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ORIENTATION HANDBOOK

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A Guide for U.S. Fulbright Fellows

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GLOSSARY OF TERMS

Certain words and acronyms that appear throughout this handbook will also be used throughout your tenure abroad. Below, for your information, is an explanation of some of the more common terms.

Board or FSB **J. William Fulbright Foreign Scholarship Board.** The Board is composed of 12 educational and public leaders appointed by the President of the United States. Within its statutory authority the Board supervises the administration of the program, establishes criteria for the selection of candidates and approves candidates for awards.

CAO/PAO **Cultural Affairs Officer.** The person at a United States Department of State Embassy overseas responsible for monitoring and supervising educational and cultural exchange programs, assisting with placement of grantees, and providing support services to grantees in non-commission countries. The CAO works in the Public Affairs Section (PAS) of the U.S. Embassy. In some countries the PAS may consist of only one officer—the PAO (Public Affairs Officer)—who may be the responsible person. In others, there may be an ACAO (Assistant Cultural Affairs Officer) or APAO (Assistant Public Affairs Officer).

Commissions/Foundations Binational, autonomous entities that are established on the basis of an inter-governmental agreement to plan, administer, and supervise the Fulbright Program in their respective countries. A commission is run by a binational board, which usually includes representatives of the U.S. Embassy and the host government. In most cases, both governments, as well as private organizations, provide funding and/or other support.

FPA **Fulbright Program Adviser.** The person on your campus appointed by the President of your college or university to serve as the contact on campus for the distribution of publicity, provision of guidance, receipt and transmittal of applications to IIE, and the conduct of on-campus interviews.

IIE **Institute of International Education.** The private, non-profit agency under contract to the United States Department of State to organize publicity, receive and process applications and, through its National Screening Committee, make recommendations to the Board for graduate study grants under the Fulbright Program. Under agreements with foreign governments, universities, and private donors, the Institute performs the same functions with regard to grants sponsored by them.

Post A United States Department of State Embassy or Consulate.

PAS The Public Affairs Section (PAS) of the Post is responsible for all public affairs activities, including educational and cultural exchange, as well as speaker programs, press activities, etc. The PAS is the supervisory agency for the Fulbright Program in a country with no Commission/Foundation.

The United States Department of State, Bureau of Educational and Cultural Affairs (ECA) ECA develops policies to assure fulfillment of the purposes of the Fulbright Program. The Bureau also administers the Fulbright Program with the assistance of American Embassies in 89 countries, binational educational commissions and foundations in some 50 countries that have executive agreements with the United States, and with a number of cooperating agencies in the United States.

ORIENTATION HANDBOOK

Introduction

Congratulations on having been selected as the recipient of a Fulbright Grant for graduate study, research, teaching assistantship, or training abroad! You have been awarded a grant in the student category; grantees in this category are commonly called Fulbright Fellows (see Part V for other categories of grantees). The application that you submitted in October was reviewed and recommended by a panel of world area/field of study experts to the **J. William Fulbright Foreign Scholarship Board (FSB)** and the Fulbright Commission/Foundation or Public Affairs Section of the U.S. Embassy in the country to which you applied. Their decision to select you was based on a number of factors, including your background, and the quality of your project statement and preparation for carrying it out.

Since many of you may be going abroad for the first time, we have a few suggestions to assist you during this important year ahead. Most of you will receive very complete and detailed information from the supervising agency (Fulbright Commission/Foundation or Post) in your host country, and we will try not to duplicate their orientation procedures. This booklet concentrates mainly on sources of information and helpful facts and suggestions.

There is no real way that we can prepare you fully for life in a foreign country. Psychologically and culturally you will have to learn much yourself. The best preparation is to immerse yourself in the language, history, culture, and current events of your country of study. Magazines, books, and newspapers provide excellent information, as do nationals of the country in which you will be studying, teaching, or conducting research. Your institutional or public library is a good resource, and much is available online, but you should also seek out colleagues who have visited the country and any of its nationals whom you can locate on your campus or in your community for advice and information. You may also contact the appropriate embassy, consulate or tourist office, informing them that you will be a student in their country and requesting whatever background material they have for distribution.

In addition, as an American abroad you will probably be asked many questions about U.S. history, government, economics, culture, and current events. It is, therefore, wise to refresh your knowledge of the United States so that you will be able to present that information articulately to those who ask.

Please read this brochure thoroughly to answer the many questions you may have before you travel abroad. Also, please email your ideas for improvement to your Program Manager at IIE, so that future Fulbright Grant recipients can benefit from your knowledge.

As a grantee you should register on the U.S. Department of State's alumni.state.gov website. This will provide you with a free lifelong Fulbright email address, networking tools, and research resources.

PART I. GRANT BENEFITS AND TERMS

Before you sign your Grant document, you should have read the multipage document entitled Terms and Conditions of Award. The Terms and Conditions document will vary from country to country. Please refer to this document as you read about the benefits of your Fulbright Grant.

Duration

Fulbright Grants run on the academic calendar of the country of your grant. Your departure and return dates should, as a rule, correspond to the academic calendar abroad. Other schedules are possible; however, these must be requested and approved in writing by the supervising agency in the host country, i.e., direct from the Fulbright Commission/Foundation, or through IIE in non-Commission countries.

Stipend

Fulbright Grants generally provide round-trip transportation, language or orientation courses (when appropriate), a book allowance, maintenance for the academic year based on living costs in the host country, a nominal research allowance, (when appropriate), and health and accident coverage. For some countries, full or partial tuition is also offered.

Please note that the grant does not provide more than a minimal allowance for books and research. If you have a project that requires extensive research materials or equipment, you should obtain funding from other sources for this purpose.

Fulbright Travel Grants provide round-trip transportation and health and accident coverage. In some instances, outlined in your grant documents, they may also provide for a language or orientation program. Fulbright Grants are payable in local currency or U.S. dollars depending on country of assignment.

Funds received concurrently with a Fulbright Grant from other scholarships, fellowships, or grants in U.S. or foreign currencies will be deducted if they duplicate benefits received under the Fulbright Grant. If such grants are for assistance in meeting family expenses of grantees or other expenses not covered by the grant, no deduction will be made. Grantees may not accept remunerative work abroad during the period of the grant without prior approval of the supervising agency in the host country and IIE.

Payment Schedule

Grant payments in countries that have Fulbright Commissions/Foundation are generally issued on a monthly basis in the host country currency. Awards administered by IIE provide payments on a quarterly basis in U.S. dollars to a grantee's banking institution in the United States, through electronic fund transfers.

Travel

Fulbright Full and Travel Grants provide round-trip transportation from your home to the place of study in the host country. Your grant provides for economy-class air transportation. You may change your class of accommodation at your own expense. See the section on "Travel Regulations" beginning on page 6 for further information.

Health Benefits

Group health and accident coverage is provided. See Medical Considerations (page 22) for further details.

As a grantee, your coverage is automatic. Grantees are covered while participating in grant activities, including travel to and from place of assignment, provided travel is by the most direct route on an approved carrier. See the health benefits brochure for full details.

Loan Deferments

Provide your loan deferment forms to your IIE Program Manager for completion. Keep in mind, however, that although deferments are generally granted, there is no guarantee. You should obtain the form for a "graduate fellowship deferment" from your lender. Complete the form and send it to your IIE Program Manager with a stamped and addressed envelope.

Out of Country Leave

During recesses or normal vacation periods, the grantee may leave the host country for a grand total of 14 days, including weekends and travel days, without deduction in grant benefits. Such leave must be approved in advance by the Fulbright Commission or U.S. Embassy in the host country and the grantee's host institution. Grantees may not leave the host country for other periods without prior approval. Grantees may not leave the host country for other periods, without prior approval of the Cultural Affairs Officer/ Fulbright Commission.

Temporary Absence

If for some reason you must take a temporary leave of absence from your grant, you must notify the Commission or Post prior to departing the country, even in emergency situations. In addition, you must notify your IIE Program Manager of the dates and circumstances of your leave. Every country handles this issue differently. Therefore, it is important that you speak to the appropriate authorities before you leave the country.

Please remember, your health coverage is not in effect outside of your host country, except for Fulbright sponsored activities. In addition, your grant stipend will be suspended for the period you are out of the host country.

For grantees to non-Commission countries, additional details are contained in the Terms and Condition of Award.

Early Termination

Acceptance of a grant constitutes an agreement between you and the sponsor involved. It is expected that, barring unforeseen emergencies, you will remain in the host country for the full tenure of the award. If you leave the host country or terminate your grant without the consent of the supervisory agency, at an earlier date than specified in the grant authorization, you may be required to reimburse the supervisory agency for any expenditures made on your behalf.

You must also be aware that early termination of your grant will result in forfeiture of your grant stipend. Any money you receive before termination of your grant that is for use for the period following termination must be repaid in full to the supervisory agency.

Extensions and Renewals

Extensions and renewals of grants may be possible depending on the availability of funds and on the provision of justification of the need for the longer term. For an extension or renewal, you must apply directly to the supervisory agency in your host country after the start of your grant. Some countries have extension and renewal application deadlines, so ask about this option early during your grant term.

Rights and Responsibilities of the Grantee, Commission and Post

(FSB Policy Statement 460)

A person accepting a grant under the Mutual Educational and Cultural Exchange Act of 1961, as amended, is not by virtue thereof an official or employee of the United States Department of State or other agency of the Government of the United States of America, or of any agency of the government of the host country. You are a private citizen and, as such, should not expect to be treated by the U.S. mission or host country as an official American. No entity has the responsibility to offer you any assistance while you are in-country. Any services you may be offered are a courtesy and privilege and not a grant entitlement. Grantees as private citizens, retain their rights of personal, intellectual and artistic freedom as guaranteed by the Constitution of the United States and as generally accepted by the academic community. As enacted by the Congress and applied by the laws of the United States, all recipients of Fulbright academic exchange awards shall have full academic and artistic freedom, including freedom to write, publish and create.

Pursuant to the Act, as amended, no award granted by the Board may be revoked or diminished on account of the political views expressed by the recipient or on account of any scholarly or artistic activity that would be subject to the protection of academic and artistic freedom normally observed in universities in the United States. The Board shall ensure that the academic and artistic freedoms of all persons receiving grants are protected.

Grantees are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity which is in keeping with the spirit and intent of the Fulbright program and which will contribute positively to the promotion of mutual understanding between the peoples of the United States and those of other countries. Grant recipients are expected to obey the laws of the host country.

Reports

As part of your Fulbright Grant, you are required to submit mid-term and final reports. Report forms must be completed and submitted online. The mid-term report should be submitted during the fifth month of the grant period and the final report during the last month or shortly after your grant completion. Both reports should be completed and submitted to IIE within the time frame indicated. **The report system will open by December 31.** Grantees will not have access prior to that date. You will receive information and instructions on completing the forms once you have begun your grant. Report forms are available at <https://fust.iieweb.net>. Your User Name is your 8 digit ID number. The grant report website is only supported by Microsoft Windows Internet Explorer (IE) 6.0 and above, and Firefox 3.0 and above.

Also, please be aware that **you will not receive your final month's maintenance payment** until you submit your final report. This report must be submitted no later than three months following grant completion to receive final payment. Stipend payments will be withheld until the reports are received by IIE. Note also that in certain countries your supervising agency will request additional reports. You are required to comply with these requests, as well.

Taxes

Fulbright Grants are subject to U.S. income taxes.

As a Fulbright Fellow, you are responsible for checking your U.S. tax liability. You should consult with your local Internal Revenue Service (IRS) representative regarding any questions pertaining to the financial provisions of the grant before accepting the grant. Neither the Fulbright Commissions/Foundations abroad nor the United States Department of State nor IIE are in a position to answer any questions regarding tax liability. IRS information on tax filing for Fulbright Grantees can be found <https://us.fulbrightonline.org/current-fulbrighters/tax-information>

PART II. TRAVEL

Travel Registration

All Fulbrighters should register with the U.S. Department of State and make sure that they provide their contact information in their host countries. Travel registration is a free service and it enables the Department of State to assist you in the case of an emergency. The registration can be completed online at: <https://travelregistration.state.gov/ibrs/ui>

Travel Regulations

Grantees to non-Commission countries in Africa, the Middle East, East Asia-Pacific and South-Central Asia will receive explicit instructions for booking their international travel. Grantees to the Western Hemisphere and Europe must conform to the fly America Act/Open Skies Amendment. This is a U.S. government regulation that applies to most Fulbright Grants. The only exceptions to this rule are for those whose travel is arranged for them by the Fulbright Commission in their host countries. Otherwise, all grantees are expected to adhere to this rule.

All air travel and all air shipments paid for from United States government funds must conform to the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118). This Act requires that such travel and shipments be on U.S.-flag carriers where such service is available.

REQUIRED USE OF AMERICAN AIR CARRIERS

U.S. – flag air carrier service shall be used for U.S. Government-financed commercial foreign air travel if service provided by U.S.-flag air carriers is available.

In determining availability of a U.S.-flag air carrier, the following scheduling principles shall be followed:

1. U.S.-flag air carrier service available at point of origin shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route.
2. When an origin or interchange point is not served by a U.S.-flag air carrier, foreign-flag air carrier service shall be used only to the nearest interchange point on a usually traveled route to connect with U.S.-flag air carrier service.

U.S.-flag air carrier service is considered available even though:

1. Comparable or a different kind of service can be provided at less cost by a foreign-flag air carrier;
2. Foreign-flag air carrier service is preferred by, or is more convenient for, the agency or traveler.

For travel between a gateway airport in the United States and a gateway airport abroad, passenger service by U.S.-flag air carrier shall not be considered available if:

1. The gateway airport abroad is the traveler's origin or destination airport and the use of U.S.-flag air carrier service would extend the time in a travel status, including delay at origin and accelerated arrival

at destination, by at least 24 hours more than travel by a foreign-flag air carrier; or

2. The gateway airport abroad is an interchange point and the use of U.S.-flag air carrier service would require the traveler to wait 6 hours or more to make connections at the point, or if delayed departure from, or accelerated arrival at, the gateway airport in the United States would extend time in travel status by at least 6 hours more than travel by a foreign-flag air carrier.

For complete details on Fly America regulations, please visit:

https://acquisition.gov/far/current/html/subpart%2047_4.html#wp1082011 and reference Subpart 47.4 - "Air Transportation by U.S.-Flag Carriers."

Code Sharing Between U.S. and foreign carriers

A code share, an agreement between a U.S. and a foreign carrier(s), which allows for travel on a foreign-flag carrier is permissible provided the traveler has been ticketed by the American flag carrier.

Baggage

You should check the baggage requirements with the airline(s) you are flying for restrictions and fees associated with excess baggage. Non-American carriers often have greater restrictions than American carriers. Therefore, if you can check your baggage through to your final destination, if changing to a foreign carrier, you should do so. In order to avoid loss or delay of your educational materials, it is recommended that you bring these materials with you as excess baggage. Some countries provide an allowance for excess baggage. If so, it will be specified in your grant contract. **All other excess baggage fees are at your own expense.** For Fulbright Grants paid through IIE, the baggage allowance is included in the first payment.

You should investigate various methods for shipping baggage abroad to ascertain which is most convenient and economical for you. If you travel by ship, a fairly large amount of baggage may be taken on your ticket without an additional charge. There is a limit on the amount you may carry as accompanied baggage on a plane ticket without additional charge, but it is possible to ship baggage by air freight, or to transfer your belongings via international mail. There are limits on the size and weight of shipping cartons, however, and you should check with your local post office regarding restrictions. You should be aware that if you are transferring to a foreign carrier at one point during your trip abroad, the weight allowances can change dramatically and you may be charged for additional baggage. It is best to check with each carrier you will be using to find out their baggage weight allowances.

Past experience shows that it is best for you to pack the clothing necessary for your first two or three weeks in your hand luggage, since your heavy baggage will probably be forwarded to your ultimate destination, and you might be separated from it for several weeks after leaving the United States.

It is a good idea to obtain insurance unless you already hold a floater insurance policy covering pilferage, theft, loss, and damage. Baggage insurance can be obtained through most insurance companies, travel agencies, shipping companies, and airlines.

