

Fulbright Scholar Program

Guide for Fulbright Visiting Scholars



FULBRIGHT

Table of Contents

Fulbright Visiting Scholar Program	1
Table of Contents	2
J. William Fulbright: A Brief History	5
Welcome to Fulbright!	7
Part I: Fulbright Program and Grant Provisions	6
1. Overview of The Fulbright Program	7
2. Fulbright Program Administration and Funding	7
3. Terms and Conditions and Grant Dates	8
4. Grant Benefits	9
5. Grant Payments and Stipends	9
Part II: Preparing to Leave for the United States	11
6. Pre-departure Checklist	12
7. Travel Documents	12
8. International Travel	15
9. Self-Service Participant Portal	16
10. Planning to Arrive in the United States	17
11. Health Benefits	18
12. Dependents	28
13. What to Bring	31
14. Communication with Faculty Associate	32
Part III: When You Arrive in the United States	28
15. Arriving at a U.S. Port of Entry: What an Exchange Visitor Can Expect	29
16. Settling In	31
17. Obtaining a Social Security Number (SSN)/Individual Taxpayer	32
ID Number (ITIN)	32
18. Grant Payments	34
19. General Banking	35
Part IV: During Your Grant Period	36
20. The Role of IIE/CIES	37

21. Professional and Personal Enrichment Activities	38
22. Outreach Lecturing Fund	38
23. Other Non-IIE/CIES Opportunities and Resources:	40
Global Ties U.S.	40
Fulbright Community on State Alumni	40
The U.S. Fulbright Association	41
Fulbright Community on Social Media	41
24. Additional U.S.-Source Income	43
24. Traveling Outside the United States During Your Grant Period	43
International Travel	43
Insurance Coverage Outside the United States During the Grant Period	45
Adjustment in Stipends	45
25. Tax Matters	45
U.S. Income Tax: IIE/CIES-paid scholars	45
Withholding	46
Tax-Treaty Status	46
For ALL Fulbright Scholars: Filing IRS Form 8843	47
State Income Tax	48
Social Security Tax	48
26. J. William Fulbright Foreign Scholarship Board Grant Termination Policy	48
Part V: At the End of Your Grant Period	49
27. Return Travel	50
28. Early Departures	50
29. Extensions and Transfers	50
Extensions	51
Transfers	51
Procedure for Extension or Transfer Requests	52
30. Final Report and Certificate	53
31. Immigration Regulations	53
Grace Period	53
Visa Limitations on U.S. Re-entry	54
32. Health Benefits After the Grant Period	55
33. Continuing Fulbright Opportunities	55

Appendix A: Sample Form DS-2019..... 60
..... 60
Appendix B: Summary of U.S. Custom Regulations..... ~~61~~60
Appendix C: Sources of Dependent, Supplemental and Short-Term Insurance..... 63

J. William Fulbright: A Brief History

J. William Fulbright was a prominent and gifted American statesman of the 20th century. His unequalled contributions to international affairs and his tenure as the longest serving chairman of the Senate Foreign Relations Committee distinguished his political career of over 30 years in the United States Congress. 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 U.S. Senate by unanimous consent in 1945 and drew strength from the United States' national commitment to develop post-war leadership and engage constructively with the community of nations. The legislation was signed into law by President Harry S. Truman in 1946. 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 over 370,000 Fulbright students, scholars and teachers; many have made significant contributions within their countries, including the United States, 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 earned 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 The George Washington University in Washington, D.C. During the 1930s, 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, served as the 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. His leadership on this issue 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 to 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 objections to President John F. Kennedy in advance of the Bay of Pigs invasion. He was in the spotlight as a powerful voice in the turbulent Vietnam War era, when he chaired the Senate hearings on U.S. policy and the conduct of the war. In 1963, Walter Lippman, a widely respected American journalist, 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."

Senator Fulbright worked to build national consensus around the arts. He supported the creation of a national center for the arts, and his initial legislation led to the founding of the Kennedy Center for the Performing Arts in Washington, D.C.

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 across the global for his efforts on behalf of education and international understanding. In 1993, he was awarded the Presidential Medal of Freedom by President William J. 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, D.C. at the age of 89.

Welcome to Fulbright!

"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 academics and professionals from around the world who have come to the United States as Fulbright Scholars. The United States Department of State's Bureau of Educational and Cultural Affairs (ECA) and the Institute of International Education's (IIE) Council for International Exchange of Scholars (CIES) welcome you. Together, the U.S. Department of State, as the program sponsor and IIE, as a private cooperating organization, administer the Fulbright Visiting Scholar Program for visiting faculty and professionals.

The Guide for Fulbright Visiting Scholars is designed to acquaint you with your responsibilities, help you prepare for the program and serve as a reference during your grant. As a Fulbright Scholar, the expectation is that you carefully *read* and *understand* the guidelines provided. If the Guide does not provide answers to all your questions or any information that is presented is not clear, please contact the Fulbright organization in your home country or your IIE/CIES advisor prior to your departure. **The Guide is a valuable resource during your stay in the United States and you are encouraged to reference it often.**

During your stay in the United States, IIE/CIES advisors will be available to assist you whenever possible. You can find a list of IIE/CIES advisors on our website at <http://www.cies.org/program-advisors>. 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 your professional and personal endeavors and trust that your experience as a Fulbright Scholar will be a rewarding one.

Part I: Fulbright Program and Grant Provisions

1. Overview of the Fulbright Program
2. Fulbright Program Administration and Funding
3. Terms and Conditions and Grant Dates
4. Grant Benefits
5. Grant Payments and Stipends

Part I: Fulbright Program and Grant Provisions

1. Overview of 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 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 70 years after the program's inception.

In the history of the program, over 370,000 people representing over 160 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 and Funding

The J. William Fulbright Foreign Scholarship Board (FFSB)

The FFSB, 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 makes final selections of candidates nominated for awards.

- <http://eca.state.gov/fulbright/about-fulbright/j-william-fulbright-foreign-scholarship-board-ffsb>

Part I: Fulbright Program and Grant Provisions

United States Department of State, Bureau of Educational and Cultural Affairs (ECA)

ECA directs the administration of the Fulbright Program under policy guidelines established by the J. William Fulbright Foreign Scholarship Board. ECA prepares annual budget requests from Congress for the Fulbright Program and establishes program priorities. ECA collaborates with the binational Fulbright Commissions and Foundations in 49 countries, United States Embassies in approximately 100 other countries and many cooperating agencies in the United States in the administration of the Program.

- <http://eca.state.gov/>

The Institute of International Education's Council for International Exchange of Scholars (CIES)

CIES administers the Fulbright Scholar Program for faculty and professionals. 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. CIES manages a wide variety of educational and cultural exchanges as well as training and technical assistance programs. Through a cooperative agreement with ECA, IIE has administered parts of the Fulbright Program since 1946. CIES was created in 1947 by the Conference Board of Associated Research Councils, a national body consisting of four academic societies: The American Council of Learned Societies, the National Academy of Sciences, the Social Science Research Council and the American Council on Education.

- www.cies.org
- www.iie.org

Fulbright Commissions, Foundations and U.S. Embassies supervise scholar competitions locally and assist in program development and provide pre-departure services and counseling. Many Commissions also establish the number and categories of Fulbright grants to be offered each year, and administer grants for scholars from their countries, including issuing grant payments and grant Terms and Conditions.

- <http://eca.state.gov/fulbright/about-fulbright/funding-and-administration/fulbright-commissions>
- www.usembassy.gov

Funding

The primary source of funding for the Fulbright Program is an annual appropriation made by the U.S. Congress to the U.S. Department of State. Participating governments and host institutions in many countries and in the United States also contribute financially through cost sharing, as well as by indirect support such as salary supplements, tuition waivers, university housing and other benefits.

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 IIE/CIES, this is a six-page document with signatures

Part I: Fulbright Program and Grant Provisions

on the first page. (Some Commissions refer to this as your grant document, authorization or agreement.) Be certain 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. 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 IIE/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 IIE/CIES and your host university in advance ([Section 24](#)).

4. Grant Benefits

Basic benefits to Fulbright Visiting Scholars generally include:

- Round-trip travel from your home country to your host institution in the U.S.
- Financial support while in the U.S.
- Benefits in the event of accident and sickness for the period of the grant
- 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 IIE/CIES

Scholars paid by IIE/CIES receive a monthly stipend and dependent allowances, if applicable, every three months. Professional and settling-in allowances will only be provided in the first payment. Your grant Terms and Conditions indicate which of these allowances you will receive. 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. **IIE/CIES cannot send your first grant payment until you submit your signed Terms and Conditions.**

Taxes: Stipends and other grant benefits are taxable, and IIE/CIES provides information and in the case of IIE-paid Fulbrighters direct support in filing their taxes each year. IIE/CIES must withhold 16.28 percent of all payments to scholars, except those participating in designated grant activities and from countries with an applicable tax treaty ([Section 24](#)). However, the Department of State covers the costs of those taxes in advance, so the amount each scholar receives in their

Part I: Fulbright Program and Grant Provisions

payments will be equal whether your country has an applicable tax treaty or not.

