







# Hubert H. Humphrey Fellowship Program

*A Fulbright Program*

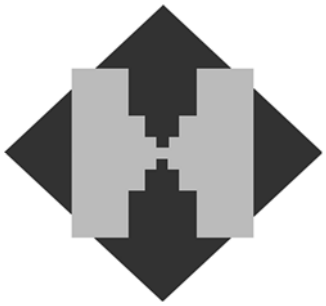
## Program Guidelines for Humphrey Fellows ● 2014-2015

With primary funding from the U.S. Department of State

A Fulbright Program

Administered by the Institute of International Education

# Hubert H. Humphrey Fellowship Program



# 2014-15 Program Guidelines for Humphrey Fellows

Written and compiled by the Hubert H. Humphrey Fellowship Program Division of the Institute of International Education, these Guidelines provide information and explain policies as established by the U.S. Department of State, Bureau of Educational and Cultural Affairs, the U.S. Government sponsor of the Hubert H. Humphrey Fellowship Program.

Please read these Guidelines carefully and keep them with your *Details of Award* and *Terms and Conditions of Award* for reference during your Fellowship year.

**Important note:** Information contained in these Guidelines is subject to change as Humphrey Program policies and procedures are reviewed throughout the Program year. Please read all announcements from the Institute of International Education to keep abreast of all Program events, documentation requirements and deadlines.

**March 2014**

## Table of Contents


**I. General Information 7**

The Program 7
Inception 7
About Hubert H. Humphrey 7
Program Goals 7
Program Format 8
Hubert H. Humphrey Fellowship Staff 9
U.S. Department of State 9
Institute of International Education 9
2014-15 Fellowship Year Calendar 10
Humphrey Program Administration 11
The Role of the Campus Coordinator and Staff 12

**II. Before You Leave Home 12**

Information Gathering and Agreements 13
Award Packet 13
Health Concerns 13
Accident and Sickness Health Benefits Policy 13
Prescription Drugs 13
Immunizations 13
Dental, Vision and Hearing Care 13
Travel to the United States 14
From Your Home Country 14
Arrival: the US-VISIT Program 14

**III. Living in the United States 15**

General Information and Requirements 15
Address Reporting and Updating 15
Social Security Numbers and Individual Taxpayer Identification Numbers 15
Identity Theft, Fraud and Email Scams 15
Adjusting and Expectations 16
Adapting to American Culture 16
Wellbeing in the United States 16
Host Families 16
Faculty Mentor/Adviser 17
Dependents 17
Program Requirements to Bring Dependents to the U.S. 17
Procedure to Bring Dependents to the U.S. 18
Required Financial Support for Dependents 19
Dependent Travel 19
Finances 19
Settling-In Allowance 19
Maintenance Allowance 19
Maintenance Allowance if You Travel Outside the United States 20
Tuition 20
Book and Supply Allowance 20
Computer Subsidy 20

Travel Home Allowance 21
Grantax 21
Automobiles 21
Health Issues 22
Accident and Sickness Health Benefits Policy 22
Travel 23
Travel Funded by the Program 23
Travel Not Funded by the Program 24
Travel Outside the United States 24
Early Departure 24
Visa Regulations 25
DS-2019 Form 25
Form I-94 25
Grace Period 26
J-1 Visa 26
J-2 Visa 26
Extensions 26
Legal Regulations 27
Revocation, Termination and Suspension of Fellowship 27
Paid Employment 277
**IV. Fellowship Components 28**
General Academic Components 28
Individual Program Plan 28
Humphrey Seminar 28
Academic Status 29
Course of Study 29
English Language Courses 29
Community Service 29
Professional Development and Affiliation Activities 30
Professional Development Activities (short-term) 30
Professional Affiliation Activities (long-term) 31
Humphrey Program Seminars and Workshops 31
Program Certificates 32
**V. Alumni Activities 33**
Alumni Associations 33
Alumni Professional Development Grants 33
Humphrey Alumni Impact Awards 33
**Glossary 35**
**Notes 36**

February 2014

Dear 2014-15 Humphrey Fellow:

Congratulations on being chosen for this prestigious award! The Bureau of Educational and Cultural Affairs of the U.S. Department of State awards you this Humphrey Fellowship on behalf of the U.S. Congress and the American people. You join over 5,000 leaders from around the world who have participated in this unique professional development opportunity in the United States.

The staff in Washington, D.C. welcomes you to the Humphrey Program. We encourage you to carefully read this entire publication. These Guidelines will help you prepare for the Program and serve as a year-long reference. We expect that you will have read and understood these Guidelines before your arrival in the United States. Questions about them should be directed to your Campus Coordinator and staff or to us at the Institute of International Education office in Washington, D.C.

The success of this Fellowship year will depend on you and your engagement beyond your academic and professional activities. Learning about the United States—its customs, history, culture and government—as well as actively sharing information about your society and culture with Americans and the other members of your cohort, will enrich your experience and enable you to fully accomplish the objectives of your Fellowship.

Your active participation in the Humphrey Program on your campus, in the life of the university, in the local community and more broadly in U.S. professional circles will be essential to a successful Fellowship.

We look forward to working with you throughout the year.

Sincerely,



Judith S. Gibson
Director, Hubert H. Humphrey Fellowship Program
Institute of International Education

# I. General Information

## The Program

### Inception

The Hubert H. Humphrey Fellowship Program was created under the leadership of President Jimmy Carter in 1978 as a Fulbright Exchange activity. The Program's main support comes from the U.S. Congress through the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State. Through a cooperative agreement, the Institute of International Education (IIE) assists ECA with the administration of the Program. In existence for more than 35 years, the Program currently boasts over 5,000 Humphrey alumni from more than 150 countries.

### About Hubert H. Humphrey

Born in Wallace, South Dakota in 1911 to a mother who was a homemaker and a father who was a small-town pharmacist, Hubert Horatio Humphrey enjoyed an illustrious career as a statesman and champion of civil and human rights.

He became mayor of Minneapolis in 1945 and gained national attention when he delivered a controversial, electrifying and historical speech on civil rights to the Democratic National Convention in 1948. In that year, he was elected to the U.S. Senate, where he served for 15 years. In 1964, he was elected Vice President of the United States on the ticket headed by President Lyndon B. Johnson and served a full four-year term. He ran for President in 1968, but lost by a thin margin to Richard M. Nixon. Undaunted, Humphrey returned to the Senate in 1971, where he served until his death from cancer in January 1978.

Amongst his many qualities, Humphrey was known for his exuberant personality and detailed memory. Persons of many different political orientations considered him a friend and he worked on behalf of people from all walks of life: the young, the aged, the poor, laborers, farmers, people of color and people from other countries.

During a eulogy at Humphrey's funeral, President Carter remarked: "From time to time, our nation is blessed by the presence of men and women who bear the mark of greatness, who help us see a better vision of what we can become. Hubert Humphrey was such a man."

Building on that sentiment, in March 1978, Carter announced the creation of the Hubert H. Humphrey Fellowship Program to honor Humphrey's exemplary leadership, his tireless devotion to public service and his sincere hope for greater understanding among nations.

### Program Goals

The purpose of the Hubert H. Humphrey Fellowship Program is to bring accomplished professionals with leadership ability and a dedication to public service to the United States at a midpoint in their careers. Fellows are selected from countries of Africa, Asia, Latin America, the Caribbean, the Middle East, Europe and Eurasia in fields critical to the engagement of the United States with countries around the world. These young and mid-career professionals come to the United States for a year of non-degree study and related professional experiences. The Program enables participants to establish lasting ties with their professional counterparts in the United States and in other countries.

The goals of the Humphrey Fellowship Program are to:

- Establish and enhance long-lasting productive partnerships and relationships between U.S. citizens and individuals from other parts of the world;

- Develop leaders whose knowledge and skills have been informed by exposure to American values, models and ideas – leaders who will have a multiplier effect on their societies;

- Expand and improve the range of international exchange and training programs; and

- Increase U.S. citizens' knowledge and understanding of international issues and of other cultures and societies.

**Program Format**

Fellows are placed in groups at designated U.S. universities. The university serves as their academic and professional base. The university assigns a Campus Coordinator, usually a member of the faculty or the administration, to oversee the Humphrey Program at each university.

