

FULBRIGHT TO INDIA

An Orientation and Policy Handbook
For U.S. Fulbright Fellows

2013-14



United States – India Educational Foundation

Fulbright House, 12 Hailey Road, New Delhi 110 001

Phone: 0091-11-42090909

www.usief.org.in

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Message by Mr. Adam J. Grotsky, Executive Director, USIEF

Dear Fulbright Fellow,

Congratulations on receiving a Fulbright award to India! Accepting this award, you embark on a most personally enriching and academically rewarding experience. USIEF's mission is promoting mutual understanding between the people of the US and India. We count on you to assist us in fulfilling our mission.

The *Fulbright to India* handbook contains detailed information on grant procedures, Indian government requirements, as well as up-to-date travel advice from official websites. You will also find in it Fulbright alumni experiences and cultural observations. This orientation handbook will prove useful not only as you prepare for your fellowship, but also as a source of reference during your stay in India.

The Fulbright Commission in India was established in February 1950 under a bilateral agreement. Since that time, nearly 10020 American students and scholars have participated in the program. A new era for the Foundation began on July 4, 2008, when the United States and India signed a historic new Fulbright agreement, strengthening educational exchanges between India and the United States. Under the new agreement, the Governments of India and the United States decided to implement the scholarship program as full partners and increase by 100% the total scholarship amount awarded annually. The new agreement provides for expansion of the existing program with, for the first time, a direct financial contribution by the Government of India, and the Government of India co-chairing the Board of Directors of the Foundation.

As a result of this agreement, the Fulbright Foundation has been renamed "United States - India Educational Foundation" and the awards are now known as the "Fulbright-Nehru Scholarships and Grants." Please note, however, that the Fulbright-Nehru name applies only to USIEF funded grants.

Over the past few years, the Government of India has made some changes to the project clearance and visa procedure for US Fulbright scholars. Some scholars did face minor delays and difficulties due to inconsistent and unclear visa procedures at the various Indian consulates in the US. We expect a much smoother process this year, but we cannot be sure there will not be any glitches. If any such issue arises while obtaining your visa, please bring this immediately to the attention of USIEF and the US-based agency handling your grant.

In addition to engaging in professional work or research, many Fulbrighters perform community service, enjoy traveling in India, and develop long-term friendships and professional networks. As you can imagine, there will be an initial adjustment period as you get used to your new surroundings. Fortunately, you can count on the support of a strong network of Fulbright alumni and USIEF staff throughout India to assist you. Fulbrighters have shared their experiences and insights in many forums, including blogs, alumni websites, final reports, and publications. I invite you to read this handbook from cover to cover, and to consult the suggested online resources often. I also recommend that you read as much as you can about your destination in India and don't miss the chance to talk with Fulbright alumni in preparation for your Fulbright experience.

I look forward to welcoming you to India and to the Fulbright community.

Sincerely,

Adam J. Grotsky

Welcome by US Program Staff

This handbook, *Fulbright to India*, contains valuable advice to orient US Fulbright grantees to India. It focuses on practical, logistical, academic and cultural issues a Fulbrighter is likely to encounter. Starting with preparations for departure to India and ending with return to the US, this new edition of *Fulbright to India* incorporates useful suggestions from past Fulbrighters in addition to staff proposals and recommendations.

A Fulbright experience in India can vary widely depending on the grantee's purpose, background, location in India and period of stay. Fulbrighters come as lecturers, senior research scholars, pre-doctoral researchers and recent college graduates. A grantee should read the booklet carefully to become familiar with the various requirements and aspects of your grant category. Please let USIEF know your questions and suggestions.

The combined goals of promotion of mutual understanding and of academic excellence have given the Fulbright Program a unique status in the history of exchange programs. USIEF welcomes you to the Fulbright family and to an academically fruitful and mutually rewarding experience in India, an experience which will be no ordinary one.

Diya Dutt, Deputy Director, USIEF
 Vinita Tripathi, Senior Program Officer, US Program
 Neeraj Goswami, Senior Program Manager, US Program
 Pavitra Soram, Program Manager, US Program
 S.K. Bharathi, Program Coordinator, US Program
 Deepraj Gahatraj, Program Coordinator, US Program

US Program, USIEF, New Delhi

Vinita Tripathi supervises the overall functioning of the US program and more specifically manages the Distinguished Chair, Visiting Lecturer, Teaching and Research and **Senior Research** Programs. Any queries related to these programs should be addressed to [Vinita](#).

Neeraj Goswami manages the **Student Research Program and the South and Central Asia Travel Program**. All questions pertaining to these programs should be addressed to [Neeraj](#). Any questions pertaining to the **Critical Language Enhancement Program (CLEA)** should also be addressed to [Neeraj](#).

Sumanta Basu at the Kolkata office manages the ETA Program. All questions pertaining to the ETA program should be addressed to either [Sumanta](#).

Pavitra Soram at the Delhi Office manages the Delhi ETA Program, Fulbright Teacher Exchange Program and the Distinguished Award in Teaching Program. She also assists with the Teaching and Research Program for Senior Scholars. Questions pertaining to these programs should be addressed to [Pavitra](#)

S. K. Bharathi manages the **DDRA Programs**. She also assists with the programs for Senior Scholars. Questions pertaining to these programs should be addressed to [Bharathi](#).

Deepraj Gahatraj provides overall support to all programs. General questions can be addressed to [Deepraj](#).

IMPORTANT ADDRESSES AND PHONE NUMBERS

USIEF HEADQUARTERS

Fulbright House
12 Hailey Road
New Delhi 110001

Tel: +91-11-42090909
Fax: +91-11-23329718
Email: ap@usief.org.in

Mr. Adam J. Grotzky, Executive Director

Tel: +91-11-42090910 (office)
+91-11-42090988 (home)
Mobile: +91-98-10624288 (emergencies)
Email: adam@usief.org.in

Dr. Diya Dutt, Deputy Director

Tel: +91-11-42090922 (office)
Mobile: +91-97-17711088
Email: diya@usief.org.in

Ms. Vinita Khatri Tripathi, Senior Program Officer

Tel: +91-11-42090933 (office)
Mobile: +91-98-10599394
Email: vinita@usief.org.in

Mr. Neeraj Goswami, Senior Program Manager

Tel: +91-11-42090932 (office)
Mobile: +91-98-10070509
Email: neeraj@usief.org.in

Ms. Pavitra Soram, Program Manager

Tel: +91-11-42090928 (office)
Mobile: +91-78-38089629
Email: pavitra@usief.org.in

Ms. S.K. Bharathi, Program Coordinator

Tel: +91-11-42090931 (office)
Mobile: +91-97-17869866
Email: bharathi@usief.org.in

Mr. Deepraj Gahatraj, Program Coordinator

Tel: +91-11-42090934 (office)
Mobile: +91-97-17048772
Email: deepraj@usief.org.in

USIEF Staff Contact Information and Regional Office Locations

CHENNAI

American Consulate Building
Gemini Circle
220 Anna Salai (Mt Road)
Chennai - 600 006

Tel: +91-044-28574423
Fax: +91-44-28112075
Email: usiefchennai@usief.org.in

Ms. Maya Sivakumar
Regional Officer

Mobile: + 91-98-40267202
Email: maya@usief.org.in

KOLKATA

American Center
38-A Jawaharlal Nehru Road
Kolkata - 700 071

Tel: +91-33-39846300
Fax: +91-33-22881636
Email: usiefkolkata@usief.org.in

Ms. Shevanti Narayan
Regional Officer

Mobile: +91-98-30089678
Email: shevanti@usief.org.in

MUMBAI

Maker Bhawan-1, 2nd Floor
4 New Marine Lines
Churchgate
Mumbai - 400 020

Tel: +91-22-22624603, 22624605
Fax: +91-22-22663956
Email: usiefmumbai@usief.org.in

Ms. Sucharita Narayanan
Regional Officer

Mobile: +91-98-21870193
Email: sucharita@usief.org.in

B. USIEF Guest House (Delhi)

USIEF offers five well-appointed guest rooms in the heart of traditional Lutyens' Delhi, a short walking distance from Connaught Place, one of Delhi's most famous commercial and business centers.

These rooms are available to Fulbright grantees and alumni on request and subject to availability.

Address: 12 Hailey Road, New Delhi 110 001 (Connaught Place)
(between K. G. Marg and Barakhamba Road)

Rates: Single Occupancy: Rs. 2000/- per night (includes breakfast)
Double Occupancy: Rs. 3000/- per night (includes breakfast)

Details: 24-hour campus security, AC, fresh drinking water, kitchenette, hot water geyser, Satellite TV, breakfast, short walking distance to metro stations

For reservations please contact: Ms. [Meena Tyagi](mailto:meena@usief.org.in)
Email: meena@usief.org.in
Phone: +91-11-42090962

C. US Embassy and Consulates in India

CHENNAI
American Citizen Services Unit
US Consulate General, Chennai
Gemini Circle

No. 220 Anna Salai (Mount Road)
Chennai 600 006
Tel: +91-(0)44-2857-4000 Fax: +91-(0)44-2857-4344
Email: chennaics@state.gov
Appointments and Contact Information:
chennai.usconsulate.gov/service/appointments-and-contact-information.html

DELHI

American Citizen Services Unit
US Embassy
Shantipath, Chanakyapuri
New Delhi 110 021
Email: acsnd@state.gov
Tel: +91-11-2419-8000 Duty Officer (24 hrs): +91-11-24198000
Appointments and Contact Information:
<http://newdelhi.usembassy.gov/service/appointment-and-contact-info.html>

HYDERABAD

Paigah Palace
1-8-323, Chiran Fort Lane
Begumpet
Secunderabad - 500 003
Tel: +91-40-40338300
Email: hydacs@state.gov
Appointments and Contact Information:
http://hyderabad.usconsulate.gov/appt_contactinfo.html

KOLKATA

American Citizen Services Unit
US Consulate General, Kolkata
5/1, Ho Chi Minh Sarani
Kolkata - 700 071
Tel: +91-(0)33-3984-2400 (ask for American Citizen Services)
Fax: +91-(0)33-2282-2335
Email: kolkataacs@state.gov
Appointments and Contact Information:
<http://kolkata.usconsulate.gov/service/appointment-and-contact-info.html>

MUMBAI

American Citizen Services Unit
US Consulate General, Mumbai
C-49, G-Block, Bandra Kurla Complex
Bandra East
Mumbai - 400051

Tel: +91-(0)22-2672-4000 Fax: +91-(0)22-2367-7026
Email: mumbaiacs@state.gov
Appointments and Contact Information:
<http://mumbai.usconsulate.gov/appointment-and-contact-info.html>

SECTION I

THE FULBRIGHT EXCHANGE NETWORK

1.1 The United States – India Educational Foundation

After World War II, US Senator J. William Fulbright introduced legislation to the US Congress that would eventually become one of the most prestigious international educational exchange programs in the world. Fulbright's proposal was simple: he wanted to use proceeds from the sales of surplus war property to fund the "promotion of international good will through the exchange of students in the fields of education, culture and science." Fulbright's goal of promoting international peace through educational and cultural exchanges is perhaps even more important today.

The program – working with universities, schools, binational Fulbright Commissions, government agencies, non-governmental organizations and the private sector - actively seeks out individuals of achievement and potential who represent the full diversity of their respective societies and selects nominees through open, merit-based competitions. The Fulbright Program is now the largest educational scholarship program in the world and operates between the US and more than 155 countries.

The United States – India Educational Foundation (USIEF) coordinates all Fulbright program initiatives in India, including the advising and selection of its award candidates. Fulbright – Nehru Awards enable the most outstanding students, academics and professionals in India and the US to study, research and engage in work experiences with greater potential benefit for both countries. India has one of the largest Fulbright Programs worldwide, having awarded more than 17,000 Fulbright fellowships and other grants to Indians and Americans since it began.

The bill establishing the Fulbright Program became US law in 1946. In 1950, India's first Prime Minister, Jawaharlal Nehru, and US Ambassador Loy Henderson signed the Indo – US Binational Agreement on Educational Exchange, which established the United States Educational Foundation in India (USEFI) to administer the Fulbright Program.

On July 4, 2008, Indian and the US committed to jointly fund the Fulbright Program as equal partners when India's Foreign Secretary Mr. Shiv Shankar Menon and US Ambassador Dr. David C. Mulford signed a new agreement. As a result, the USEFI was renamed the United States – India Educational Foundation (USIEF) and funding for the core programs, renamed Fulbright – Nehru Fellowships, doubled.

The US Ambassador to India and Indian Foreign Secretary are honorary co-chairs of the USIEF Board, a binational board of directors consisting of five Americans nominated by the US Ambassador and five Indians nominated by the Government of India. USIEF offices are located in the four metropolitan cities of New Delhi (headquarters), Mumbai, Chennai and Kolkata.

Partnering with a Purpose

The cost of giving talented students, academics and professionals the financial support to conduct research and study abroad increases every year. While the majority of Fulbright program funding comes from the Government of India and the US, cost sharing with companies and other institutions allows USIEF to increase the number and variety of Fulbright Fellowships. USIEF Fellowship

Partners provide cost-shared grants that expand fellowship opportunities and sponsor seminars and conferences.

Fulbright participants often return to their home countries committed to expanding their collaboration with host country colleagues. USIEF Fellowship Partners join a strong alumni network with worldwide connections. Fulbright alumni include winners of international and national awards, heads of state, leaders and innovators in business, technology, science and the arts.

USIEF Fellowship Partners also join a network of institutions that share a commitment to increasing educational exchange between India and the US. USIEF serves as an information clearinghouse about Indian and US educational systems and provides expertise to institutions interested in starting exchange programs or institutional collaborations.

USIEF's office of US – India Higher Education Cooperation (USIHEC) engages institutions of higher education in the US and in India to foster and enhance linkages between them. It seeks to deepen institutional ties in various ways: through collaborative research, study abroad programs, faculty exchanges, and conferences of higher education administrators from both countries.

A New Generation of Leaders

Another way to support USIEF's efforts is to help identify Indian and US students, academic and professionals who demonstrate excellent potential in the following areas:

- Leadership skills
- Relevant research projects in all disciplines
- Strong understanding of the subject matter
- Commitment to contribute to home country development upon return
- Aptitude to be a cultural ambassador
- Commitment to carry forward Indo-US Partnerships

Please encourage interested candidates to consider applying for a Fulbright award.

A complete listing of awards, application procedures and deadlines is available at www.usief.org.in.

1.2 US Fulbright Grant Categories and USIEF's Role

Your responsibilities, benefits and requirements as a grantee depend on the kind of grant you have been awarded. USIEF's role and responsibilities also vary according to the grant. Broadly speaking, USIEF is responsible for approving all Fulbright grants to India, arranging grantees' affiliation/assignment at an appropriate Indian institution of higher learning, and supervising grantees' work in India.

Fulbright-Nehru Awards: These grants are awarded to US students, faculty and professionals. They are jointly funded by the Government of India and the [US Department of State](http://www.usief.org.in). USIEF provides transportation from the grantee's hometown to the place of affiliation/assignment in India, and disburses funds. The stipend allowance is recommended by the binational USIEF Board and approved by the [FSB](http://www.usief.org.in). USIEF receives support for the Fulbright-Nehru scholar program from the Council for the International Exchange of Scholars (CIES), and for the Fulbright-Nehru student program from the Institute of International Education (IIE).

South and Central Asia Regional Research (SCARR) Program: Funded by the [US Department of State](http://www.usief.org.in), these grants are awarded to scholars to conduct research in two or more countries in the

region. USIEF assists scholars while they are in India but does not disburse funds. The awards are processed by the Council for the International Exchange of Scholars (CIES).

Fulbright-Hays Awards: Funded by the US Department of Education (USDE), this grant is awarded to doctoral students (Doctoral Dissertation Research Abroad, or DDRA). DDRA candidates apply through their home universities, and are selected by USDE. USIEF obtains the official certificate of affiliation for the scholar and assists them while they are in India, but does not disburse funds.

The J. William Fulbright Foreign
Scholarship Board (FSB)
The US Department of State (DOS)
Institute of International Education (IIE)
Council for the International Exchange
of Scholars (CIES)
US Department of Education (USDE)

<http://fulbright.state.gov/fsb/program-policies>

<http://exchanges.state.gov/about.html>

www.iie.org

www.cies.org

www.ed.gov

1.3 Status of U.S. Grantees in India

As a grantee, you have the obligation to accomplish the purpose stated in your proposal and the grant document. US Fulbright scholars/students are private citizens and enjoy no diplomatic immunity in India. All legal requirements, including those governing entry, residence and taxation, must be followed.

1.4 Safety and Security

The safety and security of U.S. Fulbrighters in India is the first priority of USIEF.

U.S. Fulbrighters to India are required to meet with a USIEF official at the beginning of their grant period. USIEF will arrange the grantee's travel to allow a brief layover in a city where USIEF has an office (Delhi, Mumbai, Kolkata or Chennai).

Shortly after arrival in country, all Fulbright grantees will be scheduled for and must attend the Security Briefing given by the U.S. Embassy Regional Security Officer (RSO) at the U.S. Embassy or Consulate in their region of affiliation.

India Country Specific Information is available on the following link:

http://travel.state.gov/travel/cis_pa_tw/cis/cis_1139.html

Read the Department of State's [Fact Sheet on India](#) for additional information.

Smart Traveler Enrollment Program (STEP): U.S. Fulbrighters to India are required to enroll in the U.S. State Department's [Smart Traveler Enrollment Program \(STEP\)](#).

<https://step.state.gov/step/>

STEP is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country.

STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency.

STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

Contact Information: U.S. Fulbrighters to India are required to have a local Indian phone number and calling plan activated within one week of their arrival in India. U.S. Fulbrighters to India are required to provide USIEF with their personal mobile phone number and email address. USIEF will activate a phone tree at the time of an emergency, including natural disaster, civil unrest, terrorist attack, etc.

The U.S. Department of State's Travel Page is an excellent source of information on India and includes travel advisories and other recent notices for American citizens:

http://travel.state.gov/travel/cis_pa_tw/cis/cis_1139.html

Immunizations: For advice on immunizations, contact your doctor or travel clinic. The Center for Disease Control and Prevention website (www.cdc.gov) has comprehensive health information for travelers.

A valid yellow fever certificate is mandatory for all persons (including infants) who have been, even in transit, in Africa, South America or Papua New Guinea in the six days prior to arrival in India. The certificate becomes valid ten days after vaccination. In the absence of a valid certificate, a person will be quarantined for a period of up to six days.

SECTION II

USIEF FUNDED GRANTS: Fulbright-Nehru Awards

Distinguished Chair, Visiting Lecturer, Senior Researcher, Teaching and Research, Environmental Leadership Program, Serial Grant, Student Researcher, and English Teaching Assistant Grants

2.1 Grant Award Letter and the Terms and Conditions of Your Grant

After receiving your Indian visa and the medical clearance from [CIES/IIE](#), USIEF will issue a Grant Award Letter. This letter, which will vary according to your grant category, will contain the following information:

- **Category and duration of the grant**
According to the FSB guidelines, **Distinguished Chair, Visiting Lecturer, Senior Researcher, Teaching and Research and Environment Leadership Program** grants cannot be for periods of less than four months. Student grants are for a minimum period of six months.
- **Affiliation/assignment with an Indian institution/s**
You will be formally affiliated with an Indian institution. Your affiliating institution nominates one of its faculty members as your faculty coordinator/advisor/supervisor. USIEF strongly urges you to be in regular contact with the concerned faculty member throughout your grant period. Ideally, you should establish contact with your faculty coordinator/advisor/supervisor as soon as you receive his/her contact details from USIEF.
- **Specifics on Allowances**
See 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 and 2.9

2.2: Allowances for Distinguished Chair

(Amount in USD)

Particulars	Base Stipend	Maintenance including housing & travel	Addl. Housing (high cost city)	Dependent Allowance**	Material Allowance on Reimbursement basis #
				per dependent	Up to 6 months grant
Basis	Monthly	Monthly	Monthly	Monthly	One time
Distinguished Chair	3,000	2,000	300	200	Max. up to 750

(Amount in USD)

Particulars	Baggage Allowance	Relocation Allowance	Brokers Fee on reimbursement basis (for Housing)	Tuition Assistance	International Travel (Fly America Act)##
	Up to 4 months grant				By the most direct and economical option
Basis	One time	One time	One time	During Grant	Round Trip
Distinguished Chair	350	750	Max. up to 600	Tuition up to \$5,000 per child or \$10,000 per family for accompanying dependent children	Round trip for grantee. If the grant is 4 months or longer, travel for up to two accompanying dependents

**** Dependent Allowance: Up to maximum of 3 dependents. Dependents have to accompany the grantee for at least 80 percent of the grant period.**

International Travel: Up to maximum of 2 dependents. Dependents have to accompany the grantee for at least 80 percent of the grant period.

Only following expenses will be reimbursed as part of the material allowance:

- a. Purchase/rental/photocopying of books and reading-learning materials.
- b. Purchase of material used as teaching aid.
- c. Tuition fee paid to individual language tutor or to an institution.

To claim a material allowance, a DC must submit to USIEF a statement of expenses along with original receipts. USIEF will not process to reimburse for an expense if the original receipt is not provided.

Note also:

1. The last installment of base stipend, maintenance and housing allowance is pro-rated if you depart early.
2. USIEF will wire transfer the allowances to the grantee's US bank account once in two months and will bear the wire transfer fees up to \$10 for each wire transfer. For claiming the wire transfer fee, grantees will have to submit a copy of their bank statement that clearly shows that the wire transfer fee is charged on the transfer made by USIEF.
3. The excess baggage allowance is released only after submission of the scholar's final reports to CIES and USIEF

2.3: Allowances for Visiting Lecturer

(Amount in USD)

Particulars	Base Stipend	Maintenance including housing & travel	Addl. Housing (high cost city)	Dependent Allowance**	Material Allowance on Reimbursement basis #	
					Up to 6 months grant	> 6 months grant
				per dependent		
Basis	Monthly	Monthly	Monthly	Monthly	One time	
Visiting Lecturer	2,000	2,000	300	200	Max. up to 750	Max. up to 1,000

(Amount in USD)

Particulars	Baggage Allowance		Relocation Allowance	Brokers Fee on reimbursement basis (for Housing)	Tuition Assistance	International Travel (Fly America Act)##
	Up to 4 months grant	> 4 months grant				
						By the most direct and economical option
Basis	One time		One time	One time	During Grant	Round Trip
Visiting Lecturer	350	600	750	Max. up to 600	Tuition up to \$5,000 per child or \$10,000 per family for accompanying dependent children	Round trip for grantee. If the grant is 4 months or longer, travel for up to two accompanying dependents

**** Dependent Allowance: Up to maximum of 3 dependents. Dependents have to accompany the grantee for at least 80 percent of the grant period.**

International Travel: Up to maximum of 2 dependents. Dependents have to accompany the grantee for at least 80 percent of the grant period.