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. IIE/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, and
- Travel to and from professional meetings, conference 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, qualified same-sex domestic partner or unmarried children under 21 years of age) will be paid every three months along with your monthly stipend. 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](#)
7. [Travel Documents](#)
8. [International Travel](#)
9. [Participant Portal](#)
10. [Planning to Arrive in the United States](#)
11. [Health Benefits](#)
12. [Dependents](#)
13. [What to Bring](#)
14. [Communication with Faculty Associate](#)

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.

- Review Form DS-2019(s) (which have been issued by IIE/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 eligible accompanying dependent apply for their J-2 visas ([Section 7](#)).
- Obtain international air tickets ([Section 8](#)).
- Review your accident and sickness benefits and research (or purchase, if possible) health insurance for accompanying dependents ([Section 11](#) and [Section 12](#)).
- Contact your faculty associate regarding your arrival ([Section 14](#)).
- 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 any J-2 dependents who will accompany you
- Research housing options and, if possible, begin finalizing long-term housing arrangements ([Section 10](#)).
- Arrange for temporary accommodations, if needed ([Section 10](#)). Pack essential items ([Section 13](#)).
- Give IIE/CIES contact information to your family: <http://www.cies.org/program-advisors>

7. Travel Documents

To enter the United States, you must have:

- A valid passport
- Original form DS-2019 (**NOT a scan**)
- J-1 visa stamp

Make sure the information in these documents is correct and that your name is spelled exactly the same way on all 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 to complete arrival documentation at the port of entry.

Passport

You are permitted to use only one passport during your Fulbright grant.

Part II: Preparing to Leave for the United States

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.

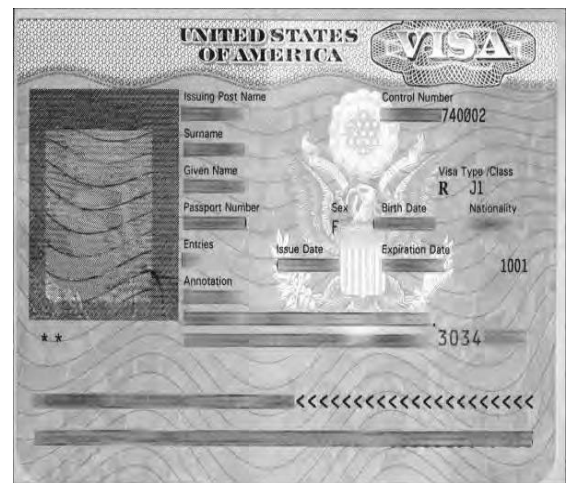
Form DS-2019 (Certificate of Eligibility for Exchange Visitor Status)

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. IIE/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 IIE/CIES. [\(See Appendix A for a sample DS-2019 form.\)](#) **Please review this form and make sure that all the information is correct. Please notify your Fulbright partner contact in your home country immediately if corrections are needed.** The dates on your DS-2019 are the start and end dates of your Fulbright grant. It is advisable 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. This form is presented with your passport at the U.S. port of entry. **Do not use a DS-2019 issued by your U.S. host institution or any organization other than IIE/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. They may be eligible for B-1/B-2 visa classification to visit the United States as tourists for a maximum of six months. In some instances, such as with same-sex domestic partners, an extended B-1/B-2 may be requested. Please check with your local U.S. Embassy or Consulate regarding eligibility or related questions.



Exchange Visitor (J-1) Visa

If you need J-2 visas for eligible dependents, you must advise the Fulbright organization in your

Part II: Preparing to Leave for the United States

home country as soon as possible, as the Fulbright program must issue each dependent their own DS-2019. Your dependents may accompany you or arrive separately after you enter the United States.

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.

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 their U.S. passport.

Applying for the J Visa

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 about applying 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 three 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-160 (Online Nonimmigrant Visa Application). The form is available at <http://travel.state.gov>. Be certain to bring the DS-160 application form confirmation to the interview appointment;
- 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 (about 50 mm square); and,
- A valid DS-2019 issued by IIE/CIES.

Part II: Preparing to Leave for the United States

It is important that you refer to the U.S. Embassy or Consulate website 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 IIE/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 and Travel Arrangements

The Fulbright organization in your home country will either arrange or explain how to arrange your international travel. Air travel paid with U.S. government funds must conform to the Fly America Act (<https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>), which requires all such travel be on American Flag Carriers where available. If you are independently arranging your travel plans, please submit your itinerary for review by the Fulbright organization in your home country **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 applicable regulations 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 the same 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 by paying a fee. Ask a travel agent or an airline representative for specific details. You may be able to purchase an open ticket, which permits greater flexibility for your return travel.

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

Part II: Preparing to Leave for the United States

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.

Customs

For customs information, please refer to the most up-to-date information at the U.S. Customs and Border Protection website at <https://www.cbp.gov/>.

9. Self-Service Participant Portal

Prior to departure, you will receive access to IIE's Fulbright [Self-Service Portal](#). This interactive and secure online portal will be available to you throughout your grant and will provide you with the ability to complete the following:

- Review key information we have on file yourself, your dependents, and your host institution.
- Access and download important documents and resources for your grant.
- Submit documentation to your IIE/CIES program advisor to validate your arrival in the United States and to support other activities associated with your grant.
- Inform your IIE/CIES program advisor of any international travel plans during your grant as required per the terms of your grant award.

IIE's Fulbright Self-Service Portal's welcome page.

IIE The Power of International Education

Fulbright Visiting Scholars Program (2003 - 2005)

Hi, New Portal1 | Change Password | Change Email | Logout

Problem With Site? Feedback?

My Program

Personal Information

Health Benefits

Documents

Travel

Final Departure

Tax Information

Welcome to IIE's Secure Portal!

Prior to arrival in the U.S.:

- Submit **Withholding Form W-8BEN**
- Ensure your **Primary Email** will be valid and accessible throughout your program

Within **ten days** of your program start date:

- Submit **arrival documents**
- Report your **U.S. physical and mailing address**
- Report **J-2 health insurance** for accompanying dependents

You can also:

- Review your **program details**
- Find your **IIE Advisor** contact information
- View your **Participant ID and personal information**
- Enter **emergency contacts**
- Access your **ASPE Health Benefits details**
- Submit **documents**
- Report your **social security number**
- Request **international travel**

Are you currently living at this address?

New Portal1 Test 1a
3rd road
4th line
test
test
Australia, 456987

Update Address



Part II: Preparing to Leave for the United States

10. 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 prior to the start date that appears in section three of your DS-2019.

You may not engage in grant-related activities or work during this period, though IIE/CIES suggests that you arrive before your program start date to settle in. Please note that 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 three of your DS-2019. It is your responsibility to communicate any delays to your grant start date to your IIE/CIES contact and faculty associate.

It is essential that you correspond with your faculty associate before you leave your home country. Be sure to provide him or her with further details 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; IIE/CIES is not able to assist you with this process. If you have not already received information on housing, contact your host institution. The Fulbright organization in your home country may have been provided with some university-specific housing information on the "Host Institution Affiliation and DS-2019 Confirmation Sheet." Finding suitable accommodations in many U.S. cities can be difficult and costly. IIE/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 are able to find long-term housing. Additionally, you may have to pay a security deposit and/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.

Part II: Preparing to Leave for the United States

Renter's Insurance

The Fulbright Program does not provide or reimburse insurance coverage for your personal possessions. It is recommended that you purchase renter's insurance to cover any 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, caused by incidents such as fires or floods, 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 (and usually lesser) value. Rates vary depending on the type of coverage, your location and the amount you would like insured. You should expect to pay a deductible; choosing a higher deductible can lower the overall cost of your policy. Please review coverage limits and deductibles carefully when comparing policy options as these can vary greatly between insurance providers.

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.

11. Health Benefits

Your Fulbright grant includes health benefits coverage for accidents and sickness. This is a health benefit plan and not considered health insurance coverage. 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 no earlier than six months before departure for the United States. The Fulbright Program recommends that you have up-to-date immunizations for all diseases indicated on the form. The 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 may require them before confirming your affiliation.

Medical Checkup

Since the accident and sickness benefits provided by your grant do not cover the cost of eye

Part II: Preparing to Leave for the United States

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.

Health Benefits Coverage: The Accident and Sickness Program for Exchanges

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.

