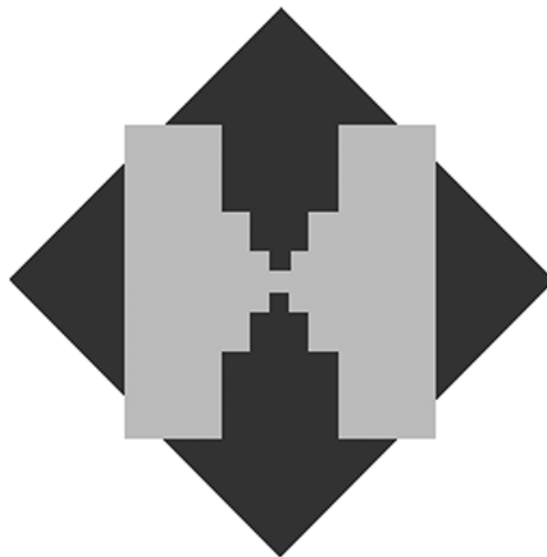


HUBERT H. HUMPHREY FELLOWSHIP PROGRAM



2009-2010 PROGRAM GUIDELINES FOR HUMPHREY FELLOWS

Written and compiled by the Humphrey Fellowship Division
of the Institute of International Education,
these Guidelines provide information and explain policies
as established by the United States Department of State,
Bureau of Educational and Cultural Affairs (ECA), 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 up-to-date on all Program events, documentation and deadlines.

April 2009

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April 2009

Dear 2009-2010 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 Fellowship on behalf of the U.S. Congress and the American people. You join over 4,000 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 read carefully this entire publication. These Guidelines will help you prepare for the program and serve as a year-long reference. We will expect that you have read and understood these Guidelines before you arrive in the U.S. Questions about them should be directed to your Campus Coordinator and staff, or to us in the IIE office in Washington, D.C.

The success of this Fellowship year will depend on you. Beyond your academic and professional activities, learning about the United States—its society, 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 accomplish fully 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 key to a successful Fellowship.

We look forward to working with you throughout the year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Edward E. Roslof'. The signature is fluid and cursive.

Edward E. Roslof, Ph.D
Director
Humphrey Fellowship Division
Institute of International Education

I. GENERAL INFORMATION

THE PROGRAM

Inception

The Hubert H. Humphrey Fellowship Program was created under the leadership of President Carter in 1978 as a Fulbright Exchange activity. The Program's main support comes from the United States 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 30 years, the Program currently boasts over 4,000 Humphrey alumni from more than 150 countries.

About Hubert Horatio 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 H. 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 historic 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 very 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.

Among 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 Jimmy 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 for a year of non-degree study and related professional experiences in fields critical to the engagement of the United States with countries around the world. The Program enables participants to establish lasting ties with their professional counterparts in the U.S. and 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 selected U.S. universities. The university serves as their academic and professional base. The university designates 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 also is assigned a faculty mentor or adviser who supports the Fellow in accomplishing his/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 study and learn in the classroom, professional setting, and community without the pressure of meeting specific degree or diploma requirements.

HUMPHREY FELLOWSHIP PROGRAM STAFF

U.S. Department of State

Bureau of Educational and Cultural Affairs/Office of Global and Educational Programs

Paul Hiemstra—Director

John Sedlins—Chief, Humphrey Fellowship and Institutional Linkages; liaison for the Near East and South/Central Asia

Paul Schelp—Program Officer; liaison for Africa, East Asia/Pacific, Europe/Eurasia and Western Hemisphere

Institute of International Education

Hubert H. Humphrey Fellowship Program

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Washington, D.C. 20005-2403

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Toll-Free Number: 1 (800) 242-1595 (in U.S. only)

Fax Number: (+1-202) 326-7702

April 2009

SCHEDULE AND REPORT DUE DATES

2009-2010 FELLOWSHIP YEAR

Below is a list of activities and report due dates. A blank box indicates a submission due from you; 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.