Be sure to check with the appropriate embassy or consulate on limitations on items that can be brought into the country. Each country has slightly different customs regulations and you should have a definite picture of these requirements before you leave. This is especially true regarding computers and electronic equipment.

Depending on your country of study, you may be able to take advantage of the diplomatic pouch to send books and educational materials abroad. More detailed information on this option is included with your country-specific information.

Arrival Abroad

Fulbright Grantees should call the Fulbright Commission/Foundation or the Public Affairs Section of the U.S. Embassy or Consulate as soon as possible or within 48 hours upon arrival in your host country. That office will have the application you originally submitted for your grant. It is also responsible for your supervision while you are in country and needs to be aware of your location at all times. All Fulbrighters should register with the U.S. Embassy or Consulate in their host countries. American citizens can register online at <https://travelregistration.state.gov/ibrs>.

In the case of Commission/Foundation countries, they will be paying you your monthly stipends, and will be following your academic and professional progress throughout the duration of your award. Any deviation from regulations must be discussed and cleared with these offices. The staff at these offices is ready to help you with any problems that may arise. At the end of your stay, you should consult them regarding your departure plans.

In non-Commission countries, IIE will notify the Public Affairs Section of the date and time of your arrival once you have completed the appropriate forms. Depending on prior arrangements, and the country to which you are going, someone from the U.S. Embassy or Consulate may meet you at the airport to facilitate your entrance into the country. Similarly, depending on the country, arrangements for temporary housing in hostels, hotels, etc., can also be made on request.

Passports

Your U.S. passport is the most valuable document you will carry abroad. It proves that you are an American citizen. Guard it carefully. Be leery of any facility, i.e., rental agency or accommodation that requires or requests you to leave your passport with them or hold it for you in a secure place. **You are the best safekeeper of your passport.** If you lose your passport while abroad, report the loss immediately to the Consular Section of the American Embassy or nearest consulate. Carelessness has been found to be the main cause for loss or theft of a passport. Severe problems can arise abroad when a U.S. passport is lost or stolen.

U.S. citizens need passports to depart from or enter the United States, and to enter most foreign countries. With appropriate visas, the U.S. passport is acceptable in virtually all countries. For an individual who does not currently have a passport, we recommend that you apply for your passport several months in advance of your planned departure, whenever possible. Demand for passports becomes heaviest between January and June and, consequently, service is slower. We suggest that you apply for your passport between July and December. However, even during these months, periods of high demand can occur.

Application for your first U.S. passport must be made in person at a U.S. Passport Agency, a federal or state courthouse, or a U.S. post office that accepts passport applications. If you have previously held a passport or need to renew your passport, you may apply for a new one through the mail. The mail application can be obtained from some post offices, any U.S. Passport Agency, or online at <http://travel.state.gov/passport>.

Please be sure that your passport will be valid for the full period of your Fulbright grant.

Visas and Research Clearance

A visa is an endorsement or stamp placed in your passport by a foreign government that permits you to visit that country for a specified purpose and a limited time—for example, a three-month tourist visa. In most instances, you must obtain necessary visas before you leave the United States. Apply directly to the embassy or nearest consulate of the country you plan to visit, or consult a travel agent. U.S. passport agencies cannot help you obtain visas. **The grant does not provide for expenses related to any passport or visa or research clearance fees.**

Be sure to inquire early whether or not you will need a visa to enter and remain in the country as a student, since this process can be time consuming. In addition, many countries, particularly those outside of Western Europe, require a separate research clearance process. Since this can be a lengthy procedure (up to six months or even longer), it is advisable to begin this process as soon as you receive notification that you have been nominated for an award. See the website www.us.fulbrightonline.org, for individual country notes about requirements for research clearance or permits.

International Student ID Card (ISIC)

The ISIC is inexpensive and more than pays for itself in most countries with reduced admission to museums and cultural events, and travel discounts. Most tourist spots will NOT honor regular college IDs; therefore, it is important to purchase this ID before you leave. There is no age limitation for receiving an ISIC.

The ISIC is available through STA Travel (website at www.statravel.com). You must provide proof of your student status by emailing a copy of one of the following to proof@statravel.com in order to obtain an ISIC: valid ID; current class schedule, or tuition receipt.

OTHER DOCUMENTS

Reference and Teaching Materials

It is also suggested that you take reference books and other materials necessary for your work, since many of these books may not be obtained easily abroad. Only bring the most crucial books for your research as you will be unlikely to read anything else. Also take a supply of business cards along with you. They will be helpful in introductions, as well as giving people your name, address, etc.

Teaching Assistants, in particular, are advised to take various visual aids with them that would assist in increasing their students' understanding of U.S. culture and environment. Items such as photographs, maps and slides of the U.S. or any favorite educational materials may be difficult to find overseas. Take information about Thanksgiving and other important U.S. holidays to use as a resource in your classes.

Papers and Photographs

You should take a statement with you from the registrar of your home college or university indicating your degree as well as a copy of your diploma. This is especially important for recent graduates because receipt of an award is contingent upon receipt of this degree, and you should be prepared to present documentation if asked.

Many countries require a certified copy of your birth certificate in order to enroll in the local university. Check with the local consulate or embassy of the country you will be visiting to inquire about enrollment requirements.

It is also a good idea to bring several passport-size photos of yourself when traveling abroad for a long period of time. The photos may be used for IDs, transportation passes and souvenirs.

Other papers (and copies kept in a separate place) to bring with you:

- Copy of your Birth Certificate
- Grant documents
- Driver's license (U.S. and/or International)

- International Student Identity Card
- Credit card numbers
- For married grantees, a copy of your marriage certificate. This is particularly important if husband and wife have different last names.
- If school-age children will accompany you, it is advisable to bring school records, samples of their school work (especially in mathematics and English), and copies of the school curricula for the grades your children would have entered at home.

Safeguarding Your Valuable Papers

You should take a few precautions to safeguard your valuables and to assist you in the event of loss:

- Record all passport numbers in a separate but safe place in case your passport is stolen or lost. Take with you an extra set of passport-size photos. Keep photocopies of your passport in a separate location from the actual passport.
- Photocopy your passport and any visas and leave one set of copies at home in the U.S. with a relative or friend. Take another set with you and keep them separate from your passport. Have several copies reduced and laminated in the event you are asked to show your documents to someone in the street. Never use your original passport as identification, except at your hotel or to officials in their office.
- Don't pack your passport in your luggage.
- Don't leave your passport in an unattended hotel room or with strangers.
- Carry your passport with you whenever possible.
- Carry a card with emergency numbers—

<p>Local American consulate Tel: _____</p> <p>U.S. State Department Tel: _____</p> <p>International Legal Defense Council Tel: _____</p>

Consular Information Sheets

The United States Department of State maintains a Website at <http://travel.state.gov>. From the "International Travel" section of this site, you can access a number of useful pages including consular information sheets and current information on such items as travel warnings, U.S. Customs, and many other topics.

Computers

Grantees should be aware that if their projects require access to a computer, they must either bring the necessary equipment with them, make arrangements to have it shipped to them, or confirm computer access with their affiliations in their host country.

Information on the importation of computer equipment can be provided by the Fulbright Commissions or the U.S. Embassy Public Affairs Section. **Grantees should not expect Commissions or U.S. Embassies to provide computer access to Fulbrighters.** Computer, Internet and E-mail access varies from country-to-country. Internet and E-mail access abroad can be costly and not as readily available as in the U.S. Fulbright Grants do not provide specific funds for these services and Fellows should budget accordingly.

Each country has different regulations with regard to the importation of computers and peripheral equipment. If you plan on bringing this type of equipment with you, you should check with the embassy of your country of assignment to determine the procedures that must be followed.

Here are a few more tips to keep in mind when you're traveling with a laptop computer:

Insurance	Almost all homeowners' insurance policies do not cover laptop computers once they leave your home—few insure them in your home. If you are interested in insuring your computer there are options available. For example, Safeware (Tel: 1-800-848-3469) specializes in laptop computers, insuring just about all types of accidental loss or damage.
Theft	A free service offered by the National Computer Exchange (NACOMEX) (Tel: 1-800-622-6639) can help if your laptop is stolen. You can register your laptop and serial number with the National Registry for Stolen Computers at no charge, whether or not it was purchased through NACOMEX. Listings are made available to other sales channels, authorized agencies, and law enforcement authorities in the effort to recover stolen property.
Airports	According to airline officials and the FAA, the security equipment used by airports has no harmful effect on magnetic media. If you are still concerned about losing valuable data, you can request that the contents of your laptop case be hand searched. Make sure you allow extra time for this procedure, especially at overseas airports. Also, be sure that your laptop battery is charged so you can demonstrate to security personnel that you have a working computer rather than a nefarious device.
Customs	To avoid paying taxes and duties, proof of previous purchase is required. The best plan is to carry a copy of your purchase receipt. Be prepared to answer any questions honestly. Upon returning to the U.S., the copy of your purchase receipt will come in handy again.

The following can serve as a reminder of what you may want to take while traveling with your laptop computer:

- Three-prong to two-prong AC plug adapter;
- Single-outlet surge suppressor;
- Extra, fully-charged battery pack;
- Long telephone line cord;

- phone line coupler;
- Mouse or trackball;
- External hard drive or thumb drive to store files and transfer them between computers;
- Hard-disk locking software or device (a hard-disk security system designed to prevent unauthorized access to the laptop's hard disk).

Customs

Become familiar with U.S. customs regulations. Foreign-made personal articles taken abroad are subject to duty and tax unless you have acceptable proof of prior possession. Documents such as a bill of sale, insurance policy, jeweler's appraisal, or receipt for purchase may be considered reasonable proof of prior possession.

Items such as computers, watches, cameras, tape recorders, or other articles that may be readily identified by serial number or permanently affixed markings, may be taken to the Customs Office nearest you or your port of departure for registration before departing the United States. The "Certificate of Registration" provided will expedite free entry of these items when you return.

The precautions listed below will also make customs processing easier:

- Leave all medicines in their original labeled containers.
- If you carry medication containing a controlled substance, carry a doctor's certificate attesting to that fact. However, such a doctor's certificate may not suffice as authorization to transport drugs to all foreign countries.
- Be sure to bring prescriptions, showing generic names of medicines as well as brand names.
- To ensure that you do not violate the laws of your country of assignment (or one which you may visit), consult the embassy or consulate of that country for precise information before embarking upon your trip. For more information, visit the U.S. Customs and Border Protection website at www.cbp.gov

Purchases

Keep all receipts for major items that you buy overseas. They will be helpful in making your customs declaration easier when you return to the United States.

Agricultural Products

There are very specific entry requirements for these items from most parts of the world. Fresh fruit and vegetables, meat, potted plants, pet birds, and other organic items are prohibited or restricted from entering the U.S. The publication, *Travelers Tips on Bringing Food, Plant, and Animal Products Into the United States*, is available free from the Animal and Plant Health Inspection Service, U.S. Department of Agriculture, 732 Federal Building, 6505 Belcrest Road, Hyattsville, MD 20782. You can also visit the U.S. Customs and Border Protection Agency website at: <http://www.cbp.gov/>.

Wildlife and Wildlife Products

Be careful when buying articles made from wild animals or purchasing live wild animals to bring back

to the United States as pets. Some items, such as those made from sea turtle shell, crocodile leather, ivory, or fur from endangered cat species, and many species of live animals cannot be brought into the United States legally. Your wildlife souvenirs could be confiscated by government inspectors and you could face other penalties for attempting to bring them into the United States. Do not buy wildlife or wildlife products if you are not sure of being able to bring them back into the country. A good source of information on this topic is Buyer Beware, available through the World Wildlife Fund, 1250 24th Street, NW, Washington DC 20037; or the Division of Law Enforcement, U.S. Fish and Wildlife Service, P.O. Box 3247, Arlington, VA 22203-3247.

Lists of up-to-date references and materials on U.S. customs information are available free of charge from local customs officials. Write the District Directors of the U.S. Customs and Border Protection, 1300 Pennsylvania Avenue, NW Washington DC 20229. You can also call the U.S. Customs Service information line at (202) 354-1000, or access information on the Web at www.cbp.gov for publication titles such as the following:

Know Before You Go

Trademark Information For Travelers

International Mail Import

Other useful documents are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9325, or online at <http://bookstore.gpo.gov>.

PART III. LIVING ABROAD

Adjusting to Living Conditions

Below are quotes from the mid-term reports of several Fulbright alumni regarding their experiences adjusting to life in their new surroundings. While some of these may seem extreme, they are more typical than you might imagine. An interesting read before you go: *Do's and Taboos Around the World* by Roger E. Axtell, Editor.

“Preparation before departure to one’s country of research, whether through background readings, conversations with former Fulbrighters to the region, or through other means, is essential and invaluable in making social and cultural transitions easier.”

“It has taken approximately two months to adjust to daily life. At first the sights, sounds and smells were overwhelming. For example, there is an open sewer system; goats, sheep, chickens and pigs roam free; public transportation consists of crowded VW buses. After three months, I am somewhat acculturated. I like the food and my living conditions.”

“In spite of having been Peace Corps volunteers, my wife and I still had to spend close to a month readjusting to the heat, dust, mosquitoes, pace, etc. Be sure to prepare yourself mentally to start your research slowly. Hitting the ground running may seem like a great use of limited research time, but it can also lead to many errors on your part early on. Sometimes these are only innocent mistakes based on American assumptions of how certain institutions ought to work, but sometimes they can have a long-term negative impact on your research. This would include alienating informants by being too pushy or seeming to be in a rush. You may find yourself ‘adopted’ by eager new friends only to find out a few months later that they have political affiliation, or other contacts, which make it difficult for you to then approach other potential informants. Some of these may be unavoidable hazards, but one ought to be aware of them.”

“The first two weeks here, everything did seem very foreign. Very few people speak English, so looking for housing or just getting around town was difficult. Once I started taking language lessons, life became easier. After our first month, we felt more or less adjusted to life here.”

“It has taken three months for me to feel truly adjusted and integrated. Early on, I found difficulty with the personalized nature of everyday interaction and the difference between American and indigenous conceptions of personal space and privacy. People here, and especially foreigners, should expect to be treated as a piece of public property, rather than a private citizen. Nothing here is too secret or too private to be delved into in conversation with relative strangers.”

“The most difficult aspects of adjustment to this culture have been the ‘machismo’ and the crime. Machismo is a problem both in the way I am treated as a woman (behavior that would be considered sexual harassment in the U.S.) and observing the way women are held back professionally and personally by machista attitudes, particularly of their husbands. The high level of crime has been very limiting because there is never a moment when one is not aware of the possibility of a robbery, attack or rape—whether one is at home, in the street, in a car or on public transportation.”

“One challenge I faced during my stay was acquiring patience in dealing with this lifestyle in everyday chores. Time schedules, plans, and dates are nonexistent.”

“Future Fulbrighters should try early on to make contact/form relationships with host country inhabitants. Those foreigners who have say this is one of the more fulfilling aspects of their time here; those who spend all their time with other foreigners begin to feel they are wasting their time.”

Foreign Laws and U.S. Citizens

When you are in a foreign country, you are subject to its laws. If you are unsure of how to act or respond in certain situations, play it safe and don't risk your safety. Deal only with authorized outlets when you exchange money and buy or sell traveler's checks and airline tickets. Do not deliver packages for anyone unless you are certain they do not contain drugs or other contraband. Become familiar with local regulations before you sell personal effects such as clothing, cameras, and jewelry.

Some countries are particularly sensitive about photographs. It is always best to refrain from photographing police and military installations and personnel; industrial structures, including harbor, rail and airport facilities; border areas; and, in the exceptional event that these should occur during your sojourn, scenes of civil disorder or other public disturbances. For more information on restrictions of this kind it is always prudent to check with the Public Affairs Section, other Embassy staff or a local police officer.

