



FULBRIGHT



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Bureau of Educational and Cultural Affairs

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Pre-Departure Resources and Reminders

Fulbright Visiting Scholar Program, Africa

Fulbright Program
Institute of International Education (IIE)

May 2023



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Welcome to the Fulbright Family!



Over 800
Visiting Scholars
each year



Over 150
Countries



50
States



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Program Stakeholders & Administering Agencies

- The **U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA)** sponsors the Fulbright Program.
- The **Fulbright Foreign Scholarship Board (FFSB)** was created by Congress to establish policy guidelines for the Fulbright Program.
- Individuals who meet eligibility requirements for the Visiting Scholar Program apply for grants through the **Fulbright Commission or public affairs section of the U.S. Embassy in their home country.**
- The **Institute of International Education (IIE)** administers the Fulbright Program in coordination with ECA, Fulbright commissions and U.S. embassies.



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Presentation Overview

- ✓ Pre-Departure Resources
- ✓ Terms of Appointment & Conditions of Sponsorship
- ✓ Research Considerations
- ✓ Arranging Housing in the U.S.
- ✓ Making Travel Arrangements
- ✓ Receiving Your Grant Payments: IIE Pay
- ✓ Introduction to Health Benefits
- ✓ COVID-19 Preparations
- ✓ Bringing Your Family
- ✓ Post-Arrival Reminders



Preparing for Your Departure



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Pre-Departure Resources

Institutional Response Form (IRF)

- The IRF includes host institution information such as **the closest airport and Faculty Associate contact details**. In some cases, it also provides housing resources.
- IRFs are made available to our U.S. Embassy contacts **via the Partner Portal**, once placements are finalized.

Fulbright Scholar Website (<https://fulbrightscholars.org>)

- Contains **critical information** related to your Fulbright Program, including access to:
 - [Visiting Scholar Guide](#)
 - **Digital Grant Packet**
 - **IIE Advisor Contact Info**
- Grantee login details for the [Fulbright Scholar Website](#) **are included in the DS-2019 cover letter and listed below**:
 - [Password for Grantee Login](#): VSResources
 - [Password for Post Login](#): Resources

Terms of Appointment/Grant Document

- Outlines grant benefits, payment schedule and the terms and conditions of your Fulbright Program.
- Made available to our U.S. Embassy contacts **via the Partner Portal**, once placements are finalized.

DS-2019 Form

- IIE will send the DS-2019 form for your visa interview to the U.S. Embassy contacts in your home country.
- When you receive your DS-2019 form, confirm all information is correct - **ensure the name on the DS-2019 matches your passport!**
- Be sure to carry your DS-2019 form with you when you travel.

Fulbright Arrival Email

- Includes reminder link to the online [Visiting Scholar Guide](#), login details for the [IIE's Self Service Portal](#), IIEPay and ASPE details, and Social Security Number application information.
- **Sent directly to the grantee from their IIE Advisor** approximately one month prior to departure (once DS-2019 is processed).



Please be sure to review these helpful resources *prior* to your departure.



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Terms of Appointment & Conditions of Sponsorship

Your Fulbright Grant Document is a critically important document that describes the benefits and conditions of participation in the Fulbright Program, as well as details that apply to your individual grant. Read it carefully and bring a copy with you to the U.S. for your records.

Assistant Professor
 Universite de Zinder
 Zinder, Niger

has been selected by the J. William Fulbright Foreign Scholarship Board for a

FULBRIGHT GRANT

under the provisions of the Mutual Educational and Cultural Exchange Act of 1961 (as amended), the FULBRIGHT PROGRAM. This grant is administered by the Bureau of Educational and Cultural Affairs, United States Department of State with the cooperation of the Institute of International Education.

