



MEMORANDUM TO ADMINISTRATIVE OFFICIALS

Thank you for considering service to the Fulbright international exchange program as an institutional host. Hosting a Fulbright Visiting Scholar is a rewarding experience personally and professionally, contributes to diversity and internationalization on your campus and strengthens your, your colleagues', and your students' connections with scholars and scholarly institutions abroad.

What is 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 United States Department of State's Bureau of Educational and Cultural Affairs (ECA). CIES, a division of the Institute of International Education (IIE) administers the Fulbright Visiting Scholars Program. U.S. institutions and their faculty members have made significant contributions to the success of the program since its inception in 1947.

What is the role of the institutional host? Institutions are essential for the Fulbright Visiting Scholar program, as they become the formal host communities (professional and personal) for the visitors. Host institutions are typically Universities but other types of organizations can also host Fulbrighters. This memorandum details what is expected of an institutional host, what they gain in return, and walks through some of the particular policies and pieces of information your institution will need to accept a Fulbright Visiting Scholar.

How do I formally confirm that my institution will host a Fulbright Visiting Scholar? Simply confirm/complete the details requested in the attached Institutional Reply Form (IRF), have both the Administrative Official and the Faculty Associate sign the form, and return it to IIE (digital signatures accepted).

Who is the Faculty Associate? The Faculty Associate is the Visiting Scholar's academic contact and advisor, and likely the person to have the most day-to-day interactions with the visitor during their grant. Consult with the faculty member identified as the scholar's Faculty Associate (Advisor) to ensure his/her availability and specify and department-specific arrangements. The Faculty Associate has been copied on this inquiry to facilitate the process, and must sign off on the Institutional Reply Form (IRF).

What is included in a Fulbright Visiting Scholar award? All Fulbright Visiting Scholars (over 1,000 annually) receive round-trip international travel and health coverage for accidents and sickness provided by the U.S. Department of State. Most scholars also receive a monthly stipend and additional allowances as benefits of their grants. Some scholars may be partially funded by their home institutions through sabbatical pay. Fulbright Grantees enter the United States under the sponsorship of the U.S. Department of State's J-1 Exchange Visitor Program for Fulbright Scholars.

Does it cost my institution anything to host a Fulbright Visiting Scholar? Apart from the in-kind contributions detailed below, 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 compliant with J visa regulations is provided to Fulbright scholars, and they as individuals must arrange separately for sufficient insurance for their dependents.

What in-Kind Contributions are Expected of Host Institutions? 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 Fulbright 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 IRF or in an accompanying letter so that we may best prepare our scholars before their arrival.

What does my institution receive in exchange for hosting a Fulbright Visiting Scholar? Host institutions typically report gaining the most benefits from hosting a visiting scholar in the areas of student engagement, collegial collaboration, and institutional capacity building. Many Fulbright Visiting Scholars advise students, teach, and seek to

create collaborations between students in their home countries and students at their host institutions. According to our survey data, typically 80% of Faculty Associate hosts report that they grew professionally by hosting a Fulbrighter, often including co-publications with their scholar. The benefits and returns of hosting a scholar are wide-ranging and a Fulbright grant is frequently cited as the reason for the start of long-term linkages, both individual and institutional.

When will the Scholar arrive? Please determine an appropriate starting date for the scholar, as the date proposed by the scholar may not be convenient under the university calendar. Keep in mind however that the visiting scholar may be weighing their home country university's academic calendar as well. Please note that it is important for the faculty associate or other representative to be available to assist the scholar upon arrival. The scholar will be advised to correspond directly with the faculty associate regarding arrival plans.

Does my institution have to provide housing for my Fulbright Visiting Scholar? No. The scholar is responsible for locating his/her housing, but may seek institutional assistance and advice in identifying suitable accommodations. If you are able to assist in this regard, particularly if your scholar is eligible to pursue accommodations through your institution, this is wonderful, but any and all housing arrangements need to be done in consultation with the Visiting Scholar. We do ask that at a minimum you 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's international office.

What about Immigration or Tax questions? Your Scholar may have a lot of **questions about their visa and U.S. tax regulations**. You are neither expected nor encouraged to advise your scholar on immigration or tax law. Scholars are given some basic information in their grant packet and should be encouraged to consult the following resources:

- Fulbright Visiting Scholar grantees' section of the <https://www.cies.org/grantees> and their IIE Advisor listed by country here: <https://www.cies.org/program-advisors>. In most cases, your scholar's advisor will be the IIE staff member with whom you corresponded in confirming your Visiting Scholar's details.
- on-campus foreign student advisor or international office
- your local office of the U.S. Citizenship and Immigration Services (USCIS)
- the Internal Revenue Service

Help us get the word out about Fulbright Opportunities! As an experienced institutional host, you will be well-placed to apply for (or to encourage others to apply for) a wide range of Fulbright Exchange Programs. Some programs that may be of interest include:

- **Outreach Lecturing Fund** <http://www.cies.org/olf/>
- **International Education Administrators** <https://www.cies.org/program/fulbright-international-education-administrators-seminars>
- **Fulbright Scholar Program** (US and Visiting) (<https://www.cies.org/>)
- **Fulbright US Student Program** (<https://us.fulbrightonline.org/>)
- **Foreign Student Program** (<https://foreign.fulbrightonline.org/>)