The Campus Coordinator and staff work closely with the Humphrey Program office at IIE. While the Coordinator oversees the Fellowship activities of all Fellows, each Fellow is also assigned a faculty mentor or adviser who supports the Fellow in accomplishing his or her individual program goals.

**The Humphrey Program is a non-degree program.** This enables Fellows to concentrate on their particular interests, interact freely with experts and engage in the classroom, professional and community setting without the pressures of meeting specific degree or diploma requirements.




**The Humphrey Program is a great opportunity to interact with professionals from all over the world.**

## Hubert H. Humphrey Fellowship Staff

### U.S. Department of State

**Bureau of Educational and Cultural Affairs**

Heidi Manley, Deputy Director, Office of Global Educational Programs
John Sedlins, Chief, Humphrey Fellowships and Institutional Linkages Branch; liaison for North Africa and the Middle East
Paul Schelp, Program Officer; liaison for Sub-Saharan Africa and East Asia and the Pacific
LaRita Hagar, Program Officer; liaison for Europe and Eurasia
David Jones, Program Officer; liaison for the Western Hemisphere
Eythan Schiller, Program Officer; liaison for South and Central Asia

### Institute of International Education

**Hubert H. Humphrey Fellowship Program**

Judy Gibson, Director
E-mail: jgibson@iie.org
Amy Nemith, Assistant Director
E-mail: anemith@iie.org
Caroline Dolive, Senior Program Officer
E-mail: cdolive@iie.org
Kristina Jenkins, Senior Program Officer
E-mail: kjenkins@iie.org
Lauren Stewart, Senior Program Officer
E-mail: lstewart@iie.org
Diana Schapiro, Program Officer
E-mail: dschapiro@iie.org
Morgan Dean, Senior Program Associate
E-mail: mdean@iie.org
Emily Heddon, Program Associate
E-mail: eheddon@iie.org

**Hubert H. Humphrey Fellowship Program**
Institute of International Education
1400 K Street, NW, Suite 700
Washington, D.C. 20005
Telephone: (+1-202) 686-8664
Toll-Free Number: 1 (800) 242-1595 (in U.S. only)
Fax Number: (+1-202) 326-7841
Website: www.humphreyfellowship.org

**March 2014**

## 2014-15 Fellowship Year Calendar

Below is a list of activities and report due dates. A blank box (□) indicates a submission due from you; you may check off each box as you complete the item. You are required to submit all reports to IIE through your Campus Coordinator, with the exception of the Year-End Evaluation, which is administered online.

| | | |
|---|---|---|
| March to August 2014 | - | Fellows report to pre-academic English training, if applicable |
| August to September 2014 | - | Fellows report to universities |
| Within 10 days of reporting | □ | Fellows submit copies of processed DS-2019 Form, J-1 Visa and current residential address in the United States to Coordinator to submit to Humphrey campus staff |
| September to October 2014 | □ | Individual Program Plan due to Humphrey campus staff |
| September to November 2014 | - | Campus visits by IIE staff |
| November 2014 | - | Global Leadership Forum in Washington, D.C. |
| Mid-December 2014 | □ | Deadline for submitting SSN or ITIN number to your Coordinator |
| | □ | First report on Professional Development activities due to Coordinator |
| January 2015 | □ | Last date to submit requests for computer subsidy reimbursement |
| Mid-March 2015 | □ | Professional Affiliation proposal due to IIE. Submit proposal via Campus Coordinator with his or her approval |
| End of March 2015 | □ | Submit online Grantax survey and required tax documents |
| Mid-May 2015 | □ | Deadline for extension requests to IIE |
| By June 12, 2015 | □ | Final report on Professional Development spending due |
| | □ | Summary of Activities report due |
| | □ | Final travel home allowance released by IIE after all required documents and any reimbursements due are submitted to your Coordinator |
| | □ | Submit Year-End Evaluation to IIE |
| June 12, 2015 | - | Humphrey Fellowship Program ends |

## Humphrey Program Administration

As a Humphrey Fellow, many individuals and institutions are here to support you over the course of your Fellowship year.

The U.S. public provides support through its goodwill and hospitality and from its taxes, as primary funding for the Fellowship is appropriated by the U.S. Congress.

The U.S. Department of State's Bureau of Educational and Cultural Affairs, the Institute of International Education's Humphrey Fellowship office and your host university's Coordinator and staff are the key supporters of your Fellowship. Each of these offices works cooperatively to coordinate the Fellowship Program.

The U.S. State Department's Bureau of Educational and Cultural Affairs provides overall program management, policy guidance and visa sponsorship for the Humphrey Program through the Office of Global Educational Programs, Humphrey Fellowship and Institutional Linkages Branch (see http://exchanges.state.gov/).

In your home country, the Department of State is represented by the Public Affairs Section of the U.S. Embassy. The U.S. Embassy or in some cases, the Fulbright Commission or Educational Foundation, recruits and nominates Humphrey Fellows. Fulbright Commissions and Educational Foundations are bi-national foundations for educational exchange sponsored by the U.S. Government in cooperation with foreign governments to administer Fulbright and Humphrey Programs in certain countries.

The Institute of International Education is a private, not-for-profit organization, and a leader in international educational exchange. IIE has a cooperative agreement with the Department of State to administer the Humphrey Program and is responsible for its day-to-day management and coordination of activities. The IIE Humphrey Program office is located in Washington, D.C.

Educational institutions supporting you include your host university, where the primary contact is your Coordinator. The Coordinator is the individual who oversees the Humphrey Program at the university, usually a member of the faculty or the university administration. Also, at each campus is an Assistant/Associate Coordinator who is a professional staff person who facilitates the work of the Program at the university.

Additional funding, support and cost-sharing is provided by co-sponsors, host universities and certain Professional Affiliation host organizations. Co-sponsors include other agencies of the U.S. Government, foreign governments, corporations and foundations.

Lastly, the J. William Fulbright Foreign Scholarship Board is a twelve-member Board appointed by the President of the United States to oversee Fulbright Exchange programs, including the Hubert H. Humphrey Fellowship Program. The Board was established to select scholarship grantees, supervise scholarship programs and report to Congress and the public concerning these activities.

## The Role of the Campus Coordinator and Staff

Each university participating in the Hubert H. Humphrey Fellowship Program has appointed a Campus Coordinator and staff to administer the program on its campus. The campus staff serve as your main link to the Humphrey Program and act as liaisons between you and the other Fellows, the university, professional resources, the community, IIE and the U.S. Department of State. This team will assist you in taking full advantage of your Fellowship year.

The Coordinator has overall responsibility for the Fellows at his or her institution. This includes the following activities.

- Providing an orientation when you arrive on campus
- Helping you to identify your faculty adviser or mentor
- Arranging for on-campus logistical support for the Humphrey Program
- Organizing the weekly Humphrey Seminar
- Advising you with regard to your individual program plan
- Advising you on developing community activities
- Along with your faculty adviser, suggesting contacts for professional activities, including U.S. colleagues with whom you may be able to collaborate on joint projects
- Submitting required reports to IIE
- Serving as the first point of contact in emergencies

Your role is twofold: (1) to participate in the program that you design in consultation with the Campus Coordinator and staff; and (2) to support your Humphrey colleagues by sharing your knowledge and experiences with them and with participants in group seminars, field trips and other activities.

Soon after your arrival, the Campus Coordinator and staff will provide you with an orientation including the roles and responsibilities of staff members, specific academic expectations, campus regulations and other information about your academic institution.

Because your Campus Coordinator and staff serve as the liaison with IIE, you should address all inquiries to them first and they will contact the proper individuals at IIE. You must consult with your Coordinator before registering for courses and undertaking **any** professional travel.

With few exceptions, most reports or other documents required of you by IIE should be submitted to your Campus Coordinator or staff. They will review these documents before forwarding them to IIE.

---

*My Coordinator was a friend, philosopher and guide – providing information, support and inspiration, but always giving us space and believing in us, so that we could tap into potential even we did not know we had.*

-**Former Humphrey Fellow**

# II. Before You Leave Home

## Information Gathering and Agreements

The U.S. Embassy or Fulbright Commission will provide you with initial information on your university placement and life in the United States. Your Campus Coordinator will send you information on issues relevant to life on campus and about the city where your university is located.