- | | | |
|-----------------------------|--------------------------|--|
| April to August 2009 | - | Fellows report to pre-academic English training, if necessary |
| August to September 2009 | - | Fellows report to universities |
| Within 10 days of reporting | <input type="checkbox"/> | Fellows submit copies of processed DS-2019 Form, J-1 Visa, I-94 form and passport face page, as well his/her current address in the United States, to campus HHH staff |
| September to October 2009 | <input type="checkbox"/> | Individual Program Plan due to campus staff |
| September to November 2009 | - | Campus visits by IIE staff |
| October 18-22, 2009 | - | Global Leadership Forum in Washington, D.C. |
| Mid-December 2009 | <input type="checkbox"/> | Deadline for submitting ITIN or SSN number to your Coordinator. |
| | <input type="checkbox"/> | First report on Professional Development activities due to Coordinator |
| Mid-March 2010 | <input type="checkbox"/> | Professional Affiliation proposal due to IIE. Submit proposal via Campus Coordinator with his/her approval |
| End of March 2010 | <input type="checkbox"/> | Submit online GRANTAX forms |
| May 1, 2010 | <input type="checkbox"/> | Last date to submit requests for computer subsidy reimbursement |
| Mid-May 2010 | <input type="checkbox"/> | Deadline for extension requests to IIE |
| May 2010 | - | Year-End Retreat |
| By June 11, 2010 | | Submit: |
| | <input type="checkbox"/> | Final report on Professional Development spending |
| | <input type="checkbox"/> | Summary of Activities report |
| | <input type="checkbox"/> | Final en-route allowance released by IIE after all required documents and any reimbursements due are submitted to your Coordinator |
| | <input type="checkbox"/> | Year-End Evaluation to IIE |
| June 11, 2010 | - | Humphrey Fellowship Program ends |

WHO'S WHO IN THE HUMPHREY PROGRAM

Humphrey Campus

A university which hosts Humphrey Fellows and is selected through a competitive process administered by IIE and ECA.

Humphrey Campus Coordinator

The person who oversees the Humphrey Program at the university, usually a member of the faculty or the university administration.

Humphrey Assistant Coordinator

A professional staff person who supports the work of the Program at the university.

Institute of International Education (IIE)

A private, nonprofit U.S. organization headquartered in New York City which administers a variety of educational exchange programs around the world.

IIE Humphrey Program Office

A division of IIE located in Washington, D.C. which cooperates with the U.S. Department of State in administering the Humphrey Program.

U.S. Department of State

The U.S. Government department, headquartered in Washington, D.C., that provides sponsorship and primary funding for the Humphrey Program. The State Department's Bureau of Educational and Cultural Affairs (ECA) provides policy guidance for the Humphrey Program through the Office of Global Educational Programs, Humphrey Fellowships and Linkages Branch.

(See <http://exchanges.state.gov/education/hhh>)

United States Embassies

The Public Affairs Sections of United States Embassies have responsibility for the Humphrey Program in most countries.

Fulbright Commissions

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.

J. William Fulbright Foreign Scholarship Board (FSB)

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 statute that established the Board mandated the Board's functions as follows: select scholarship grantees, supervise scholarship programs, and report to Congress and the public concerning these activities.

Co-Sponsors

Various foundations, international organizations, corporations, and governments which support some aspects of the Program.

HOW DO THESE PEOPLE RELATE TO ME AS A HUMPHREY FELLOW?

As a Humphrey Fellow, many individuals and institutions support you over the course of your Fellowship year. It is a complex undertaking and it is not always easy to understand who is doing what!

Key Funders

The **U.S. public** supports you through their taxes—the bulk of the Fellowship support comes from the **U.S. Congress**, which appropriates primary funding. **Co-funders, host universities**, and some **Professional Affiliation hosts** provide complementary funding and cost-sharing. The **U.S. public** also supports you through goodwill and hospitality, whether at your host campus, in your host community, at organizations you will visit, or in other U.S. communities.

Key Direct Supporters

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 direct supports for your Fellowship. Each of these three offices works cooperatively to support Fellows. Several different **co-funders** also provide some Fellows with support—from other parts of the U.S. Government, as well as other governments, corporations and foundations.

In the **U.S. Department of State**, the Humphrey Program office in the Office of Global Educational Programs in the Bureau of Educational and Cultural Affairs (ECA/A/S/U) is the U.S. Government office which primarily funds the Humphrey Program, provides visa sponsorship, and is responsible for overall program management.

