



# Humphrey Fellowship

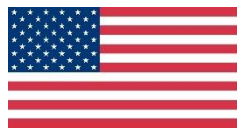
A Fulbright Exchange Program

## 2023-24 Program Handbook for Humphrey Fellows

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

Please read these guidelines fully and keep it with your *Details of Award* and *Terms and Conditions of Award* for reference during your Fellowship year.

**Important note:** The information contained in these guidelines are subject to change as Humphrey Fellowship Program policies and procedures are reviewed throughout the Program year. Please read all announcements from the Institute of International Education to stay current with all Program events, documentation requirements, and deadlines.



July 2023

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# Educational and Cultural Affairs

U.S. DEPARTMENT *of* STATE

Dear Humphrey Fellows,

On behalf of the Bureau of Educational Affairs (ECA) at the U.S. Department of State, I congratulate you on being selected for the Hubert H. Humphrey Fellowship for the academic year 2023-2024. ECA is constantly working to make sure that you have a rewarding experience that positions you to achieve your goals during your time on the Fellowship and beyond. We hope that this experience allows you to advance in your professional life, benefits you as an individual, and supports your contribution to your home country.

Your selection for this Fellowship is a testament to your existing leadership skills and recognized expertise in your field. Through professional development, networking opportunities, and academic enrichment at your host institution, the Humphrey Fellowship is designed to position you for continued success while advancing progress on global challenges that require international and multidisciplinary solutions.

As Humphrey fellows you will join a network of over 6,500 global alumni who work in key positions in government, education, and the private sector. I encourage you to take full advantage of the time you have with your counterparts in the program and colleagues here in the United States. The multidisciplinary nature of the Humphrey Fellowship fosters a unique opportunity for global collaboration across academic fields, building connections that will help you tackle the world's most pressing challenges.

We at the State Department all look forward to meeting you and hearing about your goals and plans for your Fellowship year and beyond.

Welcome and best wishes for a productive, challenging, and enjoyable program.

With best regards,

A handwritten signature in black ink, appearing to read "Kelsi Ward Molowa".

Kelsi Ward Molowa  
Branch Chief, U.S. Department of State



Dear 2023-2024 Humphrey Fellow:

Congratulations! You have been selected for the prestigious Hubert H. Humphrey Fellowship by the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State, on behalf of the U.S. Congress and the American people. You join over 6,000 leaders, change-makers, and champions for the greater good from around the world who have participated in this unique professional development opportunity in the United States.

We encourage you to carefully read all the guidelines and requirements included here; they will help you prepare for the Program and serve as a year-long reference guide. Any questions about them should be directed to the campus coordinator at your host university or to your Advisor at the Institute of International Education (IIE).

In addition to academic and professional activities in your host university community, we encourage you to fully engage in other aspects of university and community life. Learning about the United States—its customs, history, culture, and government—as well as actively sharing information about your society and culture with Americans you meet, will enrich your experience and enable you to fully accomplish the objectives of your Fellowship. We also encourage you to develop your Humphrey network with the other Fellows who are part of your cohort. We all have much to teach—and learn from—each other.

Please remember that your active participation in the Humphrey Fellowship Program, in the life of the university, in the local community and more broadly in U.S. professional circles, will be essential to a successful Fellowship. As we have heard from so many Humphrey alumni over the years: this Program is what you make of it and will amply reward those who put their time and energy into it.

We look forward to meeting you and to learning of your successes throughout the year.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Moran". The signature is fluid and cursive, with a long horizontal stroke at the end.

Peter K. Moran, Ph.D.  
Director, Hubert H. Humphrey Fellowship Program  
Institute of International Education

# I. General Information

## The Program

### Program Goals

The purpose of the Hubert H. Humphrey Fellowship Program is to bring accomplished professionals with strong leadership potential and a dedication to public service to the United States for non-degree study and professional development. Fellows are selected from countries in Africa, Asia, Latin America, the Caribbean, the Middle East, and Europe and Eurasia in fields of critical importance to advance societal and institutional capacity, promote human rights and freedoms, ensure sustainable environments, and develop thriving communities. Fellows build networks and receive training that enable them to establish lasting ties with their professional counterparts on the Fellowship Program, and in the United States.

The goals of the Humphrey Fellowship Program are to:

- **Develop global leaders** by providing leadership training to mid-career professionals from across the world, equipping participants with skills to lead in public service when they return to their home countries;
- **Build upon Humphrey Fellows' professional expertise** through courses, seminars, professional visits, affiliations, and discussions with U.S. professionals;
- **Establish and enhance long-lasting partnerships** and relationships between Fellows and their American professional counterparts, providing the basis for long-term collaboration between U.S. citizens and professionals throughout the world;
- **Develop mutual understanding** through contact with citizens of the United States and participation in community and professional activities.

### Inception

The Hubert H. Humphrey Fellowship Program was created under the leadership of President Jimmy Carter in 1978 as a Fulbright Exchange activity. The Program's main support comes from the U.S. Congress through the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State. Through a cooperative agreement, the Institute of International Education (IIE) assists ECA with the administration of the Program. In existence for 45 years, the Program currently boasts more than 6,450 Humphrey alumni from 163 countries.

### About Hubert H. Humphrey

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

He became mayor of Minneapolis in 1945 and gained national attention when he delivered a controversial, electrifying, and historical speech on civil rights to the Democratic National Convention in 1948. That year,

he was elected to the U.S. Senate, where he served for 15 years. In 1964, he was elected Vice President of the United States on the ticket headed by President Lyndon B. Johnson and served a full four-year term. He ran for President in 1968 but lost by a thin margin to Richard M. Nixon. Undaunted, Humphrey returned to the Senate in 1971, where he served until his death from cancer in January 1978.

