

2012-2013 SENEGAL COUNTRY GUIDELINES FOR U.S. FULBRIGHT SCHOLARS AND STUDENTS

The Fulbright Program is sponsored and administered by the Bureau of Educational and Cultural Affairs (ECA) of the United States Department of State. Overseas, Fulbright programs are the responsibility of the Public Affairs Section (PAS) of the American Embassy.

This document contains **summary** information about the Fulbright award, logistical and program support provided through ECA, and advisory information about Senegal. These guidelines are an important resource, and should be reviewed prior to departing for your host country. Information is subject to change.

THE PUBLIC AFFAIRS SECTION OF U.S. EMBASSY DAKAR

Below is contact information for PAS staff who are your points of contact while in country.

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YOUR FULBRIGHT GRANT AND THE BINATIONAL NATURE OF THE PROGRAM

The Fulbright Program is administered in accordance with regulations established by the J. William Fulbright Foreign Scholarship Board (FSB). The Board has ruled that Fulbright grant funds cannot duplicate benefits received under other auspices. Therefore, grantees that receive host government or host institution financial contributions (for example, international travel, per diem/subsistence/housing allowance) in cash or kind do not receive allowances for these benefits in their grants. Grantees who receive a concurrent grant to the same country under other auspices may have their Fulbright grants reduced if Fulbright grant benefits are duplicated by the other grant. You must report any outside contributions received.

Governments and institutions in host countries support the exchange program in two ways: Through (a) *monetary contributions*, which result in a sharing of program costs or (b) provision of *non-monetary assistance* to enhance the exchange experience for the guest scholar or student.

WHAT THE FULBRIGHT GRANT PROVIDES

Fulbright Students

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

1. The **base amount** is provided to cover initial or one-time start-up expenses such as:
 - a. Unaccompanied and/or excess baggage.
 - b. Miscellaneous costs, such as visa fees, permits, medical exams, immunizations, etc. This is a fixed sum in each grant and may not reimburse all expenses completely.

2. A monthly **maintenance allowance** is provided to cover recurring subsistence needs such as housing, fuel, utilities, and food. The allowance is based upon the estimated standard living costs in the country of assignment.

Fulbright Scholars

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

1. Travel and Relocation
 - a. Unaccompanied and/or excess baggage.
 - b. Relocation allowance for expenses such as visa fees, permits, medical exams, immunizations, etc. This is a fixed sum in each grant and may not reimburse all expenses completely.

2. A monthly **maintenance allowance** is provided to cover recurring subsistence needs such as housing, fuel, utilities, and food.

3. Monthly **base stipend**

PRIOR TO YOUR ARRIVAL

Travel to Senegal

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

Visas/Research Clearances

U.S. Citizens do not need to request an entry visa prior to arrival in Senegal. However, you *will* need a research visa for your stay here. Fulbrighters are strongly encouraged to obtain a research visa prior to arrival. Contact IIE or CIES for instructions on filing for this in the U.S. If time does not permit to obtain a visa in the U.S., you can submit a request for a one-year research visa to the Ministry of the Interior, via the Public Affairs Section. Do this immediately upon arrival because processing takes 2-3 *months*. You will be responsible for the visa fee, approximately \$70.

Requirements for Research Clearance from the Ministry of Scientific Research/National Archives: Fulbright researchers must obtain research clearance from the Senegalese government. Clearance has never been denied in recent memory and you can start to access the archives as soon as you arrive as long as the visa is in process. Non-recommended fields of study are secession/border conflict studies. To request a visa after arrival, submit the following items to PAS. The Embassy will forward them to the appropriate offices:

1. A written request (in French) to the Ministry of Higher Education, Regional University Centers and Scientific Research, stating: a) the topic of research; b) the rationale for conducting said research in Senegal; c) that at the conclusion of your work, three copies of your final written product will be distributed the following way: two for the Ministry of Renewable Energy and Scientific Research, and one for your partner organization or advisor.

