

**BINATIONAL FULBRIGHT COMMISSION IN EGYPT  
U.S. PROGRAM HAND BOOK**

**I. PRE-DEPARTURE PREPARATION**

- A. Pre-Departure Orientation
- B. Cairo Scholars Listserv
- C. Passports, Visas and Entry Formalities
- D. Work Permits
- E. International Travel
- F. Health Benefits
- G. Income Tax
- H. Loan Deferment for Students

**II. ARRIVAL IN EGYPT**

- A. Airport Services
- B. First Visit to the Fulbright Office
- C. Housing and Temporary Accommodations
- D. Educational and Cultural Program
- E. Security
- F. Mail, Baggage and Shipments

**III. FINANCIAL AND ADMINISTRATIVE SERVICES**

- A. Disbursement of Grant Funds
- B. Fulbright ID
- C. AUC Library Cards
- D. Business Cards
- E. Mail Boxes

**IV. GRANT INFORMATION**

- A. Grant Duration
- B. Postponement of grants
- C. Concurrence of grants
- D. Full time Nature of grants and Leave Policy
- E. Institutional Affiliations

- F. Egyptian Government Project Clearance
- G. Mid-term and Final Reports

## I. PRE- DEPARTURE PREPARATION

**A. Pre-Departure Orientation (PDO):** You have been requested to attend a PDO in Washington, DC, June 26 to 28, 2012. Attendance is mandatory. The Bureau of Educational and Cultural Affairs (ECA), U.S. Department of State, organizes the event and provides information regarding its logistics. The PDO normally covers insurance, health issues, cross-cultural relations, and grant administration. Regional and country sessions are included.

**B. Cairo Scholars Listserv:** This on-line forum is a great resource for information on living, studying, and/or conducting research in Egypt. To subscribe to the Cairo Scholars listserv, please visit the following website and request a subscription:  
<https://utlists.utexas.edu/sympa/info/cairoscholars>

Bear in mind that when you post a message to CS, you will not receive a copy of your own message, but you will see your own message in the archive. You may also search the Cairo Scholars archive for answers to common questions. Log in at:  
<https://utlists.utexas.edu/sympa/arc/cairoscholars>

When first visiting, please follow the procedures on the login page for "first login". If you've forgotten your password, please follow the procedures for "lost password."

**C. Passports, Visas and Entry Formalities:** The grant does not provide for expenses in connection with passports, visas, or photographs.

**Passports:** Please ensure that passports for you and your dependents are valid prior to the grant commencement date and for at least 3 months after the grant expiry date.

**Entry Visa:** Individuals traveling on regular passports may enter Egypt on a tourist/entry visa valid for one month and available upon arrival for approximately \$15.

Diplomatic and official passport holders are required to have a visa before arrival in Egypt. Visitors who previously experienced difficulty with their visa status in Egypt or who plan on purchasing two one-way tickets versus a round-trip ticket should also obtain a visa prior to arrival. A tourist/entry visa can be obtained from the Embassy of Egypt or from an Egyptian consulate in Washington DC, Chicago, Houston, New York, or Los Angeles. For more information please visit the Embassy website:  
<http://www.egyptembassy.net/>

**Residence Visa:** The Commission facilitates issuance of residence visas for Fulbrighters in Egypt. Please be prepared to provide the Commission's U.S. team with a copy of your passport, including the stamp carrying the arrival date in Egypt, one passport size photo and LE100 for each visa. The process normally takes between one to two working weeks.

Issuance of residence visas for your family members is simplified if all passports carry the same family name. Dependents must show proof of legal relationship in order to obtain their residence visas, e.g., via an original copy of a birth certificate or marriage certificate.

Grantees of Egyptian origin do not receive a residence visa. Instead, they receive a "From Egyptian Origin" stamp on their American Passports. For this purpose they need to provide documentation of their Egyptian origin (e.g., via an original copy of their Egyptian birth certificate, ID, or passport, a copy of father's Egyptian birth certificate, ID or passport). If grantees of Egyptian origin have American spouses, the issuance of residence visas for their American spouses requires an original copy of the marriage certificate translated into Arabic and notarized by one of the Egyptian consulates in the US. Original copies of birth certificates are also required for children.

Male Grantees of Egyptian Origin should obtain original documentation about their military service exemption from the Egyptian Embassy at the USA prior to their arrival to Egypt.