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

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

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

### Program Format

Fellows are placed in groups at designated U.S. universities based on the appropriate field of study according to their professional experience described in the application. The university serves as their academic and professional base. The university assigns a campus coordinator, usually a member of the faculty or the administration, to oversee the Humphrey Fellowship Program at each university.

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

**The Humphrey Fellowship Program is a non-degree program.** This enables Fellows to concentrate on their interests, interact freely with experts and engage in the classroom, professional and community setting without the pressures of meeting specific degree or diploma requirements. The program emphasizes professional development for Fellows by requiring them to design their own individual program plans for the year and undertake a wide array of seminars, networking meetings, short- and longer-term Professional Affiliations, in addition to some academic classes.



## Hubert H. Humphrey Fellowship Staff

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Institute of International Education

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Washington, D.C. 20005

Website: [www.humphreyfellowship.org](http://www.humphreyfellowship.org)

## 2023-24 Fellowship Year Calendar

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

April to July 2023	–	Fellows attend pre-academic English training, <i>if applicable</i>
July-August 2023	–	Fellows report to host universities
Within 10 days of arrival in U.S.	<input type="checkbox"/>	Fellows submit copies of J-1 Visa, I-94 and current residential address in the United States to IIE via the
September to October 2023	<input type="checkbox"/>	Individual Program Plan due to Humphrey campus staff
October 23 – 27, 2023	–	Global Leadership Forum in Washington, D.C.
Mid-December 2023	<input type="checkbox"/>	Deadline to submit SSN or ITIN number to IIE
	<input type="checkbox"/>	First report on Professional Development activities due to Coordinator
By March 15, 2024	<input type="checkbox"/>	Professional Affiliation proposal due to IIE. Submit proposal via the Participant Portal with Coordinator approval
End of March 2024	<input type="checkbox"/>	Submit online Sprintax survey and required tax documents
Mid-May 2024	<input type="checkbox"/>	Deadline for extension requests to IIE
By June 14, 2024	<input type="checkbox"/>	Completed Individual Program Plan due
	<input type="checkbox"/>	Submit Year-End Evaluation to IIE
June 14, 2024	–	Humphrey Fellowship Program ends

## Humphrey Fellowship Program Administration

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

### Funding and Visa Sponsorship

U.S. taxpayers provide primary funding for the Hubert H. Humphrey Fellowship Program. The U.S. Congress appropriates funds to the U.S. Department of State.

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

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

### Pre-Arrival Support

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

The Fulbright Foreign Scholarship Board is a twelve-member Board appointed by the President of the United States to oversee Fulbright Exchange programs, including the Hubert H. Humphrey Fellowship Program. The Board approves all Humphrey Fellowship grantees, supervises scholarship programs, and reports to Congress and the public concerning these activities.

### While you are in the United States

While on your Fellowship, you will have three key supporters that you will work with:

1. The Department of State's Bureau of Educational and Cultural Affairs (ECA)
2. The Institute of International Education's (IIE) Humphrey Fellowship office
3. Your host university's coordinator and staff

These offices work cooperatively to coordinate the Fellowship Program.

The Department of State's Bureau of Educational and Cultural Affairs' mission is to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange that assist in the development of peaceful relations.

The Institute of International Education is a private, not-for-profit organization, and a leader in international educational exchange for more than a century. IIE has a cooperative agreement with the Department of State to administer the Humphrey Fellowship Program and is responsible for day-to-day management and coordination of activities.

Supporting educational institutions include your host university, where the primary contact is your coordination team. The next section goes into more detail on the Coordination team's roles.

### The Role of the Campus Coordinator and Staff

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

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

- Provide an orientation when you arrive on campus
- Help you identify your faculty advisor or mentor
- Arrange for on-campus logistical support for the Humphrey Fellowship Program
- Organize the weekly Humphrey Seminar
- Advise you regarding your individual program plan
- Advise you on developing community activities
- Along with your faculty advisor, suggest contacts for professional activities, including U.S. colleagues with whom you may be able to collaborate on joint projects
- Submit required reports to IIE
- Serve as the first point of contact in emergencies

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

Soon after your arrival, the campus coordinator and staff will provide you with an orientation including the roles and responsibilities of staff members, specific academic expectations, campus regulations and other information about your academic institution. As a valued member of your host university's learning community, you are expected to fully comply with all university regulations and code of conduct.

Your campus coordinator and staff consult with IIE, so you should address all inquiries to them first and they will contact the appropriate individuals at IIE. You must consult with your coordinator before registering for courses and undertaking any travel.

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

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

**-Former Humphrey Fellow**

## II. U.S. Visa Regulations

Humphrey Fellows apply for J-1 Exchange Visitor visas. You can learn more about the J-1 visa at the website: <http://j1visa.state.gov/>. IIE will send a Certificate of Eligibility for Exchange Visitor Status, or Form DS-2019, to the U.S Embassy or Fulbright Commission in your country. This Form allows you to apply for a J-1 visa, but please remember that neither IIE nor the Bureau of Educational and Cultural Affairs is able to issue or influence the granting of a U.S. visa. This decision is the sole responsibility of the U.S. Embassy's consular section. After you have applied for your visa, completed a visa interview, and are approved for J-1 status, the consular division in the U.S. Embassy will stamp the J-1 visa in your passport. More detailed pre-arrival information may be found in the "Before You Leave Home" section.

After arriving in the United States, you will be asked to report your current residential address. You will also need to submit a copy of your J-1 visa and I-94 record. These items must be submitted to the IIE Humphrey Fellowship Program office via the Participant Portal within ten days of your arrival.

**Please keep a copy of your passport face page, J-1 visa and DS-2019 Form in a secure location in case one of these items is lost. Please let IIE know as soon as possible if you do lose any of these items so steps can be taken to replace them.**

### DS-2019 Form

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

### Form I-94 Arrival/Departure Record

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

Form I-94 Arrival/Departure Records will be created electronically and maintained in USCBP systems. This means that upon your leaving the United States, the USCBP will automatically record your departure using manifest information obtained from your airline/sea carrier.

