

CHECKLIST FOR HOSTING FULBRIGHT SCHOLARS AT BAYLOR

Fulbright scholars who select Baylor university as their host institution are considered international exchange visitors. Their primary support is provided by the United States Congress through the U.S. Department of State Bureau of Educational and Cultural Affairs (ECA). CIES, a division of the Institute of International education (IIE) administers the program and processes the immigration documents needed for the visa application process and travel to the U.S.

The academic department hosting the scholar has primary responsibility for completing the IIE Institutional Reply Form (IRF) and any other required documentation. In addition, the host department must designate a specific individual to serve as the main point of contact with IIE, prior to the scholar's arrival and during the length of stay.

The role of the Baylor Center for Global Engagement (CGE) in this process, is to provide clarification as needed to the department. CGE also plays a role in welcoming the scholar upon arrival at Baylor and ensuring that the scholar has the tools needed to maintain immigration status and participate in cultural activities as stipulated by the U.S. Department of State. CGE does not have a role in the processing of the DS-2019 for the Fulbright Scholar. This process is managed directly by the Department of State and its affiliated offices.

Below are helpful steps to follow:

1. Plan a meeting with the Assistant Director of International Student and Scholar Services (CGE office) to review the processes and guidelines and to learn about available resources.
2. Expect to receive communication from the IIE contact person, including the Institutional Reply Form (IRF).
3. Complete the IRF, have it signed by the Dean of the department, and returned to the IIE contact.
4. Prepare the letter of invitation for the Fulbright Scholar (*NOTE: A Fulbright is not a Baylor hire*).
5. Request Contingent Worker Status for the Fulbright <https://www.baylor.edu/hr/index.php?id=969199>.
6. Designate a person in your department to assist the Fulbright with finding housing and with other in-kind assistance.
7. Communicate with the Scholar before arrival to campus and, if possible, arrange to pick up the Scholar from the airport and welcome the Scholar to campus.
8. Introduce the scholar to the CGE office. Our office will make the Scholar aware of resources, trips, and activities that will be helpful in making cultural adjustments.

The Center for Global Engagement is happy to serve as a resource for your department and to answer questions throughout the process.

Frequently Asked Questions

- What resources are available to help the Fulbright find housing?

Baylor's Off-Campus Housing webpage provides guidance on off-campus housing:

<https://www.baylor.edu/offcampushousing/>

- Does the Insurance coverage issued to the Fulbright by the U.S. Department of State meet the requirement of the J-1 visa?

The Health Insurance coverage offered by the DOS is sufficient to cover the Scholar. The Scholar is responsible for covering an additional cost of Health Insurance for dependents.

- What is the process for requesting an ID card, email, and keys for the scholar?

Complete and submit the Contingent Worker Online Request form, at the link below:

<https://www.baylor.edu/hr/index.php?id=969199>

- Will the Fulbright have access to the SLC and sporting events?

The department will determine whether to cover the costs of these activities if they are not covered by IIE

- Will the Fulbright have access to health services?

Yes, the Scholar may use the health Insurance to access Baylor Health care.

- Will the Fulbright be able to use the library and have access to computer facilities?

Yes, provided these services are requested on the Contingent Worker Online Request Form:

- Will the Fulbright participate with the Onboarding process at Baylor?

Yes, the Scholar will be invited by HR—Talent Acquisition to participate in an abbreviated Orientation upon arrival on the campus (Please inform HR of the arrival date of your Fulbright and request Orientation)

- Will the Fulbright receive services from the CGE/ISSS?

Yes, ISSS is available to welcome the Scholar to campus and will regularly share information on trips and events planned for international students and scholars. ISSS will also answer questions and suggest resources to the Fulbright on immigration and tax matters. We strongly encourage the Fulbright to check in with our office regularly. *(NOTE: The Sponsoring office of the Department of State has primary responsibility for Advising the Fulbright.)*