In your home country, the Department of State is represented by the **Public Affairs Section** of the United States Embassy. The U.S. Embassy or in some cases, the Fulbright Commission, recruits and nominates Humphrey Fellows (and individuals for other international exchange programs).

You are also supported by the **Institute of International Education (IIE)** which is a private, non-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.

Educational and private or local institutions supporting you include your **host university**, where the primary contact is your Coordinator.

Organizations which host your **Professional Affiliations** also provide key support.

The **J. William Fulbright Foreign Scholarship Board (FSB)**, which confirms your Fellowship award, is a twelve-member Board appointed by the President of the United States.

HOST UNIVERSITIES

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. They are your day-to-day link to the Humphrey Program and serve as liaisons between you and the other Fellows, the university, professional resources, the community, IIE and the Department of State. This team is available to assist you in taking full advantage of your Fellowship year.

The Coordinator, who is usually a member of the faculty or the university administration, has overall responsibility for the Fellows at his/her institution. This includes the following:

- Provides your orientation
- Helps identify your faculty adviser/mentor
- Arranges for logistical support for the Humphrey Program on campus
- Organizes the weekly Humphrey Seminar
- Advises you with regard to your individual program plan
- Advises you on developing community activities
- Along with your faculty adviser, suggests contacts for professional activities, including U.S. colleagues with whom you may be able to collaborate on joint projects
- Submits required reports to the Humphrey Program office at IIE
- Is 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 the IIE Humphrey Program office, 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 the IIE Humphrey Program office 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 U.S., and your Campus Coordinator will send you information on issues relevant to life on campus and in the city where your university is located.

Humphrey Web site/Campus Internet Communication

You may also wish to consult with past and present Fellows about the issues that concern you. You may do this through the Humphrey Program Web site at: <http://www.humphreyfellowship.org> or the Internet communication your host university has established for you.

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 Grant Award* document. Your Fellowship begins with the official arrival date either at your U.S. preacademic English training site or at your host university, and ends on June 11, 2010.

HEALTH CONCERNS

Accident and Sickness Health Benefits Policy

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

Prescription Drugs

Prescription drugs are covered under the Humphrey Program accident and sickness health benefits policy as long as they **are not** for a pre-existing condition. In other words, they are covered for an illness or accident diagnosed for the first time while in the United States under this health benefits policy. If you will need medicine for a pre-existing condition, please purchase a year's worth of medications at home and bring them with you. Be sure to obtain and carry a letter from your doctor explaining your need for these medications.

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.

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 U.S. and have any necessary treatment completed before reporting to your campus. Dental treatment in the United States is quite expensive. Dental needs are covered by the accident and sickness health benefits policy only 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 hearing aids in case 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 U.S. 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 on your university campus on the arrival date as indicated in your *Details of Award* and on your 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 U.S. prior to the travel date on your airline ticket, you will be responsible for any reservation/ticket changes and any additional costs incurred. In addition, you must also purchase your own health or accident/sickness health benefits policy 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, etc., prior to your official arrival date.

You will receive a US\$150 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 en route.

Arrival: the US-VISIT Program

When you enter the United States, customs officials processing your entry will use an inkless fingerprint scanner to read your index fingerprint. The official will also take a digital photograph of you. Together with the standard information gathered about your identity and travel, US-VISIT will verify your identity and compliance with visa and immigration policies. Race, national origin and religion are not factors in the US-VISIT program, as it applies to all non-immigrant visa holders.

US-VISIT exit procedures are also required if you depart from certain airports. More information is found on the following Web site: www.dhs.gov/us-visit.