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

### Grace Period

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

Important: Please keep in mind that during the grace period, you are considered a tourist. You cannot be involved in any further professional or academic activities. During this period, you may only travel within the United States and prepare for your departure home. Please be advised that your ASPE benefits coverage ends on June 14, 2024, and does not extend into the grace period. You may purchase a short-term insurance policy to cover your stay during the 30-day grace period.

### J-1 Visa

The J-1 visa is the entry permit in your passport that you will obtain from the U.S. Embassy or Consulate in your home country. If the date marked on your visa expires while you are in the United States, you may remain in the United States and exit the country without any penalty **if you are still within the dates provided on your DS-2019 Form in section 3**. If, however, you travel outside of the United States with an expired J-1 visa or you have a single-entry visa, you must reapply for a new J-1 visa at a U.S. Embassy or Consulate to reenter the United States and complete your Humphrey Fellowship Program. It is not possible to renew your J-1 visa inside the United States. You can find more information about the J-1 visa at <http://j1visa.state.gov/>.

### J-2 Visa

The J-2 visa, if granted by the U.S. Embassy, is the entry permit for your qualified dependents. Only a spouse and dependent children under the age of 21 are eligible for a J-2 visa. Each dependent must receive a DS-2019 Form to apply for this visa. Like J-1 visa holders, J-2 visa holders must show their original DS-2019 Form at the Port of Entry. The J-2 Duration of Status is only valid for the duration of the J-1 visa holder's stay in the United States. If your [dependents](#) leave the United States, you must notify IIE.

### III. Before You Leave Home

#### Information Gathering and Agreements

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

The financial and program provisions of your Fellowship are outlined in the *Details of Award* and the *Terms and Conditions of Award* documents.

#### Health Concerns Before You Leave Home

##### Accident and Sickness Health Benefits Policy

You will have limited health coverage under the Accident and Sickness Health Benefits Policy for the duration of your program. Healthcare in the United States is extremely complicated and expensive. Therefore, we strongly recommend that, to the extent possible, you take care of any health issues in your home country before departing for the United States. For more information on the accident and sickness health benefits policy, refer to the [Living in the United States section](#).

We have added an Appendix of key health insurance terms that you will need to know before using your ASPE health coverage.

##### Pre-existing Conditions

A pre-existing condition is any condition for which you have received treatment, medication, or consultation from a physician about prior to coming to the United States. It is important that you visit your current medical provider for routine health care prior to departure and to plan for on-going care for pre-existing conditions.

##### Prescription Drugs

If you require medicine for a chronic condition, we recommend that you purchase a year's worth of medication in your home country and bring it with you. Be sure to obtain and carry a letter from your doctor explaining your need for these prescription drugs.

##### Immunizations

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

##### Dental, Vision and Hearing Care

Dental insurance is **not** provided as a part of your Humphrey Fellowship accident and sickness health benefits policy. Dental needs are only covered by the accident and sickness health benefits policy if treatment is necessary as a direct result of a covered accident or illness or to relieve acute pain. We

strongly recommend that you receive a dental exam prior to coming to the United States and have any necessary treatment completed before reporting to your campus. Dental treatment in the United States is very expensive.

Vision and hearing examinations or costs for eyeglasses and hearing aids are also **not** covered. We recommend that you receive an eye exam prior to departure, if needed and plan to bring extra eyeglasses, contact lenses and/or hearing aids, should you need them during the year.

### [ASPE Assist: Support for Mental Health](#)

ASPE provides access to a mental health consultant and referral services hotline. ASPE Assist is a benefit for all exchange participants during their program. ASPE Assist is designed to augment the health benefits that are concurrently provided through ASPE. Any participant who experiences an urgent or non-urgent situation can access this service 24/hours, 7 days per week to talk with someone about any concern at any time. ASPE Assist is operated by The ANVIL Group, in partnership with Seven Corners. You can find additional details about your Accident and Sickness Health Benefits Policy in the Living in the United States section.

### [Travel to the United States From Your Home Country](#)

Your Fellowship grant provides for a round-trip economy airfare to the United States routed directly from your home country to your academic institution. Departure from your home country to the United States is booked as a one-way ticket, and your departure from the United States back to your home country is booked as a one-way ticket. You are expected to be present at your university campus on the arrival date as indicated on your *Details of Award* document and on your Certificate of Eligibility for Exchange Visitor (J-1) Status ([DS-2019](#) Form).

You will receive a \$300 travel allowance from IIE within your first payment. This travel allowance is designed to help cover the cost of transportation to and from airports and hotels, transit visas and any unavoidable stopovers.

### [Adjusting to American Culture and Program Expectations](#)

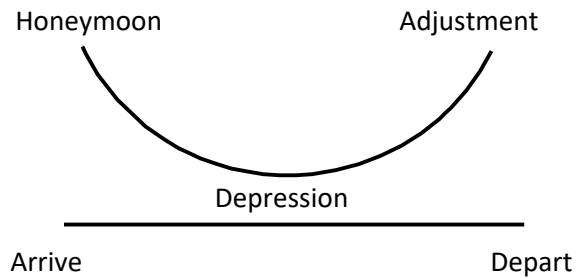
#### [Adapting to American Culture](#)

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



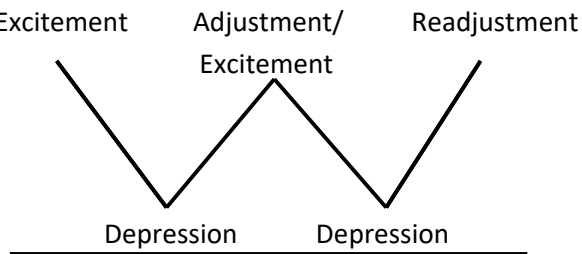
Through the course of your Fellowship year, you may experience feelings of homesickness, sadness and/or depression. Americans call them “mood swings.” Your feelings may be reflected in one of the two adjustment curves found below. A U-shaped curve shows an initial honeymoon period followed by a period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

#### The U Curve of International Student Adjustment



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

#### The W Curve of International Student Adjustment



#### Wellbeing in the United States

Please be certain to talk to your coordinator or IIE advisor, if you begin to experience any physical, emotional, or mental health issues which cause you to have difficulty fully participating in your Fellowship activities. There are several options and decisions, which are made on a confidential, case-by- case basis for you to successfully continue in the Program.

