

Fulbright Visiting Scholar Program

Checklist of Onboarding Documents and Steps Required for DS-2019 Issuance

Always Required:

- ✓ **Passport (For the Scholar/J1 Participant)**
- ✓ **U.S. University Letter of Invitation that includes the following components:**
 - ✓ on university letterhead
 - ✓ invites the scholar by name and provides a brief description of the program activity
 - ✓ includes precise start and end dates for the scholar's exchange during the appropriate academic year and for allowable lengths (*typically 3-12 months in duration per FFEB policy*)
 - ✓ notes the name, title, department, and contact details of the hosting U.S. faculty member and any other applicable contacts
 - ✓ notes any compensation offered or fees required by the host institution if applicable
 - ✓ Signed by the hosting faculty member and/or another appropriate contact
 - ✓ For more detailed guidelines, see this [checklist](#) for host institutions and review this [memo for institutional hosts](#). These resources may be shared with host institutions.
- ✓ **Signed Grant Document** (*whether issued by IIE or by a Commission*)
- ✓ **Signed Universal Program Terms and Conditions** (*attached to all IIE-issued grant documents but collected separately for non-IIE administered participants*)
- ✓ **Medical History and Examination Forms** (*remember that medical exams must take place WITHIN six months of the program start date—exams completed too early will have to be repeated*).
- ✓ *J1 Verification in Partner Portal*
- ✓ *Confirm Dates and Activity in Partner Portal*

Required by some:

- ✓ **IIE Placement Services form** (*only if requesting IIE's assistance with finding a U.S. host institution for a scholar without a pre-planned invitation*).
- ✓ **Signed Institutional Reply Form (IRF)** (*Collected by IIE and shared with Posts/Commissions via the Partner Portal*)
- ✓ **Signed Guidelines for Medical and Clinical Fields**
- ✓ **J2 Dependent Passports**
- ✓ **J2 Verification in Portal**
- ✓ **Other applicable Funding Verifications**