Strictly adhere to local laws. The penalties you risk when you break the law in a foreign country can be severe. Remember that the U.S. government does not allocate funds for the legal fees of U.S. citizens in need of legal aid while traveling abroad. However, the diplomatic staff can provide lists of local attorneys, even though they cannot serve as attorneys or give legal advice. Please note that the consular attorneys' lists, although carefully compiled, are drawn from local bar association lists and responses to questionnaires and should not be considered exhaustive.

Consular officers will do whatever they can to protect your legitimate interests and ensure that you are not discriminated against under local law. But, they cannot get you out of jail. If you are arrested, ask permission to notify the consular officer at the nearest U.S. Embassy or Consulate. Under international agreements and practice, you have a right to get in touch with the American consul. If you are turned down, keep asking—politely, but persistently. If unsuccessful, try to have someone contact the U.S. consul for you. If, for some reason, you have difficulties with local authorities, remember that you are subject to local laws. American citizenship does not confer immunity. Many U.S. citizens have found, to their horror, that U.S. diplomats are limited in what they can do when Americans abroad need legal aid.

Foreign Laws and Drugs

(From Travel Warning on Drugs Abroad, U.S. Department of State, Bureau of Consular Affairs)

If you are caught buying, selling, carrying or using any type of drug—from hashish to heroin, marijuana to mescaline, cocaine to quaaludes—it can mean:

- Interrogation and delays before trial including mistreatment and solitary confinement for up to one year under very primitive conditions.
- Lengthy trials conducted in a foreign language, with delays and postponements.
- Two years to life in prison—some places include hard labor and heavy fines—if found guilty.
- The death penalty in a growing number of countries (especially in the Middle East and Southeast Asia).

If you are arrested on drug charges, the consular officer will do what he/she can. However, he/she cannot get you out of jail or out of the country. Don't be irresponsible and let your trip become a nightmare because of drugs (or any other illegal activity)! As stated above, many Americans are arrested abroad each year on drug charges. Don't let this happen to you! **Keep away from drugs** that you are not authorized to have, except by prescription.

Security

Be sure to register with the local U.S. Embassy or Consulate and, if possible, request a security briefing by the embassy security officer.

A useful publication, *Personal Security for the American Business Traveler Overseas* (S/N 044-000-02513-2), may be ordered from the U.S. Government Printing Office. (<http://bookstore.gpo.gov>).

Crime is a problem worldwide. You should be aware that, in any of the countries to which you travel, you can become a victim of crimes such as muggings, robberies, pickpocketings, burglaries, sexual assaults, and beatings. There is no way to protect yourself totally from crime. However, the following tips may be helpful:

TIPS FOR SAFETY:

- Think of creating a protective barrier around yourself. Remain aware of your surroundings and alert to any changes in your surroundings. Do not become complacent in your routine. Routine allows criminals to case you and catch you by surprise. Places you go frequently, such as home and work, are referred to in security parlance as 'choke points'. They provide criminals with the best opportunity to catch you with your guard down.
- Take control of your personal safety. Act under the assumption that you are on your own. Think about what you will do if caught in a bad situation. Envision the scenarios and your reactions.
- Inform yourself about parts of towns that local inhabitants consider risky; if you are out alone at night, avoid secluded, poorly lighted areas.
- Do not take valuable items with you. In the event that someone demands your wallet/purse or any other valuable, do not resist. Try to get a good description of the assailant(s). If attacked, escape. Do not stop.
- Do not use tear gas or rape whistles. They can be used against you.
- Overcome your training to be polite to strangers. You could be caught off-base. In unfamiliar circumstances do not be overly approachable; be hard-boiled or standoffish if necessary.
- Know how to use the phone system in the country in which you are traveling. Do not wait until an emergency comes along to figure it out.
- Learn how to improvise. You can use a needle and thread to make a webbing to hold your valuables behind a curtain in a hotel room. If you balance an ashtray on a windowsill, its fall will alert you to intruders.
- Door clubs can be useful for both the home and on the road when staying in motels.
- If driving, keep your car doors locked and suitcases out of sight.
- Do not walk to your car alone at night. If you see someone loitering near your car, walk away from the vehicle. If the loiterer remains after a few minutes, call the police.
- Separate your car keys from other keys to reduce the possibility that a household burglary will follow a car jacking. Do not leave your vehicle registration, driver's licenses, or other documents with names and addresses in your car.
- When approaching a red light, leave space between your car and the vehicle in front of you so you can pull away if a gunman approaches.
- Be aware that pickpockets in crowds can be men, women, or children, operating alone or in groups. They may use any ploy to divert your attention while stealing your wallet or passport. Pickpockets haunt airports and train stations and ride public conveyances known to take tourists to popular visiting sites. In many cities, thieves on motorcycles may

try grabbing your purse or package out from under your arm while you are walking on the street. If you decide to go to the beach, don't relax completely: keep an eye out for robbers.

Below are some final practical hints that have been suggested for international travelers and are provided here for your general information. For up-to-date information regarding travel warnings, visit http://travel.state.gov/travel/travel_1744.html.

1. Travel in wide-body aircraft. Do not sit in the front or rear of the craft, due to proximity to the cockpit and rear entrance. Avoid aisle seats.
2. Be discreet in air terminals. Keep your itinerary and passport out of sight. Avoid crowds; check in early and leave the concourse.
3. Do not attract attention by dress. Females, in particular, should be wary of overly friendly males.
4. While in the host country, avoid tourist hangouts. Observe all travel and photography restrictions.

Emergency Contacts

The primary emergency contact for Fulbrighters abroad will be the Fulbright Commission/Post in the host country. IIE should also be notified in an emergency situation. During non-business hours Fulbrighters should contact the American Citizens Services office at the nearest U.S. Embassy/consulate. Family members in the United States can contact the Department of State's citizen Emergency Center: (202) 647-5225.

Money and Banking: Foreign and American

Your award document lists the amount and mode of payment of your grant. In Commission/Foundation countries, you will receive payment from the Commission/Foundation on a schedule established by them-usually monthly, in host country currency. In non-Commission countries, IIE will directly deposit your grant payment by electronic funds transfer to your U.S. checking account on a quarterly schedule. Generally, you will be able to access these funds using your bank card. If this is not possible, it is your responsibility to make the necessary arrangements with your bank for the transfer of your stipend payments and any other funds to your country of assignment. Transfers usually take four or five days. Money may also be wire-transferred. You may wish to consider opening an account for check cashing or other financial transactions at a local bank upon arrival in your host country. Most U.S. embassies and consulates cannot cash checks for you. Be sure to find out about currency exchange rates and fees before a transaction takes place. They can vary widely depending on the establishment.

Many countries regulate the amount of local currency you can bring into or take out of the country. Other countries require that you exchange a minimum amount of currency. If you are planning to leave the United States with \$10,000 or more, you will require a special license from the Department of the Treasury. Check with the consulate or embassy of the country or countries you will visit before you go.

Try not to travel with large amounts of cash. Keep large bills out of sight. Do not go through your cash in public places, including the check-out counter of any shop. It is advisable to take with you in travelers checks (U.S. dollars or foreign currency) a sum sufficient to see you through the first few weeks in the host country. Travelers checks are the safest way to travel with a large amount of money. Credit cards such as Visa and MasterCard are widely acceptable for general purposes and obtaining cash advances. The convenience of the American Express Card for obtaining travelers checks, cash advances, etc., has proven to be invaluable for Fulbright Fellows, particularly in countries outside Western

Europe. You should check with the International Division of credit card companies to obtain specific information about credit card use and validity in your host country and other countries to which you may be traveling.

Do not keep all your money in one place. This is good practice in case you or your home is robbed.

It is a good idea to always carry U.S. dollars with you when traveling, particularly in small denominations. U.S. dollars may come in handy in countries where dollars are unobtainable, or if you cannot change travelers checks.

Also, be sure to change some dollars into the local currency of your host country before you depart. You may need local currency when you arrive for buses, taxis, phone calls, tips, accommodations, and other incidentals while you are settling in. While abroad, change your travelers checks only at reputable establishments such as a local bank, travel service (i.e., American Express, Thomas Cook) or official change agencies. Please note that services in foreign airports often are closed upon flight arrivals and vending cash machines are limited abroad.

Facebook, and other Internet-based media

With the growth of blogging and social networking sites in recent years, Fulbrighters have had more opportunity than ever to share their experiences with friends, family and the Internet community. This, in turn brings positive attention to the Fulbright Program, the Fulbrighter and the host community as well.

Should you decide to share your Fulbright experiences publicly via web-based media (and we hope you will), there are a few points that you should keep in mind:

1. Avoid confusion by acknowledging that yours is not an official Department of State website, and that the views and information presented are your own and do not represent the Fulbright Program or the Department of State.
2. While participants in all U.S. State Department-sponsored academic exchange program scholarships have full academic and artistic freedom to write, publish and create, they are also expected to maintain a standard of conduct that is in keeping with the spirit and intent of the Fulbright Program – to increase mutual understanding between the people of the United States and the people of other countries.
3. Any Fulbright grantee who posts inappropriate or offensive material on the Internet in relation to the Fulbright program may be subject to revocation or termination of their grant. Be aware that what is deemed culturally acceptable in the United States (or, more specifically, on the Internet in the United States) may not be received well overseas. Describing the challenges of living in a foreign country is fine, but please refrain from using disparaging language to describe the country you are in and the people with whom you live and work with.

Contact fulbright@state.gov if you have any questions.

Housing/Living Accommodations Abroad

With few exceptions, Fulbrighters carrying out research/study projects are responsible for securing housing. English Teaching Assistants will typically receive assistance in making housing arrangements from the Fulbright Commission or U.S. Embassy. In many cases, your affiliated university will advise you as to possible living accommodations through its student housing office. You may write to them directly for such information. Upon arrival, it may be necessary for you to stay in a hotel for a few days until you find permanent accom-

modations. There are tourist information offices at most airports and railroad stations, which can assist you in finding a reasonably priced hotel.

Single students usually stay in student housing or rent a room in a private home. Families will have more difficulty locating apartments. But, in either case, you should have a clear understanding regarding what is included in the rent before you sign a lease, e.g., charges for services, light, heat, water, and laundry.

Prior to returning to the U.S., make sure all of your personal affairs are in order abroad. Please be responsible for your financial obligations to your host family, institution, and friends.

Electrical Equipment

Most electrical equipment made in the U.S. will require an adapter in order to be used abroad. If your adapter is not of high quality, it may ruin your equipment. Be especially careful of using adapters with computer equipment since they do not take the place of surge protectors.

Cars and Driving

If you intend to operate an automobile abroad for an extended period of time, it would be wise to obtain an International Driving Permit (IDP) or an Inter-American Driving Permit (necessary for travel in/to Latin American countries). Since there are many gimmicks to over-charge people to obtain these relatively inexpensive permits, we suggest contacting your local AAA office or visit their website at www.aaa.com. The AAA can also supply the necessary information on insurance, customs duties, etc., even if you are not a member.

The issuance of the IDP is restricted to persons 18 years of age or older who hold a valid U.S. State or Territorial Driver's License. The IDP is valid for one year from the date of issue, and is nonrenewable. It is important to note that your U.S. State or Territorial Driver's License must be carried with the IDP at all times. You will also need two passport-size photos for the application process.

If your license is due to expire during your tenure overseas, it is advisable to renew it before departure, if this is possible in your state.

In the past, students have purchased small non-American cars. They are usually much less expensive than U.S. models, are made for narrow roads, get excellent mileage, and are economical to operate. Frequently, it is possible to arrange for the resale of foreign cars when you are ready to return to the U.S. Cars may also be rented. If you will have a car, consider getting a door alarm or car club. They are inexpensive and act as a deterrent.

Be aware that, in some countries, it is dangerous to drive after dark, particularly as a foreigner. It is advisable to follow the advice of U.S. Embassy personnel in this regard.

Community Involvement

Although not required by the terms of your grant, being of use and help to your in-country hosts—Fulbright Commission/Post, university or other affiliation, friends—during your tenure overseas will serve to enhance your experiences in any number of ways. Some ways in which you may be of assistance include:

- Participating in pre-departure orientation for foreign scholars;
- Offering introductory courses in your field;
- Giving language lessons to university students or friends;

- Guest lecturing at host institutions; and
- Volunteering with local/international NGOs.

Other avenues may present themselves and, as long as they do not interfere with your primary objectives under the grant and have been cleared by your host-country supervisor, you are encouraged to avail yourself of these opportunities.

Bring some "Americana" items with you to give as small tokens or gifts. For example, postcards are easy to carry and useful to give or show. In many countries, gifts are customary and it is appreciated when something from or made in the U.S.A. is given.

Listed below are some ways in which you can broaden the benefits of your Fulbright experience, by bringing it home with you.

With your department and school or university

- Speaking to classes or student interest groups about your experiences;
- Discussing, with colleagues and with school or campus administrators, any innovative teaching techniques you may have observed.

With your students and within your classroom

- Revising course content and developing new coursework;
- Introducing new teaching techniques and educational practices to the classroom.

Within your community

- Presenting to civic groups;
- Speaking to other students, faculty and staff at other schools and universities;
- Coordinating with local and state school systems;
- Involving yourself with special interest groups and ethnic organizations;
- Working or volunteering with international visitors organizations.

With teaching and professional colleagues

- Participating in professional associations — steering committees, presentations, and activities at state, regional and national conferences;
- Publishing articles in professional association newsletters and journals;
- Undertaking curriculum development efforts and joint research projects with colleagues at home or abroad.

With assistance to the United States Department of State and its cooperating agencies or to the Public Affairs Sections and Fulbright Commissions

- Taking an active role in educating people about Fulbright grant opportunities;
- Lending your expertise to grantee orientations and debriefings;
- Assisting with candidate interviews or application reviews.

Additional suggestions

- Working with your local/regional Fulbright Alumni Association;
- Forming informal alumni groups;
- Keeping in contact with your host institution, organization, and colleagues;
- Developing exchanges — for example, student exchanges between home and host communities.

Fulbright Program Recognition

Fulbright Fellows often receive opportunities during their grants to publish articles, papers, or books on their

research, to give public presentations, or to participate in television or documentary programming. In the event that you are afforded any of these opportunities, you are asked to identify yourself as a Fulbright Fellow and to inform your Program Manager at IIE of your work. When possible, please forward copies of your publications, photos, DVD's, or other relevant materials to IIE so that the Fulbright Program can recognize your achievements and help to better inform the general public as to the types of things that Fulbrighters are doing while overseas.

Photographs and Video

We are very interested in receiving photographs from grantees while they are abroad on their Fulbright grants.

- Action photographs that show interaction and engagement between the grantee and the host community are especially welcome. Digital photos are probably the easiest and can be emailed to your Program Manager at IIE. Whenever possible, please ensure that the digital photos have a resolution of at least 300 dpi.
- Video (even as brief as 3 minutes) that shows interaction and engagement between the grantee and the host community are also welcome.

Using both initiative and imagination, there is a wide array of opportunities available to you that would enhance your own Fulbright experience while also allowing others to grow and gain a foundation in international understanding. It would be appreciated if you could share with program administrators photographs and video taken of you at work on your projects. These could then be used by IIE in the preparation of publicity and/or recruitment materials such as posters, brochures, annual reports, and the Fulbright website. Please be sure to include your name, country, year of grant and a short description of the activity being carried out when sending these photos or videos to your IIE program managers. We thank you, in advance, for your help in this regard.

Useful Websites

The CIA World Factbook:	www.cia.gov/cia/publications/factbook
Adventurous Traveler:	http://away.com/index.html
Center for Disease Control and Prevention	cdc.gov/travel
U.S Department of State (Travel)	www.travel.state.gov

PART IV. MEDICAL CONSIDERATIONS

Grantee Insurance

The receipt of a Fulbright Grant is contingent upon the acquisition of satisfactory medical clearance. The United States Department of State has established health and accident coverage for all Fulbright Fellows at no cost to you. This policy provides coverage up to \$100,000 per illness or accident with a \$25 deductible for each claim. Detailed information and claim forms for the U.S. Department of State Accident and Sickness Program for Exchanges (APSE) can be found in the **ASPE Health Benefit Guide** provided by the Fulbright Commission in your host country, or by IIE for grantees to non-Commission countries, or on the website of the APSE plan administrator, **Seven Corners, Inc.** at usdos.sevencorners.com. The program does not cover preventive health care, such as physicals, immunizations, and dental care. Therefore, grantees are encouraged to retain a separate policy for this purpose.

