VANDERBILT
International Student
and Scholar Services

OVERVIEW FOR HOSTING VISITING FULBRIGHT SCHOLARS

RESPONSIBILITIES & REMINDERS

FULBRIGHT

IIE/Fulbright

- Issue DS-2019 and oversee SEVIS record
- Provide resources and guidance on visa, health insurance, taxation, and maintaining status.
- Inform VU of visiting Fulbright scholar.
- Provide scholars round-trip international travel and health insurance.
- Provide stipends and allowances to scholars (some may receive additional sabbatical pay from employer).
- Email scholar with pre-departure information.
- Provide support materials to Fulbright commissions/embassies abroad who lead Pre-Departure Orientations. (Varies by country)

Fulbright Scholar

- Follow Fulbright Visiting Scholars guide and pre-departure information.
- Read and understand Fulbright terms/conditions.
- Obtain DS-2019 from IIE & J-1 visa at consulate.
- Ensure sufficient funding for any dependents.
- Secure housing and plan travel.
- Submit arrival documentation to IIE.
- Maintain active communication with IIE advisor.
- Download health insurance card and apply for SSN.
- Maintain J-1 status requirements per IIE policies.
- File U.S. taxes - IIE guide.
- Adhere to department/program requirements.
- Actively participate in Fulbright activities.
- Connect and share experiences with US community.

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Host Department

- Confirm dates & complete institutional reply form.
- Identify Faculty Associate and Administrative Official who will support Fulbright scholar.
- Read memo to institutional hosts from Fulbright.
- Complete the Foreign National Visitor Form
- Plan for arrival and welcome scholar.
- Assist scholar with notification of arrival form for IIE.
- Provide scholar with access to other faculty, libraries, a work space, and relevant facilities.
- Provide assistance/advice with locating housing.
- Add scholar to HCM system (i.e. affiliate).
- Assist with obtaining VUNet ID, email, and badge.
- Provide ongoing supervision and guidance.
- Report incidents to ISSS and IIE following this rubric.
- Support scholar's participation in various academic activities and professional conferences.

Vanderbilt ISSS

- Sign off on IIE Visiting Scholar Form.
- Provide access to pre-arrival information, such as housing, transportation, safety, health insurance, and dependent resources.
- Add scholar profile to database and email to listserv to receive information on events.
- Provide welcome and meet-and-greet for all visiting Fulbright scholars.
- Encourage participation in World on Wednesdays and other ways to connect with the community.

Resources:

- Guide for the Visiting Fulbrighters
- Resources for Host Institutions
- Institutional Host Memo Fulbright Visiting Scholar Program
- Vanderbilt ISSS

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