Only following expenses will be reimbursed as part of the material allowance:

- a. Purchase/rental/photocopying of books and reading-learning materials.
- b. Purchase of material used as teaching aid.
- c. Tuition fee paid to individual language tutor or to an institution.

To claim a material allowance, a VL must submit to USIEF a statement of expenses along with original receipts. USIEF will not process to reimburse for an expense if the original receipt is not provided.

Note also:

1. The last installment of base stipend, maintenance and housing allowance is pro-rated if you depart early.
2. USIEF will wire transfer the allowances to the grantee's US bank account once in two months and will bear the wire transfer fees up to \$10 for each wire transfer. For claiming the wire transfer fee, grantees will have to submit a copy of their bank statement that clearly shows that the wire transfer fee is charged on the transfer made by USIEF.
3. The excess baggage allowance is released only after submission of the scholar's final reports to CIES and USIEF

2.4: Allowances for Senior Researcher

(Amount in USD)

Particulars	Base Stipend	Maintenance including housing & travel	Addl. Housing (high cost city)	Dependent Allowance**	Research Allowance on Reimbursement basis #	
					Up to 6 months grant	> 6 months grant
				per dependent		
Basis	Monthly	Monthly	Monthly	Monthly	One time	
Senior Research	2,000	2,000	300	200	Max. up to 750	Max. up to 1,000

(Amount in USD)

Particulars	Baggage Allowance		Relocation Allowance	Brokers Fee on reimbursement basis (for Housing)	Tuition Assistance	International Travel (Fly America Act)##
	Up to 4 months grant	> 4 months grant				
						By the most direct and economical option
Basis	One time		One time	One time	During Grant	Round Trip
Senior Research	350	600	750	Max. up to 600	Tuition up to \$5,000 per child or \$10,000 per family for accompanying dependent children	Round trip for grantee. If the grant is 4 months or longer, travel for up to two accompanying dependents

** **Dependent Allowance:** Up to maximum of 3 dependents. Dependents have to accompany the grantee for at least 80 percent of the grant period.

International Travel: Up to maximum of 2 dependents. Dependents have to accompany the grantee for at least 80 percent of the grant period.

Only the following expenses will be reimbursed as part of the research allowance:

- a. Hiring of assistant(s)/translator(s) for research work.
- b. Honorarium paid to person(s) who helped in research work.
- c. Purchase/rental of books and project-related equipment (does not include computers, printers, office consumables, cameras, binoculars, tents, mosquito nets) which are necessary for scholars' project.
- d. Tuition fee paid to individual guru, tutor or to an institution.
- e. Rental space for artist's exhibits (applicable only to fellows in the areas of sculpture, painting and photography).

To claim a research allowance, a scholar must submit to USIEF a statement of expenses along with original receipts. USIEF will not process to reimburse for an expense if the original receipt is not provided.

Note also:

1. The last installment of base stipend, maintenance and housing allowance is pro-rated if you depart early.
2. USIEF will wire transfer the allowances to the grantee's US bank account once in two months and will bear the wire transfer fees up to \$10 for each wire transfer. For claiming the wire transfer fee, grantees will have to submit a copy of their bank statement that clearly shows that the wire transfer fee is charged on the transfer made by USIEF.
3. The excess baggage allowance is released only after submission of the scholar's final reports to CIES and USIEF

2.5: Allowances for Teaching and Research

(Amount in USD)

Particulars	Base Stipend	Maintenance including housing & travel	Addl. Housing (high cost city)	Dependent Allowance**	Research/Material Allowance on Reimbursement basis #	
					Up to 6 months grant	> 6 months grant
				per dependent		
Basis	Monthly	Monthly	Monthly	Monthly	One time	
Teaching and Research	2,000	2,000	300	200	Max. up to 750	Max. up to 1,000

(Amount in USD)

Particulars	Baggage Allowance		Relocation Allowance	Brokers Fee on reimbursement basis (for Housing)	Tuition Assistance	International Travel (Fly America Act)##
	Up to 4 months grant	> 4 months grant				
						By the most direct and economical option
Basis	One time		One time	One time	During Grant	Round Trip
Teaching and Research	350	600	750	Max. up to 600	Tuition up to \$5,000 per child or \$10,000 per family for accompanying dependent children	Round trip for grantee. If the grant is 4 months or longer, travel for up to two accompanying dependents

** Dependent Allowance: Up to maximum of 3 dependents. Dependents have to accompany the grantee for at least 80 percent of the grant period.

International Travel: Up to maximum of 2 dependents. Dependents have to accompany the grantee for at least 80 percent of the grant period.

Only the following expenses will be reimbursed as part of the research allowance:

- Hiring of assistant(s)/translator(s) for research work.
- Honorarium paid to person(s) who helped in research work.
- Purchase/rental of books and project-related equipment (does not include computers, printers, office consumables, cameras, binoculars, tents, mosquito nets) which are necessary for scholars' project.
- Tuition fee paid to individual guru, tutor or to an institution.
- Rental space for artist's exhibits (applicable only to fellows in the areas of sculpture, painting and photography).

Only following expenses will be reimbursed as part of the material allowance:

- Purchase/rental/photocopying of books and reading-learning materials.
- Purchase of material used as teaching aid.
- Tuition fee paid to individual language tutor or to an institution.

To claim a research allowance, a scholar must submit to USIEF a statement of expenses along with original receipts. USIEF will not process to reimburse for an expense if the original receipt is not provided.

Note also:

- The last installment of base stipend, maintenance and housing allowance is pro-rated if you depart early.
- USIEF will wire transfer the allowances to the grantee's US bank account once in two months and will bear the wire transfer fees up to \$10 for each wire transfer. For claiming the wire transfer fee, grantees will have to submit a copy of their bank statement that clearly shows that the wire transfer fee is charged on the transfer made by USIEF.

3. The excess baggage allowance is released only after submission of the scholar's final reports to CIES and USIEF

2.6: Allowances for Environmental Leadership Program

(Amount in USD)

Particulars	Base Stipend	Maintenance including housing & travel	Addl. Housing (high cost city)	Dependent Allowance**	Research Allowance on Reimbursement basis #	
					Up to 6 months grant	> 6 months grant
				per dependent		
Basis	Monthly	Monthly	Monthly	Monthly	One time	
Environmental Leadership Program	2,000	2,000	300	200	Max. up to 750	Max. up to 1,000

(Amount in USD)

Particulars	Baggage Allowance		Relocation Allowance	Brokers Fee on reimbursement basis (for Housing)	Tuition Assistance	International Travel (Fly America Act)##
	Up to 4 months grant	> 4 months grant				
						By the most direct and economical option
Basis	One time		One time	One time	During Grant	Round Trip
Environmental Leadership Program	350	600	750	Max. up to 600	Tuition up to \$5,000 per child or \$10,000 per family for accompanying dependent children	Round trip for grantee. If the grant is 4 months or longer, travel for up to two accompanying dependents

** **Dependent Allowance:** Up to maximum of 3 dependents. Dependents have to accompany the grantee for at least 80 percent of the grant period.

International Travel: Up to maximum of 2 dependents. Dependents have to accompany the grantee for at least 80 percent of the grant period.

Only the following expenses will be reimbursed as part of the research allowance:

- Hiring of assistant(s)/translator(s) for research work.
- Honorarium paid to person(s) who helped in research work.
- Purchase/rental of books and project-related equipment (does not include computers, printers, office consumables, cameras, binoculars, tents, mosquito nets) which are necessary for scholars' project.
- Tuition fee paid to individual guru, tutor or to an institution.
- Rental space for artist's exhibits (applicable only to fellows in the areas of sculpture, painting and photography).

To claim a research allowance, a scholar must submit to USIEF a statement of expenses along with original receipts. USIEF will not process to reimburse for an expense if the original receipt is not provided.

Note also:

- The last installment of base stipend, maintenance and housing allowance is pro-rated if you depart early.
- USIEF will wire transfer the allowances to the grantee's US bank account once in two months and will bear the wire transfer fees up to \$10 for each wire transfer. For claiming the wire transfer fee, grantees will have to submit a copy of their bank statement that clearly shows that the wire transfer fee is charged on the transfer made by USIEF.
- The excess baggage allowance is released only after submission of the scholar's final reports to CIES and USIEF

2.7: Allowances for Serial Grant

(Amount in USD)

Particulars	Base Stipend	Maintenance including housing & travel	Addl. Housing (high cost city)	Dependent Allowance**	Research Allowance on Reimbursement basis #
				per dependent	
Basis	Monthly	Monthly	Monthly	Monthly	One time
Serial Grant	2,000	2,000	300	200	Max. up to 750

(Amount in USD)

Particulars	Baggage Allowance	Relocation Allowance	Brokers Fee on reimbursement basis (for Housing)	Tuition Assistance	International Travel (Fly America Act)
					By the most direct and economical option
Basis	One time	One time	One time	During Grant	Round Trip
Serial Grant	350	750	Max. up to 600	Tuition up to \$5,000 per child or \$10,000 per family for accompanying dependent children	Two Round trips for grantee only.

**** Dependent Allowance: Up to maximum of 3 dependents. Dependents have to accompany the grantee for at least 80 percent of the grant period.**

Only the following expenses will be reimbursed as part of the research allowance:

- a. Hiring of assistant(s)/translator(s) for research work.
- b. Honorarium paid to person(s) who helped in research work.
- c. Purchase/rental of books and project-related equipment (does not include computers, printers, office consumables, cameras, binoculars, tents, mosquito nets) which are necessary for scholars' project.
- d. Tuition fee paid to individual guru, tutor or to an institution.
- e. Rental space for artist's exhibits (applicable only to fellows in the areas of sculpture, painting and photography).

To claim a research allowance, a scholar must submit to USIEF a statement of expenses along with original receipts. USIEF will not process to reimburse for an expense if the original receipt is not provided.

Note also:

1. The last installment of base stipend, maintenance and housing allowance is pro-rated if you depart early.
2. USIEF will wire transfer the allowances to the grantee's US bank account once in two months and will bear the wire transfer fees up to \$10 for each wire transfer. For claiming the wire transfer fee, grantees will have to submit a copy of their bank statement that clearly shows that the wire transfer fee is charged on the transfer made by USIEF.
3. The excess baggage allowance is released only after submission of the scholar's final reports to CIES and USIEF

2.8 Allowances for Student Researcher

(Amount in USD)

Particulars	Maintenance including housing & travel	Addl. Housing (high cost city)	Dependent Allowance**	Research Allowance on Reimbursement basis
			Per dependent	Students
Basis	Monthly	Monthly	Monthly	One time
Student Researchers	1, 200	200	200	Max. up to 500

(Amount in USD)

Particulars	Baggage Allowance	Relocation Allowance	Brokers Fee on reimbursement basis (for Housing)	International Travel (Fly America Act)
				By the most direct and economical option
Basis	One time	One time	One time	Round Trip
Student Researchers	600	300	Max. up to 500	Round trip for grantee only

**** Dependents Allowance: Up to maximum of 1 dependent. Dependents have to accompany the grantee for at least 80 percent of the grant period.**

Only following expenses will be reimbursed as part of the research allowance:

- a. Hiring of assistant(s)/translator(s) for research work.
- b. Honorarium paid to person(s) who helped in research work.
- c. Purchase/rental of books and project-related equipment (does not include computers, printers, office consumables, cameras, binoculars, tents, mosquito nets) which are necessary for scholars' project.
- d. Tuition fee paid to individual guru, tutor or to an institution.
- e. Rental space for artist's exhibits (applicable only to fellows in the areas of sculpture, painting and photography).

To claim a research allowance, a student must submit to USIEF a statement of expenses along with original receipts. USIEF will not process to reimburse for an expense if the original receipt is not provided.

Note also:

1. The last installment of maintenance, allowances is pro-rated in case you depart early.
2. USIEF will wire transfer the allowances to the grantee's US bank account once in two months and will bear the wire transfer fees up to \$10 for each wire transfer. For claiming the wire transfer fee, grantees will have to submit a copy of their bank statement that clearly shows that the wire transfer fee is charged on the transfer made by USIEF.
3. The excess baggage allowance is released only after submission of the scholar's final report to IIE and USIEF.

2.9 Allowances for English Teaching Assistant

(Amount in USD)

Particulars	Maintenance including housing & travel	Addl. Housing (high cost city)	Dependent Allowance**	Research#/Material### Allowance on Reimbursement basis
			Per dependent	ETA
Basis	Monthly	Monthly	Monthly	One time
English Teaching Assistants	1, 200	200	200	Max. up to 750

(Amount in USD)

Particulars	Baggage Allowance	Relocation Allowance	Brokers Fee on reimbursement basis (for Housing)	International Travel (Fly America Act)
				By the most direct and economical option
Basis	One time	One time	One time	Round Trip
English Teaching Assistants	600	300	Max. up to 500	Round trip for grantee only

**** Dependents Allowance: Up to maximum of 1 dependent. Dependents have to accompany the grantee for at least 80 percent of the grant period.**

- # Only following expenses will be reimbursed as part of the research allowance:
- Hiring of assistant(s)/translator(s) for research work.
 - Honorarium paid to person(s) who helped in research work.
 - Purchase/rental of books and project-related equipment (does not include computers, printers, office consumables, cameras, binoculars, tents, mosquito nets) which are necessary for scholars' project.
 - Tuition fee paid to individual guru, tutor or to an institution.
 - Rental space for artist's exhibits (applicable only to fellows in the areas of sculpture, painting and photography).

- ## Only following expenses will be reimbursed as part of the material allowance:
- Purchase/rental/photocopying of books and reading-learning materials.
 - Purchase of material used as teaching aid.
 - Tuition fee paid to individual language tutor or to an institution.

To claim a research/material allowance, an ETA must submit to USIEF a statement of expenses along with original receipts. USIEF will not process to reimburse for an expense if the original receipt is not provided.

Note also:

- The last installment of maintenance, allowances is pro-rated in case you depart early.
- USIEF will wire transfer the allowances to the grantee's US bank account once in two months and will bear the wire transfer fees up to \$10 for each wire transfer. For claiming the wire transfer fee, grantees will have to submit a copy of their bank statement that clearly shows that the wire transfer fee is charged on the transfer made by USIEF.
- The excess baggage allowance is released only after submission of the scholar's final report to IIE and USIEF.

2.10 Accident and Sickness Insurance

The U.S. Department of State's Bureau of Educational and Cultural Exchanges (ECA) provides supplemental Accident and Sickness Insurance coverage for all Fulbright-Nehru grantees for the duration of their grants. This insurance is not all-purpose health insurance; it is subject to specific limitations. This coverage is not intended to replace any insurance a participant may already have. Instead, its intent is to supplement existing coverage and to ensure that a participant's basic health is protected in a foreign country.

ECA has contracted with Seven Corners, a third-party administrator, to offer the Accident and Sickness Program for Exchanges (ASPE), a self-funded, limited healthcare benefit plan to pay covered medical expenses.

Seven Corners, Inc.
P.O. Box 3724
Carmel, Indiana 46082-3724 USA

Telephone: 1-800-461-0430 (toll free for grantees in the United States) or
317-818-2867 (a collect call for grantees outside of the United States)

E-Mail: aspeinfo@sevencorners.com *Website:* www.usdos.sevencorners.com

Seven Corners can provide assistance to U.S. grantees trying to locate a physician overseas and, in some cases, has established a process where overseas physicians can direct bill Seven Corners (lessening the out-of-pocket expenses for U.S. grantees).

Please visit www.usdos.sevencorners.com for the ASPE benefits guide, links to the physician/healthcare provider networks (Choice Care), downloadable ASPE forms and "MyPlan" --- a password accessible site which provides grantees services, such as claims tracking and downloadable pdf files of their ID cards.

The ASPE plan covers only the Fulbright-Nehru grantee during their stay in India while in grant status. Dependents must obtain the necessary healthcare insurance coverage before they arrive in India. If you leave India anytime during the grant term for personal reasons, you will not be covered by ASPE. We recommend all Fulbright grantees to maintain their current health insurance coverage during their grant term and treat the ASPE insurance as "supplemental".

2.11 Entering into Grant Status

Your grant will begin from the date of arrival in India and will continue for the number of months specified in the grant authorization.

As soon as the formal grant document is issued and/or the grantee notifies USIEF having accepted the grant, the grantee should write to USIEF about travel plans. Upon receipt of the grantees' itinerary details, USIEF will initiate the travel arrangements process.

According to the Fulbright Foreign Scholarship Board (FSB) guidelines, "candidates selected for a grant may not postpone or defer the grant from one academic year to the next. Candidates who are not able to accept the grant within the academic year for which it was awarded may request that the cooperating agency resubmit the application for the following year's competition." Candidates selected for 2013-14 awards must enter into the grant status by **March 31, 2014**, at the latest.

Serial Grant Awardees must begin their first grant travel by June 30, 2014 and the complete grant activity should be over by August 31, 2015.

Fulbright-Nehru English Teaching Assistants must arrive in New Delhi on June 25, 2013. USIEF will hold a 3-week in-country orientation, including an introductory Hindi/Bangla/Tamil language program before the ETAs begin their classroom placements.

Fulbright-Nehru Student Researchers (not enrolled in a PhD program) must arrive in New Delhi on August 11, 2013. USIEF will hold a mandatory in-country orientation, August 12-14, 2013, in New Delhi. Fulbright-Nehru PhD students and scholar grantees are welcome to join the orientation program, but it is not required.

Visiting lecturers must plan the timing of their Fulbright grant during the teaching months of the academic year. The academic year in India differs from that in the US, and also varies somewhat around India. Contact the affiliating institution as soon as possible, ask for the academic calendar and plan your arrival accordingly.

2.12 Transfer of Maintenance Allowance

The maintenance allowance stipulated in the grant authorization is for the duration of the grant. The allowance is computed from the date of arrival in India and is pro-rated for the period spent in India.

The maintenance allowance may appear to be modest from U.S. standards. Grantees should be prepared to accept that their lifestyle in India may be different from what they are used to in the U.S.

Costs vary in different parts of India. Housing in Delhi, Mumbai, Kolkata and Chennai, will be significantly more expensive than outside these metropolitan areas.

If you do not complete your grant, the reduction to the maintenance allowance (and to the Base Stipend in case of senior scholars) is made by the date.

USIEF wires maintenance payments to your U.S. bank account, so that you may access the funds using automated teller machines (ATMs) in India. To enable USIEF to transfer your funds, please furnish the following information regarding your US bank account:

- Account name: (to which you want the funds deposited, should be exact as per bank records)
- Account Number
- Name and address of the bank,
- Type of account (savings or checking)
- Bank's FED ABA number
- If there is any intermediary bank, then all the above details of intermediary bank

Check with your bank whether you need to sign any document to receive direct deposits. Also, make sure you know to what network (PLUS, Cirrus) your bank belongs and where that network has ATMs. If your current bank is not part of an ATM network, please open an account with a US bank, which is part of an ATM network in India. Remember to bring your ATM card and PIN with you.

USIEF will transfer funds to this account in dollars depending on your entitlement every alternate month (for a two-month period ending January, March, May, July, September, and November) at the beginning of the month. USIEF will also notify you whenever we deposit funds into your account. The first transfer of funds for

the initial cycle will be made 4-5 working days before your arrival in India. Grantees are advised to bring about US\$ 1500 (student grantees) to \$4000 (Senior Scholars) in cash or traveler's checks. You may have more expenses in the first month in India. Note, however, that two months stipend will be credited to your bank account before your grant period begins.

USIEF does not pay any further advances of the stipend to its grantees unless justified by compelling circumstances, such as a medical emergency or theft.

Since the last installment of the allowance will be processed before the completion of your grant, it is essential that USIEF be informed at least two months in advance of the actual date of departure to allow time for computing and transfer.

The excess baggage allowance will be released only after submission of the final report to IIE/CIES, as applicable, and to USIEF.

2.13 Travel and Baggage

Travel to and from India

Travel for all USIEF-funded, Fulbright-Nehru grantees is arranged by USIEF. Please contact the U.S. Program Section at USIEF to work out your travel plans. Send your proposed date of departure and the airport closest to your home.

U.S. Fulbrighters to India are required to meet with a USIEF official at the beginning of their grant period. USIEF will arrange the grantee's travel to allow a brief layover in a city where USIEF has an office (Delhi, Mumbai, Kolkata or Chennai).

We highly recommend that you avoid arriving on Friday and Saturday nights and the nights preceding USIEF holidays ([see Annexure II](#) or USIEF website for list of holidays). In case you must arrive on a weekend or holiday, USIEF staff will be available first thing Monday morning or the day after the holiday break.

USIEF will arrange your travel by the most competitive fare and the most direct route available, from the place of residence/work in the U.S. to place of affiliation in India. The Fly America Act applies to all Fulbright scholars. See [Annexure III](#) for the Fly America Act. USIEF compares available fares before approving travel arrangements. The cost of additional travel or extra stopovers will be at the grantee's expense.

Tickets are issued only after the grantee gets an appropriate visa to enter India and medical clearance from IIE/CIES.

Students and scholars staying beyond their grant period in India will be paid the return India-U.S. airfare either as per the cost of the air ticket on the date of expiration of the grant or the cost of the air ticket on their actual date of departure, whichever is the lowest.

Baggage

Scholars may send belongings by courier, sea freight, air freight, or by mail. The excess baggage allowance paid under the grant may be used for shipping purposes. This allowance is paid after the completion of the grant and submission of final reports to USIEF and CIES/IIE.

Fulbright-Nehru scholars and students can use the diplomatic pouch to send reading materials to India. See [Annexure IV](#) for procedures for sending materials through the diplomatic pouch. Please note that the diplomatic pouch cannot be used to send items from India to the US.

Transportation of Art Work

USIEF may consider supporting 50 percent of the shipment cost, up to a maximum \$500, for transporting the artwork produced by the grantees during the Fulbright grant in India back to the US. This cost will be in addition to the excess baggage allowance paid under the grant. The following conditions will apply:

1. Only fellowships awarded in the areas of sculpture, painting, and photography will be considered.
2. The grantee must have displayed the work in an exhibition in India during the Fulbright grant period.

3. The grantee must submit a request along with three quotations from shipping firms, at least one month before leaving for the US.
4. Packing and insurance charges are not considered under this allowance.
5. The payment will be made on reimbursement basis upon submission of the original receipts by the grantee.

2.14 Housing

Please get in touch with the respective regional USIEF staff for housing options before your arrival in India.

Realtors (housing agents)

Finding suitable housing for Fulbright grantees can be difficult, especially in big cities. If needed and requested, USIEF will seek the assistance of a housing agent. Normally housing agents charge a month's rent. For USIEF-funded Fulbright-Nehru grantees, brokerage will be paid by USIEF as per entitlement.