303 Congressional Blvd.

Carmel, IN 46032

Telephone: (800) 335-0611

Website: www.usdos.sevencorners.com

The complete *Your ASPE Guide to Health Care Coverage* may be found online at www.usdos.sevencorners.com.

ASPE Identification Card

Prior to your arrival, IIE/CIES will send you an email outlining how to access your ASPE benefits card and information. It's recommended that you download and print a copy of your benefits card to keep with you at all times. Visit the Seven Corners website for health care provider information. 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, IIE/CIES will adjust your health benefits coverage and an updated version of your benefits card will be accessible on the provider's website.

Going to the Doctor

If you require medical attention during your grant, you must find a physician within the 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 "*First Health Provider Search*" in the toolbar on the right side of the screen). 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 *Your ASPE Guide to Health Care Coverage* with you. You can download a

Part II: Preparing to Leave for the United States

claim form from www.usdos.sevencorners.com (click on “Forms” in the toolbar on the right side of the screen). 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. If you are hospitalized for a serious medical condition, contact IIE/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 \$25 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 a specific medication may be brought into the United States, please contact the U.S. Food and Drug Administration at (1-888-463-6332, or at <https://www.fda.gov/>).

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 s/he has prescribed the medication for your use;
- Your country of citizenship; and,
- 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

Part II: Preparing to Leave for the United States

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 identify the package, so that the U.S. customs officer will be able to process your package properly.

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 ASPE health benefits for the grant period only. 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 12](#) for details on obtaining insurance for dependents.

Several insurance companies offer supplemental insurance policies. For details, contact the insurance companies listed in [Sources of Dependent, Supplemental and Short-Term Insurance \(Appendix C\)](#). The Fulbright Program does not endorse any company or plan.

Mandatory University Insurance

At some U.S. host universities, Fulbright Scholars and their dependents are allowed to or even required to enroll in the university insurance program. In such cases, you may be responsible for paying the premiums.

IIE/CIES requests insurance requirements when they confirm an affiliation and will inform you accordingly. The Fulbright organization in your home country will receive this information through the Institutional Reply Form (IRF).

Public Assistance

Under certain U.S. federal, state, county, and local laws, J-1 Visa holders or their dependents may seem to qualify for "public assistance" (such as health insurance, subsidized housing, food assistance, and unemployment benefits). Please be aware that accepting these benefits is not permissible, may jeopardize your status as a nonimmigrant visitor in the U.S., make you eligible for deportation, and prevent you from re-entering the U.S. in the future.

12. Dependents

Expenses

You are responsible for all associated costs of accompanying dependents. 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 ([Section 7](#)), you must show that you will be able to support them financially and provide them with adequate medical insurance coverage.

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. If your dependents do not have medical insurance for the duration of their stay in the United States, they 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 \$100,000 per person per accident or illness,
- Repatriation of remains in the amount of \$25,000,
- Medical evacuation benefits of at least \$50,000, and,
- 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.

Part II: Preparing to Leave for the United States

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. Please ensure what you submit is translated in English.

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

The document, [Sources of Dependent, Supplemental and Short-Term Insurance \(Appendix C\)](#), lists many 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 compare thoroughly the benefits and prices of at least two plans.

Dependent Insurance and Pregnancy

Most 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. In order for your pregnant J2 dependent to remain with you during your Fulbright, you must provide proof of insurance that covers your dependent's prenatal care and delivery. Without such coverage, the Fulbright Program may require your pregnant dependent to depart the United States.

Some policies (see [Sources of Dependent, Supplemental and Short-Term Insurance](#)) may cover pregnancy if conception occurs during the coverage period. 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 prenatal and maternity care. If you are not able to find such a policy, you should reconsider whether your pregnant dependent will accompany you on your grant program. The Fulbright Program cannot assist you with any bills related to a dependent's pregnancy or birth of a child.

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 U.S Department of State nor IIE/CIES can assist you financially. If any members of your family plan to attend

Part II: Preparing to Leave for the United States

school or study at a university in the United States, be sure to bring their academic records, including any documents that indicate their English proficiency, with you. 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 will 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, and,
- 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. Typically, 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 make other childcare arrangements, such as a privately-run daycare center or preschool, or an individual who can provide childcare services in his/her home. Childcare for young children is in high demand and can be very expensive in the United States. Scholars who 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. **IIE/CIES cannot assist you with enrolling your children in school or childcare.**

Please note that child welfare and childcare laws vary from state to state and may be different from those of your home country. Information on this topic and specific state statutes may be found on the Administration for Children and Family's website at www.acf.hhs.gov.

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 are able to apply for a Social Security Number (SSN) and to begin working. **IIE/CIES cannot assist in this process.** Obtaining USCIS' work authorization for your dependents is not guaranteed.

Part II: Preparing to Leave for the United States

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 at the time of application.

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 to the USCIS Service Center that has jurisdiction in your place of residence in the United States. You may find the mailing address of your local USCIS Service Center in the USCIS Instructions for I-765. Please note that processing time for this request is approximately 3-4 months.

13. What to Bring

Essentials

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

- Passport(s) and DS-2019(s) for you and any accompanying J-2 dependents.
- Your signed grant Terms and Conditions.
- Grant materials provided by your Fulbright organization in your home country or by IIE/CIES.
- 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 obtain a Social Security Number (SSN).
 - Birth certificate(s) or other official document(s) stating the date of birth for children who will be enrolling in school ([Section 12](#)).
- Medical, dental and academic records ([Section 12](#)) of any dependents who will be enrolling in school.
- A supply of medications for pre-existing medical conditions. Prescriptions from abroad cannot be filled in the United States.
- A physician's description of any prescribed medications. With this, you may consult a U.S. physician for a prescription, which you can then have filled in the United States.
- An extra pair of eyeglasses or sufficient contact lenses.
- Your SSN card or an Individual Taxpayer Identification Number (ITIN) if you were issued one during a previous visit to the United States ([Section 17](#)).
- If available, travelers' checks and/or U.S. currency.

Part II: Preparing to Leave for the United States

- Credit or debit cards. You might have difficulty applying for 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 that 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 and converters that render your personal appliances compatible with the 110-volt electrical current used in the United States.

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

14. Communication with Faculty Associate

The primary point of contact at your host institution is referred to as your faculty associate (FA). 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 both 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.

Part II: Preparing to Leave for the United States

The affiliation has been arranged for you to carry out the project outlined in your

Fulbright application. You must get approval from IIE/CIES before making any substantial changes to your grant.

Part III: When You Arrive in the United States

15. Arriving at a U.S. Port of Entry: What an Exchange Visitor Can Expect
16. Settling In
17. Obtaining a Social Security Number or an Individual Taxpayer Identification Number
18. Grant Payments
19. Banking

Part III: When You Arrive in the United States

15. Arriving at a U.S. Port of Entry: What an Exchange Visitor Can Expect

Arriving at the Port of Entry

Have the following documents available for presentation:

- Your passport with J-1 visa,
- Your Original Form DS-2019 (NOT a scan),
- A Customs Declaration Form (CF-6059), and,
- A copy of your Fulbright Terms and Conditions.

Completing the Necessary Documents

Customs Declaration Forms: When arriving in the United States, U.S. Customs and Border Protection (CBP) officers will distribute Customs Declaration Forms (CF-6059). If arriving by air, the forms are provided by the airline on the plane. See [Appendix B](#), Summary of U.S. Customs and Regulations.

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 residence abroad.** As part of the U.S. Department of Homeland Security US-VISIT Program, you are subject to being 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. While it is unlikely, 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 IIE/CIES contact available.**

CBP verifies your non-immigrant status and confirms legal entry into the United States. The CBP officer will advise when you must leave the United States, writing in your passport or on your Form I-94, either a date or "D/S" (duration of status). If duration of status is indicated, you may remain in the United States as long as you pursue authorized grant activities (effective through the end date on your DS-2019). Travel documentation should be annotated "J-1 D/S"; your dependents' should be annotated "J-2 D/S." If you notice any inaccuracy, please notify the CBP officer immediately.

Form I-94 (Arrival-Departure Record)

If travelling by land, the CBP officer keeps the arrival portion of the Form I-94 and returns the endorsed departure portion to you. Keep the original stapled in your passport. Once you arrive at your

Part III: When You Arrive in the United States

destination, make a copy to carry with you at all times for the duration of your grant. **When you leave the United States, you must return 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. Arrival-Departure Record Forms (I-94) must also 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 or your faculty associate's work address.