### Award Packet

The Award packet, of which this document is part, describes the financial and program provisions of your Fellowship in the *Terms and Conditions of Award* document. Your Fellowship begins with the official arrival date either at your U.S. pre-academic English training site or at your host university, and ends on June 12, 2015.

## Health Concerns

### Accident and Sickness Health Benefits Policy

Healthcare in the United States is extremely expensive and the accident and sickness health benefits policy provided for Humphrey Fellows does not cover pre-existing conditions. Therefore, we strongly recommend that, to the extent possible, you take care of any health issues in your home country before departing for the United States. For more information on the accident and sickness health benefits policy, refer to the section "Living in the United States."

### Prescription Drugs

Prescription drugs are not covered under the accident and sickness health benefits policy if they are for a health issue that you have prior to beginning the Program, what is known as a pre-existing condition. If you will need medicine for a pre-existing condition, please purchase a year's worth of medication in your home country and bring it with you. Be sure to obtain and carry a letter from your doctor explaining your need for these prescription drugs. Prescription drugs will only be covered for an illness or accident diagnosed for the first time while in the United States.

### Immunizations

Fellows must receive immunizations before arriving in the United States, in accordance with the requirements for your specific host university. Please bring documentation providing proof of immunization or you may be required to obtain these immunizations in the United States at your own expense. Please review the Medical History Examination form for the immunization requirements.

### Dental, Vision and Hearing Care

As dental insurance is **not** provided as a part of your Humphrey Fellowship accident and sickness health benefits policy, we also strongly recommend that you receive a dental exam prior to coming to the United States and have any necessary treatment completed before reporting to your campus. Dental treatment in the United States is quite expensive. Dental needs are only covered by the accident and sickness health benefits policy if treatment is necessary as a direct result of a covered accident or illness.

Vision and hearing examinations or costs for eyeglasses and hearing aids are also **not** covered. We recommend that you bring extra eyeglasses, contact lenses and/or hearing aids, should you need them during the year.

## Travel to the United States

### From Your Home Country

Your Fellowship grant provides for a round-trip economy air ticket to the United States routed directly from your home country to your academic institution (via, if required, your pre-academic English training site). You are expected to be present at your university campus on the arrival date as indicated in your *Details of Award* and on your Certificate of Eligibility for Exchange Visitor (J-1) Status (DS-2019 Form). Any arrival prior to this date must be approved in advance by your Campus Coordinator.

If you wish to travel to the United States prior to the travel date on your airline ticket, you will be responsible for any reservation/ticket changes and any additional costs incurred. Additionally, you must also purchase your own health insurance coverage meeting J-1 visa requirements for the time period prior to your official reporting date. Proof of this health benefits policy coverage must be provided to IIE in advance of travel. Moreover, your Campus Coordinator and staff will **not** be available to meet you at the airport or to assist you to find housing prior to your official arrival date.

You will receive a $200 travel allowance from the U.S Embassy or Fulbright Commission in your home country prior to your departure for the United States. This travel allowance is designed to help cover the cost of transportation to and from airports and hotels, transit visas and any unavoidable stopovers.

### Arrival and U.S. VISIT

The U.S. VISIT is part of a continuum of biometrically enhanced security measures that begins outside U.S. borders and continues through a visitor's arrival in and departure from the U.S. It incorporates eligibility determinations made by the Department of Homeland Security and Department of State at the U.S. Embassy or Consulate abroad. U.S. VISIT currently applies to all visitors (with limited exemptions) entering the United States regardless of country of origin, whether they are traveling on a visa or arriving by air, sea or land. Most visitors experience U.S. VISIT's biometric procedures – digital, inkless finger scans and digital photograph – upon entry to the United States.

# III. Living in the United States

## General Information and Requirements

During your stay in the United States, IIE will provide you with certain administrative, financial and medical resources. This section gives a brief overview of those resources.

### Address Reporting and Updating

Within 10 days of arriving in the United States, you are required to report your U.S. residential address to your Coordinator, even if it is not your mailing address. **This is your responsibility as an Exchange Visitor. Compliance is mandatory.**

If you move and change your residential address, you are required to notify IIE of your new address within 10 days of the move. Failure to do so will place your status as an Exchange Visitor in jeopardy.

### Social Security Numbers and Individual Taxpayer Identification Numbers

At the beginning of the program year, your Campus Coordinator will assist you in applying for a Social Security Number (SSN) or with filling out a form W-7 with the Internal Revenue Service to obtain an Individual Taxpayer Identification Number (ITIN). A tax identification number is required by IIE's Grantax program to file tax returns on your behalf (see Grantax section). The International Student Office on your campus can also provide additional details regarding applying for a SSN or ITIN. You should apply for a SSN or ITIN right away, as it may take up to eight weeks to receive your number. **Please be sure to spell your name on the application exactly as it appears on your DS-2019 and I-94 record.** Your Coordinator will collect your SSN or ITIN number and send it to IIE no later than December 2014.

You may be requested to provide a Social Security Number for identification purposes, when applying for a credit card, identification card or bank account. Your Social Security or ITIN Number is very important and should not be given out indiscriminately. Use caution when deciding to give out this number. Keep your card in a secure place. We recommend that you consult with your Coordinator if you feel that someone, such as a store clerk, has asked for your number unnecessarily.

Please do keep in mind that applying for a SSN or ITIN can be a complicated process and varies by state and even sometimes by city. Your Coordinators have experience with this process; however, they cannot anticipate all outcomes. Please work with them and the staff at IIE to resolve any issues that arise.

### Identity Theft, Fraud and Email Scams

Identity theft has become a very serious issue, especially with the increase of Internet use. **Do not** give out any personal information (name, address, Social Security Number, credit card or bank account numbers) to unknown persons, especially over the phone or via email. It is increasingly common that individuals receive promotions or bargains soliciting personal information or unknown credit card or bank representatives may call to ask for information. Be suspicious of them and consult with your Coordinator before giving out any information.

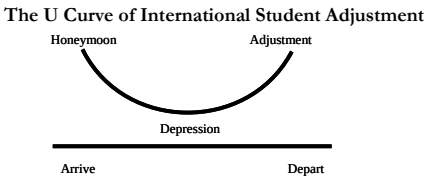
## Adjusting and Expectations

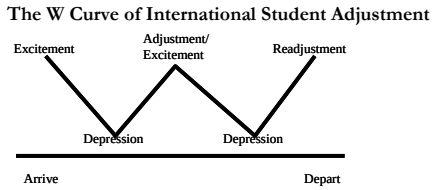
### Adapting to American Culture

The Humphrey Year is a time filled with learning, exploration and new experiences. It is also a time of major transition when you will experience many changes and challenges. It will take time to adjust emotionally to your new life in the United States. Temporary culture shock is common, especially if you have not previously lived abroad. Your Campus Coordinator and IIE will try to assist you to ease into a regular routine in the United States, but please do not hesitate to let either party know if additional support is required.

Through the course of your Fellowship year, you may experience feelings of homesickness, sadness and/or depression. Americans call them "mood swings." Your feelings may be reflected in one of the two adjustment curves found below. A U–shaped curve shows an initial honeymoon period followed by a period of sadness or depression and ultimately, an adjustment. A W-shaped curve begins with excitement, followed by depression or sadness, adjustment or excitement, depression or sadness again and lastly, readjustment.

- **Transition**
- **Culture Shock**
- **Depression**




### Wellbeing in the United States

Please be certain to talk to someone if you begin to experience any physical, emotional or mental health issues which cause you to have difficulty fully participating in your Fellowship activities. We are aware that these types of situations occur and with discussion, we can decide on the best course of action to pursue. There are several options and decisions, which are made on a confidential, case-by-case basis in order for you to successfully continue in the Program.

If you find yourself experiencing a health problem that interferes with your Humphrey Program responsibilities, please inform your campus Coordinators and/or IIE staff. All of us are here to work with you to make your year as successful as possible.

### Host Families

Your Coordinator will arrange for an American family to be your "host" family during your Fellowship year. This is a wonderful opportunity to learn more about American culture, to enlarge your circle of American friends and to teach Americans about your home country. Your host family will probably initiate contact with you at first, but you are always welcome to issue invitations to

them, as well. These families are volunteers who want to help make your stay in the United States as comfortable and enjoyable as possible. Please treat them as you would any friend, with kindness and respect.

