

2013-2014 KENYA COUNTRY GUIDELINES FOR U.S. FULBRIGHT SCHOLARS AND STUDENTS

The Fulbright Program is sponsored and administered by the Bureau of Educational and Cultural Affairs (ECA) of the United States Department of State, and awards scholarships to lecture, conduct research, and study abroad. The program is managed in country by the Public Affairs Section (PAS) at U.S. Embassy Nairobi.

Country guidelines contain **summary** information about the Fulbright award, and logistical and program support provided through ECA, contact information for PAS or the U.S. embassy, and advisory information about your host country. These guidelines are an important resource, and should be reviewed prior to departing for your host country. This document may be supplemented by PAS during your arrival orientation at post. Please note that this information is subject to change.

THE PUBLIC AFFAIRS SECTION OF U.S. EMBASSY NAIROBI

The Public Affairs Section (PAS) is responsible for managing Fulbright in Kenya. PAS offices are located at the U.S. Embassy. Embassy hours are 7:15 a.m. - 4:30 p.m. Monday-Thursday, and 7:15 a.m. – 12:15 p.m. on Friday. The Embassy website is: <http://nairobi.usembassy.gov>.

Below is contact information for PAS staff that is your point of contact while in country.

Michael Greenwald:	GreenwaldMN@state.gov
Raymond Stephens:	stephensrw@state.gov
Ken Wakia:	wakiako@state.gov
PAS via Embassy switchboard:	(011- 254 20) 363 6000 ext 6195
PAS direct line:	(011-254 20) 363 6202
PAS fax line:	(011-254 20) 363 6353
Embassy after-hours number:	(011-254 20) 363 6170

Fulbright scholars/students in the U.S. may write to PAS at: Public Affairs Officer, 8900 Nairobi Place, Washington, DC 20521-8900.

All Fulbright grantees must register with the embassy in case of emergency. This can be done on this website at any time: <http://www.travel.state.gov/>

YOUR FULBRIGHT GRANT AND THE BINATIONAL NATURE OF THE PROGRAM

The Fulbright Program is administered in accordance with regulations established by the J. William Fulbright Foreign Scholarship Board (FSB). The Board has ruled that Fulbright grant funds cannot duplicate benefits received under other auspices. Therefore, grantees who receive host government or host institution financial contributions (for example, international travel, per

diem/subsistence/housing allowance) in cash or kind do not receive allowances for these grant benefits. Grantees who receive a concurrent grant to the same country under other auspices may have their Fulbright grants reduced if Fulbright grant benefits are duplicated by the other grant.

Host country governments and institutions support the exchange program through two ways: (a) *monetary contributions*, which result in a sharing of program costs, or (b) *nonmonetary assistance* to enhance the exchange experience for the guest scholar.

WHAT THE FULBRIGHT GRANT PROVIDES

For Student Grantees

Fulbright student grants have two components: (1) a base amount, and (2) a monthly maintenance allowance. Additional funds may be included in your grant as allowances and are described separately. Benefits authorized by ECA are paid in U.S. dollars through the Institute of International Education (IIE).

1. The base amount is provided to cover initial or onetime startup expenses such as:
 - a. Unaccompanied and/or excess baggage.
 - b. Miscellaneous costs, such as visa fees, permits, medical exams, immunizations, etc.This is a fixed sum in each grant and may not reimburse all expenses completely.
2. A monthly maintenance allowance is provided to cover recurring subsistence needs such as housing, fuel, utilities, and food. The allowance is based upon the estimated standard living costs in the country of assignment.

For Scholar Grantees

Fulbright scholar grants have three components: (1) travel and relocation, (2) a monthly maintenance allowance, and (3) a monthly stipend. Additional funds may be included in your grant as special allowances and are described separately. Benefits are based upon the estimated standard living costs in the country of assignment, and are not intended to duplicate U.S. salary levels or the standard of living of U.S. diplomatic personnel. Benefits authorized by ECA are paid in U.S. dollars through the Council for International Exchange of Scholars (CIES).