Land Arrival Record (I-94)

Departure Number
980934837 07

Immigration and
Naturalization Service
I-94
Departure Record

1. Family Name	
First (Given) Name	15. Birth Date (Day/Mo/Yr)
Country of Citizenship	

See Other Side

STAPLE HERE

U.S. Customs and Border Protection
SECURITY AND BORDER SERVICES

OMB No. 1551-0011
Expiration Date: 05/31/2015

Most Recent I-94

Admission (I-94) Record Number: [REDACTED]

Most Recent Date of Entry: [REDACTED]

Class of Admission: J1

Admit Until Date: D15

Details provided on the I-94 information form:

Last Surname: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date: [REDACTED]

Passport Number: [REDACTED]

Country of Issuance: [REDACTED]

Get Travel History

► Effective April 26, 2015, DHS began automating the admission process. An alien benefit admitted or paroled into the U.S. is no longer required to be accompanied by a completed Form I-94. A record of admission printed from the CBP website constitutes a benefit record of admission (see 8 CFR 1.144).

► If an employer, hotel, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

For inquiries or questions regarding your I-94, please click here.
Accessibility | Privacy Policy

If travelling by air or sea, you will not receive a hard-copy I-94 card. In this case, your arrival and departure information will be automatically recorded electronically and available for review at <https://i94.cbp.dhs.gov/I94/#/recent-search>.

CBP officers will only stamp your passport and any accompanying dependents' passports with the date of admission, class of admission and a hand-written admitted until date. Please visit <https://i94.cbp.dhs.gov/I94/#/recent-search> should you be required to provide your admission record information.

Air or Sea Arrival-Departure Record Form (I-94)

If your issued Form I-94 is lost, stolen or mutilated, you must apply for a replacement through U.S. Citizenship

and Immigration Services (USCIS) using Form I-102 (Application for Replacement/Initial Nonimmigrant Arrival/Departure Record). You can download Form I-102 from the USCIS website at <https://www.uscis.gov/i-102>. **There is a \$445 fee to replace a Form I-94. IIE/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 instances, the CBP officer will issue Form I-515A ("Notice to Student or Exchange Visitor"), which authorizes a temporary 30-day admission into the United States if you have not provided all required documentation to support your entry on your J-1 visa. **You must inform your IIE/CIES contact immediately if you are issued an I-515A and it is your responsibility to submit required documentation to CPB within seven business day.**

Part III: When You Arrive in the United States

16. Settling In

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

- Open a bank account: If your stipend will be paid by IIE/CIES, you'll likely need to open a bank account and register for [IiePay](#) ([Section 18](#) and [Section 19](#)) in order to electronically receive your payments.
- Inform IIE/CIES and your faculty associate of your arrival. **Please note that IIE/CIES cannot process your arrival documentation before the start date indicated in section three of your Form DS-2019. Within 10 days of your arrival, you must complete and return to IIE/CIES the Notification of Arrival Form, along with supporting documents** requested on the form provided by your contact at IIE/CIES, so that your status as a J-1 Exchange Visitor can be validated in Student and Exchange Visitor Information System (SEVIS). These documents should be uploaded through the [Self-Service Portal](#). You must obtain the signature of your faculty associate or university personnel (e.g. student or scholar advisor from the international office, department administrator, etc.) to confirm your arrival and program participation. **Do not wait until you have a permanent address to send in this form.** When you move to a permanent residence, make sure to inform IIE/CIES by updating your physical and mailing address in the [Self-Service portal](#). **If dependents are accompanying, you must provide information about their J-visa compliant insurance coverage. You may be asked at any time by IIE/CIES to show proof of this coverage.** The Fulbright program also requires at this time for you to submit a signed copy of your Form W-8 Ben.
- Apply for a Social Security Number or Individual Taxpayer Identification Number ([Section 17](#)).
- Locate long-term housing ([Section 10](#)).
- Inquire about renter's insurance ([Section 10](#)).
- Notify IIE/CIES of your Social Security Number through the [Self-Service Portal](#) ([Section 17](#))
- Identify a doctor, dentist and hospital in case of emergency within the [ASPE policy directory](#).
- Obtain gas, electricity, water and telephone service as needed.
- Research schooling options for accompanying children.
- If you bring or purchase a car, obtain a driver's license, vehicle registration and insurance ([Section 10](#)).

Part III: When You Arrive in the United States

17. Obtaining a Social Security Number (SSN)/Individual Taxpayer

ID Number (ITIN)

Every individual 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 IIE/CIES or another U.S. source, you must obtain either an SSN or an ITIN. The Fulbright Program strongly encourages Fulbright Scholars to apply for an SSN or ITIN, and once issued, these numbers are good for life and can assist with future needs.

Applying for a Social Security Number

Before you are eligible to apply for an SSN, you must ensure that the Notification of Arrival Form and supporting documents have been received and processed by IIE/CIES. ([See section 16](#)—your advisor will also be in communication with you about the Notification of Arrival form and associated documents.) Once we have validated your arrival, IIE/CIES will issue a Social Security Administration letter of support, which you'll need to apply for your SSN.

To apply for a Social Security number, you must go in person to the Social Security Administration Office

(SSA). To locate a nearby Social Security office, consult the SSA website at <https://secure.ssa.gov/ICON/main.jsp> or call (800) 461-0430. **IIE/CIES cannot assist in the application process to obtain a Social Security number.**

Take the following documents to the office:

- [Form SS-5](#) (Application for a Social Security Card),
- Your passport (or other official document indicating your date of birth),
- Form DS-2019,
- Form I-94, and
- Social Security Administration letter of support from IIE/CIES (sent to the mailing address we have on file for you). Always keep your addresses up to date through the [self-service portal](#)).

If you were admitted by air or sea and were not issued a Form I-94, please visit <https://i94.cbp.dhs.gov/I94/#/home> to request your electronic admission record information.

When completing [Form SS-5](#), note that **it is extremely important that you write your name on your application exactly as it appears on your passport**. Also, question three asks for your

Part III: When You Arrive in the United States

status. You should indicate “Legal Alien Not Allowed to Work.”

Notify IIE/CIES of your number by the [self-service portal](#) as soon as you receive it, along with any applicable completed tax forms ([Section 24](#)).

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

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, receiving benefits under an 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 IIE/CIES withhold U.S. income tax from your stipends and getting the withheld funds properly credited to your tax account.
- Participation in professional and personal enrichments activities, such as the Outreach Lecturing Fund ([Section 22](#)).
- Opening an account at most banks.
- Rental applications for housing, installment of utilities services and a situation in which a credit check is required.
- Use by the U.S. based 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.

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. For more information on replacing a lost card, visit <https://www.ssa.gov/ssnumber/>.

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 obtaining a corrected card, see <https://www.ssa.gov/ssnumber/>.

Part III: When You Arrive in the United States

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 <http://www.irs.gov/pub/irs-pdf/fw7.pdf>. To locate your IRS Taxpayer Assistance Center, consult their website at [http://www.irs.gov/uac/TAC- Locations-Where-In-Person- Document-Verification-is-Provided](http://www.irs.gov/uac/TAC-Locations-Where-In-Person-Document-Verification-is-Provided). 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 report it to IIE/CIES via the [self-service portal](#).

18. Grant Payments

If your grant was issued by the Fulbright office in your home country, consult with them about your payment schedule.

If your grant was issued by IIE/CIES, the first payment will include the first three months of your monthly stipend and any allowances reflected in your Terms and Conditions ([section 5](#)).

Scholars who are paid by IIE/CIES receive electronic grant payments every three months from the beginning of their grant. **You will not receive an actual check.** To receive your stipend payments, you **must** take the following steps:

1. Open a U.S. bank account (checking) when you arrive in the U.S. IIE recommends that, when you go to open an account, you confirm with a bank representative that Zelle payments are accepted and if there are limitations or fees associated with Zelle payments. Some U.S. financial institutions do not work with the Zelle service, have monetary limits, or charge fees associated with Zelle payments.
2. Log into your bank account online and confirm that you can access it. Some banks may require you to reset your password the first time you log in. You must do this before you follow the next steps.
3. Visit the [Zelle](#) website to register with IlePay, using your primary email associated with your Fulbright Program (the same email you use to log into the [self-service portal](#))
4. You will receive an email from Bank of America (payments@ealerts.bankofamerica.com) on your official Fulbright program start date. You must open a U.S. bank account and register for IlePAY within 14 days of receiving this email to receive the first payment. Once registered, your first payment will be available to you.
5. You can find more detailed guidance and troubleshooting information on our website [About IlePay](#).

Please note that after the first payment, no additional payment will be issued until IIE/CIES has received a copy of your social security card (or confirmation that you have applied for one), and applicable tax form (W8-BEN, [Section 25](#)).

Part III: When You Arrive in the United States

If a payment does not appear in your bank account by the scheduled date, please first confirm with your bank that the payment is not in process. If it is not being processed, please inform IIE/CIES.