TERMS AND CONDITIONS OF AWARD

HOST: [REDACTED]

PROJECT TITLE: [REDACTED]

FISCAL YEAR: 2020 IIE ID: [REDACTED]
 DURATION: 3.00 months ISSUE DATE: December 09, 2020
 STARTING DATE: April 2021 DISCIPLINE: Literature
 ACCOMPANYING DEPENDENTS: 0 CATEGORY: Research

GRANT BENEFITS:

| | | |
|--------------|---------------|--|
| STIPEND: | [REDACTED] | per month for a period not exceeding 3.00 months |
| SUB TOTAL: | \$ [REDACTED] | |
| PLUS: | \$ [REDACTED] | Professional Allowance |
| PLUS: | \$ [REDACTED] | Settling-In Allowance |
| PLUS: | \$ [REDACTED] | Excess Baggage Allowance |
| TOTAL: | \$ [REDACTED] | |
| GRANT TOTAL: | \$ [REDACTED] | |

Grant total above may not reflect the gross amount, which includes U. S. Federal income taxes withheld from all payments made under this grant, unless exempt under a tax treaty. Some expenses may be paid by IIE directly to vendors or other third parties. Your Fulbright award is contingent upon medical clearance.

Fulbright Grant Scheduled Payment Amounts for
 Fiscal Year 2020

Country: [REDACTED] Grant ID Assigned: [REDACTED]
 Starting Date: January 2021 Issue Date: November 24, 2020
 Accompanying Dependents: [REDACTED] Category: Research
 Duration: 5 Month(s)

| Approximate Payment Date | Payment Amount | Payment Breakdown |
|--------------------------|----------------|--|
| 1/1/21 | [REDACTED] | Base Stipend at 3 Month(s) x [REDACTED] Professional Allowance Settling In Allowance Excess Baggage Allowance |
| | [REDACTED] | Payment Total |
| 4/1/21 | [REDACTED] | 0 Base Stipend at 2 Month(s) x [REDACTED] Payment Total |
| | [REDACTED] | Grant Total |



Terms of Appointment & Conditions of Sponsorship Cont'd

Terms and Conditions of Grant:

- Applies to all Fulbright Visiting Scholar grantees
- Details general program terms
- Confirms two-year home residency requirement
- Defines benefits and responsibilities
- Reporting and tax responsibilities
- Dependent responsibilities
- Must initial every page of the document!



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Fulbright Visiting Scholar Program General Terms and Conditions

Congratulations on your selection to the Fulbright Visiting Scholar Program (the "Fulbright Program") for 2022-2023! The Fulbright Program is the flagship international educational exchange program of the United States government to increase mutual understanding between the people of the United States and the people of other countries. This document sets forth the terms and conditions of your grant award and participation in the Fulbright Program.

Please read these General Terms and Conditions for the Fulbright Program ("Terms and Conditions") very carefully. It is important that you clearly understand all the information included in this document. You must confirm your agreement with the Terms and Conditions by initialing each page and signing your full name on the last page. Please sign and return this document to the Fulbright Commission or the Public Affairs Sections at the U.S. Embassy ("Post") in your home country within ten (10) days. Keep a copy of this document for future reference.

As part of these Terms and Conditions, you are agreeing to be bound by the following policies and procedures ("FFSB Policies") governing the Fulbright Program as adopted by Fulbright Foreign Scholarship Board ("FFSB"):

- Front Matter: Statement of Objectives, Selection, Supervision and Guiding Principles, which is available at https://eca.state.gov/files/bureau/front_matter_-_11-2019.pdf;
- Chapter 100: Program Planning and Administration, which is available at https://eca.state.gov/files/bureau/fulbright_program_policies_chapter_100_nov_2019.pdf; and
- Chapter 700-Lecturers and Research Scholars From Partner Countries, which is available at https://eca.state.gov/files/bureau/fulbright_program_policies_chapter_700_nov_2019.pdf.