National Security Entry-Exit Registration System

Upon entering the U.S., some individuals may be subject to additional scrutiny and will be asked to provide additional information under the National Security Entry-Exit Registration System known as NSEERS. *Anyone* may be subject to additional scrutiny. The determining factors may include

your country of birth or citizenship, your field of study, frequent travel to certain countries, and other factors. If you are identified as being subject to NSEERS, then you must:

- Register with the U.S. Bureau of Customs and Border Protection (USBCBP) upon arrival in the United States. USBCBP will give you directions.
- Inform United States Citizen and Immigration Services (USCIS) within 10 days of any change of address. You may do this by informing your IIE representative who will then enter your new address into the SEVIS database.
- If requested, appear before USCIS to confirm your on-going compliance with J-1 visa regulations.
- Depart from the United States through a designated port of departure. NSEERS exit interviews are extremely important. If you have more than one connecting flight out of the United States, then your last point of departure should be the designated NSEERS departure point. Failure to go through NSEERS exit procedures and through designated NSEERS exit ports will jeopardize any future visits to the U.S. Please adhere to these regulations when planning your overseas travel.

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 twenty-one (21).

Program Requirements to Bring Dependents to the U.S.

The program does not provide funds for dependents. Fellows who wish to bring their dependents are responsible for providing clothing, medical health benefits policy, educational fees, and international transportation for your family. 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 a visa before notifying IIE that he/she intends to bring dependent(s), the dependent visas **may not** be processed simultaneously. The single parent Fellow must then wait until he/she arrives in the U.S. before any dependents may receive DS-2019 forms and J-2 visas and subsequently travel to the U.S. 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. You may, however, begin collecting the documents necessary to bring them to the U.S. as early as you wish.

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

1. Completed form: Request for Dependent DS-2019 Form;

2. Clear copy of each dependent's passport face page (showing passport expiration date);
3. Proof of funding (bank statement or certified letter of adequate funds from a financial institution, and completed budget form);
4. Proof of health benefits policy coverage for each dependent that is valid for the duration of his/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.** The medical requirements are:
 - (a) \$50,000 per person per accident or illness;
 - (b) \$7,500 for repatriation of remains; and at least \$10,000 for medical evacuation;
 - (c) A deductible of no more than \$500 per accident or illness.
5. Completed form: Health Insurance Coverage Requirements for Dependents;
6. 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 dependents to your IIE ASPE health benefits plan. You will need to obtain separate health benefits policy coverage for your family.

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 these documents to your Coordinator who will check them and endorse your request before sending it to IIE.***

Fellows whose family or health circumstances prevent them from fully participating in the program (e.g. pregnancy or serious health conditions) prior to arriving on campus might qualify for a one-year deferral of their Fellowship. Similarly, 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 the Grant Award*.

Procedure to Bring Dependents to the U.S.

IIE will contact the U.S. Embassy or Fulbright Commission in your home country and inform them of your request after it receives all of your supporting documents. If the Embassy or Commission approves of your request, IIE will process DS-2019 forms for your dependents, and mail them to the Embassy or Commission. This process usually takes one to two weeks.

The final decision as to whether dependents will receive visas authorizing their entry into the U.S. is determined by the U.S. Consulate, NOT by IIE, the U.S. Department of State, the Fulbright Commission or the Public Affairs Section of the U.S. Embassy. IIE's role is to process the required documentation so that the U.S. Consulate may consider visa requests for dependents.

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 process in your country.

Required Financial Support for Dependents

IIE estimates that dependents cost at least \$500 per person per month. Your Fellowship maintenance allowance may *not* be used as income 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 U.S.) may not be enough to cover these expenses.

Please try to determine as accurately as possible the expense of supporting your dependents in the U.S. IIE and 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.

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 U.S., 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.

III. LIVING IN THE U.S.

GENERAL INFORMATION

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

Address Reporting/Updating

Within 10 days of arriving in the U.S., you are required to report your residence address in the U.S. 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 residence address you are required to notify IIE of your new address within 10 days of the move. Failure to do so will place in jeopardy your status as an Exchange Visitor.

Social Security Numbers and ITINs

At the beginning of the year, your Campus Coordinator will assist you with 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). An SSN or ITIN is required by GRANTAX (see GRANTAX section) to file tax returns on your behalf. 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 Form.** Your Coordinator will collect your SSN or ITIN number and send it to IIE no later than December 2009.

You may be requested to provide a Social Security Number for identification purposes, when applying for a credit card, identification card, or bank account. You may also use an ITIN in these cases. Your Social Security or ITIN Number is very important and should not be given out indiscriminately. Use caution when deciding whom to give your number to. 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.