19. General Banking

In the United States, many purchases are made by debit or credit card. When you open your bank account and enroll in IiePay and Zelle as described above or at this [link](#), you should also be able to obtain at least a debit card at that time. When you are speaking with a bank representative about opening an account, you can also inquire about the possibility of obtaining a credit or debit card. IIE/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 about the documents they require and whether you must maintain a minimum balance to avoid service charges. One difficulty some Fulbrighters experience is that some banks require a Social Security Number or ITIN to open account, while others do not. This is a question you can ask of banks initially to save yourself frustration if you do not yet have a Social Security Number or ITIN.* Please be aware that it can sometimes take up to 10 business days for a check to be processed, especially those for large sums of money. During this time, you will not be able to withdraw deposited funds from your account. If you make any changes to your bank account, please be sure to notify your IIE/CIES contact to ensure there are no disruptions to your grant payments.

Part IV: During Your Grant Period

20. The Role of IIE/CIES
21. Professional and Personal Enrichment Activities
22. Additional U.S. Source Income
23. Traveling Outside of the United States During Your Grant Period
24. Tax Matters
25. J. William Fulbright Foreign Scholarship Board Grant Termination Policy

Part IV: During Your Grant Period

20. The Role of IIE/CIES

During your stay in the United States, IIE/CIES will be available to assist you whenever possible. A list of IIE/CIES contacts may be found on the website at <http://www.cies.org/program-advisors>. If you have any questions regarding program policies, please contact your IIE/CIES program advisor or explore the visiting grantee website further.

Per United States Citizenship and Immigration Services (USCIS) regulations, you are required to notify IIE/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, pregnancy or the birth of a child,
- Any international travel, and,
- Plans for departure from the United States.

You must also inform IIE/CIES of:

- Feedback on the progress of your program,
- Any important problems with your research or lecturing program,
- Health problems, and,
- Any legal issues you may encounter while on your grant.

You must apply for approval (which is not guaranteed) from the U.S. Department of State through IIE/CIES in advance of making arrangements for any of the following:

- Supplemental U.S. Funding and Honoraria ([Section 24](#)),
- Extension of stay ([Section 29](#)), and
- Transfer of sponsorship ([Section 29](#)).

Additionally, please share with IIE/CIES:

- Special presentations you make to university or community groups,
- Attendance at conferences related to your program, and
- Newspaper clippings, newsletters, websites, blogs and photographs related to your grant.

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

Part IV: During Your Grant Period

21. Professional and Personal Enrichment Activities

IIE/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.

On behalf of the U.S. Department of State, IIE/CIES implements a number of enrichment activities throughout the year in a number of locations throughout the United States. You are strongly encouraged to visit <http://www.cies.org/program/enrichment> for additional information and to read about past scholar activities on our [Fulbright Scholar Blog](#).

All scholars have the opportunity to *apply* to attend one of several visiting scholar seminars scheduled throughout the academic year. We have a limited number spaces in each seminar, and first priority will go to scholars who do not have access to Anchor Cities programming on the East and West Coasts. Seminars include interactive discussions, community service projects and local cultural activities designed to introduce the Fulbright Visiting Scholars to different aspects of the topics. Through local experts (such as public, private and/or non-profit leaders) and members of the academic community, the seminar presents different perspectives on the selected topic. Through community outreach activities and discussions, Fulbright Visiting Scholars learn how the selected topic impacts communities in the United States (specifically the host city) and explore its impact on their own home countries. **Note: Participating in the any Fulbright Enrichment program is a grant benefit and any funding spent on your behalf in support of such events is taxable as income.** Please keep this in mind, particularly if you are paid by an international Fulbright Commission, as this may be the only income that would require you to file a U.S. tax return. Of course, the benefits of participating in enrichment activities are far greater than the minor inconvenience of having to file taxes, but please be aware of this implication prior to accepting to participate in OLF. **Reminder: One of the ways to make filing your taxes as easy as possible is to apply for a Social Security Number or an International Tax ID number while you are in the U.S. on your Fulbright grant.** These numbers are good for life and worth the investment of your time both for participating in this current Fulbright program but also for any future visit you may take to the United States.

For other opportunities, *The Chronicle of Higher Education* offers a comprehensive list of academic meetings and conferences that you may choose to pursue at your own expense. You can find *The Chronicle* in your university library or at www.chronicle.com.

22. Outreach Lecturing Fund

[The Outreach Lecturing Fund \(OLF\)](#) provides funding for U.S. institutions to host Fulbright Visiting Scholars, already in the United States, for short-term speaking engagements. The OLF travel award is designed to enrich U.S. institutions through lectures that will promote discussion on academic disciplines and cultural understanding. The OLF seeks to build relationships and partnerships with institutions that are underrepresented within the Fulbright Program as a means to promote future engagement with Fulbright. Priority Institutions include: Minority Serving Institutions, Community Colleges, Small Liberal Arts Colleges, Women's Colleges and Art Colleges, and geographically underrepresented institutions. Every OLF visit **must**

Part IV: During Your Grant Period

include at least one trip to one of these types of institutions. Please keep in mind that every application submitted by hosting institutions will be reviewed and is not guaranteed funding.

Fulbright Visiting Scholars whose grant length exceeds three months are strongly encouraged to maximize the impact of her/his exchange experience by giving lectures to various U.S. audiences of higher education. While official OLF applications must be submitted and driven by hosting institutions, Visiting Scholars are encouraged to proactively explore potential OLF visits. One place to start is with the list of [Priority Institutions](#). Please note however that it is the role of the hosting institutions to reach out to IIE/CIES with any questions about the application process.

Please note: Scholars will not receive funding for trips to meet with colleagues and friends in other parts of the United States, or to attend conferences. However, if scholars wish to attend conferences, we encourage you to find a nearby Priority Institution for a guest lecturing opportunity to be in compliance with the Outreach Lecturing Fund's eligibility requirements.

General Eligibility: The applications for OLF awards must be submitted, **by the hosting institution**, at least one month prior to proposed lecture. The scholar must be on a grant of at least three months, and cannot participate in an OLF award within the last 30 days of their Fulbright Grant. Scholars wishing to participate in an OLF award must have a valid SSN or ITIN at the time of application. In order to receive payment, scholars must submit a copy of their SSN or ITIN card through the [self-service portal](#). OLF hosting institutions must be at least 75 miles away from the scholar's primary host institution to qualify for an OLF award. **Note: Participating in the OLF program is a grant benefit and is taxable as income.** Please keep this in mind, particularly if you are paid by an international Fulbright Commission, as this may be the only income that would require you to file a U.S. tax return. Of course, the benefits of participating in OLF are far greater than the minor inconvenience of having to file taxes, but please be aware of this implication prior to accepting to participate in OLF.

All OLF applications must be approved by IIE/CIES prior to the date of the lecture. To apply, U.S. institutions must submit the following through our [online application system](#) at least 30 days prior to your trip:

- A formal letter of invitation for you to give a presentation or guest lecture at their institution with date, time and location of the event. If your host institution is offering you an honorarium, please make sure they include this amount in that letter of invitation.
- A letter signed by you and your faculty associate host at your primary institution explaining how undertaking this OLF activity would enhance your Fulbright project. This letter should also indicate your primary host's support of your participation and approving any honoraria that may have been offered by your OLF host institution. *This letter is critical for you to remain in compliance with J1 regulations, so please assist your OLF institution with providing this letter.*
- A completed OLF Application (found [here](#)).

The OLF is a **travel grant** that encourages cost sharing from hosting institutions. OLF host institutions are ultimately responsible for additional expenses including local transportation, lodging/accommodations, and

Part IV: During Your Grant Period

meals. In the event that hosting institutions pay for these expenses directly (which is the encouraged practice), there is no need to receive prior approval from IIE/CIES. Overall awards for OLF travel are calculated using a sample itinerary from an online travel site. The price quote is rounded up to the nearest \$100 and then given an additional fixed amount, in order to help offset ground transportation costs to and from the airport. Trips of less than 75 miles are typically not eligible for OLF funding.

However, if institutions reimburse Visiting Scholars for expenses or offer a separate honorarium, prior approval from IIE/CIES is required due to J-1 visa regulations and **must** be handled at the time of the institution's application. Host institutions may reach out directly to OLF@iie.org at any time with questions about the application process.

IIE/CIES will inform host institutions of the status of applications within two weeks of submission. Approval emails will include a link to the online Evaluation Form, which must be completed by hosting institutions within three days of the OLF visit. Scholars are responsible for submitting their SSN or ITIN through the [self-service portal \(Section 17\)](#), and complete registration for [IlePay](#). Provided the SSN or ITIN and EFT information is submitted in a timely fashion, the pre-determined travel award payment will be processed within four weeks of receipt of the evaluation.

Please visit the OLF website at <http://www.cies.org/program/outreach-lecturing-fund> for additional details and to refer potential hosting institutions to the online application. Hosting institutions may direct all OLF related questions to OLF@iie.org.