Coverage for Fulbright Fellows is provided from the date of departure from home, during direct travel to the host country, during participation in officially arranged activities, and while returning home on a direct route. Stopovers during travel, diversionary travel outside the country of assignment, or stays in the country after completion of exchange activities will not be covered. If you do not intend to return home directly after your grant period ends, you should secure self-paid insurance for such period of personal activity.

It is important to emphasize that this insurance is not a substitute for your private insurance coverage. It is not intended to cover long-term health care and has limitations of coverage. Therefore, check to see if your U.S. medical insurance will continue to cover you while you are abroad. If not, it is important that you explore other options as you must obtain comprehensive health coverage to offset the cost of any medical contingencies that may occur while you are abroad.

This program will pay the actual expense incurred as a result of a covered injury or sickness for medical evacuation of the covered person, including physician or nurse accompaniment to the nearest suitable medical facility. For Americans abroad, medical evacuation expenses will be paid only upon written certification by an embassy approved medical authority that appropriate medical care is not available at the place of assignment. Expenses associated with medical evacuation require **prior approval of the Department or embassy official**. Evacuation costs will be paid directly by the U.S. Department of State; associated medical expenses will be paid by the Administrator.

Grantees working in remote locations or in countries with inadequate health services should consider supplementary medical emergency evacuation insurance for themselves and accompanying family members. One company providing this type of insurance is: International SOS Assistance, at internationalsos.com

Accompanying Dependents Insurance

Fulbright Fellows may purchase insurance coverage for an accompanying spouse and dependent children at their own expense. Liaison International Medical Insurance (LIMI) is one of many insurance policies available. You may obtain a brochure on their website: <http://www.sevencorners.com/>.

Please note **Appendix H** for additional listings of short-term insurance companies so that you can compare benefits and prices. These companies, in addition to LIMI, are provided for informational purposes only and are not endorsed by, or affiliated with, the United States Department of State or the Institute of International Education.

Immunization Information

The International Traveler's Hotline at the Centers for Disease Control and Prevention offers information via country-specific recordings. The telephone number is 404-332-4559; The website is <http://wwwnc.cdc.gov/travel/page/vaccinations.htm>. Downloadable reports and fact sheets are also available from the Department of State's website at travel.state.gov.

Health Care

All grantees should review the CDC Fellow book at wwwnc.cdc.gov/travel before departure from the U.S. Upon arrival in your country of assignment identify the location of medical facilities. Go to those places to familiarize yourself with their location, entrances, etc.

Should you become ill while you are abroad, you may contact the nearest U.S. embassy or consulate for a list of local doctors, dentists, medical specialists, and other sources of medical information. Consular officers cannot supply you with medication.

Take three to six months of your medical prescriptions with you. Take a good supply of medicines with you in your carry-on bag, as luggage is often lost. You should also bring spare glasses and contact lenses and necessary solutions. If you will be away from urban areas, you should be sure to bring remedies to treat your most common ailments.

Maintain a routine of physical activity while abroad. Physical activity is important for both physical and mental health.

Be aware of the possible differences in medical traditions in your country of assignment. There are three distinct traditions:

- injection oriented,
- oral oriented,
- suppository oriented.

For example, one American woman in francophone Africa went to the doctor and received a prescription for medication. She took one pill twice a day with water for several weeks, but did not improve. When she returned to the doctor, she discovered that the medication was a suppository.

The moral of this example is twofold: (1) **make no assumptions;** and (2) **ask questions.** In some cultures asking questions may show a lack of trust on the part of the patient. However, you should ask anyway.

While it may seem dire to suggest it, you should have an effective will in place prior to departure.

If you have allergies, reactions to certain medicines or other unique medical problems, consider wearing a "medical alert" bracelet and be certain that you take—and have readily available—copies of pertinent medical information with you. You should also bring your cleared health certificate and two copies of any important medical, dental, and inoculation records (or summaries): one for your new doctor and dentist and one to carry on trips. In an emergency such preparedness will aid medical professionals in assisting you quickly and efficiently.

The International Association for Medical Assistance for Travelers (IAMAT) is a nonprofit, worldwide association of English-speaking doctors that assists travelers in finding competent medical aid, for a reasonable prearranged fee, while in foreign countries.

For further information and a list of recommended doctors throughout the world, contact:

The International Association for
Medical Assistance for Travelers
417 Center Street
Lewiston NY 14092
Tel: 716-754-4883
<http://iamat.org/index.cfm>
E-mail: IAMAT@SENTEX.NET

The following publications and telephone hotline may also be useful:

- **The Healthy Traveler.** Beth Weinhouse. (Pocket Books, 1987) Many health topics are addressed, especially suggestions for female travelers and the special needs of toddlers. Cost: About \$7.
- **Travel Healthy, The Traveler's Complete Medical Kit.** Dr. Harold Silverman. (New York: Avon Books, 1986) This book features information on common travel-related ailments, required and suggested vaccines, foreign brand names of familiar drugs, special traveling advice for children and senior citizens, and how to find a doctor in a foreign country. About \$4 in most bookstores.
- **How to Stay Healthy While Traveling.** Robert L. Young, M.D. (Santa Barbara, CA: Ross-Erikson, Publishers, 1980) This handbook was originally written with college-student travelers in mind, but its practical advice is applicable for travelers of all ages. It not only discusses essentials of preventive medical care, but lists other useful resources as well. About \$5 in most bookstores.
- **Health Information for International Travel.** May be ordered by sending a check or money order for \$7.00 payable to the Superintendent of Documents, U.S. Government Printing Office, Washington DC 20420 (Tel: 202-512-1800) and requesting publication S/N 017-023-00194-9. Publications may be ordered by fax at 202-512-2250.
- **Health Hints for the Tropics.** Ed. by Martin S. Wolfe, M.D. Regularly revised, this booklet provides comprehensible medical advice about immunizations, malaria preventions, travelers' diarrhea, and other special health concerns for travelers in tropical regions of the world. Available from The American Society of Tropical Medicine and Hygiene, 6435 31st Street, NW, Washington DC 20015-6721. Cost: \$4.00; less for multiple copies.
- **Recommendations for the Prevention of Malaria Among Travelers.** Centers for Disease Control. MMWR 1990; 39 (no. RR-3): pp.1-10. MMWR is a periodical published by the Centers for Disease Control and can be found at a good library. It is possible to get a subscription, but not single issues.
- Centers for Disease Control National AIDS Hotline: 1-800-342-AIDS.
- **Your Trip Abroad.** Superintendent of Documents, U.S. Government Printing Office (S/N 044-000-02335-1. Cost: \$1.25).
- See also Appendix F, "Helpful Hints for Life in the Tropics".

International Society of Travel Medicine, (ISTM) with 1800 members in 53 countries, is committed to the promotion of healthy and safe travel. ISTM advocates and facilitates education, service and research activities in the field of travel medicine. Among other Internet listings is a directory of travel clinics operated by ISTM members.

P.O. Box 871089, Stone Mountain, GA 30087-0028.
Tel: 770-736-7060, Fax: 770-736-6732, E-mail: istm@.org, www.istm.org

American Society of Tropical Medicine and Hygiene

E-mail: astmh@astmh.com

Website: www.astmh.org with links to Shoreland's Travel Online, containing Individual Country Profiles, a Travel Medicine Provider listing and other travel specific information. This site is updated daily.

ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)

The Acquired Immune Deficiency Syndrome (AIDS) is caused by the suppressive effect on the body's immune system by a virus termed Human Immunodeficiency Virus (HIV), formerly called Human T Lymphotropic Virus Type III (HTLV III) or Lymphadenopathy-Associated Virus (LAV). This organism attacks the cells in the body that help protect a person against parasitic, fungal, and bacterial infections. People infected with this virus may be totally asymptomatic, may have symptoms but no disability, or may have the serious life-threatening illness called AIDS.

Having AIDS and Accepting an Assignment Abroad

Living abroad presents major risks to those with the viral infection that causes AIDS. If there is a chance that you have the infection, we recommend that you be tested. If you have the infection, you should consider the risks you will face and probably not accept an assignment abroad.

A. Risk of Infection

The AIDS virus, Human Immunodeficiency Virus (HIV), is not highly contagious and is not transmitted by casual contact or through the air. It is spread in four ways only: (1) through intimate sexual contact; (2) through infected blood products; (3) through contaminated needles; and (4) from infected mother to child before, during, and shortly after birth.

If you believe you have been exposed, you should request a screening as part of your physical examination.

B. What Does it Mean to Test Positive?

Just as a positive TB test does not indicate that an individual will develop tuberculosis, an antibody-positive result for the AIDS virus does not mean that a person will definitely get AIDS. It does mean, however, that an individual has been infected with the HIV virus and that he or she will probably carry it throughout his or her life. He or she will also be capable of infecting others through sexual contact or transfusion of blood.

C. Recommendations

1. If you believe that you may have been exposed to the AIDS virus, whether through high risk behavior or as the recipient of a blood transfusion, request the blood test that detects the infection of the AIDS virus.
2. If the test is positive, consider whether or not to accept an assignment abroad.

In such cases, you should only accept a placement to locations where:

1. Vaccination is not required.
2. Infectious disease occurrence is not excessive.
3. Local medical facilities are adequate to monitor, diagnose and treat the complications of the AIDS virus infection.

Avoiding exposure to this virus is the best preventive measure and the following recommendations are valid worldwide:

1. Do not have sexual contact with persons known or suspected of having AIDS.
2. Do not have sex with multiple partners, or with persons who have had multiple partners (e.g., prostitutes).
3. Seek a mutually faithful relationship, or at least limit the number of sexual partners to reduce the chances of getting AIDS and other sexually transmitted diseases.
4. If you do have sex, use condoms.
5. Do not abuse IV drugs. If you use drugs, then don't share needles or syringes (See "Foreign Laws and Drugs" on page 16).
6. Do not have sex with people who use IV drugs.
7. Be certain that your health care providers use disposable needles and syringes.
8. Physicians should order blood transfusions for patients only when absolutely necessary. Health workers should use extreme care when handling or disposing of hypodermic needles.

Safety of Blood, Blood Products, and Needles

In the United States, Australia, New Zealand, Canada, Japan, and western European countries, the risk of transfusion-associated HIV infection has been virtually eliminated through required testing of all donated blood for antibodies to HIV.

If produced in the United States according to procedures approved by the Food and Drug Administration, immune globulin preparations (such as those used for the prevention of hepatitis A and B) and hepatitis B virus vaccine undergo processes that are known to inactivate HIV and, therefore, these products should be used as indicated.

In less-developed nations, there may not be a formal program for testing blood or biological products for antibody to HIV. In these countries, use of unscreened blood clotting factor concentrates or those of uncertain purity should be avoided (when medically prudent). If transfusion is necessary, the blood should be tested, if at all possible, for HIV antibodies by appropriately trained laboratory technicians using a reliable test.

Needles used to draw blood or administer injections should be sterile, preferably of the single-use disposable type, and prepackaged in a sealed container. Insulin-dependent diabetics, hemophiliacs, or other persons who require routine or frequent injections should carry a supply of syringes, needles, and disinfectant swabs (e.g., alcohol wipes) sufficient to last their entire stay abroad.

Instructions to Physician Examiners of Fulbright and Other Grantees and Contractors

Living overseas presents major risks to those with the viral infection that causes AIDS. Most overseas locations have limited medical facilities that cannot monitor the progress of such infections. Because AIDS is a life-threatening problem, you are requested to ask this patient about the possibility of infection with the AIDS causing virus—Human Immunodeficiency Virus (HIV). If there is a chance that a person has been exposed, a test for HIV infection (and confirmatory, if necessary) should be obtained.

The results of any tests conducted are intended solely to help an individual to decide whether or not to work overseas. The results should not be provided to anyone other than the examinee without his or her written permission. The test is not a requirement for a grant or contract.

- A. The patient has already been provided the following information about risks and health care availability overseas:

1. Access to Adequate Facilities:

VERY FEW U.S. EMBASSIES OVERSEAS HAVE ADEQUATE HEALTH CARE FACILITIES TO CARE FOR THOSE INFECTED WITH THE AIDS VIRUS.

If a person is infected with the virus, easy, quick access to experienced physicians at modern medical facilities is of paramount importance. Patients need frequent follow-up and reassurance. Early diagnosis of a complicating opportunistic infection prolongs patients' lives.

Few overseas health facilities have the experience to provide such services. The Department of State, for example, has no overseas facilities capable of monitoring, diagnosing and treating those infected with the AIDS virus. It is an unfortunate reality overseas that most local health workers and facilities are inexperienced in the care of AIDS patients and frequently refuse to provide care for patients diagnosed with the AIDS infection.

2. Activation of a Latent HIV Infection:

There is an increasingly strong suspicion among experts that exposure to other infectious diseases can activate the latent HIV virus and hasten the progression to the fully manifested and uniformly fatal AIDS. Infections such as malaria, amoebiasis, hepatitis virus, and other viral infections have been suggested as precipitating factors. For this reason, a person with the HIV infection should not be allowed to travel to a country where the incidence of infectious disease is higher than in the United States.

3. Vaccination:

In many areas where the incidence of contagious disease is high, vaccinations, frequently with live virus vaccines, are required. It is theorized that such immunizations can activate a latent HIV infection into destructive activity. Manufacturers of all live virus vaccines recommend that they not be given to those with immune deficiency.

Because of these concerns for safety, it is not recommended that live virus or any other vaccination be administered to a person who is known to be infected with the HIV virus.

It should be noted that this concern for adults with the HIV infection differs from the situation with infected children and that both the Centers for Disease Control (CDC) and the World Health Organization (WHO) recommend vaccination of such children.

- B. Because of the possibility of progression and the requirements for care, diagnosis of the infection with the AIDS virus prior to departure for overseas is essential. We therefore suggest:

1. If the patient believes that he or she may have been exposed to the AIDS virus, testing for infection with the screening and confirmatory tests should be recommended to the patient. The testing should only be done with the patient's permission.
2. If the test is confirmed to be positive, we recommend that the patient carefully consider whether or not to accept an overseas assignment. This decision rests solely with the patient, who must bear in mind the risks of overseas living and the lack of adequate medical facilities.

In such cases we suggest that patients only accept assignment to locations where:

- a. Vaccination is not required.
 - b. Infectious disease occurrence is not excessive; and
 - c. Medical facilities are adequate to monitor, diagnose and treat the complications of the AIDS virus infection.
3. Whatever the outcome of the tests and the patient's decision, all results of testing must be kept confidential and may not be provided to any person or facility (including the Bureau of Educational and Cultural Affairs of the United States Department of State or its cooperating agencies) without the patient's written consent. The test result will not be required for awarding the grant or contract.

HUMAN IMMUNODEFICIENCY VIRUS (HIV)

Testing Requirements for Entry into Foreign Countries

An increasing number of countries require that foreigners be tested for Human Immunodeficiency Virus (HIV) prior to entry. This is particularly true for students or long-term visitors. **Before traveling abroad, check with the embassy of the country to be visited to learn entry requirements and specifically whether or not AIDS testing is a requirement.**

MALARIA PROPHYLAXIS IN MALARIOUS AREAS

(This information is excerpted from material prepared by the Office of Medical Services of the Department of State.)

WHAT IS A G6PD TEST?

The Fulbright Medical Evaluation Report requests that Fulbright scholars and fellows going to areas of the world where malaria is endemic, such as many countries in Sub-Saharan Africa, have a blood test called G6PD. Many Fulbrighters have asked what is this test and why is it necessary. The following information is provided to answer those questions.

G6PD Deficiency

Certain persons have an inherited deficiency of an enzyme, glucose-6-phosphate dehydrogenase (G6PD) in their red blood cells and, although the implications of this condition are not all known, it is considered a minor abnormality. It is, however, recommended that persons with G6PD deficiency avoid certain drugs to minimize any possibility of red blood cell destruction. A deficiency of G6PD can be tested for by most laboratories and is part of the laboratory blood tests required for persons going to areas of the world where malaria is prevalent.

