



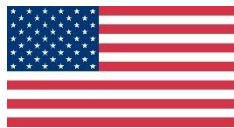
2025-2026 On-Program Guide for Humphrey Fellows

Congratulations on your selection as a Hubert H. Humphrey Fellow!

Welcome to a community of mid-career professionals from around the world who have come to the United States as Humphrey Fellows to build connections and advance solutions to the most pressing global challenges. The Hubert H. Humphrey Fellowship Program is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) and administered by the Institute of International Education (IIE).

This on-program guide will serve as your main reference throughout your experience in the Fellowship. It contains important information and policies established by ECA and IIE. As a Humphrey Fellow, you are expected to carefully read and understand these policies and guidelines. If this guide does not answer all your questions, IIE advisors and your Host Campus Coordinator are available to provide answers and additional guidance and support.

We wish you success in your professional and personal endeavors and trust that your experience in the United States will be fulfilling.



June 2025

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Humphrey Fellowship Program Administration and Funding

The Fulbright Foreign Scholarship Board (FFSB)

The FFSB, composed of 12 educational and public leaders appointed by the President of the United States, formulates policy for the administration of the program, establishes criteria for the selection of candidates and makes final selections of candidates nominated for awards.

United States Department of State, Bureau of Educational and Cultural Affairs (ECA)

ECA directs the administration of the Humphrey Program under policy guidelines established by the FFSB. ECA prepares annual budget requests from Congress for the Humphrey Program and establishes program priorities. ECA collaborates with the binational Fulbright Commissions and Foundations in 49 countries, United States Embassies in approximately 100 other countries and the Institute of International Education in the United States in the administration of the Program.

The Institute of International Education (IIE)

IIE administers the Humphrey Fellowship Program for mid-career professionals. IIE provides services to all Fellows during their stay in the United States, including enrollment in health benefits, guidance on immigration matters and facilitation of enrichment programs. IIE manages a wide variety of educational and cultural exchanges as well as training and technical assistance programs. Through a cooperative agreement with ECA, IIE has administered the Humphrey Fellowship Program since 1978.

Fulbright Commissions, Foundations, and U.S. Embassies

Commissions, Foundations, and Embassies supervise Fellow competitions locally and assist in program development and provide pre-departure services and counseling.

Arrival

Welcome to the United States! There are many things you'll need to take care of upon arrival in order to ensure a smooth Humphrey exchange. The following resources will help you navigate steps to take once you have arrived at your host institution. There are several steps required to keep your J-1 visa in compliance with federal regulations, which are detailed below. You will use IIE's [self-service portal](#) to complete these tasks. If you have any questions, please contact your IIE Advisor.

Arrival Reporting Requirements

As a Humphrey Fellow and J-1 visa holder, you are required to **report your arrival to the U.S. within 10 days of your DS-2019 start date** and complete several additional steps **within 3 weeks of your start date**. Failure to complete these steps on time can have negative consequences for your J-1 visa status and Humphrey Fellowship, which we want to help you to avoid. Please reach out to your IIE Advisor with any questions after reviewing the following steps.

Within 10 Days of Arrival

- ☒ Update your physical address
- ☒ Submit Emergency Contact Information
- ☒ Submit your I-94 record
- ☒ Submit a scan of your J-1 visa
- ☒ E-sign your Code of Conduct Form
- ☒ E-sign your Publicity Release Consent Form

Within 3 Weeks of Arrival

- ☒ Register for IIEPAY
- ☒ Confirm your email address
- ☒ Download your ASPE Health Benefits Card
- ☒ Submit the W-8BEN Form
- ☒ Submit your signed Health-Related Information Release Form
- ☒ Apply for your Social Security Number

Note: Your Humphrey Campus Coordinator will provide you with additional details as they pertain to your specific university upon your arrival. Please pay attention to those details in addition to the instructions below.

