



Dear Fulbright Candidate:

On behalf of the Fulbright Foreign Scholarship Board, I am pleased to congratulate you on your selection for a Fulbright award to the United States. Our presidentially appointed 12-member Board is responsible for supervising the Fulbright Program worldwide and approving the selection of all Fulbright recipients. Your grant is a reflection of your leadership and contributions to society. It is made possible through funds appropriated annually by the U.S. Congress and, in many cases, by contributions from partner countries and the private sector.

The Fulbright Program is devoted to increasing mutual understanding between the people of the United States and the people of other countries. Fulbright is the world's largest and most diverse international educational exchange program. As a grantee, you will join the ranks of many distinguished program participants. Fulbright alumni have become heads of state, judges, ambassadors, cabinet ministers, CEOs, and university presidents, as well as leading journalists, artists, scientists, and teachers. They include 62 Nobel Laureates, 89 Pulitzer Prize winners, 41 current or former heads of state or government, and thousands of leaders across the private, public and non-profit sectors. Since its inception in 1946, more than 400,000 Fulbrighters have participated in the program.

Your award remains contingent upon your completing a few more important steps. Among these are obtaining a satisfactory medical clearance, and a visa, if required. You will receive additional information on your award from the Fulbright Commission or Institute of International Education (IIE). After you receive your grant documents, you must sign and return them as instructed. If you have any questions, please contact your Fulbright Commission or program representative at IIE.

The Fulbright Program's goal of developing international understanding depends on you and your commitment to establishing open communication and long-term cooperative relationships. As a Fulbright participant and a representative of your country, you will have the opportunity to work collaboratively with international partners in educational, political, cultural, economic, and scientific fields. We also hope you will engage in your local host community while on your Fulbright exchange. In so doing, you will exemplify the qualities of service, leadership, and excellence that have been hallmarks of this Program since it began.

The United States Department of State's Bureau of Educational and Cultural Affairs, which oversees Fulbright Program operations throughout the world, joins the Board in congratulating you. We hope your Fulbright experience will be deeply rewarding professionally and personally, and that you will share the knowledge and experience you gain with many others throughout your life.

Sincerely,

A handwritten signature in black ink that reads "Donna Brazile". The signature is fluid and cursive, with a long, sweeping underline.

Donna Brazile  
Chair



Dear Fulbrighter:

Welcome to the Fulbright Visiting Scholar Program. The Institute of International Education is the contractual administrative agency for this program. As a participant you will be coming to the United States on a J-1 Visa under the Exchange Visitor Program number sponsored by the U.S. Department of State, Bureau of Educational and Cultural Affairs.

We are looking forward to welcoming you to the United States. In the weeks and days leading up to your flight, make sure to double-check with your faculty host that nothing has changed with your proposed plan and to ensure they are ready to receive you.

The Institute of International Education (IIE) on behalf of your sponsor, is responsible for sharing information about you with the United States Department of Homeland Security (DHS) through the Student and Exchange Visitor Information System (SEVIS). SEVIS maintains accurate and current information on all international students, scholars and their dependents in the United States. As a J-1 Visa holder, you are responsible for complying with all federal regulations regarding SEVIS. In order to comply with the regulations before arrival to the United States, please follow the below instructions:

1. After reviewing your printed DS-2019 form for accuracy sign the Exchange Visitor Certification at the bottom of page one. The information on the form must match the information in your passport. If you have J-2 dependents traveling with you, a DS-2019 form is included for each dependent and the Exchange Visitor Certification must be signed by you as the J-1 Visa holder.
2. If you are unable to arrive on or before the start date indicated on your DS-2019 form (you may enter up to 30 days prior to your grant start date), you must inform your Fulbright Visiting Scholar contact in your home country of the delay in your arrival and arrange for a new DS-2019 form.
3. If you are unable to begin and must resign from the Fulbright Visiting Scholar Program, you must immediately inform the Fulbright Visiting Scholar contact in your home country and must return all unused DS-2019 form(s) to IIE.
4. Keep your original paper DS-2019 form and your passport with you when you travel. Do not pack these important documents in your luggage or utilize any scanned copy. You will need to present these original documents to the United States Customs and Border Protection official when you enter the United States.
5. Should you have any issues at the U.S. border upon arrival, you can contact IIE's Visa Sponsorship team at +1-929-310-3046. For non-visa emergencies after normal business hours, you can contact +1-212-984-5332

**Note: Failure to provide the above information to IIE in the time requested will be considered a failure to comply with federal regulations and may result in the termination of your visa sponsorship and legal status in the United States.**

IIE has prepared the following resources to provide information and assist you with any required forms.

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**The Fulbright Scholar website** provides valuable information about preparing for your program in the United States. Please log on as soon as you can to download your digital grant packet for Visiting Scholars.