A drug of particular concern for anyone working in malarious areas is Primaquine. Primaquine is used for prevention of relapsing types of malaria, once anti-malarial suppressive drugs, such as chloroquine, paludrine, mefloquine and doxycycline, have been stopped. Should primaquine be recommended as a treatment, inform the prescribing physician that you have a G6PD deficiency, if that is the case. Other anti-malarials, including chloroquine, paludrine, mefloquine and doxycycline, can be safely taken by people with G6PD deficiency.

It is suggested that you record the presence of G6PD deficiency in your yellow International Certificate of Vaccination, under remarks concerning known sensitivities.

Some of the drugs and chemicals that have clearly been shown to cause clinically significant hemolytic anemia in persons with G6PD deficiency and, therefore, should not be taken are:

ACETANILID	SULFANILAMIDE
FUROXONE	SULFACETAMIDE
METHYLENE BLUE	SULFAPYRIDINE
NALIDIXIC ACID (NEGRAM)	SULPHAMETHOXAZOLE (GANTANOL)
NAPHTHALENE	NITROFURANTOIN (FURADANTIN)
PHENYLHYDRAZINE	PRIMAQUINE

Recent studies indicate that the current chloroquine/paludrine combination used for malaria prophylaxis is no longer the most effective regimen to prevent this disease. The new regimen recommended by the Public Health Service and endorsed by the United States Department of State Medical Unit is the use of Mefloquine. There are restrictions on the use of Mefloquine that you should be aware of when considering placements in areas where it is the drug of choice for malaria prophylaxis.

Malaria is a disease whose prevention and treatment is constantly changing as the parasite becomes resistant to the different drugs used against it. The choice of drugs is made on the basis of a balance between efficacy and safety. By definition, as newer drugs are introduced, their efficacies are more quickly determined than their safety, which can only be evaluated after large numbers of people have taken the new drug over a prolonged period of time. Recognizing that all drugs have side-effects and none are 100% effective, the Office of Medical Services, United States Department of State (MED), strives to achieve a proper balance in making its recommendations for prophylaxis against malaria.

MED has recommended chloroquine and proguanil (Paludrine) for prophylaxis in areas of chloroquine-resistant *Plasmodium falciparum* (CRPF). This combination is extremely safe, and has provided good protection against CRPF. Now the rather limited available data indicate that in tropical Africa and certain other malaria areas, the most effective prophylactic drug is Mefloquine (Lariam) taken weekly. It is estimated that the protective efficacy of Mefloquine in CRPF areas of tropical Africa is about 92% versus about 65% for chloroquine and Paludrine, and essentially no protection with chloroquine alone. Although Mefloquine has been associated very rarely with serious adverse reactions (e.g., hallucinations, convulsions), all published studies to date confirm that Mefloquine is generally well-tolerated when used for prophylaxis. Minor side effects, such as gastrointestinal disturbances and dizziness, tend to be transient and self-limited. All the above mentioned side effects are more frequent when Mefloquine is used for treatment of malaria, where higher doses are used than those used prophylactically.

Mefloquine is contraindicated in certain people, including those on beta-blockers or quinidine, those with a history of epilepsy or a significant psychiatric disorder, pregnant women, and children under 35 pounds.

An alternative prophylactic drug is daily doxycycline. Studies in Thailand have found this drug useful for that area, but there have not been studies in Africa to give a comparative protective efficacy figure relative to Mefloquine or chloroquine plus proguanil. Doxycycline is known to cause photosensitivity, usually manifested by an exaggerated sunburn reaction. This can be minimized by avoiding prolonged, direct exposure to the sun, or using sunscreens (SPF 8 to 15) that absorb long-wave ultraviolet radiation. Intestinal problems and yeast infections may also occur. Doxycycline cannot be used by pregnant women or children under 8 years.

Another alternative regimen in Africa is the above-mentioned combination of proguanil daily, plus chloroquine weekly. This combination is generally well-tolerated and according to limited studies provides about 65% protection. Both of these drugs are considered safe in pregnancy and in small children.

The U. S. Public Health Service and MED's recommendation for tropical Africa is Mefloquine (weekly) alone, for those with no contraindication to its use. Doxycycline (daily) alone is an alternate regimen for those who are intolerant of Mefloquine or for whom Mefloquine is contraindicated. For those unable to use either Mefloquine or doxycycline, especially pregnant women and young children, daily proguanil plus weekly chloroquine is recommended. Whatever regimen is used, the drug(s) must be taken religiously while in the malarious area and for four weeks after leaving.

Since no anti-malarial drug regimen alone can offer total protection, in addition to religious use of anti-malarial drugs, there are a number of important measures to protect against mosquito bites and the acquisition of malaria. These include:

1. Remain in well-screened areas.
2. Use mosquito nets enclosing the bed while sleeping. Check frequently for holes.
3. Use insect repellents containing about a 35% concentration of DEET on exposed parts of the body.
4. Spray clothing with permethrin (Permanone) repellent.
5. Wear clothes that cover most of the body.
6. Use flying insect spray containing pyrethrum in living and sleeping areas.
7. Mosquitoes are most active at dawn and dusk, so take extra precautions during those times.
8. Mosquitoes are attracted to water, particularly stagnant water. To avoid bites, light mosquito coils upon entering the washroom and even while bathing.

It should be emphasized that the risks for malaria can vary significantly within the same country, and that the Health Unit at the embassy remains your best source for the most current information on malaria.

List of Countries with Chloroquine Resistance

Certain countries have particular health concerns that require the United States Department of State to implement specific policies. For example, in areas where chloroquine resistant malaria has been identified, Mefloquine has been designated by the United States Department of State Medical Unit as the preventive treatment of choice. Therefore, no Fulbrighters will be assigned to countries with chloroquine resistant malaria if grantees and their accompanying dependents cannot take Mefloquine. Applicants will be advised of any changes in policy. At the time of printing of this handbook, the following countries fall into this category:

- Africa:** All countries in tropical Africa.
- South Asia:** Bangladesh (north, east), India, Nepal, Pakistan, and Sri Lanka.
- East Asia:** China (Hainan and Yunnan Provinces).
- Southeast Asia:** Indonesia, Malaysia, Philippines (Luzon, Basilan, Mindoro, Palawan, Mindanao, Sulu Archipelago), and Thailand.
- Oceania:** Papua New Guinea.
- Latin America:** Bolivia, Brazil, Colombia, Ecuador, Panama (east of Canal Zone, San Blas Islands), Peru (northern provinces), and Venezuela.

Not all areas of a particular country are affected. In some cases, the capital city and other large urban areas are considered free of malaria but malaria prophylaxis is recommended for people visiting rural areas. In other countries, people going to areas of a country at an altitude higher than 3,000 meters above sea level do not need to guard against malaria, but people going to coastal areas or lower tropical valleys must take protective medication.

Hepatitis A Vaccine

About the Disease

Hepatitis A is a serious liver disease caused by the hepatitis A virus (HAV). HAV is found in the stool of persons with hepatitis A. The spread of HAV is usually by close personal contact and sometimes by eating food or drinking water containing HAV.

Hepatitis A can cause a wide variety of symptoms ranging from mild “flu-like” illness to more serious problems, such as yellowing of the eyes (jaundice), severe stomach pains, and diarrhea, that may require hospital admission. A person who has hepatitis A can easily pass the disease to others within the same household. In some cases, hepatitis A causes death.

About Hepatitis A Vaccine

Benefits of the vaccine Vaccination is the best way to protect against hepatitis A. People who get the hepatitis A vaccine have protection for years against infection with HAV. The vaccine is made from a killed virus and is given as a shot in the muscle of the upper arm (deltoid). Before the hepatitis A vaccine was available, only short term protection could be achieved by giving immune globulin (also called “gamma globulin” or IG); see box on next page.

Hepatitis A Vaccine Schedule

The dose and vaccination schedule vary according to age:

- For adults >18 years of age: two doses; 6-12 months apart.
- For children and adolescents 2-18 years of age: three doses; second dose one month from the first; third dose, 5-11 months from the second.
- Other vaccines may be given at the same time as the hepatitis A vaccine.

Who Should get the Hepatitis A Vaccine?

- Persons 2 years of age and older traveling or working in countries with high rates of hepatitis A, such as those located in Central or South America, the Caribbean, Mexico, Asia (except Japan), Africa, and southern or eastern Europe.
- Persons who live in communities with high rates of hepatitis A; some examples include American Indian, Alaska Native, and Pacific Islander communities and selected religious communities.
- Men who have sex with men.
- Persons who use street drugs.
- People with chronic liver disease.

Who are at Risk from Hepatitis A Vaccine?

Hepatitis A vaccine is very safe. As with any medicine, there are very small risks that serious problems, even death, could occur after getting a vaccine. Most people who get hepatitis A vaccine have no problems from it.

Below is a list of problems that **MAY** occur after getting the vaccine.

Mild Problems (usually go away in 1-2 days)

- soreness or swelling where shot was given
- headache
- tiredness
- loss of appetite

Severe Problems

- serious allergic reaction

What to do if there is a Serious Allergic Reaction

- Call a doctor or get the person to a doctor right away.
- Write down what happened, along with the date and time it happened, and give this information to the doctor.
- Ask your doctor, nurse, or health department to file a Vaccine Adverse Event Report (VAERS) form, or you can call (800)822-7967 toll-free or visit: <http://vaers.hhs.gov/>.

Pregnancy

Hepatitis A vaccine has not been evaluated in pregnancy. However, any risk for the fetus or for pregnant women is expected to be very low.

NOTE: If you want to learn more, ask your doctor or nurse. She/he can give you the vaccine package insert or suggest other sources of information.

About Immune Globulin (IG)

Benefits: IG protects against hepatitis A virus (HAV) for 3-5 months, depending on dosage.

Schedule: Can be given before exposure to HAV or within 2 weeks after exposure.

Who should get IG?

- Persons who are exposed to HAV and can get IG within 2 weeks of that exposure.
- Travelers to areas with high rates of hepatitis A if they do not receive hepatitis A vaccine.

Risks: Rarely, swelling, hives, or allergic reaction

Hepatitis B Vaccine and Hepatitis B Immune Globulin

What you need to know before you or your child gets the vaccine.

Risks of the Disease

Hepatitis B is a serious disease. The first stage of it may lead to:

- loss of desire to eat,
- feeling tired,
- pains in muscles, joints or stomach,
- diarrhea or vomiting,
- yellow skin or eyes,
- death.

Long Lasting Infection with Hepatitis B Virus may:

- destroy the liver (cirrhosis),
- lead to liver cancer,
- cause death.

Each year in the U.S. 150,000 people get hepatitis B. More than 11,000 people have to stay in the hospital for care. 4,000 to 5,000 die from hepatitis B.

How is it Spread?

Hepatitis B virus is carried in the blood and body fluids of an infected person. It can pass through tiny breaks in the skin, mouth, vagina, or penis. A person can get infected in several ways, such as:

- during birth when the infected mother passes the virus to her baby,
- by having sex with an infected person,
- by being stuck with a used needle,
- by sharing personal items, such as a razor or toothbrush.

NOTE: People can spread hepatitis B virus without even knowing they have it.

About the Vaccine

Benefits of the vaccine: Vaccination is the best way to protect against hepatitis B.

Hepatitis B Vaccine Schedule

Most people should get 3 doses of hepatitis B vaccine. If you miss a dose or get behind schedule, get the next dose as soon as you can. There is no need to start over.

Other vaccines may be given at the same time as the hepatitis B vaccine.

AGE FOR HEPATITIS B VACCINE			
Dose#	Infant whose mother HAS hepatitis B Virus	Infant whose mother does NOT have hepatitis B Virus	Other recommended age groups
1	Within 12 hours of birth	Birth - 2 months	Now
2	1-2 months of age (at least 1 month after dose #1)	1-4 months of age (at least 1 month after dose #1)	1-2 months after dose #1
3	6 months of age (at least 2 months after dose #2)	6-18 months of age (at least 2 months after dose #2)	4-6 months after dose #1

Who should get Hepatitis B Vaccine?

1. Most infants.
2. Children 10 years of age and younger whose parents are from parts of the world where hepatitis B is common.
3. Pre-teens and teens who have not been given the vaccine already.

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Ask your doctor or nurse if you should get the vaccine.

Tell your doctor or nurse if the person getting the vaccine ever had a serious allergic reaction to:

- hepatitis B vaccine;
- common baker's yeast; or
- currently has a moderate or severe illness.

If you are not sure, ask your doctor or nurse.

What are the Risks from Hepatitis B Vaccine?

Hepatitis B vaccines is one of the safest vaccines. As with any medicine, there is a very small risk that serious problems, even death, could occur after getting a vaccine. Getting the disease is much more likely to cause serious illness than getting the vaccine.

Mild Problems

- soreness where shot was given
- mild to moderate fever

Acetaminophen or ibuprofen (not aspirin) may be used to reduce fever and pain.

Severe Problems

- serious allergic reaction is very rare

What to Do if There is a Serious Reaction

Call a doctor or get the person to a doctor right away.

Ask your doctor, nurse, or health department to file a Vaccine Adverse Event Report (VAER) form, or you can call (800)822-7967 toll-free

NOTE: If you want to learn more, ask your doctor or nurse. She/he can give you the vaccine package insert or suggest other sources of information.

About Hepatitis B Immune Globulin (HBIG)

Benefits: HBIG protects from hepatitis B virus infection for 1-3 months

Schedule: HBIG is given with the first hepatitis B vaccine dose to people who have recently been exposed to hepatitis B virus

Who should get HBIG

- Newborns of women infected with hepatitis B virus.
- Infants who never got the vaccine and whose parent or caregiver has hepatitis B.
- People recently exposed to blood or body fluids that may contain hepatitis B virus.
- People who recently had sex with someone with hepatitis B.

Risks: swelling, hives, severe allergic reaction.

Other potential hazards encountered abroad

- | | |
|---------------------|--|
| Animal bites | · Spitting cobras spit at a two to three foot level and, therefore, are most dangerous to children and pets. |
| Automobiles | · The single greatest cause of injury and death to Americans abroad is automobile accidents. Please practice defensive driving and exercise caution as a pedestrian. Do not assume that there are commonly held laws or rules regarding driving practices.
· In many countries driving is completely non-regulated. |
| CO2 | · Make sure there is always ventilation when operating a stove or heater. For example, a common problem is a gas leak in the water heater; therefore, you should leave the bathroom door open when showering. |
| Dehydration | · Avoid or minimize your intake of alcohol and caffeine. You should not be |

guided by how you feel, as people often lose their thirst mechanism when they become dehydrated.

- Electricity** · Be careful about handling non-grounded electrical equipment.
- Flammability** · Remember that gasoline and many other substances are flammable.
- Household Help** · If you have assistance be certain that personnel follow precautionary measures for the preparation of food. Be clear about what they should do and why. If they perceive the step as unnecessary, they may omit it. Adhere to the maxim "trust but verify."
- If anyone lives in your home, make sure that he or she has an x-ray examined by a local doctor to verify that he or she does not have tuberculosis.
 - Provide lots of soap, water, and towels to household help for cleaning their hands.
- Parasites** · Prepare food appropriately. All produce should be well-cleaned using chlorox or iodine solution. Soak the items for thirty minutes then rinse in pre-boiled water.
- Stay away from salads! Eat thoroughly cooked hot food. Make sure that water bottles are opened in front of you in order to verify that they are not refilled from the tap.
 - Do not assume that because you are in a hotel the food is safe.
 - Keep pre-boiled water in jugs in the refrigerator.
 - Please note that filtering water does NOT clean it adequately.
 - Two of the most common stomach parasites are giardia (characterized by sulphur burps and intestinal distress) and difragilis. Do not panic over diarrhea unless you see blood in your stools; then you should seek immediate assistance. In contrast, it can be extremely dangerous for a baby to have diarrhea for more than 24 hours.
- Swimming** · To avoid water parasites do NOT swim in fresh non-chlorinated water. Both still water (lakes) and running water (rivers) are hazardous. By using soap when taking a shower, the risk is greatly reduced. Drowning, of course, is another potential water hazard.
- Violence** · Maintain an awareness of your environment and an alertness to changes in that environment. Always inquire with locals about the safety of an area. For example, women should be particularly careful to discern whether or not jogging is appropriate.