Grantees carrying Arabic names (not from Egyptian origin) should provide documentation of origin (e.g., a copy of birth certificate or passport issued by country of origin, a copy of father's passport or ID that is issued by the father's country of birth, or a copy of father's birth certificate). This is necessary for issuance of the residence visa.

Individuals who stay in Egypt following the conclusion of their grants assume responsibility for their own visa status.

- D. Work Permits:** U.S. Fulbright scholars who have been awarded lecturing or lecturing/research grants are required to obtain work permits. Please be prepared to provide the Commission's U.S. team with four passport-size photos so that the process of obtaining a permit can be initiated.

To obtain a work permit, the scholar must submit to a blood test, administered by the Egyptian Ministry of Public Health, certifying that s/he is HIV-negative. The Commission arranges for grantees to take the test; the cost, which is payable by the grantee, is LE 40.

Work permits are the property of the Government of Egypt, therefore, the Commission provides the grantee with a copy of the work permit and retains the originals.

- E. International Travel:** The Commission provides a travel allowance to defray the cost of your travel and relocation, inclusive of all fees and charges, to/from Egypt. For scholars only, an allowance for one qualifying dependent is also provided. (A qualifying dependent is a spouse or an unmarried child under the age of 21 [or of any age if incapable of self-support] who resides in Egypt for at least 80 percent of your grant period.) Dependent travel allowances are not payable to student grantees. Travel allowances are paid in advance of the grant period; grantees who subsequently decline their grants must immediately reimburse the Commission for any travel allowances received. Travel must comply with "Fly America" and "Open Skies" provisions. Failure to comply with these provisions will reduce your stipend by the value of your travel allowance. Please share your travel plans with the Commission as soon as they are confirmed. Upon arrival you shall provide the Commission with a copy of your e-ticket, verifying your compliance with these regulations.

- F. ASPE Health Benefit Coverage:** Your grant provides Accident and Sickness (ASPE) health benefit coverage through Seven Corners, Inc. You will receive an ASPE booklet and your health benefit ID card during your first visit to the Fulbright office. Information regarding coverage is also available at <http://usdos.sevencorners.com/>.

Coverage begins when you leave the U.S. for Egypt and continues until you return to the US at the end of the grant period. Stopovers during travel, diversionary travel outside of the country of assignment, or stays in the country prior to the start of the grant or after completion of the grant will not be covered.

ASPE ID cards are not recognized in Egypt. If you need medical attention or if you are hospitalized, you will need to pay for these services and then file a claim with Seven Corners for reimbursement. If you need extensive treatment, you should contact the Seven Corners Administrator to determine coverage and payments.

- G. Income Tax:** Although Fulbright grants are subject to U.S. income taxes, the Commission does not provide tax advice. All financial provisions received as a grantee are listed in the grant document issued to you by the Commission.

Grantees often consult [http://us.fulbrightonline.org/resources\\_current\\_income.html](http://us.fulbrightonline.org/resources_current_income.html) for tax information. At [www.irs.gov](http://www.irs.gov) IRS publication 970, "Scholarships and Fellowships," is available. The IRS website also contains a section specifically on Fulbright grants. Visit [www.irs.gov/businesses/small/international](http://www.irs.gov/businesses/small/international), and click on "U.S. Citizens and Resident Aliens Abroad" and "Fulbright Grants". Or you may wish to consult the International Division of the IRS at 1 (215) 516-2000.

**H. Loan Deferment for Students:** Because your lender may not recognize the Commission as an appropriate program, you should file deferment forms through the Institute of International Education. For more information please consult [http://us.fulbrightonline.org/resources\\_current\\_loan.html](http://us.fulbrightonline.org/resources_current_loan.html)

## II. ARRIVAL IN EGYPT

**A. Airport Services:** When you first enter Egypt, you and your dependents can be met and assisted at the airport by a member of the Commission's staff or via a designated travel agent. The staff member/travel agent will carry a "Fulbright" sign. He will meet you at the luggage carousel and assist you through customs. If you would like to use this service, please provide the following information, at least one working week before you travel, to [usteam@bfce.eun.eg](mailto:usteam@bfce.eun.eg) and [adminteam@bfce.eun.eg](mailto:adminteam@bfce.eun.eg).

- Date/time of arrival
- Airline and flight number
- Number of dependents (if any)
- Number of pieces of luggage (checked and carry-on)
- Address in Egypt

Any last-minute changes to your travel plans must be shared with [usteam@bfce.eun.eg](mailto:usteam@bfce.eun.eg) and [adminteam@bfce.eun.eg](mailto:adminteam@bfce.eun.eg) at least 72 hours prior to departure.