The FFSB Policies are expressly made a part of these Terms and Conditions and are binding upon you. Please initial here to indicate that you have read the above referenced FFSB Policies:

Initials

If any portion of your grant funding is administered by a Fulbright Commission in your home country, you will be provided a grant document from the Fulbright Commission (the "Commission Grant Document") that you will be required to sign and return to the Fulbright Commission, which sets forth additional terms and conditions governing your grant. If any portion of your grant funding is administered by IIE, including participants from home countries without a Fulbright Commission, you will be provided a grant document from IIE ("Terms of Appointment") that you will be required to sign and return to IIE, which sets forth additional terms and conditions governing your grant. Failure to comply with any requirements set forth in these Terms and Conditions, including the FFSB Policies and the Terms of Appointment and/or Commission Grant Document, may result in the withdrawal, suspension, revocation, or termination of your grant award.

In the event of any conflict between these Terms and Conditions, the FFSB Policies, the Terms of Appointment, and the Commission Grant Document, the order of precedence is as follows: (1) these Terms and Conditions; (2) the FFSB Policies; (3) the Terms of Appointment; and (4) the Commission Grant Document.

ROLE OF THE INSTITUTE OF INTERNATIONAL EDUCATION (IIE)

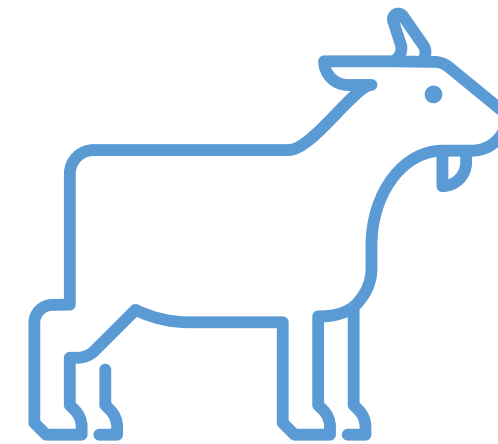
IIE administers the Fulbright Visiting Scholar Program under a contract with the U.S. Department of State Bureau of Educational and Cultural Affairs (ECA). IIE is responsible for recording your visa status and for monitoring your progress in your academic program while in the United States. You are required to keep IIE informed and to discuss with IIE any proposed changes to your authorized Fulbright Program.



Research Considerations

Research Fees and IRB regulations:

- **Coverage of lab fees/research costs is not part of the standard benefits package of the Fulbright Africa Program.** Fulbrighters should work with their home and host institution to confirm required fees will be covered.
- Fulbrighters are responsible for the shipment and costs of any samples that may need to be sent to the U.S. as part of their research.
- Please consider any Institutional Review Board (IRB) approvals that may be needed to carry out your research in the U.S.



Direct Patient Contact:

- Per FSB Policy 726.3, grants shall not authorize activity for which a license to practice medicine or nursing is required.
- As an exchange visitor in the J-visa category sponsored by the Fulbright Program, research activities must not involve direct clinical contact.
- Fulbrighters whose projects are related to the medical and veterinary fields or who's projects include human or animal subjects are required to complete the, *Guidelines for the Medical and Clinical Fields Memo*.



Arranging Housing in the U.S.

You are responsible for arranging your accommodation:

- **Secure temporary housing** prior to your arrival while you find permanent housing. Inspect accommodation before paying.
- **Know your rights.** Read your lease very carefully and learn about local tenancy laws before signing a lease.
- **Be aware of housing scams:**
 - Try to avoid paying without first signing a lease/agreement.
 - Do your research! If it sounds too good to be true, it probably is.
- **Housing types and costs vary immensely by region.** Research housing prices and how students and scholars live in your city before your departure.