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

## IV. Living in the United States

### General Information and Visa Requirements

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

#### Address Reporting and Updating

Within 10 days of arriving in the United States, you are required to report your U.S. residential address through the IIE participant portal. **This is your responsibility as an Exchange Visitor. Compliance is mandatory.**

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

#### Social Security Numbers and Individual Taxpayer Identification Numbers

At the beginning of the program year, your campus coordinator will assist you in applying for a Social Security Number (SSN) or with filling out a form W-7 with the Internal Revenue Service to obtain an Individual Taxpayer Identification Number (ITIN). A tax identification number is required by IIE's Sprintax program to file tax returns on your behalf (see Sprintax section). The International Student Office on your campus can also provide additional details regarding applying for an SSN or ITIN. You should apply for a SSN or ITIN right away, as it may take up to eight weeks to receive your number. **Please be sure to spell your name on the application exactly as it appears on your [DS-2019](#) and I-94 record.** Please send your SSN or ITIN to IIE as soon as you receive it but no later than December 2023.

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

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

#### Identity Theft, Fraud and Email Scams

Identity theft has become a very serious issue, especially with the increase of Internet use. Do not give out any personal information (name, address, Social Security Number, credit card or bank account numbers) to unknown persons, especially over the phone or via email. It is increasingly common that individuals receive marketing promotions or bargains soliciting personal information or unknown credit card or bank representatives may call to ask for information. Be suspicious of them and consult with your coordinator before giving out any information. If you receive a phone call or email regarding your visa record, do not panic as this likely is a scam. Ask for the contact details of the person on the other end (name, phone number, etc.), and connect with your campus coordinator and IIE advisor right away. Do not send any money to someone you do not know via gift cards, crypto currency, etc. The Humphrey Fellowship Program cannot reimburse any losses incurred by scams.

## Dependents

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

### Program Requirements to Bring Dependents to the United States

The Humphrey Fellowship Program does not provide any funding for dependents. Fellows who wish to bring their dependents are responsible for all costs. This includes travel expenses, living expenses, childcare and school costs, medical insurance, and any medical bills.

**Dependents (regardless of visa status) are not permitted to join Fellows during the Fellow's participation in the Long-Term English or pre-academic English training program.** In addition, please do not plan on bringing your dependents with you when you first arrive at your host campus. The exception to this policy is made for single parents who will also bring a child caregiver with them, and those with school-aged children that must be present to register for school. In such cases, once notified, IIE can process the [DS-2019](#) forms for the dependent(s) and the Fellow simultaneously. If the Fellow mistakenly applies for their own visa before notifying IIE that they intend to bring dependent(s), the dependent visas cannot be processed. The Fellow must then wait until they arrive in the United States and their J-1 record is validated before any dependents may receive [DS-2019](#) forms, J-2 visas, and subsequently travel to the United States to join the Fellow.

Your dependents may join you on your host campus 30 days after your arrival. During this initial 30-day period, you will be able to arrange housing and get settled in, fully participate in orientation activities, begin academic classes, and prepare for your family to arrive. While it can be stressful to be without your family, it can be extremely difficult to devote appropriate attention to your family members while you yourself are trying to adapt to life in the United States. You may, however, begin collecting the documents necessary to bring them to the United States.

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

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

Your host campus may require other documentation, since university and state regulations vary with regard to budget requirements for families and the minimum age at which young children may be left alone without a caregiver. **You must forward all required documents to your coordinator who will check them and endorse your request before you send it to IIE.**

## Health Insurance for Dependents

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

If there is a change in the health status of your accompanying dependents during the Fellowship year, you must confer with your campus coordinator and IIE to determine if you are able to fulfill the requirements of the Fellowship as defined in the Terms and Conditions of Award. Pregnant dependents with due dates before the Fellowship ends should return home before the due date.

**Many insurance policies designed for J-2 visa holders do not cover pregnancy-related care.** If an accompanying dependent is currently or could become pregnant during your grant, you should carefully review the benefits of the insurance policy you are selecting to make sure that it covers pregnancy. If the policy you purchase does not cover pregnancy, you will be responsible for all costs associated with your dependent’s prenatal care and delivery. Some policies (see Sources of Dependent, Supplemental and Short-Term Insurance) will cover pregnancy if conception occurs during the coverage period. If your accompanying dependent is already pregnant when your grant begins, be aware that it will be very difficult for you to find an insurance policy that will cover prenatal and maternity care.

If you are not able to find such a policy, you should seriously consider whether you will be able to afford prenatal care and delivery of a child in the United States as pre and postnatal care in the US is extremely expensive and can cost into the thousands of dollars for a routine pregnancy. The Humphrey Fellowship Program cannot assist you with any bills related to a dependent’s pregnancy or birth of a child, and J-1 visa holders cannot use public assistance programs.

## Procedure to Bring Dependents to the United States

After receiving and reviewing your complete [Request for Dependents DS-2019 Form\(s\)](#), IIE will contact the U.S. Embassy or Fulbright Commission in your home country and inform them of your request. If the Embassy or Commission approves of your request, IIE will process the [DS-2019](#) forms for your dependents. This process usually takes four to six weeks.