1. Travel and Relocation
 - a. Unaccompanied and/or excess baggage.
 - b. Relocation allowance for expenses such as visa fees, permits, medical exams, immunizations, etc. This is a fixed sum in each grant and may not reimburse all expenses completely.
2. A monthly maintenance allowance is provided to cover recurring subsistence needs such as housing, fuel, utilities, and food.
3. Monthly base stipend

PRIOR TO YOUR ARRIVAL

Travel to Kenya

Grantee air travel is coordinated by the travel agency, HRG Worldwide, which will bill IIE or CIES directly for the costs of your tickets. HRG staff will assist you with your reservation and then send your reservation to IIE or CIES for approval. You must book a round-trip ticket with a return date that corresponds to the grant end date. All air travel and all air shipments paid for with United States Government funds must conform to the Fly America Act, which requires that all such travel and shipments be on “U.S. flag” airlines where such service is available.

Visas and Residence/Work/Research Permits

Grantees should take copies of all identification certificates and documents, including marriage and birth certificates, driver's licenses, etc., to your assignment country. Make photocopies of the first two pages of your passport, which should be kept separate from your passport in case of loss or theft. Also bring extra passport photos for obtaining visas and conducting other business.

Visas

All Fulbrighters may enter the country on tourist or visitor visas. For visits longer than 30 days, a visa should be obtained in advance, although airport visas are available. Applications may be obtained from the Embassy of Kenya in Washington, D.C. (2249 R Street, NW, Washington, D.C. 20008) or Kenyan consular offices in New York City and Los Angeles, or through the website of the Embassy of Kenya in Washington, D.C.: <http://www.kenyaembassy.com/>. Click on “consular services” and “visa.” Those arriving with tourist visas must apply for a pupil's pass (researchers and students) or a work permit (lecturers) after arrival. Multiple entry visas are not usually issued, but American scholars with a valid pupil's pass or work permit may easily obtain new visas for every reentry into Kenya at the airport or border station.

Research Permits and Research Clearance

After arrival, Fulbright lecturers should obtain an application for a work permit, called an “entry permit,” for themselves and their dependents through the Office of the Registrar at their host institution. It is the responsibility of that institution to process the work permit at no cost to the grantee and to request a change in visa status from the Immigration Department. Grantees report that this is a slow process and requires regular follow-up inquiries. **Bring photocopies of birth certificates for the whole family, degrees and diplomas, marriage certificates, “and anything else that says you exist” (says one current Fulbrighter).**

It will be easier for researchers and students to obtain visas if they have already secured research permits. Researchers and students arriving with tourist or visitors' visas will not be issued visa extensions before they acquire research permits.

Researchers in Kenya are required to obtain research clearance from the Kenyan government. Obtaining the clearance permit takes some time--**four to six months** in our experience. Research permit applications forms are now available on the Embassy of Kenya web site: <http://www.kenyaembassy.com>. Click on “Consular services - Other Services” and “Research entry.” The final permit will not be issued until the applicant arrives in Kenya and pays the necessary fees.

For Fulbright students and researchers, the first Fulbright grant payment may be made prior to obtaining the final Kenya clearance provided the grantee presents evidence of affiliation with a Kenyan institution and evidence of application for a Kenyan research permit **at least 3 months prior to the planned date of arrival** in Kenya. The grantee should provide the Public Affairs Office in Nairobi with a copy of the permit as soon as it is obtained and should fax a copy to the appropriate program office at CIES or IIE. Fulbright lecturers who plan field research projects should apply for research permits in advance; however, lecturers do not have to show evidence of application to receive the first grant payment.

Research clearance is essential to be able to interview government officials and to do field work. Some scholars have been able to hasten the clearance process by personally visiting the Office of the President in Nairobi.

It is the sole responsibility of researchers to pursue their research permit. Research permit applications should include all required documentation listed on the application form and should be mailed directly to:

The Secretary
National Council for Science and Technology (NCST)
Research Clearance
Utalii House, 9th Floor Room 902
P.O. Box 30623 - 00100
Nairobi, Kenya

The application fee varies with the category of scholar. In general, students pay less than senior scholars. Fees are paid in cash at the time you pick up the permit in Nairobi. The physical address of the office is Utalii House, Room 902, Utalii Lane, Nairobi, Tel: 254202219420 Extension 276 and Fax: 254202213215.