If you are not met at the airport, please contact one of the following staff members:

Reem El Hassan: (010) 0077-7186  
Amira Ibrahim: (011) 1411-8009  
Eman Shaker: (010) 0007- 0363  
Ranya Rashed: (010) 0077-7181

**B. First Visit to the Fulbright Office:** Soon after your arrival we would like to welcome you to the Fulbright office.

Our office is located at: 21, Amer Street, Messaha, Giza

During your initial visit you will receive your first stipend payment and other un-receipted allowances noted in your grant document. You will also receive your Fulbright I.D., your health benefit coverage I.D, a Cairo Practical Guide and Cairo Maps, and one box of (200) business cards.

Please bring the documents necessary for your residence visa(s) and work permits (for scholars) as outlined under the *Passports, Visas and Entry Formalities* section.

### C. Housing and Temporary Accommodations:

1. **Students:** The Commission does not provide housing facilities for students. However, lists of apartments and temporary lodging options recommended by previous Fulbright students are available, as are general guidelines for apartment hunting, at the Commission. Accommodations listed are not endorsed by the Commission. For assistance, please correspond with [adminteam@bfce.eun.eg](mailto:adminteam@bfce.eun.eg).

- 2. Scholars:** A housing allowance is payable to each grantee. However, the Commission maintains a limited number of apartments in Alexandria and Cairo, which are leased to grantees as/when available. For information regarding the Commission's flats, and the terms and conditions of rental, please correspond with [adminteam@bfce.eun.eg](mailto:adminteam@bfce.eun.eg) or [usteam@bfce.eun.eg](mailto:usteam@bfce.eun.eg). A list of household items normally available in apartments leased from the Commission is also available.
- D. Educational and Cultural Program:** The Commission begins its educational and cultural program for American Fulbrighters with an in-country orientation convened during the fall semester. The AY2012-2013 in-country orientation is tentatively scheduled for **Tuesday, September 18, 2012**. All grantees in-country are required to attend. During the academic year the program also organizes seminars, day-trips, two overnight trips, and conferences. They are announced via email.
- E. Security:** The U.S. Embassy encourages all American travelers to register their presence in Egypt. Registration assists the Embassy if it becomes necessary to locate individuals in case of family or personal emergencies, provide important travel and safety information about the region, or arrange for evacuation in case of natural disaster or civil unrest. Please visit <https://travelregistration.state.gov/ibrs/ui/> to register your presence in Egypt.

You should also: (1) keep the Commission abreast of your telephone numbers, home address and e-mail, (2) Keep your mobile telephone with you at all times, (3) keep in your possession the names and telephone numbers of Commission staff listed in Section II.A. of this handbook, and (4) inform the Commission prior to travel within Egypt.

**F. Mail, Baggage and Shipments:**

- 1. International mail:** grantees may receive flat mail and packages via the Commission at:

Binational Fulbright Commission in Egypt  
[Name of Grantee]  
21, Amer Street  
Al Messaha, Dokki, 12311, Giza  
Egypt

Notes:

- Ship via airfreight, never sea freight
- Simplify your shipment by sending as few boxes as possible, preferably on the same day. Note that clearance fees are collected by the Egyptian authorities on each box you send, and larger shipments take longer to clear through customs.
- Write the airway bill(s) c/o the Commission; include the value of the shipment, its weight and its insured value
- Provide a copy of the airway bill, together with an inventory of contents, directly to the Commission.
- Avoid the shipment of electronic equipment, audiovisual items, food, cosmetics and large quantities of medications. Electronic equipment, audiovisual items, food and cosmetics should be included in accompanying baggage or purchased in Egypt. It is recommended that grantees using prescription drugs bring at least a three-month supply of their required medicine in accompanying baggage. The medicines should be in their original, labeled containers along with the prescriptions, to avoid problems with

customs officers. You should also know the generic name of the drug. Although most prescription drugs are available in Cairo, not all pharmacies are well stocked or they may carry a similar product, but not the one you use.

- The Commission arranges for packages to be exempt from customs duties; clearance charges are payable by the grantee. However, both customs duties and clearance charges are payable by the grantee on shipments made via courier service (e.g., DHL, FedEx).