IIE’s role is to process the required documentation so that the U.S. Consular Section may consider visa requests for dependents. The final decision as to whether dependents will receive visas authorizing their entry into the United States is determined by the U.S. Consular Section of the U.S. Embassy. Visa decisions are never made by IIE, the Bureau of Educational and Cultural Affairs, the Fulbright Commission, or the Public Affairs Section of the U.S. Embassy.

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

## Required Financial Support for Dependents

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

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

## Dependent Travel

Within 10 days of your dependents' arrival to the United States, you must provide IIE with their arrival documents (copies of J-2 visas, I-94 forms, and proof of J-visa compliant insurance).

When planning dependent travel arrangements, please keep in mind that IIE must follow strict guidelines when planning your travel home itinerary ([see section on travel](#)) and therefore cannot guarantee you a return home itinerary with your family, especially if your family is traveling on a non-U.S. airline. You will be fully responsible for all travel costs for your dependents.

## Finances

### Settling-In Allowance

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

### Maintenance Allowance

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

Your maintenance allowance begins on the official start date at your university and ends on June 14, 2024. Your payments will be sent directly to you via the payment system known as IIEPAY according to the schedule below. You will receive more information about enrolling in IIEPAY closer to your arrival in the United States. These payments may include other allowances such as settling-in, book allowances which are also included in your award.

If your arrival in the United States is delayed for any reason, the next maintenance payment will be adjusted to reflect your actual arrival date. Humphrey Fellowship Program regulations state that your maintenance allowance commences on the date you arrive at your host university to officially begin your Humphrey Fellowship Program.

Planned Payment Schedule: (amounts may vary based on individual additions and/or deductions.)

**July or August 2023:** Maintenance Period Covered: Arrival (July or August)-October

- Maintenance Allowance
- Inbound travel allowance
- Settling in allowance
- Professional Activity Funds (1 of 2)
- Book Allowance
- Computer Subsidy
- Global Leadership Forum Per Diem and Travel Allowance

**November 1, 2023:** Maintenance Period Covered: November-January

- Maintenance Allowance

**February 1, 2024:** Maintenance Period Covered: February-April

- Maintenance Allowance
- Professional Activity Funds (2 of 2)
- Book Allowance

**May 1, 2024:** Maintenance Period Covered: May-June 14, 2024

- Maintenance Allowance
- Travel Home Allowance

### Tuition

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

### Computer Subsidy

With the first maintenance payment, you will receive a \$300 computer subsidy, which should be used at your discretion toward the purchase of a computer or related information technology equipment.

### Book and Supply Allowance

With the first maintenance payment, you will receive \$325 for books and supplies related to your program of study and another \$325 in the February maintenance payment.

### Travel Home Allowance

A return travel allowance of \$400 will be provided to you in May. This additional amount is intended to help cover expenses related to baggage fees and other miscellaneous expenses (COVID-19 testing, airport transfers, transit visas, meals, hotels, etc.) for your trip home.

## Taxes

Your Fellowship is considered taxable income under U.S. law and is subject to U.S. tax withholding. Your income tax withholding is also covered by the Humphrey Fellowship Program. IIE provides a tax preparation service that provides expert tax assistance in preparing a United States Federal tax return at no cost to you. You are required to file tax returns, and you must assist IIE in this process by filling out the necessary forms and providing any tax documentation requested. You should retain copies of all receipts for any professional development expenses.

**Please note that you will be required to fill out two tax returns because your Fellowship spans two calendar years. The second tax filing will occur after you have returned home from your Fellowship.**

In February 2024, IIE will forward an announcement concerning your U.S. Federal tax obligations along with additional information about the tax return filing process. The forms must be submitted by the end of March 2024 and will cover your time in the U.S. in 2023. For your second tax return, information will be sent to you in February 2025 and your forms will be due by the end of March 2025.

Please read the tax announcement carefully and consult with Sprintax and IIE if you have any questions.

## Automobiles

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

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

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

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

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

## Health Benefits Policy and Insurance Information

### Accident and Sickness Health Benefits Policy

Accident and Sickness Program for Exchanges, or ASPE, is the limited accident and sickness health benefits plan offered to U.S. Department of State exchange program participants and is administered by Seven Corners, Inc. ASPE may also be known by the name Seven Corners. It covers medical services or supplies that are allowable under ASPE health benefit plan definitions, and when provided by a provider acting within the scope of their license. In order to be considered a covered service, charges must be incurred while your coverage is in force. For your reference, the ASPE Benefit Guide can be found online at <https://www.sevencorners.com/docs/default-source/usdos-documents/usdos-benefit-guide.pdf>. **You are responsible for reading the benefits guide carefully to be sure you understand the services provided and the limitations of the policy.**

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

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

Your health benefits policy is in effect from the start of your direct travel to the United States. Stopovers made for personal reasons or indirect itineraries are not covered by this policy. Please note that you must be insured (either by this policy while on your grant, or by a health policy of your choosing before or after the official program dates) for any and all time you spend in the United States on the J-1 visa sponsored by the Humphrey Fellowship Program. If you choose for any reason to come to the United States before the official start date, or extend your stay, you are responsible for obtaining your own health benefits policy for that time period, even if it is for just a few days. If you choose to come early, you must submit a copy of your supplemental health benefits policy to IIE before departing from your home country.

Health benefits are provided as a part of your grant until June 14, 2024, or until you arrive in your home country if you travel home before June 14, 2024. If you choose to stay in the United States beyond this date, you must obtain a health benefits policy at your own expense. It is not possible to extend the ASPE coverage. You must also make sure that your [dependents](#) are covered under a J-visa compliant health benefits policy during the duration of your extension.

