed to Work.”

Send CIES a copy of your card as soon as you receive it, along with your completed tax form (see section 23).

Primary Purposes of the Social Security Number or the Individual Taxpayer Identification Number

- Tax-related matters including filing of U.S. and state income tax returns, benefits under and income tax treaty and claiming tax refunds. If you do not have a number, tax returns will not be accepted and refunds will not be issued.
- Having CIES withhold U.S. income tax from your stipends and getting the withheld funds properly credited to your tax account.
- Use by the organization that pays you. Many organizations use the Social Security number as a personal identification number for generating stipend and reimbursement checks.
- Obtaining a driver’s license, in some states.
- University records and access to campus services.
- Opening an account at most banks.
- Rental applications for housing, installment of utilities services and a situation in which a credit check is required.

If you were issued an SSN during a previous stay in the United States, bring your Social Security card with you.

Applying for a Duplicate or Replacement SSN:

If you were previously issued an SSN, but have lost the card or no longer know the number, you must complete Form SS-5 to request a duplicate card. When you fill in the form, you must check “yes” in item 10 to indicate that you have already filed for or received a Social Security card. If you know the number and the name on the card you were issued previously, you should list them in items 11 and 12. Then follow the instructions as you would to apply for an original card. Your duplicate card will have the same name and number as your previous card.

Applying for a corrected SSN:

If the spelling of your name on your previously issued SSN card differs significantly from that of your current passport, you may want to apply for a new SSN card with the updated spelling. In order to do this, submit Form SS-5 as if you were applying for a lost card, along with a document showing the spelling of your old name (original SSN card) and one with the new spelling (e.g., passport). Your corrected card will have your new name and the same number as your previously issued card. For more information on replacing a lost card or obtaining a corrected card, see www.ssa.gov/replace_sscard.html.

Applying for an Individual Taxpayer Identification Number (ITIN)

If your local Social Security office will not accept your application for a Social Security Number, you should request a letter of rejection. You will then need to obtain an ITIN from the Internal Revenue Service (IRS). If you have been issued an SSN, you cannot apply for an ITIN.

To apply for an ITIN, you should go to your local IRS office and complete Form W-7, Application for IRS Individual Taxpayer Identification Number.

The form is available online at www.irs.gov/pub/irs-pdf/fw7.pdf. To locate your IRS Taxpayer Assistance Center, consult their Web site at www.irs.gov/localcontacts/index.html. You will need to take with you the same documentation that is required to obtain a SSN and your letter of rejection for a Social Security Number. Once you have received your ITIN, you must send a copy of it to CIES.

17. Grant Payments

If your grant was not issued by CIES, consult the Fulbright office in your home country about your payment schedule. If your grant was issued by CIES, the first payment will include the first three months of your monthly stipend and any allowances reflected in your Terms and Conditions. The first stipend payment is sent to you in care of your faculty associate to hold for you.

Scholars who are paid by CIES receive grant payments every three months from the beginning of their grant. Second and subsequent payments will be deposited directly into your U.S. bank account through Electronic Funds Transfer (EFT) and you will not receive an actual check.

Once you have opened a U.S. checking account, you must mail the Electronic Funds Transfer Authorization Form (found [here](#)) and a voided check to CIES for processing. **Please note that after the first payment, no additional payment will be issued until CIES has received a copy of your social security card (or confirmation that you have applied for one), relevant tax form (W-4/W8-BEN) and EFT Authorization Form with voided check.**

18. Banking

In the United States, many purchases are made by personal check, debit card or credit card. To obtain these, you will need to establish a bank account as soon as possible after your arrival. When you talk to a banking representative about opening an account, you can inquire about opening a checking and/or savings account as well as the possibility of obtaining a credit card. CIES recommends that you call or visit several banks to determine the variations in their services and charges before opening an account. When comparing banks and services, ask whether you must maintain a minimum balance to avoid service charges.

To open a bank account in the United States, you will need two forms of government issued identification (such as a passport or driver’s license) and funds for your first deposit. Some banks may also require a Social Security Number to open an account.

Although banking policies vary throughout the United States, it usually takes five to 10 days for a check to be processed. During that time, you may not be able to withdraw these funds from your account.

Part IV: During Your Grant Period

19. The Role of CIES

During your stay in the United States, CIES will be available to assist you whenever possible. A list of CIES staff members can be found on the inside front cover of the Guide. If you have questions regarding program policies, please call or e-mail your CIES contact or explore the Visiting Grantee Web site.

Per USCIS regulations, you are **required** to notify CIES of the following circumstances in a timely manner:

- Your dependents' arrival in the United States
- Change in residential or mailing address
- Major changes in your personal status such as marriage, divorce or the birth of a child
- Any international travel
- Plans for departure from the United States
- CIES welcomes your feedback on the progress of your program. Please share with us:
- Any important problems with your research or lecturing program
- Health problems
- Any legal issues you may encounter while on your grant
- Special presentations you make to university or community groups
- Attendance at conferences related to your program
- Newspaper clippings and photographs related to your grant

You must apply for approval from the U.S. Department of State through CIES in advance for the following:

- Employment/Honoraria (see section 21)
- Extension of stay (see section 27)
- Transfer of sponsorship (see section 27)

For information and advice about academic and campus matters, consult your faculty associate and your host institution's office of international programs.

20. Professional and Personal Enrichment Activities

CIES encourages you to take advantage of opportunities to visit colleges and universities other than your host institution while you are in the United States. You may also be interested in attending a professional meeting or conference during your stay in the United States.

In February and August, *The Chronicle of Higher Education* prints a special section titled "Events in Academe," a comprehensive list of academic meetings and conferences. You can find *The Chronicle* in your university library or at www.chronicle.com.

The Occasional Lecturer Program (OLP)

The Occasional Lecturer Program (OLP) provides travel awards for visiting scholars who are invited to give formal presentations at U.S. colleges and universities during their grant period. You may apply to the OLP through CIES with the application provided in Appendix G. An application is also available on the Visiting Grantee Web site. If you have questions about the OLP, please contact the OLP staff at olp@cies.iie.org.

CIES regularly updates the Directory of Fulbright Visiting Scholars on its Web site. CIES encourages U.S. colleges and universities to invite visiting scholars to spend a few days on their campuses to give lectures and seminars to students, faculty and the general public, and to present at campus-sponsored conferences and community activities.

Travel awards for guest lecturing under the OLP are available for travel within the United States including U.S. territories. These awards are for scholars during their grant period; scholars may not participate in the OLP during their grace period.

CIES encourages you to include two or more lecturing activities in a single trip, which may include visits to more than one campus. Requests are considered on a first-come, first-served basis, and CIES cannot guarantee that every request will be accepted. You are limited to one OLP travel award unless you include visits to speak at Minority Serving

Institutions (MSIs). A list of MSIs is available on the OLP Web site: <http://www.cies.org/sir/olp>.

The OLP staff must approve your application prior to your trip. To apply, you must do the following, at least 30 days in advance:

- Obtain a formal letter of invitation to give a presentation or guest lecture at a U.S. college or university
- Complete the OLP Application Form. The form provides instructions for completion
- Submit the application form and letter of invitation

Awards are calculated based on the distance traveled:

- \$250 for 75-499 miles
- \$500 for 500-1999 miles
- \$750 for 2000 miles or more

No funds are awarded for distances less than 75 miles.

You and your OLP host institution are responsible for all additional expenses including extra travel costs. If the OLP host pays for these expenses directly, or reimburses you for the costs, you may accept this payment without prior approval from CIES.

Within two weeks of receiving your materials, CIES will inform you of the status of your request. If it is approved, you will receive an Evaluation form for Fulbright Occasional Lecturers (Appendix H). As soon as possible after your trip, complete the Evaluation form and return it to CIES. OLP staff will mail your travel award payment to you within four weeks of receiving your evaluation.

National Council for International Visitors

CIES is a member of the National Council for International Visitors (NCIV), a federation of community organizations that administer a range of programs, including classroom visits, special events of international interest, home hospitality, and meetings with professional counterparts. In addition, these organizations are excellent resources to learn more about local attractions, transportation and accommodations. You can obtain a list of the services NCIV and their affiliates offer in more than 100 cities and towns by calling 1.800.523.8101 or

visiting www.nciv.org.

CIES encourages you to take advantage of NCIV resources and participate in their activities, especially if you are not in an area that has a metropolitan enrichment program.

Fulbright Community on State Alumni

The State Alumni Web site, sponsored by the U.S. Department of State, is a dynamic and interactive networking tool for all participants of U.S. government-sponsored exchange programs. The Fulbright Community on State Alumni brings together current Fulbright program grantees and Fulbright alumni and serves as the program's professional support network for the nearly 300,000 Fulbright alumni worldwide.

To join, go to <http://alumni.state.gov/register> or <http://exchanges.state.gov>. All members must register and be verified to access the full site. The verification process usually takes less than 10 days. FulbrightMail.org email accounts are also available to State Alumni Fulbright registrants.