Place of Affiliation

Grantees affiliated in high cost cities (Delhi and satellite cities of NOIDA and Gurgaon), Mumbai, Kolkata, Chennai, Hyderabad, Bengaluru) are entitled to an additional housing allowance as listed in the allowances section. USIEF will not approve of grantees staying and claiming housing allowance of a city different from their place of affiliation.

2.15 Assistance to Scholars on Arrival in India

A scholar's maintenance allowance begins upon arrival in India on the requisite visa.

Airport Pick-Up

Every grantee will be received at the airport on arrival from the U.S. USIEF will arrange and pay for airport pick-up for all Fulbright-Nehru grantees, unless a grantee informs USIEF that this is not necessary.

Accommodation

USIEF can arrange a total of seven nights (including the night of arrival) for a room only (no meals) upon arrival in India at USIEF approved hotels, guesthouses and hostels. If a scholar makes his/her own arrangements, USIEF will reimburse for up to Rs. 2500 per night (hotel receipt required). This benefit has to be availed immediately upon arrival.

The Day of Arrival

When you arrive at the airport in India, you should clear immigration, retrieve your baggage and clear customs, change some dollars into rupees at the airport bank counters, and look for the USIEF representative carrying a sign with your name on it at the exit gate. The representative will bring you to the guesthouse/hotel where your accommodation has been arranged. Be sure to have with you the details of USIEF staff telephone numbers and the guesthouse/hotel telephone number/ address in case you need them due to any unexpected changes during travel. In case of any unforeseen

eventuality, note that international airports in India have prepaid taxi counters at which you can arrange a taxi at a fair rate.

Custom Clearance at Indian Airports

There are two channels for customs clearance at Indian airports: the **Green Channel** for passengers who do **not** carry any dutiable goods, and the **Red Channel** for passengers who do. There are different regulations for clearance of personal baggage for tourists and non-tourists. **Fulbright grantees are considered non-tourists.** Used personal effects, such as clothing, a watch and articles of personal use in reasonable quantities may be brought in duty-free. Used equipment, at least a year old, such as cameras, tape recorders, and personal computers can be brought. Documentary evidence (bills of sale/invoice to show that the item has been in your possession for at least twelve months) is necessary, failing which duty may become payable on the article. Prescribed customs duty will be levied on articles that exceed the duty-free allowance. Any item, which may attract duty but which you may wish to take back, will be endorsed on your passport. Visit the Government of India [Central Board of Excise and Customs](#) for more details.

Foreign Exchange

All major cities/towns have banks with foreign exchange facilities and other foreign exchange offices. It is a good idea to exchange a few US dollars to rupees at the airport, so that you will have some money on hand for incidentals. Make sure you have 10 and 50 rupee bills for small purchases and tips.

2.16 Grantee Facilitation in the City of Affiliation

Each Fulbright-Nehru student and scholar is assigned an academic coordinator at their place of affiliation. The academic coordinator agrees to assist with a student's or scholar's project, but he or she may not be able to devote extended time to orienting the Fulbright-Nehru grantee. Therefore, USIEF offers Fulbright-Nehru grantees extra help by a local contact upon arrival in their city of affiliation in India. This "facilitator" will often be a faculty member or graduate student who has agreed to spend up to five days to help the grantee get familiarized with the place of his/her stay in India, and to equip the grantee with skills required to handle various day-to-day situations in his/her place of stay. Areas to be covered during the facilitation process can include housing, health, food, language, means of communication and transportation, academic and related activities, emergency services, shopping facilities, public services, and places of interest. The facilitation service is optional. USIEF pays the facilitator according to set norms.

2.17 Affiliation Fee

Most Indian institutions do not ask for a fee for affiliating Fulbright students or scholars. However, for Fulbright-Nehru researchers and students, USIEF will pay the affiliation fee up to US\$500, if asked for by the affiliating institution in India.

2.18 Changes in Affiliation

Once grantees have been affiliated to an institution, they should not request a change in affiliation unless there are compelling reasons to do so. Fulbright-Nehru grantees obtain project clearance and a visa from the Indian Embassy/Consulate based on the certificate of affiliation. Any change in the

affiliation has to be taken up with the Indian Embassy/Consulate and it is up to the Indian Embassy/Consulate to approve the request for a change.

2.19 Domestic Travel and Vacation (i.e. International Travel) during the Grant Period

Domestic Travel: U.S. Fulbrighters traveling within India are required to send an email to USIEF with their travel itinerary and hotel/local contact information any time they are traveling outside their host city in India.

This information should be sent to the U.S. Program Coordinator, Mr. Deepraj Gahatraj (Deepraj@usief.org.in)

Failure to do so will result in the immediate suspension and possible revocation of the Fulbright Grant.

Jammu and Kashmir: Fulbright students and scholars in India are prohibited from traveling to Jammu & Kashmir (except for Ladakh) without permission, which is only granted by USIEF in close coordination with the U.S. Embassy in New Delhi, in exceptional circumstances.

Any travel to this region without prior permission will result in the immediate suspension and revocation of the Fulbright grant.

Vacation (i.e. travel outside of India):

USIEF strongly encourages grantees to finish their grant in India in one academic year *without* any break. However, USIEF allows grantees to take vacation and/or other travel outside India during the grant, as follows:

U.S. Fulbrighters to India are entitled to 14 days of vacation for international travel (including the days of travel). This can be used during a maximum of two breaks.

During this period, the grantees will be entitled to receive the normal grant benefits except the ASPE insurance, which will be withdrawn for any period that the grantee is out of India. USIEF will not pay for any travel costs. Please note that the vacation benefit must be used during the grant period only and grantees must be in India on the last day of their grant.

Vacation request towards the end of grant and during any extension period will not be entertained.

Grantees are required to request approval for vacation at least 10 days in advance of departure. Requests for vacation should have the concurrence of the grantee's academic supervisor/coordinator in India. The request should be sent to the concerned U.S. Program staff at USIEF who will process the request and will inform the grantee about the approval of USIEF's Executive Director. No grantee should leave or enter India without the approval of the USIEF Executive Director. Any request for a vacation of more than 14 days will most likely be rejected.

Exceptions: *The vacation conditions above will not apply in the following cases:*

1. **Medical Emergencies:** In case the scholar has to leave India due to a medical emergency, including the medical evacuation as guided by the FSB and ASPE policies, all grant benefits will be withdrawn for the period the scholar is out of India. Once the scholar is medically fit to

return and completes the formalities specified by USIEF, the period spent by the scholar out of the country will be added to the end of the grant period with all benefits.

2. Evacuation from India owing to unforeseen circumstances and as advised by the US Embassy and the US Department of State. This is detailed in the separate document “Emergency Action Plan,” in [Annexure X](#).

2.20 Grant Extension

USIEF strongly encourages grantees to complete their work within the stipulated timeframe set out in the grant document. However, in case grantees are unable to complete their work for reasons beyond their control, they can seek an extension up to a **maximum of one month**. USIEF has a limited amount of funds set aside for extensions. Any grantee intending to seek an extension should send a written request addressed to the concerned US Program staff at USIEF along with the following documents/details:

1. Period for which the extension is requested.
2. One page narrative on the work done on the approved proposal.
3. Two or three paragraphs detailing the tasks to be undertaken during the extended period.
4. A letter of recommendation from your academic supervisor or coordinator.

The requests should be sent to USIEF two months before your grant expiration date. USIEF will be able to inform the grantee within two weeks of receiving the request.

Please note that during the extended period:

1. No dollar supplement will be given for senior scholars
2. No request for vacation will be considered, except in case of emergencies, if approved by USIEF’s Executive Director
3. No request for hiatus will be considered

2.21 Required Reports

Fulbright-Nehru Student Researchers and English Teaching Assistants

- (a) **Grantee Monthly Report** (See [Annexure VIII](#), ask USIEF staff for a copy, or download it from the USIEF website), due at the end of each month of the grant.
- (b) **USIEF’s midterm** (max. 500 words) **and final narrative reports** (max. 1000 words) on the progress of your research work. These reports must be countersigned by both the grantee and the grantee’s Indian academic supervisor. These reports typed in single line spacing should be submitted to the concerned US Program staff at USIEF.
- (c) **Grantee Final Report** (See [Annexure VII](#), ask USIEF Staff for a copy, or download it from the USIEF website), due before the end of the grant.
- (d) **Online mid-term and final report to IIE**. For submission procedures, see [Annexure IX](#).

Fulbright-Nehru Visiting Lecturers and Senior Scholars (all categories)

- (a) **Grantee Final Report** (See [Annexure VII](#), ask USIEF Staff for a copy, or download it from the USIEF website), due before the end of grant.
- (b) **Online mid-term and final reports to CIES**. For submission procedures, see [Annexure IX](#).

2.22 South and Central Asia Regional Travel Program for U.S. Fulbright Scholars

The South and Central Asian Programs (Fulbright) Branch of the Office of Academic Exchange Programs in the Bureau of Educational and Cultural Affairs (ECA), offers Regional Travel Program for current U.S. Fulbright Scholars, whose grants are administered by the Council for International Exchange of Scholars.

The new South and Central Asia Regional Travel Program for U.S. Fulbright Scholars: Provides travel grants to individual U.S. Fulbright Scholars to spend a period of three to fourteen days in another South and Central Asian country during their grant period to participate in professional activities and Offers local academic institutions, U.S. embassies and consulates, and Fulbright Commissions in South and Central Asia, the opportunity to benefit from the academic and professional expertise of U.S. Fulbright Scholars currently in the region.

The SCA Regional Travel Program will fund U.S. Fulbright Scholar participation in a variety of activities including faculty and student lectures, graduate or faculty seminars, curriculum development, public lectures, panel presentations, needs assessment, conferences, or some combination thereof. Fulbrighters in the arts may be invited to give master classes or recitals, participate in exhibitions or workshops, or consult with cultural institutions. The program would enable U.S. Fulbright Scholars to:

- Present guest lectures at colleges and universities within the South and Central Asia region
- Share their specific research interests
- Be a resource for U.S. Embassy and Consulates, especially those without a U.S. Fulbright Scholar program
- Speak on the history, culture, and society of the United States
- Exchange ideas with foreign students, faculty, and local, government, non-profit and private sector organizations
- Examine higher education in the region
- Create linkages between their U.S. and host institutions

Scholars will need to secure their own invitations for these activities. USIEF does not assist in securing invitations from educational institutions for the purpose of a regional travel grant. Public Affairs Sections at U.S. Embassies or USIEF must approve all requests.

In early September 2013, the program officer will provide detailed information about the program. For the 2013-14 academic years, the program officer is Mr. Neeraj Goswami at the U.S.-India Educational Foundation (USIEF) and he can be reached at [Neeraj](#).

SECTION III

NON-USIEF-FUNDED GRANTS

Fulbright-Hays Faculty Research Abroad (FRA) Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA)
and Fulbright South and Central Asia Regional Researcher Grants

3.1 Grant Benefits

The FRA and DDRA Programs are administered by the U.S. Department of Education.

The South and Central Asia Regional Research (SCARR) Program is administered by the Council for International Exchange of Scholars (CIES).

Grantees should contact the agency administering their grant regarding specific grant benefits and allowances.

3.2 Health Insurance

Recipients of grants from the U.S. Department of Education and CIES are required to arrange their own health and accident insurance. Such insurance may be available as part of the health insurance coverage offered by their home institutions in the U.S. Please send copies of your insurance card to USIEF for our records.

3.3 Arriving in India

U.S. Fulbrighters to India are required to meet with a USIEF official at the beginning of their grant period. Please arrange your travel to allow a brief layover in a city where USIEF has an office (Delhi, Mumbai, Kolkata or Chennai).

The Indian component of your grant will begin from the date of arrival in India, unless you specify a different date. As soon as you are ready to plan your travel, send your itinerary to USIEF and to USDE (for Fulbright-Hays scholars) or CIES (for SCARR scholars) for approval. Scholars should not travel without USIEF's approval. Based on your travel itinerary, USIEF will make arrangements to meet you at the airport, unless otherwise informed.

3.4 Travel to and from India

Please arrange your travel in accordance with the grant benefits and inform the US Program section at USIEF of your final travel plans. You must travel as per the '[Fly America Act](#)' which requires economy flights via the most direct route, on US carriers wherever available, regardless of cost. Travel on American carriers' code sharing with overseas carriers is allowed, so long as the ticket displays the name and flight number of the American carrier, rather than the overseas carrier.

We highly recommend that you avoid arriving on Friday and Saturday nights and the nights preceding USIEF holidays (see [Annexure II](#) or the USIEF website for the list of holidays). In case you must arrive on a weekend or holiday, USIEF staff will be available first thing Monday morning or the day after the holiday break.

DDRA Grantees: Please do not travel unless your itinerary has been approved by the USDE and USIEF.

SCARR Grantees: Please do not travel unless your travel itinerary has been approved by CIES.

3.5 Baggage

Scholars may send belongings by courier, sea freight, airfreight, or by mail. The excess baggage allowance paid under the grant may be used for shipping purposes.

3.6 Housing

USIEF recommends that grantees contact the respective [regional USIEF staff](#) to discuss housing options before your arrival in India.

Realtors (housing agents)

Finding suitable housing for Fulbright grantees can be difficult, especially in big cities. If needed and requested, USIEF will seek the assistance of a housing agent. Normally housing agents charge a month's rent that you will have to pay if you choose to use one. The realtor's fee can be reimbursed as per your entitlement upon submission of proper receipt.

3.7 Assistance to Scholars on Arrival in India

Airport Pick-Up

You will be received at the airport on arrival from the US. USIEF will arrange and pay for your airport pick-up. In case you do not require the airport pick up service, please inform USIEF in advance of your arrival in to India.

Accommodation

USIEF can arrange your initial accommodation on request, at USIEF approved hotels, guest houses and hostels. You will have to settle the payments directly with the hotel/guest house.

The Day of Arrival

When you arrive at the airport in India, you should clear immigration, retrieve your baggage and clear customs, change some dollars into rupees at the airport bank counters, and look for the USIEF representative carrying a placard with your name on it outside the exit gate. The representative will bring you to the guesthouse/hotel where your accommodation has been arranged. Be sure to have on your person the details of USIEF staff telephone numbers and the guesthouse/hotel telephone number/ address in case you need them due to any unexpected changes during travel. For first-time travellers to India, note, just in case, that international airports in India have prepaid taxi counters at which you can arrange a taxi at a fair rate.

Custom Clearance at Indian Airports

There are two channels for customs clearance at Indian airports. The **Green Channel** is for passengers **not** having any dutiable goods; and the **Red Channel** for passengers having dutiable goods. There are different regulations for clearance of personal baggage for tourists and non-tourists. **Fulbright grantees are considered non-tourists.** Used personal effects such as clothing, a wrist watch and articles of personal use in reasonable quantities may be brought in duty-free. Used

equipment, at least a year old, such as cameras, tape recorders, personal computers and typewriters, can be brought. Documentary evidence (bills of sale/invoice to show that the item has been in your possession for at least twelve months) is necessary, failing which duty may become payable on the article. Prescribed customs duty will be levied on articles that exceed the duty-free allowance. Any item, which may attract duty but which you may wish to take back, will be endorsed on your passport. Visit the Central Board of Excise and Customs website <http://www.cbec.gov.in/cae1-english.htm> for more information.

Foreign Exchange

All major cities/towns have banks with foreign exchange facilities and other foreign exchange offices. It is a good idea to exchange some US dollars for rupees upon arrival at the airport, so that you will have funds for incidentals. The exchange rate at the airport bank is the same as downtown. Be sure to obtain some Rs. 10 and 50 notes for making small purchases or tipping.

3.8 Grantee Facilitation in the City of Affiliation

Each Fulbright student and scholar is assigned an academic coordinator at their place of affiliation. This academic coordinator agrees to assist with a student's or scholar's project, but he or she may not be able to devote extended time to orienting the Fulbright-Nehru grantee. Therefore, USIEF offers Fulbright-Nehru grantees extra help by a local contact upon arrival in their city of affiliation in India. This "facilitator" will often be a faculty member or graduate student who has agreed to spend up to five days to help the grantee get familiarized with the place of his/her stay in India, and to equip the grantee with skills required to handle various day-to-day situations in his/her place of stay. Areas to be covered during the facilitation process can include housing, health, food, language, means of communication and transportation, academic and related activities, emergency services, shopping facilities, public services, and places of interest. The facilitation service is optional. USIEF pays the facilitator according to set norms.

3.9 Affiliation

You will be formally affiliated with an Indian institution. Your affiliating institution nominates one of its faculty members as your faculty coordinator/advisor/supervisor. USIEF strongly urges you to be in regular contact with the concerned faculty member throughout your grant period. Ideally, you should establish contact with your faculty coordinator/advisor/ supervisor as soon as you receive his/her contact details from USIEF.

Most Indian institutions do not ask for a fee for affiliating Fulbright students or scholars. In case your institution requires a fee, you will be required to pay it to them directly. USIEF will inform you of the fee being charged and, on receiving your confirmation, will proceed further in finalizing the affiliation.

3.10 Changes in Affiliation

Once a grantee has been affiliated to an institution, he/she should not request a change in affiliation unless there are compelling reasons to do so. A US Fulbright grantee obtains project clearance and visa from the Indian Embassy/Consulate based on the certificate of affiliation. Any change in the affiliation has to be taken up with the Indian Embassy/Consulate and it is up to the Indian Embassy/Consulate to approve the request for change.

3.11 Vacation and Other Travel Out of India during the Grant Period

DDRA grantees are required to request approval from the U.S. Department of Education and their respective US institution, and SCARR grantees are required to contact CIES for any out of India travel during the grant period. A copy of this request should also be sent to the concerned US Program staff at USIEF.

DDRA scholars' grants are for consecutive months of research and interruptions are only admissible in case of a family or medical emergencies. USIEF will approve your travel only after it has been approved by the USDE and your respective U.S. institution. No grantee should leave or enter India without the approval of the USIEF's Executive Director.

3.12 Grant Extension

DDRA grantees are to contact the U.S. Department of Education and their respective US institution, and SCARR grantees to contact CIES for any grant extension request. Please inform USIEF immediately if there is any change in the length of your grant.

3.13 USIEF Administrative Fee

The US Department of Education-funded DDRA grantees are required to pay USIEF an administrative fee of \$ 500 upon their arrival in India. The amount, factored into their grants, can be paid in either US Dollars or an equivalent amount in Indian rupees. The currency exchange rate on the day of payment will be applicable. Payment may be made by US check or in cash.

3.14 Required Reports

Doctoral Dissertation Research Abroad (DDRA) students:

- (a) **Grantee Monthly Report** (See [Annexure VIII](#), ask USIEF staff for a copy, or download it from the USIEF website), due at the end of each month of the grant.
- (b) **USIEF's midterm** (max. 500 words) **and final narrative reports** (max. 1000 words) on the progress of your research work. These reports must be countersigned by both the grantee and the grantee's Indian academic supervisor. These reports typed in single line spacing should be submitted to the concerned US Program staff at USIEF.
- (c) **Grantee Final Report** (See [Annexure VII](#), ask USIEF Staff for a copy, or download it from the USIEF website), due before the end of the grant.

SECTION IV

VISA AND REGISTRATION GUIDELINES FOR ALL CATEGORY GRANTS

4.1 General Guidelines for Project Clearance and Visa for Fulbright Assignment

Please read the following procedures carefully before applying for a visa. For Overseas Citizens of India and People of Indian Origin (OCI/PIO) cardholders, please read further below.

USIEF strongly urges you to make your travel plans with the following process in mind, because your Fulbright/CLEA grant cannot begin until you arrive in India with the appropriate travel documents. Please note that the mere selection for the Fulbright fellowship does not entitle you to any grant benefits. The Fulbright/CLEA grant and the benefits will only start from the day you enter India on the requisite visa.

Do not try to enter India on a tourist or other visa expecting to convert your status while you are in country. The Indian government does not approve of such entry, and it could view your early entry as cause for rejecting your Fulbright proposal. You must obtain a visa for your Fulbright grant from the Trava Office serving your consular district jurisdiction. USIEF cannot facilitate or finance any component of a Fulbright candidate's pre-grant stay in India.

NOTE: Fulbright grants do not include payment of fees for passports, visas, and OCI and PIO cards.

VISA Guidelines for India

Please Note: The information below is accurate to the best of our knowledge. USIEF will inform you of any updates as we receive them from the Government of India. The Government of India can amend or revise the project clearance process and visa procedure at any time. Indian Consulates have the prerogative to ask for additional information or documents. Therefore, USIEF advises that you follow the instructions given by Indian Consulates. Do not proceed to India unless you receive the appropriate visa or explicit project clearance (OCI/PIO card holders). If you experience any problems throughout the visa application process, please contact Diya Dutt (diya@usief.org.in) or Neeraj Goswami (neeraj@usief.org.in) at USIEF.

Important: Before applying for your visa, please ensure your passport is valid for at least six months beyond the completion of your grant.

For the following USIEF administered grant categories, you must apply for a **one-year Research Visa, irrespective of your grant duration**. Your official dependents should apply for **Entry Visas**.

Please note that these grants are generally between 6 to 12 months in length.

- Fulbright-Nehru Student Research Scholars (PhD and non-PhD)
- Fulbright-Nehru English Teaching Assistants
- Fulbright-Nehru Teaching and Research Scholars
- Fulbright-Nehru Senior Research Scholars
- Fulbright-Nehru Visiting Lecturers

- Fulbright-Hays Doctoral Dissertation Research Abroad
- Fulbright-Hays Faculty Research Abroad Scholars
- Fulbright South and Central Asia Regional Researchers

The endorsement in your visa should read: “Registration required within 14 days of arrival in India for visas valid for more than 180 days.”

For the following USIEF administered grant categories, you must apply for a **six month Research Visa, irrespective of your grant duration**. Your official dependents should apply for **Entry Visas**.

Please note that these grants are always less than six months in length.

- Fulbright-Nehru International Education Administrators
- Fulbright-Nehru Distinguished Chairs
- Fulbright Specialists
- Fulbright Classroom Teacher Exchange
- Fulbright Distinguished Awards in Teaching

The endorsement in your visa should read: “Each stay not to exceed 180 days, hence no registration required.”

Step one: Receive Certificate of Affiliation from USIEF

USIEF is seeking your placement with an Indian Institution, which you requested or which USIEF has identified as an appropriate placement. The Indian institution confirms affiliation for you by issuing a one-page document entitled “Certificate of Affiliation,” which will be signed and stamped by the designated official at the affiliating institute. Generally, an Indian institution takes three to four weeks to send a certificate of affiliation to USIEF. However, some institutions may take a little longer.

USIEF will send you the original “Certificate of Affiliation” that it obtains from an Indian Institution confirming your placement with that Institution. The certificate of affiliation should suffice as the official letter of admission from an Indian institution.