Update your Physical Address

(Personal Information > Addresses)

- In addition to updating your physical address upon arrival, you are required to update your address in the system within 10 days each time you move. The easiest way to do this is to go to the IIE [self-service portal](#). On the lefthand side, click *Profile* and then click *Personal Information*. Click on the **Update Address** button from the address block on the dashboard to update your address. Use the Search function to type your address and choose the option that appears to correctly auto populate the fields

Current Location

Search

Enter Address

Submit your Home Country and Host Country Emergency Contact Information

(Personal Information > Emergency Contacts)

Please submit a phone number and email address for your emergency contacts. IIE may contact these individuals in the event of an emergency during your program. **Do not type contact details in all capital letters.**

- **Emergency Contact – Home Country:** Contact information for a person currently in your home country. A valid email and phone number must be provided. This can be a family member or friend.
- **Emergency Contact – Host Country (U.S.):** Contact information for a person in the U.S. This can be your Humphrey Campus Coordinator. This should not be another Humphrey Fellow or J-2 dependent.

Submit your I-94 record

(Documents > View/Upload Documents)

Submit your “Most Recent [I-94 record](#)” that shows your date of entry, class of admission, admit until date, and additional details. See the screenshot below for an example of what your J-1 I-94 record should look like.

For: [REDACTED]

U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number : [REDACTED]
Most Recent Date of Entry: 2024 August 05
Class of Admission : J1
Admit Until Date : D/S
Details provided on the I-94 Information form:
Last/Surname : [REDACTED]
First (Given) Name : [REDACTED]
Birth Date : [REDACTED]
Document Number : [REDACTED]
Country of Citizenship : [REDACTED]

[Get Travel History](#)

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

- **For dependents:** IIE does not need a copy of your J-2's I-94 record, however, we recommend that you confirm that your J-2 dependent's I-94 record confirms entry on a J-2 visa.

[Submit a scan of your J-1 visa](#)

(If status is “Not Submitted” Documents > View/Upload Documents)

The U.S. Embassy or Fulbright Commission may have uploaded your J-1 visa on your behalf. However, if the status of your J-1 visa is “Not Submitted,” you will need to upload a high-quality scan or photo of your J-1 visa.

- **For dependents:** IIE does not need a copy of your J-2’s visa record, however, we recommend that you confirm that your J-2 dependent’s visa accurately reflects your dependent’s details, and the expiration matches the date on the J-2 DS-2019. If the details do not match, please contact U.S. Customs and Border Protection (CBP) by email or in person.

[Electronically sign your Code of Conduct Form](#)

(My Program > Code of Conduct Form)

All Humphrey Fellows are required to abide by the Humphrey Code of Conduct Form: Humphrey Sexual Harassment and Sex Based Discrimination Policy. Review the Code of Conduct and confirm that you agree to abide by the policy.

[Electronically sign your Publicity Release Consent Form](#)

(My Program > Publicity Release Consent Form)

Review the Publicity Release Consent Form for media release. Select either Yes or No and save your response. **Note:** If you do not agree to the Publicity Release Consent Form, we ask that you not join any group photos, because they may be used on the Humphrey website or social media.

Within Three Weeks of Arrival

[Register for IIEPAY](#)

Your Humphrey stipend and program funds will be disbursed by IIE through the electronic payment system, IIEPAY. **IIEPAY is connected to the email address you used to apply for the Humphrey Fellowship Program. Thus, it is critical that you can access this email address while you are in the U.S. and use it when setting up your U.S. bank account.** If the email address you will use for your U.S. bank account differs from the one IIE has on file for you, your payments **will not come through**. If the email address you used to apply for the Humphrey Fellowship Program is no longer available, please inform your Humphrey Campus Coordinator immediately and provide them with your new email address that should be used for your Humphrey stipend payments.

Once you are in the U.S. and have set up a bank account, you must follow the instructions below (please review the instructions prior to setting up your bank account).

Please note: Do not take any action until you are in the U.S. and have a U.S. bank account. Your Humphrey Campus Coordinator may include opening a U.S. bank account in your orientation schedule.

IlePAY: How to Register & Receive Your First Payment

1. **Open a bank account at a U.S. bank that accepts payments via the digital payment service, Zelle (visit the [Zelle](#) website to find participating banks).** Bring sufficient funds with you to cover any settling-in expenses and to make a deposit when you open your account.
2. Log into your U.S. bank account online and confirm that you can access it. Some banks may require you to reset your password the first time you log in. **You must do this before you follow the next steps.**
3. Visit the [Zelle](#) website to register with IlePAY. How to do this:
 - a. On the Zelle website, find and click on the name of your bank.
 - b. If your bank is not listed, please contact your IIE Advisor.
 - c. Click the button that says “Continue to your bank.” This will bring you to your bank’s website.
 - d. Follow the prompts to link your bank account with Zelle.
4. **You will receive an email from Bank of America (payments@ealerts.bankofamerica.com)** on or near your start date (listed on your Details of Award (DOA) and DS-2019). This email indicates that your payment is ready for transfer. You will receive payment once you have correctly followed steps 1-3. If you have questions, please visit the IlePAY [Frequently Asked Questions](#) page.

