



Pre-Departure Handbook for US grantees

Part B – Information for US Fulbright Scholars

2014

1 Planning your stay in New Zealand

1.1 Travel to New Zealand

Your award includes a proportion for your travel costs and you are responsible for booking and paying for your travel to and from New Zealand. You do not need to provide Fulbright New Zealand with invoices for your travel. Your travel allowance remains the same, no matter what you spend on your tickets. If paying for your airfare in advance presents a problem, contact the Fulbright Programme Team Leader to discuss options.

When making your travel arrangements you must comply with the Fly America regulations of the US Department of State. Fly America stipulates that you must travel on an American airline, wherever one is available. Fulbright New Zealand additionally permits travel on Air New Zealand, but does not permit bookings to be made on other non-US or non-New Zealand carriers. You may travel on non-US, non-NZ aircraft, but only if the flight comes under a code-share agreement with a US carrier (e.g. American Airlines code shares with Qantas, but you would have to travel on flights prefixed AA not QF).

Fulbright New Zealand cannot be held responsible for inappropriate bookings – we simply notify you of the requirement.

Fulbright New Zealand does not direct you to a travel agent, however we do alert you to the fact that Fulbright New Zealand's corporate travel agent is willing to provide a quotation for your proposed travel, which may prove useful in making comparisons. Fulbright New Zealand's contracted travel agent is:

Mr. Rhys Bateman
FCM Travel Solutions
Wellington
New Zealand
Email: rhys.bateman@fcmtravel.co.nz
Telephone: +64-3-357-5473
Fax: +64-3-357-0526
Web: www.nz.fcm.travel

If you are starting on the East coast you may wish to consider a one-night stopover in San Francisco or Los Angeles (at your own expense), which makes the journey easier. Air New Zealand flies to Auckland from San Francisco, Los Angeles, Honolulu (and Vancouver).

All Americans are highly recommended to register their travel plans at www.travel.state.gov
Please ensure that you register on this website after you have booked your travel. This will ensure that you receive any email communications regarding incidents that affect US citizens abroad. When you have completed your registration you will receive a confirmation email. Please forward a copy of this email to Stefanie Joe, stefanie@fulbright.org.nz. There is also a Smart Traveler iPhone App available at <http://travel.state.gov/>.

1.2 Determining your Arrival Date

Your arrival date is a matter for negotiation between yourself and your host institution. You **must** participate in the orientation programme in Wellington **3 - 7 February 2014 (to be confirmed)** inclusive.

US Fulbright Scholars are strongly advised not to expect to begin work at a New Zealand institution of higher learning between Christmas and 17 January. This is the main summer holiday period and universities and many organisations will be closed or operating with a very limited staff. Try specifically to avoid arriving on the public holidays, i.e. 25-28 December 2013 (inclusive), 1-3 January 2014 (inclusive) and if based in Wellington, on 20 January 2014 (Wellington Anniversary Day).

Notwithstanding the above, you are encouraged to arrive as early as your schedules and budgets allow in order to explore New Zealand in a personal capacity before you begin your work.

1.3 Arrival and Departure

If your host institution is in Wellington, and if you arrive on a weekday, Fulbright New Zealand arranges for you to be met at the airport. If your host institution is not in Wellington, or if you arrive on a weekend or public holiday, we may be able to make arrangements for one of our Fulbright Alumni to greet you. Alternatively, you could try to arrange a welcome from your host institution. Note that as most international flights from the US arrive in Auckland around 5-6am, it is probably best to plan to manage your Auckland arrival on your own. For those based at the University of Waikato, note that Hamilton is only about 1 ½ hours drive from Auckland International Airport, therefore it may make sense to take a shuttle rather than booking the short flight from Auckland to Hamilton.

It is essential that you notify Fulbright New Zealand of your exact arrival and departure dates, and that you keep us up-to-date with any changes that occur.

1.4 Making the best use of your time at your host institution

Remind the professor you will be working most closely with that your host institution should make the most of your stay. The department that is hosting you should invite you to present seminars/lectures/workshops, and should assist you to play as full a part in the life of the department as possible. The head of the department should be well aware of your visit, and should also notify the Dean of the faculty, so that everyone knows your arrival and departure dates, and can plan accordingly. If your department has regular morning teas, which is something of a New Zealand tradition, you should make sure you attend these. You should host a morning tea shortly before you depart. This means baking or buying a cake/biscuits.