USIEF will also send a recommendation letter on USIEF letterhead which you should submit along with the other documents when you apply for the visa.

Step two: Complete the Proforma and the India Visa Application Form and Compile Required Documentation

Complete the [Proforma for Application for Approval of Research Project and For Authorization of Visa](#). Use the project statement in your Fulbright application to complete the Proforma. Print it, make seven copies, and sign each copy. Paste recent passport-size pictures of yourself on each copy. Please **use the title of the project as shown on your application and on the Certificate of Affiliation**. It is important that the wording of your Fulbright project title match in all four documents - the Fulbright application, research proposal (or grant proposal if you are not conducting research), the Certificate of Affiliation, and the proforma. Attach the original Certificate of Affiliation (received from USIEF) with the first copy and photocopies with the remaining sets.

Visit the Trivisa website, <http://indiavisa.trivisaoutsourcing.com/>, and complete the on-line “**India Visa Application**,” print it out, and sign it. Paste a recent passport-size picture of yourself and attach your passport, proof of address, fee, and other documentation including copies of your birth certificate if required. Please carefully read and follow the instructions on the Trivisa website.

Step three: Submit your application to the Trivisa Office in the US

At least two months advance of your travel date, file your India visa application, proforma, Fulbright grant proposal and the other required documents as noted on the Trivisa website to the Trivisa office serving your consular district jurisdiction either in person or by mail. If you are of Pakistani heritage, please submit your application at least three months in advance. If you currently live outside the United States and do not plan to return to the U.S. before your grant start date, submit your application at the nearest Indian consulate.

Step four: Wait approximately two weeks for your visa

The Indian Embassy/Consulates will require approximately two weeks to issue the visa, unless the Embassy or Consulate determines that more questions about the application are necessary, in which case it will take longer. Immediately upon receipt of your passport from the Indian consulate, you must ascertain that you and your dependents have received the correct visa. Please send a scanned copy of your and your dependents’ visas to USIEF. Contact Trivisa (and inform USIEF) of any discrepancy.

Please Note: An Indian visa is valid beginning on the day it is issued. For example, a one year visa issued on July 1 would be valid until June 30. Once you have received your passport, it is your responsibility to immediately verify that:

- you received a research visa and entry visa(s) for your dependent(s)
- the visa for your intended stay is valid for the dates for your visit
- you have received the proper endorsement in your visa

Please notify USIEF immediately if:

- you did not receive a research visa or entry visa(s) for your dependent(s)
- your visa length does not cover the entire length of your grant
- you have a “registration required” stamp if your grant is less than 180 days in length
- you have a “each stay not to exceed 180 days” stamp if your grant is more than 180 days in length

For OCI/PIO Cardholders (All Grant Categories)

OCI/PIO cardholders only require a project clearance to enter India. Please alert USIEF immediately if you are an OCI/PIO Cardholder.

USIEF and the U.S. Department of State in Washington, DC will request project clearance for all OCI and PIO cardholders. Dependents, who have an OCI/PIO card, are not required to apply for a visa.

USIEF will inform you when your project clearance is obtained.

Important Information for All Grantees

The Government of India can amend or revise the project clearance process and visa procedure at any time. Indian Consulates have the prerogative to ask for additional information or documents. Therefore, USIEF advises that you follow the instructions given by Indian Consulates. Do not proceed to India unless you receive the appropriate visa or explicit project clearance (OCI/PIO card holders) from the Indian Embassy or Consulate in your jurisdiction. If you experience any problems throughout the visa application process, please contact Diya Dutt (diya@usief.org.in) at USIEF.

4.2 Registration in India

<http://www.immigrationindia.nic.in/>

All foreigners, including Fulbright scholars, entering India on **Research visa** are required to register with the Ministry of Home Affairs, Government of India at designated offices in the **city of affiliation within fourteen days of arrival in India** if his/her visa is valid for more than 180 days. Also, foreigners entering on **Entry(X) and Business visas**, valid for more than 180 days are required to register, if they continuously intend to stay for more than 6 months i.e. 180 days on each visit unless there is a special 'registration required' endorsement stamp of their visa. The registration offices in Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad and Amritsar are called Foreigners Regional Registration Office (FRRO). The registration in other cities is handled by office of the Superintendent of Police (S.P.) functioning as the Foreigners Registration Office (FRO).

The Critical Language Enhancement Awardees should register within 14 days of arrival in India, at the place of affiliation for their Fulbright-Nehru award. These students should plan to travel to their place of language study after registering.

Important: All grantees should also check their visas to see if "Registration in India within 14 days" is stamped. If it is, you have to register regardless of the information given above.

There is no fee charged for registration. However, US\$ 30 (Rupees equivalent amounting to Rs. 1395/-)* is charged for late registration or over-stay. Overstay has to be condoned by the competent authority.

(* Government of India may change this fee any time)

Formalities to be Observed by Registered Foreigners

Registration formalities for foreigners are guided by the [Registration of Foreigners Act, 1939](#) and the [Registration of Foreigners Rules, 1992](#).

Documents Required at the Time of Registration (This is an indicative list, requirement may vary)

1. Online registration at major metro cities <http://www.immigrationindia.nic.in/>
2. Registration form (available at FRROs/FROs).
3. Passport in original and 4 photocopies of the pages of your passport bearing your picture and address details
4. 4 photocopies of your Indian visa page
5. Six head shot pictures
6. Copy of Fulbright Grant Award Letter
7. Copy of Fulbright Acceptance Letter
8. Residence Proof (If apartment, bring copy of lease and letter from landlord with signature and address).
9. Utility Bills in the name of the owner of the house (electricity, water bill etc)
10. Joining letter from Institution of Affiliation that is signed and dated AFTER date of arrival in India and is on official Letterhead.
11. Letter of Undertaking provided by USIEF

Please note that this is not an exhaustive list and each FRO/FRRO may ask for additional documents specific to their requirement

On submitting the form for registration to FRRO/FRO, you will receive a registration certificate or a copy of your registration form duly signed and stamped by the concerned officer. Please keep a copy of your certificate or the stamped form always with you and keep the original in a safe place. It is an important document for your verification when you are traveling. Foreigners are required to inform the registration authorities of any permanent change of address. They are also required to inform the registration officer if they plan to be absent from their registered address for a continuous period of 8 weeks or more. Similarly, foreigners who stay for a period of more than 8 weeks at any place other than the district where they have a registered address must inform the Registration Officer of this other district where they are staying.

Please send a scanned copy of your registration form to USIEF as soon as you complete the formalities

The registration procedure is for the protection of foreign visitors, as much as it serves Indian police records maintenance. Registration is essential to seek extensions of visas, re-entry permits, and for practically all business with Government agencies in India, federal or state.

Please report the loss of this document to the nearest Police Station immediately. Foreigners registered with FRRO/ FRO are required to keep the registration office informed about their travel plans. Hotels require passport, visa and registration details from foreign guests at check-in.

People of Indian Origin (PIO) cardholders staying continuously for more than 180 days have to register with the local FRRO/FRO office within one month of the expiry of 180 days of stay.

Overseas Citizens of India (OCI) cardholders do not require registration.

Registration facilities are not provided at the airport.

4.3 Extension of Visa

Those who plan to extend their stay in India, whether in the capacity of a Fulbright scholar or as an Independent Scholar beyond the Fulbright grant period, must seek a visa extension at least one month before the expiration of the visa. Contact the concerned US Program staff at USIEF for details about visa extension. USIEF will issue a letter to the FRROs/FROs in his/her city of affiliation for an extension request. The FRROs/FROs are authorized to extend your visas. The following documents are necessary to request a visa extension:

- duly filled visa extension form
- request letter for visa extension from USIEF
- USIEF undertaking for the period of extension
- a letter from the academic coordinator/supervisor recommending extension
- evidence of funds for maintenance during the extended period (if the extension is required beyond the grant period for stay as an independent scholar)

In addition to these documents, you must carry a passport size photo, original passport and registration form/certificate (if registered), a copy of your passport, visa and applicable fee (currently about INR 6,000*).

(* Government of India may change this fee any time)

SECTION V

GENERAL INFORMATION

As you search for current information on India online you may want to consider reading the blogs of recent Fulbright grantees to India and asking them some questions. They will be excellent sources of practical information and insights. [IIE/CIES](#) and [USIEF](#) can give you contact information for Fulbright alumni who completed their grants in the past three years. Of course, a simple Google search for “blog India Fulbright” will lead you to some of these blogs. A number of US Fulbright alumni provide links to their websites on the Friends of Fulbright to India website: www.fulbrightindiaalumni.org.

5.1 What to Bring

Creating a packing list that fits all grantees’ situations would be impossible. A word about what not to bring may be in order. In general it is a good idea to pack lightly. You will realize that you can find everything you may need for your stay at very reasonable prices in local markets. Do not bring expensive jewelry or objects of sentimental value. Besides just a few low maintenance weather and season appropriate clothes, you may want to consider packing some the following:

Medicines: Most US over-the-counter medicines or comparable are available in India at a fraction of US prices. However, you may prefer to bring medication and/or supplements you take regularly. If in doubt, check with your doctor before you travel.

Contact lenses and glasses: A variety of contact lenses and cleaning solutions are available in metro areas. You may want to bring enough to keep you going. Dust particles can make wearing contact lenses uncomfortable. You may decide to wear eyeglasses. A prescription for eyeglasses can be easily filled and there is a wide variety of designer frames.

Toiletries and Cosmetics: Most shops in India carry local makes of popular international cosmetic brands. If you are allergic to certain soaps or cosmetics, bring with you the products you prefer to use. You can bring your favorite sunscreen lotion, but this too is available at pharmacies (chemist shop, in India). Spray deodorants are widely available, but stick deodorants are harder to find.

Books, Magazines, Newspapers and Journals: Bring books you know you will need for your work. American and other international professional publications may be difficult to find. Check the [American Libraries in India](#) Online Catalog of Materials Available at the Chennai, Kolkata, Mumbai, and New Delhi American libraries to find out if they subscribe to the publications you need. You may choose to subscribe to the online editions of your favorite publications for the duration of your time away from home.

Batteries, Electronics, Small Appliances: Check with airlines about restrictions on transport of batteries and electronics. Most scholars bring a laptop computer. Electric toothbrushes, which recharge on 220 volt, are available in all metropolitan areas. An inexpensive alarm clock will come in handy when you arrive, but it can be purchased in India. Also, a small flashlight may be of use in

case of a power cut. One camera and one laptop can be brought through Indian customs without duty.

Art Supplies and Equipment: Artists are advised to bring quality art supplies they commonly use, as these, if available, will be very expensive. Photographers who need special equipment should find out what is available before leaving the US.

Other: copies of important documents (passport, immunization records, medical prescriptions, eyeglass prescription), comfortable sturdy and washable sandals, zipper or slider storage bags (Ziploc bags), Kindle, i-Pod.

5.2 Cultural Adjustment

Many factors affect the way individuals adjust to a new culture. There is, of course, personality factors, such as the degree of self-confidence, a person's sense of humor, interpersonal skills, tolerance of ambiguous or frustrating experiences, etc. Other factors hinge on the nature of the differences between your culture and the host culture, your past experiences in foreign settings, and the specific conditions that surround you.

Remember that for every interaction or behavior you find strange, there is probably a corresponding response or behavior of yours likely to baffle somebody else. Observe your own emotions and reactions, listen and observe, ask questions, keep a sense of humor, and be patient with yourself!

Fortunately, you are part of the large community of Fulbrighters, and you will find many people to talk with when you need to. US Fulbright alumni, Indian Fulbrighters, USIEF staff and other colleagues will be able to advise you on how to handle situations you encounter.

Social scientists who have studied the phenomenon of cultural adjustment identify phases in the adjusting process. Awareness of this phenomenon may help you develop strategies to strengthen your commitment to your project and enrich your experiences in India. Recognizing that, no matter how experienced a travel you may be, at some point you may experience culture shock during your time in India.

The following are links to resources that may help you cope with cultural adjustment:

- [What's Up With Culture](#)
- [Transitions Abroad](#)
- [Glimpse.org](#)
- [GlobalScholar](#)

5.3 Bare Necessities

5.3.1 Housing

If your grant requires you to stay more than a few weeks in one location, renting a place and establishing a household may be preferable to staying in a hotel or a guesthouse. USIEF can help you providing a list of realtors in your location, as well as contact information for Fulbrighters in the area who can give you good advice. In large cities, housing options may be limited and rents can be

high. For example, in Delhi or Mumbai, renting a one-bedroom modestly furnished apartment may cost between US\$500 and US\$800 per month. Grantees without dependents very often choose not to set up a permanent household. Guesthouses and paying guest accommodations are less complicated alternatives. Some guesthouses have modest kitchenettes and kitchen utensils and equipment are inexpensive in India.

5.3.2 Water

Boiling and filtering water remain the most effective and economical ways of obtaining safe water to drink. Use filtered water when you brush your teeth. Plastic bottles of local and imported spring and mineral water of different brands are available in a variety of sizes and prices. Restaurants frequented by Westerners use reverse osmosis (RO) filtered water. You may, however, prefer to order bottled water.

5.3.3 Food

Whole wheat, white flour, sugar, milk, butter, rice, pulses (dried lentils, peas and beans), and fresh vegetables and legumes can be bought anywhere in India. Meat consists chiefly of mutton (goat meat) and chicken. Beef and pork products are available only in some parts of India. Ground lamb can be used as a substitute for hamburger. You can find soy milk, breakfast cereal and muesli in grocery stores of all metropolitan areas.

5.3.4 Clothing

For both men and women, dressing conservatively (covered shoulders and long pants), helps create a positive and lasting first impression. Although customs are changing, especially in major metropolitan areas, where Indian women are more likely to wear Western-style clothes, it does not hurt to be on the side of caution in fashion terms, and observe what others wear around you.

Some holy places require visitors to remove shoes and leave them outside. Head cover is required in some places of worship, so it is a good idea to bring a scarf when visiting temples. For example, Sikh temples require both men and women to cover their heads. Jain temples also require that visitors leave outside leather garments or items they may carry. As always, be mindful and observant.

Necessities include a pair (or two) of sturdy walking shoes or sandals, a swimsuit and goggles for swimmers, running shoes and other special sportswear, an umbrella and, perhaps, a light raincoat for the monsoon season. Most general items are available in cities in India. Note that women's shoes larger sizes (US 9 or larger) are not always available, or are available but in more expensive imported brands.

Cotton is more comfortable in the heat than synthetics. Local laundrymen (*dhobis*) do not always understand the care of synthetics or delicate items of clothing. To preserve these types of clothes, you will need to wash them yourself. Acquiring a few ready-made garments locally or having them tailored is something you may enjoy and it will not be too costly. Dry cleaning is available in most towns and in all cities. A woolen or fleece jacket will be necessary for the cooler months (November through March) in northern areas of India, and in mountain areas. Ask Fulbright alumni who lived in the region of India where you are going what the dress code was for professional activities.

For more advice on clothing etiquette, read "Five Tips on What to Wear in India," by Beth Whitman in [Wanderlust and Lipstick](#).

5.3.5 Electricity

The power supply is 220-240 volt, 50 HZ alternating current (AC). Imported appliances of this voltage may require a multi-plug adapter available at small hardware shops in Indian shopping markets. As electricity in India is in short supply, power cuts are common throughout the country, especially during the hot season. Be sure to ask about the electric supply in the place to which you are assigned before bringing any electrical equipment from the US. Step-down transformers will be required for US equipment.

5.3.6 Medical Supplies

Several US drugs are now manufactured in India, some under different names. Most types of vitamins are easily available. If dependent upon favorite home remedies, children's medicines or prescription drugs, bring a reasonable supply with you.

Insect repellent and sprays are available. Several brands of mosquito repellents dispersed through electric machines such as 'Good Knight' and 'Mortein' and ointments like 'Odomos' are effective and readily available. It is advisable to do a patch test to see the suitability of the ointment/lotion/cream on your skin before extensive use.

The Govt. of India treats the courier delivery of prescriptions for health maintenance for a U.S. Fulbright fellow in India as an "import of drugs and medicines for personal use". They require an import license, copies of the prescription, drug information, payment of taxes, invoices, and other documentation.

All prescription drugs require to be first cleared by the Assistant Drug Commissioner of Customs. A Doctor's prescription is essential. Once the 'No Objection Certificate' is obtained, the shipment is presented to Customs for valuation and clearance.

For further details please refer to the following websites:

<http://www.bluedart.com/imports.html#drugs>

www.cbec.gov.in/cs-manual-2012.pdf.

5.3.7 Newspapers and Popular Magazines

Numerous newspapers and journals are published in English and in Indian languages. Many are online:

[The Asian Age](#)

[Frontline](#)

[The Hindu](#)

[Hindustan Times](#)

[India Today](#)

[Indian Express](#)

[Times of India](#)

Other Indian newspapers: <http://www.indiaindia.com/index.php/>

5.3.8 Money

The rupee is the standard monetary unit of India. Each Indian rupee is divided into 100 paisa. Coins currently in circulation are 1, 2, 5, and 10 rupees. The 50 paisa coin is still used but it has become rare. Bills, known as currency notes in India, are in denominations of 5, 10, 20, 50, 100, 500, and 1000.

The dollar-rupee exchange rate may fluctuate. Insist on obtaining official receipts from banks, stores, hotels or other agencies authorized to accept foreign currency, and save them. If, when you leave India, you have extra rupees that you wish to reconvert to dollars, those receipts will be required.

Grantees are advised to bring about US\$ 2,000 in cash or traveler's checks. You may have more expenses in the first month in India. Note, however, that two months stipend will be credited to your bank account before your grant period begins.

5.4 Telecommunications

Mobile Phones, Fixed (Landline) Phones, and Internet Connections

For safety reasons, USIEF requires you to purchase a mobile phone in India. Mobile phones services are reliable and have become invaluable in the event of an emergency and to disseminate information quickly. You will see phone centers or call booths all over India with the following abbreviations painted on them:

STD	Subscriber Trunk (or Toll) Dialing	National call dialed by caller directly and outside the local unit area
ISD	International Subscriber Dialing	International call dialed by the caller directly, without an operator
PCO	Public Call Office	A place where you can make local calls

Most STD ISD PCOs also offer fax service. Internet cafes (netcafes or cyber cafes, in India) are almost everywhere these days, but download speed varies from place to place.

Private phone companies like Airtel and Tata Indicom offer landline phones with Wi-Fi connection for home use. You can also get an Internet data card from all major mobile phone companies. To get a landline, you need the same documents you need to get a mobile phone:

- A proof of address (the hotel registration "Form C" will do)
- Passport size photos (bring at least 3)
- Your passport and a photocopy of it
- Your visa and a photocopy of it
- Carry FRRO/FRO registration with you, if you have one, and photocopies of it

To Make International Calls from India:

Example: To call to a friend in Washington, DC, dial

- | | |
|---|--------------------------|
| 1. International access code for India: | 00 |
| 2. Country code of the country you are calling: | 1 (for the US) |
| 3. Area Code: | 202 (for Washington, DC) |
| 4. Your friend's phone number: | ###-#### |

Making Local Calls within India, from one city to another:

Example: if you are in Delhi, calling someone in Mumbai:

Landline to Landline: Dial the Mumbai code (022) followed by the eight digit phone number from a phone with STD facility.

Landline to Mobile: Dial '0' from landline with STD facility, followed by the mobile number.

Mobile to Mobile: Dial '0' followed by the Mobile number

Mobile to Landline: Dial the city code (022) followed by the phone number.

The country code for India is 91

Someone calling from the US to your mobile will dial 0091 and your mobile number.

Visit <http://phonebook.bol.net.in/> for telephone directory and city codes in India.

5.5 Postal Services

Sending Mail

[India Post](#) is the largest postal network in the world in terms of population served and area covered. India Post launched its official twitter account in 2010, which began with the Department of Posts (DoP) posting information about new programs (schemes, in India) for users. DoP currently offers SMS tracking for Speed Post shipments, announcements of commemorative postage and limited edition stamps, as well as a forum to ask questions and express complaints. For postage calculator, visit <http://www.indiapost.gov.in/PostageCalculator.html>.

India Post: www.indiapost.gov.in

India Post on twitter: <http://twitter.com/#!/postofficeindia>

Receiving Mail

USIEF headquarters address or the address of your closest regional office may be used for mail forwarding. Make sure you inform USIEF staff of your current mailing address.

USIEF often receives packages from the United States addressed to grantees on which customs duty and other charges must be paid. USIEF gives the Post Office the grantee's current address, so that the package can be forwarded. You may refuse to accept any package on which you do not wish to pay duty. However, since packages cannot be held for more than seven days and since it is sometimes difficult to forward them, USIEF normally accept packages, deduct charges from the grantee's allowance, if a grantee instructs USIEF to do so in writing.

5.6 Laptop computers

Please make sure that your laptop meets international standards, that it can meet varying electrical requirements. India's power supply runs on 220 volts. Check to make sure that your battery can be charged by an outlet that runs 110-220 volts. Be sure to bring adapters for electric sockets and plugs. You will also need power converters and surge protectors that are available in India. Portable printers are sold and serviced in India. Unless you plan to spend most of your time in a remote area, you don't need to bring a printer with you. Bring the latest virus protection software with you.

E-mail services like "gmail", "hotmail", "yahoo" and "rediffmail" can be operated in India using local Internet service providers. Internet and e-mail services are available in almost all major urban centers. However, being connected to the service through a phone line can be frustrating because the lines are sometimes busy or faulty. If you have a private or university e-mail ID in the US, check with your university's Systems Manager about how to access your US account using an Internet connection in India.

5.7 Transportation

5.7.1 Cars, Auto Rickshaws and Local Transit Systems

Cars can be hired for personal use, commonly with a driver. For local transportation, cabs (taxis, in India) are available in all cities and larger towns. Radio taxi services are available in all major metros. Most taxis are metered. Note that, due to frequent rate increases, you will be charged according to the kilometer reading on the meter and the amount posted on the Auto Fare Card, a government printed chart that drivers carry. Tips are not expected. For out of the way destinations, taxis may sometimes demand round-trip fare. Prepaid taxis, managed by local authorities, are available at most Indian airports and major railway stations.

If you use a taxi, here are some safety tips.

When possible, try to use a taxi driver or car service that has a good reputation among the expat community. Many taxi drivers will give you their personal cell phone number and you can call them to pick you up, though they may charge you for the mileage from the taxi stand to your house. Always get a taxi from a taxi stand. Never hail one on the street.

Another good alternative is a radio taxi service you can call to your residence. Most don't turn the meters on until you are in the car.