Identity Theft/Fraud/Email Scams

Identity theft is becoming a very serious problem, 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 strangers, especially people who call you on the phone or send you emails. Often these people offer you deals that seem too good to be true (and always are!) or will pretend to know you or to be calling from your bank or credit card company. Be suspicious of them and consult with your Coordinator before giving out any information.

ADJUSTING AND EXPECTATIONS

Adapting to American Culture

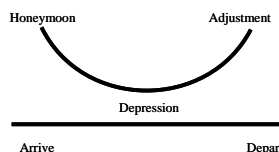
Do not underestimate the time it will take to adjust emotionally to your new life in the United States. Temporary culture shock is common, especially if you haven't lived here before. Your Campus Coordinator and IIE will do everything possible to help you ease into your routine in the U.S., but please do not hesitate to let us know if there is additional support that we can give you.

Through the course of your Fellowship year, you may experience feelings of homesickness, sadness, or depression. Americans call them “mood swings.” Perhaps your feelings may reflect one of the two graphs below. A “U” swing shows an initial honeymoon period followed by a period of sadness or depression and then, ultimately, adjustment; a “W” swing starts with excitement, followed by depression or sadness, adjustment/excitement, depression or sadness again, and then readjustment.

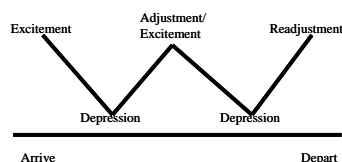
Staying in Touch

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

The U Curve of International Student Adjustment



The W Curve of International Student Adjustment



Please talk to someone you feel comfortable with if you experience these changes of mood, and especially if you remain sad or unhappy for a long period of time. The person you talk to may be your Coordinator, another Humphrey Fellow, your host family, a professor, or one of us in the Washington Humphrey office. The important thing is that you let someone know that you are not doing well.

If you find yourself experiencing a health problem that interferes with your successful participation in the Humphrey Program, please let your campus program Coordinators and/or IIE staff know. All of us are here to work with you to make your year as successful as possible. Please see the “Memo on Health Issues” in the Appendices.

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, make some American friends, and also 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 U.S. 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 helpful as you seek to upgrade your skills and knowledge while you are in the U.S. But your adviser is also a practitioner and researcher in your field of work and can introduce you to other professionals in the community whom you might find interesting to talk with. It is not unusual for Fellows and their faculty advisers to discover similar interests and to decide to work together on a project while the Fellow is in the U.S. and even after he/she returns 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 to meet. Please let your Campus Coordinator know if your 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.

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 on 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 11, 2010. The checks will be sent to you care of your Campus Coordinator. The first check will be ready for you upon arrival; the others will reach you 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 in Washington, D.C. If your arrival in the U.S. is delayed for any reason, the next maintenance payment will be adjusted to reflect your actual arrival date. Humphrey Program regulations state 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 U.S.

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 U.S. for any reason for more than four weeks.

Tuition

IIE pays the cost of academic courses for the fall through spring according to the terms of agreement between your university and IIE. No courses will be paid for summer sessions. (Note: "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 \$375 for books and supplies related to your program of study, and another \$375 with the January maintenance check.

Computer Subsidy

For those Fellows who do not already have a computer, the program provides a \$500 subsidy towards the purchase of a computer. You must pay the rest of the cost with your own funds. IIE will reimburse you upon presentation of a receipt for the equipment purchased. You must submit your receipts for reimbursement by May 2010.

You must buy the computer in the U.S. during the Humphrey Program year. IIE cannot reimburse you for equipment purchased before your Fellowship begins. In some cases, your host university will offer an attractive 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 2010 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 you cover charges for excess baggage or for shipping your belongings home. It may also be used to cover any en-route expenses (airport transfers, transit visas, meals, hotels) for your trip home.

GRANTAX

Your Fellowship is considered a taxable benefit under U.S. law and is, therefore, subject to U.S. taxes. However, 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 set up 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 2010, IIE will forward to you an announcement concerning your U.S. Federal tax obligations and IIE's GRANTAX program. The GRANTAX Enrollment Forms must be returned to IIE/New York by the end of March 2010.