Address the letter to « Monsieur le Ministre de l'Enseignement Supérieur, des Universités, des Centres Universitaires Régionaux et de la Recherche Scientifique » and include the following address:

Professeur Amadou Tidiane Bâ
Ministre de l'Enseignement Supérieur, des Universités, des Centres Universitaires Régionaux et de la Recherche Scientifique
Ministère de l'Education
Rue Calmette
Dakar

General Contacts:

Phone: 221-33-849-7552

Fax: 221-33-822-4563

Email: first@recherche.gouv.sn

2. A document showing your university affiliation (for students must have been issued within the last 3 months). We suggest that you simply get a letter on university letterhead, stating your position at the university and that you are traveling to Senegal on a Fulbright grant to conduct research. The letter should be signed by a university administrator. The letter must be in French, or you can do an informal translation and attach it to the letter.
3. Your university letter should also state that at the conclusion of your work, three copies of your final written product will be distributed the following way: two for the Ministry of Scientific Research, and one for your partner organization or advisor.

4. Two photos for identification cards. Must be white background, 4cm x 4cm format (or as close to that as possible).
5. IF APPLICABLE: For access to the National Archives for Research, a letter using the same format as the Ministry of Research, requesting access for the purpose of your research. Please address to :

Monsieur Babacar Ndiaye
Directeur des Archives Nationales
Building Administratif
Dakar, Senegal
Telephone: 00221-33-849-71-86 /00221-33-849-74- 82

6. IF APPLICABLE: To conduct any type of MEDICAL research, you will need an additional human subjects permit. If your research involves any contact with the Ministry of Health, Health Insurance Entity, Health Clinics, etc., please consult Public Affairs to help determine if this additional permit is needed.

Work Permits/Long-Term Residency Permits

Fulbright grantees are prohibited from taking employment. Fulbrighters who wish to seek employment *after* conclusion of the grant must first obtain a legal resident certificate from the Senegalese Ministry of the Interior. A work permit or documentation of a valid employment contract is also required.

Sending and Receiving Mail

U.S. government policy permits Fulbrighters to receive limited amounts and types of personal mail via diplomatic pouch. Delivery generally takes 2-3 weeks. Only first class mail, in soft mailing envelopes (no boxes!) up to a maximum of 2 pounds weight is allowed to be received via pouch. Videocassettes, CDs, DVDs or other electronic media are not authorized. Newspapers, magazines or other recurring subscriptions are not authorized *except for as part of your initial educational materials allowance* (see below). Computers and electronic equipment may never be sent by pouch. Batteries, including lithium batteries in electronics, glass or liquids of any kind are not allowed. Please check with the Public Affairs Section for certain medical exceptions BEFORE sending a shipment.

Format for address: Your Name
 2130 Dakar Pl.
 Dulles, VA 20189 – 2130

Diplomatic Pouch Mail is a one-way privilege, i.e., no mail can be sent from the Embassy to another destination. Use of the diplomatic pouch is a privilege which, if abused, can be withdrawn by the U.S. Department of State. Please follow the rules closely.

Grantees may send mail to the U.S. using private companies such as DHL, or via an informal system by which travelers volunteer to post letter mail upon arrival in the United States. Grantees should bring a supply of American postage stamps.

For things you can't get via diplomatic pouch, use DHL, FedEx or the USPS. This system is slightly faster than the pouch but more costly. Delivery of letters takes about ten days between the United States and Senegal unless you pay for express shipping. Be sure to include "Public Affairs Section" or the mail may languish in the Embassy Mail Room. Spouses using different last names should make sure mailroom employees know where to direct letters. Grantees may receive international and local mail at:

Public Affairs Section (PAS)
Immeuble Kléber
45, Rue Jacques Bugnicourt (ancienne Rue Kléber)
x Av. Jean XXIII, Dakar, Sénégal

Perhaps more reliable is the U.S. Embassy post office box though many international carriers insist on an actual street address (above). Both the 45 Rue J. Bugnicourt and BP 49 address arrive at the same PAS office.

Name
c/o Public Affairs Section
B.P. 49
Dakar, Senegal

Note: Once you establish an address in Dakar, you can of course have items sent directly to your apartment if you prefer.