Even when using a known driver, there are a few safety rules:

- Always use a registered taxi and record the taxi number. In Delhi, registered taxis will have a DL 1T plate. The subsequent 4 numbers are the taxi ID number. Record that number and ask the driver's name and repeat it back to him. Even if he gives you a fake name, it lets the driver know that you will remember him.
- Familiarize yourself with your travel route BEFORE getting into the cab. Nothing screams tourist (and potential target) like an unfolded map! Study your map in a safe place. Many taxi drivers may not be familiar with your destination and it is not uncommon for them to run up the

meter before hopping out to ask directions. Knowing the route you intend to travel can not only help you stay safe, but save you money as well.

- Lock your doors and roll up your windows. Also, keep your bags and parcels away from the doors and windows. They create an attractive target for the many skilled thieves in our fair city who have even stolen bags from moving vehicles.

Most importantly, use the buddy system! Most taxi related crimes happen to people traveling alone and at night. Women are particularly vulnerable and have been victims of robberies and sexual assaults. Keep a wingman or wing woman handy! If you have to travel alone, take out your cell phone and make a call. Tell the person on the other line where you are and where you are going. If you feel threatened, give the person on the other end your taxi number (that you remembered to memorize before getting in the taxi) and your route of travel.

- Always make a note of the Taxi number before boarding the taxi and keep it handy so that you can call and inform a friend in case of any emergency.

Auto rickshaws, three-wheel motor vehicles, are cheaper, but may not be as comfortable or safe. Always ask the driver to run the meter. If the meter is not an option, negotiate the fare before you board the auto. Get local advice on fare ranges to your destination.

The auto rickshaw or “tuk tuk” as it is affectionately known, is a cheap and efficient form of public transportation. Their compact size allows them to weave in and out of traffic with ease while the passengers enjoy the sights, sounds, and smells of the city and the wind in their hair. Tuk Tuks are a fun option to get around the city quickly; however, they present some very dangerous concerns.

- Tuk tuks offer little protection in an accident. Even small accidents can cause severe injuries. Aside from collisions, these vehicles are also known to topple rather easily when off balance leaving its passengers face down on the pavement.
- No safety restraints. Being thrown from a vehicle is the number one cause of death in vehicle accidents. Remaining in the vehicle is your best chance of survival.
- No doors or windows. There are known cases of children/adults that have slid out of the vehicle on an abrupt turn.
- Tuk tuks are open-air exposing you to the harmful exhaust fumes of the surrounding vehicles.
- Motorcycle thieves view tuk tuk passengers as easy targets for purse snatching. Keep a close hold on your possessions or you may find yourself a victim to this increasingly common crime.
- Sometimes unreliable, tuk tuks are prone to break downs that can leave you stranded in an unfamiliar area.
- Exposure to passersby. Passengers have been coaxed into arguments and altercations with beggars and street vendors.

[Taxi Auto Fare](http://www.taxiautofare.com/) is an online service that provides a Google Maps based calculator to estimate auto rickshaw and taxi fares in more than 15 cities around India, as well as links to auto and taxi fare cards/charts: <http://www.taxiautofare.com/>. This website was launched in 2010 and it needs some improvement, but it may still be helpful.

Buses are dependable, cheap, and convenient but may not be comfortable if crowded. Bus routes are now available online for some cities. Most cities are connected with three types of interstate bus services: regular AC buses, deluxe buses, and air-conditioned (Volvo AC). Book tickets in advance for air-conditioned/deluxe buses.

Metro lines are available in New Delhi, Kolkata and Bengaluru. The “metro” is an inexpensive and efficient way to travel. Delhi Metro reserves the first compartment (coach) of every train for women, while a section in each compartment is reserved for women. Both systems offer a Travel Card or Smart Card-based ticketing system option:

Delhi Metro www.delhimetrorail.com

Kolkata Metro <http://www.mtp.indianrailways.gov.in/>

Trams are only available in Kolkata and they are managed by the government of West Bengal's Calcutta Tramways Company, Ltd.: <http://www.calcuttatrampways.com/home.htm>

5.7.2 Trains

The Indian railway system is the longest in the world and also one of the most used. There are the "express" or "mail" trains for intercity transport, and "super-fast air conditioned" trains connecting Delhi with state capitals and most major cities.. Several long trains are composed of two to three classes of travel, such as a 1st and 2nd classes which have different pricing systems for various amenities.

First class AC, 2-Tier AC and 3-Tier AC travel on Indian trains is comfortable. The coach attendant provides pillows, blankets, bed sheets and towels. On long-distance trains, meals are provided on board; on some special trains, the cost of the meal is included in the ticket cost. Solo women travelers generally prefer Second Class 2-Tier AC (which have sleepers with curtains), over First Class compartments, which is a cubicle meant for four people. For details about train schedules, reservation status and Internet booking, visit www.indianrail.gov.in and www.irctc.co.in.

5.7.3 Flights

Flights between major cities and most midsize towns are scheduled daily. Besides the government operated airline [Air India](http://www.airindia.com), there are a number of privately operated airlines.

Air India <http://airindia.com>

Jet Airways www.jetairways.com

Spicejet www.spicejet.com

IndiGo <http://book.goindigo.in>

GoAir www.goair.in

5.8 Indian Universities

There are over 460 university-level institutions recognized by the University Grants Commission (UGC), a statutory body of the Government of India. In addition, there are over 20,000 undergraduate (bachelor's degree) colleges and other professional/ technical institutions. For more details, please visit the following websites of the professional bodies that manage/fund these institutions:

University Grant Commission	www.ugc.ac.in
Association of Indian Universities	www.aiuweb.org
All India Council of Technical Education	www.aicte.ernet.in
Council for Scientific and Industrial Research	http://www.csir.res.in
Medical Council of India	http://www.mciindia.org/
Indian Council of Social Science Research	http://www.icsr.org
Indian Council of Agricultural Research	www.icar.org.in/

University Admission: Twelve years of study, resulting in a senior secondary certificate, is the minimum requirement for admission to degree courses including professional courses in agriculture, engineering, medicine and architecture. Students seeking admission to first-degree courses at universities are expected to be above 17 years and similar age requirements exist for admission to professional courses. Some of universities have also laid down a maximum age of 21-24 for admission to first-degree courses/professional courses. Many universities also offer degree and professional courses through distance education.

Medium of Instruction: English is often the official medium of instruction with the option to use other languages at the undergraduate level. To a lesser extent, this applies to postgraduate and professional courses, which are taught in English.

Academic Year: The academic year usually begins in June or July and ends in March or April. Institutions located in the mountains follow a slightly different schedule because of the severe winter conditions. Agricultural, engineering and other professional university institutions follow a semester system.

University Degrees: There are three stages of degree programs in India. The first-degree admissions are generally open to those who have completed 12 years of schooling. B.A., B.Com. and B.Sc. programs involve a three-year study, B.Sc. (Engg.), B.E., B.Tech. take four years, B.Sc. (Agriculture) and B.V.Sc. (Veterinary) are completed in 4 to 5 years, M.B.B.S. (Medical and Surgery) runs for five and a half years, and B. Arch. (Architecture) programs run for five years.

Honors courses, which focus on one field, lead to a bachelor's degree. L.L.B. (Law) is offered to those who have a bachelor's degree. Some of the universities have introduced a five-year integrated program leading to a first degree in Law. A Bachelor of Education (B.Ed.) degree can be taken after a bachelor's degree.

Second Stage: M.A., M.Com, M.Sc., M.Sc. (Agril.), M.Tech., M.E., M.Sc. (Engg.), M.Arch., M.Pharm., M.D.S., M.S., M.B.A. The postgraduate programs (except for M.Tech.) are two years long. The Indian Institutes of Technology (IIT) and other technical institutions have structured their postgraduate programs and now offer three-semester (one and a half years) study leading to M.E., M.Sc. (Engg.), and M.Tech. degrees, M.D., M.S. and M.S. (Medical and Surgery) courses take two years after M.B.B.S.

Third Stage: M.Phil. Programs of one year are preparatory to doctoral level studies. Some of the universities allow M.B.B.S. /B.E. degree holders for admission to PhD course. A PhD program involves a research study of a minimum two years followed by submission of thesis and a viva-voce examination. D.Sc. and D.Litt. are awarded by some universities after a PhD for original contributions.

5.9 Your Teaching Assignment – For Fulbright-Nehru Visiting Lecturers, Teaching and Research and Distinguished Chairs

Teaching in India will take place at different types of universities and colleges that vary in terms of academic/administrative arrangements. Most of the colleges and universities are emphasizing new methods of pedagogy, specifically interactive methods, group-work and project-based learning. Indian institutions would welcome visiting scholars who can contribute in these areas.

Indian institutions, with the exception of some of the highly reputed technical and management schools, have loosely structured lecturing schedules that require adaptability and initiative on the part of American lecturers. In general, undergraduate colleges tend to make optimum use of visiting lecturers, so USIEF uses them widely for our lecturer placements. Community college faculties are eligible for affiliation with undergraduate colleges.

Because of year-end examinations and vacations, teaching is not possible in the majority of Indian institutions from March/April through June/July. Grantees should take this into consideration in proposing dates for the grant period to ensure that there is sufficient teaching time.

A visiting lecturer may be involved in independent teaching, team-teaching, or offering seminars and workshops at both the affiliating university and elsewhere. USIEF may occasionally arrange lecture tours. In addition, grantees may receive invitations from Indian institutions and the American Embassy/Consulates' Public Affairs offices to participate in seminars, lectures, and conferences. Grantees should find out whether the host is offering to cover their expenses or not. USIEF encourages US scholars to actively participate in these kinds of events. If you receive an invitation from an Indian institution that cannot pay your expenses, USIEF may cover the expenses out of the incidental allowance reserved for project-related expenses, which is part of your total grant benefits. Based on the availability of funds, USIEF will consider cost sharing expenses with a host institution, if the event features the visiting scholar's work.

USIEF staff does its best to match grantees with the most suitable institutions. As you prepare to interact with the Indian education system, there are a few considerations that may help you and your host institution plan for a successful academic experience:

- The ideal time to arrive for a US visiting lecturer to India is at the beginning of the academic term of the Indian institutions.
- Indian institutions prefer visiting scholars to teach "electives" (called optional papers, in India). Visiting faculty do not generally teach mandatory (compulsive) courses, because these courses are intended to prepare students for finals (year-end examinations).
- Scholars on teaching grants are, in general, expected to teach 6-8 hours per week.
- USIEF advises visiting lecturers to contact their host departments before arriving in India to ask if the syllabus will be prearranged or whether they will be free to decide what to teach. Ask whether you will be team teaching with an Indian colleague, or if you will be solely responsible for a class.
- It is a good idea to arrive in India with a few special lectures on your topic of expertise already prepared. In addition to the lecturer's weekly classroom workload, US professors usually

spend time advising Indian M.Phil. and Ph.D. research students and interacting with teaching staff. Collaborating with colleagues to organize workshops and seminars is also common.

- Meeting with the head of the institution on arrival is also a good idea. It may take some time and effort to get a sense of the institutional ecosystem. It is important to ensure that your presence on campus is well publicized through the institution's information network.
- Your faculty coordinator will assist you in getting access to the library and computer resources of the institution. Most of the affiliating institutions in India provide office space and necessary infrastructure to the visiting scholar. Library collections, especially periodicals, are often incomplete and students may lack the required textbooks. Departmental libraries, sometimes under the personal custody of the head of the department, are usually better stocked but access may be limited.
- Traditionally, teachers are held in high regard in India, and the student-teacher relationship is generally formal. Students address their teachers as sir/madam and will stand up to show respect and greet them when they enter the classroom. It is important to note that, while English may be the medium of instruction, some students may have some difficulty understanding an American accent.
- Initial reluctance in student classroom participation sometimes surprises US lecturers. US lecturers often expect and grade on classroom participation. Indian students are more accustomed to being "instructed" on the information to be covered on the final examination.

What to bring: A lecturer should bring to India any special notes, books or other materials he/she uses to teach. Such materials will be useful in discussions with Indian faculty colleagues, and valuable in preparing for other speaking engagements. Bringing materials on your laptop and pen drive is a good plan if you are unsure of the availability and speed of Internet facilities for downloading from your home university website and other sources you may use in the US. Donations of books for the library are much appreciated.

Talks and Speeches

You will be invited to address audiences of both academics and non-academics. You may find the following suggestions by Fulbright alumni useful:

1. Enunciate clearly and speak slowly: Your pronunciation and your choice of words may be very unfamiliar to your Indian audiences. Try to obtain feedback from your audience (Am I speaking too fast?)
2. Avoid using idioms and trade jargon that your audience may not recognize.
3. Minimize "upspeak" or "uptalk" (ending most statements with a rising intonation pattern at the end).
This may be misleading to your audience (they may think you are asking a question) or simply tiring.
4. Be prepared to speak without advance notice. In these occasions, keep it simple and stick to subjects you know well and feel comfortable discussing.
5. Keep it short and leave time for audience questions.
6. Honesty and forthrightness are appreciated, but be aware that there are sensitive topics, such as caste, inequality and poverty that may upset your listeners.

7. Equip yourself with statistical and factual information about recurring topics of interest among Indian audiences, such as US. race relations, women's rights, the education system .
8. This may sound obvious, but when you're in India, whether you are addressing one person or a group, don't use swear words. Even if a term had lost its original strength in the US or if you use it occasionally as a filler or when you are frazzled or annoyed, be mindful.

5.10 The South and Central Asia Regional Travel Program – For Fulbright-Nehru Visiting Lecturers, Senior Researchers, Serial Grant, Teaching and Research, Environmental Leadership Award and Distinguished Chairs

The program is designed to offer posts, Commissions, and local academic institutions the opportunity to benefit from the academic and professional expertise of US Fulbright Scholars who are based in other SCA countries in a given academic year. Travel grants will allow scholars, currently in their host country, to spend a period of three to 14 days, including travel days, in another SCA country. For more on the Travel Program, contact Mr. [Neeraj Goswami](mailto:neeraj@usief.org.in) at neeraj@usief.org.in or +91-11-42090932.

5.11 Critical Language Enhancement Award (CLEA)

CLEA provides an opportunity for Fulbright US Student Program grantees to receive three to six months of intensive language study in addition to their Fulbright grants. All students who have been awarded a Fulbright US student grant and intend to use one of the eligible languages in their Fulbright project may apply. The purpose of the CLEA is to cultivate higher levels of language proficiency prior to, during, and beyond the Fulbright grant period. Fulbright grantees capable of communicating effectively in the local language in their host countries are more likely to form stronger bonds with their peers, conduct more meaningful research, and further mutual understanding. For more on the CLEA, contact Mr. [Neeraj Goswami](mailto:neeraj@usief.org.in) at neeraj@usief.org.in or +91-11-42090932.

Language classes for ETAs will be arranged as per USIEF guidelines.

5.12 Glossary of Educational Terms

India	US
Postgraduate	Graduate
Staff	Faculty
Faculty	School (e.g., of Medicine)
Vice Chancellor	President
Marks	Grades
Paper	Course; examination
Main	Major
Subsidiary	Minor
Compulsory paper	Required course
Optional paper	Elective course
Reads a subject	Takes a class
First, Second, Third Division or Class	A average, B average, etc.
Mark sheet	Academic transcript
Gives and exam	Takes and exam
Passing out	Graduating
Convocation	Commencement

'Pass' and Honors	Refers to Bachelors study
Intermediate/Pre-University	Junior College (roughly, freshman and sophomore years)
Key, guide	Cram book
Hostel	Dormitory
Syllabus	Syllabus or course outline
Reader	Associate Professor
Get a seat	Get admission
Number of seats	Number of vacancies
Rector	Provost
Pro Vice Chancellor	Vice President
Term	Semester/Quarter
Co-curricular activities	Extracurricular activities
S.S.C. (Secondary School Certificate)	High School Diploma
Matriculation ("matric")	Ten years of high school, or the final year of high school
Public School	Private School
Government School	Public School

5.13 Education for Children

Schools in many cities use English as a medium of instruction. Elementary school age children of grantees generally enjoy the experience of going to school and making new friends their age. For those in high school, it may be a priority that their studies stay closer to the curriculum they follow at home. Some schools in India prepare students for the American high school diploma. Many expatriates find the Calvert system of correspondence courses satisfactory. Before leaving home, consult the school the child is attending about the syllabi for the courses that will be missed. The school may even have an arrangement for the child to keep abreast by correspondence during time spent in India. A few options for children's education:

Chennai

American International School
8 Murray's Gate Road, Chennai – 18
Tel: +91-44-22549000;
www.aisch.org

Kolkata

St. Xavier's (for boys)
30 Park Street
Kolkata – 16
Tel: +91-33-22805197

Loreto House (for girls)
7 Middleton Road
Kolkata – 16
Tel: +91-33-22650096

La Martiniere (for boys)
11 Dr. U.N. Bramhachari St.
Kolkata – 17
Tel: +91-33-22902418
www.lmbcal.com

La Martiniere (for girls)
Rawdon Street
Kolkata – 16
Tel: +91-33-22903841

Mumbai

Bombay International School
Gilbert Building Babulnath
2nd Cross Road, Mumbai – 7
Tel: +91-22-23648206
www.bisschool.com

Campion School (for boys)
13 Cooperage Road
Fort, Mumbai – 1
Tel: +91-22-22020575
www.campion-calls.com

Bombay Scottish School
Veer Savarkar Marg, Mumbai – 16
Tel: +91-22-24451365, 24453460

New Delhi

The American Embassy School
Chandragupta Marg
Chanakya Puri, New Delhi – 21
Tel: +91-11-26888854
<http://aes.ac.in>

The British School
Dr. P Jose Rizal Marg
Chanakya Puri, New Delhi – 21
Tel: +91-11-24102183
www.british-school.org

Lancers International School
DLF, Phase-V, Sector-53
Gurgaon-122 001, Haryana, India
Tel: +91-124-4171900/4261900/4263900
www.lancersinternationalschool.in

Boarding Schools

Woodstock School
Mussoorie
Uttarakhand - 248179
Tel: +91-135-6615000 Email: mail@woodstock.ac.in
www.woodstock.ac.in

The Doon School
The Mall
Dehradun
Uttarakhand -248001
Tel: +91-135-2526400
www.doonschool.com

Kodaikanal International School
P.O. Box 25, Kodaikanal
Tamil Nadu – 624 101
Tel: +91-4542-247500
www.kis.in

5.14 Religion

The Indian Constitution gives equal respect to people of all religious faiths. Hinduism is practiced by the vast majority and Islam is the largest minority religion. Christians of different denominations will find churches in all major cities. Several Protestant denominations have been integrated in India into

the churches of North India and South India. Seventh Day Adventists and Baptists have their own churches. The Syrian Church in Kerala is perhaps one of the oldest Christian churches, tracing its origins to the evangelical work of St. Thomas the Apostle, who is believed to have come to India in 52 A.D. Some church services are in English. Several small Jewish communities exist mainly on the west coast near Mumbai and in Kerala. There are synagogues in most major cities, and the one in Cochin (Kerala) claims to be the second oldest in the world.

5.15 Hospitality in Indian Homes

Indian hospitality is both generous and sincere. The expression “Guest is God” (Atithi devo bhava, in Sanskrit) sums up the nature of the host-guest relationship. Indians are customarily friendly, eager to help and curious. Except in modern Indian homes, being invited to someone’s home for a casual meal is rare. If friends want to entertain, they may invite you to a restaurant instead.

If you invite Indian guests to your home for a meal, ask if they are vegetarian or non-vegetarian, and if there are foods they cannot eat because of other dietary restrictions. In India, vegetarian usually means lacto vegetarian (people who eat plants, honey, milk and milk products, but no eggs, no meat, poultry or fish). Generally, Muslims do not eat pork and Hindus do not eat beef. Some individuals fast on certain days of the week, so it is a good idea to ask before making plans.

The social use of alcohol in India is not as common as in the US, except at weddings, business related social gatherings, and, more recently, among young Indians. If alcohol is served, it will be served first and dinner will usually be much later. There is no obligation to either accept alcohol or serve it in social gatherings. Non-drinking Indians most likely will not mind if you choose to drink. Excessive drinking and intoxication, of course, is not appropriate.

5.16 Civil Emergencies While in India

If there is civil unrest or a natural disaster where you are located, it is important to ascertain whether it is advisable to stay put in a safe place (e.g., stay indoors at home or with friends) or to leave the area. If transport is disrupted, leaving may be dangerous. Alert USIEF or the US consulate for your region about your situation. If you feel it appropriate to leave, you are free of course to do so, and can seek USIEF’s help.

Since a Fulbrighter receives US government funds, you are required to follow the guidance of US Department of State travel warnings. That is, if a Travel Warning is issued for the area in which you are located, USIEF will direct you to leave that area for the time being, and will assist you with travel arrangements, if you need help. Your cooperation is important.

If there is uncertainty about the safety of an area in which you need to conduct research, and the situation seems stable, you may ask the USIEF Program Staff to check with the Embassy to see if you may travel there temporarily. Inform USIEF where exactly you propose to go, when, and for how long. If the Regional Security Officer at the US Embassy clears you to travel to the specific places for a specific period of time, USIEF will allow the travel. In a situation, which is fluid and potentially volatile, such a decision would not be made very far in advance of proposed travel dates.

For details on evacuation from the country, see [Annexure X](#) on USIEF’s Emergency Action Plan.

5.17 Safety, Health, and Disease Prevention

Well before your departure, inform yourself about health issues and precautionary measures, as some immunizations require a series of doses over several months. Visit the US Centers for Disease Control and Prevention website www.cdc.gov/travel/index.htm.

Smart Traveler Enrollment Program (STEP)

The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country.

STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency.

STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

You can enroll to STEP through <https://step.state.gov/step/>

5.17.1 Food and Drink Safety

Visitors to India are at a high risk for gastrointestinal illnesses, especially “**Delhi Belly**”. Careful attention to your choices of food and beverage can help reduce the risks, as does hand-washing prior to meals. Dairy products should come from a package that shows they have been pasteurized.

Boiling water for 1 minute makes it safe, so coffee and tea may be presumed safe. Carbonated beverages, beer, and wine are also safe. Bottled water, with the cap sealed is usually safe. The Indian Catch, Kinley (Coke), and Aquafina (Pepsi) bottled waters are certified safe by the NSF organization or US Military. Bottled waters from other high profile companies are usually safe. Iodine tablets for water purification should not be used for more than a few weeks. **ICE:** forget about it unless you make it yourself from safe water, no matter how fancy the venue. Likewise, forget about popsicles. Ice cream from a closed package, from a major dairy, is most likely pasteurized and therefore safe. By getting it in a closed package (eg. on a stick) you will decrease the possibility of contamination during scooping, and you will better be able to confirm by texture that it has not previously melted. As for the yummy *lassi*, it may contain ice (just say no).