**Faculty Mentor/Adviser**

You will also be assigned a faculty mentor or adviser who will help you with your academic and professional plan. As you are not a graduate student, but a Humphrey Fellow, you will have a special relationship with your faculty adviser. In many ways, you are a colleague of your adviser. The adviser knows more about your university than you do and can advise you about courses that may be relevant as you seek to hone your skills and broaden your knowledge while you are in the United States. Additionally, your adviser is a practitioner and researcher in your specialization and may be able to introduce you to other professionals in the community. It is not unusual for Fellows and their faculty advisers to discover similar interests and to decide to work together on a project while in the United States and even later, when the Fellow has returned home.

Talk with your Campus Coordinator about the best way to initiate the first meeting with your faculty adviser. Some campuses arrange the first meeting for Fellows; others assume that Fellows and advisers will make their own arrangements. Please contact your Campus Coordinator if meetings with your faculty adviser are not working out as well as you had anticipated. Your Coordinator is there to guide you in developing this relationship.

## Dependents

Dependents of a J-1 Exchange Visitor are defined by the Code of Federal Regulations (22 CFR 62.2) as the spouse and any unmarried child under the age of 21.

**Program Requirements to Bring Dependents to the U.S.**

The Humphrey Program does not provide funds for dependents. Fellows who wish to bring their dependents are responsible for all costs. This includes travel expenses, living expenses, school costs, medical insurance and any uncovered medical bills. Your Coordinator will also give you information about these matters.

**Dependents are not permitted to join Fellows during the Long-Term English or Pre-Academic English training programs.**

**In addition, please do not plan on bringing your dependents with you when you first arrive at your host campus**. (The exception to this policy is made for single parents who will also bring a childcare giver with them. In such cases, once notified, IIE can process the DS-2019 forms for the dependent(s) and the single parent Fellow simultaneously. If the single parent Fellow mistakenly applies for his or her own visa before notifying IIE that he or she intends to bring dependent(s), the dependent visas **may not** be processed simultaneously. The single parent Fellow must then wait until he or she arrives in the United States before any dependents may receive DS-2019 forms and J-2 visas and subsequently travel to the United States to join the parent.)

Your dependents may join you on your host campus on the date your Coordinator designates, usually 30 days after your arrival. During this period you will be able to arrange housing and get settled in, fully participate in orientation activities, begin academic classes, and prepare for your

family to arrive. While it can be stressful to be without your family, it can be extremely difficult to devote appropriate attention to your family members while you yourself are trying to adapt to life in the U.S. You may, however, begin collecting the documents necessary to bring them to the United States as early as you wish.

You must send several documents to IIE via your Coordinator to support your request for obtaining the DS-2019 Form needed to apply for the J-2 visa. These include:

- Completed Request for Dependent DS-2019 Form with Coordinator's approval signature;
- Clear copy of each dependent's passport face page (showing passport expiration date);
- Proof of funding (bank statement or certified letter of adequate funds from a financial institution, and completed budget form);
- Documentation of health benefits policy coverage for each dependent that is valid for the duration of his or her stay in the United States. You are responsible for ensuring that your dependents are enrolled in an adequate health benefits plan that meets State Department J-visa regulations. **Failure to maintain adequate health benefits coverage for your dependents may result in termination of your grant**;
- Signed Health Insurance Coverage Requirements for Dependents form;
- Internet estimate verifying return air ticket expense as budgeted.

The ASPE accident and sickness health benefits policy provided by IIE for Fellows is a group policy and a "participant only" plan. Therefore, it is not possible to add your dependent(s) to your ASPE health benefits plan. You will need to obtain separate health benefits policy coverage for your family. Although you should indicate the plan and costs of the health insurance you will purchase for your family members as part of the dependent request process, do not purchase health insurance until you have received approval from IIE that the coverage meets the J-visa requirements and your family members have received their visas.

Your host campus may require other documentation, since university and state regulations vary with regard to budget requirements for families and the minimum age at which young children may be left alone, etc. **You must forward all required documents to your Coordinator who will check them and endorse your request before sending it to IIE.**

If there is a change in the health status of your accompanying dependents during the Fellowship year (including any pregnancies with due dates before the Fellowship ends), you must confer with your Campus Coordinator and IIE to determine whether or not you are able to fulfill the requirements of the Fellowship as defined in the *Terms and Conditions of Award.*

**Procedure to Bring Dependents to the U.S.**

After receiving and reviewing your complete request for dependents application, IIE will contact the U.S. Embassy, Fulbright Commission, or Educational Foundation in your home country and inform them of your request. If the Embassy or Commission approves of your request, IIE will process the DS-2019 forms for your dependents, and mail them to you for endorsement. This process usually takes one to two weeks.

IIE's role is to process the required documentation so that the U.S. Consular Section may consider visa requests for dependents. **The final decision as to whether dependents will receive visas**

**authorizing their entry into the United States is determined by the U.S. Consular Section, not by IIE, the Bureau of Educational and Cultural Affairs, the Fulbright Commission or the Public Affairs Section of the U.S. Embassy.**

The process to obtain visas for Fellows' dependents varies considerably from country to country. **Do not buy airplane tickets for your dependents until they have officially obtained the visa stamp in their passport.** Neither IIE nor our Humphrey Program colleagues at the U.S. Department of State can expedite the visa application process in your country.

### Required Financial Support for Dependents

IIE generally estimates that dependents cost at least $500 per person per month. Your Fellowship maintenance allowance may **not** be used as a source of funds in the budget you submit as support for your dependents, and the salary you might continue to receive in your home country (if transferable to the United States) may not be enough to cover these expenses.

Please try to determine as accurately as possible the expense of supporting your dependents in the United States. Your Coordinator will provide you with the information needed to estimate these costs. Shorter visits may be more feasible than bringing your dependents for the duration of the Fellowship year.

### Dependent Travel

Please do not plan to bring your dependents with you when you first travel to the United States. When planning their travel arrangements to the United States, please keep in mind that IIE must follow strict guidelines when planning your travel home itinerary (see section on travel) and therefore cannot guarantee you a return home itinerary similar to your family's, especially if your family is traveling on non-U.S. airlines.

Within 30 days of your dependents arriving in the United States, you must provide IIE with their arrival documents (copies of processed DS-2019 form, J-2 visa and proof of J-visa compliant insurance).

## Finances

### Settling-In Allowance

A one-time settling-in allowance of $800 is paid to you by IIE when you report to your host university campus. This allowance is to assist with rent or other deposits and initial household expenses.

### Maintenance Allowance

You will receive a maintenance allowance on a quarterly basis which is based on the cost of living at your university location. Maintenance allowances are established annually by IIE for the Fulbright Non-U.S. Student Programs at the request of the program sponsor, the U.S. Department of State, Bureau of Educational and Cultural Affairs. **As the rates are based on an estimate of the cost of living in different areas of the United States, the maintenance allowance for each host university campus may vary.** The amount of your particular allowance is indicated in your *Details of Award* letter.

Your maintenance allowance begins on the official start date at your university and ends on June 12, 2015. The checks will be sent to you in care of your Campus Coordinator. The first check will be ready for you upon arrival; the others will be sent to your Coordinator or directly to your U.S. bank account throughout the year. These checks may include other allowances (settling-in, book allowances, etc.), which are also included in your award.

If your maintenance check does not reach your Campus Coordinator at the designated times, you or your Campus Coordinator should immediately notify the IIE Humphrey Program office. If your arrival in the United States is delayed for any reason, the next maintenance payment will be adjusted to reflect your actual arrival date. Humphrey Program regulation states that your maintenance allowance commences on the date you arrive at your host university to officially begin your Humphrey Program.

**Maintenance Allowance if You Travel Outside the United States**

You will continue to receive a maintenance allowance while traveling abroad only if you have approval in advance from your Campus Coordinator and the IIE Humphrey Program office, and if your travel does not exceed 28 calendar days. Maintenance payments will be suspended if you travel outside the United States for any reason for more than four weeks.

**Tuition**

IIE pays the cost of academic courses from the fall through spring, based on the terms of agreement between your university and IIE. No academic costs will be paid for summer sessions. Please note that "summer" sessions may start in May at some universities. Please consult with your Coordinator before registering, as there may be a limit to the number of courses that you can take. If you wish to take a course which is not directly relevant to your Humphrey Program (such as sports, music, arts, cooking, etc.) and for which tuition is charged, your Campus Coordinator must discuss your request with the IIE Humphrey Program office. In most cases, you will be responsible for that portion of the tuition charge.