Confirm your email address

(Personal Information > Profile)

In IIE's [self-service portal](#), go to the Personal Information section under Profile to ensure the Primary Email listed will be valid for the duration of your program. We will use this email to send important messages, and it will be linked to IlePAY. We recommend that you do NOT use the email associated with your host university's email server, nor any employer's email server, because these may not function after the close of your Humphrey Fellowship.

Download your ASPE Health Benefits Card

As a Humphrey Fellow, you have been enrolled in the Seven Corners Health Benefits plan, Accident Sickness Program for Exchanges (ASPE). Please visit the [ASPE webpage](#) for more information on your ASPE plan, including participating Medical Provider lists within the First Health Network, necessary forms, Frequently Asked Questions, and your Health Benefits guide.

In order to print out your ASPE health benefits card and get information pertaining to your personal plan, please follow the below instructions:

- Visit ASPE's "MyPlan" website: <https://myplan.sevencorners.com>
- Click on "Setup New Account"
- In "MyPlan ID" enter your Participant ID (found in the "My Information> My Profile" section of IIE's [Self Service Portal](#) and begins with PS00)
- Enter your date of birth.
- Click "Enter" to continue

Submit the W-8BEN Form

(Documents > View/Upload Documents)

All Fellows must submit the [W-8BEN Form](#), which is an Internal Revenue Service (IRS) mandated form to collect correct Nonresident Alien (NRA) taxpayer information for individuals for reporting purposes and to document their status for tax reporting purposes. Open the form by clicking the link above, sign it and save it on your computer. Navigate to “Withholding Form” on the View/Upload Documents section of the IIE Portal. Click on the pencil icon next to the Withholding Form line to upload your document. If you need assistance completing the form, see these [instructions](#).

Submit your signed Health-Related Information Release Form

(Documents > View/Upload Documents)

The [Health-Related Information Release Form](#) authorizes the release of your personal health-related information to IIE personnel in case of a medical emergency. You must sign this document and upload it to the IIE Portal. Open the form by clicking the link above, sign it and save it on your computer. Navigate to “Health Information Release Form” on the View/Upload Documents section of the IIE Portal. Click on the pencil icon next to the Health Information Release Form line to upload your signed document.

Apply for your Social Security Number and Report the Number to IIE

(Personal Information > Profile)

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 (IRS) to obtain an Individual Taxpayer Identification Number (ITIN). You will be required to file an income tax return for each calendar year you are physically present in the U.S. as a Humphrey Fellow with IIE’S Sprintax program. To do this, you will need a SSN or ITIN. 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.**

IIE will issue a letter of support for your SSN application, mailed to your Humphrey Host University, signed by the Humphrey Program Director.

Once you have received your SSN, report your SSN on the secure IIE [self-service portal](#) under the Personal Information Profile page no later than December of your program year. All sensitive information is encrypted and masked when transmitted to IIE’s database.

During Your Program

The following sections outline program benefits, resources, and procedures for your academic year.

Remember that while you are in the U.S. on your Humphrey Fellowship, you are supported by ECA, IIE, your Campus Coordinator, and your host campus staff.