Most diarrheal episodes, even those resulting from bacteria, resolve within 3-5 days. Most diarrheal illness is viral, so it is best to let it run its course, for the first 24 hours. However, if you have meetings, flights, or long drives ahead of you, you may want to take Immodium. The sooner you start on Oral Rehydration Salts (ORS), the better. Go slowly, one sip every few minutes works best. If you are unable to keep down fluids, have a high fever, dizziness, or diarrhea that has persisted for more than a couple of days, contact a doctor immediately.

5.17.2 Automobile and Pedestrian Safety

Stay alert crossing streets and intersections, especially at night. Cars may not stop at red lights or at the sight of pedestrians. And, of course, look RIGHT first when crossing the road!

When riding a car, wear your seatbelt and let your driver know if he is driving too fast or irresponsibly.

5.17.3 Mosquito Borne Diseases

All persons traveling in India, even for a brief visit, are at some risk from the mosquito borne illnesses, such as malaria, dengue fever, and Japanese encephalitis. Prevent mosquito bites by using insect repellents with DEET 20-50% on exposed skin. Long sleeves, long slacks, and keeping doors and windows closed helps. Prophylactic malaria medication is advised. Consult with a doctor for medications. Dengue fever tends to be seasonal, coinciding with the wet warm weather. There is no medication for dengue; avoiding mosquito bites is the best prevention.

5.17.4 Recommended Immunizations

<http://wwwnc.cdc.gov/travel/destinations/india.htm>

5.17.5 Medications

Travelers taking medications regularly should bring enough for their entire stay plus a little extra in case of delayed departure. Some medications are not readily available in India. Bring a supply of your favorite over-the counter medicines, Tylenol (acetaminophen), Ibuprofen, Pepto-Bismol, Immodium, etc. Carry several days' supply (2-3 days) of ORS (oral rehydration salts) in case of diarrheal illness. Adequate fluid and electrolyte replacement is essential.

5.17.6 Emergency Medical Services

Check that your regular insurance carrier covers overseas medical care. Secondly, emergency medical care is extremely limited in India, especially away from major cities. Therefore, travelers should arrange for medical evacuation insurance either personally or through their sponsoring agency prior to their arrival in country. One's regular health insurance does not usually cover medical evacuation; check with your carrier to be sure. Doctors and hospitals do not bill US Insurance companies so be prepared to pay the physician at the time of service and later, file for reimbursement with your insurance company.

5.18 US Citizen Support in India

In addition to the main support you receive from USIEF, there are other offices and organizations assisting Americans in India:

American Citizens Services, Consular Services, US Embassy/Consulate: American Citizens Services sends e-mail security alerts and information of general interest to US citizens in India (e.g., about absentee ballots), and organizes the Warden network, which is a telephone tree system for alerting Americans in India. In the event of a medical or other emergency, Consular Officers assist US citizens. In an emergency, contact USIEF (and we will contact Consular) or call the duty officer at the US Embassy 011-2419-8000 in Delhi or at the Consulates in the regions.

American Community Support Association (ACSA): Fulbrighters can request access to the ACSA facilities (swimming pool, bar, beauty shop, restaurant, etc.), for which they will have to become ACSA members. For more information visit: <http://www.acsaindia.com/>. Please check with the Embassy/Consulate in your region to see if it will approve your membership. Interested scholars can obtain an introduction letter from USIEF.

SECTION VI

CHECKLISTS AND USEFUL TIPS

6.1 Before Traveling to India

Have you...

<i>Have you...</i>		
1.	signed and returned the award authorization indicating acceptance of the Fulbright award?	
2.	corresponded with your host institution about... - your assignment? - the resources available at the institution? - books/materials you plan to donate?	
3.	obtained the requisite visa for yourself and an "Entry" visa for accompanying dependents?	
4.	visited your doctor or a travel clinic for medical advice on immunizations and prescriptions, and complied with the health regulations discussed above?	
5.	sent your travel schedule to USIEF program staff?	
6.	informed USIEF about your arrival time in India?	
7.	received confirmation from USIEF in Delhi or regional offices about your initial accommodation?	
8.	made your own arrangements for accommodation at the place of affiliation? If so, have you informed the respective USIEF office of the contact address and telephone number?	
9.	discussed housing arrangements with USIEF program/regional staff or with the host institution?	
10.	read all the material sent by USIEF and CIES/IIE/US Department of Education?	
11.	secured any necessary insurance?	
12.	packed your ATM card, PIN code, and a few checks?	
13.	ensured an adequate amount cash to cover initial expenses in India?	
14.	packed brochures /catalogs about your home institution?	
15.	put the name, address, and phone number of your first accommodation in India and USIEF contact numbers in your carry-on luggage?	
16.	instruct USIEF to accept packages to your name and pay charges on your behalf?	

6.2 Print and Bring in Your Carry-On Luggage:

Keeping a copy of USIEF's staff contact information and your first address in India in your carry-on may save you time and give you peace of mind:

My first accommodation in India		
Name, address and telephone number:		
USIEF Headquarters, New Delhi – 12 Hailey Road, New Delhi 110 001		
Ms Vinita Tripathi	vinita@usief.org.in	Mobile: +91 9810599394
Mr. Neeraj Goswami	neeraj@usief.org.in	Mobile: +91 9810070509
Ms. Pavitra Soram	pavitra@usief.org.in	Mobile: +91 7838089629
Ms. S.K. Bharathi	bharathi@usief.org.in	Mobile : +91 9717869866
Mr Deepraj Gahatraj	deepraj@usief.org.in	Mobile: +91 9717048772
USIEF Chennai		
Ms. Maya Sivakumar maya@usief.org.in Mobile: +91 9445016564	Mr. S. Vasudevan vasudevan@usief.org.in Mobile: +91 9841738300	
USIEF Kolkata		
Ms. Shevanti Narayan shevanti@usief.org.in Mobile: + 91 9830089678	Mr. Sumanta Basu sumanta@usief.org.in Mobile: +91 9007039555	
USIEF Mumbai		
Mumbai: Ms. Sucharita Narayanan sucharita@usief.org.in Mobile: +91 9869077387	Mr. Sachin R. Nikarge nsachin@usief.org.in Mobile: +91 9930748609	

6.3 Immediately After You Arrive in India...

- Complete the online registration with the US Embassy. Visit <http://newdelhi.usembassy.gov> and click at American Citizen Services in Consular Services then “Registration.” This registration will put you on the e-mail list for public announcements about travel safety and will enable the Embassy to locate you to inform you or assist you if necessary.
- Submit a copy each of your passport and visa to the US Program section at USIEF headquarters. However, if you are arriving in a city other than Delhi, send scanned copies (or courier a copy) of the pages containing your passport details and visa to USIEF Delhi.
- If you have a Research visa or your intended stay in India is for more than 180 days, you MUST register with the Foreigners Regional Registration Office (FRRO) or the local registration office (where FRRO does not exist) within fourteen days of arrival in India or as specified on your visa. THIS IS IMPORTANT AND URGENT. See Section 4.2 for details. If you are on an entry or on a conference visa and you are not intending to stay for more than 180 days in India, the FRRO/FRO office may not register you. However, you should insist on some documentary evidence exempting you from registration, especially if your research visa is valid for more than 180 days.
- All foreigners, including even tourists and others who are not required to register, are required to fill out a form called Form-C (Rule-14, Registration of Foreigners Rules, 1992) at the time of their stay in any hotel (which includes any boarding-house, club, dak bungalow, rest house, paying guest house, sarai and other premises of such a nature). It is the responsibility of the hotel owner to get this form filled out by the foreigner. Passport and visa details are required at the time of check-in.
- Obtain from the USIEF program staff your welcome packet, which will include necessary letters, USIEF publications, pocket booklet containing emergency details, and insurance ID card.
- Send USIEF your contact address, landline phone numbers and cell number as soon as you have them.

6.4 Before You Return to the US

Make sure you...

<i>Make sure you...</i>		
1.	notify USIEF of travel plans at least two months before the departure date as it is mandatory for USIEF to inform the GOI about the departure of its grantees.	
2.	submit all reports to CIES/IIE and USIEF.	
3.	be prepared at the time of departure to deposit with the immigration authorities at the port of departure, the 'Registration Form' issued by the Police/Foreigners' Regional Registration Office.	
4.	attend to unaccompanied baggage formalities at least two weeks in advance.	
5.	return any borrowed equipment to USIEF.	
6.	leave your contact address/es to enable USIEF to forward your mail.	
7.	send some photographs/artwork on your Fulbright experience to USIEF for its publications	
8.	settle all bills pertaining to electricity/water/telephone for your apartment/house and any amounts payable to USIEF.	
9.	prepare 'Thank you' cards/notes for your host institution, colleagues and other individuals whom you develop a friendship or work relationship during your Fulbright grant.	
10.	keep USIEF staff emergency numbers handy until you have exited the country.	

6.5 USEFUL TIPS

Some Do's and Don'ts

Given below are some general do's and don'ts for the American grantee visiting India:

Some Do's

Please make sure that your arrival particulars have been indicated to USIEF well in advance, and you have received confirmation that you will be met at the airport. Also, ensure that you have a USIEF contact telephone number with you when you arrive in the event of any last minute changes or if for any reason you arrive and find no one is there to receive you.

Traveling by air is safest, but if you must travel by train or bus, travel light and keep a minimum amount of cash with you. While on the train, try to initiate friendly conversations with fellow travelers, especially families with children. Women should keep aloof from single or groups of men even if they give friendly signals. You may request the train conductor for a change of seat if particular company is uncomfortable. At all times maintain your poise and composure, and do not show outward signs of fear and stress. Indian trains and buses are usually crowded and therefore not entirely unsafe.

If lost, look for the nearest policeman for assistance rather than asking strangers for help.

Keep the hotel or guesthouse room door latched when you are in. Lock the door when you go out. Valuables must be kept in the hotel safe and not left in the room.

Once you have reached your place of affiliation, inspect the place of residence carefully. For single women, university guesthouses are usually safest since there are other residents at all times.

Once settled in, make contact with your associate and other local faculty. Indians are usually warm and hospitable. You may accept invitations to visit homes and invite your hosts out if you like. If you keep to the aphorism "the more the merrier", it should work very well in India.

Be sure to leave a forwarding address with USIEF if you are going to be traveling. USIEF staff must at all times have a fair notion of where you are.

If you are in a teaching/lecturing assignment, remember that Indian students treat teachers with respect. Accept that, even if they establish a friendly rapport with you.

If possible, try and learn some words or sentences of the local language. You will find Indians very willing to teach if they observe an inclination.

Indian teachers should always be addressed as 'Mr./Ms./Mrs.' or 'Dr.' or 'Professor.'

If you live as a houseguest with an Indian family, freely enquire about the norms to be followed, and adhere to them as far as possible. If you wish to stay out late any evening, let your host know in advance. Most Indian homes do not have multiple keys, and someone will have to remain awake to open the door for you when you return.

Rules and regulations pertaining to traffic, smoking, drinking, etc., vary from state to state. Hence you should ask your facilitator, a Fulbright alum, or the USIEF office in your region for information on these. Smoking in public places like trains, railway platforms, buses and bus stops, restaurants, public parks, public offices and educational institutions is strictly prohibited throughout the country.

If you find yourself in a difficult or tight legal predicament, contact the US Embassy. You should carry at least a copy of your passport with you at all times.

Always carry your USIEF emergency booklet with you.

Don'ts

Flag down cabs/auto-rickshaws in the early hours or late at night on the road or from an unknown stand. It is always safer to order a cab from the authorized stand close to the hotel or house where you may be staying. Have your hosts make a note of the registration number of the vehicle. If available on the phone, inform your hosts that you arrived safe.

Use, possess or traffic in illegal drugs. Laws are strictly enforced. If convicted on a drugs-related charge, sentences are a minimum of 10 years, even for minor offences, and there is no remission or parole.

MAJOR HOSPITALS IN METRO AREAS**Chennai**

- **Chennai Meenakshi Multispeciality Hospital** Limited (formerly Devaki Hospital)
New No 72, Old No 148 Luz Church Road, Mylapore, Chennai 600 004 (Opposite Indian Bank)
Tel: +91-44- 42 938 938
- **Sankara Nethralaya**, 21 Pycrofts Garden Road, Chennai 600 006
Tel: +91-44-28275868, 282 60477
- **Apollo Hospitals**, 21 Greams Lane, Chennai 600 006
Tel: +91-44-2829 0200/2829 3333
- **Apollo Specialty Hospital**, 320 Anna Salai, Nandanam, Chennai 600 035
Tel: +91-44-24334455
- **Global Hospital** (formerly Tamil Nadu Hospital) 439 Cheran Nagar Perumbakkam, Chennai 600 100 (off Old Mahabalipuram Road)
Tel: +91-44-2277 7000
- **Lifeline Hospitals**, 5/639, Old Mahabalipuram Road, Kandanchavadi, Perungudi, Chennai, Tamil Nadu 600096
Tel: +91-44 4245 4545
- **MIOT Hospitals**, 4/112, Mount Poonamalle Road, Manapakkam, Chennai Tamil Nadu 600089
Tel: +91-44-2249 2288

List of hospitals suggested by US Consulate available at:

<http://chennai.usconsulate.gov/medical.html>

Kolkata

- **Woodlands Nursing Home**, 8/5 Alipore Road, Alipore H.O., Kolkata 700 027 (near National Library and Zoological Garden)
Tel: +91-33-24567075-89
- **The Belle Vue Clinic**, 9 & 10 Loudan Street, Kolkata 700 017
Tel: +91 (0)33 228-72321
- **AMRI Hospitals**, JC 16 & 17, Sector- III, Salt Lake
Tel: +91-33-23357710/66147700
- **Apollo Gleneagles Hospital**, 58 Canal Circular Road
Tel: +91-33-23203040/2122
- **Belle Vue**, 9 Dr.UN Brahmachari Street,
Tel: +91-33-22872321/7473/6925
- **Columbia Asia Hospital**, 1B 193, Sector –III, Salt Lake
Tel: +91-33-39898969
- **Desun Hospitals & Heart Institute**, EM Bypass, Kasba
Tel: +91-33-40222000/ 9432473877
Fortis Hospitals, 730 Anandapur,
Tel: +91-33-66284444

List of hospitals suggested by US Consulate available at:

<http://kolkata.usconsulate.gov/service/other-citizen-services/medical-information.html>

Mumbai

- **Breach Candy Hospital**, 60-A Bhulabhai Desai Road, Mumbai 400 026
Tel: +91-22-23633651,23623224
- **Hinduja Hospital**, Veer Savarkar Marg, Mumbai 400 016
Tel: +91-22-24452222/ 24451515
- **Jaslok Hospital**, 15 Dr Deshmukh Marg, Mumbai 400 026
Tel: +91-22-66573333
- **Bombay Hospital**, 12 Marine Lines, Mumbai 400 020
Tel: +91-22-22067676

List of hospitals suggested by US Consulate available at:
<http://mumbai.usconsulate.gov/medical-information.html>

New Delhi

- **All India Institute of Medical Sciences**, Ansari Nagar, New Delhi 110 029
Tel: +91-11-26588500/ 26588700
- **Apollo Hospital**, Sarita Vihar, Mathura Road, New Delhi 110 044
Tel: +91-11- 26925801 / 26925858
- **East West Medical Center**, B-28 Greater Kailash I, New Delhi 110 048
Tel: +91-11-29243702/29243703
- **Max Healthcare** – Emergency: 0 11 4055-4055 (Free ambulance pickup from Delhi and NCR to any Max Hospital) <http://www.maxhealthcare.in/>
 - Max Medcentre, Panchsheel Park, No. 110 Panchsheel Park, New Delhi 110 007
Emergency: 91 11 2649 9860 Phone: 011 4055 4055 Fax: 91+ 11 2649-9860
 - Max Super Specialty Hospital, East Wing (A unit of Devki Devi Foundation), Saket 2 Press Enclave Road, Saket, New Delhi 110 007
Phone: +91 11 2651-5050 Fax: +91 11 2651-0050
- **Sir Gangaram Hospital**, Rajinder Nagar, New Delhi 110 060
Tel: +91-11- 2575 0000

List of hospitals suggested by US Consulate available at:
<http://newdelhi.usembassy.gov/service/other-citizen-services/medical-information.html>

[Back to Contents](#)**HOLIDAYS THAT USIEF OBSERVES**

UNITED STATES-INDIA EDUCATIONAL FOUNDATION LIST OF HOLIDAYS 2013					
Date	Day	Holiday	Type	Delhi	Mumbai
Jan-01	Tuesday	New Year's Day	American	Y	Y
Jan-14	Monday	Makar Sankranti/ Pongal	Indian	N	N
Jan-15	Tuesday	Thiruvalluvar Day	Indian	N	N
Jan-21	Monday	Birthday of Martin Luther King, Jr.	American	Y	Y
Jan-25	Friday	Meelad-un-Nabi	Indian	N	N
Feb-15	Friday	Shree Panchami	Indian	N	N
Feb-18	Monday	Washington's Birthday	American	Y	Y
Mar-27	Wednesday	Holi/ Doljatra	Indian	Y	Y
Mar-29	Friday	Good Friday	Indian	Y	Y
Apr-11	Thursday	Gud Padwa	Indian	N	Y
Apr-15	Monday	Bengali New Year	Indian	N	N
Apr-19	Friday	Ram Navami	Indian	Y	N
Apr-24	Wednesday	Mahavir Jayanti	Indian	Y	N
May-27	Monday	Memorial Day	American	Y	Y
Jul-04	Thursday	Independence Day	American	Y	Y
Aug-09	Friday	Id-ul-Fitr	Indian	Y	Y
Aug-15	Thursday	Independence Day	Indian	Y	Y
Aug-20	Tuesday	Raksha Bandhan	Indian	Y	N
Aug-28	Wednesday	Janmashtami/ Krishna Jayanthi	Indian	Y	N
Sep-02	Monday	Labor Day	American	Y	Y
Sep-09	Monday	Ganesh Chaturthi/ Vinayakar Chaturthi	Indian	N	Y

Oct-02	Wednesday	Mahatma Gandhi's Birthday	Indian	Y	Y
Oct-11	Friday	Durga Puja (Saptami)	Indian	N	N
Oct-14	Monday	Columbus Day	American	Y	Y
Oct-16	Wednesday	Id-ul-Zuha	Indian	Y	Y
Oct-18	Friday	Lakshmi Puja	Indian	N	N
Nov-04	Monday	Diwali (Balipratipda)	Indian	N	Y
Nov-05	Tuesday	Diwali (Bahubeej)	Indian	N	Y
Nov-11	Monday	Veterans Day	American	Y	Y
Nov-28	Thursday	Thanksgiving Day	American	Y	Y
Dec-25	Wednesday	Christmas Day	American	Y	Y

FLY AMERICA ACT

The Fly America Act was enacted in 1974 to mandate the use of U.S. flag air carriers for federally funded international travel. Since the Fly America Act's enactment, innumerable changes have taken place in the airline industry. Because of this evolution, the Fly America Act and the federal travel regulations promulgated under the act have been revised to allow travelers more flexibility while remaining in compliance with the law. The Federal Travel Regulations were written in a question and answer format making them easier to understand.

In a nutshell, the Fly America Act requires that foreign air travel funded with Federal dollars be performed on U.S. flag air carriers, unless one has a good reason not to. This applies to ALL foreign travel funded by Federal dollars which means that these restrictions also apply to Federal Government employees on official travel, not just Federal financial assistance recipients and Federal contractors. As a matter of fact, the regulations implementing the restrictions of the Fly America Act found at 41 CFR Parts 301- 10.131 through 301-10.143 are part of the Federal Travel Regulations promulgated by the General Services Administration (GSA).

The Federal Travel Regulations no longer require that international tickets be "issued" by a U.S. flag air carrier or "printed" on their "ticket stock". While international flights should be on U.S. flag air carriers whenever possible, the Federal Travel Regulations now permit flights on foreign air carriers when code sharing is present. In other words, the flight is considered the same as one operated by an U.S. flag air carrier. The U.S. flag air carrier's designator code, however, must be present in the area next to the flight numbers on the airline ticket, boarding pass, or on the documentation for an electronic ticket (passenger receipt).

A code share agreement is common industry practice. It is a marketing arrangement where one airline puts its code on the flights of another airline in order to coordinate services and advertise and sell the other airline's services as its own, i.e., the code-share flights are marketed by U.S. carriers as their own flights. Some or all of the transportation is provided by another carrier which carries its partner's designator code. Regulations promulgated by the Department of Transportation require airlines involved in code sharing to inform prospective passengers as soon as possible during calls to reservation offices when the flight involves a code share and to identify the carrier actually providing the service. The airlines must do this, even if the customer has not asked to book the flight. Therefore, when you book a flight with an airline, they are required to tell you if a code share agreement exists that will affect your travel. If you are not sure, ask the airline representative. Additionally, when using a code share, the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number. The designator code and flight number are the essential features because this shows how the money flows.

For example, Northwest Airlines has a code share agreement with KLM Airlines to Amsterdam. If the boarding pass (flight coupon) or e-ticket identifies a flight as NW ##, the requirements of the Federal Travel Regulations would be met, even if the flight was on a KLM Airlines airplane. If however, the boarding pass (flight coupon) or e-ticket identifies the flight as a KLM ##, then the requirements of the Federal Travel Regulations would not be met. What does this mean to you? If you are scheduling international travel that is federally funded, you must ensure that all flights, where possible, are scheduled on U.S. flag air carriers or on foreign air carriers that code share with a U.S. flag air carrier.

Use of United States Flag Air Carriers

From General Services Administration 41 CFR 301-3 and 301-10

WHEN DO THE RESTRICTIONS OF THE FLY AMERICA ACT APPLY?

The restrictions of the Fly America Act apply whenever travel is financed by U.S. Government funds. Essentially, if your travel is paid for by the U.S. Government, you have to use a U.S. flag air carrier.

• **301-10.131 What does United States mean?**

For purposes of the use of United States flag air carriers, "United States" means the 50 states, the District of Columbia, and the territories and possessions of the United States (49 U.S.C. 40102).

• **301-10.132 Who is required to use a U.S. flag air carrier?**

Anyone whose air travel is financed by U.S. Government funds, except as provided in 301-10.135, 301-10.136, and 301-10.137.

• **301-10.133 What is a U.S. flag air carrier?**

An air carrier which holds a certificate under 49 U.S.C. 41102, but does not include a foreign air carrier operating under a permit.