For more information on NCST please go to www.ncst.go.ke. The screening process can be long and slow, however, researchers are requested not to ask for PAS intervention unless the delay seems inordinate. PAS can only make inquiries regarding status but cannot influence the decision or accelerate processing.

Upon receipt of a research permit after arrival in Nairobi, researchers and students may apply for a pupil's pass signed by the head of the department at the university which granted their affiliation. Application forms are available through the Immigration Department in Nyayo House on Kenyatta Avenue or through the Admissions Registrar of the affiliate institution.

Sending and Receiving Mail

Personal mail

Embassy Nairobi has extended Diplomatic Post Office (DPO) privileges to Fulbrighters in Kenya, which is essentially a U.S. post office at the Embassy in Nairobi. This is a privilege that each Embassy may decide to extend or not to Fulbright grantees. It allows you (and your friends and relatives) to send packages to you at domestic rates, and it allows you to send packages from

Kenya to the U.S. without paying international rates. Please adhere to the following rules and restrictions so that we can maintain these privileges for all Fulbrighters:

- 1) Follow the size and weight regulations noted:
 - maximum 70 lbs
 - maximum size is 100" for standard mail and 108" for priority mail--size equals length + girth
- 2) Use it **only for your own personal use and not for shipments for others** (this includes a prohibition against sending used clothing or books for charity or buying items for local friends),
- 3) Address the boxes and letters as specified below.

You can receive and send out mail using the DPO, which is located on the ground floor of the Embassy. You can drop off letters at any time (during office hours), as there are mailboxes outside the post office. Your mail will be picked up every day by Public Affairs Staff and will remain in our office until you retrieve it. You may call Sheba Ongori at 20-363-6202 to find out if your package has arrived, but we cannot be responsible for calling you each time you receive letters and packages.

Bring some stamps with you, but once you arrive, you can buy them on USPS website (www.usps.com). You can also use the sites "click and ship" function to pay for and print out postage for packages.

After your arrival and briefing you will be able to get an embassy mail box number and your address will look as follows:

Your Name
Unit 8900 Box 40
DPO, AE 09831 – 0040

If you have questions about what you can mail or how, call the Embassy mailroom at 20-363-6009.

Fulbrighters must pick up their mail at the Public Affairs Office on the first floor of the Embassy. The office is unable to forward mail within Kenya.

In addition to the telephone, fax and email services are also available within the country, as are many courier mail services such as DHL, UPS and Federal Express.

Books and Educational Materials Sent by Diplomatic Pouch

Fulbrighters have access to the diplomatic pouch for sending a maximum of four 8.5"x11" copy paper-size boxes of books and other educational materials. These pouch privileges are provided by the U.S. Embassy on a one-time, one-way basis only; materials cannot be sent back to the U.S. by pouch at any time during your stay. Package mail in excess of the four permitted boxes will be returned to the U.S. at your expense. For additional information on the exact dimensions, address information, and recommendations, consult the *Instructions for Shipment of Books and Educational Materials by Fulbright Scholars* document included in your pre-departure orientation packet.

CAUTIONARY NOTE: In the past, abuse by several Fulbright scholars caused near revocation of privileges for all program participants. Anyone who violates pouch regulations will be barred from use and will have to make other arrangements for handling personal and professional correspondence.

Customs Restrictions on Professional and Personal Affects

Besides the limited pouch shipment and airline excess baggage, grantees may airmail materials addressed to themselves via international mail, but are subject to paying customs duty at the local post office before taking possession of the materials. All goods taken into the host country must be declared. There are no duties levied on equipment, such as computers, that are imported for personal use. Firearms may not be brought in without prior arrangements with the Department of Customs and the host country police department. Pets require special handling and prior clearance with the Department of Veterinary Services before they can be imported into the host country. Please be aware that additional transit stops may also require clearance when traveling with pets. The Community Liaison Office at the U.S. Embassy can provide additional information.

Schooling for Dependents

There are several international-standard elementary (primary) schools in Nairobi and a few in other major cities. Yearly tuition runs from \$17,050 to \$18,000. PAS will provide Fulbrighters with the information on prospective schools. There are currently several secondary schools for expatriate children in the capital city, although placements are limited and grantees will need to make arrangements in advance in order to be certain their children can be enrolled. Grantees should contact the school's principal or admissions officer.