As part of the State Alumni community, you will be able to:

- Network with current fellows and alumni to form partnerships and friendships
- Access free periodicals, newspapers, and more (over 20,000 publications)
- Find grant and job opportunities
- Participate in global discussion forums and Q&A Live Web chats with experts
- Read alumni success stories, news, perspectives and ideas
- Share experiences with a global audience

21. Additional Income

Employment

As a researcher or lecturer holding a J-1 visa, you may engage in paid employment if it is consistent with the Fulbright Program purpose and if it is related to your project. Such employment must be approved in advance by the U.S. Department of State. The U.S. Department of State will not approve employment requests that would delay the end date of the grant period. Ongoing lecturing and consulting opportunities are considered paid employment when you receive funds in excess of your grant. You must report any payment received as income on your tax return.

In order to obtain approval to accept wages or income, you must submit the following letters to CIES at least 30 days before the intended employment activity will begin:

- (1) A letter from the institution that is offering you the employment opportunity. This should state the terms and conditions of the offer, including duration, number of hours, field or subject, amount of compensation and description of the activity.
- (2) A letter from your faculty associate recommending the activity and explaining how it would enhance your program.
- (3) A letter from you indicating why you are interested in undertaking the employment activity and how it relates to your grant.
- (4) If your grant is administered by the Fulbright organization in your home country, you may also be required to inform them and obtain their approval

CIES will forward the request to the U.S. Department of State for approval. You will receive a written response from CIES once a decision has been made. You may not engage in paid employment without the approval of the U.S. Department of State.

Honoraria

CIES considers one-time monetary compensation for participation in a single lecture or academic activity, including guest lectures, as an honorarium.

If you would like to accept an honorarium, submit an invitation letter to CIES describing the activity and the amount of compensation. You will receive a written response from CIES authorizing you to accept this honorarium. If the only funds you will receive are to reimburse you for expenses, you may accept this payment without prior approval from CIES.

22. Traveling Outside the United States During Your Grant Period

If you must travel outside the United States, please note the following:

- (1) **You must notify your CIES contact person at least three weeks before any international travel.** Indicate your planned travel dates, destinations and information on how to contact you abroad.
- (2) Before you depart the United States, **you must mail your original DS-2019 (and any dependents' DS-2019s) to CIES for a travel validation signature**, which indicates that you remain in good standing with the Fulbright Program. This signature is valid for one year. Only a CIES representative can sign your DS-2019, not the international office of your host institution.
- (3) It is your responsibility to find out if the country you intend to visit or travel through requires an entry or transit visa. Contact that country's embassy for further information well ahead of the date of your intended visit. See www.embassy.org for information on embassies in the United States.
- (4) To re-enter the United States you must have:
 - **Your valid passport.** Make sure your passport is valid for at least six months beyond the period of your authorized stay in the United States. If your passport needs to be renewed, it is your responsibility to contact your country's embassy or consulate in the United States to renew your passport.
 - **Your DS-2019 validated for travel.** If dependents are traveling with you, each J-2 dependent's DS-2019 must be validated for travel.

- **Your multiple-entry J visa.** Make sure that your visa is valid on the date you will re-enter the United States, and that “M” (for multiple) or “2” (for dual) is listed under “Entries” on your J-1 and dependents’ J-2 visas.

(5) **If your visa allows only a single entry, you used your one entry when you entered the United States.** If this is the case, or if your multiple-entry visa has expired, you must renew your visa to be eligible to re-enter the United States. You can only renew your visa at a U.S. Embassy or Consulate abroad. CIES cannot renew visas. Because many U.S. Embassies and Consulates have instituted rigorous visa processing policies, including mandatory interviews of all applicants, we urge you to examine your need to travel outside the United States and determine if it is worth the risk of delay or failure to obtain a re-entry visa for the United States. CIES and the Fulbright Program cannot guarantee that your visa application will be successful or will be processed in a timely fashion. Please be aware of these potential difficulties of traveling internationally and re-entering the United States.

(6) For visits of less than 30 days to Canada, Mexico or the adjacent islands other than Cuba, you will be readmitted to the United States without a valid U.S. visa if you have a valid DS-2019 and I-94. Adjacent islands are defined as Saint Pierre, Miquelon, the Dominican Republic, Haiti, Barbados, Bermuda, the Bahamas, Jamaica, the Windward and Leeward Islands, Trinidad, Martinique and other British, French, and Dutch territories or possessions bordering on the Caribbean Sea. Contact the embassy or consulate of the country you intend to visit for more information, as you may be required to obtain an entry visa to enter these countries.

Insurance Coverage Outside the United States During the Grant Period

When you travel anywhere outside of the United States during your grant period, the Accident and Sickness Program for Exchanges (ASPE) policy will not cover you unless the travel was included in your

initial grant. If your travel is related to your research or lecturing, but was not initially part of your grant proposal, you must get U.S. Department of State approval for ASPE coverage to continue during travel outside the United States.

To request approval, notify CIES of your international travel plans and their relevance to your research or lecturing and provide a letter in support of your plans from your faculty associate. CIES will forward your request to the U.S. Department of State and advise you if it is approved.

If you do not have this approval, your coverage will expire the day you leave the United States and will be reinstated when you return. Appendix C lists a number of insurance providers who offer short-term insurance coverage, which can be used while you are outside the United States.

Adjustment in Stipends

If CIES pays your grant, your stipend amount may need to be adjusted depending on the number of days you are outside the United States. If the total number of days of all trips outside the United States within your grant period exceeds 15, then your stipend will be reduced according to the “Stipend Adjustments” chart. If your grant is not paid by CIES, please check with the Fulbright organization in your home country to determine if stipend adjustments are required. In limited circumstances, such as personal emergencies, it may be possible to add the time spent outside the United States onto the end of your grant period. Your CIES contact person, the Fulbright organization in your country and your host institution must approve such an arrangement in advance.

Adjustments in Stipend for Time Out of the U.S.	
Days outside the United States	Stipend reduction
1-15	None
16-30	½ month
31-45	1 month

23. Tax Matters

U.S. Income Tax

This section applies to scholars who will receive income from CIES and/or other U.S. sources during their stay in the United States. CIES sends the necessary tax forms to all CIES-paid scholars, including scholars who received travel awards under the OLP program.

If you receive income from any other U.S. source, such as your host university, you should obtain information about your tax obligations from that source.

You must pay income tax to the U.S. government on the income you receive from U.S. sources unless you are *exempt*, or excused, under a tax treaty or special rulings of the Internal Revenue Service (IRS).

Income from U.S. sources refers to funds provided to you by any institution or organization in the United States, whether these funds were disbursed in the United States or not. Income generally includes stipend payments and allowances, travel costs, honoraria for lecturing (see section 21), and any other special payments.

Ultimately, compliance with tax laws and regulations is your responsibility. Keeping good financial records all year long will make completing and filing your tax return easier. For copies of tax forms or more information about U.S. income tax, speak to a representative at an IRS office.

To locate your local IRS office, consult the IRS Web site at www.irs.gov/localcontacts/index.html or call 1.800.829.3676. You may wish to talk to the Fulbright office in your home country for information on tax assistance.

Withholding

To ensure that taxes are paid on your income, the U.S. government requires CIES to withhold, or deduct, 14 percent of your income for U.S. income tax. CIES sends the withheld funds to the IRS, which credits your tax account. If you receive income from any U.S. source other than CIES, you are also subject to withholding by that source.

Tax-Treaty Status

Current tax treaties between the United States and other countries may exempt some Fulbright Scholars from withholding and payment of federal income tax though they must still file income tax returns. The provisions of these treaties vary and exemptions are not automatic. If you are a citizen of a tax-treaty country and meet the tax-treaty qualifications, you may be exempt from withholding of U.S. income taxes while you are temporarily in the United States.

If the United States has a tax treaty with your country, and you meet the necessary requirements, CIES will include a copy of the relevant article of the treaty with your grant packet. You can also find copies of these treaties in most IRS offices, through the IRS Web site and in many public libraries in the United States. General information on each treaty is included in IRS Publication 519 (U.S. Tax Guide for Aliens) and Publication 901 (U.S. Tax Treaties), which you can download from the IRS Web site at www.irs.gov.

If your treaty states that the lecturing or research you are doing must be at an accredited institution of higher learning, no other type of institution will qualify.

The IRS makes the final decision on whether your country's tax treaty exempts you from U.S. income tax. If you are exempt and you receive grant payments from your host institution, consult with institution officials, not CIES, regarding your tax-exempt status.

If your country's tax treaty exempts you from paying U.S. income taxes, you must complete Form W-8BEN, which will be included in your grant packet. If your country does not have a tax treaty with the United States, Form W-4 will be included in your grant packet. **Please complete and submit Form W-8BEN or Form W-4 to CIES as soon as possible after you receive your SSN or ITIN.** You can also download the forms from the IRS Web site at www.irs.gov.