**Book and Supply Allowance**

With the August-September maintenance check you will receive $325 for books and supplies related to your program of study and another $325 with the February maintenance check.

**Computer Subsidy**

For those Fellows who do not already have a computer, the program provides a subsidy towards the purchase of a computer to use during the Fellowship year. You must pay uncovered costs with your own funds. IIE will reimburse you upon presentation of a receipt for the equipment purchased. Note that reimbursement covers only the cost of the computer; you will not be reimbursed for auxiliary software or attachments. You must submit your receipts for reimbursement by January 2015.

You must buy the computer in the United States during the Humphrey Program year. IIE cannot reimburse you for equipment purchased before your Fellowship begins. In some cases, your host university may offer a student discount; otherwise, computer stores offer seasonal sale prices.

## Travel Home Allowance

A return travel allowance of $400 will be available to you in late May/early June 2015 upon IIE's receipt of your final report detailing how you spent your Professional Development funds, a summary of your year's activities, and your Year-End program evaluation. This additional amount is intended to help cover expenses related to excess baggage fees or shipping costs. It may also be used to cover any en-route expenses (airport transfers, transit visas, meals, hotels, etc.) for your trip home.

## Grantax

Your Fellowship is considered a taxable benefit under U.S. law and is, therefore, subject to U.S. taxes. ECA has authorized payment of your U.S. income tax withholding from a special fund through your participation in IIE's Grantax program, a service established by the State Department and IIE to provide you with expert tax assistance in preparing a United States Federal Tax Return at no cost to you.

In February 2015, IIE will forward an announcement concerning your U.S. Federal tax obligations and IIE's Grantax program. The Grantax Enrollment Forms must be returned to IIE's New York office by the end of March 2015.

The Grantax survey will be available online in February 2015. If you are unable to complete the survey online, a Word version of the form can be sent to you. You should send the completed form and any supporting tax documents to:

Grantax Division
Institute of International Education
809 United Nations Plaza
New York, New York 10017

Please read the forwarded Grantax announcement carefully and consult your Coordinator if you have any questions. If your Coordinator is unable to help you, or you need further advice, please contact Grantax at grantax@iie.org.

## Automobiles

We do not recommend purchasing, maintaining and insuring an automobile in the United States, as it is expensive and carries with it certain liabilities and responsibilities.

If you find it necessary to purchase or operate an automobile or other motor vehicle, you must follow all state and university regulations and also obtain adequate automobile insurance coverage and a valid driver's license. Neither IIE nor ECA can assume responsibility in cases of accident or loss.

You should seek the advice of your Campus Coordinator on getting adequate insurance coverage and in informing yourself of the liability insurance laws of the state in which you are located. Coverage requirements vary from state to state.

The same liabilities and responsibilities apply to you when you rent or borrow a car. If you rent a car, be sure to purchase insurance for the duration of the rental. Only borrow a car after making sure that the owner's insurance will cover you as a driver, as well as your passengers.

If you do purchase or borrow a car, you should also be aware that on many university campuses, it is difficult to find parking. Students may be required to register their cars with the university and to purchase a parking pass to enable them to park in university lots. Check with your Campus Coordinator about parking regulations at your university.

If you are unfamiliar with driving in snowy, icy conditions, please consider receiving training for driving in wintry weather.

## Health Issues

### Accident and Sickness Health Benefits Policy

Your accident and sickness health benefits policy is administered by Seven Corners, Inc. through the U.S. Department of State. It is not comprehensive health insurance, therefore it is limited and **DOES NOT** cover any pre-existing conditions. For your reference, a complete copy of your policy can be found online at http://usdos.sevencorners.com/docs/ASPEHealthBenefitGuide.pdf. **You are responsible for reading the benefits guide carefully to be sure you understand the services provided and the limitations of the policy.**

Please remember that healthcare in the United States is very expensive. To avoid having to pay for expenses not covered by this plan, we recommend that you take care of any health needs in your home country prior to your departure. More information may be found in the pre-departure section "Before You Leave Home."

This policy is a self-funded policy and is a participant/grantee-only plan. **It does not cover any dependents.** You will need to obtain separate J-visa compliant health benefits coverage for your family member(s). Please refer to the Fellows' section of the Humphrey Program website for health benefits policy requirements for dependents.

Your health benefits policy is in effect from the start of your direct travel to the United States. Stopovers made for personal reasons or indirect itineraries are not covered by this policy. Please note that you must be insured (either by this policy while on your grant, or by a health policy of your choosing before or after the official program dates) for any and all time you spend in the United States on a J-visa sponsored by the Humphrey Program. If you choose for any reason to come to the United States before the official start date or are able to extend your stay, you are responsible for obtaining your own health benefits policy for that time period, even if it is for just a few days. If you choose to come early, you must submit a copy of your supplemental health benefits policy to IIE before departing from your home country.

Health benefits are provided as a part of your grant until June 12, 2015, or whenever you arrive in your home country if you travel directly home before June 12, 2015. If you choose to stay in the United States beyond this date, you must obtain a health benefits policy at your own expense. It is not possible to extend the ASPE coverage. You must also make sure that your dependents are covered under a J-visa compliant health benefits policy during the duration of your extension.

Here are some main points of this coverage, but please refer to the brochure for all details of coverage. The following are **not covered**:

- Pre-existing conditions and medications for pre-existing conditions
- Routine physical examinations
- Health benefits policies for spouse and/or dependents
- Dental treatment (unless related to covered injury or accident or if you are in extreme pain; dental maximum per benefit year is $1,000)
- Eye glasses and eye exams (unless you are in an accident and your eyeglasses or contacts are damaged; ASPE will replace up to $300.00)
- Injury or sickness incurred while traveling outside of the United States, or before or after the Fellowship Program

ASPE does cover accidents, sickness/illness (if not pre-existing), maternity, mental health and women's health expenses (after six months of eligibility). (Please refer to the policy included in your *Terms and Conditions of Award* related to pregnancy during your Fellowship year). There is a co-pay of $15 for all office visits, emergency room visits, urgent care visits or hospitalizations. This co-pay is due at the time of service. Pre-notification to Seven Corners is required for all non-emergency hospitalizations (within 48 hours of being hospitalized), dental emergency or if a physician recommends any inpatient or outpatient surgery.

Please note that when you use a provider within the network, you will not need to file a claim form, as the provider will bill Seven Corners. If you do not use a provider within the network, payment may be required upfront or you may be billed at a later date. You will need to file a claim form and you will be responsible for any out-of-network costs.

Other general policy exclusions can be found in the Health Benefits Guide. You should read the policy carefully to understand exactly what the limitations are on your coverage.

## Travel

### Travel Funded by the Program

As you are a U.S. Government grantee, by law all air travel arranged for you by the Program must use U.S. carriers whenever possible, also known as the "Fly America Act." In the event that a U.S. airline is not available, a foreign airline that code-shares a flight with a U.S. airline may be used. (A code-share means a U.S. airline and a foreign carrier have agreed to share flights and equipment.) Travel must be arranged via the most direct, economical route available. Business or first class is not authorized.

Travel to the Washington Global Leadership Forum is provided by the Program. **Do not purchase your own tickets for these trips; IIE cannot reimburse you.**

Travel home is also provided by IIE as a one-way ticket at the end of your program year. We will provide you with information in April 2015 about the travel home process.

Your return travel will be booked from your last official point of program activity to your home country. (If you have dependents with you, when planning their return flight please keep in mind that IIE must follow strict guidelines when planning your return travel and cannot guarantee you an itinerary similar to your family's, especially if your family is traveling on non-U.S. airlines.)

Any changes made to an already-booked flight will be at your expense. If the requested change violates the Fly America Act, then it will not be possible for IIE to approve that change.

**Travel Not Funded by the Program**

You are asked to make your own arrangements for travel related to individual professional development and Enhancement Workshops. Fares for air, rail or bus travel within the United States constantly change, and special discount rates often become available on short notice. If you have a credit card, we strongly encourage you to explore the best fares available on the Internet.