PAS AND EMBASSY SUPPORT

In an effort to support U.S. Fulbright scholars/students and their families, the following services are provided by PAS and the Embassy:

Security

All Fulbright grantees will receive a security briefing upon arrival in the host country. Care should be taken in arranging for a secure apartment, with solid doors and bars on accessible windows. Street crime and residential burglaries are an increasing problem in Africa. Fulbrighters are advised not to walk downtown or in parks after dark, as muggings occur frequently. As in any major U.S. city, people are cautioned to watch valuables at all times. Men should carry wallets in a front trousers pocket; women should carry tightly closed purses held securely to their sides. There are frequent reports of thieves snatching jewelry and other objects from open vehicle windows while stopped in heavy traffic. Carjackings are not uncommon but seem to come in spurts, so use caution, particularly when driving at night. Travelers' checks, passports and other valuables should not be left in a hotel room; check all important documents and valuables in a hotel safety deposit box. Better yet, leave nonessential jewelry and irreplaceable items at home in the U.S.

Use caution when traveling to national parks or nature preserves. Travelers should only use the

services of reputable travel firms or knowledgeable guides when traveling on safaris or to nature preserves. Safaris are best undertaken with a minimum of two vehicles so that there is a backup in case of mechanical failure.

Arrival and Temporary Lodging

All grantees will be met and assisted upon arrival. A representative from the affiliate university, often the department chair, generally meets Fulbright lecturers, and the PAO or another PAS representative will meet and assist incoming Fulbrighters at the airport. It is preferable for grantees to arrive on weekdays rather than weekends. Grantees must provide CIES or IIE and Post with their final itineraries **at least 3 weeks in advance**.

The host university provides furnished housing for lecturers and offers them temporary hotel accommodations if permanent housing is not ready when they arrive. In some cases, a university will allow you to choose your own housing outside campus and pay you a stipend. University housing is not provided for senior researchers or Fulbright students. Fulbright researchers and students must arrange their own accommodations. If needed, PAS will arrange for temporary accommodations, at the grantee's expense, for a few days until the grantee finds permanent lodgings.

U.S. Embassy Access

The Embassy issues badges for Fulbrighters to access Embassy offices once they complete the security briefing. Please arrange to visit the Embassy within one week of your arrival.

Check Cashing and Local Banking Arrangements

PAS is looking into Fulbright use of U.S. dollar check cashing facilities at the Embassy. We will let you know upon your arrival if this has been confirmed. Fulbright grantees may also open bank accounts at local commercial banks if they have resident permits. ATMs are readily available.

Prior to their departure from the U.S., Fulbrighters should consult their U.S. banks concerning overdraft privileges. When mail is delayed, scholars and students may not have current information about account balances. Additional U.S. dollar travelers' checks and a major U.S. credit card (Visa, MasterCard, Diner's Club, etc.) are valuable for travel and emergencies. Most retail facilities such as hotels, restaurants, grocery and clothing stores, pharmacies, and gas stations accept credit cards. However, due to recent reports of credit card fraud, it is advisable for grantees to take extra care when using cards in these places and check statements frequently.

Local Health Services and Access to Embassy Health Facilities

Fulbright grantees should ensure they have current yellow fever vaccination and tetanus immunizations. Vaccines for hepatitis A, hepatitis B, typhoid, and current booster/vaccines against childhood diseases (tetanus diphtheria, polio, and measles/mumps/rubella) are also strongly recommended for adults, as well as children. For additional information, consult the Centers for Disease Control's website: <http://www.cdc.gov/travel/index.htm>.

Grantees should carry copies of complete medical records and basic information that will enable quick and efficient medical assistance, if necessary. Seek the guidance of your personal

physician prior to departure from the U.S. in selecting basic health information records to bring with you. Grantees should carry a good supply of aspirin, vitamins, band-aids, and over the counter medications if you have particular preferences. Grantees should either bring enough prescription medications to last through their assignment or find out the international name of each prescription, since drug names often differ from those used in the U.S. Prescription medications, over-the-counter drugs, first aid supplies, and sundry items can be found in Kenyan pharmacies in most major towns.