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The Fulbright Scholar Website: <https://fulbrightscholars.org/visiting-scholars>  
Password: VSResources

After logging in, please review the following two critical items that you will find at the top of the page:

1. [The Fulbright Visiting Scholar Digital Grant Packet](https://fulbrightscholars.org/system/files/private-documents/Visiting%20Scholar%20Digital%20Grant%20Packet_0.pdf)  
[https://fulbrightscholars.org/system/files/private-documents/Visiting%20Scholar%20Digital%20Grant%20Packet\\_0.pdf](https://fulbrightscholars.org/system/files/private-documents/Visiting%20Scholar%20Digital%20Grant%20Packet_0.pdf)
2. [The Guide for Fulbright Visiting Scholars](https://fulbrightscholars.org/visiting-scholars/guide)  
<https://fulbrightscholars.org/visiting-scholars/guide>

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**IIE's self-service portal** is also essential for submitting important, required information to IIE.

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1. Upon receipt of this letter, please visit IIE's self-service portal (<https://connect.iie.org/user/login>) to set up your account. Please enter the email address reported on your Fulbright application, click on "Forgot your Password", and follow the subsequent instructions. This email address is the primary address we will use throughout your program.
2. Within two weeks of receipt of this letter, please log into the self-service portal to submit your signed W-8 BEN form, a simple form required of all grantees regardless of the source of your payments. You will find the W-8 BEN form and instructions in the digital grant packet mentioned above.
3. After you arrive in the United States, you must log into the self-service portal to submit arrival documents and provide your U.S. address information to IIE within 10 days of your program start date. Even if you have not yet found permanent housing, IIE/CIES is responsible for validating your ongoing program participation in order for you to be in compliance with immigration regulations. Failure to submit this information to IIE could result in the termination of your immigration status.

We wish you the best of luck and much success in your program.

The Fulbright Visiting Scholar Team at the Institute of International Education

Program Resources	Next Steps
<p><b>Review Grant Packet Materials</b></p> <ul style="list-style-type: none"> <li>• Form DS-2019</li> <li>• Letter of congratulations from Chair of Fulbright Foreign Scholarship Board</li> <li>• Fulbright Program Background and Fact Sheets</li> <li>• Outreach Lecturing Fund flyer</li> <li>• ASPE Health Benefits</li> <li>• Travel Guidance</li> <li>• Withholding Information and Form W-8 BEN</li> </ul>	<ul style="list-style-type: none"> <li>• Review immediately and notify home country Fulbright contact immediately if any corrections are needed</li> <li>• FFSB letter Enclosed for your review</li> <li>• Fulbright Fact Sheet enclosed for your review</li> <li>• OLF Flyer enclosed for your review</li> <li>• ASPE Overview enclosed for your review</li> <li>• Travel guidance enclosed for your review and preparation</li> <li>• Form W-8 BEN and instructions enclosed for your completion and return via self service portal: <a href="http://connect.iie.org">connect.iie.org</a></li> </ul>
<p><b>Apply for your J-1 visa</b></p>	<p>Coordinate application and interview time with your home country Fulbright contact</p>
<p><b>Prepare for your arrival and review the <a href="#">Scholar Guide</a></b></p> <ul style="list-style-type: none"> <li>• Obtain your roundtrip flights to the U.S.</li> <li>• Begin housing search</li> <li>• Health benefit and immunization</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate travel with your home country Fulbright contact</li> <li>• Coordinate with any contacts/resources listed on the Institutional Reply Form (if applicable) and/or your Faculty Associate for guidance on your housing search</li> <li>• All Fulbright scholars are enrolled in a health benefit at no cost to them. You will receive information on your health benefit approximately two weeks before the start date on your DS-2019 <ul style="list-style-type: none"> <li>○ All J2 dependents must be enrolled in a health plan that meets J visa minimum requirements.</li> <li>○ Coordinate with your host institution to determine if you will need any immunizations before arrival</li> <li>○ If children will accompany you while on grant and you plan on enrolling them in school, you will need to determine required immunizations before arriving in the US.</li> </ul> </li> </ul>
<p><b>Prepare your Finances</b></p> <ul style="list-style-type: none"> <li>• Plan for receiving your stipend payments</li> <li>• Bring extra personal funds for set up</li> </ul>	<ul style="list-style-type: none"> <li>• If Commission paid scholar, you will coordinate with them to determine when and how you will receive your first payment.</li> <li>• If IIE paid, your payment will be disbursed through IIE's digital payment service. Your IIE advisor will send additional details about registering for this service.</li> <li>• Regardless of the source of your payments, before you leave, make sure to plan access to personal funding to cover your first weeks in the U.S. to cover settling in prior to receiving your grant payments or to cover unexpected expenses</li> </ul>
<p><b>Prepare for Travel</b></p> <ul style="list-style-type: none"> <li>• Carry on your most important documents and information</li> </ul>	<p>You are allowed to enter the US no more than 30 days before the reporting date listed on your DS-2019. <b><u>Do not enter the US under any other visa</u></b></p> <ul style="list-style-type: none"> <li>• Carry the following documents with you on the plane: <ul style="list-style-type: none"> <li>○ Passport with your J-1 visa</li> <li>○ Form DS-2019</li> <li>○ COVID-19 Proof of Vaccination</li> <li>○ Evidence of financial resources (your grant document)</li> <li>○ Contact information for your home country Fulbright contact, faculty host, and IIE contact</li> </ul> </li> </ul>
<p><b>Reporting your arrival</b></p>	<p>You will receive an arrival email 2-4 weeks before the start date listed on your DS-2019. Please follow this email carefully as it will provide you critical arrival reporting information</p>