Emergency travel is not covered by the Humphrey Fellowship Program, regardless of the reason for the emergency.

Most universities close during the winter holidays in late December, as well as for several days between quarters or semesters. You are expected to pay for any vacation expenses from the maintenance stipend that you receive or from your own personal funds. If it becomes necessary to leave the United States, please refer to the paragraph below regarding travel outside the U.S.

**Travel Outside the United States**

If at any time during the course of your Humphrey Program you plan to travel outside the United States for professional or personal reasons, you must discuss your plans with your Campus Coordinator and submit a request for approval to the IIE Humphrey Program office. In the past, some Fellows who did not notify IIE beforehand experienced immigration problems when returning to the United States. Please indicate your date of departure, anticipated date of return and a telephone number and address where you can be reached in case of an emergency.

In addition to requesting approval for travel, you must submit your original DS-2019 Form to IIE to have it signed by an authorized staff member. IIE will confirm that your U.S. visa permits re-entry before signing your DS-2019 Form. This signature indicates to U.S. immigration authorities that you have permission to travel abroad and is valid for one year, for most, the entire duration of the Fellowship year. It is important to carry the original DS-2019 Form with you for any international travel during the Humphrey year, whether returning to your home country or visiting any other country.

As previously mentioned in the Finances section, maintenance payments are suspended if you remain outside the United States for any reason for more than 28 calendar days. Also note that Professional Development funds from your Humphrey Fellowship may only be used for travel inside the United States.

**Early Departure**

The Humphrey Program officially ends on June 12, 2015. If you choose to leave the United States before June 12 for any reason, you must obtain permission from your Campus Coordinator and IIE and reimburse the Program from your maintenance allowance for the days not spent in the United

States. If possible, the amount will be pro-rated and deducted from the $400 travel home allowance. Any additional payment due must be sent to IIE in the form of a cashier's check or money order, and must be received before IIE will book your travel home ticket.

## Visa Regulations

Humphrey Fellows apply for J-1 Exchange Visitor visas. You can learn more about the J-1 visa at the website: http://j1visa.state.gov/. Initially, IIE will send a Certificate of Eligibility for Exchange Visitor Status, or Form DS-2019, to the U.S. Embassy or Fulbright Commission. This Form allows you to apply for a J-visa. When approved for J-1 status, the Embassy in your home country will stamp the J-1 visa in your passport. More detailed pre-arrival information may be found in the "Before You Leave Home" section.

After arriving in the United States, you will be asked to report your current residential address. You also will need to submit to your Coordinator a copy of your original visa documents, Form DS-2019 and J-1 visa stamp. These must reach the IIE Humphrey Program office within ten days of your arrival.

**Please make two copies of your Forms DS-2019 and J-1 visa stamp as well as the first page of your passport. Please give one set of the copies to your Coordinator to keep on file and keep one complete copy in your personal records.**

### DS-2019 Form

This Form certifies your eligibility for J-1 Exchange Visitor status and enables you to receive the J-1 entry visa stamp in your passport from the U.S. Embassy or Consulate in your home country. You must show the DS-2019 Form and the J-1 visa stamp to U.S. immigration officials at the U.S. Port of Entry. Most importantly, this form verifies your eligibility to stay in the United States for the duration of the period identified in section three of the form and while engaging in J-1 approved activities. Please keep the DS-2019 Form in your passport at all times.

### Form I-94 Arrival/Departure Record

Upon arrival at your Port of Entry in the United States, the U.S. Customs and Border Protection (USCBP) officer will review your passport, J-1 visa and Form DS-2019. The USCBP officer will then process your electronic Form I-94 Arrival/Departure Record and stamp a "Port of Entry Admission Stamp" in your passport. It is important to make sure this stamp reflects the date you entered the U.S., your class of admission (J-1) and your duration of stay (D/S). Your passport, J-1 visa and Form DS-2019 will be returned to you. The USCBP officer should also provide you with written instructions on how to access your automated Form I-94 online.

As of June 2013, international visitors arriving by air or sea who are admitted under a non-immigrant visa status to the United States will no longer be issued a paper version of Form I-94 Arrival/Departure Record, unless there is a very specific circumstance. Form I-94 Arrival/Departure Records will be created electronically and maintained in USCBP systems. This means that upon your leaving the U.S. the USCBP will automatically record your departure using manifest information obtained from your airline/sea carrier.

It is important to note, however, that if you leave and re-enter the U.S. during your authorized program your previous Form I-94 Arrival/Departure Record will be overwritten and a new automated record will be created.

**Grace Period**

The Bureau of Citizenship and Immigration Services grants you an automatic 30-day grace period beyond the date on your DS-2019 Form following the completion of your Humphrey Program J-1 activities on June 12, 2015. This means that you may legally remain in the United States for up to 30 days beyond the end date on your DS-2019 Form.

Important: Please keep in mind that during the grace period, you are considered a tourist. You should not be involved in any further professional or academic activities. During this period, you may only travel within the United States and prepare for your departure home.

**J-1 Visa**

The J-1 visa is the entry permit stamp in your passport that you will obtain from the U.S. Embassy or Consulate in your home country. If the date marked on the stamp expires while you are in the United States, you may remain in the United States and exit the country without any penalty **as long as your DS-2019 Form is still valid**. If, however, you travel outside of the United States with an expired J-1 visa stamp, you must reapply for a new J-1 visa at the nearest U.S. Embassy or Consulate. It is not possible to renew your J-1 visa inside the United States.

**J-2 Visa**

The J-2 visa is the entry permit stamp for your dependents. Each dependent must receive a DS-2019 Form in order to apply for this visa. Like J-1 visa holders, J-2 visa holders must show their DS-2019 Form at the Port of Entry. The J-2 Duration of Status is only valid for the duration of the J-1 visa holder's stay in the United States. If your dependents leave the United States, you must notify IIE.

**Extensions**

Humphrey Fellows are eligible to request an extension of their stay in the United States for up to six months under special circumstances. These circumstances include:

- Needing additional time to complete a project with your Professional Affiliation host organization.
- Having a compelling reason to complete a second Professional Affiliation.

**Guidelines for Requesting an Extension:**

During the extension period, you must be fully engaged in a Professional Affiliation within two weeks after the program end date and you must work full-time at your Professional Affiliation site.

- Before requesting an extension to begin a second Professional Affiliation unrelated to the first, you must provide a final report on the first affiliation.
- You may not use your extension to work towards completing a degree. You are prohibited from obtaining a degree while you are in the United States because your J-1 visa category is that of a non-degree student. To receive a degree while you are in the United States would be in violation of your immigration status.
- All documents listed on the Extension Request Documentation Checklist are required.

- Both your Coordinator and IIE must approve your extension request.
- After the program end date of June 12, 2015 you will no longer receive maintenance funds or accident and sickness coverage from IIE. You must be able to show proof of financial support and insurance coverage for the length of the extension.
- You may not use maintenance funds previously received from the Humphrey Program to cover your expenses during the extension period.
- If you are requesting an extension beyond July 15, 2015, the U.S. Embassy or Fulbright Commission in your home country must also approve the extension request.
- Your passport must be valid for at least six months beyond the requested extended program end date.
- If your extension request is approved, IIE will notify you, your Coordinator and your Professional Affiliation host.
- Humphrey Program regulations allow IIE to continue its visa sponsorship and extend the date on your DS-2019 Form for up to a maximum of six months (i.e. until December 12, 2015). Your DS-2019 Form will **not** be extended beyond that date. **No exceptions are made to this regulation.**
- IIE is not authorized to release its visa sponsorship to any other university or organization. This is a Department of State regulation for the Humphrey Program.

**If You Have Your Dependents With You in the United States:**

- You must notify IIE if your dependents will remain with you during your extension. IIE is required by SEVIS regulations to end your dependents' status as J-2 dependents if you do not notify us that they will be remaining with you.
- Your budget must reflect adequate financial support, including lodging, meals, clothing, health insurance and school fees/daycare (if necessary) for your dependents.
- Upon completion of your extended program, your dependents must return home with you.

All forms and documentation related to the extension request process will be posted on the Fellows' section of the Humphrey Program website.