PART V. Program Administration

The Fulbright Program

The U.S. government's flagship international educational exchange program, widely known as the Fulbright Program, is designed, in the words of the 1961 Mutual Educational and Cultural Exchange Act, "to increase mutual understanding between the people of the United States and the people of other countries..." As a Fulbright recipient, you are expected to be as dedicated to opening cultural doors as you are to your academic project.

The Fulbright Program was established in 1946 under legislation introduced by former Senator J. William Fulbright of Arkansas. The Fulbright Program is administered by the Bureau of Educational and Cultural Affairs of the United States Department of State. The United States Department of State administers the program with the assistance of U.S. Embassies in 89 other countries, a number of cooperating agencies in the U.S. and binational educational Commissions and Foundations in 50 countries that have executive agreements with the United States for continuing educational programs.

Since 1946, the Institute of International Education (IIE) has been under contract to organize publicity, receive and process applications, and through its National Screening Committee, make recommendations to the J. William Fulbright Foreign Scholarship Board (FSB) for awards to U.S. graduate students. IIE performs the same functions with regard to grants sponsored by foreign governments, universities and private donors for U.S. and foreign students.

Fulbright Program Funding

The primary source of funding for the Fulbright Program is an annual appropriation made by the U.S. Congress to the United States Department of State. Participating governments and host institutions in many countries also contribute financially through cost-sharing, as well as by indirect support such as salary supplements, tuition waivers, university housing and other benefits. Foreign governments also contribute to the Fulbright Program through their binational Commissions/Foundations.

The J. William Fulbright Foreign Scholarship Board (FSB)

The J. William Fulbright Foreign Scholarship Board is composed of 12 academic and public leaders appointed by the President of the United States. The FSB formulates policies, procedures and awards criteria for the Fulbright Program. The Board members also select the final candidates for awards.

The United States Department of State, Bureau of Educational and Cultural Affairs

The United States Department of State is the administrative and executive agency of the Fulbright Program, as well as other U.S. government exchange programs. The Department provides the budget, administrative and staff support for the program; negotiates agreements covering educational interchange with foreign governments; and, maintains liaison with American embassies and consulates abroad.

United States Embassies

The Public Affairs Officer (PAO) of the American embassy is the person responsible for oversight of the educational exchange program in countries where there is no Fulbright Commission or Foundation. You are encouraged to establish and maintain contact with the nearest Public Affairs Section and keep

it informed of any difficulties that might have a negative impact on your activities. Of course, the PAO will also be interested in any positive results and developments in connection with your presence in the country of assignment. IIE will provide you with the name and address of the nearest Public Affairs Section. Please remember, however, that this personnel must devote their energies on a regular basis to a score of important daily tasks in addition to the Fulbright Program. Please use your discretion when asking for assistance from these offices and do not abuse the privilege.

Binational Commissions and Foundations

Binational Commissions and Foundations establish the numbers and categories of grants based on requests from local institutions. In a country without a Commission or Foundation, the American embassy develops the program and supervises it locally. There are 50 Commissions currently active. They are funded jointly by the United States and the respective host government. Each Commission is composed of an equal number of Americans and citizens of the participating nation.

The Institute of International Education (IIE)

IIE handles placement and day-to-day supervision of most foreign student grantees in the United States and assists in the recruitment and preliminary selection of American student candidates competing for Fulbright awards to other countries. IIE's headquarters is in New York, with five regional offices in Chicago, San Francisco, Houston, Denver, and Washington DC. IIE also has 13 overseas offices.

APPENDIX A

—CHECKLISTS—

USEFUL ITEMS TO BRING

- Address book
- Camera and cables to connect to computer
- Clothes that don't wrinkle or show dirt
- Bike lock
- Comfortable shoes; flip-flops for public showers
- Contact lens fluid (bring a lot—it may not be available abroad)
- Credit cards
- Daypack for short trips
- Dental floss
- Extra passport-size photos for passes and ID cards
- First aid kit
- Flashdrive for computer file transfer or back-up
- Flashlight and batteries
- Hang-around-the-neck money belt
- Insect repellent
- Laptop Computer
- Lightweight journal
- More underwear and socks, fewer other clothes
- Power Adapter
- Phone numbers
- Pictures of family, friends, and pets
- Small gifts for local people who help you (items from your hometown or alma mater)
- Small battery powered alarm clock
- Sunglasses/sun block/sunscreen
- Toilet paper (or travel packs of tissues)
- Travel guide books (Let's Go... Lonely Planet, Rough Guide)
- Travelers checks
- Ziplock plastic bags (to keep things dry)

BEFORE YOU GO

Prior to departing the United States, make two photocopies of the following:

- The entire contents of your wallet.
- Your passport.
- Medical prescriptions (including generic drug names).
- All travel itineraries.
- Hostel and other identification cards.
- Travelers check numbers.

Leave one copy with someone in the United States and carry the other copy separately from your money belt. Make reduced but legible copies to decrease the amount of paper you have to carry.

Also, leave the number of the State Department's Citizens Emergency Center (202-647-5225) with your relatives for use in the event of a natural disaster or other disruption to normal life in your country of assignment.

NOTE: If you have children who will remain in the United States in the care of someone other than a parent, you should be sure the caretaker is empowered to make decisions regarding the care of your children in a medical emergency during your absence.

FINAL STAGE

PREPARING TO TRAVEL

- Passport (that will remain valid) obtained for each family member
- Visa applications
- Travel and arrival itinerary left with IIE or Fulbright Commission and with family
- Change of address forms sent to banks, insurance company, etc.
- Completed Power of Attorney forms
- Absentee ballots for Americans overseas (seek assistance through Congressional representative)
- Driver's license that will not expire. Check on possibility of renewals from overseas
- International driving permit
- Tax forms (federal, state, municipal)
- Will(s)
- Traveler's checks
- Official copies of marriage/birth certificates, diplomas/degrees or transcripts for self and family members who may wish to study or work
- Cancel subscriptions to newspapers and magazines

PACKING

- Check with airlines about weight allowances versus allowance by size of suitcases
These allowances vary between countries
- Packers for airfreight (to be packed at your residence, if possible)
- Buy supplies for future needs (medications, optical supplies)
- Pack and ship printed educational materials
- Inoculations and immunizations for self and family, including boosters for adults (who often forget)
- Insurance [pay premiums for or obtain (a) life, (b) health, (c) personal household effects for permanent residence (d) personal liability, and (e) auto (f) travel]
- Purchase separate health coverage for spouse and children

MISCELLANEOUS

- Research whether there are camera use courtesies/regulations to be aware of in country of assignment
- Select items to be part of carry-on baggage in event of layovers
- Know regulations on use of American flag carriers, generally, and for unplanned and personal stopovers

APPENDIX B

—COMPARATIVE WEIGHTS AND MEASURES—

The following chart may be useful to you to better understand the metric system and to make conversions.

Linear Measure

1 inch = 2.54 centimeters

1 foot = 12 inches = 30.48 centimeters

1 yard = 3 feet = 36 inches = 91.44 centimeters

39.4 inches = 1 meter

1 mile = 5,280 feet = 1.609 kilometers

To approximately convert miles to kilometers, multiply the mileage by 1.6

Liquid Measure

1 cup = 8 ounces = .2356 liters

1 pint = 2 cups = .473 liters

1 quart = 2 pints = 4 cups = .946 liters

1.057 quarts = 1 liter

1 gallon = 4 quarts = 3.785 liters

Weight

1 ounce = 28.35 grams

1 pound = 16 ounces = 454 grams

1 ton = 2,000 pounds = .907 metric tons

2.2 pounds = 1 kilogram

Surface

10.8 square feet = 1 square meter

1 square foot = 0.093 square meters

1 acre = 100 square meters

Temperature

To convert Fahrenheit to degrees Centigrade, subtract 32 from the F measure, multiply the result by 5 and divide by 9.

To convert Centigrade to Fahrenheit, multiply the C measure by 9, divide by 5 and add 32 to the result.

Oven Temperatures

Degrees F.	Degrees C.
475	240
450	230
425	220
400	200
375	190
350	180
325	170
300	160
275	150
250	140

Thermometer Readings

Degrees F.	Degrees C.
100.4	38
95	35
86	30
77	25
69.8	21
50	10
41	5
32	0
23	-5
14	-10
5	-15
1.4	-17
-3	-25

APPENDIX C

—CLOTHING AND SHOE SIZE EQUIVALENTS—

Clothing and shoe size equivalents are different in many countries from those in the United States. The following is a list indicating these differences:

WOMEN'S SIZES

Misses' dresses, coats, suits:

U.S.	6	8	10	12	14	16
U.K.	8	10	12	14	16	18
Other	36	38	40	42	44	46

Junior dresses, coats, suits:

U.S.	7	9	11	13	15
Other	36	38	40	42	44

Ladies' blouses and sweaters:

U.S.	32	34	36	38	40	42	44
Other	38	40	42	44	46	48	50

Ladies' hosiery:

U.S.	8	9	10	11
Other	0	2	4	6

Ladies' shoes:

U.S.	6	6½	7	7½	8	8½	9
U.K.		5		6		7	
Other	37	38½	39	39½	40	40½	41

CHILDREN'S SIZES

U.S.	3	4	5	6	6X	7	8	10
Other (cm)	120	125	130	135	140	145	150	155
Age	6	7	8	9	10	11	12	13

MEN'S SIZES

Men's suits, overcoats, sweaters:

U.S. and U.K.	32	34	36	38	40	42	44	46
Other	42	44	46	48	50	52	54	56

Men's Dress Shirts:

U.S. and U.K.	14	14½	15	15½	16	16½	17
Other	36	37	38	39/40	41	42	43

(Most sweaters and sport shirts are usually marked Small, Medium, Large, and Extra Large)

Men's Hats:

U.S.	6¾	6f	7	7c	7¼	7d	7½
U.K.	6e	6¾	6f	7	7c	7¼	7d
Other	54	55	56	57	58	59	60

Men's Shoes:

U.S.	7½	8½	9½	10	10½	11½
U.K.	6½	7½	8½	9	9½	10
Other	40	41	42	43	44	45

APPENDIX D
—USEFUL INFORMATION TO KEEP ON HAND—

Social Security Number:

Passport Number:

Emergency Contact:

Name:

Relationship:

Address:

Phone Number:

Emergency Medical Information:

Medical Insurance Company:

Medical Insurance Policy Number(s):

Blood Type:

Allergies:

Other Critical Medical Information:

Other Important Information:

Credit Card Numbers:

Credit Card Company Emergency Numbers:

Driver's License Number:

Checking Account Number:

Other:

Fulbright Commission/U.S. Embassy Contact Information

Name: _____

Address: _____

Phone Number(s): _____

APPENDIX E
—Continuing Your Involvement
with the Fulbright Program—

Most of you will receive information concerning the Fulbright Association directly from them shortly after the termination of your grant. In the event that you are not contacted and you wish to join and participate in the activities of the Association, they may be reached by contacting:

Executive Director
Fulbright Association
1320 19th Street NW, Suite 350
Washington, DC 20036-1647
Phone: (202) 775-0725
Fax: (202) 775-0727
Email: jane.anderson@fulbright.org
Website: <http://www.fulbright.org/>

The Bureau of Educational and Cultural Affairs, U.S. Department of State, also maintains an interactive website for all of its exchange program alumni. This website offers, among other items, grant opportunity listings, news items, and free access to a variety of academic journals. This website can be found at <https://alumni.state.gov/landing-page>.

APPENDIX F

—HELPFUL HINTS FOR LIFE IN THE TROPICS—

Health

Remember your anti-malaria medicine. Take it every week on the same day of the week.

Keep your vaccinations and shots up-to-date.

It is wise for all domestic servants to have periodical medical check-ups.

Be extra careful about sanitary precautions such as washing hands before handling food.

Boil and filter all drinking water. Boiling should be done for at least ten (10) minutes at a rapid boil. Water purification tablets or iodine tablets may be used when boiling and filtering is not possible, but remember that this process does not make the water as safe as boiling and filtering.

Keep flies and other insects off food—they are carriers of disease.

Be cautious with fruits and vegetables. Only peelable fruits and vegetables are safely eaten uncooked unless you know they have been treated to an iodine or chlorox soak. Drinks made from tap water or with tap water ice are unsafe.

Schisto parasites, carried by snails, may be present in freshwater lakes and streams and can cause a very unpleasant disease. Swim only in fresh water that has been tested and declared free of such parasites.

Because of the heavy undertow, the ocean is a dangerous place to swim. Use extreme caution and swim only in recommended areas.

The sun is very hot and can burn you quickly, especially between noon and 4:00 p.m.

House

Some porches accumulate dangerously slippery mold during the rainy season. Treat with a combination of boiling water, chlorox, and detergent, followed by scrubbing with Ajax and a stiff brush or steel wool.

Chemical drain cleaners will stop some bacterial action in the septic tank but can also cause problems if your plumbing contains lead.

If air does not circulate freely in your house, keep a fan going when the house is shut up so that the furniture will not mildew.

Keep candles, matches, and flashlights in familiar locations so that you may find them easily when the electricity fails.

Clothes

Iron all clothes that have been hung outside. This kills the larvae of flies before they can burrow into your skin.

An electric light bulb burning in the closet will help keep clothes dry. Be sure the light bulb has a protective cover to prevent a fire.

Air-tight garment bags help keep clothes clean, mildew-free, and bug-free (cockroaches can cause expensive damage to clothes, especially rayon fabric) providing you put some moth balls at the top of the bag. Gas from moth balls is heavier than air so place the balls high to be effective.

Your wire clothes hangers will rust in this humidity and stain your clothes. Cover them with plastic.

Food

Keep dry foods in good condition and insect-free by storing them in air-tight containers such as Tupperware.

Yeast is best kept in the refrigerator or freezer. Two rounded teaspoons dry yeast = one compressed cake or one package of yeast.

Baking powder deteriorates rapidly in tropical climates. If your baking powder is old, double the amount called for in a recipe.

Packaged flour can be kept indefinitely without accumulating weevils (unless the manufacturer presented you with some in the original packing) by putting it into glass jars or tin containers with tightly-fitting tops.

Add a few grains of rice to the salt in your shaker to keep salt dry.

Always try to buy fish that are still alive. A fish that is not alive, but is perfectly fresh, has bulging translucent eyes and bright red gills. The flesh is firm and elastic and has a distinctly fresh odor. Placed in a pan of water, it will sink to the bottom. If it floats, throw it away. Another test is to sniff along the backbone. If the fish has begun to spoil, this is where the odor will first be noticeable.

Personal Possessions

Use mineral oil to remove rust. Do not wash after removing the rust; leave a thin coat of oil on the metal to prevent the metal from further rusting. Do not use oil on any items that must subsequently be painted.

Cover computers, typewriters, sewing machines and other appliances tightly when not in use to discourage corrosion. Even the "stainless" metals suffer in salt air.

Keep your washing machine uncovered and the wringer tension released when not in use.

Mildew can be prevented in an enclosed area by using moth balls. Be sure to place them high so that the entire area will be permeated by the gas. Put the moth balls in drawers, cabinets, closets, trunks, bookshelves, tool chests or wherever you have a musty odor; the odor will vanish. Do not use moth balls where you have cameras and film.

Washable air conditioner filters should be washed once a week. Bedroom air conditioner filters require special attention (because of lint from the bedding) on the side of the filter facing the room. Lint can be removed from the filter by shaking or light dusting. This should be done before washing, otherwise washing may force the lint into the tiny cells of the filter and become very difficult to extricate.

Stereo equipment, radios and tape recorders will last longer if used frequently because operation helps keep the equipment dry.

If you live in an area where the electric current fluctuates, a constant voltage regulator will preserve your stereo. Constant voltage regulators should be disconnected when not in use to maximize their life.