When CIES knows that a scholar does have a treaty exemption, it does not withhold tax from the first payment. If a W-8BEN is not on file at the time of the second stipend payment, CIES will withhold tax

from the second payment and will also withhold funds retroactively. CIES will continue withholding until it receives a W-8BEN.

You may not claim the benefit of tax exemption under an income tax treaty if you do not have either an SSN or an ITIN.

Filing a Tax Return

If you receive funds from a U.S. source (even if you are exempted by a tax treaty) you must file a federal tax return every calendar year in which you received these funds. Federal law requires that your SSN or ITIN appear on your tax return. It is very important that you write your name on your tax return exactly as it appears on your SSN or ITIN card.

By March 15, following the calendar year in which you received grant funds, CIES will mail you the following forms:

- Form 1042S (Foreign Person's U.S. Source Income Subject to Withholding), reporting the income you received and the tax withheld (if any) from the grant during the prior calendar year. CIES will also report this information to the IRS. For example, in March 2010, CIES will mail you a 1042S covering income you received in 2009.
- Form 1040NR-EZ (U.S. Income Tax Return for Certain Nonresident Aliens with no Dependents) and instructions.

Because income tax regulations are complex and change frequently, CIES is not permitted to give tax advice. If you have specific questions about your tax return after you have received the packet of information, contact your local IRS office listed in the telephone directory or online or call the IRS Taxpayer Services Office in Philadelphia at 215.516.2000 (not toll free).

You may owe more or less tax than the amount CIES withheld from your stipend payments. If you owe less, you will receive a refund from the IRS after filing your tax return. If you owe more, you must write a check to the U.S. Treasury and submit it with your tax return.

All organizations that issue grants are responsible for providing tax documentation to grantees and for reporting their grant income to the IRS. If you are receiving funds from any organization other than CIES, contact that organization for tax information.

You may find that some of your expenses in the United States are tax deductible as business expenses under U.S. income tax regulations. To find out more about tax-deductible business expenses, see Form 2106 (Employee Business Expenses). You can obtain this form by calling the IRS at 1.800.829.3676 within the United States. IRS forms and publications are also available online at www.irs.gov/formspubs/index.html.

State Income Tax

Most of the individual states of the United States also tax the income of their residents. If you receive income from a U.S. source, ask your host institution about your state income tax obligations and obtain detailed information from the state tax office nearest your host institution.

Laws differ from state to state, and state laws are not always the same as the federal laws. Some states do not have treaties with foreign countries and will tax your income even though it is exempt from federal taxation.

After you determine your state income tax liability, consult a tax advisor or your nearest state tax office to determine how to handle any state tax obligations.

Social Security Tax

Social Security is the U.S. national retirement plan. A portion of every American paycheck is automatically deducted for Social Security tax. **Fulbright stipends or other U.S. Department of State-approved funding are not subject to Social Security tax.** If you receive a stipend from a university and Social Security tax is withheld (identified as FICA on paycheck stubs) you should bring the mistake to the attention of university officials.

The wages of J-2 visa holders (see section 11) are usually subject to Social Security tax.

24. J. William Fulbright Foreign Scholarship Board Grant Termination Policy

Grounds for revocation or termination of Fulbright awards include, but are not limited to:

- (1) Violation of United States laws or those of your home country.
- (2) Actions clearly contrary to the spirit of mutual understanding.
- (3) Failure to observe satisfactory academic or professional standards.
- (4) Physical or mental incapacitation.
- (5) Engaging in unauthorized income-producing activities.
- (6) Failure to comply with the terms and conditions of the grant.
- (7) Material misrepresentation made by the grantee in a grant application or grant document.

- (8) Conduct which may have the effect of bringing the U.S. Department of State or the Fulbright Program into disrepute.
- (9) Violation of the policies of the J. William Fulbright Foreign Scholarship Board (FSB).

The FSB also has authority to terminate a grant on either of the following grounds:

- the grantee has exhausted all benefits of accident and sickness plan provided to the grantee by the U.S. Department of State in connection with the grant, and continued medical treatment would lead to the grantee's becoming a public charge, or
- the grantee requires such protracted medical treatment that successful completion of the grant is jeopardized.

Should any such event occur during the period of a grant, it is FSB policy that such grant should not be renewed or extended. The decision for termination shall be made solely by the FSB.

Part V: At the End of Your Grant Period

25. Return Travel

As part of your grant benefits, the Fulbright organization in your home country will either arrange your international travel or tell you how to do so. Be sure to confirm your travel arrangements well in advance of your departure. **Once your travel plans are confirmed, send your itinerary to your CIES contact.**

If you extend your stay, you may need to change your departure itinerary. You will be responsible for making these changes to your return travel and for any associated costs. Contact the airline that issued your original ticket to make the necessary changes.

CIES cannot assist with any travel arrangements. You are responsible for obtaining any transit visas needed for your return travel.

26. Early Departures

Notify CIES immediately if you must end your program early. Note that your ASPE coverage will end upon your early departure. If you leave the United States more than 15 days before your program end date, you may be responsible for reimbursing some of your grant payment. The chart “Adjustment for Early Departure” illustrates the approximate amount you will owe. Consult with your CIES contact to determine the exact amount and payment options.

If your grant was issued by the Fulbright organization in your home country, contact them regarding reimbursement procedures.

27. Extensions and Transfers

Please keep in mind that the spirit of the Fulbright Program is to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange. **When you have completed your grant, you are expected to return home to share the knowledge you have gained.** This is the reason for the two-year, home-country residence requirement for Fulbright Scholars (see “Visa Limitations on Re-entering the United States” in section 29).

In special cases, extensions of grant length or transfers from Fulbright sponsorship will be considered. In all cases, CIES is governed by the policies of the J. William Fulbright Foreign Scholarship Board, the U.S. Department of State, the Fulbright organization in your home country and the policies of your home government. You must follow these policies and procedures in order to extend your grant period and continue the benefits associated with your Fulbright grant or to transfer your sponsorship to your host institution.

Adjustment for Early Departure

Days before grant end date	Stipend owed to CIES
1-15	None
16-30	½ month
31-45	1 month
46-60	1½ months

Extensions

One grant extension may be possible when a scholar has been unable to complete the grant project during the period of time originally allocated or when an exceptional opportunity arises. These extensions are not automatic and require approval by the U.S. Department of State, the Fulbright organization in your home country and your home and host institutions. Funds for extensions of Fulbright stipends are not usually available; consult your CIES contact person for funding availability and any specific rules that may apply to your country program.

Transfers

It is only possible to transfer your J-1 visa sponsorship from the Fulbright Program to another J-1 program if you have been offered an extraordinary opportunity for follow-up research or teaching that promotes the general goals of the Fulbright Program. Transfers must be fully funded by non-Fulbright sources and require approval by the U.S. Department of State.

A transfer from the Fulbright Program results in the loss of program-related medical benefits and participation in Fulbright professional enrichment programs. In the event the transfer is made before you have used your return ticket that was purchased for your Fulbright grant, the transfer may result in the loss of your return travel benefit. Consult the Fulbright organization in your home country for more information.

Procedure for Extension or Transfer Requests

To apply for an extension or transfer, submit the following documents to CIES at least six weeks prior to the end date of your current program:

- A letter from you formally requesting an extension or transfer and specifying the exact length of the extension or transfer, with start and end dates. You will need to explain specifically why the extension or transfer is needed.
- A letter from your faculty associate supporting your request.
- Confirmation from your home institution that you have been given leave for the period requested.
- Confirmation of funding.
 - For Department of State-funded extensions: If your grant was paid by CIES and you intend to request an extension funded by the U.S. Department of State, please specify in your request letter that you are applying for funding based on your current stipend rate.
 - For unfunded extensions or transfers: Please provide either a bank statement or a letter from a funding source specifying the amount of support. The U.S. Department of State recommends that you have at least \$2,000 per month for the period requested, in some cases more, depending on your circumstances.
- Written agreement to obtain accident and sickness insurance compliant with J visa regulations for any accompanying dependents (Appendix E). For transfers, you will also need to obtain insurance for yourself.
- For transfers, a letter from the institution stating its willingness to accept sponsorship of your J-1 program. The letter should indicate the date they recommend the transfer to take effect and their SEVIS program number..

If your request meets the requirements and your documentation is complete, CIES will submit your request to the U.S. Department of State for review. This entire process can take up to four weeks. Beginning activities of your proposed extension or transfer is contingent upon approval from the U.S. Department of State. If your extension or transfer is approved, it is your responsibility to make sure your international return ticket will still be valid on your new departure date. If you are from a tax-treaty country and you remain in the United States beyond two years, your tax-exempt status may be affected.