## Legal Regulations

### Revocation, Termination and Suspension of Fellowship

Regulations pertaining to the revocation, termination and suspension of grants are specified in the *Terms and Conditions of Award.*

### Paid Employment

You may not work in the United States for a salary or accept consulting fees while on your Humphrey Fellowship. Although you may accept reimbursement for expenses (travel, hotel) when presenting lectures or seminars, you may not accept a salary or stipend. If you are offered reimbursement for expenses incurred during your Professional Affiliation, you must report this to the IIE Humphrey Program office. In some cases, Fellows are offered stipends or consulting fees for completion of a Professional Affiliation after the end of the official Humphrey year. If given permission by the IIE Humphrey Program office, you may take these stipends or fees with the stipulation that they are considered taxable income by the U.S. Internal Revenue Service and must be reported to the Grantax program at IIE-NY.

# IV. Fellowship Components

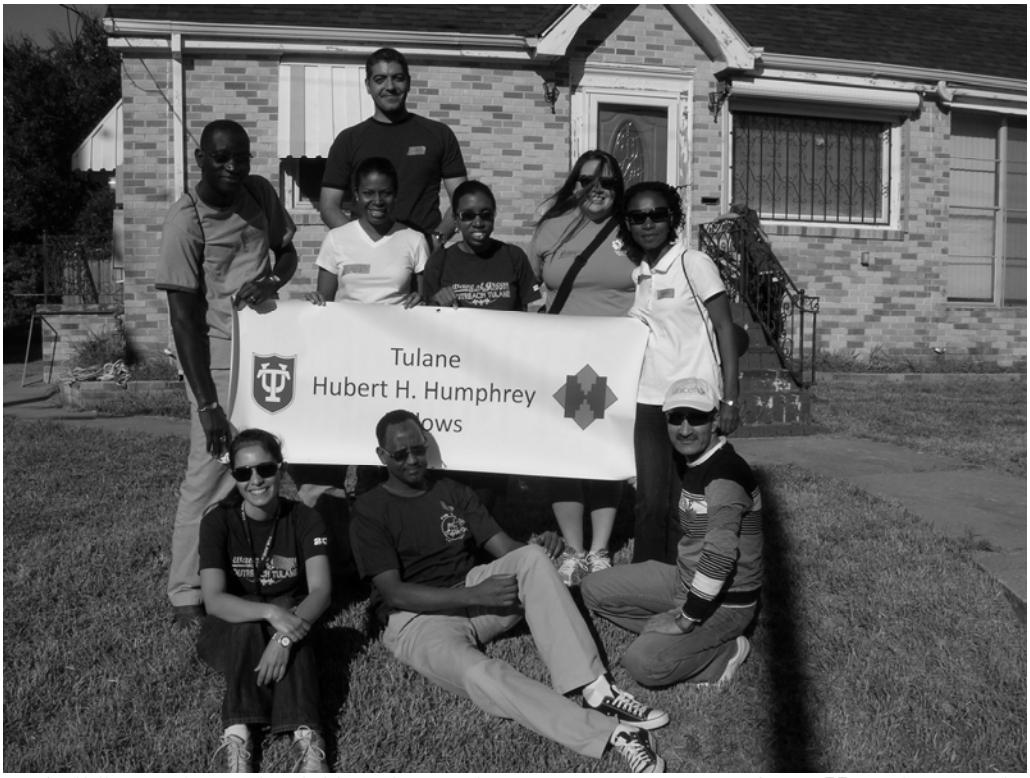
## General Academic Components

### Individual Program Plan

Within six weeks after your arrival at your host university, you will develop an Individual Program Plan with your Campus Coordinator and Faculty Adviser, who will discuss it with you and sign it indicating his or her approval. The plan details your goals and objectives for the year, including courses, seminars, special projects, professional development activities, Professional Affiliations and community activities. It is your road map for the year, but you should make changes during the year as your interests and goals evolve. Your Coordinator should be able to provide you with a sample Program Plan developed by previous Fellows.

### Humphrey Seminar

As a core part of your Fellowship, you are required to attend the special year-long Humphrey Seminar organized for you by your university. This seminar explores how to be a global leader, provides support to you and your Humphrey colleagues as you share approaches to common problems, and introduces you to many aspects of U.S. culture and society. You should plan to make presentations and share information regarding your professional activities, plans and your work in your home country as a part of the seminar. You will be required to help plan the seminar, providing an important opportunity to work together with the other Humphrey Fellows at your university.




**Team-building and experiential learning are important components of your Humphrey seminar.**

**Academic Status**

U.S. universities are autonomous, offering different opportunities and activities to their students. Each institution has its own rules and policies on academic and administrative procedures, such as admissions, courses, taking courses for credit versus audit, etc. On the basis of the Humphrey Program's objectives, you were admitted to a non-degree program to acquire academic and professional experiences, not a degree. The number of courses you take, and whether they are for credit or audit, is determined by each university and is based on contractual arrangements with IIE. IIE recommends that you audit courses and take a partial course load during the year so that you will have adequate time for professional development activities.

**Course of Study**

Your course of study should directly relate to your professional responsibilities and interests. In consultation with your Campus Coordinator and adviser, you may wish to explore academic courses and opportunities outside of your specific professional studies. You may also elect to participate in courses that develop your management or technical skills, such as public speaking, computer training, etc.

**English Language Courses**

While some Humphrey Fellows participate in pre-academic English language training during the summer months immediately preceding the beginning of the academic program, many universities also impose minimum English language requirements prior to registration. If additional training is recommended by your university, your Campus Coordinator (in consultation with the IIE Humphrey Program office) may arrange for enrollment in the appropriate English language courses.

**Community Service**

One important aspect of life in the United States is community service. Many Americans volunteer their time by participating in educational, religious, health, civic or other initiatives. As Humphrey Fellows, you will have numerous opportunities to serve your community with your university cohort. For those who are interested, Campus Coordinators will be able to discuss additional ideas for service opportunities. The Humphrey Program recommends that each Fellow complete a minimum of 10-15 hours of service during his or her Fellowship year. However, Fellows typically enjoy this aspect of the program, and many will complete significantly more hours than is recommended.

---

*List what you want to gain from the Fellowship. If you have not figured it out, think about it soon. Spend the time between your arrival and the beginning of the fall semester to plan what courses you want to take for the whole year; otherwise your learning experience may be disjointed.*

**-Former Humphrey Fellow**

## Professional Development and Affiliation Activities

### Professional Development Activities (short-term)

During your Humphrey year, you should devote considerable time to short-term Professional Development activities off-campus. Such activities include making site visits to organizations of professional interest, attending conferences and meeting with U.S. experts and professionals in your field. Early in the year, you should plan these activities with your Coordinator and Faculty Adviser to discuss the most appropriate time to undertake them, obtain his or her approval and include them in your Individual Program Plan.

Because Professional Development funding is limited, you must plan carefully to obtain maximum benefit from the amount you will receive. When planning the activity, please pay special attention to the timing of university breaks, the location of the activity, required program activities (such as the Global Leadership Forum and Humphrey Seminar meetings) and the cost.

Your total Professional Development allowance, which covers transportation, per diem and required fees for professional development activities, is set depending on your academic location (see your *Details of Award* document). You will receive one-half of that allowance in your first maintenance check, which you will receive from your Campus Coordinator. You are not obligated to use the entire first half of the allowance during the first half of the year. However, you must send a report accounting for the funds you used to date to your Campus Coordinator in order to receive the second half of your allowance in your February maintenance check. This Professional Development allowance is for expenses incurred in the United States only and does not cover any expenses incurred abroad.

Your Campus Coordinator reviews and forwards to IIE a report on the amount of Professional Development funds spent by each Fellow at your host university. You will be responsible for providing this information to your Coordinator twice a year.

If you have Professional Development funds remaining at the end of the year, you must re-pay them by check or money order made payable to the Institute of International Education.

---

*The success of the Humphrey year depends, to a large extent, on the individual Fellow. The choice of courses and effective networking are very important. Fellows should work on their Professional Affiliations right from the fall semester, so that they have offers from the host organizations early in the spring semester. Also, Fellows must be persistent in pursuing their professional goals.*

**-Former Humphrey Fellow**

**Professional Affiliation Activities (long-term)**

Your Professional Affiliation puts you in extensive contact with U.S.-based colleagues in an organization doing work in your field of interest. You will undertake tasks that benefit both you and the host organization, such as preparing reports, conducting an evaluation or working on a project.