### **The Fulbright Program in Brief**

[The Fulbright Program](#) is the flagship international educational exchange program sponsored by the U.S. government and is designed to increase mutual understanding between the people of the United States and the people of other countries. The Fulbright Program has provided approximately 360,000 participants—chosen for their academic merit and leadership potential — with the opportunity to study, teach and conduct research, exchange ideas and contribute to finding solutions to shared international concerns.

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The Fulbright Program was established in 1946 and is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs. More than 400,000 “Fulbrighters” have participated in the Program since its inception. The Fulbright Program awards approximately 8,000 grants annually. Currently, the Fulbright Program operates in over 160 countries worldwide.

### **Program Funding and Administration**

The primary source of funding for the Fulbright Program is an annual appropriation made by the United States Congress to the Department of State. Participating governments and host institutions, binational commissions or foundations in foreign countries and in the United States also provide direct and indirect support.

The **Bureau of Educational and Cultural Affairs** administers the Program under policy guidelines established by the Fulbright Foreign Scholarship Board (FSB) with the assistance of binational commissions and foundations in 50 countries, U.S. embassies in more than 100 other countries and cooperating agencies in the United States.

The **Fulbright Foreign Scholarship Board**, composed of 12 educational and public leaders appointed by the President of the United States, formulates policies for the administration of the Program, establishes criteria for the selection of candidates and approves candidates nominated for awards.

**Binational commissions and foundations** develop priorities for the program, including the numbers and categories of grants. In a country without a commission or foundation, the **Public Affairs Section of the U.S. Embassy** develops and supervises the Fulbright Program. Currently, 49 commissions are active, most of which are funded jointly by the United States and the respective government. Each commission or foundation has a board, composed of Americans and citizens of the participating nation.

Fulbright programs are administered with the assistance of **cooperating agencies**. (Contact information for each cooperating agency is provided at the end of this fact sheet.) Foreign citizens interested in the Fulbright Program should contact the Fulbright commission or foundation in their home country or, where no commission exists, the Public Affairs Section of the U.S. Embassy.

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## **Fulbright Grant Categories**

The term "Fulbright Program" encompasses a variety of exchange programs. For further information, please visit <http://eca.state.gov/fulbright>.

The **Fulbright U.S. Student Program** offers fellowships for U.S. graduating college seniors, graduate students, young professionals and artists to study, research or teach abroad for one academic year. The **Fulbright English Teaching Assistantships (ETA) Program**, an element of the Fulbright U.S. Student Program, places U.S. students as English teaching assistants in schools or universities overseas, thus improving foreign students' English language abilities and knowledge of the United States while enhancing their own language skills and knowledge of the host country. ETAs may also pursue individual study/research plans in addition to their teaching responsibilities.

The **Fulbright Foreign Student Program** enables graduate students, young professionals and artists from abroad to study, research or teach in the United States for one year or longer.

The **Fulbright Foreign Language Teaching Assistant (FLTA) Program**, a component of the Fulbright Foreign Student Program, provides young teachers of English as a Foreign Language the opportunity to refine their teaching skills and broaden their knowledge of American culture and customs while strengthening the instruction of foreign languages at colleges and universities in the United States.

The **Fulbright U.S. Scholar Program** sends American scholars, professionals and artists to approximately 125 countries, where they lecture and/or conduct research in a wide variety of academic and professional fields. The Fulbright U.S. Scholar Program offers flexible and innovative opportunities at all career levels, including post-doctoral and early-career awards.

The **Fulbright Specialist Program**, a short-term complement to the core Fulbright Scholar Program, sends U.S. faculty and professionals to serve as expert consultants on curriculum, faculty development, institutional planning and related subjects at overseas academic institutions for a period of 2 to 6 weeks.

The **Fulbright Visiting Scholar Program** provides grants to foreign scholars from over 160 countries to lecture and/or conduct postdoctoral research at U.S. institutions for an academic semester to a full academic year.

The **Fulbright Scholar-in-Residence (SIR) Program** enables U.S. colleges and universities to host foreign academics to lecture on a wide range of subject fields for a semester or academic year. Preference is given to institutions developing an international agenda and/or serving a minority audience, including Historically Black Colleges and Universities, Hispanic Serving Institutions, Asian American and Native American Pacific Islander Serving Institutions, American Indian and Alaskan Native Serving Institutions, Tribal Colleges and Universities, Predominantly Black institutions, small liberal arts colleges, community colleges and rural institutions.