The GRANTAX Form will be available online by February 2010. If you are unable to complete the form online, a Word version of the form can be forwarded to you. You should send the completed form to:

GRANTAX
Institute of International Education
809 U.N. Plaza
New York, New York 10017

Please read the forwarded materials 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 U.S. 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. This is extremely important, since neither IIE nor ECA can assume responsibility in case 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. These laws 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 pay for insurance. 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 be aware that on many university campuses it is difficult to find parking, and 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 getting instructions for driving in wintry weather.

HEALTH ISSUES

Accident/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 as you may have at home, but is limited and DOES NOT cover any pre-existing conditions. For your reference, a complete copy of your policy can be found in your award packet. **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 before you come to the United States. This would include any pre-existing sicknesses, vision care, dental care, and purchasing any required medications, eye glasses, or hearing aids.

This policy is a self-funded policy and is a participant/grantee-only plan. It does not cover dependents. You will need to obtain separate health benefits policy coverage for your family. (Please see the Fellows' section of the Humphrey Program Web site 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 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 your home country.

Health benefits are provided as a part of your grant until June 12, 2009, or whenever you arrive in your home country if you travel directly home before June 12, 2009. 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 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:

NOT COVERED:

- Pre-existing conditions and drugs for pre-existing conditions
- Routine physical examinations
- Health benefits policy for spouse or dependents
- Dental treatment unless related to covered injury or accident, or if you are in extreme pain
- Eye glasses and eye exams
- Injury or sickness incurred while traveling outside of the U.S., or before or after the Fellowship Program

COVERED:

- Prescription drugs for an illness diagnosed while in the U.S. are covered if purchased at participating pharmacies
- There is a one-time \$25 deductible for each “covered” sickness or accident. (The remaining balance is covered *only* if you see a physician within the Preferred Provider Organization (PPO))
- If you see a physician out of the PPO network, you are responsible for the \$25 deductible plus any charges over the “usual and customary” amount charged by the physician
- Emergency room coverage for emergencies *only*, not routine care that could be taken care of at a doctor’s office
- Hospitalization
- Laboratory, diagnostic and X-ray exams
- Extensive or long-term treatment requires “pre-notification”
- Maximum Benefit per injury or sickness is \$ 100,000.00
- Limited mental health coverage
- Limited physical therapy, acupuncture and massage coverage

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.

Washington Global Leadership Forum and the Year-End Retreat travel 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 2010 about the travel home planning 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.)

If you request a change that costs more than the itinerary provided by IIE, then you must pay the difference to IIE before your ticket will be released. If the change you request violates the Fly America Act, then it will not be possible for IIE to approve that change. Fellows are provided one change through IIE. All future adjustments to the travel-home itinerary must be arranged by the Fellow through the airline. Any additional fees must also be paid by the Fellow.

Travel Not Funded by the Program

Travel for Individual/Professional Development or to Attend an Enhancement Workshop –

You are encouraged to make your own arrangements locally or through the Internet. 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.

Vacations – 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 vacation expenses from the maintenance stipend that you receive or from your own funds. If it becomes necessary to leave the U.S., please refer to the paragraph below regarding travel outside the U.S.

Travel Outside the U.S. – If at any time during the course of your Humphrey Program you plan to travel outside the U.S. 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 to confirm that your U.S. visa permits re-entry. (In the past, some Fellows who did not notify IIE beforehand experienced immigration problems when returning to the U.S.) 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.

Before leaving the United States, you must submit your DS-2019 Form to IIE to have it signed by one of the staff authorized to do so. This signature indicates to U.S. immigration authorities that you have permission to travel and is valid for six months. It is important to carry a signed DS-2019 Form with you (plus copies of it, the photo page of your passport, and your U.S. visa) for any international travel during the Humphrey year, whether returning to your home country or visiting any other country.

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 absence from the U.S. does not exceed 28 calendar days. Maintenance payments are suspended if you remain outside the U.S. for any reason for more than four weeks. 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 11, 2010. If you choose to leave the United States before June 11 for any reason, you must reimburse the program from your maintenance allowance for the days not spent in the U.S. 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.