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Helpful Housing Resources:

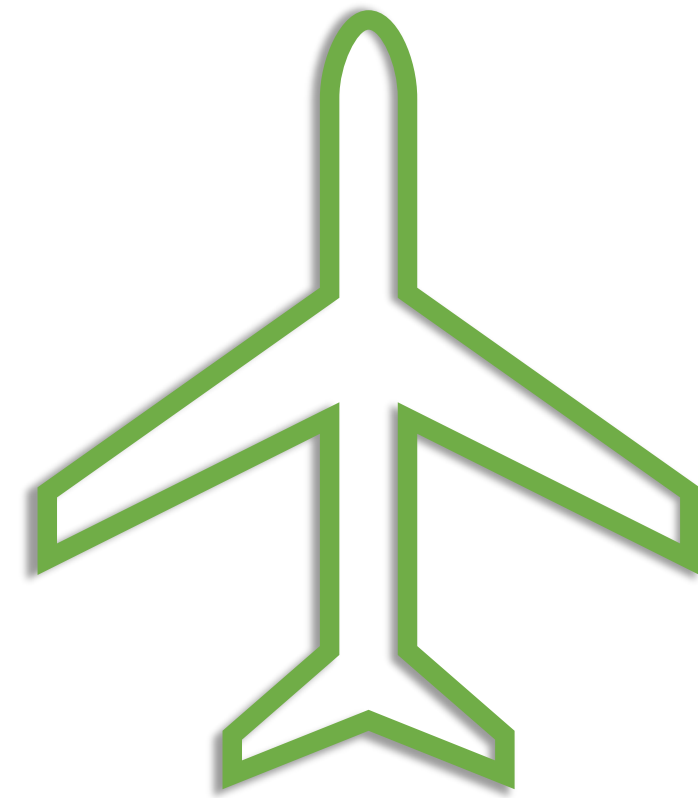
- University housing websites
- Fulbright fellows or alumni
- In some cases, housing resources are also listed on the IRF



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Making Travel Arrangements



- Work with the U.S. Embassy contacts in your home country **to arrange air travel in advance.**
- **Once confirmed, send the flight itinerary** to your Faculty Associate at the host institution.
- **Remember to consult with your airline for luggage weight limits.** The Fulbright Program will provide you with a one-time payment of \$150 to assist with baggage fees. This allowance will be included in your first grant payment.
- **Organize travel to your host institution or temporary accommodation** from the airport in advance (bus, train, car rental, etc.).
- **Make suitable plans** for weekend and holiday arrival.



Receiving Your Grant Payments: IIEPAY



What is IIEPay?

- If your Fulbright grant funds are **IIE-administered**, you will receive your monthly stipend from IIE directly in your bank account through IIEPay. IIEPay is the digital technology, powered by Zelle, that sends funds from IIE's Bank, Bank of America, directly into your bank account.

How do I sign up?

- Bring some money with you upon arrival in the U.S. to open a bank account and for initial settling-in costs.
- Ask the bank if they support Zelle transfers and ask if there are limits on Zelle transfers.
- IIEPay sends payments via the email address that we have on file from your application.
- If your email address has changed, please make updates in the portal no later than 5 days before your start date.

Is there a fee?

- IIE, Bank of America, and Zelle will not charge you a fee. When selecting a bank, research and make sure the bank you choose does not charge fees to receive **Zelle** payments.
- For more information visit <https://www.iie.org/iiepay>.

i There may be delays setting up an account, so it is advised that all grantees have sufficient personal funds available to cover at least one month's living expenses.

IMPORTANT: You will not have access to your Fulbright stipend, until you arrive in the U.S. and open a U.S. bank account and register for IIE Pay/Zelle.

