

MEMORANDUM TO ADMINISTRATIVE OFFICIALS

THE FULBRIGHT PROGRAM

The flagship international educational exchange program sponsored by the U.S. Government, widely known as the Fulbright Program, is designed to increase mutual understanding between the people of the United States and people of other countries. The program's primary support is provided by the United States Congress through the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA), which develops policies to assure fulfillment of the purposes of the program. The Council for International Exchange of Scholars (CIES), a division of the Institute of International Education, administers the Fulbright Scholar Program for postdoctoral research and university lecturing under a cooperative agreement with ECA. U.S. institutions have made significant contributions to the success of the program since its inception in 1947. The time and assistance offered by faculty associates and the privileges and resources extended by university administrators continue to be critical factors.

All Fulbright Visiting scholars receive round-trip international travel and sickness and accident insurance provided by the U.S. Department of State. Most scholars also receive a monthly stipend and additional allowances as benefits of their grants. Fulbright grantees enter the United States under the sponsorship of the Department of State's J-1 Exchange Visitor Program for Fulbright Scholars.

PROCEDURES FOR CONFIRMING AFFILIATION OF A VISITING SCHOLAR

As applications for Fulbright visiting scholar awards are received by CIES, they are forwarded to universities, colleges, and research institutes for affiliation. In some cases the scholar may have requested affiliation with a specific institution in the United States. In other cases CIES staff is guided by the suggestions of advisory committees. The enclosed Institutional Reply Form is used to request official confirmation of your institution's willingness to host the scholar and to gather specific information that will be relayed to the scholar.

U.S. host institutions are not responsible for providing financial assistance to the scholar. **Your institution should not provide the Form DS-2019** as it will be issued by the Fulbright Program. **Nor is your institution responsible for health insurance for scholars or their dependents**, as coverage sufficient to comply with J-1 visa requirements is provided to scholars as one of the grant benefits.

When CIES requests affiliation of a scholar at your institution, it is important to:

1. Determine whether visiting scholar privileges (i.e., use of library and research facilities, office or work space, computer facilities, auditing of classes, and consultation with faculty) may be granted **without the payment of fees**. Please note that most host institutions do not require our scholars to pay additional campus service fees. However, if your institution has a fee policy in place for

visiting scholars and is unable to waive the fees, we ask you to provide the exact cost of fees on the Institutional Reply Form (IRF) or in an accompanying letter so that we may best prepare our scholars before their arrival.

2. Consult with your faculty/staff to determine:

a. An appropriate host department and faculty associate for the scholar. This should be a department that has research interests and facilities consistent with the project outlined by the scholar. If the scholar or a CIES committee has identified a possible faculty associate, he/she will be copied on the affiliation inquiry in order to facilitate the process.

b. An appropriate starting date for the scholar. The date proposed by the scholar may not be convenient under the university calendar. It is important for the faculty associate or other representative to be available to assist the scholar upon arrival. If the scholar intends to arrive at the beginning of a semester, you may wish to advise that he/she arrive a week or two early to arrange housing and complete administrative details.

3. Provide the name and contact information of a person whom the scholar may contact for information about both temporary and permanent housing in the local area, as well as information on your campus international office.

FINAL APPROVAL OF GRANT

When the details requested on the IRF are complete and the information on the first sheet is verified, please sign the form and return it to CIES. Final approval of all Fulbright awards is made by the J. William Fulbright Foreign Scholarship Board (FSB). Once the grant has been confirmed CIES will notify the faculty associate with a copy to your office.

ARRIVAL AND TENURE OF GRANT

The scholar will be advised to correspond directly with the faculty associate regarding arrival plans. Fulbright agencies abroad usually communicate the scholar's flight to CIES; in this case, they will be passed on promptly to the faculty associate. During the scholar's stay on your campus, questions regarding **immigration and tax regulations** are likely to arise. Scholars are given some basic information on these matters in the grant packet and should be encouraged to consult their copy of the ***Guide for Visiting Fulbright Scholars*** included in the grant packet, for guidance on these matters. Additionally, it may be appropriate to refer scholars to the foreign student advisor or international office on the campus, or to the local office of the U.S. Citizenship and Immigration Services or the Internal Revenue Service.

Through the Fulbright **Occasional Lecturer Program**, CIES provides opportunities for visiting scholars to present lectures and participate in programs at other universities during the tenure of their Fulbright grant. Institutions may invite scholars who are in the U.S. to visit their campuses for such purposes, and CIES may provide travel funds. If an invitation is forthcoming for any scholar affiliated with your institution, CIES will encourage the scholar to discuss with the faculty associate a proposed absence from the campus to take advantage of the opportunity.