• **301-10.134 What is U.S. flag air carrier service?**

U.S. flag air carrier service is service provided on an air carrier which holds a certificate under 49 U.S.C. 41102 and which service is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

• **301-10.135 When must I travel using U.S. flag air carrier service?**

You are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use U.S. flag air carrier service for all air travel funded by the U.S. Government, except as provided in 301-10.136 and 301-10.137 or when one of the following exceptions applies:

- (a) Use of a foreign air carrier is determined to be a matter of necessity in accordance with 301-10.138; or
- (b) The transportation is provided under a bilateral or multilateral air transportation agreement to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act; or
- (c) You are an officer or employee of the Department of State, United States Information Agency, United States International Development Cooperation Agency, or the Arms Control Disarmament Agency, and your travel is paid with funds appropriated to one of these agencies, and your travel is between two places outside the United States; or
- (d) No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service; or
- (e) A U.S. flag air carrier involuntarily reroutes your travel on a foreign air carrier; or
- (f) Service on a foreign air carrier would be three hours or less, and use of the U.S. flag air carrier would at least double your en route travel time; or
- (g) When the costs of transportation are reimbursed in full by a third party, such as a foreign government, international agency, or other organization.

• **301-10.136 What exceptions to the Fly America Act requirements apply when I travel between the United States and another country?**

The exceptions are:

- (a) If a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, you must use the U.S. flag air carrier service unless such use would extend your travel time, including delay at origin, by 24 hours or more.

- (b) If a U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between your origin and your destination, you must use a U.S. flag air carrier on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
- (1) Increase the number of aircraft changes you must make outside of the U.S. by 2 or more; or
 - (2) Extend your travel time by at least 6 hours or more; or
 - (3) Require a connecting time of 4 hours or more at an overseas interchange point.

• **301-10.137 What exceptions to the Fly America Act requirements apply when I travel solely outside the United States and a U.S. flag air carrier provides service between my origin and my destination?**

You must always use a U.S. flag carrier for such travel, unless, when compared to using a foreign air carrier, such use would:

- (a) Increase the number of aircraft changes you must make en route by 2 or more; or (b) Extend your travel time by 6 hours or more; or
- (c) Require a connecting time of 4 hours or more at an overseas interchange point.

• **301-10.138 In what circumstances is foreign air carrier service deemed a matter of necessity?**

(a) Foreign air carrier service is deemed a necessity when service by a U.S. flag air carrier is available, but

(1) Cannot provide the air transportation needed; or (2) Will not accomplish the agency's mission.

(b) Necessity includes, but is not limited to, the following circumstances:

(1) When the agency determines that use of a foreign air carrier is necessary for medical reasons, including use of foreign air carrier service to reduce the number of connections and possible delays in the transportation of persons in need of medical treatment; or

(2) When use of a foreign air carrier is required to avoid an unreasonable risk to your safety and is approved by your agency (e.g., terrorist threats). Written approval of the use of foreign air carrier service based on an unreasonable risk to your safety must be approved by your agency on a case by case basis. An agency determination and approval of use of a foreign air carrier based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. An agency determination and approval of use of a foreign air carrier based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that form the basis of the determination and approval; or

(3) When you can not purchase a ticket in your authorized class of service on a U.S. flag air carrier, and a seat is available in your authorized class of service on a foreign air carrier.

• **301-10.139 May I travel by a foreign air carrier if the cost of my ticket is less than traveling by a U.S. flag air carrier?**

No. Foreign air carrier service may not be used solely based on the cost of your ticket.

• **301-10.140 May I use a foreign air carrier if the service is preferred by or more convenient for my agency or me?**

No. You must use U.S. flag air carrier service, unless you meet one of the exceptions in 301-10.135, 301-10.136, or 301-10.137 or unless foreign air carrier service is deemed a matter of necessity under 301-10.138.

• **301-10.141 Must I provide any special certification or documents if I use a foreign air carrier?** Yes, you must provide a certification, as required in 301-10.142 and any other documents required by your agency. Your agency cannot pay your foreign air carrier fare if you do not provide the required certification.

• **301-10.142 What must the certification include?** The certification must include:

- (a) Your name;
- (b) The dates that you traveled;
- (c) The origin and the destination of your travel;

- (d) A detailed itinerary of your travel, name of the air carrier and flight number for each leg of the trip; and
- (e) A statement explaining why you met one of the exceptions in 301-10.135, 30110.136, or 301-10.137 or a copy of your agency's written approval that foreign air carrier service was deemed a matter of necessity in accordance with 301-10.138.

• **301-10.143 What is my liability if I improperly use a foreign air carrier?**

You will not be reimbursed for any transportation cost for which you improperly use foreign air carrier service. If you are authorized by your agency to use U.S. flag air carrier service for your entire trip, and you improperly use a foreign air carrier for any part of or the entire trip (i.e., when not permitted under this regulation), your transportation cost on the foreign air carrier will not be payable by your agency. If your agency authorizes you to use U.S. flag air carrier service for part of your trip and foreign air carrier service for another part of your trip, and you improperly use a foreign air carrier (i.e., when neither authorized to do so nor otherwise permitted under this regulation), your agency will pay the transportation cost on the foreign air carrier for only the portion(s) of the trip for which you were authorized to use foreign air carrier service. The agency must establish internal procedures for denying reimbursement to travelers when use of a foreign air carrier was neither authorized nor otherwise permitted under this regulation.

SOME GENERAL EXCEPTIONS TO THE FLY AMERICA ACT

To every rule, there are some exceptions, and the Fly America Act is no different. As a matter of fact, there are many exceptions to the Act. Some of the exceptions are listed below.

• **A matter of necessity.**

It is determined that use of a foreign air carrier is a matter of necessity. How does one make that determination? 41 CFR 301-10.138 gives some guidance. Using a foreign air-carrier is deemed a necessity when service by a U.S. air-carrier is available, but cannot provide the air transportation needed or use of the U.S. air-carrier will not accomplish the agency's mission. Some circumstances dictating a necessity are when an agency determines that use of a foreign air-carrier is necessary for medical reasons, or if use is required to avoid an unreasonable risk to a traveler's safety (requires written approval by an agency on a case-by case basis), or when a traveler can't purchase a ticket in his/her authorized class of service on a U.S. air-carrier, but can purchase one in his/her authorized class on a foreign air-carrier.

• **Travel under a bilateral agreement.** Transportation is provided under a bilateral or multilateral air transportation agreement between the U.S. and another country. The Secretary of Transportation has to have determined that the agreement meets the requirement of the Fly America Act.

• **No U.S. Air-Carrier Service on that Particular Leg.** If there is no U.S. air-carrier that provides service on a certain leg of your flight, then you may use a foreign air carrier. But only to or from the nearest exchange point on a usually traveled route to connect with a U.S. air-carrier.

• **Involuntary Re-routing.** You can use a foreign air-carrier if a U.S. air carrier involuntarily re-routes your travel and puts you on a foreign air carrier.

• **Saving a Substantial Amount of Time.** You can use a foreign air carrier if service on the foreign air carrier would be three hours or less, AND use of a U.S. air-carrier would at least double your en route travel time.

• **Costs of Transportation Reimbursed by a Third Party.** You may use a foreign air-carrier when the costs of your transportation are reimbursed in full by a third party, such as a foreign government or international agency.

SOME SPECIFIC EXCEPTIONS TO THE FLY AMERICA ACT

In addition to the general exceptions above, there are some specific exceptions to be aware of, and they depend on whether your origin and destination are outside of the U.S., or whether your travel is between another country and the U.S.

• **Travel between the U.S. and another country.** Below are some exceptions to keep in mind that only apply when your travel is between the U.S. and another country.

(1) If a U.S. flag air carrier offers nonstop or direct service (no aircraft **change**) from your origin to your destination, you have to use a U.S. air carrier, UNLESS, use of the U.S. air carrier would extend your travel time, including a delay at your origin, by 24 hours or more.

(2) If a U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between your origin and your destination, you **MUST** use a U.S. air carrier on every portion of your route where the U.S. carrier provides service, **unless**, when compared to using a foreign air carrier, use of the U.S. carrier would

(a) increase the number of aircraft changes you make outside the U.S. by 2 or more;

(b) use of the U.S. air carrier would extend your travel time by at least 6 hours or more, or

(c) the use of a U.S. air carrier would require a connecting time of 4 hours or more at an **overseas** interchange point.

Travel solely outside the U.S. Below are some exceptions to the Fly America Act requirements that apply when you travel solely outside the U.S., and a U.S. flag air carrier provides service between your origin and destination. Basically, you have to use the U.S. air carrier unless, when compared to using a foreign air carrier, use of the U.S. air carrier would:

(1) increase the number of aircraft changes you have to make en route by 2 or more; (2) extend your travel time by 6 hours or more; or

(3) require a connecting time of 4 hours or more at an overseas interchange point.

DOCUMENTATION REQUIRED WHEN USING A FOREIGN AIR CARRIER

When using a foreign air carrier, a grantee will need to provide a certification as to why a foreign air carrier must be used. According to section 301-10.142, the certification must include

(a) the traveler's name; (b) the dates of travel;

(c) the origin and destination of travel;

(d) a detailed itinerary of the travel, including the name of the air carrier and flight number for each leg of the trip; and

(e) a statement explaining why the travel performed by the grantee met one of the exceptions to the requirements of the Fly America Act.

There are times when an exception may be appropriate. To document the exceptions, we rely on the *Fly America Act Waiver Checklist*. For example, there are instances when: a U.S. flag air carrier does not provide service on a particular leg of your trip; the use of a U.S. carrier will unreasonably delay your travel time; you are involuntarily rerouted; or for medical or safety reasons, etc. Use of the waiver checklist, *though not required*, will help you document the reason for use of a non-U.S. air carrier when they are required.

FLY AMERICA ACT WAIVER CHECKLIST

(To assist in determining qualification for a waiver of the restrictions of the Fly America Act under 41 CFR Part 301-10, check the applicable statement(s) below. **Use this checklist after January 1, 1999**)

Foreign air travel on a non-U.S. air carrier is financed by U.S. Government, or will be claimed as costs under an award. (If you do not check this block, the restrictions of the Fly America Act do not apply. Check at least one of the **statements** below to qualify for a waiver of the restrictions of the Fly America Act.)

Use of foreign air carrier is a matter of necessity because of: (Must check one below:

U.S. flag air carrier cannot provide the air transportation needed, e.g.

Use of foreign air carrier is necessary for medical reasons.

Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety. (see 41 CFR 301-10.138(b)(2) for supporting evidence needed)

Seat on U.S. air carrier in authorized class of service is unavailable, seat on foreign air carrier in authorized class of service is available.

Other. (Provide detailed explanation.)

Use of U.S. flag air carrier will not accomplish the Department's mission. (Provide detailed justification)

Bilateral or multilateral air transportation agreement. U.S. is a party and Dept. of Transportation determines agreement meets requirements of Fly America Act.

No U.S. flag air carrier provides service on a particular leg of your route (can only use foreign air carrier to or from the nearest interchange point to connect with a U.S. carrier).

A U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier.

Service on a foreign air carrier is three hours or less, and use of U.S. flag air carrier doubles en route travel time.

Air travel is between the U.S. and another country and use of a U.S. carrier on a nonstop flight extends travel time by 24 hours or more.

Any other air travel. (you must check at least one of the following statements to qualify for a waiver of the Fly America Act restrictions in this section)

Use of a U.S. carrier increases the number of aircraft changes outside the U.S. by 2 or more.

Use of a U.S. carrier extends travel time by 6 hours or more.

Use of a U.S. carrier requires a connecting time of 4 hours or more at an overseas interchange point.

Remember, you must use a U.S. flag air carrier on every portion of the route where it provides service unless you qualify for a waiver.

9000 New Delhi Place
Washington, DC 20521-9000

ATT: CAO please pass to
United States – India Educational Foundation, New Delhi
ATT: Ms. Vinita K. Tripathi

For grantees in the Kolkata Consular District:

Cultural Affairs Officer
Department of State
6250 Kolkata Place
Washington, DC 20521-6250

ATT: CAO please pass to
United States – India Educational Foundation, Kolkata
ATT: Ms. Shevanti Narayanan

For grantees in the Chennai Consular District:

Cultural Affairs Officer
Department of State
6260 Chennai Place
Washington, DC 20521-6260

ATT: CAO please pass to
United States – India Educational Foundation, Chennai
ATT: Mr. S. Vasudevan

For grantees in the Mumbai Consular District:

SCA-IN-002
Cultural Affairs Officer
AMCONSUL Mumbai

Pass to: USIEF EducationUSA
6240 Mumbai Place
Washington, DC 20521-6240

For grantees in the Hyderabad Consular District:

Cultural Affairs Officer
6230 Hyderabad Place
Washington, DC 20521-6230

3. In the lower left-hand corner of the box write:

UNCLASSIFIED VIA AIR POUCH
Your Name
FULBRIGHT SCHOLAR EDUCATIONAL MATERIALS

4. Grantees sending only one package should write "1 of 1" in the lower right-hand corner. Grantees sending more than one package should number each package in a series and circle the markings, e.g., "1 of 3", "2 of 3" and "3 of 3".

Shipping

Grantees are responsible for paying domestic postage from their home to Washington, D.C.

Grantees are responsible to collect packets from USIEF offices. USIEF can ship them to their place of residence in India by courier provided the Grantee agrees to pay for the courier charges.

Time Required For Shipment

Grantees should anticipate that once packages are received at the Department of State, shipping time will take from four to eight weeks, sometimes longer, to arrive in the country of assignment. The frequency of pouch shipment is outside the control of the Department of State or the receiving US Embassy or Consulate.

NETWORKING OPPORTUNITIES FOR FULBRIGHTERS

1. US Fulbright Alumni

US scholars who have been to India in the recent past can be excellent sources of information and advice about living, teaching and conducting research in India. IIE, CIES and/or USIEF can put you in touch with Fulbright alumni who are in your field and/or who spent time in the region where you will be located.

2. Friends of Fulbright to India, Inc. (FFI)

Friends of Fulbright to India (FFI) is a non-profit organization created in 1993 by former Fulbrighters to India, with the goal of promoting academic exchanges between the US and India, raising funds to support student grantee travel to India, organizing seminars, cultural programs, welcome receptions, art exhibitions, and fundraising events. For more information, visit www.fulbrightindiaalumni.org.

You can donate your time to FFI. The organization welcomes your help convening meetings of Fulbright scholars in your area and welcoming Indian Fulbright scholars on fellowships in the US. If you are interested in helping with a welcome reception, hosting an Indian Fulbright scholar on your campus for a talk or seminar, or helping FFI raise funds, please contact:

Professor Kathryn Myers, Treasurer FFI
The University of Connecticut-Storrs
Department of Art
830 Bolton Road
Storrs, CT 06260
Email: kathryn.myers@uconn.edu
myersk19@gmail.com

FFI is recognized as tax exempt under Section 501(c) (3) of the Internal Revenue Code. Contributions to the organization are tax deductible to the extent permitted by US law.

3. Fulbright Association

The Fulbright Association is a private, non-profit organization that supports and promotes the Fulbright Program. www.fulbright.org/membership.

4. Indian Alumni Association

There are currently 18 Indian Fulbright alumni chapters across India. Members organize events, engage in public service, and are eager to hear from you and welcome you to India. See [Annexure V](#) for more information or visit the Fulbright Alumni page.

5. Fulbright Commissions in Other South Asian Countries:

The Fulbright Commissions in Nepal, Pakistan and Sri Lanka are a great resource. Note that Fulbright Bangladesh is managed by the US Embassy Dhaka. For more details on Fulbright commissions, visit <http://fulbright.state.gov/participating-countries/fulbright-commissions>.

IMPORTANT WEBSITES**US Government**

US Department of State, Educational, Cultural and Academic Exchanges:

www.exchanges.state.gov

Fulbright Foreign Scholarship Board (FSB):

<http://fulbright.state.gov/fsb.html>

Travel Tips and Advisories:

http://travel.state.gov/travel/tips/tips_1232.html

Department of State's Temporary Registration for US Citizens outside the United States:

<https://travelregistration.state.gov/ibrs/ui/>

US Department of Education:

www.ed.gov

US Customs:

<http://www.customs.ustreas.gov/travel/travel.htm>

US Income Tax:

<http://www.irs.gov>

Centers for Disease Control and Prevention

Travelers' Health webpage:

<http://wwwnc.cdc.gov/travel/>

US Missions in India

Embassy of the US in India:

<http://newdelhi.usembassy.gov>

US Consulate, Chennai:

<http://chennai.usconsulate.gov/>

US Consulate, Hyderabad:

<http://hyderabad.usconsulate.gov/>

US Consulate, Kolkata:

<http://usembassy.state.gov/calcutta/>

US Consulate, Mumbai:

<http://mumbai.usconsulate.gov/>

US Citizen Services:

<http://newdelhi.usembassy.gov/service.html>

Collaborating Partners

Council for International Exchange of Scholars

www.cies.org

Institute of International Education (IIE):

www.iie.org

Other Useful Sites

A Country Study: India (1996)

<http://lcweb2.loc.gov/frd/cs/intoc.html>

List of South Asian Studies Centers:

<http://www.columbia.edu/cu/lweb/indiv/southasia/cuvl/ScholAssoc.html>

Indian Government

Ministry of External Affairs:

<http://meaindia.nic.in/>

Ministry of Human Resource Development:

<http://www.education.nic.in/>

Directory of Indian Government websites:

<http://goidirectory.nic.in>

Ministry of Tourism and Culture:

<http://www.incredibleindia.org>

Indian Missions in the US

Embassy of India in Washington, DC:

<http://www.indianembassy.org>

Consulate General of India, Chicago:

<http://chicago.indianconsulate.com/>

Consulate General of India, Houston:

<http://www.cgihouston.org/>

Consulate General of India, New York:

<http://www.indiacgny.org/>

Consulate General of India, San Francisco:

<http://www.indianconsulate-sf.org/>

Indian Higher Education Organizations

University Grants Commission:

www.ugc.ac.in

Association of Indian Universities:

www.aiuweb.org

All India Council of Technical Education:

www.aicte.ernet.in

Council for Scientific and Industrial Research:

<http://www.csir.res.in>

Medical Council of India:

<http://www.mciindia.org/>

Indian Council of Social Science Research:

<http://www.icsr.org>

Indian Council of Agricultural Research:

www.icar.org.in/

Annexure VII

AMERICAN GRANTEE FINAL REPORT FORM

(For All Grant Categories)

***The completed form needs to be submitted, by email, fax or post
to USIEF's US Program Section in Delhi.***

We appreciate your cooperation in completing the following form. This evaluation has multiple functions. Your feedback will provide a useful assessment of USIEF's services and will be used as a tool to continue to improve USIEF operations and processes to better serve future Fulbrighters. It is an opportunity for you to pass along recommendations and advice to future Fulbrighters based on your academic, professional, and personal experiences in India. Finally, it provides USIEF, the Government of India, the US Government and other relevant actors, a greater understanding of the scope and impact of the Fulbright program.

Name	:	
Category of Grant (VL/RÉS/STUDENT/ETA/FRA/DDRA/SCARR)	:	
Period of Grant	:	From _____ to _____
Field of Specialization	:	
Host Department and Institution (in India)	:	
Home Institution (in the US)	:	
Home Address	:	
Telephone Number	:	
Fax Number	:	
Permanent E-mail	:	

2. IN-COUNTRY LOGISTICAL SUPPORT BY USIEF

Your rank

Assistance upon arrival	1	2	3	4	5	
Briefing on arrival	1	2	3	4	5	
Facilitation program, if availed	1	2	3	4	5	
Housing assistance	1	2	3	4	5	
Assistance on medical services related advice, if asked	1	2	3	4	5	
Wire transfer of stipend	1	2	3	4	5	
Stipend adequacy	1	2	3	4	5	
Domestic travel arrangements in cases when it is arranged by USIEF	1	2	3	4	5	

1 Not Satisfied; 2 Satisfied; 3 Good; 4 Very good; 5 Excellent; NA Not Applicable

Comments and suggestions on above or any other related issue:
(Please use extra sheets if the space is insufficient)

3. IN-COUNTRY EXPERIENCES AND PROFESSIONAL ACTIVITIES

						Your rank
Orientation on arrival (students only, if applicable)	1	2	3	4	5	
Fulbright Conference	1	2	3	4	5	
Adequacy of educational facilities	1	2	3	4	5	
Access to libraries	1	2	3	4	5	
Availability of research materials	1	2	3	4	5	
Relationship with academic coordinator/advisor/supervisor	1	2	3	4	5	
Relationship with host institution	1	2	3	4	5	
Opportunities to meet and/or interact with representatives of business, government, the arts, culture, or other areas within the host community	1	2	3	4	5	
Occasions to build mutual understanding	1	2	3	4	5	

1 Not Satisfied; 2 Satisfied; 3 Good; 4 Very good; 5 Excellent; NA Not Applicable

Comments and suggestions on above or any other related issue:
(Please use extra sheets if the space is insufficient)

4. LIFESTYLE AND CULTURAL ADJUSTMENT

Please comment on the level of difficulty you found in adjusting to or finding appropriate resources for the following (wherever applicable):

						Your rank
Housing	1	2	3	4	5	
Food	1	2	3	4	5	
Schooling for children	1	2	3	4	5	
Local transportation	1	2	3	4	5	
Making in-country travel arrangements	1	2	3	4	5	
In-country travel	1	2	3	4	5	
Clothing	1	2	3	4	5	
Medical Services	1	2	3	4	5	

1 Very difficult; 2 Somewhat difficult; 3 Not difficult; 4 Easy; 5 Very easy; NA Not Applicable

Comments or suggestions for future Fulbrighters on above:
(Please use extra sheets if the space is insufficient)

A. Housing

B. Food

C. Schooling for children

D. Local transportation

E. Making in-country travel arrangements

F. In-country travel

G. Clothing

H. Medical services

5. ANY ADDITIONAL COMMENTS OR SUGGESTIONS TO THE ADMINISTERING AGENCIES FOR IMPROVEMENT?

(Please use extra sheets if the space is insufficient)

1. HOW WOULD YOU OVERALL RATE YOUR FULBRIGHT EXPERIENCE?

Please check one

Outstanding____ Excellent____ Good____ Satisfied____ Not satisfied____

7. PLEASE SUMMARIZE BELOW YOUR FULBRIGHT EXPERIENCE, IN NOT MORE THAN 50 WORDS:

Thanks for your time on completing this form.

AMERICAN GRANTEE MONTHLY REPORT FORM

(For Fulbright-Nehru Student Researchers, ETAs and DDRAs)

Submit this form, by e-mail or post or fax, each month to the USIEF's US program section in Delhi. Please attach any supplemental materials (i.e. photos, articles). This report should be used to:

- assess your progress and comment on highlights and difficulties
- share information on your experiences living in India
- request assistance from USIEF
- keep USIEF informed of your current contact information and travel plans (in case of emergency and to notify you of local resources)

Name _____ Date _____

1. Describe briefly any or all of the following-
(attach additional sheets in required):

- highlights from your academic work

- community outreach activities

- relations with your academic advisor/supervisor/coordinator

- obstacles encountered in relation to your academic work

2. Comment on living arrangements, local facilities, and health problems, if any

3. Identify any upcoming travel in the next month
(Dates, locations, and contact information).

4. Change in contact information

Note any changes in your phone number, address or e-mail address.