28. Final Report and Certificate

You are required to complete the IIE/CIES final report, available online at <http://www.iie.org/cies/scholarreports/>. The final report includes a number of questions about your program that require you to select a response from a list of choices. You must complete the entire form, including the section at the end of the report, in which you are asked to reflect on your Fulbright experience. You do not need to complete the final report all at once; you can save your information and log on again at any time to edit your final report. However, once you submit your final report, you can no longer make changes to it.

Your report will be used to evaluate and improve the Fulbright Program and to assist future scholars. IIE/CIES will send a copy of the report to the U.S. Department of State and to the Fulbright organization in your home country. Your final report is also important because IIE/CIES may use interesting information from your final report in Fulbright newsletters, association journals, the IIE/CIES annual report and on the IIE/CIES Web site. The details you provide in the narrative section will allow others to better understand how Fulbright Visiting Scholars help the Fulbright Program carry out its goals each year.

After successfully completing your program and submitting your final report, the Fulbright organization in your home country will send your certificate of participation. If your mailing address changes, notify the Fulbright organization in your home country.

29. Immigration Regulations

Grace Period

When you have completed your J Exchange Visitor Program, U.S. Citizenship and Immigration Services (USCIS) allows you and your dependents to legally remain in the United States for a maximum of 30 days past the end date that appears on your DS-2019 (see section 7). This 30-day period is commonly referred to as the grace period.

During this grace period, participants are no longer

in J visa status. This period allows you to settle your affairs and to prepare to return to your home country. You may not pursue grant activities, participate in OLP nor engage in other employment activities.

Grant benefits, including ASPE coverage and university privileges do not carry over into your grace period. Although you may travel in the United States during the grace period, if you travel beyond the borders of the United States, you will not be permitted to re-enter using your DS-2019.

If you stay in the United States beyond the 30-day grace period, you will be subject to serious consequences. The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 lists penalties for visitors (including J-1 and J-2 visa holders) who stay in the United States longer than they are allowed. The visa in your passport will become invalid if you overstay the authorized period by even one day, regardless of the expiration date on your visa. Visitors who violate this provision must return to their home countries to apply for new visas every time they wish to re-enter the United States. In addition, visitors who overstay by 180 days to one year will not be allowed to return to the United States for three years. Visitors who overstay by one year or more will not be allowed to return for 10 years.

Visa Limitations on U.S. Re-entry

The Two-Year Rule: You and your dependents are subject to Code of Federal Regulations rule 212(e), the two-year, home-country residence requirement associated with the J visa. The spirit of the Fulbright Program is to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange. When you have completed your grant, you are expected to return home to share the knowledge you have gained. This means that until you have resided and been physically present in your home country for a combined total of two years following your departure from the United States, you and your dependents are ineligible to apply for status in the United States as

- permanent residents,

- temporary workers/trainees (visa status H),
- fiancé(e)s (visa status K), or
- intracompany transferees (visa status L).

Grounds for applying for a waiver for the two-year, home country residence requirement are extremely limited and approval of waiver requests is rare. CIES cannot assist in this process. Waivers should not be requested as a means of continuing your grant activities. If you are interested in continuing your grant activities, see the section on extensions and transfers (section 27).

The Twelve-Month Bar:

If you have participated in a J-1 or J-2 visa exchange program in any category of more than six months in duration and you wish to begin a second J-1 or J-2 exchange program in the category of Professor or Research Scholar, you must wait 12 months before starting your second program.

The exceptions to this twelve-month bar are:

- Prior presence in J status on an exchange program of less than six months duration.
- Prior presence in J status on an exchange program as a Short-Term Scholar.
- Transfer to a new program sponsor within the maximum duration of participation; five years for the Professor/Research Scholar category.

The Twenty-Four Month Bar:

If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar category, you are not eligible for repeat participation as a Professor or Research Scholar for a period of twenty-four months. This bar applies to any scholar with a program sponsorship end date of November 18, 2006 or later and it is in place regardless of the length of time spent in the United States in this category.

The twenty-four month bar does not prohibit individuals from returning to the United States in any other J visa category or in any other non-immigrant status (F-1, B-2, etc.) during the 24-

month period. The 24-month bar and the 212(e) two-year, home residence requirement can be completed concurrently if you remain in your home country during the 24-month period.

If you have an opportunity for additional research or lecturing beginning immediately after your Fulbright grant and if you return to your home country before beginning these activities, you will have to wait 24 months to return to the U.S. again as a Research Scholar or Professor. However, it may be possible for you to return as a J Short-Term Scholar or with any other visa type for which you qualify. It may also be possible to transfer your sponsorship (see section 27) as a means of continuing these activities.

30. Health Benefits After the Grant Period

The ASPE health benefits plan expires at the end of your grant period. If you have permission via grace period or transfer approval to remain in the United States after your Fulbright Program has expired, you and your dependents must obtain insurance coverage compliant with J Exchange Visitor Program regulations from any company of your choice (see Appendix F).

31. Continuing Fulbright Opportunities

There are a number of ways in which you can stay involved with the Fulbright Program when you return to your home country. As a Fulbright alumnus/alumna, you are an important resource for other academics and professionals who may want to learn about your experiences in research and/or lecturing abroad.

Many of your colleagues in your home country may not be aware of the kinds of opportunities that the Fulbright Scholar Program offers. They may enjoy learning directly from you about the benefits and challenges of your experience in the United States. Also, you may be able to encourage your U.S. colleagues to apply to become U.S. Fulbright Scholars to your country or to another area.

In addition, you may find an organized Fulbright alumni association in your country that can provide further opportunities to share your experiences. A list of Fulbright alumni organizations around the world can be obtained from the U.S. Fulbright Association Web site: www.fulbright.org/gfn/assoc.htm

In some countries, Fulbright alumni are included in larger alumni associations of individuals who have studied in or received grants to the United States. To find out about these alumni activities, contact the Fulbright organization in your country to see how you can be involved in joining or forming an alumni association.

To continue the professional relationships you have cultivated during your grant, please consider hosting your faculty associate or another U.S. colleague through the Fulbright Specialists Program. The Fulbright Specialists Program allows U.S. scholars and professionals to undertake two- to six-week collaborative projects in a variety of disciplines at non-U.S. academic institutions. Your institution may submit a Specialists project request to the Fulbright organization in your home country. If this request is approved, your institution will be responsible for the Specialist's housing, food and any necessary in-country transportation during the grant period. For more information about the program, please visit <http://www.cies.org/specialists>.

Appendix A

Sample Form DS-2019

DRAFT



1. Family Name: Doe		First Name: John	Middle Name:	Gender: MALE
Date of Birth (mm-dd-yyyy): 01-01-1950	City of Birth: City	Country of Birth: AFGHANISTAN	Citizenship Country Code: AF	Citizenship Country: AFGHANISTAN
Legal Permanent Residence Country Code: AF	Legal Permanent Residence Country: AFGHANISTAN	Position Code: 213	Position: UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS	
U.S. Address: Department of Agriculture 3007 Tilden Street Washington, DC 20008				
2. Program Sponsor: U.S. Department of State (Scholar Program)			Exchange Visitor Program Number: G-1-00005	
Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR				
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.				
3. Form Covers Period:		4. Exchange Visitor Category:		
From (mm-dd-yyyy): 01-01-2009		RESEARCH SCHOLAR		
To (mm-dd-yyyy): 08-31-2009		Subject/Field Code: 01.0102	Subject/Field Code Remarks: Agribusiness	
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:				
<h1 style="font-size: 100px; opacity: 0.5;">SAMPLE</h1>				
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).		Name of Official Preparing Form Office of Academic Exchange Programs (E) 301 4th Street, SW, Room 234 Washington, DC 20540		Alternate Responsible Officer 202-686-4017 Telephone Number 02-11-2008 Date (mm-dd-yyyy)
Signature of Responsible Officer or Alternate Responsible Officer		Date (mm-dd-yyyy) of Signature		
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): _____, Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.				
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2).		TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year*)		
The Exchange Visitor in the above program:		*EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work.		
1. <input type="checkbox"/> Not subject to the two-year residence requirement.		(1) Exchange Visitor is in good standing at the present time		
2. <input type="checkbox"/> Subject to two-year residence requirement based on:		Date (mm-dd-yyyy)		
A. <input type="checkbox"/> Government financing and/or		Signature of Responsible Officer or Alternate Responsible Officer		
B. <input type="checkbox"/> The Exchange Visitor Skills List and/or		(2) Exchange Visitor is in good standing at the present time		
C. <input type="checkbox"/> PL 94-484 as amended		Date (mm-dd-yyyy)		
Name _____ Title _____		Signature of Responsible Officer or Alternate Responsible Officer		
Signature of Consular or Immigration Officer _____ Date (mm-dd-yyyy) _____				
THE U. S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (e).				
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.				
Signature of Applicant _____		Place _____		Date (mm-dd-yyyy) _____

INSTRUCTIONS FOR AND CERTIFICATION BY THE ALIEN BENEFICIARY NAMED ON PAGE 1 OF THIS FORM:

Read this page and sign the Exchange Visitor Certification block on the bottom of page 1 and prior to presentation to a United States Consular or Immigration Official.