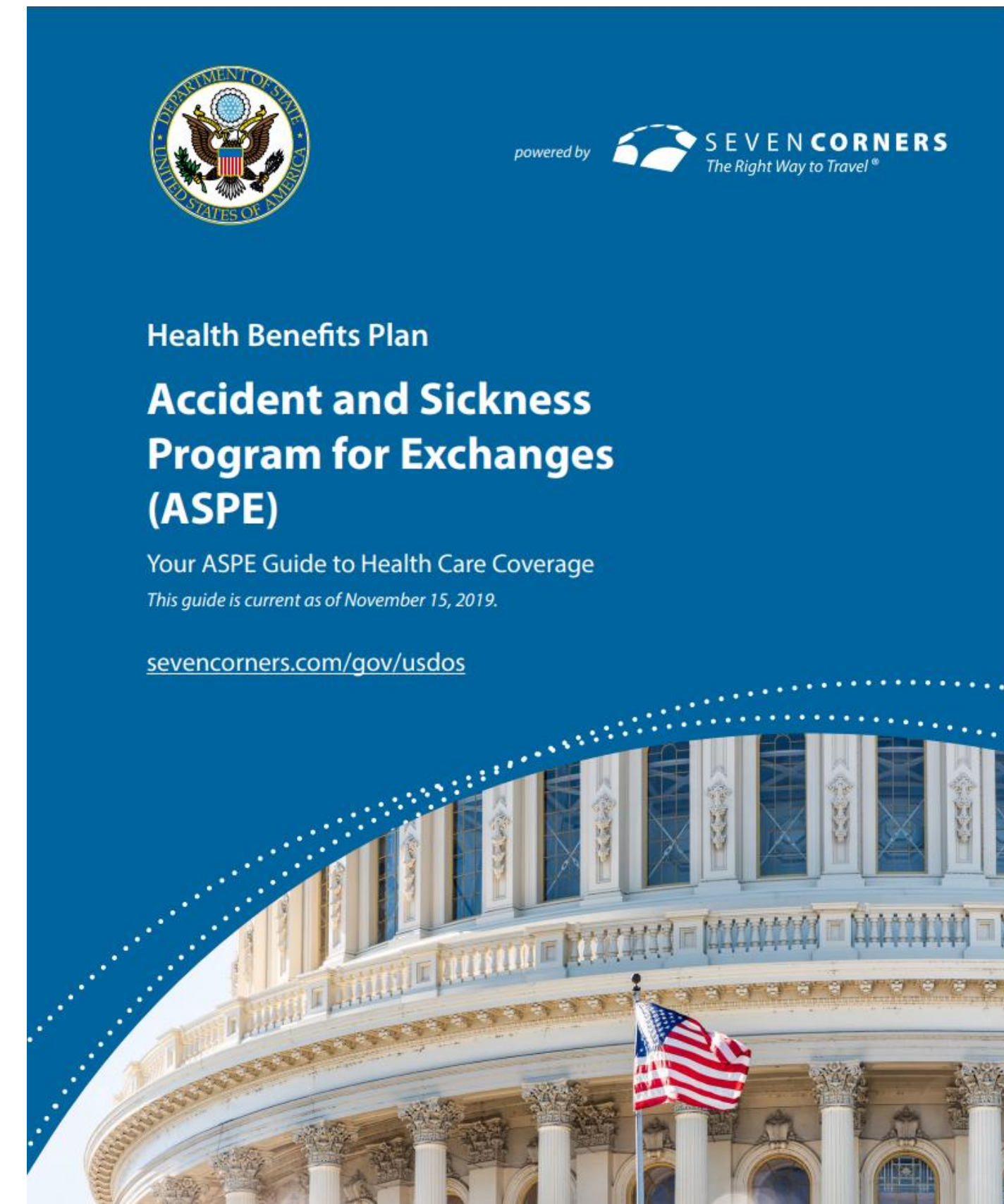


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Introduction to Health Benefits

- You will be covered by **Accident and Sickness Program for Exchanges (ASPE)** for the duration of your Fulbright program.
- ASPE meets the minimum health insurance requirements for J-1 Exchange Visitors.
- Some U.S. universities may require a Visiting Scholar to purchase additional health insurance if ASPE benefits do not meet university requirements for coverage.
- Your IRF will indicate whether this is necessary.
- Refer to the Visiting Scholar Guide and the [ASPE Health Benefits Guide](#) for additional information regarding ASPE coverage.
- The Fulbright Arrival Email provides instructions for downloading your ASPE ID Card.



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 maintain your private policy or purchase additional coverage.