23. Other Non-IIE/CIES Opportunities and Resources:

Global Ties U.S.

IIE/CIES is a member of Global Ties U.S., 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 Global Ties U.S. and its affiliates offer in more than 100 cities and towns by calling 202.842.1414 or by visiting www.globaltiesus.org.

IIE/CIES encourages you to take advantage of Global Ties resources and to 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 website, 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 grantees and Fulbright alumni and serves as the program's virtual professional support network for the more than 370,000 Fulbright

Part IV: During Your Grant Period

alumni worldwide.

To join, go to <http://alumni.state.gov/register>. All members must register and be verified to access the full site. The verification process usually takes fewer than 10 days. FulbrightMail.org e-mail accounts are also available to State Alumni Fulbright registrants. State Alumni and FulbrightMail.org memberships are free and extend beyond your grant end date.

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) through the Online Research Center,
- 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, and,
- Share experiences with a global audience.

The U.S. Fulbright Association

The U.S. Fulbright Association, headquartered in Washington, D.C., is a private, non-profit organization started in 1977 by U.S. alumni of the Fulbright Program. It is recognized by the U.S. Department of State as the official alumni organization serving U.S. Fulbright alumni and is one of 70 national Fulbright (Alumni) Associations located throughout the world. Its mission is to engage U.S. Fulbright alumni and friends of the Fulbright Program in lifelong experiences that advance international understanding through volunteer service to communities, people-to-people diplomacy and dialogue on global issues. The Association supports visiting Fulbright students, teachers and scholars from abroad through its 60 local chapters throughout the United States. Chapters provide valuable enrichment activities for visiting Fulbrighters, also showcasing opportunities to learn more about the diversity of America and to meet and share ideas with U.S. Fulbright alumni. To see if there is a Fulbright Association chapter in your vicinity, refer to the website: www.fulbright.org.

Fulbright Community on Social Media

The Fulbright Program has a growing presence on social media sites, which can be another useful way to network with other Fulbright Scholars. Alumni, grantees and prospective participants are active on the official Fulbright Facebook page (www.facebook.com/Fulbright), and YouTube (www.youtube.com/fulbrightprogram) and Vimeo (<http://vimeo.com/fulbright>) channels. You can also follow the Fulbright Program's Twitter feed (<https://twitter.com/FulbrightPrgm>). These sources are a great way to connect and share information with fellow Fulbright Scholars, read and watch updates about the Fulbright Program, and participate in the Fulbright community.

Part IV: During Your Grant Period

Should you decide to share your Fulbright experiences publicly via such web-based media as blogs, here are a few things you should keep in mind:

- Avoid confusion by acknowledging that your website or blog is not an official U.S. Department of State website, and the views and information presented are your own and do not represent the Fulbright Program, the U.S. Department of State, or your home government.
- While participants in all U.S. State Department-sponsored academic exchange scholarships have full academic and artistic freedom to write, publish and create, they are also expected to maintain a standard of conduct that is in keeping with the spirit and intent of the Fulbright Program—to increase mutual understanding between the people of the United States and the people of other countries.
- Any Fulbright grantee who posts inappropriate or offensive material on the Internet in relation to the Fulbright Program may be subject to revocation or termination of their grant. Be mindful that what may be considered a joke in your country, may cause people in the United States to take offense. Describing the daily challenges of living in the United States is fine, but please refrain from using disparaging language to describe the people with whom you live and work.

Part IV: During Your Grant Period

24. Additional U.S.-Source Income

Supplemental U.S. Funding and Honoraria

As a researcher or lecturer holding a J-1 visa, you are eligible to accept supplemental funding or honoraria if it is consistent with the Fulbright Program's purpose and if it is related to your project. Such funding opportunities must be approved in advance by the U.S. Department of State. The U.S. Department of State will not approve requests that would delay the end date of the grant period or that are intended for the sole purpose of supporting your dependents. Stipend supplements, ongoing lecturing and consulting opportunities are considered supplemental 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 IIE/CIES at least 30 days before the intended activity will begin:

- A letter from the institution that is offering you the supplemental funding 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.
- A letter from your faculty associate recommending and supporting the activity and explaining how it would enhance your program.
- A letter from you indicating why you are interested in undertaking the activity and how it relates to your grant.
- 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.

IIE/CIES will then forward the request to the U.S. Department of State for approval. You will receive a written response from IIE/CIES once a decision has been made. **You may not engage in any activity which provides supplemental funding without the approval of the U.S. Department of State.**

24. Traveling Outside the United States During Your Grant Period

International Travel

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

- **You must notify your IIE/CIES contact person through the [Self-Service Portal](#) at least three weeks before any international travel.** Indicate your planned travel dates, destinations, and information on how to contact you abroad.
- You must have your DS-2019 signed for international travel by IIE/CIES prior to departure/reentry. To complete this step, before travel, **you must mail your original DS-2019 (and any dependents' DS-2019s) to IIE/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 an IIE/CIES representative can sign your DS-2019; the international office at your host institution cannot. **You must have this signature on your DS-2019 to re-enter the United States.**
- Please mail your DS-2019(s) to:

Institute of International

Part IV: During Your Grant Period

Education Attn: Exchange Visitor

Sponsorship

809 United Nations Plaza

New York, NY 10017

- **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.
- 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 with IIE/CIES's signature as described above.
 - **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.
- **If your visa allows only a single entry ("1" under "Entries"), 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 in order to re-enter the United States. You can only renew your visa at a U.S. Embassy or Consulate abroad.

IIE/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. IIE/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 and re-entering the United States.
- For visits of less than 30 days to Canada, Mexico or 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 you are authorized to remain in the United States through the end date of your grant ([Section 14](#)). 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.

Part IV: During Your Grant Period

Insurance Coverage Outside the United States During the Grant Period

When you travel outside 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 the travel was included in your initial grant proposal, please confirm with IIE/CIES that you will be covered during this period. If your travel is related to your research or lecturing, but was not initially part of your grant proposal, you must obtain U.S. Department of State approval for ASPE coverage to continue during your travel outside the United States.

To request approval, notify IIE/CIES of your international travel plans and relevance to your research or lecturing and provide a letter of support

from your faculty associate. IIE/CIES will forward your request to the U.S. Department of State and will 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 upon your return. The [Sources of Dependent, Supplemental and Short Term Insurance \(Appendix C\)](#) lists a number of insurance providers who offer short-term insurance coverage which can be used while you are outside the United States.

Stipend Adjustments for Time Outside the United States	
Days Outside the United States	Stipend Reduction
1-15	None
16-30	½ month
31-45	1 month

Adjustment in Stipends

If IIE/CIES administers your grant payments, 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 for Time Outside the United States” chart.

If your grant is not paid by IIE/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 IIE/CIES program advisor, the Fulbright organization in your country and your host institution must approve such an arrangement in advance.

25. Tax Matters

U.S. Income Tax: IIE/CIES-paid scholars

For scholars who will receive income or grant benefits from IIE/CIES such as medical review prior to selection, Fulbright stipends, enrichment activity benefits, OLF awards

Part IV: During Your Grant Period

during their stay in the United States. IIE/CIES sends the necessary instructions, materials and forms to all IIE-paid scholars, including but not limited to scholars who received travel awards under the Outreach Lecturing Fund, participated in an IIE-managed enrichment program, received an enhanced pre-program medical review etc.

For scholars who 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 ruling 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 ([Section 24](#)) and any other special payments, including those made on your behalf with Fulbright Program funds (such as enrichment seminars).

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 an IRS representative. To locate your local IRS Taxpayer Assistance Center, consult the IRS website at <https://apps.irs.gov/app/officeLocator/index.jsp>. 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 IIE/CIES to withhold 14 percent of your income for U.S. income tax. IIE/CIES sends the withheld funds to the IRS, which credits your tax account. If you receive income from any U.S. source other than IIE/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, you can find copies of these treaties in most IRS offices, through the IRS website 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 may download from the IRS website 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

Part IV: During Your Grant Period

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 IIE/CIES, regarding your tax-exempt status.

IRS guidelines require IIE/CIES to have on file Form W-8BEN for all grantees who may receive funding directly or indirectly from IIE/CIES. Therefore, all grantees are required to submit a completed W-8BEN form. Instructions and the blank form can be found at the website and [self-service portal](#). You can also download the forms from the IRS website at www.irs.gov.

You must have either an SSN or an ITIN to claim the benefit of tax exemption under an income tax treaty.

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. That is why we encourage all Fulbright Scholars to apply for an SSN (preferred) or an ITIN early on in your program. Once issued, it is good for your entire lifetime and may be of benefit to you in the future should you return to the United States for professional or other reasons. It is also very important that you write your name on your tax return exactly as it appears on your SSN or ITIN card (and spell your name exactly as it appears on your passport document).