1. I understand that the following conditions are applicable to exchange visitors:

(a) TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT (SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED):

RULE: Exchange visitors whose programs are financed in whole or in part, directly or indirectly by either their government or by the U.S. Government, are required to reside in their home-country for two years following completion of their program before they are eligible for immigrant status, temporary worker (H) status, or intracompany transferee (L) status. Likewise, if exchange visitors are acquiring a skill which is in short supply in their home country (these skills appear on the "Exchange Visitor Skills List") they will be subject to the same two-year home-country residence requirement. The requirement also is applicable to alien physicians entering the United States to receive graduate medical education or training. The U.S. Department of State reserves the right to make the final determination regarding 212(e).

NOTE: MARRIAGE TO A U.S. CITIZEN OR LEGAL PERMANENT RESIDENT, OR BIRTH OF A CHILD IN THE UNITED STATES DOES NOT REMOVE THIS REQUIREMENT.

(b) Extension of Stay/Program Transfers: A completed Form DS-2019 is required in order to apply for a program extension or program transfer, and must be obtained from or with the assistance of the sponsor.

(c) Limitation of Stay: STUDENTS - as long as they pursue a full course of study towards a degree, or if engaged full-time in a non-degree program, up to 24 months. Students for whom the sponsor recommends academic training may be permitted to remain for an additional period of up to 18 months after receiving their degree or certificate; post-doctoral academic training may be approved by the sponsor for a period not to exceed 36 months; **SECONDARY STUDENTS** - up to 1 academic year; **TRAINEES** - 18 months; **FLIGHT TRAINEES** - 24 months; **TEACHERS, PROFESSORS, and RESEARCH SCHOLARS** - 3 years; **SHORT-TERM SCHOLARS** - 6 months; **SPECIALISTS** - 1 year; **INTERNATIONAL VISITORS** - 1 year; **ALIEN PHYSICIAN** - the time typically required to complete the medical specialty involved but limited to 7 years with the possibility of extension if approved by the U.S. Department of State; **GOVERNMENT VISITOR** - up to 18 months; **CAMP COUNSELOR** - up to 4 months; **SUMMER TRAVEL/WORK** - up to 4 months; **AU PAIR** - 1 year; **INTERN** - up to 12 months.

(d) Documentation Required for Admission/Readmission as an Exchange Visitor: To be eligible for admission to the United States, an exchange visitor must present the following at the port of entry: (1) a valid nonimmigrant visa, unless exempt from nonimmigrant visa requirements; (2) a passport valid for 6 months beyond the anticipated period of admission, unless exempt from passport requirements; (3) a properly executed Form DS-2019 (with 2-D barcode) which must be retained by the exchange visitor for readmission within the period of previously authorized stay. Exchange visitors are permitted to travel abroad and maintain status (e.g., obtain a new visa) under duration of the program as indicated by the dates on this form (see item 3 on page 1 of this form).

(e) Change of Visa Status: Exchange visitors (and dependents) are expected to leave the United States upon completion of their program objective. Exchange visitors who are subject to the two-year home-country physical presence requirement are not eligible to change their status while in the United States to any other nonimmigrant category except, if applicable, that of official or employee of a foreign government (A) or an international organization (G) or member of the family or attendant of either of these types of officials or employees.

(f) Insurance: Exchange visitors are required to have medical insurance in effect throughout their program and any dependent minor children on J visas for the duration of their exchange program. At a minimum, insurance coverage shall include: (1) medical benefits of at least U.S. \$100,000 per person per incident or illness; (2) repatriation of remains in the amount of U.S. \$7,500; and (3) expenses associated with medical evacuation, the cost of which shall not exceed U.S. \$10,000. Exchange visitors shall not have a deductible that exceeds U.S. \$500 per accident or illness, and must meet other standards specified in the Exchange Visitor Program regulations, 22 CFR Part 62.14. For details, consult your program's Responsible Officer (see item 3 on page 1 of this form).



2. EXCHANGE VISITOR CERTIFICATION: I have read and understand the foregoing, including the Two-Year Home-Country Physical Presence Requirement, and agree to comply with the Exchange Visitor Program regulations, as amended (22 CFR Part 62). I certify that all the information on the Form DS-2019 is true and correct to the best of my knowledge. I agree that I will maintain compliance with the insurance regulations as specified in 22 CFR 62.14, including maintaining health insurance coverage for myself and my J-2 dependents throughout my J-1 program. **I understand that it is my responsibility to maintain my exchange visitor status.** For the purposes of 20 U.S.C. 1232g and 22 CFR 62, I authorize the U.S. Department of State-designated sponsor and any educational institution named on the Form DS-2019 to release information to the U.S. Department of State relating to compliance with Exchange Visitor Program regulations.

NOTICE TO ALL EXCHANGE VISITORS

To facilitate your readmission to the United States after a visit in another country other than a contiguous territory or adjacent islands, you should have the Responsible Officer of your sponsoring organization indicate on the TRAVEL VALIDATION BY RESPONSIBLE OFFICER or Alternate Responsible Officer section of the Form DS-2019 that you continue to be in good standing.

The signature of the Responsible Officer or the Alternate Responsible Officer on the Form DS-2019 is valid for up to one year* or until the end date in item 3 on page 1 of this Form, or to the validation date authorized by the Responsible Officer, whichever occurs sooner.

***EXCEPT:** Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work.

* Under the Mutual Educational and Cultural Exchange Act of 1961, as amended, the U.S. Department of State has been delegated the authority to designate Exchange Visitor Programs for U.S. Government agencies, and for public and private educational and cultural exchange organizations. The information is used by Exchange Visitor Program sponsors to appropriately identify an individual seeking to enter the United States as an exchange visitor. The completed form is sent to the prospective exchange visitor abroad, who takes it to the U.S. Consulate (Embassy) to secure an exchange visitor (J-1, J-2) visa. Responses are mandatory. An Agency or organization may not conduct or sponsor, and the respondent is not required to respond to a collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Department of State, A/RPS/DIR, Washington, D.C. 20520.

Appendix B

Summary of U.S. Customs Regulations

The U.S. Customs and Border Protection (CBP) declaration form (Form 6059B) will be distributed to you upon your arrival by the flight attendant or immigration official. Complete the declaration form prior to your arrival in order to expedite your CBP clearance. When completing the written declaration, you must list all foreign goods accompanying you, other than your personal effects such as clothing, toiletries, jewelry, cameras, etc. The purchase price of foreign articles that you declare must be stated in U.S. dollars. If you are arriving to the United States by land transportation, then you will make an oral declaration of all foreign articles.

Please see the following list of exemptions to further clarify what you are required to declare:

- *Personal effects:* You may bring any personal effects (clothing, toiletries, jewelry, sporting goods, cameras, radios, etc.), provided that they are for personal use, belong to you, and will accompany you both into and out of the United States.
- *Bringing your personal computer to the United States:* If you bring your personal computer with you, you should include it on your declaration form (Form 6059B) upon arrival in the United States as part of your personal effects.
- *Currency:* There are no restrictions on the import of U.S. or foreign currency, but you must file a report with U.S. Customs and Border Protection if you wish to bring more than U.S. \$10,000 into the United States.
- *Fruits, Vegetables, Plants, Meats, Livestock and Poultry:* Many fruits, vegetables, plants, cuttings, seeds, unprocessed plant products and certain endangered plant species are either prohibited from entering the United States or

require an import permit. Every single plant, plant product, fruit or vegetable must be declared to the CBP officer or CBP Agriculture Specialist for pest inspection. Also, meats, livestock, poultry and their by-products are either prohibited or restricted entry into the United States depending on their country of origin. Most commercially canned or processed items are admissible. Applications for import permits or requests for information can be made by contacting the U.S. Department of Agriculture's (USDA) Animal and Plant Health Inspection service (APHIS) at www.aphis.usda.gov.

- *Alcohol and tobacco:* Each traveler over 21 years of age may import up to one liter of alcoholic beverage and either 200 cigarettes, 50 cigars or two kilograms of smoking tobacco for personal use. Cigars may not be of Cuban origin.
- *Gifts:* You may bring in gift items up to a total value of \$100. Gifts may not include alcoholic beverages, perfumes containing alcohol with a retail value of more than \$5, or cigarettes. However, an additional 100 cigars (not of Cuban origin) may be brought in addition to the allotted amount under the alcohol and tobacco exemption.
- *Computers purchased in the United States:* If you purchased a computer for more than \$2,500, you will need to complete a Shippers' Export Declaration form before leaving the United States. You can obtain this form from your airline.

This information is excerpted from the U.S. Customs and Border Protection's Web site. For the most up-to-date customs information, please refer to www.cbp.gov.

Appendix C

Sources of Dependent, Short Term and Supplemental Insurance

You must purchase insurance for all accompanying J-2 dependents, as family members of Fulbright Scholars do not receive medical coverage from the U.S. Department of State. You may also wish to purchase supplemental insurance for yourself.

