

HOSTING A FULBRIGHT SCHOLAR AT MEHARRY MEDICAL COLLEGE

The Fulbright Program, the flagship international educational exchange program sponsored by the U.S. government, is designed to increase mutual understanding between the people of the United States and people of other countries. The program's primary support is provided by the United States Congress through the US Department of State's Bureau of Educational and Cultural Affairs (ECA). CIES, a division of the Institute of International Education (IIE) administers the Fulbright Visiting Scholars Program.

The Fulbright Program is a competitive award funded by the U.S. government which sponsors hundreds of accomplished faculty from around the world to lecture in the U.S. These awards are administered by cooperating agencies affiliated with the U.S. Department of State, such as the Institute of International Education, which are fully responsible for sponsoring and obtaining the scholars' J-1 visas prior to their arrival in the U.S.

If you are interested in hosting a Fulbright scholar at Meharry Medical College, please review the steps & requirements below. Any & all steps (actions) must be approved first by both International Services Office & the Office of Human Resources before they are pursued:

- 1) A faculty member or department may reach out to an overseas partner (who is not a U.S. citizen) and encourage them to apply for a Fulbright award to come to Meharry Medical College. Alternatively, an international scholar may contact your department to propose an exchange through the Fulbright Program.
- 2) Select a member of your faculty to serve as a Faculty Associate, or host, for the Fulbright scholar. This individual will be the scholar's main academic advisor at Meharry Medical College and is the person likely to have the most day-to-day interactions with the visitor during their grant.
- 3) To support the proposed exchange, the Faculty Associate must draft an official Letter of Invitation and provide it to the Fulbright scholar. This letter must be on an official university letterhead and indicate the Fulbright scholar's name, country and topic/title of the proposed project. The letter must also include the start and end dates (month, day, year) of the exchange and be signed by an administrative officer who has the authority to approve college affiliations.
- 4) Engagement of any type of visiting scholar requires the advance approval of Meharry Medical College's Office of Human Resources. To support the exchange, please ask your department's human resources liaison to submit an Unpaid Volunteer, Intern or Visiting Scholar Form. Submitting this form will also initiate a standard review by Meharry's Global Programs and Services Officer.
- 5) The Institutional Reply Form (IRF) must be drafted & finalized as required by the Fulbright Program.

- 6) Coordinate with the Fulbright scholar to confirm their date of arrival. We strongly encourage the Faculty Associate or a representative of the department to greet the Fulbright scholar at the airport.
- 7) Faculty Associates must be present and available to advise the Fulbright scholar on their research/project and facilitate their inclusion and participation in the activities of their host department. They should also initiate and maintain communication with the Fulbright scholar over the duration of the exchange.
- 8) Encourage the Fulbright scholar to connect with the Global Programs & Services Officer. The International Services Office does not provide scholar advising for immigration compliance to Fulbright Visiting Scholars but does offer a range of support and engagement programming for all of the Meharry Medical College international community.
- 9) Host departments are responsible for providing in-kind contributions which include 1) access to libraries, an office or shared workspace and computer facilities, and 2) consultation with faculty and access to facilities consistent with the project outlined in the Fulbright scholar's application. These contributions should be detailed in the Letter of Invitation issued to the Fulbright scholar.
- 10) Determine whether visiting scholar privileges (i.e., use of library and research facilities, office or work space, computer facilities, auditing of classes and consultation with faculty) may be granted without the payment of fees. Please note that most host institutions do not require Fulbright Scholars to pay additional campus service fees. However, if there is a fee policy in place for visiting scholars and it is unable to be waived, then you will need to provide the exact cost of fees on the Institutional Reply Form (IRF) or in an accompanying letter.
- 11) Fulbright scholars who have questions about housing, banking and other campus and community resources are encouraged to contact the Global Programs & Services Officer.
- 12) Questions about visas, taxes and other legal topics should be directed to the organization sponsoring their Fulbright award.
- 13) U.S. institutions are not required to provide financial assistance to the Fulbright scholar and are not responsible for sponsoring the scholar's visa or health insurance.
- 14) All Fulbright scholars receive international travel and health benefits for accident and sickness by the U.S. Department of State. Most scholars also receive a monthly stipend and additional allowances as benefits of their grant. Some visiting scholars may also receive sabbatical pay from their home institution.
- 15) Please determine an appropriate starting date for the scholar, as the date proposed by the scholar may not be convenient under the university calendar. Keep in mind that the visiting scholar may be weighing their home country university's academic calendar as

well. Please note that it is important for the host department to be available to assist the scholar upon arrival. The scholar will be advised to correspond directly with the host department.

- 16) Fulbright scholars are responsible for arranging their own accommodations during the exchange.