VISA REGULATIONS

Humphrey Fellows receive J-1 (Exchange Visitor) visas. Initially, IIE will issue and send a DS-2019 form (Certificate of Eligibility for Exchange Visitor Status), which registers you in the Humphrey Program's exchange visitor program number G-1-00372, to the U.S. Embassy or Fulbright Commission. This 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.

After arriving in the United States, you will be asked to complete a form reporting your visa and current address information. You also will need to submit to your Coordinator a copy of your original visa documents (DS-2019, I-94 and J-1 visa stamp) for the Humphrey Program office within ten days of your arrival.

Please make two copies of your DS-2019 Forms, I-94s, and J-1 visa stamp, and the first page of your passport—one for your Coordinator to keep on file and one for you to take with you during any travels in case the originals are lost or stolen.

DS-2019

This form certifies your eligibility for Exchange Visitor [J-1] 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 the U.S. immigration official 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.

Form I-94

Form I-94 is the Arrival-Departure Record that you complete during your flight to the U.S. When you arrive at U.S. immigration, the Immigration Officer will process your I-94. The I-94 authorizes your stay in the United States for the “duration of status (D/S),” which means for as long as your DS-2019 Form is valid, plus 30 days beyond its expiration date.

When completing this form, you should print your name on the I-94 exactly as it appears on your DS-2019 Form. Failure to do so can complicate matters at the Port of Entry or when requesting a Social Security Number later on in the program.

You are required to carry your Form I-94 with you at all times. We suggest that you keep the original Form I-94 stapled in your passport and make a copy of the form to carry with you so that you are in compliance with this requirement.

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 11, 2010. 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 U.S. 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 U.S., you may remain in the U.S. and exit the U.S. without any penalty ***as long as your DS-2019 Form is still valid.*** If, however, you travel outside of the U.S. 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 U.S.

J-2 Visa

The J-2 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. No matter the J-2 visa expiration date, the J-2 Duration of Status is only valid for the duration of the J-1 visa holder's stay in the U.S. If your dependents leave the U.S., you must notify IIE.

Extensions

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

- 1) Needing additional time to complete a project with your Professional Affiliation host organization.
- 2) 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.
- If the extension is being requested 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 U.S. because your J-1 visa category is that of a non-degree student. To receive a degree while you are in the U.S. would be in violation of your immigration status.
- After the program end date of June 11, 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.
- All documents listed on the Extension Request Documentation Checklist are required.
- Both your coordinator and IIE must approve your extension request.
- If you are requesting an extension beyond 8/31/2010, 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. December 11, 2010). 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 another 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-1 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 Web site.

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 Grant Award*.

Paid Employment

You may not work in the U.S. for a salary or accept consulting fees while on your Humphrey Fellowship. Although you may accept reimbursement for expenses (travel, hotel) when presenting lectures/seminars, you may not accept a salary or stipend. If you are offered a 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, June 11, 2010. 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 Division at IIE/NY.

IV. FELLOWSHIP COMPONENTS



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

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 Humfrey Fellow

GENERAL

Individual Program Plan

Shortly after your arrival at your university (but after no more than six weeks) you will prepare an Individual Program Plan with your Campus Coordinator and Faculty Adviser, who will discuss it with you and sign it indicating his/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 may 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. Among other things, the 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 and plans, and your work in your home country (please bring relevant data or illustrations) 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, credit vs. audit, etc. You were admitted to a non-degree program (on the basis of the Humphrey Program goals) 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 activities.

Course of Study

Your course of study should relate directly to your professional responsibilities and interests. In consultation with your Campus Coordinator and adviser, however, you may also wish to explore other academic courses outside of your specific professional field, as well as courses that develop your management 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 courses.

Program Certificates

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

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 (at least 30 days) 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/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. Pay special attention to the timing of university breaks, the location of the activity, required program activities (such as the Global Leadership Forum), and the cost.

Your total Professional Development allowance, which covers transportation, per diem and required fees, is set depending on your academic location (see your *Details of Award*). 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 January maintenance check. This Professional Development allowance is for expenses incurred in the U.S. 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 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. It may also follow a flexible schedule, for example, one or two days per week throughout the year; three weeks in January and three in May; or six weeks in May-June. 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 Web site 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 2010. 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 will 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 11, but want to request an extension of 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.