Four Pillars of the Humphrey Fellowship Program

The Humphrey Program is composed of four pillars:



**Humphrey
Seminar**



**Professional
Affiliation**



**Professional
Development**



**Community
Service**

i. Humphrey Seminar

As a core part of your Fellowship, you are required to attend the special Humphrey Seminar organized for your cohort by your Campus Coordinator. 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. As part of the seminar, you will have the opportunity to do a presentation and share information about your professional activities back home and your goals and plans for the future. The seminar is also intended to enhance Fellows' leadership skills and create peer networks so you may be asked to help plan the seminar, providing an important opportunity to work together with the other Humphrey Fellows at your university.

ii. Professional Affiliation

During your Fellowship, you are expected to do a Professional Affiliation (PA) and spend at least six weeks (30 full-time workdays or 210 hours) working with a U.S.-based organization in your professional field. Your PA could take place within the community of your host campus or in other parts of the United States. If you do a PA in your local community, it may take place at any time during the Humphrey Year. However, if you decide to do a non-local PA, it should be done after the end of classes and all other program requirements are met at your 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 Campus Coordinator, and a representative of the host organization. Medical professionals must

consult with their Campus Coordinator on legal limitations if their PA plans include clinical activities.

It is your responsibility to arrange your PA. 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.

iii. **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, the Global Leadership Forum (GLF), and PA.

Early in your Program, you should begin discussing these activities with your Campus Coordinator and faculty advisor, including determining the most appropriate time to undertake them. After obtaining their approval, include your planned activities in your Individual Program Plan (see below).

Note: 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.

iv. **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. The Humphrey Fellowship Program recommends that each Fellow complete a minimum of 10-15 hours of service over the course of the year. However, Fellows typically enjoy this aspect of the program, and many will complete significantly more. For those who are interested, Campus Coordinators can discuss additional ideas for service opportunities.

Individual Program Plan

Within six weeks after your arrival at your host university, you will develop an Individual Program Plan (IPP) 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 any coursework or seminars you hope to take, special projects you wish to complete, professional development activities, Professional Affiliations, and community activities. The Individual Program Plan is your road map for the year, but you should consider it a “working document” and make changes to it during the year as your interests and goals

evolve. At the end of your Fellowship, the IPP can serve as a final summary of your activities. Your Campus Coordinator should be able to provide you with a sample Program Plan developed by a previous Fellow as well as a template to follow.

Legal Regulations

Regulations pertaining to the revocation, termination, and suspension of grants and curtailment of program activities are specified in the Terms and Conditions of Award and online under the Fulbright Program Policies which apply to all Fulbright exchanges, including the Humphrey Fellowship. You can access the Fulbright Program Policies through this URL: <https://eca.state.gov/fulbright/about-fulbright/fulbright-foreign-scholarship-board-ffsb/ffsb-policies>.

Finances

Humphrey Fellows receive modest stipends for expenses related to the Fellowship in the U.S. Review the explanations of funds below. Note that funds may be adjusted as necessary.

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

August: Maintenance Period Covered: Arrival (August-October)

- Maintenance Allowance
- Settling in Allowance
- Incoming Travel Allowance
- Computer Allowance
- Book and Supply Allowance
- Global Leadership Forum Per Diem and Travel Allowance
- Professional Activities Allowance (1 of 2)

November 1: Maintenance Period Covered: November-January

- Maintenance Allowance

February 1: Maintenance Period Covered: February-April

- Maintenance Allowance
- Book and Supply Allowance
- Professional Activities Allowance (2 of 2)

May 1: Maintenance Period Covered: May-program end

- Maintenance Allowance
- Travel Home Allowance

Maintenance Allowance

You will receive a maintenance allowance on a quarterly basis which is based on the cost of living at your university location, therefore, the maintenance allowance for each host campus will vary. The amount of your allowance is indicated in your Details of Award letter. This allowance is intended to cover your daily living expenses, including housing, food, transportation costs, etc. Your maintenance allowance begins on the official start date at your university and ends on your Fellowship end date (refer to your DOA or DS-2019). Your payments will be sent directly to you via the payment system (IlePAY) according to the schedule above. These payments may include other allowances such as settling-in or book allowances which are also included in your award.

If your arrival in the U.S. is delayed for any reason, the next maintenance payment will be adjusted to reflect your actual arrival date. Humphrey 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.

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.

Incoming Travel Allowance

If you did not receive a \$300 Incoming Travel Allowance from the U.S. Embassy or Fulbright Commission in your home country prior to your departure, you will receive it with your first maintenance payment, which should be used to reimburse any expenses you incurred while traveling to the U.S. Computer Allowance

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

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

Global Leadership Forum Per Diem and Travel Allowance

Humphrey Fellows are required to attend the Global Leadership Forum in late October. While travel and lodging are arranged by IIE, you will receive a modest per diem and travel allowance for expenses incurred related to the Forum.