**Main aspects of your health benefits** (please refer to the brochure for all details of coverage). ASPE covers accidents and sickness/illness. At the time of receiving medical care, you must pay a *co-pay* of \$25 for all office visits, and \$75 for emergency room visits, urgent care visits or hospitalizations. A *co-pay* is the amount the insured person must pay at the time health services are provided, and the *co-pay* must be paid each time medical services are sought.



Pre-notification to Seven Corners is required for all non-emergency hospitalizations (within 48 hours of being hospitalized), dental emergency, or if a physician recommends any inpatient or outpatient surgery.

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

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

The following medical/health costs are not covered:

- Routine physical examinations
- Health benefits policies for spouse and/or [dependents](#)
- Dental treatment (unless related to covered injury or accident or if you are in extreme pain; dental maximum per benefit year is \$2,500)
- Eyeglasses and eye exams (unless you are in an accident and your eyeglasses or contacts are damaged; ASPE will cover up to \$300.00)
- Injury or sickness incurred while traveling outside of the United States, or before or after the Fellowship Program

ASPE health benefits may cover some testing as well as medically- necessary care related to COVID-19. Please check the benefits guide for up-to-date coverage.

## Travel

### Travel Funded by the Program

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

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

Travel home is also provided by IIE as a one-way ticket at the end of your program year. We will provide you with information in March 2024 about the travel home process.

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

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

### Travel Not Funded by the Program

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

International travel is prohibited prior to December and requires written permission from ECA via IIE before travel in the form of a signature on your DS-2019. You must notify your University Coordinator and IIE of any overnight travel within and outside the United States. In the event of an emergency, your University Coordinator and IIE need to be able to reach you at any time. Failure to notify your University Coordinator and IIE may result in your immediate revocation, termination, or suspension from the program. Emergency travel is not covered by the Humphrey Fellowship Program, regardless of the reason for the emergency.

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

### Travel Outside the United States

International travel prior to December is prohibited. International travel should only take place during official university holidays or breaks that take place in December or later. All international travel after December requires advance written permission from ECA via IIE in the form of a signature on your DS-2019. All international travel must be approved in advance by ECA via IIE following the submission of the International Travel Agreement form which has been signed by your Coordinator, even if you already have a signed DS-2019 from a previous trip. Please note that it takes considerable time to secure IIE and ECA approval and you should ensure that international travel requests are submitted in a timely fashion.

Important Notes:

- International travel exceeding 14 days will result in stipend deduction for each day beyond 14 days.
- Re-entry into the United States is not guaranteed and is at the sole discretion of U.S. Immigration authorities. ECA, IIE, and your university cannot assist with any issues you or your dependents may face when re-entering the country.
- You are responsible for any visa costs for international travel.
- If you have J-2 dependents in the United States, they must also accompany you on any international travel.

### Early Departure

The Humphrey Fellowship Program officially ends on June 14, 2024. If you choose to leave the United States before June 14 for any reason, you must obtain permission from your campus coordinator and IIE and reimburse the Program from your maintenance allowance for the days not spent in the United

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

## Extensions

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

- Needing additional time to complete a project with a current Professional Affiliation Host.
- Having a compelling reason to complete an additional Professional Affiliation.

### Guidelines for Requesting an Extension:

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

- Before requesting an extension to begin a second Professional Affiliation unrelated to the first, you must provide a final report on the first affiliation.
- You may not use your extension to work towards completing a degree. You are prohibited from obtaining a degree while you are in the United States because your [J1 visa](#) category is that of a non-degree student. To receive a degree while you are in the United States would be in violation of your immigration status.
- All documents listed on the [Extension Request Documentation Checklist](#) are required.
- Both your coordinator and IIE must approve your extension request.
- After the program end date of June 14, 2024, you will no longer receive maintenance funds or [accident and sickness coverage](#). You must be able to show proof of financial support and insurance coverage for the length of the extension.
- You may not use maintenance funds previously received from the Humphrey Fellowship Program to cover your expenses during the extension period.
- If you are requesting an extension beyond July 14, 2024, the U.S. Embassy or Fulbright Commission in your home country must also approve the extension request.
- Your passport must be valid for at least six months beyond the requested extended program end date.
- If your extension request is approved, IIE will notify you, your coordinator and your Professional Affiliation host.
- Humphrey Fellowship Program regulations allow DOS and IIE to continue your visa sponsorship and extend the date on your [DS-2019](#) Form for up to a maximum of six months (i.e., until December 14, 2024). Your [DS-2019](#) Form will **not** be extended beyond that date. **No exceptions are made to this regulation.**
- IIE is not authorized to release its visa sponsorship to any other university or organization. This is a Department of State regulation for the Humphrey Fellowship Program.

### **If You Have Your [Dependents](#) with You in the United States:**

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

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

## [Legal Regulations](#)

### [Revocation, Termination and Suspension of Fellowship](#)

Regulations pertaining to the revocation, termination and suspension of grants are specified in the *Terms and Conditions of Award* and online at <https://eca.state.gov/fulbright/about-fulbright/fulbright-foreign-scholarship-board-ffsb/ffsb-policies>.

### [Paid Employment](#)

To fully participate in and benefit from the Humphrey Fellowship Program, Fellows may not work in the United States for a salary or hourly wage or accept honoraria, stipends, consulting fees or payment for work of any kind while on the Humphrey Fellowship. Exceptions may be approved on a case-by-case basis, including in the case of a formal Professional Affiliation in which the host is required to pay the Fellow. You may accept reimbursement for travel expenses (flights, hotel) when presenting lectures or seminars. Most notably, **any remuneration you receive from your Professional Affiliation host will be considered taxable income by the U.S. Internal Revenue Service and must be reported when you file taxes.**

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

**-Former Humphrey Fellow**

## V. Fellowship Components

### Academic Components

#### Individual Program Plan

Within six weeks after your arrival at your host university, you will develop an Individual Program Plan with your campus coordinator and faculty advisor, who will discuss it with you and approve it. The plan details your goals and objectives for the year, including courses, seminars, special projects, professional development activities, Professional Affiliations, and community activities. It is your road map for the year, but you should consider it a “working document” and make changes during the year as your interests and goals evolve. Your coordinator should be able to provide you with a sample Program Plan developed by previous Fellows.