**2. Accompanied baggage:** Baggage that accompanies you en route to Egypt is subject to customs inspection upon arrival. It is also subject to baggage allowances determined by your carrier. Prior to travel, please check your free baggage allowance and the rules about dimensions, weights and excess baggage charges with your carrier. Please note that the travel and relocation allowance provided to you by the Commission is inclusive of all fees and charges, inclusive of excess baggage.

### **3. Shipping Educational Materials and Personal Effects from Egypt:**

The American University in Cairo provides reliable shipping services that it extends to Fulbright grantees. For details contact Ms. Zeinab Hassanein at +20 (2) 2797-5135. The University's Purchasing and Support Services Office is located on the Tahrir Square campus, 113 Kasr El Aini Street, Cairo. Office hours are from 8:30 a.m. to 4:00 p.m. Fridays and Saturdays are off.

Recent Fulbrighters have recommended a private shipping company, Tiffany Cargo Systems, for use in returning personal effects from Egypt to the United States:

Tiffany Cargo Systems contact information:

79, El-Moltaqa El-Araby District,

Sheraton Heliopolis, Cairo - EGYPT

TEL: (+20) 2 22667820 - 22674066 -22673122 - 22691010 - 22675275 - 22678393

CELL: (+20) 100 0778440/1/2/3

FAX: (+20) 22667821 - 22692121

E-mail: [info@tiffanycargo.com](mailto:info@tiffanycargo.com)

Skype : tiffanycargo

Website: [www.tiffanycargo.com](http://www.tiffanycargo.com)

Documents may also be returned to the United States via courier service, e.g., DHL, FedEx, or Egyptian Mail Service (EMS) provided by Egypt Post.

## **III. FINANCIAL AND ADMINISTRATIVE SERVICES**

**A. Disbursement of Grant Funds:** During your first visit to the Commission's finance office you will receive an initial payment, via check, in the amount of two months stipend plus the un-receipted allowances noted in your grant document. Scholars will also receive the first two months of their maintenance allowance. The finance team will facilitate the establishment of a bank account with ATM/Debit Card through which subsequent payments will be received. You will receive subsequent payments monthly via electronic transfers. Half of your last month's stipend will be retained pending submission of your final report.

The Commission cannot cash personal checks. Grantees who wish to obtain funds from accounts held in the U.S. may: (1) wire funds to a local account. Transfers normally take two working days. Incoming fees are not usually charged but U.S. banks may levy outgoing fees. (2) deposit a check drawn on a U.S. bank to a local account. Transfers usually take 21 working days; incoming charges for a transfer of \$1,000 may be as high as \$15. (3) withdraw funds from an ATM. Usual fees apply.

Receipted allowances are reimbursed against original receipts.

**B. Fulbright ID:** You will be provided with a Fulbright ID shortly after your arrival. For issuance of the ID, please send a digital passport-sized photograph to [usteam@bfce.eun.eg](mailto:usteam@bfce.eun.eg).

**C. AUC Library Cards:** Fulbright grantees also receive library cards permitting them to use the library of the American University in Cairo (AUC). The AUC ID unit is open daily (Fridays, Saturdays and public holidays excepted) from 08:30 to 16:00. The ID unit is located on the ground floor of the AUC library building (room G003), New Cairo Campus, AUC Avenue, New Cairo, Egypt. All visitors should come through university [gate1](#) and should make sure that they have personal identification or passport to leave at the university gate.

Contact Person: Mr. Mamdouh Philip, Head of Circulation & ID Services,  
Tel: 2615-3776  
[mamdouh@aucegypt.edu](mailto:mamdouh@aucegypt.edu)

Contact Person: Ms. Zakeya El-Memey, Coordinator, ID Center  
Tel: 2615-3724  
Room G003  
[zakeyam@aucegypt.edu](mailto:zakeyam@aucegypt.edu)

**D. Business Cards:** Business cards are recommended for use in Egypt. One box of 200 business cards displaying the Fulbright logo will be ordered for you, free of charge, through the Commission.

**E. Mailbox:** Each grantee is assigned a mailbox located in the Commission. If packages are received against clearance fees, the Commission will pay the fees on your behalf and request settlement from you upon receipt of the package.

#### IV. GRANT INFORMATION:

**A. Duration of grants:** "Grant period" is defined as the authorized time that you spend in Egypt pursuing your project. The basic grant period for students is the academic year (9 months). For the scholars the basic grant period ranges from three to nine months. Stipend payments commence when your grant period begins and continue to its conclusion. If you arrive late or do not remain in Egypt for the full period of the assignment, resulting in a change in your grant duration, the appropriate adjustment will be made to your grant provisions.