In some instances, IIE/CIES may offer GRANTAX® tax-filing services. Please refer to your terms and conditions of award to see whether GRANTAX® is offered in your case. IIE/CIES will provide detailed instructions at the beginning of the year after you received grant funds.

If you are not eligible for GRANTAX®, by March 15 following the calendar year in which you received grant funds, IIE/CIES will send you the following forms:

- 1042-S Form (Foreign Person's U.S. Source Income Subject to Withholding), which has been submitted to the Internal Revenue Service (IRS). The amount on this Form 1042-S includes funds disbursed directly to you (e.g. Outreach Lecturing Fund), or funds paid on your behalf for various program services, enhancements, activities and events (e.g. Fulbright Visiting Scholar enrichment programming), as well as taxes withheld (if any) by IIE/CIES during the period of January 1 through December 31 of the prior calendar year.
- Form 1040NR-EZ or Form 1040NR (U.S. Income Tax Return for Certain Nonresident Aliens with No Dependents) and instructions.

For ALL Fulbright Scholars: Filing IRS Form 8843

All Fulbright Scholars, regardless of income (U.S. or foreign source), must file Form 8843, which establishes your presence in the United States as a non-resident alien.

Part IV: During Your Grant Period

If eligible for GRANTAX® services, GRANTAX® will prepare and submit Form 8843 on your behalf.

If not eligible for GRANTAX®, this form should be submitted with your annual tax return.

If you are not required to file an annual tax return (i.e. you had zero US-sourced income), you should still mail Form 8843 to the address provided in the form's instructions. You can download the form and instructions from the IRS website at www.irs.gov.

Because income tax regulations are complex and change frequently, IIE/CIES is *not* permitted to give tax advice. We have compiled informal resources that may help you here. If you have specific questions about your tax return after you have received the packet of information, contact your local IRS Taxpayer Assistance Center listed in the telephone directory or online, or you may use the IRS Taxpayer Services [online resources](#) (which includes calling information).

You may owe more or less tax depending on your income and withholdings. 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 IIE/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 (800) 829-1040 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.

Part IV: During Your Grant Period

Social Security Tax

Social Security is the U.S. national retirement plan. A portion of every American paycheck is automatically deducted for Social Security and Medicare. **As J-1 visa holders, Fulbright stipends and/or other U.S. Department of State-approved funding are not subject to the Social Security and Medicare tax.** If you receive a stipend from a university and Social Security tax is withheld (identified as FICA on paycheck stub) during your Fulbright grant, you should bring this to the attention of university officials. The wages of J-2 visa holders ([Section 7](#)) are usually subject to the tax.

26. 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 U.S. laws or those of your home country.
2. Any act likely to give offense to the United States because it is contrary to the spirit of mutual understanding.
3. Failure to observe satisfactory academic or professional standards.
4. Physical or mental incapacitation.
5. Engaging in any unauthorized income-producing activity.
6. Failure to comply with the terms and conditions of the grant.
7. Material misrepresentation made by any grantee in a grant application form 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 (FFSB).

The FFSB 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.
- Medical information submitted in the application is found to be substantially inaccurate or incomplete.

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

Part V: At the End of Your Grant Period

27. Return Travel
28. Early Departures
29. Extensions and Transfers
30. Final Report and Certificate
31. Immigration Regulations
32. Health Benefits After the Grant Period
33. Continuing Fulbright Opportunities

Part V: At the End of Your Grant Period

27. 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 certain to confirm your travel arrangements well in advance of your departure. **Once your travel plans are confirmed, send your itinerary to your IIE/CIES program advisor.**

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.

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

28. Early Departures

Notify IIE/CIES immediately if you must end your program early. Note that your ASPE benefits will end upon your early departure. If you leave the United States more than 15 days before your program end date **or** if the combined total of your early departure and any previously approved international travel exceeds 15 days, you may be responsible for reimbursing some of your grant payment.

Adjustment for Early Departure	
Days Before Grant End Date	Stipend Owed to IIE/CIES
1-15	None
16-30	½ month
31-45	1 month
46-60	1½ months

The chart “Adjustment for Early Departure” illustrates the approximate amount you will owe if IIE/CIES administers your grant payments.

Consult with your IIE/CIES contact to determine the exact amount and payment options.

If your grant was issued by the Fulbright organization in your home country, in addition to notifying IIE/CIES, please contact them regarding reimbursement policies and procedures.

29. 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.**

Part V: At the End of Your Grant Period

In special cases, extensions of grant length or transfers from Fulbright sponsorship will be considered. In all cases, IIE/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.

Extensions

A one-time 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 IIE/CIES contact person for funding availability and any specific rules that may apply to your country program. Please refer to the Procedure for Extension or Transfer Requests below. If you obtain an extension and your passport and/or visa expires before your new grant end date, you will have to renew them if you decide to travel abroad and return to the U.S. during your extension period.

Transfers

Transfer of your J-1 visa sponsorship from the Fulbright Program to another J-1 program is only possible 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.

After a transfer from the Fulbright Program is approved, ASPE health benefits will cease on the date of transfer and participation in Fulbright professional enrichment programs will no longer be available. 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. It is your responsibility to make sure your international return ticket will still be valid on your new departure date associated with your transfer end date. Consult the Fulbright organization in your home country for more information. Please refer to the Procedure for Extension or Transfer Requests below.

Part V: At the End of Your Grant Period

Procedure for Extension or Transfer Requests

To apply for an extension or transfer, through the [self-service portal](#), submit the following documents to IIE/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 being requested and how it would enhance your Fulbright project. This letter should not be longer than two pages.
- A letter from your faculty associate supporting your request and specifying the exact start and end dates of the extension or transfer period.
- Confirmation from your home institution that you have been given leave for the period requested.
- Confirmation of funding.
 - **For U.S. Department of State-funded extensions:** If your grant was paid by IIE/ 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 may require a certain minimum, typically at least \$2,500 per month for the period requested, and in some cases more, depending on your circumstances or number of dependents you have with you.
- Complete the form Certification of Medical Insurance for Request Period of Extension or Transfer, which serves as written agreement to obtain accident and sickness insurance compliant with J-visa regulations for any accompanying dependents. For transfers, you will also need to obtain insurance for yourself.
- **For transfers only**, supply a letter from the host 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, the start and end dates of the transfer period, and their SEVIS program number.

If your request meets the requirements and your documentation is complete, IIE/CIES will submit your request to the U.S. Department of State for review. This review process can take up to four to six weeks. Beginning activities of your proposed extension or transfer is strictly prohibited until approval of the transfer request has been granted by the U.S. Department of State and the Fulbright organization in your home country. Please note that 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.

Part V: At the End of Your Grant Period

30. Final Report and Certificate

You are required to complete the IIE/CIES final report online. Approximately two to six weeks prior to the end date of your grant, you will receive an email with log-in information to access your final report form. The final report includes several 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 for 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 information from the report in Fulbright newsletters, association journals, the IIE/CIES annual report and on the State Department's Fulbright Program and IIE/CIES websites. 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.

31. 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 remain legally in the United States for a maximum of 30 days past the end date that appears on your DS-2019 ([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 prepare to return to your home country. You may not pursue grant activities, participate in the Outreach Lecturing Fund, or engage in employment activities.

Grant benefits, including ASPE benefits coverage and university privileges, do not remain in effect 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

Part V: At the End of Your Grant Period

RoF 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 stated on your DS-2019 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. As noted throughout this guide, 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 or trainees (visa status H),
- Fiancé(e)s (visa status K), or
- Intracompany transferees (visa status L).

Grounds for applying for a waiver of the two-year, home country residence requirement are extremely limited, and approval of waiver requests is rare. IIE/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 29](#)).

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 24 months. This bar is in place regardless of the length of time spent in the United States in this category and is NOT the same as the 212(e) two-year home residence requirement. The 24-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.

Part V: At the End of Your Grant 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 United States again as a Research Scholar or Professor. However, it may be possible for you to return as a J Short-Term Scholar for up to six months or with any other visa type for which you qualify. While rare, it may also be possible to transfer your sponsorship ([Section 29](#)) as a means of continuing these activities if they are a unique opportunity directly tied to your Fulbright project or research.

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. This bar will be fulfilled concurrently with the 24-month bar.

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, or
- Transfer to a new program sponsor within the maximum duration of participation; five years for the Professor or Research Scholar category.