**Fulbright Amazonia** brings together scholars from the U.S., Brazil, and 7 other Amazonian basin countries to bolster multi-disciplinary research on environmental protection, conservation, mitigation, and adaptation priorities. Data driven research will inform actionable project outcomes and policies, directly improving the quality of life of communities throughout the Amazonian Basin.

The **Fulbright Arctic Initiative** brings together a network of scholars, professionals and applied researchers from the United States, Canada, Denmark, Finland, Iceland, Norway, Russia and Sweden for a series of three seminar meetings and a Fulbright exchange experience. At its core, the Fulbright Arctic Initiative creates a network to stimulate international scientific collaboration on Arctic issues to translate theory into practice, program participants address public-policy research questions relevant to Arctic nations' shared challenges and opportunities.

The [Fulbright Classroom Teacher Exchange Program](#) is a direct one-to-one exchange of teachers from primary and secondary schools. The program operates between the United States and selected countries worldwide.

The [Distinguished Fulbright Awards in Teaching Program](#) sends U.S. teachers abroad and brings international teachers to the United States for a semester to pursue individual projects, conduct research, and lead master classes or seminars. The program is open to teachers from the U.S. and selected countries in multiple world regions.

The [Hubert H. Humphrey Fellowship Program](#) brings outstanding mid-career professionals from countries in states of development or transition to the United States for highly tailored programs of non-degree, graduate study and professional development. Fellowships are awarded in a range of public policy and social science- related fields.

A portion of the Fulbright Program is a Congressional appropriation to the **United States Department of Education** for the [Fulbright-Hays Program](#). These grants are awarded to individual U.S. K-14 pre-teachers, teachers and administrators, pre-doctoral students and post-doctoral faculty, as well as to U.S. institutions and organizations. Funding supports research and training efforts overseas, which focus on non-Western foreign languages and area studies.

The [U.S. Fulbright Association](#) is a private, non-profit organization started in 1977 by U.S. alumni of the Fulbright Program. It has a membership of 5,400 with 60 chapters throughout the United States. It is one of approximately 70 national Fulbright alumni associations worldwide. For additional information, contact the Fulbright Association at 202-775-0725.

**FULBRIGHT PROGRAM(S)****POINT OF CONTACT**

U.S. Department of State (General info about all programs)

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

Fulbright Foreign Scholarship Board

<https://eca.state.gov/fulbright/about-fulbright/fulbright-foreign-scholarship-board-ffsb>

Fulbright Student and Scholar Programs

Institute of International Education (IIE)  
One World Trade Center, 36th Floor  
New York, NY 10007  
Telephone: 212-883-8200  
Website: [www.iie.org](http://www.iie.org); [fulbrightscholars.org](http://fulbrightscholars.org); [www.us.fulbrightonline.org](http://www.us.fulbrightonline.org);  
[www.foreign.fulbrightonline.org](http://www.foreign.fulbrightonline.org); [www.flta.fulbrightonline.org](http://www.flta.fulbrightonline.org)

Foreign students and Junior Faculty from the MENA region

America-Mideast Educational and Training Services, Inc.  
(AMIDEAST)  
1730 M Street, NW, Suite 1100  
Washington, DC 20036  
Telephone: 202-776-9600  
Website: [www.amideast.org](http://www.amideast.org)

Teacher Exchange Program

IREX  
1275 K Street, NW, Suite 600  
Washington, DC 20005  
Website: [www.fulbrightteacherexchange.org/](http://www.fulbrightteacherexchange.org/)

Hubert H. Humphrey Fellowship Program

Institute of International Education (IIE)  
Humphrey Fellowship Program  
1400 K Street, NW, Suite 650  
Washington, DC 20005  
Tel: (202) 326-7701  
Website: [www.humphreyfellowship.org](http://www.humphreyfellowship.org)

Fulbright-Hays Program

United States Department of Education  
International Education Programs Service  
1990 K Street, NW, 6th Floor  
Washington, D.C. 20006-8521  
Telephone: 202-502-7700  
Web: [www.ed.gov/HEP/iegps](http://www.ed.gov/HEP/iegps)



## Outreach Lecturing Fund

**Advance knowledge, enhance teaching, and bring international perspectives and experience to your campus, organization, and community**

The Outreach Lecturing Fund (OLF) is an opportunity for U.S. higher education institutions to host Fulbright Visiting Scholars already in the United States, for short-term speaking engagements. Institutions apply to host a scholar for 2 to 4 days, and plan activities that would enhance campus participation in international educational exchange.

### Responsibilities of Host Institutions and Organizations

Institutions wishing to invite a Fulbright Scholar for an Outreach Lecturing Fund visit should develop a comprehensive plan of activities and arrangements to share with the scholar well in advance of the proposed visit. Each OLF travel grant will cover the scholar's roundtrip airfare, per diem meals and incidental expenses for the duration of OLF activities, plus a modest transit allowance. OLF host institutions are strongly encouraged, but not required, to cover lodging and local transportation for the duration of the proposed OLF program.