Professional Activities Allowance

You will receive \$1,200 in the first maintenance payment and \$2,000 in your February disbursement to use for your PA and professional development activities in the U.S. You must budget and use these funds wisely since you will not receive additional funding. If your

allowance is depleted before activities are complete, you will have to use your own personal funds for any remaining opportunities. Your Campus Coordinator is available to advise you on the use of these professional development funds and guide you toward budgeting for your planned activities.

Note: You are required to account for funds used toward professional development and report this information to your Campus Coordinator no later than March 15. Failure to do so will result in your last stipend being reduced by the amount not accounted for.

Travel Home Allowance

A travel home allowance of \$400 will be provided to you in May. This amount is intended to assist with expenses related to baggage fees and other miscellaneous expenses (public health related testing, airport transfers, transit visas, meals, hotels, etc.) for your return home.

Tuition

IIE directly pays the cost of Fellows' 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 Campus 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.

Identity Theft, Fraud, and Email Scams

Identity theft has become a very serious issue, especially with our widespread use of the Internet and wireless technology. 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 your personal information. Be suspicious of them: real banks and credit card companies will never ask for personal information in a call to you or via text message. Consult with your Campus Coordinator before giving out any information. If you receive a phone call or email regarding your visa record, or about your taxes due in the United States, 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.

Humphrey Program Seminars and Workshops

Please note that the following events are strictly for Humphrey Fellows. Dependents are not permitted to attend or participate in any of these events.

Global Leadership Forum

The Global Leadership Forum (GLF), held in Washington, DC in mid-late October each year, introduces U.S. institutions, Federal agencies, and international organizations. You will engage with U.S. experts and Department of State officials and participate in interactive policy and leadership sessions focused on practical skill-building and networking. 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 GLF. 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.

Community College Residency Program

Humphrey Fellows are eligible to apply to participate in the Community College Residency Program (CCRP). Selected Fellows will spend one week at a U.S. community college gaining an opportunity to increase their professional network in the U.S. and play a role in a community college's internationalization plan. You will have the opportunity to apply for the CCRP in late autumn.

Enhancement Workshops

Enhancement Workshops (EW) 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 you the chance to make professional site visits, meet and interact with senior professionals, increase your understanding of various policy topics, and develop professional contacts.

EWs are held between February and March at sites across the United States. Your professional activities allowance can be used to cover room, meals, travel, and the modest registration fee for EW participation. Each workshop can only accommodate a limited number of participants, usually between 30 and 40, so Fellows are encouraged to submit their registration on time. EW registration typically opens in December.

Travel During your Fellowship Year

During your Humphrey Fellowship, you are permitted to travel domestically and/or internationally. However, it is important to follow the policies and guidelines explained below.

Note: As a U.S. Government sponsored exchange, the Humphrey Fellowship must follow federal regulations (Fly America Act) for air travel. Therefore, all air travel arranged by the Fellowship must use U.S. carriers whenever possible. If a U.S. airline is not available, a foreign airline that codeshares 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 Funded by the Fellowship

1. Travel to the GLF (Global Leadership Forum). Do not purchase your own tickets for this trip; IIE cannot reimburse you.
2. Travel home at the end of your program year. We will provide you with information in March about the travel home process. Your return travel will be booked from your last official point of program activity to your home country.

Note: If you have dependents with you, please keep in mind that IIE must follow strict guidelines when planning your return travel and cannot make travel arrangements for your dependents nor guarantee you an itinerary with them, especially if they are traveling on non-U.S. airlines. **Also**, while you may request changes to your already-booked return flight, approved changes will be at your expense and include a \$77 change fee. Requests for flight changes are evaluated on a case-by-case basis and are not guaranteed to be approved. IIE cannot approve changes that result in violations of the Fly America Act.

Travel NOT Funded by the Program

You must make your own arrangements for any authorized personal travel or travel related to professional development activities. Fares for air, rail or bus travel within the U.S. constantly change, and special discount rates often become available on short notice.

Travel Outside the U.S.

International travel prior to the December academic break is prohibited. International travel should only take place during official university holidays or university closures that take place in December or later in your Program year. International travel prior to December 1st and after April 1st is NOT allowed. All international travel requires advance written permission from ECA via IIE in the form of a signature on your DS-2019 in advance of your travel. You must submit the International Travel Agreement form, signed by your Campus 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.