32. Health Benefits After the Grant Period

The ASPE health benefits plan expires at the end of your grant period. If you decide to remain in the U.S. during the 30-day grace period, you will not be covered by ASPE health benefits. If you receive approval to remain in the United States after your Fulbright Program under a transfer of sponsorship, you will not be covered by ASPE health benefits. It is your responsibility to ensure that you and your dependents obtain medical benefits coverage that is compliant with J Exchange Visitor Program regulations from a company of your choice. You may also elect to purchase coverage during the grace period following your grant end date ([see Appendix C Sources of Dependent, Supplemental and Short-Term Insurance](#)).

33. Continuing Fulbright Opportunities

There are several 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 other participating countries.

Please encourage your U.S. host institution to host other Visiting Scholars in their community for short-term visits through the Outreach Lecturing Fund ([section 22](#))


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 website at www.fulbright.org.

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.

You may also find the Fulbright Program's official social media sites useful for maintaining contact with Fulbright friends and colleagues in the United States and connecting with alumni around the world ([Section 23](#)). These sites also provide updates about the Fulbright Program and feature notable accomplishments of grantees and alumni.

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 U.S. Scholar Program. You are encouraged to refer them to IIE/CIES's recruitment department through the U.S. Scholar [referral initiative](#).

Appendix A: Sample Form DS-2019



U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

DHS APPROVAL NO. 1405-010
 EXPIRES 07-31-2014
 ESTIMATED BURDEN TIME: 47 min
 Title Page 2

1. Exchange Visitor Name Sample		Other Name John		Gender MALE		Number NO000147766	
Type of Certificate (J-1/J-2) J-1		City of Birth Anytown		Country of Birth IRELAND		Citizenship Country Code IE	
Legal Permanent Residence Country Code IE		Legal Permanent Residence Country IRELAND		Folio Code 215		Position UNIVERSITY UNDERGRADUATE STUDENTS	
Primary Use of Authority: Exempt from Pre-placement							
3. Program Sponsor Acme Trainee				Program Number D-4-16511			
Participating Program Official Description TRAINING							
Purpose of this form: Begin new program, accompanied by member (1) of immediate family members.							
3. Form Covers Period		4. Exchange Visitor Category					
From (see 48 CFR) : 06-02-2015		TRAINER					
To (see 48 CFR) : 05-15-2016		Subject/Folio Code 04.0502		Subject/Folio Code Extension None			
5. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by: Current Program Sponsor: None = \$0,000.00 Personal: None = \$0,000.00 Total: \$0,000.00							
Sample							
6. DEPARTMENT OF STATE ATTENTION OFFICER OR ALTERNATE RESPONSIBLE OFFICER TO THE U.S. DEPARTMENT OF STATE				Name Mary Hafer		Alternate Responsible Officer	
7. SIGNATURE OF RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER				Date (see 48 CFR)		Title	
1000 Motor Vehicle Blvd. Detroit, MI 48201				Telephone Number 303-555-5555		Date (see 48 CFR) 05-06-2015	
Signature of Responsible Officer or Alternate Responsible Officer				Date (see 48 CFR) of Signature			
8. Statement of Responsible Officer for Exchange Sponsor (FOR TRANSFER OF PROGRAM) Effective (see 48 CFR) : _____ Transfer of this exchange visitor from program number _____ assigned by _____ to the program specified in item 3 is necessary to comply with the requirements of the Mutual Educational and Cultural Exchange Act of 1954, as amended.							
PRELIMINARY ENDORSEMENT OF CONSULS OR IMMIGRATION OFFICERS REGARDING SECTION 101(a) OF THE IMMIGRATION AND NATIONALITY ACT AND 8 U.S.C. 1521, AS AMENDED (see item 10 of page 2)				TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year*)			
The Exchange Visitor is to be in the program:				*EXCEPT: Maximum validation period is up to 6 months for Short-term Scholar and 6 months for Camp Counselor and Summer Work/Trial.			
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 the two-year residence requirement based on:				Date (see 48 CFR)			
A. <input type="checkbox"/> One-year residence requirement				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-10-02 is awarded.				Date (see 48 CFR)			
Name _____ Title _____				Signature of Responsible Officer or Alternate Responsible Officer			
Signature of Consulate or Immigration Officer _____ Date (see 48 CFR) _____				Date (see 48 CFR)			
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING THIS							
EXCHANGE VISITOR CERTIFICATION. I have read and agree with the statement in item 2 on page 2 of this document.							
Signature of Applicant _____				Date (see 48 CFR) _____			

DS-2019
07/2013
Page 1 of 2

Appendix B: Summary of U.S. Custom 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 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 in 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.), if 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 website. For the most up-to-date customs information, please refer to www.cbp.gov.

Appendix C: Sources of Dependent, Supplemental and Short-Term 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 and are strongly encouraged to do so especially if you have pre-existing conditions that require ongoing treatment.

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 compare thoroughly 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 websites.

Associated Insurance Plans International, Inc.

609 North Pine Street, Suite 202
Burlington, WI 53105
Tel: 800-452-5772
Fax: 262-758-6344
E-mail: office@aipstudentinsurance.com
Website: www.aipinternational.com

Cultural Insurance Services International

River Plaza
1 High Ridge Park
Stamford, CT 06905-4320
Tel: (800) 303-8120
Fax: (203) 399-5596
E-mail: cisiwebadmin@culturalinsurance.com
Website: www.culturalinsurance.com

- \$100,000 of medical benefits per injury/illness
- Emergency evacuations and repatriation covered to \$50,000
- \$200 deductible, \$300 deductible for non-emergency emergency room visits

Excludes pre-existing conditions

Global Underwriters

3195 Linwood Road
Suite 201
Cincinnati, OH 45208-2902

Tel: (800) 423-8496 (Inside US) or (513) 533-1500 (Outside US)

Fax: (513) 533-1504

E-mail: peter@globalunderwriters.com

website: www.globalunderwriters.com

Diplomat Long term

- Major medical coverage from \$50,000 to \$1,000,000, depending on age
- Repatriation of remains up to \$50,000
- Medical evacuation to home country up to \$500,000
- Deductibles as low as \$50
- Excludes pre-existing conditions

Diplomat America

- Major medical coverage from \$50,000 to \$1,000,000, depending on age
- Repatriation of remains up to \$50,000
- Medical evacuation up to \$500,000
- Deductibles as low as \$50
- Excludes pre-existing conditions

The Harbour Group

93 Edgebrook Drive P.O. Box 998

Springboro, OH 45066-9168

Tel: (937) 748-5200

Fax: (877) 702-2556

E-mail: info@hginsurance.com

Website: www.hginsurance.com

International Student and Scholar Medical Insurance

- \$500,000 to \$600,000 of coverage for scholars (for dependent insurance, please contact the company directly)
- Medical evacuation: Actual cost of evacuation
- Repatriation of remains: Actual cost of repatriation of remains
- Deductible as low as \$200 per policy period
- Online enrollment available
- Does not exclude pregnancy for scholars if it occurs after enrollment
- Excludes pre-existing conditions

HTH Worldwide

100 Matsonford Road

One Radnor Corporate Center

Suite 100

Radnor, PA 19087-4566

Tel: (610) 254-8700 or (888) 243-2358
Fax: (610) 254-8797
E-mail: customerservice@hthworldwide.com
Website: 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 46208-4715
Tel: (800) 628-4664 or (317) 655-4500
Fax: (317) 655-4505
E-mail: insurance@imglobal.com
Website: www.imglobal.com

Patriot Exchange Program

- Coverage for 10 days to 2 years
- Up to \$5,000,000 coverage per incident
- Medical evacuation up to policy maximum
- Repatriation \$25,000
- \$100 deductible per illness or injury
- \$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)

150 West 30th Street Suite 1101
New York, NY 10001-1901
Tel: (800) 244-1180
Fax: (212) 262-8920
E-mail: mailbox@isoa.org or customercare@isoa.org
Website: www.isoa.org

PSA Financial Center

UnitedHealthcare Global
8501 LaSalle Road
Suite 200
Baltimore, MD 21286
Tel: (800) 732-5309
E-mail: safetrip_info@unhcglobal.com
Website: <https://uhcsafetrip.com/>

Seven Corners, Inc.

303 Congressional Boulevard
Carmel, IN 46032-5631
Tel: (800) 335-0611 (General Questions) or (800) 690-6295 (Benefit Questions)
Fax: (317) 575-2659
E-mail: sales@sevencorners.com
Website: www.sevencorners.com

Travel Insurance Services

1 International Plaza, Suite 400
Philadelphia, PA 19113
Tel: (800) 937-1387
Fax: (484) 652-5394
E-mail: info@travelinsure.com
Website: www.travelinsure.com

Wallach & Company, Inc.

107 West Federal Street
P.O. Box 480
Middleburg, VA 20118-0480
Tel: (800) 237-6615 or (540) 687-3166
Fax: (540) 687-3172
E-mail: info@wallach.com
Website: www.wallach.com