Fulbright grantees have health care benefits under the Department of State Group Accident and Sickness Program for Exchanges (ASPE). ASPE is a health benefits program; it is not an all purpose health insurance, and it is subject to limitations. Grantees should review, *Accident and Sickness Program for Exchange Participants in Programs Sponsored by the Bureau of Educational and Cultural Affairs*. Traveler's medical insurance, particularly emergency evacuation coverage is strongly recommended, especially for grantees based outside the capital city. The Fulbright grant provides limited medical and medical evacuation (medevac) coverage for the grantee only. The cost of medical insurance and medevac insurance for dependents must be paid by the Fulbrighter. Fulbrighters based outside the capital should explore membership in a local medical evacuation service that transports injured or ill members from rural areas to the capital or another city; these may be less expensive than worldwide services. Fulbrighters are strongly encouraged to provide copies of their medical evacuation coverage documents with PAS in the event of an emergency.

Access to the U.S. Embassy's Health Unit is not extended to U.S. Fulbright grantees or their dependents. Health Unit personnel can provide information concerning local health care resources for primary care. Local healthcare can be expensive. Emergency paramedical services are available through Medical Rescue International (MRI).

Malaria is a serious problem in Sub-Saharan Africa, especially for grantees traveling outside urban areas. Take precautions and be familiar with the symptoms so that you seek treatment early. Proper precautions, such as malaria prophylaxis, boiling and filtering water, washing fruits and vegetables, etc., should be taken. Malaria prophylaxis medication is readily available on the local market. The Embassy Health Unit in Nairobi recommends that all Fulbrighters resident in Nairobi take malaria prophylaxis on the medically recommended schedule when they are traveling outside of Nairobi to areas where malaria is prevalent. Malaria is NOT prevalent in Nairobi. Grantees are advised to check with their physicians to ensure that these medications are compatible with other medications that they might be taking.

ADDITIONAL INFORMATION AND RESOURCES

Permanent Housing and Household Goods

The host university provides furnished housing for Fulbright lecturers and their families. Lecturers should communicate with their department heads regarding housing and facilities.

Fulbright researchers and students are responsible for finding their own housing. Housing can be very expensive. There are private bed-and-breakfast accommodations and furnished service

apartments available on a month-to-month arrangement or short-term basis. PAS can provide contact information for these upon request.

Household effects are readily available and inexpensive. Nairobi and other major cities have stores similar to K-Mart that offer a wide variety of consumer goods. There are several shopping malls and convenience stores in the capital city. Tap water is not potable.

The television system used is PAL. Because the U.S. uses the NTSC system, DVDs brought from the U.S. will not be viewable on locally-acquired TV sets, unless they are multi-system. Satellite television service is widely subscribed to and costs about US \$100 per month for a package that includes news, sports and movie channels.

Computers and Other Electronic Equipment

Fulbrighters do not have duty free privileges, so all computers and electronic equipment brought into the country must be taken out of the country when the grant is completed or duty must be paid. Previous Fulbrighters have donated computer equipment to host universities at the end of their stay in exchange for the university's obtaining duty free entry. Do not send computers as unaccompanied baggage.

Power outages and power fluctuations are common and can destroy a computer. The best solution is to bring a laptop which does not require a transformer and can easily convert from 120 to 220 volts. Another option is to purchase a transformer to convert your computer from 110 to 220 volts, and a heavy-duty surge protector and a voltage regulator. All can be purchased in-country. A previous Fulbrighter also advised that by bringing his own laser printer on his grant, he was able to avoid the tedious process of getting copies made at the university.

Larger cities offer a variety of email and Internet service providers at reasonable rates. Direct Internet access is available, though a bit more expensive, and is becoming more widely used, particularly in the NGO and business communities. Unlike the U.S. where the universities were in the forefront of providing Internet service, universities in Kenya lag behind in both email and Internet.

Cameras intended for personal use are allowed into the country duty free.

Academic Life

There are an ever-growing number of colleges and universities in Kenya. Seven public universities and 12 private universities are accredited by the Council for Higher Education.