Humphrey Program Seminars and Workshops

The Washington Global Leadership Forum, offered in October 2009, provides an introduction to U.S. institutions, Federal agencies, and international organizations. You meet with representatives of key organizations, participate in sessions on leadership and professional development, and 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 five-day Forum, where your transportation, food and lodging costs are covered by the Humphrey Program. You will receive full information about this seminar after your arrival at your host campus.

Enhancement Workshops, arranged by IIE for 4-5 days in late winter/early spring, provide opportunities for cross-disciplinary and multi-regional interchanges among Fellows and with 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 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.

The Year-End Retreat, offered in May 2010, gives you the chance to assemble together one last time before returning to your home country. Unlike previous workshops and seminars, this retreat does not include many outside speakers and presentations, but counts on the Fellows to be the primary contributors. Topics include assessing what the year has meant for each one of you; reflecting on the challenges of transitioning back home; discussing ways to use the ideas and skills learned during your Humphrey Year in your workplace and community; exploring the resources and other possibilities available to you as Humphrey alumni; and celebrating your accomplishments and saying goodbye.

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

V. ALUMNI ACTIVITIES

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

The U.S. Department of State maintains a Web site 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 “Click Here to Register,” and follow the instructions provided. If you have any problems signing in, please contact webmaster@alumni.state.gov.

The U.S. Embassy and/or Fulbright Commission 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 U.S., 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, alumni 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) for Humphrey and/or Fulbright alumni. For more information on alumni associations, please see the U.S. Embassy or Fulbright Commission in your country.

Alumni Professional Development Grants

Since 1997, Alumni Professional Development Grants have been offered competitively to alumni for Professional Development activities. Eligible activities include participation in a conference or workshop, or a professional visit with a colleague 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.

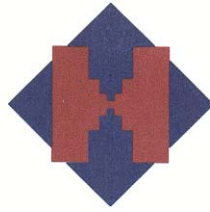
Humphrey Alumni Impact Awards

In 2001, IIE and the U.S. Department of State established a new opportunity for Humphrey alumni called the *Alumni Impact Awards*. The 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.

All Humphrey alumni are eligible to apply for an Alumni Impact Award. There is no waiting period for this grant. You may want to develop a project during your Fellowship year for implementation

at home soon after your return. Grants range from approximately US\$5,000 to US\$10,000. Cost-sharing or third-party funding is strongly encouraged.

The deadline for proposals is August 15 of every year.



TO: 2009-2010 Hubert H. Humphrey Fellows

FROM: Edward E. Roslof, Ph.D
Director, Humphrey Fellowship Program
Institute of International Education

SUBJECT: Memorandum on Health Issues

The Humphrey Year is a time filled with learning, exploration, and new experiences. It is also a time of major transition when a Humphrey Fellow experiences many changes and challenges.

At times, a Humphrey Fellow may experience a physical or mental health problem, such as depression, which will cause him/her to have difficulty in participating fully in Fellowship activities. We are aware that these types of situations occur. In discussion with the campus program coordinator, we can decide on a course of action to pursue in such situations to enable the Fellow to continue to successfully participate in the program. There are several options and the specific choice for any particular Fellow will be decided on a confidential, case-by-case basis in discussion with the Fellow.

If you find yourself experiencing a health problem that interferes with your successful participation in the Humphrey Program, please let your campus program coordinators and/or IIE staff know. All of us are here to work with you to make your year as successful as possible.

Glossary

ASPE	Accident and Sickness Program for Exchanges (Health Benefits Policy)
CAO	Cultural Affairs Officer, U.S. Embassy
DOS	Department of State (U.S.)
DS-2019	Immigration document confirming eligibility for J-1 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 department 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 same purpose as Social Security Number)
J-1 Visa	The visa status of Humphrey Fellows
J-2 Visa	The visa status of Humphrey Fellows' dependents
NIDA	National Institute on Drug Abuse
NSEERS	National Security Entry-Exit Registration System
PA	Professional Affiliation
PAO	Public Affairs Officer, U.S. Embassy
PAS	Public Affairs Sections, 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 INS)

Notes