#### Humphrey Seminar

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



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

#### Academic Status

U.S. universities are autonomous, offering different opportunities and activities to their students. Each institution has its own rules and policies on academic and administrative procedures, such as admissions, courses, taking courses for credit versus audit, etc. Based on the Humphrey Fellowship

Program's objectives, you were admitted to a non-degree program to acquire academic and professional experiences, not a degree. The number of courses you take, and whether they are for credit or audit, is determined by each university and is based on contractual arrangements with IIE. IIE recommends that you audit courses and take a partial course load so that you will have adequate time for core professional development activities.

### Course of Study

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

### English Language Courses

If additional training is recommended by your university, your campus coordinator (in consultation with the IIE Humphrey Fellowship Program office) may arrange for enrollment in the appropriate English language courses or provide you with access to other English language learning resources.

### Community Service

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

### Host Families

Your coordinator will arrange for an American family to be your "host" or "friendship" family during your Fellowship year. This is a wonderful opportunity to learn more about American culture, to enlarge your circle of American friends and to teach Americans about your home country. Your host family will probably initiate contact with you at first, but you are always welcome to issue invitations to them, as well. These families are volunteers who want to help make your stay in the United States as comfortable and enjoyable as possible. Please treat them as you would any friend, with kindness and respect.

### Faculty Mentor/Advisor

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

Talk with your campus coordinator about the best way to initiate the first meeting with your faculty advisor. Some campuses arrange the first meeting for Fellows; others assume that Fellows and

advisors will make their own arrangements. Please contact your campus coordinator if meetings with your faculty advisor are not working out as well as you had anticipated. Your coordinator is there to guide you in developing this relationship.

## Professional Development and Affiliation Activities

In addition to the Humphrey Seminar, professional activities form a second cornerstone of the Fellowship program. This section will outline the required Professional Affiliation, additional professional development activities, and budgeting for professional opportunities.

### Professional Activity Budget

As a part of your disbursement schedule, you will receive \$1,200 in the first payment and \$2,000 in your February disbursement to use for professional affiliation (PA) and professional development activities in the US.

You must use professional funds appropriately for U.S.-based PA and professional development activities since you will not receive additional funding for this purpose. If you use the professional allowance prior to completing a PA, you will need to plan to use personal funds for any expenses related to your PA. You will also need to account for funds usage no later than March 15 to your campus coordinator, or the last stipend may be reduced by the amount that was not used.

Your coordinators are available to help advise you on the use of these funds and guide you toward budgeting for your planned activities.

### Professional Affiliation

Most Fellows have shared that the Professional Affiliation is the most meaningful and impactful experience during their Fellowship year. Your Professional Affiliation puts you in extensive contact with U.S.-based colleagues in an organization doing work in your field of interest. You will undertake tasks that benefit both you and the host organization, such as preparing reports, conducting an evaluation, or working on a project.

You are expected to spend at least six weeks (30 full-time workdays or 210 hours) working with a U.S.-based organization in your professional field. The Professional Affiliation may take place at any time during the Humphrey Year. The Professional Affiliation may follow a flexible schedule, for example, one or two days per week throughout the year (for a locally based affiliation); three weeks in January and three in May; or six weeks in May-June. If a six-week non-local PA is planned, it should be done after the end of classes and all other program requirements are met at the host university.

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

It is your responsibility to arrange the affiliation. Your campus coordinator and faculty advisor may assist you in suggesting organizations or contacts, but you should take the lead in requesting the placement and defining your duties and responsibilities. You will also need to budget and arrange for any travel and lodging/meal costs for your affiliation.



Once your assignment has been negotiated, you should request an official, signed letter from the host organization outlining the affiliation agreement in detail, including the dates and work to be completed, and then obtain and complete a [Professional Affiliation Proposal form](#) from the Humphrey website. This completed proposal must be reviewed and approved by your coordinator and is due to the IIE Humphrey Fellowship Program office six weeks before the start of the affiliation or no later than mid-March 2024.

If you complete your six-week affiliation by June 14 but are approached by your Professional Affiliation host to extend your affiliation for an additional period to complete a project, work task or another compelling reason, you must provide your own funding and health benefits coverage, and submit a request for an extension of your J-1 status. More detailed information on extensions may be found in the section, "[Living in the United States.](#)"

### Professional Development

During your Humphrey year, you should also devote time to short-term Professional Development activities. Such activities include making site visits to organizations of professional interest, presenting at conferences, and meeting with U.S. experts and professionals in your field. Professional development is intended to be short-term in nature, and supplement your program experience beyond the seminar, GLF, and professional affiliation.

Early in your Program, you should begin planning these activities with your coordinator and faculty advisor to discuss the most appropriate time to undertake them, and after obtaining their approval, include these in your Individual Program Plan.

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

Your total Professional Activities allowance can help cover transportation, per diem and required fees for professional development activities. This allowance is for expenses incurred in the United States only and cannot be used for international professional development.

Your campus coordinator reviews and forwards to IIE a report on the amount of Professional Activities funds spent by each Fellow at your host university. You will be responsible for providing this information to your coordinator.