In the event of an emergency, your Campus Coordinator and IIE need to be able to reach you at any time. Failure to notify your Campus Coordinator and IIE of your international travel may result in your immediate revocation, termination, or suspension from the program.

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

International travel exceeding 14 cumulative days will result in stipend deduction for each day beyond 14 days. Re-entry into the U.S. 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 U.S., they must accompany you on any international travel.

Accident and Sickness Program for Exchanges (ASPE) Health Benefits Policy

The 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 administered by Seven Corners, Inc. This plan utilizes the First Health International Preferred Provider Organization (PPO) Network. Humphrey Fellows are covered under ASPE for the duration of the program dates indicated on their DS-2019. You are responsible for reading the [ASPE Health 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. 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 any family member(s) who join you in the U.S. during your Fellowship.

Your health benefits policy is in effect from the start of your direct travel to the U.S. and ends on your program end date. 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 U.S. on the J-1 visa sponsored by the Humphrey Fellowship Program. If you choose for any reason to come to the U.S. 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 arrive early, you must submit a copy of your supplemental health benefits policy to IIE before departing from your home country.

ASPE covers accidents and sickness/illness that occur while you are in the U.S. on your Humphrey Fellowship. 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 at the time services are provided 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 ASPE 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 Assist: Support for Mental Health

ASPE Assist provides all exchange participants access to a mental health consultant and referral services hotline 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 a day, 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.

Taxes

Your Fellowship is considered taxable income under U.S. law. Because of this, your Fellowship award has funds that are withheld—as part of U.S. tax withholding. In most cases, Fellows will be subject to both Federal and state tax withholding. However, it is important to note that your income tax withholding is covered by the Humphrey Fellowship Program, and in most cases, you will not have to pay any additional monies to the U.S. Government. IIE utilizes a tax preparation service called Sprintax 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/Sprintax in this process by filling out the necessary forms and providing any tax documentation requested. To prepare for this process, 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, IIE will forward an announcement concerning your U.S. Federal tax obligations along with additional details about the tax return filing process. The forms must be submitted by the end of March and will cover your time in the U.S. for the period of August-December. For your second tax return, information will be sent to you in February of the following year, and your forms will be due by the end of March of that year. The second tax return will cover your time in the U.S. from January-June

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

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 to the U.S. on J-2 dependent visas 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 ONLY allowed to join you 30 days after your arrival at your host campus for the academic year (generally from September onward) (*see note below). 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 U.S. (During the initial 30-day period after arrival at your host campus, you may, however, begin collecting the documents necessary to bring them to the U.S.)

* **Note:** An exception to this policy may be made for single parents who will also bring a child caregiver with them (this caregiver must also meet the 22 CFR 62.2 dependent definition or must come to the U.S. on a different visa type), and those with school-aged children that must be present to register for school. These exceptions are made at the discretion of your Humphrey Host University Campus Coordinator. Fellows approved to bring their J-2 dependents at the start of the program should obtain the dependent DS-2019 forms from IIE *before* applying for their own visa. -If the Fellow mistakenly applies for their own visa before obtaining the dependent DS-2019 forms, the dependent visas cannot be processed. The Fellow must then wait until they arrive in the U.S. and their J-1 record is validated before any dependents may receive DS-2019 forms, J-2 visas, and subsequently travel to the U.S. to join the Fellow.

You must provide several documents to the U.S. Embassy or Fulbright Commission in your home country to support your request for obtaining the DS-2019 Form needed to apply for the J-2 visa. These include:

- Completed J-2 Verification Form with Campus Coordinator's approval signature;
- Clear copy of each dependent's passport face page (showing passport expiration date);
- Proof of adequate funding (bank statement or certified letter from a financial institution, and completed budget form, which will indicate the amount of money required);
- Documentation of health benefits policy coverage for each dependent that is valid for the duration of his or her stay in the United States (see below the section Health Insurance for Dependents).