Special consideration will be given to campuses that have not previously participated in Fulbright exchanges, including minority-serving institutions, liberal arts colleges, women's colleges, art schools, community colleges, and rural institutions.

### How U.S. Institutions Can Use OLF Visits

**Alvernia University (PA)** hosted a Fulbright Visiting Scholar from Brazil whose primary host institution was the University of Iowa. The scholar spoke on the topic of "Hidden Dialogues Between Two Americas" to students and faculty.

**Florida International University (FL)** partnered with Brownsville Community Garden to host a Fulbright Scholar-in-Residence from Burkina Faso. The scholar provided multiple lectures and dance performances promoting Diversity and Peace. These lectures included the following topics "Diversity Deepens our Connections to Each Other" and "Diversity nourishes Peace". The scholar's primary host was Naugatuck Valley Community College in Connecticut.

**South Carolina State University (SC)** hosted a Fulbright Scholar-In-Residence from Indonesia to conduct an interactive lecture-recital of Javanese Gamelan music. The scholar's primary host institution was Earlham

College in Indiana.

**Southwestern Indian Polytechnic Institute (NM)** hosted a Fulbright Visiting Scholar from India who lectured on gender and cultural issues in India and screened the documentary *XXWhy: A Transgender Story*.

**Wartburg College (IA)** partnered with **Hawkeye Community College (IA)** and **Waverly Shell-Rock High School (IA)** to host a Costa Rican Scholar to conduct multiple lectures on the Role of Language as a Vehicle for Learning Culture and Defining Identity and the Importance of Becoming a Global Citizen. The scholar also spoke to multiple ESL departments and Spanish classes about the importance of foreign language learning.

**Western Nevada College (NV)** hosted a Fulbright Visiting Scholar from Tunisia who lectured on agriculture and drought conditions in arid regions. Her primary host was the United States Department of







### OLF VISITS

Through the Outreach Lecturing Fund, you can invite a Fulbright Visiting Scholar to:

- Offer department or institution-wide lectures to students and/or faculty
- Speak on the history and culture of their country
- Meet with faculty to exchange ideas and engage in informal discussions with students
- Engage the wider community around your campus

For more information, visit [fulbrightscholars.org/olf](https://fulbrightscholars.org/olf)

Email [olf@iie.org](mailto:olf@iie.org)

-  /fulbright
-  @FulbrightPrgrm
-  @the\_fulbright\_program
-  /the-fulbright-program





## OVERVIEW OF HEALTH BENEFITS

### for Fulbright Visiting Scholars

Medical insurance in the United States is organized on a private, fee-paying basis, and medical treatment can be quite expensive. Under the Fulbright educational exchange program, you are entitled to an exclusive health care program designed by the U.S. Department of State (USDOS) and administered by Seven Corners, Inc. This program, the Accident and Sickness Program for Exchanges (ASPE), is intended to cover medical expenses related to accidents, sicknesses, and emergencies that occur while you are participating in the Fulbright Program.

This handout is designed to give you a very basic introduction to using the ASPE plan. For more detailed information, please review the reference booklet, *Your ASPE Guide to Health Care Coverage*, available online at <https://www.sevencorners.com/about/qov/usdos>.

#### **Benefits in brief**

Your ASPE health benefits typically matches the effective date of the grant as printed on your DS-2019. The ASPE health benefit plan is not an all-purpose health policy; it covers treatment for accidents or illnesses that occur while you are on an active grant. The ASPE is a self-funded, limited, health care benefit plan designed to pay covered medical expenses for eligible Exchange Participants. Covered medical expenses are subject to limitations.

Please carefully review the benefits and exclusions of coverage, which are explained in the ASPE Guide, downloadable here: [https://www.sevencorners.com/docs/default-source/usdos-documents/usdos-benefit-guide-pdf.pdf?sfvrsn=786a4f2d\\_5](https://www.sevencorners.com/docs/default-source/usdos-documents/usdos-benefit-guide-pdf.pdf?sfvrsn=786a4f2d_5)

Please note that ASPE is for grantees only; accompanying dependents are not covered. However, you are required to obtain health insurance for any family members who will accompany you to the United States on a J-2 visa. See the *Guide for Visiting Fulbright Scholars* for more information.

#### **Important concepts in U.S. healthcare**

In addition to understanding the benefits, procedures, and limitations of your ASPE coverage, you need to be aware of the following concepts related to health benefits coverage in the United States.

#### **Co-pay**

You are responsible for a \$25 co-pay for all office visits and \$75 for hospitalizations, urgent care and any visit to the emergency room (ER) even if they are not real emergencies. All providers will require you to submit the appropriate co-pay during your medical visit. There is also a \$15 co-pay for all brand name drugs with a generic equivalent available. The co-pay amount is pre-printed on your ASPE identification card. During your grant period, the maximum cumulative amount that you can be responsible for in paying in co-pays is \$500. You will be refunded any co-pays that exceed this limit (once you submit receipts as proof of payment).