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Health Benefits: Key Points

ASPE Health Provider: Seven Corners

(<https://www.sevencorners.com/about/gov/usdos>)

- Basic Medical Expenses: Maximum benefit per injury or illness: \$100,000
- YOU pay \$25.00 co-pay for office visits
- YOU pay \$75.00 co-pay for ER, Hospitalizations and Urgent Care

Key Points of Coverage:

- Policy is not intended to cover preventative care such as annual examinations or check-ups
- Does not provide coverage outside of the U.S.
- Does not cover alcohol/substance abuse instances
- Does not cover dental or vision care
- Coverage for dependents must be purchased separately

Where to Get Medical Treatment:

- **Primary Care Provider:** General doctor in a private practice or at a hospital. Typically require appointments, useful for non-urgent accidents/illnesses. Can treat minor or ongoing medical issues and prescribe medication.
- **Campus Health Center:** Sometimes offer walk-in services but may not be in the ASPE network.
- **Urgent Care Centers & Clinics:** Located conveniently inside common pharmacies; can treat minor medical issues and prescribe medication
- **Emergency Room:** For life threatening major sickness or accidents such as a broken leg. Should not be used for non-emergency accidents/illness. Emergency telephone number is **911**.

ASPE Mental Health Support Hotline (ASSIST):

- 1-833-963-1269 or ASPEsupport@anvilgroup.com



Please note, healthcare in the U.S. can be extremely expensive, so it's important to familiarize yourself with your ASPE health benefits *prior* to visiting a healthcare provider.



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Health Benefits: Pre-Departure Checklist



- Complete Your Immunizations and Screenings**
- Bring** any necessary medications with you
- Visit** your eye doctor and dentist before traveling
- Review** your ASPE Health Benefits to assure sufficient coverage for your medical needs
- If you will have accompanying dependents** identify a health insurance plan for them



COVID-19 Preparations

- **Make sure prior to travel you monitor any shifting requirements related to COVID-19:**
 - CDC Website ([cdc.gov](https://www.cdc.gov)) for up-to-date information for travelers arriving in the United States, including any information on required vaccines or testing
 - Verify you meet Vaccination and/or Testing Requirements
 - Consider Airline Requirements
 - Consider Home and Transit Country Requirements
 - Consider Host Institution Requirements



Bringing Your Family

- Depending on your country program policy, your family members may be eligible to apply for J-2 visas.
- A J-2 dependent is defined as any **unmarried child under 21 years of age or the spouse of a J-1 visa holder.**
- J-2 dependents **must reside in the same location as the J-1 Fulbright participant.**
- Fulbrighters **are required to inform their IIE Advisor of any changes to the status of their J2 dependents.**
- Fulbrighters may be eligible for international flight benefits for **one J-2 dependent, if the grant length is 8-9 months, and the J-2 is staying at least 80% of the time.**
- A dependent allowance may be provided **if J-2 dependents are staying at least 80% of the time.**



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J-2 Dependents: Insurance Requirements

- Please keep in mind, ASPE only covers the Fulbrighter.
- Fulbrighters with dependents are **required** to purchase health insurance that meets J-visa requirements.
- Dependents must have insurance for the duration of their stay in the U.S. and it must be reported to IIE.
- In the event a dependent is pregnant or becomes pregnant during the grant period, **the Fulbrighter must show proof of medical insurance that covers pregnancy and childbirth in the U.S. Failure to do so, may result in the termination of the grant.**
- J-exchange visitors and dependents cannot receive public assistance because it can jeopardize their visa status and future entries: <https://www.uscis.gov/greencard/public-charge>

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It can be extremely difficult to identify health insurance plans in the U.S. that cover pregnancy-related care. Please consider this when arranging to bring your dependents.