Below is a list of some companies in the United States with health insurance plans that are available to you and your dependents. Some plans offer enrollment and payment via the Internet. It is a good idea to thoroughly compare benefits and prices of at least two plans.

Please note that this list is for informational purposes only, it does not represent any endorsement by the Fulbright Program. To determine if plans are available to meet your needs, contact the insurance provider or check their Web sites.

Associated Insurance Plans International, Inc.

28085 Ashley Circle
Suite 201
Libertyville, IL 60048-9758
E-mail: office@aipinternational.com
Web site: www.aipinternational.com

Atlas Series (for 5 days to 1 year)

- Coverage for 5 days to 12 months
- Ages 14 days to 80+ years
- Overall maximum coverage of \$50,000 to \$1,000,000 per incident
- Medical evacuation covered to \$500,000 maximum lifetime limit
- Repatriation covered to maximum limit
- Deductibles of \$0, \$100, \$250, \$500, \$1000, or \$2500
- Excludes pre-existing conditions and pregnancy
- Option for home country coverage
- Quote available online

Cultural Insurance Services International

River Plaza
9 West Broad Street Stamford, CT 06902-3788
Tel: 800.303.8120 Fax: 203.399.5596
E-mail: cisiwebadmin@culturalinsurance.com
Web site: www.culturalinsurance.com

- \$50,000 of medical benefits per injury/illness
- Emergency evacuations and repatriation covered to \$50,000
- \$200 deductible
- Excludes pre-existing conditions

Global Underwriters

3195 Linwood Road, Suite 201
Cincinnati, OH 45208
Tel: 800.423.8496 or 513.533.1500 or 513.533.9800
Fax: 513.533.1055 or 513.533.1504
E-mail: webmaster@globalunderwriters.com
Web site: www.globalunderwriters.com

Diplomat Long term

- Major medical coverage from \$50,000 to \$1,000,000, depending on age
- Repatriation of remains up to \$20,000
- Medical evacuation to home country up to \$300,000
- Deductibles as low as \$100
- Excludes pre-existing conditions

Diplomat America

- Major medical coverage from \$50,000 to \$500,000
- Repatriation of remains up to \$20,000
- Medical evacuation up to \$300,000
- Deductibles as low as \$50
- Excludes pre-existing conditions

The Gateway Plans

Marsh Consumer Connexions
Paragon Office Park
PO Box 14468
Des Moines, IA 50306
E-mail: gateway@marshpm.com
Web site: www.gatewayconnexions.com

Gateway INTERNATIONAL

- Short-term coverage for 15 to 180 days for travel outside the home country/country of residence, except from travel to the United States
- Excludes pre-existing conditions

Gateway USA

- Major medical coverage from \$50,000 to \$100,000
- Repatriation of remains up to \$20,000
- Medical Evacuation up to \$50,000
- Deductibles as low as \$150
- Excludes pre-existing conditions

The Harbour Group

P.O. Box 998
66 Remick Boulevard
Springboro, OH 45066
Tel: 937.885.4200
Fax: 937.885.5380
E-mail: info@hginsurance.com
Web site: www.hginsurance.com

International Student and Scholar Medical Insurance

- \$250,000 of coverage for scholars (for dependent insurance, please contact the company directly)
- Medical evacuation \$50,000
- Repatriation coverage \$50,000
- Deductible as low as \$100
- Online enrollment available
- Does not exclude pregnancy for scholars
- Excludes pre-existing conditions

HTH Worldwide

100 Matsonford Road
One Radnor Corporate Center Suite 100
Radnor, PA 19087
Tel: 610.254.8700 or 888.243.2358
Fax: 610.293.3529
E-mail: customerservice@hthworldwide.com
Web site: www.hthworldwide.com

Global Student USA Preferred

- \$250,000 of coverage per incident (up to \$1,000,000 lifetime policy maximum)
- Medical evacuation \$100,000
- Repatriation coverage \$25,000
- Deductible as low as \$50
- Covers pregnancy
- Online enrollment available
- Dependent coverage not available
- Excludes pre-existing conditions

International Medical Group, Inc.

2960 North Meridian Street
Indianapolis, IN 46202
Tel: 800.628.4664 or 317.655.4500
Fax: 317.655.4505
E-mail: insurance@imglobal.com
Web site: www.imglobal.com

Patriot America

- Coverage for 10 days to 2 years
- Up to \$1,000,000 coverage per incident
- Medical evacuation up to policy maximum
- Repatriation \$25,000
- \$0-\$2,500 deductible
- \$25,000 accidental death coverage
- Injury and accident coverage
- Worldwide coverage, including up to 2 weeks in home country
- Online quote and enrollment available
- Excludes pre-existing conditions

International Student Organization in America (ISOA)

250 West 49th Street, Suite 806

New York, NY 10019

Tel: 1.800.244.1180

Fax: 212.262.8920

E-mail: mailbox@isoa.org

Web site: www.isoa.org

VOYAGER

- Lifetime medical maximum \$100,000
- Medical Evacuation \$50,000
- Repatriation of Remains \$25,000
- Maximum per injury or sickness \$50,000
- Deductible per event \$150,000
- Co-insurance (up to benefit limits) 100%
- Excludes pre-existing conditions and pregnancy
- AD&D - Accidental Death & Dismemberment \$10,000
- Age limited at 55 years old

VOYAGER Elite

- Lifetime medical maximum \$250,000
- Medical Evacuation \$50,000
- Repatriation of Remains \$25,000
- Maximum per injury or sickness \$150,000
- Deductible per event \$90
- Co-insurance (up to benefit limits) 100%
- Excludes pre-existing conditions and pregnancy
- AD&D - Accidental Death & Dismemberment \$10,000
- Age limited at 55 years old

PSA Financial Center

CMI Insurance Worldwide

1447 York Road, Suite 400 Lutherville, MD 21093

Tel: 410.821.7766 or 800.677.7887

Fax: 410.828.6242

E-mail: information@psafinancial.com

Web site: www.cmi-insurance.com

Global Medical USA

- Coverage from 15 days to 12 months
- Medical Evacuation \$100,000

- Repatriation coverage \$25,000
- Deductibles starting at \$250
- Plans with coverage to \$50,000, \$100,000, \$250,000 and \$500,000
- Excludes pre-existing conditions, pregnancy
- Home Country Coverage included
- Online enrollment available
- Worldwide assistance network

Seven Corners, Inc.

303 Congressional Blvd

Carmel, IN 46032

Tel: 800.335.0611 or 317.575.2652

Fax: 317.575.2659

E-mail: online@sevencorners.com

Web site: www.sevencorners.com

Liaison International

- Ages 14 days and over eligible
- \$50,000, \$100,000, \$500,000 or \$1,000,000 medical expense benefit per accident/illness
- \$250,000 evacuation benefit
- \$20,000 repatriation benefit
- \$0, \$100, \$250, \$500, \$1,000 or \$2,500 deductible
- Purchase 5 days to 12 months
- Online enrollment available

Travel Insurance Services

2950 Camino Diablo, Suite 300

Walnut Creek, CA 94597

Tel: 1.800.937.1387 or 925.932.1387

Fax: 925.932.0442

E-mail: webinfo@travelinsure.com

Web site: www.travelinsure.com

Study USA-Health Care

- Age limited at 55 years old
- \$200,000 or \$250,000 medical coverage per incident
- Medical evacuation \$30,000
- Repatriation of remains \$10,000
- Excludes pre-existing conditions and pregnancy
- Online enrollment available

Visit USA-Health Care

- \$50,000 or \$100,000 medical expenses coverage per incident
- Medical evacuation \$50,000 or \$100,000
- Repatriation of remains \$10,000 or \$20,000
- Incidental travel (to Canada, Mexico, U.S. Territories, maximum 14 days) included
- Emergency travelers assistance service included
- Excludes pre-existing conditions and pregnancy
- Online enrollment available

Wallach & Company, Inc.

107 West Federal Street, PO Box 480

Middleburg, VA 20118

Tel: 800.237.6615 or 540.687.3166

Fax: 540.687.3172

E-mail: info@wallach.com

Web site: www.wallach.com

Health Care International

- Ages 15 days-70 eligible
- \$1,000,000 per accident/illness, includes medical evacuation and repatriation

- \$100, \$500 and \$1,000 deductible
- Travelers assistance services
- Excludes pre-existing conditions
- Covers new pregnancy/maternity up to \$7,500 where expected date of birth is at least 10 months after the mother became covered with this policy
- Home county coverage
- Minimum enrollment length minimum of 6 months
- Online enrollment available
- This policy is not available to residents of the State of Washington

Health Care America

- Age limited from 3 to 70 years old
- \$250,000 per accident/illness, includes medical evacuation and repatriation
- \$100 deductible
- Travelers assistance services
- Excludes pre-existing conditions
- Maximum enrollment length of 90 days

Appendix D

Notification of Arrival Form

Attach **photocopies** of the following documents to this form when submitting it to CIES:

- Visa stamped in your passport and any dependents' passports
- Form I-94 (small white card) stapled in your passport and any dependents' passports
- Form DS-2019 with U.S. Port of Entry Stamp and any dependents' stamped DS-2019s

1. Name _____

2. Country _____

3. Date of departure from home country _____
Month Day Year

4. Date of arrival in the United States _____
Month Day Year

5. Start date of grant activities at host institution _____
Month Day Year

6. VISA information
(See stamp in passport entered by U.S. Embassy or Consulate in your country.)

You should have entered the U.S. on an Exchange Visitor Visa (J-1). If not, please indicate other type of visa upon which you entered:

B H G Other _____

7. Number from top right corner of DS-2019: N _____

You should have entered the U.S. with a DS-2019 form with the G-1-00005 program number. If not, please indicate other program number upon which you entered.