Particularly for those who are lecturing, rather than solely conducting research, make sure you liaise well in advance about the course(s) you will teach, so that your course can be incorporated into departmental course lists. Also inform the department in good time about any required reading lists for your course(s). Providing the department with a photo and a short bio about yourself will help to alert students that you will be at the department, and encourage them to take your course.

You should note, there is an expectation that Fulbright Scholars will give presentations/talks at their host institution, and other higher education and research institutes during their award.

1.5 Travel within New Zealand during your award

You are at liberty to travel for recreational or professional reasons within New Zealand. Neither Fulbright New Zealand nor your host institution is obliged to provide any funding for domestic travel. Two main airlines offer domestic flights within New Zealand:

JetStar (part of the Qantas group)

www.jetstar.com

Air New Zealand

www.airnewzealand.co.nz

For cheap deals it is worth checking out 'Grab-a-Seat' on the Air New Zealand website, specifically: http://flightbookings.airnewzealand.co.nz/vgrabview/en_NZ/

1.6 Travel outside New Zealand during your award

It is permitted to leave New Zealand during your award period, but you **must** notify Fulbright New Zealand of your intention to do so before booking travel. You must also provide full contact details and an itinerary while you are away. Trips outside New Zealand of more than two weeks will result in a reduction in your entitlement. Fulbright New Zealand reserves the right to impose such a reduction after the travel takes place, and you are required to pay back a portion of your stipend if requested to do so.

If you leave New Zealand to travel to a country other than the US (e.g. Cook Islands, Australia), you will need to be able to produce evidence of your return ticket, i.e. the NZ-US portion of your round-trip flight booking, otherwise you may face problems at New Zealand Immigration upon your return to New Zealand from your regional trip.

1.7 'Travel Pot' funding

Under the "East Asia-Pacific Regional Travel Program for US Fulbright Scholars", it is possible to apply for funding to the 'Travel Pot' for travel within the East Asia Pacific (EAP) region during your award period. The Travel Pot funds are intended to support the intra-regional travel of US Fulbright Scholars, in order to offer local institutions the opportunity to benefit from the academic and professional expertise of Fulbrighters based in other EAP countries. Funding is available on a

first-come, first-served basis. Applications should be submitted to Fulbright New Zealand after your arrival in New Zealand, but you can set in motion plans for a Travel Pot application prior to your arrival. If funds are available, approval is usually granted within two weeks. You must provide bank account details in order for the funds to be transferred. Due to exchange rate fluctuations, the funds transferred may not exactly match your expenditure.

Please contact Stefanie Joe, Programme Team Leader, email stefanie@fulbright.org.nz, for the Travel Pot guidelines and application form.

If you leave New Zealand to travel to a country other than the US (e.g. Cook Islands, Australia), you will need to be able to produce evidence of your return ticket, i.e. the NZ-US portion of your round-trip flight booking, otherwise you may face problems at New Zealand Immigration upon your return to New Zealand from your regional trip.

1.8 Splitting your award

Under certain circumstances it may be possible to split your award into two parts, provided that it does not affect your project. If you split your award the first part must include the Orientation dates as noted above. In case you choose to split your award, Fulbright New Zealand does not pay additional funds for extra airfares. Contact the Programme Team Leader for advice.

2 Payment of your stipend

Your stipend is denominated in New Zealand currency and will be paid in two separate amounts: the full amount less NZ\$2,000 shortly after your arrival in New Zealand, but not before 1 February 2014. You must confirm your arrival in New Zealand before payment can be made. The final amount of NZ\$2,000 will be issued after Fulbright New Zealand receives your evaluation report, the template for which is generally supplied approximately a month prior to your return to the USA.

Grantees may request payment by cheque or electronic transfer of funds. If possible please advise Fulbright New Zealand by early December of your preference. A cheque can be couriered to you after your arrival in New Zealand, in which case we need a physical address in New Zealand and confirmation that you or a nominee can sign for the cheque. An electronic payment can be made if you provide us with your bank account details by early December. Cheques and electronic transactions can take two days to clear.

3 Banking

Please open a New Zealand bank account online prior to your arrival. You will be surprised how easy it is. Aim to do this by early December and provide Fulbright New Zealand with your bank account details. You can make deposits by wire in advance. These accounts can accept deposits but the funds cannot be drawn upon until you arrive and verify your identity with a passport at your nominated branch.

Notify the Customer Services division of your credit card company to let them know you will be travelling, and to flag your account accordingly. Some credit card companies will try to protect you by cutting off credit if charges start to appear from distant locations.