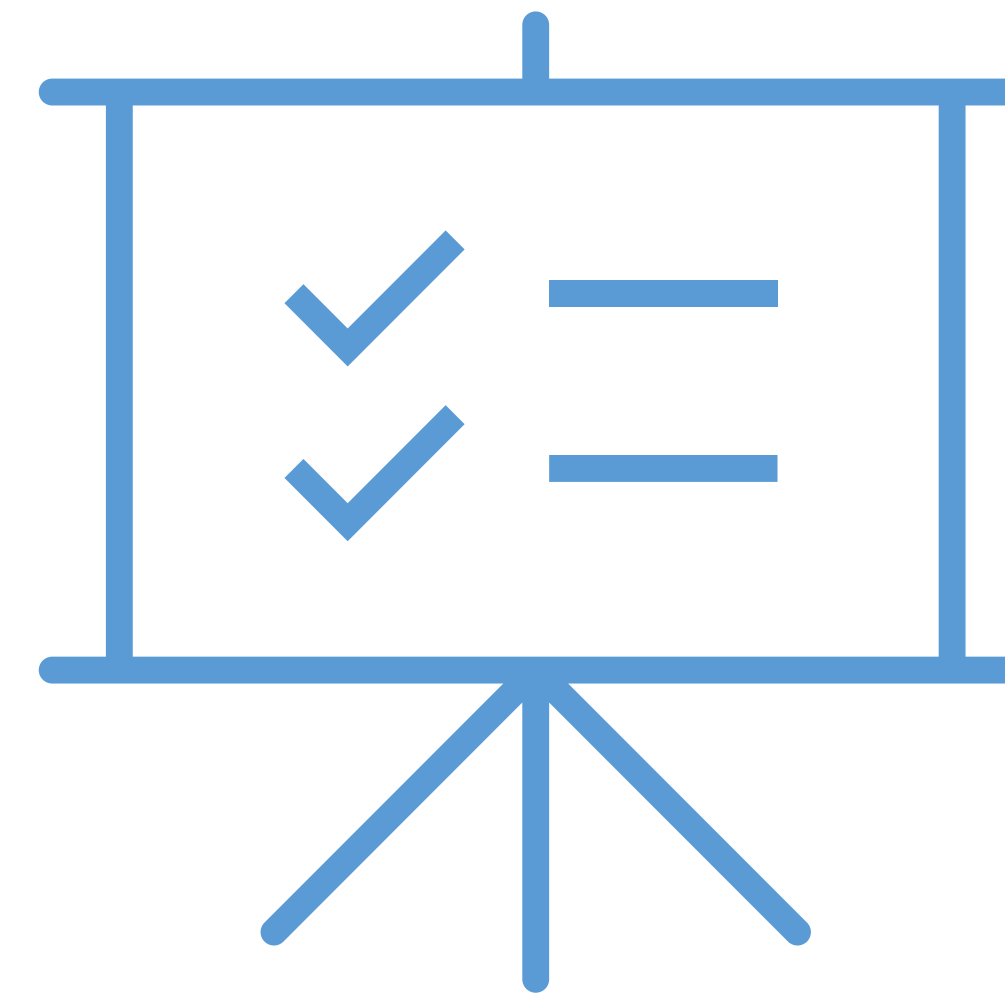
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Before You Go....

Have with you when traveling to the U.S.:

- ✓ Passport + J1/J2 visas + National Interest Exception (NIE) stamp (if applicable)
- ✓ DS-2019 for J1 and J2 dependents
- ✓ Grant Document/Terms of Appointment + Letter of Invitation
- ✓ Institutional Response Form (IRF) → FA contact information
- ✓ J1 supplemental health insurance ID card (if applicable)
- ✓ J2 health insurance ID card and/or policy information (if applicable)
- ✓ IIE Visiting Scholar Cover Letter
- ✓ Proof of Vaccination/Negative COVID-19 test results (confirm COVID requirements for entry to the U.S. at [cdc.gov](https://www.cdc.gov) prior to departure)



IMPORTANT: Do not put these documents in your checked luggage!



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Post-Arrival Reminders



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Remember...