Academic Calendar

The academic year runs from January through December. There are three semesters: January – April, May – July, and August – December. Fulbright lecturers should plan to arrive in early or mid August, though you may make specific arrangements with your affiliate institution. While classes may not actually start on dates scheduled, course assignments are often decided during the last semester of the previous academic year. Given this, lecturers must be present before classes are scheduled to start.

Teaching Requirements, Attendance, and Staff Hours

Lecturers may be assigned up to four courses, due to staff shortages in various departments. As stated in the Fulbright grant, PAS expects all lecturers to fulfill their professional responsibilities, including class attendance, faculty meetings, special projects, etc. Lecturers should communicate with their department heads as soon as possible to get an idea of classes to be assigned; however, Fulbright lecturers should also take note of workload assigned to them, and advise PAS if the host department is unbalanced in assignments.

Phoning Home and Mobile Phones

1-800 numbers cannot be accessed from Kenya. Use of international long-distance calling cards is very limited. The calling rates within Kenya and internationally have reduced significantly recently. The calling rate to the U.S. on mobile phones is approximately \$0.04 per minute. Most Fulbrighters find it impossible to live without a mobile phone. There are several companies - Safaricom and Airtel are most common - and mobile networks are expanding. American phones, unless compatible with the GSM900 system, will not be compatible with the host country system. Mobile phones purchased in Europe should work.

Local Transportation and the Used Car Market

Fulbrighters who plan to drive should obtain an international driver's license from the American Automobile Association (AAA) before leaving the U.S. Japanese vehicles are common here, and therefore spare parts are easily available. Note: Kenyans use right hand drive cars and drive on the left side of the road. Excessive speed, unpredictable local driving habits, poor vehicle maintenance, and the lack of basic safety equipment on many vehicles are daily hazards. Vehicle travel outside major cities at night should be avoided due to the poor condition of the roads and the threat of banditry. High clearance or four-wheel drive vehicles are essential for driving outside major cities and to game parks. During the rainy season, many roads are passable only with four-wheel drive vehicles.

Fulbrighters are not granted duty free privileges to purchase or import vehicles. For that reason, Fulbrighters are advised not to import vehicles, as import duty is very expensive and delays are common in clearing vehicles through customs. The Embassy and PAS cannot assist with customs clearance.

Scholars who plan to drive are advised to look for a used vehicle upon their arrival in Kenya. Prices are high by American standards (US \$9000) or more depending on the type of car), but most grantees can sell the vehicle for approximately the same amount upon departure. Car rental is possible but also expensive. PAS cannot provide official vehicles for personal use.

Depending upon where you live, it may be possible to call for a taxi by phone, especially if you can identify a reliable driver. Public transportation is not considered to be safe. Even long distance travel in modern buses can be unsafe, both because of criminal activity aboard the buses and because of hazardous driving conditions.

Roads are generally poorly maintained, with numerous potholes even on major thoroughfares. Travel via passenger train is unsafe, particularly during the rainy seasons, because of the lack of routine maintenance and safety checks.

Other Websites or Resource Material

Consular Information Sheet http://travel.state.gov/travel/cis_pa_tw/cis/cis_1151.html
State Alumni <http://alumni.state.gov>
Fulbright Association <http://www.fulbright.org>

Major Newspapers

Daily Nation <http://www.nation.co.ke>
The Standard <http://www.standardmedia.co.ke>

Public Holidays

In addition to observing U.S. holiday, the U.S. Embassy also observes Kenyan holidays, according to the following holiday schedule for 2012:

Holiday Schedule

January 1	New Year's Day
Variable	Good Friday
Variable	Easter Monday
May 1	Labor Day
June 1	Madaraka Day
October 20	Mashujaa Day
Variable	Id-UI-Fitr
December 12	Jamhuri Day
December 25	Christmas Day
December 26	Boxing Day

FULBRIGHT REPORTING REQUIREMENTS

The Fulbright award requires submission of two reports: 1) at the interim or mid-point of the grant, and 2) a final report prior to departing the host country. Grantees will receive instructions from CIES or IIE, as appropriate, on filing these reports on-line.