#### **Preferred Provider Organization (PPO)**

The ASPE health benefit plan contains a Medical Provider Network inside the United States. A Medical Provider Network or Preferred Provider Organization (PPO) is a network or group of doctors and hospitals that have entered into an agreement with Seven Corners to accept discounted fees for medical services. It is in your best interest to go to a provider in the Network because you will not have to pay out-of-pocket fees and your claims for services will be billed directly to Seven Corners. In addition, if you use a provider in the PPO with your ASPE coverage, the provider cannot bill you for any covered benefits except the \$25 co-pay for office visits, ER care, urgent care or hospitalizations.

If you go to a provider outside of the network, you will be responsible for any charges beyond the \$25 co-pay. You may have to submit full payment at the time of service, and then submit a claim to ASPE. Your reimbursement will be based on what are known as usual, customary and reasonable charges.

### **Usual, customary and reasonable charges (UCR)**

Any time you go to a health care provider outside the PPO network associated with your ASPE coverage, UCR charges apply. These charges are the “going rate” that providers in your area charge for a service. Specifically, a *usual* fee is the amount regularly charged for a specific procedure; a *customary* fee is a fee that falls within the range of fees that most doctors in the area charge; and a *reasonable* fee is one that is justifiable considering any extraordinary circumstances or unusual conditions involved. If you receive care from an out-of-network provider that is determined to be beyond what is usual, customary, and reasonable, you may incur additional charges.

To care for a sore throat, for example, you may go to an out-of-network provider who charges \$150 for the office visit. You would pay the \$25 co-pay and, if the provider requests full payment at the time of service, you would pay the remaining \$125 during your visit as well. You would then submit a claim to ASPE for reimbursement. If the actual UCR charges for the office visit are only \$90, ASPE would send you a check for that amount. You would not be reimbursed for the other \$35. In the same example, the out-of-network provider may submit a claim directly to ASPE for the \$125 (after your \$25 co-pay) instead of requesting full payment from you at the time of service. ASPE would pay the provider \$90 to cover the UCR charges, and the provider will likely then send you a bill for the remaining \$35. In either case, the \$45 is your out-of-pocket expense for going outside the network. To avoid such charges, it is in your best interest to seek care only from providers in your PPO network.

### **Using ASPE coverage**

Prior to your arrival in the United States, please visit: <https://myplan.sevencorners.com/> to print your ASPE ID Card. Please use the ID card when making appointments with providers, using Urgent Care or ERs, and when filling a prescription at a pharmacy.

In the United States, when you call a doctor’s office for an appointment or present your ID card to a provider, it is important for you to say:

“My healthcare coverage utilizes the First Health International Network. Are you a First Health International participating provider?”

All ASPE claims and inquiries regarding coverage should be addressed to:

#### **Seven Corners**

P.O. Box 3724  
46082-3724

Tel: 800-461-0430 (toll free; use when inside the U.S.) Carmel, IN

Tel: 317-818-2867 (collect; use when outside the U.S.)

[www.usdos.sevencorners.com](http://www.usdos.sevencorners.com) Fax: 317-575-6467

[ASPEinfo@sevencorners.com](mailto:ASPEinfo@sevencorners.com)

## IMPORTANT TRAVEL GUIDANCE for Fulbright Visiting Scholars

This handout highlights some key travel regulations, particularly for flights originating or terminating in the United States, and what to expect at your U.S. Port of Entry. You can find more detail on the U.S. Transportation Security Administration's (TSA) Web site: [www.tsa.gov/](http://www.tsa.gov/) and on the U.S. Customs and Border Protection's Web site: [www.cbp.gov](http://www.cbp.gov).

### **Considerations for packing your checked baggage:**

- Place identification tags with your name, address and phone number on all of your baggage, including your laptop computer. Placing identification tags inside your luggage is also advisable.
- Checked baggage should be left unlocked so TSA screeners do not have to break your lock to inspect the contents. Also, avoid over-packing so your articles won't spill out if your bag is opened for inspection.
- Leave gifts unwrapped until after you arrive at your destination. TSA screeners will open them if X-rays are unable to identify the contents. (This applies to carry-on baggage as well.)

### **Considerations for packing your carry-on baggage:**

- Think carefully about the personal items you place in your carry-on baggage. TSA screeners may have to open your bag and examine its contents. Consider putting personal belongings in clear plastic bags to reduce the chance that a screener will have to handle them.
- All liquids, gels and aerosols in your carry-on baggage must be in three-ounce or smaller containers. Larger containers that are half-full or toothpaste tubes rolled up are not allowed. Each container must be three ounces or smaller, and must be placed together in one quart-size, zip-top, clear plastic bag. Gallon size bags or bags that are not zip-top are not allowed. Each traveler can use only one, quart-size, zip-top, clear plastic bag.
- Do not carry any prohibited objects or items that may seem to cause risk in your carry-on luggage (e.g., pocket knives, carpet knives and box cutters, ice picks, straight razors, metal scissors, and metal nail files.) Such cutting and puncturing instruments will be confiscated.