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

**-Former Humphrey Fellow**



## Humphrey Program Seminars and Workshops

The **Washington Global Leadership Forum**, held in mid-late October each year, introduces U.S. institutions, Federal agencies, and international organizations. You will meet with representatives of key organizations, participate in sessions on leadership and professional development and make professional contacts. In addition, you will have the chance to meet with Fellows from all host campuses and make plans for continued interaction with them during and after your Fellowship year.

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

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

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

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

## Program Certificates

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

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

**-Former Humphrey Fellow**

## VI. Alumni Activities

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

The U.S. Department of State maintains the International Exchange alumni website (available at <https://alumni.state.gov>) —a place where past and present U.S. Government-sponsored exchange program participants find tools to advance their communities and our world. Early in your Humphrey Fellowship year, you will receive more detailed information about this site and becoming a member.

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

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

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

### Alumni Associations

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

### Humphrey Alumni Impact Awards

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

We greatly value your ongoing engagement with the Humphrey program in numerous ways, including:

- Share your updates with us via our website: <https://bit.ly/HHHShareYourStory>
- Connect with us on social media:
  - ✓ Follow us on [Facebook](#): @HumphreyFellowship
  - ✓ Follow us on [Twitter](#): @HumphreyProgram
  - ✓ Follow us on [Instagram](#): @HumphreyFellowship
  - ✓ Connect with us on [LinkedIn](#): “Hubert H. Humphrey Fellowship”

- Assist with the recruitment process by encouraging great potential Humphrey Fellows to apply for the program.

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

More information about this competitive award, such as the annual proposal deadline, is available at the Alumni Grant Opportunities section of the Humphrey website.

### Humphrey Alumni Professional Development Grant

The goal of the Alumni Professional Development Grant (PD Grant) is to strengthen Humphrey alumni's professional development by providing funding to attend a conference, workshop, or other professional activity that continues to draw upon the Humphrey experience and benefits their home community. The grant funds professional activities rather than research-based endeavors. Please include a detailed explanation of how this grant would offer concrete benefits to you and/or your home community. PD Grants can be used for an activity anywhere in the world.

All Humphrey alumni are eligible to apply for a Professional Development Grant three years after their completion of the Humphrey Fellowship Program. Applicants must be residing and/or working in their home countries or regions. The maximum award is \$2,500 USD with a required cost share of at least 25% of the total activity cost.

More information about this grant, such as application deadlines, is available at the Alumni Grant Opportunities section of the Humphrey website.

### Alumni Engagement Innovation Fund (AEIF) Awards

The State Department created the Alumni Engagement Innovation Fund (AEIF) in 2011 to support alumni initiatives that promote shared values and innovative solutions to global challenges. The competition provides small grants to teams of past and current participants of U.S. Government-sponsored exchange programs to carry out public service projects utilizing the skills and knowledge they gained during their exchange experiences.

Since its inception, AEIF has supported more than 300 alumni-led initiatives around the world and reached millions of people both directly and indirectly through trainings, awareness campaigns, and leadership and empowerment initiatives. More information is available at <https://alumni.state.gov/aeif>.

## Glossary

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

## VII. Appendix

### **ASPE and Health Insurance in the United States**

Health insurance in the U.S. is complicated and extremely expensive. It is important to know the details of the J-visa compliant accident and sickness coverage that is provided to you by the U.S. Department of State. The Humphrey Fellowship plan is called ASPE, and the provider is Seven Corners. It is also often referred to as Seven Corners. You should be aware of what is and is not covered by this health plan, and which doctors in your area accept ASPE. Please be sure to carefully review the ASPE Health Benefit Guide, which is available [here](#).

Please also take note of a few key insurance terms below:

#### **Premium**

A premium is the amount paid by the policyholder or sponsor organization. The ASPE premium is paid by the U.S. Department of State on your behalf.

#### **Deductible**

A deductible is the specific amount one pays to a health care provider before the insurance company will pay its share. For example, an insured patient may have to pay \$500 toward medical services before the insurance company will make its contribution.

#### **Co-pay:**

A co-pay is the amount the insured must pay at the time health services are provided. The co-pay is paid each time medical services are sought.

#### **Group #/Enrollee ID**

You will need to provide your Group #/Enrollee ID number when seeking medical services. Your Enrollee ID number is your HHH participant ID number, which is also located on your ASPE participant card, **which you must print yourself**.

You can print your card by logging into [https://myplan.sevencorners.com/login\\_firsttime.cfm](https://myplan.sevencorners.com/login_firsttime.cfm). Please refer to the instruction sheet and video tutorial included in your welcome email and on the Fellows Website on how to set up a new account with the Seven Corners website. Once you have printed your ID card, **it is important to always keep it with you, in case of emergency**.

#### **Medical Provider Network**

A Medical Provider Network is a network, or group, of doctors and hospitals that have entered into an agreement with an insurance provider to accept discounted fees for medical services. The ASPE plan has a Medical Provider Network inside the United States. Please see the ASPE Health Benefits Guide for more information.

If you seek medical services from an out-of-network provider, payment for medical treatment will be at your own expense. To find a list of In-Network providers, go to <http://usdos.sevencorners.com/medicalprovider/> or call Seven Corners' customer service at 1.800.461.0430. **You should familiarize yourself with the network providers in your area so that, should you need to seek medical treatment, you will not have to pay out of pocket.** However, if you are experiencing an emergency, go to the nearest hospital.

**Insurance Claim**

An insurance claim is a bill for medical services. If you seek medical services from the Provider Network, the office or hospital will file the claim for you. If you go to an out-of-network provider, you must fill out a claim form and send it to Seven Corners to be reimbursed for your medical care.

**Explanation of Benefits**

A document that may be sent by an insurer to a patient explaining what was covered for a medical service, and how the payment amount and the amount for which the patient is responsible were determined.

Please speak with your coordinator or associate coordinator if questions arise about your accident & sickness coverage and/or providers near your host campus. General information can be found at <http://usdos.sevencorners.com/>.