Other Program Number _____

DEPARTURE INFORMATION

8. Were you issued a return ticket? Yes _____ No _____

9. Expected date of departure from U.S. _____
Month Day Year

NOTE: CIES is not responsible for your return ticket. You are responsible for making arrangements regarding your return travel, whether it requires consultation with the airline or the Fulbright organization in your home country.

U.S. CONTACT INFORMATION

10. Residential address (*Indicate the actual physical address where you are presently residing. Do not list a post office box. If your address changes, you must notify CIES within 10 days.*)

Street Address (number and street) Apt. Number

City State

Zip code Area code/Tel. Number (home and office numbers)

11. Institutional affiliation (*If you will be affiliated with more than one institution, give complete address and dates of appointment on a separate sheet.*)

Host institution

Name of Faculty Associate

Department

City State

Zip code Faculty Associate's Area code/Tel. Number

12. U.S. E-mail address _____
(E-mail address that will be used while on Fulbright grant)

13. Preferred mailing address in the U.S. (*U.S. address where correspondence should be sent during your grant period.*)

Same as #10 Same as #11 Other (indicate below)

Institution and Department (for business or university addresses)

Street address or P.O. Box

City State

Zip code Area code/Tel. number

Please Complete Reverse Side of Form

Information On Dependents In The United States

This form must be returned to your CIES contact person. If no dependents have accompanied you, complete and sign Section I. Otherwise, complete and sign Section II. Photocopy this sheet if additional pages are needed to list all dependents.

NAME _____ COUNTRY _____

SECTION I

No dependents have accompanied or will join me in the U.S. _____
Signature Date

SECTION II

The following members of my family are with me or will be joining me in the U.S.

1) Name of spouse _____
Expected dates of Arrival in the U.S. _____ Expected dates of Departure from the U.S. _____

2) Name of child _____
Expected dates of Arrival in the U.S. _____ Expected dates of Departure from the U.S. _____

3) Name of child _____
Expected dates of Arrival in the U.S. _____ Expected dates of Departure from the U.S. _____

4) Name of child _____
Expected dates of Arrival in the U.S. _____ Expected dates of Departure from the U.S. _____

5) Name of child _____
Expected dates of Arrival in the U.S. _____ Expected dates of Departure from the U.S. _____

6) Name of child _____
Expected dates of Arrival in the U.S. _____ Expected dates of Departure from the U.S. _____

7) Name of child _____
Expected dates of Arrival in the U.S. _____ Expected dates of Departure from the U.S. _____

J Visa Exchange Visitor regulations require that you provide health insurance coverage for all J-2 dependents who are with you in the United States. This coverage must be in effect during the period of time they remain in the United States, and must meet the minimum requirements set by the U.S. Department of State (see Section 11 of **Guide for Fulbright Visiting Scholars**). Please check one of the following:

I have purchased health insurance coverage for my dependents.
Please provide the name of the insurance carrier (it is not necessary to attach a copy of the policy):

 I will purchase health insurance coverage for my dependents upon their arrival and inform CIES. I agree to comply with J visa health insurance requirements for my dependents:

Signature Date

NOTE: Failure to provide necessary health insurance coverage for all dependents in the United States may lead to grant termination. If you have not yet arranged for coverage, do so immediately. Consult Appendix C of the **Guide** for a list of insurance carriers offering plans that meet J-visa requirements.

Appendix E

Certification of Medical Insurance for Requested Period of Extension or Transfer

Please check the appropriate line, and sign your name where requested. Also print your name and address in the lower left-hand corner. Return to your CIES contact. See section 29 for more information about extension/transfer applications and other documentation you will need to submit.

J Exchange Visitor Program regulations require the following benefits:

- (1) major medical benefits of \$50,000
- (2) repatriation of remains at \$7,500
- (3) medical evacuation to home country at \$10,000 and
- (4) a deductible not to exceed \$500.

For Extensions:

A _____ If my request for an extension of my Fulbright grant is approved, I certify that I will purchase health insurance for my dependents for the full length of the extended period in the United States. Further, I certify that the health insurance policy purchased for dependents meets the basic requirements listed above.

OR

B _____ I will not have accompanying dependents during the period of the extension.

For Transfers:

A _____ If my request for a transfer of sponsorship from the Fulbright Program is approved, I certify that I will purchase health insurance for myself and my dependents for the full length of the transfer. Further, I certify that the health insurance policy purchased for myself and my dependents meets the basic requirements listed above.

OR

B _____ If my request for a transfer of sponsorship from the Fulbright program is approved, I certify that I will purchase health insurance for myself for the full length of the transfer. Further, I certify that the health insurance policy purchased for myself meets the basic requirements listed above.

Signature of Grantee

Date

Print Name _____

Address _____

Appendix F

OCCASIONAL LECTURER FUND APPLICATION FORM

Name: _____ Home Country: _____

Is this your first OLF Award? Yes _____ No _____ Social Security #: _____ - _____ - _____
(If no, then you must visit a Minority Serving Institution) (A SSN or ITIN is required to receive an OLF award)

Fulbright Grant End Date: ____/____/____ (MM/DD/YYYY)

CIES MUST APPROVE ALL OLF TRAVEL AWARDS BEFORE TRAVEL BEGINS

Dates of trip: Start _____ End _____

Please describe each lecturing activity that will take place during this trip:

(1) Lecture Title: _____
Institution Name: _____
Address of Lecturing Site: _____
City: _____ State: _____ Zip: _____
Date of Lecture: ____/____/____ (MM/DD/YYYY)
Type of Audience (Circle all that apply): General Public Faculty Graduate Students Undergraduate Students

(2) Lecture Title: _____
Institution Name: _____
Address of Lecturing Site: _____
City: _____ State: _____ Zip: _____
Date of Lecture: ____/____/____ (MM/DD/YYYY)
Type of Audience (Circle all that apply): General Public Faculty Graduate Students Undergraduate Students

(3) Lecture Title: _____
Institution Name: _____
Address of Lecturing Site: _____
City: _____ State: _____ Zip: _____
Date of Lecture: ____/____/____ (MM/DD/YYYY)
Type of Audience (Circle all that apply): General Public Faculty Graduate Students Undergraduate Students

U.S. mailing address: _____
(checks cannot be mailed outside of U.S.) _____
City: _____ State: _____ Zip: _____
Daytime phone: _____ Home phone: _____
E-mail address: _____ Fax: _____

Is an honorarium offered? Yes _____ No _____ Amount: \$ _____
(If yes, please include a letter that states the amount of the honorarium from the institution that will pay it)

You must attach a copy of the invitation to give a guest lecture

OCCASIONAL LECTURER FUND INSTRUCTIONS

In order to qualify for an award under the Occasional Lecturer Fund, you must apply in advance of your trip. Please follow the instructions below carefully:

1. Complete the OLF Application Form.
2. Attach one or more invitations to lecture at a university or college. OLF Travel Awards can only be requested for travel within the U.S. and its territories (e.g. Puerto Rico.)
3. OLF Travel Award applications must include current U.S. residential address, and address of lecturing or conference site.
4. CIES will calculate award amount as follows:
 - ▶ Distance will be calculated using your U.S. residential address as the starting point and the address of the conference or lecture site as the destination
 - ▶ Mileage will be determined one way, based on the most direct route, regardless of your chosen method of travel
 - ▶ If you give lectures in more than one location, distances will be calculated to each destination sequentially
 - ▶ \$250 award will be made for distances of 75-499 miles
 - ▶ \$500 award will be made for distances of 500-1999 miles
 - ▶ \$750 award will be made for distances of 2000 miles or more
 - ▶ No award for distance of less than 75 miles
5. Email, mail or fax this completed form and attachment(s) at least one month in advance of your trip to:

CIES

Occasional Lecturer Fund

3007 Tilden Street, NW, Suite 5-L

Washington, DC 20008-3009

Tel: 202.686.4000; Fax: 202.362.3442

Email: olf@iie.org

6. Upon approval, CIES will send you an OLF Travel Award letter and evaluation form. You must return the completed evaluation form after your trip in order for CIES to process your Travel Award payment. Payment checks will be mailed 2-4 weeks after receipt of the evaluation form. (If you will be leaving the U.S. soon after your trip, you must make other arrangements to receive your check, as CIES cannot mail checks outside the U.S).
7. **You must have a Social Security number (SSN) or individual taxpayer identification number (ITIN) to receive an OLF Travel Award.** See the section on “Obtaining a Social Security Number or Individual Taxpayer Identification Number” in the *Guide for Visiting Fulbright Scholars* for more information. CIES must have your social security number or individual taxpayer identification number on file before a check can be issued.