Often the home wiring system is not grounded. Therefore, each appliance should be grounded wherever possible. Be very careful not to touch wet hands to any appliance while it is plugged into a power source.

If you have a 110-volt appliance, be sure that you use a transformer with sufficient wattage to handle your equipment.

When the electrical power goes out, turn off major appliances to avoid damaging them when the power is restored. Two factors may be involved in causing damage: (1) an initial power surge when current is restored, and (2) a sharp voltage drop caused by simultaneous heavy power requirements all over the city. Electric motors and certain other equipment draw considerably more current during initial start-up than during normal operation. Thus, with all electrical motors and appliances commencing operation simultaneously immediately after a black-out, the electrical demands are exorbitant. These heavy demands cease after about five minutes. This is the time to plug in your appliances gradually.

Pests

Infestations of ants, cockroaches, mosquitoes and flies are heaviest during the rainy season when the insects are seeking a dry and protected shelter.

Spraying for ants, unless you can score a direct hit on the nest, is usually not too effective. General spraying may kill a few ants but the bulk will not have been touched and will carefully circumvent the sprayed area and pester you in another spot.

To locate ant nests, put down a tiny amount of sugar and wait. Soon the ants will have formed a living path from the sugar to the nest.

Ants do not like Ajax. You can rid any working area of them for a while by wiping liberally with Ajax and not removing all of it.

Ammonia takes the itch out of bites.

If you find ants crawling over clean dishes in the cupboard, you may conclude that an imperceptible film of grease remains on the dishes. This can be corrected by adding a small amount of strong detergent (like Spic and Span) to your dish detergent. Make sure that your dishes will not be damaged by the concentration.

For cockroaches, spraying can be effective. Concentrate especially on crevices in wood where eggs tend to be deposited. Cockroaches live in the soil under the houses, around water and sewage pipes, in cesspools, etc. They migrate into the house searching for food, water, and/or shelter. They eat clothing, books, and furniture, as well as food, voraciously. They do not only crawl; they fly as well.

A mixture of mashed potatoes and boric acid is lethal to cockroaches but this is a dangerous poison and must be kept far from the reach of children and pets.

Cockroaches especially like to build their homes in the subterranean areas of bathrooms.

Although you may not be able to liquidate all of them that are breeding on the level below your bath, you can keep them from entering the house. All cracks in or between the tile must be filled. Openings between the tub (or shower) and the floor and the toilet and floor should all be filled with cement. Before sundown every day, the stopper should be placed on each over-flow drain.

Cockroaches do not like moth balls. They avoid any area that carries the odor of moth balls.

Keep flies off food. Screen your house if possible. Flies carry many serious diseases. If you cannot avoid flies in your house, try to keep all exposed food covered.

Mosquitoes seek dark places in the house during the day and come out at night to feed. You can avoid this by cleaning under each piece of furniture everyday and shaking the drapes and hanging clothes. Persistent disturbance of their favorite hiding places send them elsewhere. This can be more effective than spraying.

Destroy mosquito breeding hideaways outside your house also. These may be tin cans partially filled with water, empty boxes, lumber, untrimmed bushes, poorly drained washtubs, etc. Water standing in flower pots is an ideal breeding place for mosquitoes.

Pets

It has been said to have your dog vaccinated twice a year. The vaccine that provides immunity for a year or more in temperate climates holds for only six months in the tropics. Better check with your vet for his opinion.

Protect your pet with a therapeutic shampoo containing anti-bacterial, fungal and parasitic properties.

De-worm your dog frequently. Tape worm, hookworm, and round worm abound in the tropics.

Keep your pets free of fleas, ticks, mites, etc. which carry diseases. Avoid flies and mosquitoes whenever possible. Certain flies deposit larvae which burrow into a dog's flesh and cause considerable discomfort; mosquitoes transmit heart worm.

A cat's temperature is normally 100° to 102.5° Fahrenheit.

A dog's temperature is normally 100° to 102° Fahrenheit.

Cars

When parking your car in the hot sun, leave a window open a half inch to allow moist heat to escape. Windows have exploded from trapped heat.

Check battery, radiator and oil often—consumption of water is higher in the tropics.

Carry a spare tire with you always. Be sure it is in good repair and that tools for changing tires are ready for use.

Remove accumulated film from the windshield with Spic and Span and hot water or with straight vinegar; wipe dry with some friction. Do not permit either preparation to run down on the rubber gasket or on the finish of the car.

If metal has been eaten by salt air or humidity, it often helps to rub it vigorously with a rag soaked in kerosene.

APPENDIX G

U.S. Department of State Accident and Sickness Program for Exchanges (ASPE)

Quick Reference Guide U.S. Grantees

The third-party administrator for the Accident and Sickness Program for Exchanges (ASPE) is:

Seven Corners, Inc.

P.O. Box 3724

Carmel, Indiana 46082-3724 USA

Telephone: 1-800-461-0430 (toll free for grantees in the United States)
or 317-818-2867 (a collect call for grantees outside of the United States)

E-Mail: aspeinfo@sevencorners.com

Website: www.usdos.sevencorners.com

Life-threatening medical emergency If you are outside the United States: contact the Fulbright Commission or the Public Affairs Officer at your US Embassy or Consulate for information about emergency help.

Find a provider outside of the US Call customer service toll free at (800) 461-0430; or collect for exchange participants outside of the U.S. at (317) 818-2867 for assistance in finding a provider in your host country area and to coordinate scheduling of care;

When you arrive at your medical provider appointment Present your ASPE Health Benefit Identification Card and a photo identification.

Pre-notification Seven Corners must be contacted:

1. to confirm coverage and benefits
2. as soon as non-emergency hospitalization is recommended
3. within 48 hours of the first working day following an emergency admission
4. when your physician recommends any surgery including outpatient
5. for emergency evacuation, repatriation and assistance services
6. if in the United States, call (800) 461-0430
7. if outside the United States, call (317) 818-2867 (collect)

Submit claims Outside of the US, contact Customer Service to coordinate possible direct billing to Seven Corners or mail or fax a completed claim form and copy of receipt(s) and / or an itemized bill to Seven Corners. Mail to the address above. Refer to page 15 of the ASPE booklet on “How to Submit a Claim”. See page 20 for a claim form.

Need Durable Medical Equipment or Diabetic Supplies USDOS has a preferred Durable Medical Equipment and Diabetic Supply network provider and ordering supplies should go through www.sevencornersonline.com or by contacting customer service toll free at (800) 461-0430 or collect for exchange participants outside of the U.S. at (317) 818-2867.

Inquire about medical bills Call customer service toll free at (800) 461-0430 or collect for exchange participants outside of the U.S. at (317) 818-2867 or send an email to customer service at ASPEinfo@sevencorners.com

Check on eligibility or benefits Call customer service toll free at (800) 461-0430 or collect for exchange participants outside of the U.S. at (317) 818-2867 or go online at www.usdos.sevencorners.com.

Replace your ID Card Lost or misplaced cards will be replaced by your enrolling organization or program agency. By contacting customer service TOLL FREE at (800) 461-0430 or collect for exchange participants outside of the U.S. at (317) 818-2867 or go online at www.usdos.sevencorners.com, a temporary ID card replacement

can be immediately issued to ensure no disruption in access to care.

Request a claim form Call customer service toll free at (800) 461-0430 or collect for exchange participants outside of the U.S. at (317) 818-2867 or go online to download forms at www.usdos.sevencorners.com.

If you need to be medically evacuated out of your country of assignment

For Americans abroad:

- a. contact the U.S. Embassy, Consulate or post.
- b. explain your need for medical care and why it cannot be provided at your place of assignment.
- c. a competent medical authority, which may include the regional medical officer, must approve evacuation. Embassy staff and / or program staff will contact USDOS to assist in transporting you to the closest, most suitable medical facility.

Deductible You will not be reimbursed for the deductible. The ASPE health benefit plan requires that you pay the **first \$25 for medical services associated with each accident or sickness**. If your bills are greater than \$25, the ASPE health benefit plan will pay the excess cost for **covered** treatment that is not pre-existing.

APPENDIX H

Short Term Insurance Policies for Educational Exchange

ALL ABOARD BENEFITS

All Aboard Benefits
6162 E. Mockingbird Lane #104
Dallas, TX 75214
Phone: 1-800-462-2322 (USA)
(214) 821-6677
Fax: (214) 821-6676
E-mail: info@allaboardbenefits.com
Website: <http://www.allaboardbenefits.com>

THE GATEWAY PLANS

Gateway Plan Administrator
Seabury & Smith
1255 23rd Street, NW
Washington, DC 20037
Phone: 1-800-282-4495
(202) 367-5097
Fax: (202) 367-5076
E-mail: gateway.dc@seabury.com
Website: <http://www.gatewayplans.com>

THE HARBOUR GROUP

The Harbour Group
1800 Michael Faraday Dr., Suite 201
Reston, VA 20190
Phone: 1-800-252-8160
(703) 733-0952
Fax: (703)-733-0946
E-mail: info@hginsurance.com
Website: <http://www.hginsurance.com>

HTH WORLDWIDE INSURANCE SERVICES

HTH Worldwide Insurance Services
12900 Federal Systems Park Drive
Suite 2A
Fairfax, VA 22033
Phone: 1-800-242-4178
(703) 322-1515
Fax: (703) 322-1636
E-mail: mail@highwaytohealth.com
Website: <http://www.hthworldwide.com>

INTERNATIONAL EDUCATIONAL EXCHANGE SERVICES (IIES)

International Educational Exchange Services (IIES)
118 Prospect Street, Suite 102
Ithaca, New York 14850
Phone: (866)-433-7462
(607) 272-2707
Email: passport@foreignsure.com
Website: <http://www.foreignsure.com>

THE INTERNATIONAL STUDENT ORGANIZATION IN AMERICA

I.S.O.A.
250 West 49 Street, Suite 806
New York, NY 10019
Phone: 1-800-244-1180
Fax: (212) 262-8920
E-mail: mailbox@isoa.org
Website: <http://www.isoa.org>

INTERNATIONAL SOS

International SOS Assistance Inc.
3600 Horizon Boulevard
Suite 300
Philadelphia, PA 19053 USA
Tel: (215) 942 8000
Fax: (215) 942 8299
Website: www.sevencorners.com

NEW ENGLAND BENEFIT SERVICES

International Medical Group (IMG)
407 North Fulton Street
Indianapolis, IN 46202
Phone: 1-800-628-4664
(317) 655-4500
Fax: (317) 655-4505
E-mail: insurance@imglobal.com
Website: <http://www.nebenefitservices.com>

TRAVEL INSURANCE SERVICES

Travel Insurance Services
2950 Camino Diablo, Suite 300
Walnut Creek, CA 94596-3949
Phone: 1-800-937-1387
(925) 932-1387
Fax: (925) 932-0442
E-mail: webinfo@travelinsure.com
Website: <http://www.travelinsure.com>

WALLACH & COMPANY, INC.

Wallach & Company, Inc.
107 W. Federal St.
P.O. Box 480
Middleburg, VA 20018
Phone: 1-800-237-6615
(540) 687-3166
Fax: (540) 687-3172
E-mail: info@wallach.com
Website: <http://www.wallach.com>

APPENDIX I

—Useful Websites—

The U.S. Fulbright Student Program

www.us.fulbrightonline.org

Institute of International Education (IIE)

www.iie.org

Internal Revenue Service (IRS) - tax information

www.irs.gov

Department of State

<http://www.state.gov>

<http://travel.state.gov>

United States Customs and Border Protection

www.cbp.gov

U.S. Government Publications

www.access.gpo.gov

Centers for Disease Control and Prevention (Health Information)

www.cdc.gov

APPENDIX J

TERMS AND CONDITIONS OF AWARD

ALL APPLICATIONS AND GRANTS ARE SUBJECT TO THE POLICIES OF THE
J. WILLIAM FULBRIGHT FOREIGN SCHOLARSHIP BOARD.

GRANT BENEFITS AND HEALTH COVERAGE CANNOT BEGIN UNTIL ALL REQUIRED DOCUMENTS HAVE BEEN SUBMITTED AND HAVE BEEN APPROVED BY IIE.

1. Financial Provisions

a. Financial benefits under this grant are limited to those described on the page attached to these terms and conditions of award plus a supplemental health benefit policy (see #18 below) for the grantee only. No additional funds will be provided for the purchase and shipment of teaching, research or study materials which a grantee may wish to have to carry out the purposes of this award. The fixed sum payment indicated will not be changed after the beginning date of the grant unless 1) the length of the grant is altered; or 2) the schedule of benefits for all similar grants is increased. Grant benefits cannot be paid for any period in which the grantee is in the United States.

b. The initial payment under the grant will include a one-time or initial start-up expenses payment and three months of grant benefits. This payment will be made no more than one month prior to the beginning date of the grant or as soon thereafter as possible, provided the grantee completes all required forms and notifies IIE of departure itinerary at least six weeks prior to departure. Any remaining installments will be paid on a quarterly basis during the month preceding the period for which the payment is being made or as described on the financial benefits page attached. Information on travel payments is contained below in number 4.

c. Any authorized adjustments in payments will be added to, or subtracted from, the next payment. If the final regular payment has been made, a separate payment will be made for any funds owed to the grantee. If adjustment following issuance of the last payment results in the grantee owing repayment, the grantee is required to make such repayment, by certified check to the Institute of International Education, within 20 days of receiving notification of the amount due.

d. For the purpose of determining the amount of the grant, the following three classes are considered for accompanying dependents only: zero dependents, one dependent, and, two or more dependents. Determination of the applicable dependent group is made at the time the grant is awarded but may be altered up to the time of travel under the grant to adjust for changes certified by the grantee, provided sufficient program funds remain available. Changes occurring after the beginning date of the grant will not affect the grant benefits. Dependents allowances are not available for all countries. Dependents for this purpose are defined as a spouse or a relative (child, parent, sibling) who is financially dependent on the grantee. An accompanying dependent is one who will spend at least 80% of the grant period abroad with the grantee. No allowance is provided for any dependent who holds a grant from any source.

e. Deductions from the grant amount will be made for duplicating benefits received from sources other than the host government, which may provide additional benefits if the grant is joint. Funds provided by any other source will be deducted, if in foreign currency, at the estimated exchange rate at the time the grant is issued. Non-monetary benefits (such as housing) will be translated into dollar values at the time the grant is awarded, and these amounts will be deducted. No applicant may receive concurrently a grant from the Fulbright Student Program and a grant from the Doctoral Dissertation Research Program.

f. Grant duration is established and grant benefits are determined on the basis of half-month intervals. Duration is the time spent in the country of assignment on the authorized program. Five to fifteen days is considered one-half month. Sixteen to thirty-one days is considered a full month. Monthly stipend funds will not be provided for less than five days in the host country.

2. Grant Obligations

a. Full-time performance of professional duties as described in the Statement of Grant Purpose in the grant application is required; for extended recess or vacation periods in the host country, the grantee will be expected to perform ancillary professional duties as agreed upon by the United States Department of State Public Affairs Section, U.S. Embassy abroad (hereinafter the Post), the host institution and the grantee. During host country holidays or vacation time, it is the responsibility of the grantee to continue to pursue their primary or secondary grant objectives to the best of their ability. Acceptance of remunerative employment abroad, unless approved in writing by the Post and IIE, violates the conditions of the grant.

b. Grantees may be required to attend any orientation program conducted for them in the United States or in the host country or region (See #4 below). Expenses related to such attendance are not compensated for in addition to the fixed sum of the grant. Only if grantees and/or dependents are required to attend an orientation program before beginning their trip abroad will they receive a separate orientation allowance.

c. Reports:

The grantee is required to submit periodic and final reports as specified by the Post and the Institute of International Education. Payment of the final month's grant maintenance will be withheld until the satisfactorily completed final report is received at IIE, even if this follows the grantees return to the United States. All final reports are expected to be filed within three months of grant completion in order to receive final payment.