J-1 Reporting Requirements

Within **10 days** of arrival to the United States, you **must report your and your dependents' (J-2) arrival** to maintain legal status. **Upload the following for you and any J-2s to [IIE's Self Service Portal](#):**

- Copy of J-Visa
- Electronic I-94 document (from www.cbp.gov/I94)
- Your local mailing address, physical address and contact information
- Signed Arrival Form
- If applicable, J visa-compliant proof of insurance for J-2s

Social Security Number (SSN) and Taxes

Fulbrighters are eligible for and encouraged to obtain a Social Security Number (SSN).

- You will receive a letter in the mail with instructions on applying for an SSN after your arrival documents are approved.
- Do NOT reapply if you already have an SSN—once you have an SSN it's good for life!
- Once you have it, make sure to add your SSN to the IIE Portal.

All Exchange Visitors are required to file forms relating to their tax status, even if you do not end up owing taxes.

- An SSN or ITIN is required by law to appear on your tax returns.
- You will receive more information about filing taxes after your arrival in the U.S.



Refer to the [Fulbright Arrival email](#) and [Visiting Scholar Guide](#) for additional details.



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Post-Arrival Orientations

Make sure to visit the online scholar guide [Webinar library](https://fulbrightscholars.org/visiting-scholars/guide/webinar-library) to view videos on the following:

<https://fulbrightscholars.org/visiting-scholars/guide/webinar-library>

On Program Reporting

J2 Dependents

Frauds and Scams

Health Benefits

Travel

Taxes

Program Conclusion



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Keep in Touch and Keep Safe during an Emergency

The Fulbright Program values your safety and security above all!

REMEMBER!!! In any emergency.....

- ✓ Make sure to follow the direct guidance of local law enforcement and your host institution's instructions as your first line of action. You can inform IIE or ask questions of IIE after you are safe.

Stay safe during any emergency by using the following U.S. Resources:

- ✓ Dial **911** if you are experiencing a life-threatening emergency or need police assistance
- ✓ Dial **988** if you are experiencing a mental health crisis

Communicate with IIE during emergencies by using the following tools:

- ✓ Download **Alert Media** (a free app) so that IIE can reach out to you to provide guidance and check in with you quickly during a widespread regional emergency (like a hurricane or a power outage)
- ✓ Use the **Visiting Scholar Emergency Line** to report any emergency (make sure to leave a message)—212.984.5332
- ✓ Always inform your IIE Advisor if you experience an emergency—especially if the emergency required medical treatment.



Email Or Mobile Phone

Forgot Password Public Computer?

CONTINUE

You must be part of an organization that uses AlertMedia to be able to activate your account and use this application. By logging in to this application, you are agreeing to the [Alert Media Terms of Service](#)

New user? Activate your account

Single sign-on (SSO)



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Additional Resources

- Online Visiting Scholar Guide: <https://fulbrightscholars.org/visiting-scholars/guide>
- IIE Advisor Directory: <https://fulbrightscholars.org/fulbright-visiting-scholar-program-advisors>
- If your IIE Advisor is unavailable or if it is outside normal business hours (9 a.m. - 5 p.m. EST), please call (212) 984-5332. For life-threatening emergencies (police, medical or fire), immediately dial 911.
- Should you have any issues at the U.S. border upon arrival, you can contact IIE's Visa Sponsorship team at +1-929-310-3046.
- IIE Self-Service Portal: <https://connect.iie.org/user/login> (access **not** available until after receipt of Arrival Email)
- ASPE Website: <https://www.sevencorners.com/about/gov/usdos>
- ASPE Benefits Guide: https://www.sevencorners.com/docs/default-source/usdos-documents/usdos-benefit-guide-pdf.pdf?sfvrsn=786a4f2d_5
- Public assistance regulations are subject to change at any time, please visit the USCIS website if you have questions about what is public assistance: <https://www.uscis.gov/green-card/green-card-processes-and-procedures/public-charge/public-charge-resources>



Thank You!

We wish you all the best during your Fulbright experience in the United States!



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