American Fulbright grantees may send books and educational materials to Senegal via the diplomatic pouch on a one-time basis up to 30 days *before* arrival or within the first 30 days *after* arrival in Senegal. The pouch may *not* be used for return shipments at the end of your stay. Please adhere closely to the instructions below. Boxes rejected by the Department of State because of improper size, contents, or packaging will be sent back to the return address on the box. There is no way to insure boxes sent through the pouch system or to trace items lost in the pouch mail system. The Bureau of Educational and Cultural Affairs, which administers the Fulbright program, cannot retrieve and repack overweight/oversized boxes.

Initial Shipment Contents

Packages must contain only books, magazines, notes or other similar educational materials required for the grantee's teaching or research program overseas. Computers and electronic equipment may not be sent by pouch. Packages may not contain personal effects of any kind. The Department of State may open packages suspected of containing prohibited items. If prohibited items are discovered, the box will be returned to the sender. Grantees should not enclose items that are irreplaceable. The Department of State assumes no responsibility for lost or damaged packages. There is no insurance or tracking available for these boxes.

All Fulbright boxes are considered "official mail" and for that reason are subject to security scanning for contents and irradiation to guard against biological (i.e. anthrax) contamination. CDs, books and bound documents have apparently not been damaged by scanning. Photographs and

single sheets of paper may be damaged, becoming yellowed and brittle. Slides or any thin plastic materials such as transparencies are destroyed.

Initial Shipment

No more than four 8.5" x 11" copy paper-size boxes per grantee may be sent through the pouch system. Each box cannot exceed 50 pounds. The combined volume of the entire shipment must not exceed 6 cubic feet. The grantee will be responsible for shipment costs if the limit is exceeded. We may receive up to the above-mentioned size. However, the U.S. post office might have changed the regulation on sending boxes from the U.S. Recently it was reported that all boxes must be less than 24 inches in length, and no more than 62 inches in combined length and girth. Please check with your local post office for more information.

Initial Shipment Wrapping

Materials must be packed securely in strong cardboard boxes, sealed with heavy-duty packing tape (strapping tape is best), and clearly labeled Public Affairs Cultural Officer and your name. New boxes with no advertising or confusing labels are best. Boxes are sometimes handled roughly in shipment.

Initial Shipment Address

Return address: Name
 Street Address
 City, State, Zip

Mailing Address: Public Affairs Section
 Department of State
 2130 Dakar Pl.
 Dulles, VA 20189 – 2130

In lower left-hand corner of the box write:
UNCLASSIFIED VIA AIR POUCH
Your Name
FULBRIGHT SCHOLAR EDUCATIONAL MATERIALS

NOTE: Please choose a return address where the recipient will know how to contact you and what to do if a box is returned.

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 4", "2 of 4", etc.

Initial Shipment Payment

Packages can be shipped through the U.S. Postal Service. Grantees are responsible for paying domestic postage; the US Postal Service will charge you postage from your home to Dulles, VA. The "street address" in the address format was created strictly to meet USPS requirements for automated mail sorting; no such street address actually exists.

Initial Shipment Timing

Grantees should anticipate that once packages are received at the U.S. Department of State mail center in Dulles, shipping will take 2 to 3 weeks to arrive in the country of assignment. The frequency of pouch shipment is outside the control of the Bureau of Educational and Cultural Affairs and the receiving U.S. Embassy.

Customs Restrictions on Professional and Personal Affects

Grantees are not diplomats accredited to the Government of Senegal and therefore the Government of Senegal will not accord diplomatic privileges or duty free purchase/importation of goods.

In the past, lecturers usually have been able to claim "coopérant" status and purchase a car without paying import tax. This requires walking the papers through the Senegalese bureaucracy and paying the equivalent of at least one hundred dollars in domestic taxes. Grantees are responsible for negotiating with the Senegalese bureaucracy. The Embassy is unable to assist with this process.