### **While at the airport:**

- Be prepared to cooperate with all airport personnel.
- Do not joke about having a bomb or firearm. Do not discuss terrorism, weapons, explosives, or other threats while going through the security checkpoint. The mere mention of words such as "gun" or "bomb" can compel security personnel to detain and question you. They are trained to consider these comments as real threats.
- Do not accept packages from strangers. Watch your bags and personal belongings at all times. When asked who packed your bags and if they've been unattended at all, think carefully and answer honestly.
- When passing through security, all travelers must remove their quart-sized plastic, zip-top bags from their carry-on and place it in a bin or on the conveyor belt for X-ray screening.
- Security personnel will search a bag if the X-ray scan cannot determine its contents.
- Electronic items, such as laptop computers and cell phones, may be subjected to additional screening at security. Be prepared to remove such items from your bags for inspection.
- Be prepared to provide emergency contact information to airline personnel; for international flights, airlines

are required to collect your full name and ask you for a contact name and phone number.

### **Arriving at your U.S. Port of Entry:**

Please read this section carefully and remember that failure to comply with U.S. government entry-exit procedures may result in denial of entry to the United States.

- Flight attendants or U.S. Customs and Border Patrol (CBP) officers will distribute Customs Declaration Forms (CF-6059).
- If you are travelling by air or sea, your arrival and departure information will be automatically recorded electronically and available for review at [www.CBP.gov/194](http://www.CBP.gov/194). CBP officers will stamp your passport and any accompanying dependents' passports with the date of admission, class of admission and a hand-written admitted until date.
- If entering the United States by land, in addition to distributing the Customs Declaration Form (CF-6059), CBP officers will provide an Arrival Departure Record Form (I-94) for each person entering the United States. The Form I-94 should 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, indicate a short-term address, such as a hotel address.
- Be prepared to present the following: your passport, your DS-2019, Customs Declaration Form (CF-6059), and a copy of your Fulbright grant Terms and Conditions.
- When a CBP officer asks your reason for entering the country, it is important to respond that you are an exchange visitor. The CBP officer may ask you a few questions (e.g. the purpose of your trip, how long you will be in the United States, your residence abroad). As part of the U.S. Department of Homeland Security US-VISIT Program, all exchange visitors will be photographed and fingerprinted by a CBP officer.
- 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.
- The CPB officer may send you to a second inspection area for further review or issuance of additional documentation. You should have the name and telephone number of your IIE contact in case the CBP officer needs to verify your admission/participation.
- In some cases, the CBP officer will issue Form I-515A ("Notice to Student or Exchange Visitor"), which authorizes temporary admission into the United States. If you are issued an I-515A, inform your IIE contact person immediately.

## WITHHOLDING OF FEDERAL INCOME TAX from Fulbright Visiting Scholar grants

With limited exceptions, Fulbright Scholar grants are taxable. Most scholars who receive any payments from IIE during their Fulbright grants are required to pay U.S. federal income tax.

The Tax Reform Act of 1986 requires IIE to withhold estimated federal income tax from all payments it makes to scholars, except scholars from countries that have current tax treaties with the United States that exempt the withholding requirement. You should be exempt from withholdings based on the tax treaty between your country and the United States.

If you receive funds from any U.S. organization other than IIE, you should check directly with that source regarding their procedure for handling withholding taxes.

### **Tax filing obligations**

Even though you may be exempt from paying U.S. income tax, you still must submit a tax return to the U.S. federal government for each calendar year that you are in the United States. In order to file a federal and/or state income tax return, you must have either a Social Security number (SSN) or an individual Taxpayer Identification number (ITIN). Please consult the Visiting Scholar online [Guide](#) for details on how to apply. Once you receive either a Social Security card (with SSN) or your ITIN, submit your number to IIE immediately through the self-service portal (<https://connect.iie.org>) Tax treaty benefits can only be claimed by individuals who apply for and obtain an SSN or ITIN and file a U.S. income tax return.

### **For IIE-Paid Scholars only:**

If you are being paid by IIE, you will be prompted by Sprintax, Fulbright's tax service, to complete your tax profile and W8-BEN near your arrival date. Please follow any instructions you receive promptly to ensure the efforts to comply with your tax obligations go as smoothly and quickly as possible.

### **For Commission-Paid Scholars only:**

If you are being paid by the Fulbright Commission/Foundation in your home country, your grant payments are most likely considered "foreign source income" and therefore not subject to U.S. taxation (although you will still have to file annual tax paperwork and will be prompted at arrival to submit your foreign tax ID number and other tax-related arrival paperwork). You can check with your Commission/Foundation regarding your tax liability on payments it makes to you. **Important:** Do note that if you participate in the Outreach Lecturing Fund (OLF) or if IIE makes any other payments to you or on your behalf such as for participation in Enrichment Seminars or Anchor Cities programming, payments are subject to U.S. taxation.