You are expected to spend at least six weeks (30 full-time work days) working with a U.S.-based organization in your professional field. The Professional Affiliation may take place at any time during the Humphrey Year. The Professional Affiliation may follow a flexible schedule, for example, one or two days per week throughout the year (for a locally-based affiliation); three weeks in January and three in May; or six weeks in May-June. If a six week non-local PA is planned, it should be done after the end of classes and all other program requirements at the host university.

As early as possible in the academic year, and in consultation with your Campus Coordinator and faculty adviser, identify the organizations most relevant to your interests and most likely to be receptive to your inquiries. The precise nature of the affiliation is negotiated by you, your Coordinator and a representative of the host organization. (Medical professionals must consult with their Coordinator on legal limitations if their Professional Affiliation plans include clinical activities.)

It is your responsibility to arrange the affiliation. Your Campus Coordinator and Faculty Adviser may assist you in suggesting organizations or contacts, but you should take the lead in requesting the placement and defining your duties and responsibilities.

Once your assignment has been negotiated, you should request an official, signed letter from the host organization outlining the affiliation agreement in detail, including the dates and work to be completed, and then obtain and complete a Professional Affiliation Proposal form from the Humphrey website or your Coordinator. This completed proposal must be reviewed and approved by your Coordinator and is due in the IIE Humphrey Program office six weeks before the start of the affiliation or no later than mid-March 2015. You are responsible for submitting to IIE an evaluation of your experience upon completion of your Professional Affiliation.

In some cases, a Fellow may be unable to complete his/her six week affiliation by June 12, usually due to special circumstances, such as an academic term that ends in late May or early June, or a host organization that cannot accommodate him/her until late May. In those cases, IIE may extend the Fellow's J-1 status so that he/she can complete the required six weeks of his/her affiliation. In most of these cases the Fellow's affiliation starts in mid-May and ends by June 30.

If you are able to complete your six-week affiliation by June 12, but would like to extend your affiliation for an additional period of time, you must provide your own funding and health benefits coverage, and submit a request for an extension of your J-1 status. More detailed information on extensions may be found in the previous section, "Living in the United States."

**Humphrey Program Seminars and Workshops**

**The Washington Global Leadership Forum**, held in November 2014, provides an introduction to U.S. institutions, Federal agencies, and international organizations. You will meet with representatives of key organizations, participate in sessions on leadership and professional development and are able to make professional contacts. In addition, you will have the chance to meet with Fellows from all

host campuses and make plans for continued interaction with them during and after your Fellowship year.

All Fellows are required to attend the four to five day Forum and your transportation, food and lodging costs for this event will be covered by the Humphrey Program. You will receive full information about this seminar after your arrival at your host campus.

**Enhancement Workshops** are arranged by IIE for four to five days in late winter or early spring. These provide opportunities for cross-disciplinary and multi-regional interchanges among Fellows and their U.S. professional counterparts. While not mandatory, these workshops are very popular among Fellows, giving them the chance to make professional site visits, meet and interact with senior professionals, increase their understanding of the field and develop professional contacts.

You should use your Professional Development funds to cover room, meals, travel and a modest registration fee. As each workshop can only accommodate a limited number of participants, usually between 30 and 40, Fellows are encouraged to submit their registration on time.

Last year's workshops included Strategic Negotiation Skills at IIE in Washington, DC; Leadership, Crisis Management and Effective Governance at Syracuse University; Global Development and Social Justice at Emory University; and Peace Building Through Restorative Dialogue at the University of Minnesota.

**Please note that dependents are not permitted to attend any of these events.**

**Program Certificates**

At the end of your Fellowship year, you will receive a certificate of completion from your host university and from the Humphrey Program on behalf of the Government of the United States.

---

*Exposure to different cultures is beneficial to people from developing countries and Americans as well. Today, the need for mutual understanding and positive action is greater than ever.*

**-Former Humphrey Fellow**

## V. Alumni Activities

As a Humphrey Fellow, you enjoy the benefits of the Humphrey Alumni program which aims to support you in your home country, as you put into practice many of the skills acquired during your Fellowship year.

The U.S. Department of State maintains a website for its alumni worldwide. Upon selection as a Humphrey Fellow, you are eligible to register as a member. Go to https://alumni.state.gov, click on "Create an account," and follow the instructions provided.

The U.S. Embassy, Fulbright Commission, or Educational Foundation in your country will also stay in touch with you after your Fellowship. They offer various trainings, events and services for alumni of U.S. Government-sponsored programs. We encourage Humphrey alumni to network with alumni of other programs.

In addition, all program alumni have a record in IIE's alumni database. Before coming to the United States, you are welcome to consult this alumni list and contact former Fellows who may share their insights about their Fellowship with you.

At the end of the Fellowship year, you will receive information about submitting your home country contact information (both personal and professional) for the official Humphrey alumni database.

### Alumni Associations

Often, Humphrey Fellows form an alumni group upon their return home. These alumni associations facilitate conferences and other events (often with support from the U.S. Embassy or Fulbright Commission and IIE) for Humphrey and/or Fulbright alumni. Funding may be available for alumni regional conferences with support from the U.S. Embassy or Fulbright Commission in the hosting country. For more information on alumni associations, please see the U.S. Embassy or Fulbright Commission in your country. Should you have any interest in hosting an alumni conference in your country, please contact IIE at hhh@iie.org.

### Alumni Professional Development Grants

Alumni Professional Development Grants are offered competitively to alumni for Professional Development activities. Eligible activities include participation in a conference, workshop, training or professional site visits with colleagues in the United States.

IIE accepts Professional Development Grant applications on a quarterly basis (depending on the anticipated date of the activity). Only alumni who have been home for over three years are eligible to apply. Awards are limited to a maximum of US $2,500. Alumni must demonstrate their ability and willingness to cover 25% of the total cost of the activity through personal funds, employer contribution, other grants, etc. For more information about this grant, please visit the Alumni Grant Opportunities page on the Humphrey website.

### Humphrey Alumni Impact Awards

The Alumni Impact Awards are jointly funded by the U.S. Department of State and IIE's Fulbright Legacy Fund. These grants, awarded annually on a competitive basis, allow Humphrey Fellows to undertake projects at home that use the knowledge and skills they gained during their Humphrey Fellowship year.

All Humphrey alumni are eligible to apply for an Alumni Impact Award. There is no waiting period for this grant. You may wish to develop a project during your Fellowship year for implementation soon after you return to your home country. The maximum amount of funding per project is $10,000. Cost-sharing or third-party funding is strongly encouraged.

The annual deadline for proposals is March 15. More information is available at the Alumni Grant Opportunities section of the Humphrey website.

## Glossary

| | |
|---|---|
| **ASPE** | Accident and Sickness Program for Exchanges (Health Benefits Policy) |
| **CAO** | Cultural Affairs Officer, U.S. Embassy |
| **DOS** | U.S. Department of State |
| **DS-2019** | Immigration document confirming eligibility for J-1 visa status |
| **D/S** | Duration of Status |
| **ECA** | Bureau of Educational and Cultural Affairs, U.S. Department of State |
| **FSB** | Fulbright Foreign Scholarship Board |
| **Grantax** | IIE division that processes Fellows' income tax returns |
| **HHH** | Hubert H. Humphrey Fellowship Program |
| **I-94** | Immigration document verifying arrival at U.S. Port of Entry |
| **IIE** | Institute of International Education |
| **IRS** | Internal Revenue Service |
| **ITIN** | Individual Taxpayer Identification Number (identification number for Fellows that serves a similar purpose as a Social Security Number) |
| **J-1 Visa** | The visa type for Humphrey Fellows |
| **J-2 Visa** | The visa type for Humphrey Fellows' dependents |
| **NIDA** | National Institute on Drug Abuse |
| **PA** | Professional Affiliation |
| **PAO** | Public Affairs Officer, U.S. Embassy |
| **PAS** | Public Affairs Section, U.S. Embassy |
| **PD** | Professional Development |
| **SEVIS** | Student and Exchange Visitor Information System. An electronic system used to track the presence of non-immigrants entering the country on F, M and J visas. |
| **SSN** | Social Security Number |
| **USCIS** | U.S. Citizenship and Immigration Services (replaced the U.S. Immigration and Naturalization Service or INS) |

## Notes