

FAQs

Fulbright Pre-Departure Orientation

Frequently Asked Questions

REGISTRATION

Will I receive a confirmation email once I complete my registration form?

No, you will not receive a separate confirmation email. Upon completion of the registration form, you will be redirected to a confirmation web page, which will indicate that your registration is complete. If the orientation staff have any questions about your registration or have not received your registration by the deadline, they will contact you directly.

- Deadline for the South & Central Asia Fulbright Orientation: [Friday, May 17, 2013](#)

When can I access the online travel booking system in order to make my travel arrangements?

You may access the online HRG travel booking system now through the [Travel Arrangements](#) section of the Pre-Departure Orientation website and have until Friday, May 17, 2013 to book your travel. Instructions for booking travel are located on the website along with a link to the online system. Please note that you may not book travel until you have completed the registration form.

I would like to travel to/from the orientation by train (e.g., Amtrak), how do I do this?

Train tickets can be purchased through HRG agents. To request a train ticket, email the following information to groups.us@hrgworldwide.com.

First Name

Last Name

Fulbright Grant Region

Email

Cell Phone

Departure Station

Departure Date/Return Date

Departure Time/Return Time

I would like to travel to/from the orientation by car. Will I be reimbursed for mileage?

Yes, with prior approval, you may drive to Arlington, Virginia. Reimbursement forms will be available at the orientation for you to fill out and return in order to receive reimbursement. A map of your trip, including mileage, must be attached to the reimbursement form in order for it to be processed. The amount of reimbursement is \$.56 per mile with a maximum of 180 miles each way. The \$.56 per mile covers the use of your vehicle, gas and all tolls. Additional reimbursement is not available. Parking on campus will not be reimbursed but will be covered in your travel allowance. Please email Fulbrightorientation@iie.org to request reimbursement approval for driving.

What does the travel allowance and stipend cover?

When you arrive at the orientation you will receive \$50 to cover ground transportation (taxis, airport shuttles, metro, parking, etc.) and meals while travelling.

I am unable to book a flight that coincides with the exact dates of the orientation. May I arrive a day early or depart a day late due to the availability of flights?

Yes, if it is absolutely impossible for you to arrive and depart the days we have requested due to available travel options, you may arrive early or stay a day late. For those additional nights, your hotel will be covered. You must include that information in your registration form or email Fulbrightorientation@iie.org before requesting your flight through HRG, the online travel system, in order for it to be approved. Once you have communicated that information to the orientation staff and received approval, you may go ahead and book your flight and you will be contacted if more information is needed.

I will be abroad during the orientation dates. Will the cost of my travel to and from Washington be covered?

If you have plans to be abroad during the time of the orientation you will be responsible for researching your own flight and submitting your proposed travel itinerary and cost to Fulbrightorientation@iie.org for approval. If the proposed flight is approved and the cost is equal to or less than \$1,000, you can book the flight directly through the provided online booking system (HRG). If the approved travel itinerary is more than \$1,000, you must book the flight yourself and will be reimbursed up to \$1,000 upon the completion of a reimbursement form and submission of original receipts. Reimbursement forms will be available at the orientation for you to fill out and return in order to receive reimbursement. In order to receive reimbursement, you must comply with the Fly-America Act, which requires that you purchase a ticket from a U.S. air carrier.

I would like to arrive early or depart late for personal reasons (e.g., sightseeing, visit family/friends). Will my transportation be covered for these extra days?

As long as the cost of the requested round trip ticket is comparable to the cost of a ticket for the arrival/departure dates of orientation, you may request that ticket including the extended days through our online booking system. Before booking your ticket, please include that information in your registration form or e-mail Fulbrightorientation@iie.org with your request details. You are responsible for covering all additional costs for accommodations, food, and incidentals before/after the orientation dates.

When booking my flight what class should I choose?

You must choose economy. If you choose to upgrade later, you are responsible for all additional expenses.

ACCOMMODATIONS

I understand that we are going to be sharing hotel rooms. If I know another ETA that I would like to share my room with, may I request that person?

Yes. As you register for the orientation, you will have the opportunity to list the name of the person you would like to share a room with.

Can I bring a friend or family member with me to Washington?

Accommodations will only be reserved for PDO participants, and you may not bring any dependents/guests to the orientation.

Can I arrive in Washington early or stay after the program for personal plans?

Attendees who wish to arrive early or depart late may do so, but will be expected to make their own

arrangements for lodging and cover the additional costs. Travel outside of the PDO event dates will not be approved without further explanation and confirmation of personal arrangements, and these arrangements **must** be made at the time of registration.

Please Note: Any expenses not related to the PDO will be paid by the individual (additional hotel nights, travel cost, meals, etc.).

HEALTH BENEFITS

Will I receive my ASPE ID card at the pre-departure orientation?

No. ASPE ID cards will not be distributed at the pre-departure orientation.

When will I receive my ASPE ID card?

Your Fulbright grant officially starts the day you depart the United States. Therefore, you will only be issued an ASPE ID card once your travel dates are set and your flight is booked. The issuance of your ID card is managed by IIE for students and CIES for scholars. If you have questions regarding when you will receive your ASPE ID card, please contact your IIE or CIES program officer.

Can I contact Seven Corners to discuss personal health questions?

You will need to wait until you receive your ASPE ID card before contacting Seven Corners. If you have a general question regarding your health benefits, please visit www.usdos.sevencorners.com/faq to review the information available. If you have a personal health issue, Seven Corners can assist you once you have been issued an ID card.

OTHER

Is there is dress code?

The orientation has no formal dress code, although most attendees choose to dress in business casual attire.