Scholars who do not receive their payments from IIE still must complete [Form W8-BEN](#), the Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding. A sample of the form is included on the next page with your grant packet, and instructions for completing it are included on the reverse of this page. A fillable electronic version of the form can be accessed at <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf> and should be completed and returned to IIE via the self-service portal found at this link: <https://connect.iie.org>. To set up your self-service portal account, please enter the email address reported on your Fulbright application, click on "Forgot your Password", and follow the subsequent instructions.

The below is a sample form to assist you in filling out the following: <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

Once completed, upload it to your self-service portal account at <https://connect.iie.org>

<p>Form <b>W-8BEN</b> (Rev. October 2021) Department of the Treasury Internal Revenue Service</p>	<p><b>Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)</b></p> <p>▶ For use by individuals. Entities must use Form W-8BEN-E. ▶ Go to <a href="http://www.irs.gov/FormW8BEN">www.irs.gov/FormW8BEN</a> for instructions and the latest information. ▶ Give this form to the withholding agent or payer. Do not send to the IRS.</p>	<p>OMB No. 1545-1621</p>
<p>Do NOT use this form if:</p> <ul style="list-style-type: none"> <li>+ You are NOT an individual . . . . . W-8BEN-E</li> <li>+ You are a U.S. citizen or other U.S. person, including a resident alien individual . . . . . W-9</li> <li>+ You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services) . . . . . W-8ECI</li> <li>+ You are a beneficial owner who is receiving compensation for personal services performed in the United States . . . . . 8233 or W-4</li> <li>+ You are a person acting as an intermediary . . . . . W-8IMY</li> </ul>		
<p>Note: If you are resident in a FATCA partner jurisdiction (that is, a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.</p>		
<p><b>Part I Identification of Beneficial Owner</b> (see instructions)</p>		
1 Name of individual who is the beneficial owner		2 Country of citizenship
YOUR NAME		YOUR HOME COUNTRY
3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.		
YOUR PERMANENT ADDRESS IN YOUR HOME COUNTRY		
City or town, state or province. Include postal code where appropriate.		Country
HOME CITY		HOME COUNTRY
4 Mailing address (if different from above)		
FILL OUT IF APPLICABLE FOR YOUR HOME COUNTRY		
City or town, state or province. Include postal code where appropriate.		Country
5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)		
ADD US SSN OR ITIN IF YOU HAVE ONE. IF NOT, LEAVE BLANK		
6a Foreign tax identifying number (see instructions)	6b Check if FTIN not legally required . . . . . <input checked="" type="checkbox"/>	
ENTER TAX NUMBER FROM HOME COUNTRY		
7 Reference number(s) (see instructions)	8 Date of birth (MM-DD-YYYY) (see instructions)	
LEAVE BLANK	YOUR DATE OF BIRTH	
<p><b>Part II Claim of Tax Treaty Benefits</b> (for chapter 3 purposes only) (see instructions)</p>		
9 I certify that the beneficial owner is a resident of HOME COUNTRY, IF CLAIMING A TAX TREATY within the meaning of the income tax treaty between the United States and that country.		
10 Special rates and conditions (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph of the treaty identified on line 9 above to claim a % rate of withholding on (specify type of income):		
ENTER THE TAX TREATY YOU ARE REFERENCING. YOU MAY WISH TO SEEK TAX ADVICE ON THIS OR LEAVE IT BLANK.		
Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding:		
<p><b>Part III Certification</b></p> <p>Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:</p> <ul style="list-style-type: none"> <li>+ I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;</li> <li>+ The person named on line 1 of this form is not a U.S. person;</li> <li>+ This form relates to:             <ul style="list-style-type: none"> <li>(a) income not effectively connected with the conduct of a trade or business in the United States;</li> <li>(b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;</li> <li>(c) the partner's share of a partnership's effectively connected taxable income; or</li> <li>(d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1446(f);</li> </ul> </li> <li>+ The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country; and</li> <li>+ For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.</li> </ul> <p>Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can debit or make payments of the income of which I am the beneficial owner. I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.</p>		
<p><input checked="" type="checkbox"/> I certify that I have the capacity to sign for the person identified on line 1 of this form.</p>		
<p><b>Sign Here</b> </p> <p>Signature of beneficial owner (or individual authorized to sign for beneficial owner)</p>		<p><b>date</b></p> <p>Date (MM-DD-YYYY)</p>
<p><b>SIGN ABOVE AND PRINT HERE</b></p> <p>Print name of signer</p>		
<p>For Paperwork Reduction Act Notice, see separate instructions.</p>		<p>Cat. No. 25047Z Form <b>W-8BEN</b> (Rev. 10-2021)</p>