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 Campus Coordinator who will check them and endorse your request before you send it to the U.S. Embassy or Fulbright Commission for their transmittal 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 are responsible for ensuring that your dependents are enrolled in an adequate health benefits plan that meets State Department J- visa regulations. 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. Failure to obtain and maintain adequate health benefits coverage for your dependents may result in termination of your grant

Note: If there is a change in the health status of your accompanying dependents during the Fellowship year, you must notify your Campus Coordinator and IIE to determine if you are able to fulfill the requirements of the Fellowship as defined in your Terms and Conditions of Award.

Procedure to Bring Dependents to the United States

You must work with the Campus Coordinator at your Host University to complete the J-2 verification form. After you have completed the form and have all supporting documents, contact the U.S. Embassy or Fulbright Commission in your home country and inform them of your request by providing your completed J-2 verification form with documentation for their final review and approval. If the Embassy or Commission approves of your request, they will submit your finalized paperwork to IIE. IIE will process the DS-2019 forms for your dependents. This process usually takes four to six weeks.

Note: There is no guarantee that the U.S. Embassy or Fulbright Commission in your home country will approve your request to bring J-2 dependents.

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 Public Affairs Section of the U.S. Embassy, or the Fulbright Commission.

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

Utilize the Budget for Dependents calculation sheet on the J-2 verification form to calculate the minimum amount of funding you need to provide to support your dependents while they are in the U.S. The budget is calculated based on the Humphrey maintenance allowance you will receive for your geographical location in the U.S. You must show personal funds of at least 50% of your Humphrey maintenance allowance for your first dependent, and personal funds of at least 25% of your Humphrey maintenance allowance for each additional dependent for the number of months your dependents will be with you in the U.S. 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 U.S.) may not be enough to cover these expenses.

Dependent Travel

You should double check your dependents' I-94 within 10 days of their arrival to the U.S. While IIE does not require Fellows to upload J-2 I-94 or J-2 visa confirmations, it is the Fellow's responsibility to confirm that all entry data for their dependents is correct.

When planning dependent travel arrangements, please keep in mind that IIE must follow strict guidelines when planning your travel home itinerary (see section Travel During Your Fellowship Year) 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.

Completing Your Program

Your Humphrey Fellowship Program will officially end in June. The specific program end date can be found on your Humphrey Details of Award or DS-2019. The following sections provide information on logistics of your program completion and beyond.

Program Completion Certificates

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

Grace Period

U.S. Citizenship and Immigration Services grants you an automatic 30-day grace period following completion of your Humphrey Fellowship Program J-1 activities. This means that you may legally remain in the U.S. 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 U.S. and prepare for your departure home. Please be advised that your ASPE benefits coverage ends on the program end date and does not extend into the grace period. You must purchase a short-term insurance policy to cover your stay during the 30-day grace period. You must ensure that any dependents that remain with you in the U.S. during the 30-day grace period also have adequate insurance coverage for this period.

Departing the U.S.

Your Details of Award and DS-2019 confirm the official Humphrey Program end date. If you choose to leave the U.S. before the official end date for any reason, you must obtain permission from your Campus Coordinator and IIE. You are required to reimburse the Program from your maintenance allowance for the days not spent in the U.S. If possible, the amount will be pro-rated and deducted from the \$400 travel home allowance. Any additional payment due must be sent to IIE before IIE will book your travel home ticket.

In the spring, IIE will provide specific details about booking your departure flight.

Extensions

Humphrey Fellows are eligible to request an extension of their time in the U.S. for up to six months beyond the program end date 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.

Note: IIE will provide more details about requesting an extension in the spring. Requests for extension are not guaranteed to be approved. Extension policies may be updated to reflect changes in U.S. law or federal guidance.

Filing U.S. Taxes

Since your Humphrey Program takes place in two calendar years, you will need to file U.S. taxes for the second calendar year of your program after you have already returned home. You will receive an email from IIE about filing taxes for the final year of your program in the spring (See section on taxes).

Alumni Activities

As a Humphrey Fellow, you enjoy the benefits of a Humphrey Alumni network that 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.

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, as well as details about additional funding opportunities exclusively for Humphrey alumni.