**B. Postponement of grants:** Grants *may not be postponed to a subsequent academic year*. Subject to the approval of the Commission, a grant may be postponed to the second semester of the academic year in which it was granted.

**C. Concurrent Grants:** It is not possible for a grantee to be a recipient of both a Fulbright grant and another grant designed to cover the same benefits during the same duration. However, it is possible to receive partial grants from institutions covering different benefits.

**D. Full time nature of grants and leave policy:**

##### **Fulbright Grants:**

Grantees are expected to remain in Egypt for the full duration of their award. However, in recognition of the fact that a need for leave may arise during the grant period, grantees may get approval from the Commission to spend time away from Egypt. Grantees must inform the Commission in writing of the dates in which they

plan to travel outside Egypt and the purpose for travel. Such travel must be approved in advance by the Fulbright Commission.

Travel outside Egypt affects the financial provisions of the grant. Adjustments to academic-year grants are as follows:

Days outside Egypt	Reduction
1-15 days	None
16-30 days	½ month
31-45 days	1 month

**Adjustments are pro-rated for shorter grant periods.**

This policy pertains to days within the grant period. Late arrival or early departure will not be considered as adjustments, but may shorten the grant period and reduce its benefits.

**Critical Language Enhancement Awards:**

Critical Language Enhancement Award grantees are expected to fulfill the minimum number of instructional hours per week. Insofar as possible, any vacation period should correspond with a local holiday period or recess at language institutions. The following leave policy applies:

**For grant durations of 3-4 months:** The grantee may take a maximum of one week (7 days) of vacation without deduction in grant benefits if such absence is approved by the Fulbright Commission.

**For grant durations of 4-6 months:** The grantee may take a maximum of 10 days of vacation without deduction in grant benefits if such absence is approved by the Fulbright Commission.

- E. Institutional Affiliation:** Your host affiliation is arranged by the Binational Fulbright Commission and cannot be changed without BFCE approval. Grantees are expected to meet regularly with their faculty affiliates. Affiliation does not restrict your access to other institutions.

Students who plan to enroll at the American University in Cairo (AUC) pursuing Arabic/graduate studies and/or diplomas should contact the AUC and apply directly to the desired program.

- F. Government of Egypt Clearances:** The Fulbright Commission has applied for, and obtained, clearance for your project from the Government of Egypt (GOE). Your clearance is valid for the academic year in which the grant has been awarded, and facilitates issuance of your residence visa, clearing shipments, and introduction letters from the Ministry of Higher Education, requested via the Commission, and issued on your behalf to various Egyptian authorities.

If you would like access to the Egyptian National Archives (Dar Al Watha'iq Al Masreya), this requires a special approval, which is facilitated via a request on your behalf to the President of the Egyptian National Archives. The process can take up to two months. Please contact the Fulbright Commission for details about the application process.

Research that involves a methodology other than review of already published information requires additional permits from the government agency which supervises research in that subject area.

Projects in the field of archaeology, art and architecture, or other related fields, may require a special permit from the Egyptian Supreme Council of Antiquities (SCA). Please contact the Fulbright Commission for details. Note that SCA approval takes two to three months to obtain.

**G. Mid-Term and Final Reports:**

- 1. Students:** Fulbright students are obliged to complete mid-term and final reports. Reports are web-based and can be completed on-line by visiting <https://fust.iieweb.net>. Instructions on completing your mid-term and final reports will be provided by IIE and the Commission.

Submission dates are: mid-term report due midpoint in your grant period (e.g., in the 5<sup>th</sup> month of a nine-month grant period); final report due not earlier than one month prior to the end of your grant period. Note that ½ of the final month's stipend is withheld pending receipt of your final report.

- 2. Scholars:** Fulbright scholars are obliged to submit final reports. If your grant is at least six months, you are also required to submit an interim report at the midpoint of your grant. Note that half of the final month's stipend is withheld pending receipt of your final report. Instructions on completing your final report are included in the grant packet provided to you by CIES. Reports are web-based and can be processed by visiting:

The link to interim reports is located at:  
<https://www.iiescholars.com/se.ashx?s=5CFF066C30A40041>

The link to final reports is located at:  
<https://www.iiescholars.com/se.ashx?s=5CFF066C172FA887>