3. Leave Periods

A. Fulbright Study/Research and ETA grants require a full-time commitment; therefore grant leave which is unrelated to the grant purpose is to be kept to a minimum. The following terms and conditions apply to leave periods; violation of these terms and conditions will result in reduction of grant stipend amounts and may result in revocation of the grant:

1. Leave outside of host country: Leaves during the grant period are limited to recesses or normal

vacation periods. The grantee may leave the host country for no more than a grand total of 14 days, including weekends and travel days. Such absence must be approved prior to traveling by the Cultural Affairs Officer or other appropriate officer of the Post, the host institution, and the appropriate IIE world area program manager. Grantees may not leave the host country for other periods, without prior approval by the Cultural Affairs Officer or appropriate officer of the Post and IIE.

2. Leave within the host country: Any travel conducted outside of the primary grant location, but within the host country, must be approved by the Cultural Affairs Officer or appropriate officer at the Post and must be restricted to the guidelines for leave—duration, restricted locations, etc. provided by them.

3. Emergency leave: Should it be necessary for the grantee to leave the host country in the case of extraordinary medical or personal emergency, the grantee can either use part or all of the 14 days leave enumerated in Section 3.A.1., or take unpaid leave time not to exceed 14 days. Grantees must immediately notify the Cultural Affairs Officer or other appropriate office of the Post, and IIE world area program manager. In the case of a medical emergency, grantees must also immediately notify the health benefits provider (Seven Corners) for approval of coverage outside of the host country. In extenuating circumstances, a maximum of 6 months emergency leave time will be considered for grant suspension.

B. The grant may not be postponed to a subsequent academic year.

4. Travel

A. Pre-Departure Orientation

a. Attendance at any pre-departure orientation that is planned and conducted by the United States Department of State Bureau of Educational and Cultural Affairs (ECA) in the summer prior to a grant (regardless of formal grant start date) may be required. Grantees who fail to attend the orientation, without explicit exemption from the authorized ECA representative, or who fail to participate fully in all of the required sessions will have their grants withdrawn.

b. If a grantee declines his/her grant 2 weeks before the PDO (when costs are nonrefundable) or any time after the PDO without justification/approval, he/she will be held responsible for the costs incurred and billed accordingly. All grantees are required to complete their travel arrangements by the deadline provided by each region (this date will be highlighted throughout the PDO website, as well as on the registration form). If a grantee fails to complete their travel arrangements by the deadline, and has not received prior approval to do so, they will be responsible for the difference between the cost of the travel at the time of the deadline date and the actual cost of the travel post the deadline. This policy will not apply to certain grantees, including upgraded alternates who may not receive notification of their grants until after the deadline date. U.S.-based pre-departure orientations are not planned for all grantees to all countries.

B. Travel Arrangements

a. All air travel and all air shipments paid for with United States Government funds must conform to the Fly America Act, which requires that all such travel and shipments be on “U.S. flag” airlines where such service is available. Exceptions may be available under the US-EU “Open Skies” amendment. Please see the attached

Policy for International Flights for Fulbright Student Grantees for further information.

b. Some grantees will be required to book their international travel using the services of IIE's travel agent. If this is the case, you will be provided with instructions and further information regarding your rights and responsibilities.

c. Grantees who are permitted to make their own travel arrangements will be provided a fixed sum in addition to the base allowance described in #1 above, subject to the same stipulations contained therein.

d. The grantee is personally responsible for obtaining a passport and any visas that may be required by the countries in which the project will be undertaken or through which the grantee will pass en route to the final destination. The grant does not provide for expenses related to any passport or visa fees. Such expenses must be borne by the grantee without recourse to claim for reimbursement. The grantee is responsible for making all travel arrangements in conjunction with the grant. The effectuation of a grant is contingent upon availability of transportation, stable conditions in the host country, and the grantee's ability to obtain a passport, the necessary visas and research clearances.

e. Grantees are required to enter their country of assignment using their US passports, regardless of any others which they may hold, and must represent themselves as Americans for the full tenure of their awards. Failure to do so will result in the immediate suspension and possible revocation of the Fulbright Grant.

5. Contingencies

a. A candidate who, at the time of application, or at any subsequent time prior to becoming a grantee as defined in Section 12a, has been convicted of commission of a felony or a misdemeanor (excluding minor traffic violations), must inform IIE in writing of such fact. Similarly, a candidate who at the time of application, or at any subsequent time prior to becoming a grantee has been arrested for, indicted for, or charged with a felony or a misdemeanor (excluding minor traffic violations), and the criminal matter has not been resolved, must inform IIE.

b. If the candidate has been convicted of a felony, the Board will not select such a candidate for a grant (or, if the candidate has already been selected, the Board will annul the selection) unless the Board is satisfied that the conviction does not represent an absence of the requisite moral and social attitude desired of grantees. Such a determination will be based upon the nature of the crime, the time and place of conviction, and the subsequent conduct of the candidate. A candidate who has been convicted of a misdemeanor shall be eligible for selection unless the Board finds that the conviction represents an absence of the requisite moral and social attitude desired of grantees. Similarly, a selected candidate who has been convicted of a misdemeanor shall have his or her selection annulled only if the Board finds that the conviction represents an absence of the requisite moral and social attitude desired of grantees. Such a determination will be based upon the nature of the crime, the time and place of conviction, and the subsequent conduct of the candidate.

c. If the candidate is arrested for, indicted for, or charged with a felony or a misdemeanor, the application (and, if already made, the selection) may be suspended by the Board until the criminal matter is resolved, or until such time that the Board is satisfied that the arrest or the charges do not represent an absence of the requisite moral and social attitude desired of grantees.

d. Similarly, a candidate who, at any time after becoming a grantee as defined in Section 12a, is arrested for, indicted for, or charged with, a felony or a misdemeanor, must inform IIE in writing of such fact. The grant may be suspended by the Board until the criminal matter is resolved, or until such time that the Board is satisfied that the arrest or the charges do not represent an absence of the requisite moral and social attitude desired of grantees. If a grantee is convicted, the Board may revoke the grant.

- e. If an application, selection, or a grant is suspended on the basis of the criteria stated above, and the matter causing the suspension has not been resolved prior to the date set for the commencement of the grant activities, the Board may reject the application, rescind the selection, or revoke the grant, as applicable. Any funds disbursed to the grantee must be immediately returned to the source.
- f. Neither the U. S. Department of State, the Post, the J. William Fulbright Foreign Scholarship Board, nor the Institute of International Education assumes responsibility for any injury, accident, illness, loss of personal property or other contingencies which may befall the grantee or his or her dependents during or in connection with the grantee's stay abroad under this grant.
- g. No one or more of the Board, the U.S. Department of State, IIE or the Post will be liable for any claim or claims resulting from a grantee's failure to enter upon or to complete the project outlined in the grant, even though the failure is beyond the grantee's control, including without limitation any failure resulting from a revocation, termination, or suspension effected pursuant to Section 14 below.

6. Temporary Country Program Suspension

Political instability, natural disasters or lack of personal safety may make it necessary to temporarily suspend a country program or part of that program. Such circumstances may necessitate short- or long-term withdrawal of grantees. A country program suspension may also require that grantees who have not yet begun their grants defer travel until authorized to do so by the U.S. Department of State or seek reassignment.

7. Reassignment Provisions

It is understood and agreed that, if conditions beyond the control of the United States Department of State prevent or unduly hamper the timely and adequate implementation of the grant, the grantee may be reassigned to another country agreed to by the grantee and the grant issuing organization. Financial terms will be adjusted in accordance with the schedule in the country to which the grantee is reassigned. Factors affecting reassignment include timely request, qualifications, time remaining in grant, and timeliness of proposed host country clearance process. In the event such a reassignment is not satisfactorily arranged, the grantee, if abroad, will be provided not to exceed the equivalent of one month's grant benefits beyond the date of departure from the host country. If the grantee has not departed from the United States and if no mutually acceptable assignment can be arranged all rights and obligations shall cease.

8. Early Termination

A grantee is expected to remain in the host country for the full tenure of his/her award. Any grantee leaving the host country or resigning from the grant at a date earlier than that specified in the Terms of Award, without formally requesting and substantiating the request to the appropriate officer in the Public Affairs Section at the U.S. Embassy, and IIE and receiving the consent of the United States Department of State, will be required to repay grant benefits affected by early departure.

9. Remaining Abroad after Grant Expiration

Because a factor in selection is the expected benefit to the United States of the grantee's overseas experience, a grantee who remains abroad after expiration of the grant without advance approval will forfeit the return travel

entitlement. Approval of any additional period abroad is at the discretion of the Post and the Bureau, and will be contingent upon compliance with visa requirements and any other limitations imposed by the host country. A person remaining abroad after the expiration of the grant will no longer be considered a grantee, and must not continue to represent himself or herself as such.

If a grantee requests and receives permission from a Post and the Bureau to remain abroad after the grant has expired, return transportation may be extended, but any increases in cost of travel after the initial period of the grant must be borne by the grantee.

10. Rights and Responsibilities

a. A person accepting a grant under the Mutual Educational and Cultural Exchange Act of 1961, as amended, is not by virtue thereof an official or employee of the United States Department of State or other agency of the Government of the United States of America, or of an agency of the government of the host country.

b. Grantees are private citizens, retaining their rights of personal, intellectual and artistic freedom as guaranteed by the Constitution of the United States and generally accepted by the academic community. As enacted by the Congress and applied by the laws of the United States, all recipients of Fulbright academic exchange awards shall have full academic and artistic freedom, including freedom to write, publish, and create.

c. Pursuant to the Act, as amended, no award granted by the Fulbright Board may be revoked or diminished on account of the political views expressed by the recipient or on account of any scholarly or artistic activity that would be subject to the protection of academic and artistic freedom normally observed in universities in the United States. The Fulbright Board shall ensure that the academic and artistic freedoms of all persons receiving grants are protected.

d. Grantees are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity which is in keeping with the spirit and intent of the Fulbright Program and which will contribute positively to the promotion of mutual understanding between the peoples of the United States and those of other countries. Grant recipients are expected to obey the laws of the host country.

e. Grantees are expected to satisfy all legitimate debts incurred in the host country.

11. Web-Based Media

Grantees who share their Fulbright experiences publicly via web-based media are responsible to acknowledge that theirs is not an official Department of State website or blog, and that the views and information presented are their own and do not represent the Fulbright Program or the U.S. Department of State. Any grantee who posts inappropriate or offensive material on the Internet in relation to the Fulbright Program may be subject to revocation or termination of their grant (see section 14a below, grounds for revocation 2 and 8).

12. Revocation, Termination, and Suspension of Grants

Grants are subject to revocation, termination and suspension.

Definitions

- a. A “grantee” is defined as a selected candidate who has signed the grant document (including all terms and conditions thereof) without qualification and has returned a signed copy to IIE.
- b. A candidate who has been selected, but who has not so signed and returned the grant document, is defined as a “selected candidate”. In the event a selected candidate fails to sign and return a copy of the grant document within one month after it has been received by the selected candidate, the selection may be withdrawn by the Board, the Post, or IIE by notice of such withdrawal delivered to the selected candidate.
- c. A grant may be revoked, terminated, or suspended. After a revocation, the grantee is considered as not having received the grant and will not be an alumnus or alumna of the Fulbright Program; after a termination, unless otherwise stated, the grant will be considered to have ended when the Board announces its decision to terminate; and after a suspension, the grant will be considered inoperative until a decision is made to reinstate, revoke or terminate the grant.

13. Authority to Recommend Revocation or Termination

A Post has authority to recommend that the Board revoke or terminate the grant held by a grantee who has departed the United States for the host country.

IIE has authority to recommend that the Board revoke or terminate a grant to a grantee who has not yet departed the United States for the host country.

14. Grounds for Revocation or Termination

- a. In addition to the grounds specified in Section 5a, grounds for revocation or termination include, but are not limited to: (1) violation of any law of the United States or the host country; (2) any act likely to give offense to the host country because it is contrary to the spirit of mutual understanding; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in any unauthorized income-producing activity; (6) failure to comply with the grant's terms and conditions; (7) material misrepresentation made by any grantee in a grant application form or grant document; (8) conduct which may have the effect of bringing the Department of State or the Fulbright Program into disrepute; (9) violation of the Policies of the J. William Fulbright Foreign Scholarship Board.
- b. In addition, the Board may terminate a grant, unless prohibited by law, if (1) the grantee has exhausted all benefits of the U.S. State Department's health and accident benefits policy in connection with the grant and continued medical treatment would lead to the grantee's becoming a public charge, or (2) the grantee requires such protracted medical treatment that successful completion of the grant is jeopardized, or (3) medical information submitted in the application is found to be substantially inaccurate or incomplete. The procedure for any such termination shall be the same as that provided for the termination of grants generally, except that the recommendation for such termination, supported by the corresponding factual information, shall be made by the Bureau (not a host institution, Post, or IIE). In the event any such grounds occur during the period of a grant, it is the Board's policy that such a grant should not be renewed or extended.

15. Procedure for Revocation or Termination

The procedure for revoking or terminating a grant is:

- a. The Post or IIE consults initially with the Bureau of Educational and Cultural Affairs and the Staff Director of the Fulbright Scholarship Board;
- b. The Post or IIE prepares a Statement of Fact and Recommendations for Specific Action by the Board and forwards them to the Staff Director;

- c. The FSB Staff Director provides a copy of these documents to the grantee and obtains proof of delivery;
- d. The grantee sends a written reply to the Staff Director within two weeks of receipt of the documents. The Board may grant additional time for reply if circumstances warrant. The Staff Director will inform the Board if the grantee does not reply within the specified time;
- e. The Staff Director provides a copy of all documents to the Post, or IIE for review and to the Bureau for review, evaluation, and recommendation; following receipt of the Bureau's evaluation and recommended action, the Staff Director provides a copy of all relevant documents to the Board.
- f. The Board informs the grantee, the Post, the relevant IIE, and the Bureau, expeditiously and in writing, of the Board's decision and the reasons therefore.

16. Suspension

A. The Board, at the recommendation of a Post may suspend a grant pending the procedure for revocation or termination of the grant, or if the grantee is arrested for, indicted for, charged with, or convicted of commission of a crime, either before or after the grantee's departure from the United States.

B. The Post may suspend a grant if:

- a. the grantee ceases to carry out the project during the grant period;
- b. the grantee leaves the host country for more than two weeks without the prior authorization of the Post;
- c. conditions in the host country require the departure of grantees for reasons of personal safety;
- d. the grantee requests suspension of the grant for personal reasons and the IIE concurs.

17. Financial Issues Related to Revocation, Termination and Suspension

Unless otherwise specified by the Board, when a grant is suspended, revoked or terminated, disbursement of any allowances and benefits will cease, except for medical benefits that may be authorized under the Bureau's accident and sickness program for exchanges; the grantee will also be required to immediately repay any advances in allowances or benefits disbursed for use in the period of time after the suspension, revocation or termination. Unless otherwise authorized by the Board, Bureau, or Post, no further claim for disbursements of allowances or benefits will be honored. This provision shall not apply to grants, which are suspended because conditions in the host country require the departure of grantees for reasons of personal safety. The Bureau or the Post will inform the grantee whose grant has been suspended, terminated or revoked of the impact of the Board's decision on past and future allowances and benefits; the Bureau the Post or the IIE will take the necessary measures to implement the Board's decision, and to collect any advances in allowances and benefits that must be repaid.

18. Accident and Sickness Health Benefits Policy

As part of the Fulbright award, the United States Department of State provides supplemental accident and sickness health benefits coverage. This health benefit policy is not all-purpose health insurance; it is subject to specific limitations. This coverage is not intended to replace any insurance a participant may already have. Instead, its intent is to supplement existing health insurance coverage and to ensure that a participant's basic health is protected in a foreign country. Fulbright recipients are responsible for providing their dependents with a health insurance policy that includes medical evacuation and repatriation coverage. It is in the best interest of the grantee to continue their current health insurance policy, as accident and sickness health benefits are not subject to COBRA coverage nor will they satisfy an insurance requirement for credible coverage.

Signature

By my signature, I accept the Terms and Conditions of Award.

Signature

Date

3/2012