We encourage your ongoing engagement with the Humphrey program in, including by:

- Sharing your updates with us via our website: <https://bit.ly/HHHShareYourStory>
- Connecting with us on social media:
 - ✓ Follow us on [Facebook](#): @HumphreyFellowship
 - ✓ Follow us on [X](#): @HumphreyProgram
 - ✓ Follow us on [Instagram](#): @HumphreyFellowship
 - ✓ Connect with us on [LinkedIn](#): “Hubert H. Humphrey Fellowship”
- Assisting with the recruitment process by encouraging suitable potential Humphrey Fellows to apply for the Program.

The U.S. Embassy, Fulbright Commission, or Educational Foundation in your country may also connect with you following 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 U.S. Exchange programs and collaborate on projects for the collective good.

Alumni Associations

Humphrey Fellows often form or join a Humphrey or wider U.S Exchange program alumni group upon their return home. These alumni associations facilitate conferences, collaborative projects, and other events (often with support from the U.S. Embassy or Fulbright Commission and IIE) for Humphrey and/or Fulbright alumni. Funding is sometimes 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 hkh@iie.org.

Frequently Asked Questions

Below we have listed the answers to the most frequently asked questions Humphrey Fellows have throughout their Fellowship. Also use the headings on the left to visit topic-specific sections. If you have additional questions after reviewing these resources, please contact your IIE Advisor and they will be glad to assist.

Arrival

When will I receive my first Humphrey stipend payment?

You should expect to receive your first Humphrey stipend payment by the start date listed on your DOA and DS-2019. If your arrival is delayed, your first stipend payment date and amount of stipend may be modified. Refer to your DOA for the Fellowship year payment schedule. You will receive more

information on how to receive your first Humphrey stipend payment from your IIE Advisor around your program start date.

Should I purchase a vehicle while I am in the U.S.?

We do not recommend purchasing an automobile in the U.S. 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. Refer to the [ASPE website](#) for specific benefit exclusions related to motor vehicles.

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. 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.

Employment and Finances

Does the Humphrey Fellowship allow me to earn money during the Fellowship year?

So that they may 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 giving 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.**

Do I need to inform IIE if I receive an honoraria, stipend, or consulting fee during my Humphrey Program?

Yes. All awards or compensation you receive outside of the Humphrey Fellowship Program must be reported to your IIE Advisor. Your Humphrey stipend may be reduced by the amount of your award/compensation.

My family will come to the U.S. as J-2 dependents. Can I have an increased stipend or earn money to support my family?

The Humphrey Fellowship Program does not provide financial support for J-2 dependents (a spouse and/or dependent children under the age of 21). All Fellows who wish to bring their family on a J-2 visa must provide proof of sufficient personal funds to support their family while in the U.S. Humphrey stipend funds cannot be used for J-2 dependent support. *Note that J-2 visas are not guaranteed*

Do I have to file U.S. taxes?

Yes, all Humphrey Fellows are required by law to file a U.S. federal income tax return (and state tax form, if applicable) for any calendar year you were present in the U.S.

See the Tax Section of During Your Program and expect to receive more resources on tax filing in early spring.

- Contact tax@iie.org for questions about SSN or refunds.
- Contact IIE@sprintax.com for questions about completing your taxes or tax related forms.

Your Campus Coordinator and IIE Advisor are not qualified or authorized to answer any tax-related questions.

Program Completion

Will I receive a completion certificate at the end of my Humphrey Fellowship?

Yes, all Humphrey Fellows who successfully complete the program will receive a certificate of completion at the end of the program.

How do I secure my departure ticket home?

IIE will arrange your final departure ticket home. More information on your final departure will be shared by IIE in the spring.

What is the 30-day grace period?

In accordance with J visa regulations, you have a 30-day grace period after completing your program to remain in the United States, provided that you have purchased your own health insurance and have sufficient personal funding for the time period up to your departure. During this grace period, your status is similar to that of a tourist, and you should not be engaged in further academic activity or work. You should not exit and re-enter the U.S. during this time period.

Is it possible to extend my Humphrey Fellowship Program?

Fellows who successfully complete at least one Professional Affiliation by program end may be eligible to request up to six months of extension for the purpose of a Professional Affiliation. More information on extensions will be shared by IIE in the spring.

Does the 2-year home residency requirement prevent me from coming back for a degree program in the U.S.?

No, the 2-year home residency requirement does not prevent you from returning to the U.S. on another student visa or tourist visa. It prevents you from applying for any immigrant or work visa until you have completed the two-year residency requirement.