3.1 Banking options

New Zealand has several main banks, most of which are owned by Australian parent companies:

ANZ National Bank – although the two brands ANZ Bank and National Bank have been merged, the two separate structures still exist. The ANZ National Bank (www.anz.co.nz) is the bank used by Fulbright New Zealand, so there may be a slight advantage to using them as your award stipend will be drawn on this bank.

Westpac Bank – many government departments use this bank (www.westpac.co.nz)

Bank of New Zealand (BNZ) – (www.bnz.co.nz)

Kiwibank (NZ government-owned) – www.kiwibank.co.nz

There is also Taranaki Savings Bank (TSB, NZ-owned) and the Auckland Savings Bank (ASB).

3.2 Financial conventions in New Zealand

Payments by cheque [sic] are rare in New Zealand – nearly all expenses can be paid by ‘EFTPOS’ (Electronic Funds Transfer at Point of Sale), or by telephone, or internet banking. New Zealanders are among the highest users of EFTPOS in the world. Transactions by EFTPOS require a PIN number and never involve a signature.

Travellers’ cheques are accepted by banks for deposit or encashment, however they are increasingly considered old-fashioned and inconvenient, and fewer merchants accept travellers’ cheques.

Visa and Mastercard are widely used in New Zealand. Diners Club and American Express are not widely accepted.

Because internet banking is so common in New Zealand, it is relatively common for individuals or organisations who need to pay you (e.g. if you sell something on TradeMe) to ask for your bank account number. This is not usually considered risky, but you should **never** disclose your PIN number.

New Zealand banks never initiate email correspondence with customers, unless by a manager known to you, e.g. if you have made an enquiry about opening a bank account. Thus if you receive an email from a ‘bank’, it is probably a scam and should be deleted.

4 Insurance

4.1 US State Department insurance for Fulbright Scholars

As a US Fulbright Scholar you are entitled to the US State Department basic health coverage (for the Grantee only). The coverage has certain restrictions on it and you are asked to carefully read the booklet *Accident and Sickness Program for Exchanges*, which is available in PDF format at <http://usdos.sevencorners.com/>. Seven Corners is the administrator of the United States Department of State Accident and Sickness Program for Exchanges (‘ASPE’) Health Benefit Plan. We advise you to download, print and bring the PDF booklet to New Zealand with you. Seven Corners has a toll-free number in the USA: (800) 461-0430.

An insurance ID card will be sent to you shortly after your arrival in New Zealand. You will need the ID card if you wish to make a claim under the policy.

4.2 Non-serious illnesses

The State Department ASPE insurance covers serious illnesses only. If you make a relatively routine visit to a doctor while in New Zealand, your ASPE insurance will not pay for those expenses. Previous Fulbright scholars advise to simply visit the doctor, pay for your visit and prescriptions and not expect reimbursement. Prescriptions may cost more in New Zealand.

4.3 ACC

New Zealand has universal, no-fault accident insurance, provided by the Accident Compensation Corporation ('ACC'), www.acc.co.nz, which is available even to foreigners. It does not cover illnesses of any kind.

5 Upon your return to the US

5.1 CIES evaluations

In addition to the Fulbright New Zealand evaluation form that you completed prior to your return to the US, the Council for the International Exchange of Scholars (CIES) will require you to complete online evaluations at various intervals. Please ensure you comply with CIES requests to evaluate your Fulbright award over the short and medium term. Such evaluation is invaluable for assessing the worth of the Fulbright programme, the budget for which is subject to Congressional approval annually. The online evaluations only take a few minutes to complete.

5.2 Fulbright alumni community

Part A of the handbook (Section 8) referred to your obligations as an alumnus/alumna. There are also significant benefits to having been a Fulbrighter, including different alumni groups for you to join and/or access.

Firstly, we encourage US Fulbright grantees to join the **US Fulbright Association**. Please visit <http://www.fulbright.org/> for details. This link includes information on the US Fulbright Association's programmes and services and on membership enrolment. It also contains PDFs of the membership form and an informational brochure.

Secondly, after returning to the US you will also be offered one year's free membership of the **Fulbright New Zealand Alumni Association**.

Please see www.fulbright.org.nz/grantees-alumni/fnzaa/membership/ for details.

Thirdly, you can get access to the **US State Department Alumni** website, where you can get information on \$33 billion in grant opportunities, lifetime access to *The Economist* magazine, a prestigious lifetime email address, calendars of events in your area, and other benefits. Visit www.alumni.state.gov to register as an alumnus/alumna. It is even possible to sign up for membership while you are still on your award.