



MEMORANDUM TO FACULTY ASSOCIATES

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

This memorandum describes the essentials of the Visiting Scholar Program and outlines the critical role of the Faculty Associate and institutional affiliation to the program's success. These guidelines are intended to enhance both the Visiting Scholar's and the Faculty Associate's experience during their Fulbright Experience.

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 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? No. 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 as individuals they must arrange for sufficient insurance for their dependents.

How do I and my institution determine and confirm our willingness to host a Fulbright Visiting Scholar?

When an application is forwarded to your department for consideration, it is important to determine whether your department:

- 1) has research interests and facilities consistent with the project outlined in the scholar's application;
- 2) would support occasional consultation with department faculty, including and especially the Faculty Associate;
- 3) could facilitate access to:
 - a. an office or shared work space;
 - b. library and research facilities;
 - c. computer facilities;
- 4) could provide all of the above as in-kind contributions.

Do I have to provide housing for my Fulbright Visiting Scholar? No. The scholar is responsible for locating his/her housing, but may seek your 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.

I am ready to accept affiliation and my role as a Faculty Associate! What's next?

Step 1: In consultation with your university administrative official whose name appears on the attached Institutional Reply Form (IRF) and confirm the appropriate starting date for the Visiting Scholar. The date should be one when someone can welcome them to campus and help them get settled in.

Step 2: The Administrative Official and the Faculty Associate need to complete the IRF form in full, sign it (digital signatures are accepted), and return it to the IIE contact who initially reached out to you.

My institution has submitted the Institutional Reply Form (IRF) referenced above. What else do I need to do as a Faculty Associate?

Prior to Arrival:

1. **Communicate with the Scholar:** The scholar will be encouraged to correspond directly with you before departing for the United States. However, you are also welcome to initiate communication.
2. **Planning for Arrival and Welcoming the Scholar:** It is important for the scholar to know if any arrangements will be made for transportation from the airport to the university. We encourage that someone be at the airport to greet the scholar (that can be a faculty member or a graduate student or other representative).
3. **Try to keep track of your time spent on Faculty Associate activities.** We will ask you to report on this time at the end of the grant period in order to record your considerable efforts in making the program a success.

During the Scholar's Tenure of Grant:

1. Facilitate the Scholar's inclusion and participation in the activities of **your home department**.
2. Connect your scholar with any **area studies programs at your institution** focusing on the scholar's region. Making area studies programs aware of your Visiting Scholar's presence on campus early in the grant period (or even prior to arrival) would also allow your Scholar to serve as a resource for students and faculty interested in their home country.
3. Put your scholar in touch with your institution's **international office or foreign student/scholar advisors**. They will make the visitor aware of resources they could provide, and they may be able to suggest activities on campus or in the local community that would be of interest to a visitor from abroad.
4. If **conferences or meetings of relevant professional associations** are held during the scholar's grant period on or off campus, please advise the scholar of these opportunities so they have the option to participate.
5. Your scholar may be invited to participate in the Fulbright **Outreach Lecturing Fund (OLF)**, which provides funding for Visiting Scholars to lecture at other universities and colleges during the tenure of their grant. If your Visitor is invited to participate in OLF, please support them in taking advantage of the opportunity.
6. Your scholar may also elect to participate in a **Fulbright Enrichment Seminar** (<https://www.cies.org/program/enrichment>), funded through Fulbright, which provides training and cohort-building activities among Fulbright Visiting Scholars. We expect Faculty Associates and their institutions to be supportive of such engagements.
7. 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:
 - 1) 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.
 - 2) on-campus foreign student advisor or international office
 - 3) your local office of the U.S. Citizenship and Immigration Services (USCIS)
 - 4) the Internal Revenue Service

After the Scholar's departure:

Final Survey: At the end of your scholar's exchange, you will be asked to complete an electronic survey which will ask about various facets of your experience as a Faculty Associate. We use the survey results to improve and to demonstrate the significant support that faculty across the United States provide to the Fulbright Program.

Consider applying for other Fulbright Programs! As an experienced Faculty Associate, you will be well-placed to apply for (or to encourage others to apply for) Fulbright Exchange Programs. Some programs that may be of interest include:

- **Outreach Lecturing Fund** <http://www.cies.org/olf/>
- **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/>)