Thank you for your participation in the

Fulbright Occasional Lecturer Fund!

Appendix G

Evaluation Form for Fulbright Occasional Lecturers



COUNCIL FOR INTERNATIONAL EXCHANGE OF SCHOLARS
 AFFILIATED WITH THE INSTITUTE OF INTERNATIONAL EDUCATION

In order to receive reimbursement for your travel expenses, you must complete and submit this questionnaire to CIES after you return from your Occasional Lecturer trip. Your responses on this evaluation form will provide valuable information for monitoring and improving the Occasional Lecturer Program. We appreciate your taking the time to answer each question as accurately as possible.

1. Name: _____ 2. ID# from Insurance Card: 301- _____
 3. Home Country: _____ 4. Professional Field: _____

FOR OFFICE USE ONLY : Regional Code _____ Discipline Code: _____

5. Host Institution in U.S.: _____ 6. Dates of Occasional Lecturer Trip: _____

7. a. Institution(s) You Visited on this Occasional Lecturer Trip:
 b. Were any of these minority-serving institutions? If yes, list here:

FOR OFFICE USE ONLY : Institution Code(s): _____

8. Had you been in contact with the host institution(s) before being invited to visit as a Fulbright Occasional Lecturer? Yes No
 IF NO: Did you initiate contact? Yes No

9. Overall, how would you rate your experience as a Fulbright Occasional Lecturer?
 Excellent Very Good Good Fair Poor

10. Please circle the appropriate number to rate the following components of the Occasional Lecturer Program:

	Very Good	Good	Fair	Poor
a. Information provided by CIES about program	4	3	2	1
b. Timeliness of approval from CIES	4	3	2	1
c. Schedule of activities at host institution(s) or conference	4	3	2	1
d. Support provided by host institution(s) or conference (accommodations, etc.)	4	3	2	1

11. How long had you been in the United States as a Fulbright Scholar before traveling as an Occasional Lecturer?
 1-3 months 4-6 months 7-9 months More than 9 months

SEE REVERSE SIDE

12. How long was your visit as a Fulbright Occasional Lecturer?
 1-2 days 3-4 days 5-6 days 1 week or more
13. What was the main purpose of your visit? (Check the one that best applies)
 Share information about your country Provide expertise in your professional field Both
14. Did you receive the support you expected from the host institution in terms of events scheduling and accommodations? Yes No IF NO: explain: _____
15. Which of the following support was provided by your host? (Check all that apply)
 a. Lodging b. Meals c. Local transportation
16. Which activities did you participate in as a Fulbright Occasional Lecturer? (Check all that apply)
- | | |
|---|---|
| <input type="checkbox"/> a. Department- or school-wide lectures to students at post-secondary institution | <input type="checkbox"/> f. Hospitality offered in faculty home |
| <input type="checkbox"/> b. Department- or school-wide lectures to faculty at post-secondary institution | <input type="checkbox"/> g. Meetings with community organizations or religious groups |
| <input type="checkbox"/> c. Lectures in classroom | <input type="checkbox"/> h. Conference presentation |
| <input type="checkbox"/> d. Faculty meetings | <input type="checkbox"/> i. Individual research in professional field |
| <input type="checkbox"/> e. Informal gatherings of students and/or faculty | <input type="checkbox"/> j. Presentations at elementary or secondary school |
| | <input type="checkbox"/> k. Other: _____ |
17. How did the host institution benefit from your visit? (Check all that apply)
- | | |
|--|---|
| <input type="checkbox"/> a. Learned about your home country | <input type="checkbox"/> f. Introduced to your network of professionals for future projects |
| <input type="checkbox"/> b. Gained from your expertise in your field | <input type="checkbox"/> g. Gained ideas for internationalizing curriculum |
| <input type="checkbox"/> c. Experienced greater cross-cultural understanding | <input type="checkbox"/> h. Other: _____ |
| <input type="checkbox"/> d. Made plans for future joint activities with you personally | |
| <input type="checkbox"/> e. Expect future collaborations at an institutional level | |
18. How did you benefit from being a Fulbright Occasional Lecturer? (Check all that apply)
- | | |
|--|---|
| <input type="checkbox"/> a. Gained exposure to different region of U.S. | <input type="checkbox"/> e. Made professional contacts for future collaboration |
| <input type="checkbox"/> b. Conducted research related to professional field | <input type="checkbox"/> f. Developed friendship(s) |
| <input type="checkbox"/> c. Experienced greater cross-cultural understanding | <input type="checkbox"/> g. Other: _____ |
| <input type="checkbox"/> d. Exchanged ideas with students/faculty | |
19. How likely is it that you will maintain contact with individuals at the host institution(s) in the future?
 Very likely Likely Not Likely Very unlikely
20. What specific recommendation do you have for improving the Fulbright Occasional Lecturer Program?

Thank you for providing feedback to the Fulbright Occasional Lecturer Program. To receive your travel expense reimbursement, please return this form to the address below. Also, please include a copy of any news releases about your trip as they provide valuable publicity about the importance of this program.

Return To:

**OCCASIONAL LECTURER FUND/CIES
 3007 TILDEN STREET, NW, SUITE 5L, WASHINGTON, DC 20008-3009
 FAX: 202.362.3442; E-MAIL: OLF@IEE.ORG**

Administration and Funding of the Fulbright Scholar Program

The Fulbright Program is the flagship international educational exchange program sponsored by the U.S. government and is designed to increase mutual understanding between the people of the United States and the people of other countries. The Fulbright Program has provided approximately 294,000 participants—chosen for their academic merit and leadership potential—with the opportunity to study, teach and conduct research, exchange ideas and contribute to finding solutions to shared international concerns. The Fulbright Program was established in 1946 under legislation introduced by the late Senator J. William Fulbright of Arkansas. The Fulbright Program is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs.

Since the establishment of the Program, approximately 47,000 Fulbright Visiting Scholars have conducted research or taught in U.S. universities, and approximately 44,400 Fulbright U.S. Scholars have engaged in similar activities abroad. The Fulbright Program awards approximately 800 grants to Visiting Scholars each year.

Currently, the Fulbright Program operates in over 155 countries worldwide.

The primary source of funding for the Fulbright Program is an annual appropriation made by the U.S. Congress to the Department of State. Participating governments and host institutions, corporations and foundations in foreign countries in the United States also provide direct and indirect support.

The Congressional appropriation for the Fulbright Program in fiscal year 2009 was \$234.9 million. Foreign governments, through binational commissions or foundations abroad contributed approximately \$60 million directly to the Program in fiscal year 2008. The U.S. Department of State's **Bureau of Educational and Cultural Affairs** administers the Program under policy guidelines established by the J. William Fulbright Foreign Scholarship Board (FSB) with the assistance of binational commissions and foundations in 50 countries, U.S. embassies in more than 100 other countries and cooperating agencies in the United States.

The J. William Fulbright Foreign Scholarship Board (FSB), composed of 12 educational and public leaders appointed by the President of the United States, formulates policy for the administration of the program, establishes criteria for the selection of candidates and approves candidates nominated for awards.

Binational commissions and foundations develop priorities for the program, including the numbers and categories of grants. In a country without a commission or foundation, the Public Affairs Section of the U.S. Embassy develops and supervises the Fulbright Program. Currently, 50 commissions are active, most of which are funded jointly by the United States and the respective government. Each commission or foundation has a board, composed of Americans and citizens of the participating nation.

The Council for International Exchange of Scholars (CIES), under a cooperative agreement with the Department of State, administers the Fulbright Scholar Program for faculty and professionals. CIES is a division of the Institute of International Education (IIE) and has close working relationships with the major disciplinary bodies in the humanities, social sciences and natural sciences. During the terms of their grants in the United States, Fulbright Scholars are assisted by CIES.



DEPARTMENT OF STATE PUBLICATION
Bureau of Educational and Cultural Affairs

FULBRIGHT

The Fulbright logo graphic consists of a stylized globe with latitude and longitude lines, positioned centrally below the word 'FULBRIGHT'.

United States Department of State

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 and the Hubert Humphrey Fellowship Program are administered by the Institute of International Education's Department of Scholar and Professional Programs, which includes the Council for International Exchange of Scholars. For more information, contact us at scholars@iie.org or 202-686-4000, or visit www.iie.org/cies.