5. Please identify any areas in which you need assistance from USIEF's regional or headquarters offices

Thanks for your time on completing this form.

CIES/IIE REPORT SUBMISSION PROCEDURES

A. Online Reports to CIES from the Visiting Lecturers and Senior Researchers

CIES has designed online report forms for the Fulbright Scholar Program that all Fulbrighters have to complete. The reports are used to provide data on the outcomes of Fulbright grants to the new grantees coming to India, the Department of State, Fulbright offices abroad and CIES. (Additional information, including sample final report questions, can be found at):<http://www.cies.org/scholarreports/>

- The interim (also known as midterm) report is required for grants of six months or longer.
- The final report is required for all grantees. An invitation to complete survey will be emailed to you in the month prior to the end of your grant.

You do not need to complete your report in one session. You may save and return to the form at any time up until the point you submit it. Once you submit the report you will not be able to make any changes to it but may access a read-only version of the report. If you discover you have forgotten to complete a question or wish to revise something, please send a request to reports@iie.org

CIES will send your Fulbright certificate after they receive your report; these have been printed on a quarterly basis.

B. Online Reports to IIE from Students

Please retain this instruction sheet for reference until you have submitted your Mid-term and Final Report. Please note that the report system will not be open to you until December.

1. Establish an access account on-line at <https://fust.iieweb.org>. A link can also be found in the Current Fulbrighters section of the US Student IIE/Fulbright website at www.iie.org/fulbright/us.
2. Your **login** is your grantee ID number. Your number was distributed to you in a letter that you received from IIE during the summer. It is the 8-digit number beginning 030 plus five more numbers (use all eight numbers.) If you do not have this letter or did not make a note of your ID number, please contact the Commission or your IIE Program Manager.
3. Your initial **password** is your last name as it was listed on your Fulbright Application. **USE ALL LOWERCASE WHEN ENTERING YOUR PASSWORD.**
4. Once you successfully log-in you will be asked to change your password. This new password will gain you access to your report throughout the report year. Passwords and usernames are case-sensitive. **Please make a note of your password.**
5. When completing the report on-line, you will be working in an HTML format for data entry. The report has been formatted for typeface and font size. You cannot alter these formats.
6. You do not need to complete the Report in a single sitting. The system will allow you to reenter, edit and revise all sections of your report. **Remember to save each section of the report before moving onto the next section.**

7. Most of the questions in the report, unless noted otherwise, require a response. Required fields are noted with a red asterisk. **Do not leave any questions blank.** You will receive an error message if you attempt to submit a report without answering all the required questions.
8. **The narrative questions have character limits.** You may wish to complete those questions off-line in a Word document, do a character (with spaces) count, and cut-and-paste the response into the form. If you wish to submit a longer response than space allows, you may send this response to your IIE Program Manager. In the narrative response box, please type in "See attached document."
9. If you forget your password or username, please contact Cara Doble, your IIE Program Manager at cdoble@iie.org.

Please note that these reports will be available for viewing, in their entirety, by the Commission, State Department Program staff, and IIE Program staff. In addition, with your permission, we may distribute your comments to new grantees or use them in Fulbright publications or reports.

USIEF Emergency Action Plan

As of April 9, 2013

The following information is intended to provide guidance to all Department of State and Department of Education funded Fulbright grantees in India as they consider various options and contingencies during possible crisis situations.

Status of Fulbrighters

As private American citizens, Fulbright grantees do not fall under Chief of Mission (i.e., the U.S. Ambassador in India) authority and cannot be ordered to depart. However, the U.S. Department of State and the U.S. Embassy in Delhi can urge grantees to depart if they believe conditions are severe enough, and in such cases grantees must resign their Fulbright grant (see “ordered departure” item below). The U.S. Department of State does recognize that Fulbright grantees are a distinct group of individuals because they are under the U.S. government sponsorship when overseas and also provides a level of support to Fulbright grantees in the event of a crisis.

General Preparedness and Emergency Procedures

- Fulbright grantees should familiarize themselves with the State Department’s information on India.

http://travel.state.gov/travel/cis_pa_tw/cis/cis_1139.html

- Fulbright grantees are required, upon arrival in India, to register their names with the Consular Section at the U.S. Embassy through the Smart Traveller Enrollment Program (STEP).

<https://step.state.gov/step/>

STEP is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country.

STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency.

STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

- Shortly after arrival in country, all Fulbright grantees will be scheduled for and must attend the Security Briefing given by the U.S. Embassy Regional Security Officer (RSO) at the U.S. Embassy or Consulate in their region of affiliation.
- U.S. Fulbrighters to India are required to have a local Indian phone number and calling plan activated within one week after arriving. U.S. Fulbrighters to India are required to provide USIEF with their personal mobile phone number and email address. USIEF will activate a phone tree at the time of an emergency, including natural disaster, civil unrest, terrorist attack, etc.
- Fulbright grantees should program the appropriate emergency contact numbers found at the end of this document into their mobile phones.
- The Commission maintains detailed contact information of current Fulbright grantees in India. This information includes telephone numbers (home, work, and cell phone), physical addresses (home and work), and email. If any part of the contact information changes, grantees are required to inform such changes to the U.S. Program Coordinator, Mr. Deepraj Gahatraj (deepraj@usief.org.in).
- As required by their Fulbright grant noted below, grantees must inform the Commission by email when they travel outside their city of affiliation (this includes domestic and international travel).

Domestic Travel: U.S. Fulbrighters traveling within India are required to send an email to USIEF with their travel itinerary and hotel/local contact information any time they are traveling outside their host city in India.

- This information should be sent to the U.S. Program Coordinator, Mr. Deepraj Gahatraj (deepraj@usief.org.in).

Jammu and Kashmir: Fulbright students and scholars in India are prohibited from traveling to Jammu & Kashmir (except for Ladakh) without permission, which is only granted by USIEF in close coordination with the U.S. Embassy in New Delhi, in exceptional circumstances. Any travel to this region without prior permission will result in the revocation of the Fulbright grant.

Vacation (i.e. travel outside of India): U.S. Fulbrighters to India are entitled to 14 days of vacation for international travel (including the days of travel). This can be used during a maximum of two breaks.

During this period, the grantees will be entitled to receive the normal grant benefits except the ASPE insurance, which will be withdrawn for any period that the grantee is out of India. USIEF will not pay for any travel costs. Please note that the vacation benefit must be used during the grant period only and grantees must be in India on the last day of their grant.

Vacation request towards the end of grant and during any extension period will not be entertained.

Grantees are required to request approval for vacation at least 10 days in advance of departure. Requests for vacation should have the concurrence of the grantee's academic supervisor/coordinator in India. The request should be sent to the concerned U.S. Program staff at USIEF who will process the request and will inform the grantee about the approval of USIEF's Executive Director. No grantee should leave or enter India without the approval of the USIEF Executive Director.

- Grantees are advised that the standard means of communication may be cut off during crisis situations. It is advisable for grantees to maintain a system of close contact with the Commission and with other grantees so that in case of a breakdown in standard systems of communication there may be sufficient information available so that grantees can be located and contacted.
- During crisis situations, as long as the means of communication are open, grantees should maintain contact with the Commission and provide updates on at least a daily basis (probably more if the situation dictates). Information about these requirements will be provided as a potential situation emerges.
- If required to meet at rallying points, USIEF will instruct all grantees to have with them: passport; all currency; and important personal papers. They should also leave a written message stating that they have left for the safe haven at their site. Grantees should also be familiar with the transportation options, the likely routes they will travel, and the length of time it will take to reach the rallying point.

Restricted Areas

At the beginning of their grant periods, all grantees will receive a briefing from the RSO. Part of the information imparted at these briefings consists of the current list of districts and other areas within India where, due to security concerns, travel is either restricted or prohibited by Americans who are subject to the authority of the Chief of Mission. Although Fulbright grantees are not subject to the direct authority of the Chief of Mission, the Commission works in close consultation with the RSO.

Anytime a grantee intends to go to a field site, he/she must *check with the Commission* to ensure that the area of intended visit is not on the embassy's list of "no go" districts and update himself/herself on any security issues in that area. If security concerns make it impossible for the grantee to carry out the research that the original proposal envisioned, reasonable modifications to the research proposal, in consultation with the Commission, may be made.

Emergence of a Crisis

- If the situation is uncertain, the Commission, in conjunction with the Bureau of Educational and Cultural Affairs of the US Department of State (ECA/A/E), and the U.S. Embassy will evaluate the threat potential to a grantee and his/her dependents, and may offer grantees elective or temporary relocation to another in-country site.
- If the situation is so serious that it poses a threat to a grantee's and his/her dependents' lives, especially when violence is anticipated or already occurring, the Commission may temporarily suspend the Fulbright Program for a specific region/locale or the entire country. The Commission will facilitate relocation of the grantee together with his/her dependents to either an in-country safe haven, a third country location, or the U.S.

Authorized/ordered Departure

In the event of a serious crisis, the U.S. Embassy may consider imposing either an "Authorized Departure," or an "Ordered Departure." Each of these situations and its effect on Fulbright grantees is described below.

Authorized departure

A State Department announcement authorizing voluntary departure from affected posts of American personnel and dependents does not automatically require departure of U.S. Fulbright grantees, and the announcement of an *authorized departure* does not necessarily lead to a suspension of the Fulbright Program. The Commission will stay in contact with grantees and work out with the ECA/A/E the best solution on a case-by-case basis. Grantees should not feel constrained to stay in a situation that they feel is risky; nor, however, should they feel that they must leave due to an advisory authorizing departure. The Commission will facilitate the departure of any grantees and/or dependents who wish to leave the country. ECA/A/E will assist with arrangements for temporary assignment to another country and other issues related to the grant.

Grantees will be advised by the Fulbright Commission if an *authorized departure* is announced and they should then contact the Commission for all available information that may affect their own decision to leave India or stay in the country. It is the sole responsibility of the individual grantee to decide whether he or she leaves or stays in the country. The Fulbright Commission bears no part in the decision and assumes no responsibility for the safety of its grantees. All grantees are requested to notify the Commission's Executive Director of their decision to leave India or stay in the country.

The following scenarios may occur after the announcement of an *authorized departure*:

- Grantee decides to leave India and resign the grant.* (See below)
- Grantee decides to remain in India and continue with the grant.* The grantee will continue receiving his/her grant benefits until such time as an ordered departure might occur, in which case ordered departure, provision b. below would apply).
- Grantee decides to leave India without resigning grant.* (See below)

d. *Grantee is reassigned without curtailment of grant.* (See below)

Ordered departure

In the event of a more serious situation, the U.S. Embassy, in consultation with the State Department in Washington, may declare an *ordered departure* of USG dependents and/or non-emergency personnel. In such a situation, the continued viability of the Fulbright Program would also be evaluated. ECA/A/E, in consultation with the Commission and the Embassy, determines whether the Fulbright Program can sustain operation under current circumstances and, if not, may suspend the program. If the program is suspended, all Fulbright grantees will be asked to leave the country.

The following scenarios may occur after the announcement of an *ordered departure*:

a. *Grantee decides to leave India and resign the grant.* In the event grantee elects to return to the U.S. and resign his/her grant, the exact timing of departure should be coordinated with the Commission and host institution, if any. The grant would be amended to shorten it to the length of time in the country of assignment. If the grantee has received payment of benefits beyond the amount authorized in the amended grant, s/he would be required to return any overpayment to the Commission. Fulbright grants already include an allowance for return travel to the U.S. USIEF will facilitate all travel through its in-house travel agent. ECA/A/E would authorize a financial payment (stipend and/or maintenance allowance) for 30 days from the date of departure to assist with resettlement in the U.S. If a grant is terminated, all applicable reports will become due within 30 days.

b. *Grantee elects to remain in India:* If a grantee elects to remain, even after the announcement of an *ordered departure*, s/he must resign their grants. In that case, they may remain in country, no longer under Fulbright auspices, they may return to the United States, or go to another location. Any participants having resigned their grants would need to meet any host country visa rules applicable to their change of status. The participant must provide a written statement of release acknowledging he/she is no longer a current Fulbright participant and must not continue to represent him/herself as such. The grant will be amended to reflect the length of time in the country of assignment. If the grantee has received payment of benefits beyond the withdrawal, s/he would be required to return any overpayment to the Commission. The grantee is asked to sign a statement of release acknowledging s/he is no longer considered a Fulbright fellow and must not continue to represent him/herself as such. The grantee does not forfeit the return travel entitlement, but must meet any increase in travel costs him/herself. The grantee's State Department ASPE insurance coverage ends at the date of resignation as well. If a participant elects to resign his/her grant, and returns to the United States, the exact timing of departure should be coordinated with the post EAC, post, and/or commission.

c. *Grantee decides to leave India without resigning the grant.* The Commission may determine that it is in the best interests of the program that grantees depart without curtailing the Fulbright grant. Factors governing such a decision include security concerns

at the place of assignment and potential to resume the assignment in the near future. Where it is determined that departure without curtailment of grant is advisable, ECA/A/E authorizes payment of up to one month's stipend for a grantee who is out of country of assignment with the expectation that circumstances may permit an early return to host country. If a return is not feasible (i.e., no change, or worsening of the situation), ECA/A/E authorizes a further one month's stipend to assist with resettlement in the U.S.

d. *Grantee is reassigned without curtailment of grant:* Grantees may select reassignment in another country; however, it is not possible for ECA/A/E to guarantee reassignment. Factors affecting reassignment include the length of time remaining in the grant, the scholar's field of study, the need for expertise in another country, and ability to obtain timely approvals from the potential new host institution and PAO/Commission. Reassignments are usually within the same geographic region.

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Annexure XI

US INCOME TAX AND FULBRIGHT GRANTS

USIEF is neither competent nor authorized to advise on individual US tax problems or assist in completing tax returns. USIEF does not issue W-2s or other tax forms, but will issue a statement of benefits paid, if the grantee requests. For the most part, US scholars and teachers abroad are taxed like those living in the United States. You may visit the IRS website www.irs.gov for more Information. A search for “Fulbright” will produce a list of documents relating to tax liability. Read through the documents and consult the IRS if you have any questions. Fulbright students may also visit www.fulbrightonline.org/us for issues related to taxes. In particular, read Publication 970 entitled “Scholarships and Fellowships” which gives important reminders along with a work sheet. You may download the form and publication from the website. Publication 970 (2005) says: “A Fulbright grant is generally treated as any other scholarship or fellowship in figuring how much of the grant is tax free. See *Reporting Scholarships and Fellowships* earlier in this chapter.”

Students should look at and consult the publications. There are different rules for degree candidates and those not in a degree program.

As of May 19, 2008, the IRS website provides an article on “Fulbright Grants” at <http://www.irs.gov/businesses/small/international/article/0,,id=149708,00.html>. The text of the article appears below. Check the IRS website for updates.

Fulbright Grants

Fulbright grants received by a US citizen from an agency which dispenses and administers Fulbright grants (domestic or foreign) fall into two types of income for tax purposes. If you are a US citizen recipient of a Fulbright grant, you must determine which category of income your grant falls into in order to determine how the grant is taxed for US Federal Income tax purposes. Fulbright grants may be either of the following:

1. scholarship/fellowship income, or
2. compensation for personal services, which is usually considered wages.

For tax purposes, a scholarship/fellowship may be defined as an amount given to an individual which has the following characteristics:

1. It is paid to aid the individual's pursuit of study, training, or research;
2. It does not constitute compensation for personal services past, present, or future; and
3. It is paid more for the benefit of the grantee than the grantor.

For tax purposes, compensation for personal services represents an amount paid to an individual in exchange for his performance of personal services past, present, or future. Compensation for personal services usually takes the form of either wages or self-employment income.

In 1961 the Internal Revenue Service issued Revenue Ruling 61-65 dealing with Fulbright grants. Portions of that Revenue Ruling read as follows:

"It is held that the amounts received for study and research abroad, under the Fulbright Act and the United States Information and Educational Act of 1948, by United States citizens are scholarship or fellowship grants within the meaning of section 117 of the Code. . . "

"On the other hand, amounts paid to United States citizens for lecturing or teaching abroad are not paid to enable the recipients to pursue studies or research but are compensation for services rendered and are includible in their gross incomes under section 61 of the Code."

Thus, if the proceeds of a Fulbright grant were paid to enable the Fulbright grantee to perform study, training, or research abroad mostly for his/her own benefit, then such grant constitutes scholarship/fellowship income. On the other hand, if the proceeds of the Fulbright grant were paid as compensation for lecturing or teaching abroad, then the grant is compensation for personal services and is usually considered to be wages.

When to Report a Fulbright Grant

Taxable Fulbright grant payments are reportable in the year in which they are received. For example, a Fulbright grantee with a ten-month grant who begins the grant in September 2005 will receive two grant checks in tax year 2005 and two grant checks in tax year 2006. For tax year 2005 figure income tax liability only on the amount of taxable grant funds received in calendar year 2005. For tax year 2006 figure income tax liability only on the amount of taxable grant funds received in calendar year 2006. A Fulbright grantee, who begins a grant in January 2006, will usually receive the first check in December 2005 and thereby incurs an income tax liability for 2005.

How to Report a Fulbright Grant as a Scholarship/Fellowship

If your Fulbright grant is scholarship/fellowship income as described above, then you should report the income on line 7 of Form 1040, and add the note "SCH" in the margin next to line 7. If you are reporting wage income from another source on line 7, simply add the amount of the Fulbright scholarship/fellowship income to the wage income also shown on line 7. If you were a candidate for a degree, and your study, training, or research performed under the Fulbright grant was a part of your pursuit of a degree, then you may deduct the following 5 items from your taxable Fulbright grant income: any amounts you spent on (1) tuition, (2) fees, (3) books, (4) supplies, and (5) equipment required for your courses. You should attach a schedule to your Form 1040 itemizing your gross Fulbright grant income, less the deductions listed above, in order to arrive at a net taxable amount of the grant. This net taxable amount should be reported on line 7 of Form 1040.

If you were not a candidate for a degree, then the entire gross amount of the Fulbright grant is taxable and reportable on line 7 of Form 1040 as a scholarship or fellowship. If during the tax year, you paid foreign income taxes on your Fulbright grant, then you may be eligible to claim a Foreign Tax Credit on line 46 of Form 1040. You should use Form 1116 Foreign Tax Credit in order to compute the amount of foreign tax credit to report on line 46 of Form 1040. See [Publication 514 Foreign Tax Credit for Individuals](#) for more information on the foreign tax credit.

See [Publication 970, Tax Benefits for Education](#) Chapter 1 for an explanation of the taxation of scholarships and fellowships.

How to Report a Fulbright Grant as Wages

If your Fulbright grant is wages, because you performed lecturing or teaching services as a condition for receiving the Fulbright grant, then you should report the entire gross amount of the grant as wages on line 7 of Form 1040. You should report the gross amount of the grant as wages on line 7 of Form 1040, even though you may never have received a Form W-2 from the Fulbright agency which paid you the grant.

Deductions, Exclusions and Credits

When a Fulbright grant is considered as wages, then several possibilities may be available for reduction of your US federal income tax on these wages, as follows:

1. If your tax home is in the United States, and you are temporarily in a foreign country away from your tax home in the USA for less than 1 year, then you may be able to deduct your airfare, local transportation, lodging, and food expense as itemized deductions reported on [Form 2106](#) (or [Form 2106-EZ](#)) and Schedule A of Form 1040. See Chapter 28 of [Publication 17, Your Federal Income Tax](#), for an explanation of the Tax Home concept and Away-From-Home expenses. See also [Publication 463, Travel, Entertainment, Gift, and Car Expenses](#).
2. If you are outside the USA for longer than 1 year, and your tax home is in a foreign country, and you meet certain other conditions, you may be able to exclude from your income an amount of your wages not to exceed \$80,000 a year as the [Foreign Earned Income Exclusion](#). The Foreign Earned Income Exclusion is explained in [Publication 54, Tax Guide for US Citizens and Resident Aliens Abroad](#). The Foreign Earned Income Exclusion is computed on [Form 2555](#) or [Form 2555-EZ](#), and is reported as a negative number in parentheses on Form 1040, line 21 Other Income.
3. If you are not able to claim either of the deductions or exclusions explained above, and you pay income tax to a foreign country on the Fulbright Grant wages you earn in the foreign country, then you may be able to deduct a Foreign Tax Credit on line 46 of Form 1040. You should use [Form 1116, Foreign Tax Credit](#) in order to compute the amount of foreign tax credit to report on line 46 of Form 1040. See Publication 514 Foreign Tax Credit for Individuals for more information on the foreign tax credit.
4. If you meet certain qualifications, you may qualify to take deductions for work-related educational expenses. See Publication 17 Your Federal Income Tax, Chapter 29. See also Publication 970 Tax Benefits for Education, Chapter 12.

Estimated Tax Payments

Because virtually all Fulbright grants paid overseas are not subject to withholding of US federal income tax, most Fulbright grant recipients must pay estimated tax payments on the taxable portion of their Fulbright grants. See [Form 1040-ES](#) for the requirements for making estimated tax payments before leaving the United States; especially if you have not paid taxes this way before. A fast, accurate and convenient way to make or schedule estimated tax payments is through the

[Electronic Federal Tax Payment System \(EFTPS\)](#). This system enables you to schedule a payment to the

Internal Revenue Service from your US bank account. Later, you can check on the status of the payment(s) or change the scheduled amount(s). See the discussion on Estimated Tax in Chapter 1 of Publication 54.

Grant Paid in Foreign Currency

With one exception for Fulbright Grants explained below under “Blocked Income”, you must express the amounts you report on your US tax return in US dollars. If you receive all or part of your income or pay some or all of your expenses in foreign currency, you must translate the foreign currency into US dollars. You must translate into dollars all items of income, expense, etc. (including taxes), that you receive, pay, or accrue in a foreign currency and that will affect computation of your income tax. Use the exchange rate prevailing when you receive, pay, or accrue the item. If there is more than one exchange rate, use the one that most properly reflects your income, or you may have to use an average exchange rate for a period of time in which many transactions in a foreign currency occur. For information on currency conversions, please refer to [Foreign Currency and Currency Exchange Rates](#). If you must do a currency conversion, please attach a schedule to your US federal individual income tax return showing the details of the currency conversion calculations.

Blocked Income

If, because of restrictions in a foreign country, your income is not readily convertible into US dollars or into other money or property that is readily convertible into US dollars, your income is “blocked” or “deferrable” income. See Publication 54, Chapter 1 for more information for reporting and paying tax on Fulbright Grants when there is blocked income.

Scholars may also contact the US Embassy for a referral to the IRS tax advising offices available to citizens overseas.