

MEMORANDUM TO U.S. INSTITUTIONS FOR THE FULBRIGHT VISITING SCHOLAR PROGRAM

Thank you for partnering with the Fulbright Program in welcoming a Visiting Scholar. Mentoring a Fulbright Visiting Scholar is a rewarding experience personally and professionally, enriches your campus community, and strengthens your institution's connections with scholars and institutions abroad. This memorandum describes the essentials of the Visiting Scholar Program and outlines the critical role of the U.S. institution faculty (Faculty Associates) and administrators (Administrative Officials) in the program's success.

What is the Fulbright Program? The flagship international educational exchange program sponsored by the U.S. government, widely known as the Fulbright Program, is designed to increase mutual understanding between the people of the United States and people of other countries. The Program's primary support is provided by the United States Congress through the United States Department of State's Bureau of Educational and Cultural Affairs (ECA). IIE administers the Fulbright Visiting Scholars Program on behalf of the Department of State in collaboration with Fulbright Offices around the world. U.S. institutions and their faculty have made significant contributions to the success of the program since its inception in 1947.

What is included in a Fulbright Visiting Scholar award? All Fulbright Visiting Scholars (~900 annually) receive round-trip international travel and health benefits for accidents and sickness provided by the U.S. Department of State. Scholars also receive a stipend and allowances as benefits of their awards, and some may receive sabbatical pay from their primary employer. Fulbright Scholars enter the United States under the sponsorship of the U.S. Department of State's J-1 Exchange Visitor Program.

How does our institution benefit? American Campuses report benefits in the areas of student engagement, collegial collaboration, and institutional capacity building. Many Fulbright Scholars advise students, teach, and seek to create collaborations between students in their home countries and students at their host institutions. According to our survey data, typically 80% of U.S. Faculty Associates report that they grew professionally by hosting a foreign scholar, often citing co-publications with their scholar. The benefits of hosting a scholar are wide-ranging; a Fulbright exchange is frequently reported as the root of long-term international collaborations, both individual and institutional.

Who is the Faculty Associate and what is their role? The Faculty Associate is the Fulbrighter's main academic contact and advisor at the U.S. institution, and likely the person to have the most day-to-day interactions with the visitor during their exchange.

Who is the Administrative Official and what is their role? The Administrative Official is typically a Department Chair, Dean, International Student/Scholars officer, or other comparable figure with budgetary oversight, as they must confirm administrative policies and applicable affiliation fees that may be relevant to consider.

Can one individual serve as both a Faculty Associate and Administrative Official? Yes. A department chair, for example, might be able to serve in both an academic and administrative capacity. However, universities are encouraged to check with their Dean/Provost/International Scholar Office to ensure they are up to date with university-wide policies that may apply to Visiting Fulbright Scholars on your campus.

Does it cost our institution anything? Apart from in-kind contributions detailed below, U.S. institutions are **not** responsible for providing financial assistance to the scholar. Your institution also should **not** provide the Form DS-2019, as it will be issued by the Fulbright Program. Your institution is **not** responsible for health insurance for scholars or their dependents, as coverage compliant with J visa regulations is provided to Fulbright scholars, and as individuals, they must arrange for sufficient insurance for their dependents. Your institution may offer additional benefits, but it is not required.

How does our institution confirm our willingness to welcome a Fulbright Visiting Scholar?

It is important to determine whether your department and institution is prepared to offer the following as in-kind contributions:

- 1) Consultation with faculty and access to facilities consistent with the project outlined in the scholar's application;
- 2) Access to libraries, office or shared workspace and computer facilities.

Must our institution provide housing for our Fulbright Visiting Scholar? Fulbright does not require that institutions arrange or assist with housing for their Fulbright Visiting Scholars. However, as the search for housing is one of the most challenging obstacles scholars face upon arrival, any assistance or insights your institution can share are encouraged and appreciated. If the scholar is eligible to pursue accommodations or housing advice through your institution, for example, that is extremely helpful. Any and all housing arrangements should be done in close consultation with the Visiting Scholar.

We are ready to accept our Fulbright Visiting Scholar! What's next?

Step 1: Confirm the dates when the Visiting Scholar will be affiliated with your institution.

Step 2: Complete the Institutional Reply Form: For many programs, the Administrative Official and the Faculty Associate need to complete the Institutional Reply Form (IRF) survey that will come to you from IIE. It is an electronic form that may be edited by multiple users if forwarded.

Step 3: Communicate with the Scholar: The scholar will be encouraged to correspond directly with their Faculty Associate before departing for the United States. However, the Faculty Associate is encouraged to initiate and maintain communication.

Step 4: Plan for Arrival: The Fulbright program strongly encourages that someone be at the airport to greet the scholar (that can be a faculty member or a graduate student or other representative). There is also a critical "Notification of Arrival" form that you will be asked to sign by your scholar at arrival; the Fulbrighter will be prompted to share this form with you.

Step 5: Support the Fulbrighter's exchange visit:

1. Facilitate the Scholar's inclusion and participation in the activities of their home department. Faculty Associates should be present and available to the Visiting Scholar during their exchange visit. If on sabbatical, for example, please recommend a colleague who could serve as primary contact during this period instead.
2. Note that your Fulbrighter **must** reside within the local community or a reasonable commuting distance from it.
3. Connect your scholar with any **area studies programs at your institution** focusing on the scholar's region. Making area studies programs aware of your Visiting Scholar's presence on campus early in the exchange (or even prior to arrival) allows your Scholar to serve as a resource for students and faculty interested in their home country.
4. Put your scholar in touch with your institution's **international office or foreign student/scholar advisors**. They will make the visitor aware of resources they could provide, and they may be able to suggest activities on campus or in the local community that would be of interest to a visitor from abroad.
5. If **conferences or meetings of relevant professional associations** are held during the scholar's program on or off campus, please advise the scholar of these opportunities so they have the option to participate.
6. Your Fulbrighter may have **questions about taxes, public assistance, or other legal topics**. The Fulbright program makes the following recommendations in these challenging areas:
 - a. Scholars are provided with a Social Security Number letter soon after their arrival. They should, early in their exchange, apply for a Social Security Number;
 - b. U.S. faculty and administrators are neither expected nor encouraged to advise your scholar on tax law; IIE advisors provide basic guidance and services on U.S. tax obligations to Visiting Scholars;
 - c. Fulbrighters are strongly discouraged from accepting public assistance even if they appear to qualify;
 - d. Fulbright Program staff at IIE may advise on J-1 visa and Fulbright program policies only. U.S. Institutions may share resources on related topics with Fulbrighters at their discretion.
7. Your Fulbrighter may be invited to participate in the Fulbright **Outreach Lecturing Fund (OLF)**, or **Fulbright Enrichment** activities, which provide opportunities for Visiting Scholars to visit other institutions and regions in the U.S. as part of their exchange. We encourage your support of such activities.

Visiting Scholars can be reminded to consult the following resources as questions arise:

- [Visiting Scholar Guide](#)
- [IIE Advisor](#)
- On-campus foreign scholar advisor or international office
- Local office of the U.S. Citizenship and Immigration Services (USCIS)
- The Internal Revenue Service

After the Scholar's departure:

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

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

[Fulbright Scholar-in-Residence Program](#)

[Foreign Student Program](#)

[Outreach Lecturing Fund](#)

[Foreign Language Teaching Assistant Program \(FLTA\)](#)

[International Education Administrators](#)

[Fulbright Scholar Program \(U.S. and Visiting\)](#)

[Fulbright U.S. Student Program](#)