Schooling for Dependents

The International School of Dakar (State Department Supported)

This school is the only one in Senegal accredited by the Middle States Association of Colleges and Schools and The Council of International Schools. ISD is usually very full so, please contact the school as soon as possible to determine if space is available. School starts mid-August and runs through mid-June. Enrollment fees and the 2012-13 tuition schedule is not yet published. You can check the website <http://www.isdakar.org/main/admissions/tuitionFees.php>, where it will be posted at a later date.

Contact: Susan Wardini (Office Manager)
Tel: (+221) 33-825-0871, 33-860-2332
Fax: (+221) 33-825-5030
E-mail: isd@orange.sn, admin_isd@orange.sn
Website: <http://www.isdakar.org>

Please note: payment in U.S. dollars by electronic funds transfer (EFT) to the school's bank in the USA, or by a U.S. dollar check is preferred. Payment in local francs (CFA) will be accepted, based upon the current exchange rate (available at the ISD Business Office).

Dakar Academy (a private religious school)

Accredited by the Association of Christian Schools International. It is the only accredited boarding program in Africa, an option you may need if you choose to leave dependents in Dakar while you travel for research. However, the school's charter requires that they prioritize space for missionary children.

For information on school fees, please visit the website: <http://www.dakar-academy.org>
Tel: +221- 33-832-0682 Fax: +221-33-832-1721
E-mail: office@dakar-academy.org

The Senegalese American Bilingual School: Run by an American ex-pat, this private institution

located in central Dakar offers a choice of Senegalese or American-style education. It is not accredited by any US educational institution, and runs more closely on the Senegalese calendar, usually starting in September. Search for the Senegalese American Bilingual School on Facebook.

French schools: There are a few high-quality private French language schools available. Generally, unless your dependent is already fluent in French, it will be difficult to matriculate your child due to entrance exam requirements. One popular choice (often very full) is the private school Ecole Actuelle Bilingue (<http://www.ecole-actuelle-bilingue.com>)

Senegalese schools: Most Senegalese public (and even private) schools are overcrowded (40 to 80 children per class) and fall short of US academic standards. Instruction is in French with a heavy Wolof influence. If you plan to locate your research activities outside Dakar, please contact Public Affairs to assist in finding an appropriate local public or private school.

PAS AND EMBASSY SUPPORT

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

Security

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

Use caution when traveling to national parks or nature preserves. Travelers should only use the services of reputable travel firms or knowledgeable guides when traveling on safaris or to nature preserves. Safaris are best undertaken with a minimum of two vehicles so that there is a back-up in case of mechanical failure.

Arrival and Temporary Lodging

The US Embassy can arrange for all Fulbrighters and their dependents to be met at the airport by a reliable contract driver and taken either to their quarters or to a moderately priced hotel in Dakar until their housing is ready. This service costs \$10 USD per PERSON over age 2. It can be paid in USD or local currency (5,000 cfa) and is highly recommended given the available flight times into Dakar and security at the airport. The cost covers luggage assistance and drop-off at any Dakar location. To book this service, e-mail your full name, flight times and numbers to the Public

Affairs Section (PAS). Please let PAS know if you need reservations at a moderately priced hotel (approximately \$50-70 USD per night) or if you have already arranged accommodations.

Check Cashing/Local Banking

Grantees are allowed to cash U.S. bank checks for local currency at the Embassy cashier's office, open: 9:00 to 14:00 on Monday – Thursday and till 11 a.m. on Fridays. The limit is \$1,500 per day. Local banks require large minimum balances and proof of local residency to open checking accounts and charge high fees for all services and currency conversions. We strongly recommend that grantees have their stipends automatically deposited in a U.S. checking account and draw on that account via a secure ATM (like the one at the Embassy), rather than opening an account in Dakar. Transfers of funds from the U.S. may also be handled through Citibank, which has a branch in Dakar. Local address: 2, Place de l'Indépendance; Phone: (221) 33-849-1111; Fax: (221) 33-823-8817. SWIFT is: citisnda.

Local Health Services and Access to Embassy Health Facilities

Fulbright grantees do not have access to the Embassy health facility. Bring copies of prescriptions for medications and eyeglasses, and other important health records. Contact the ASPE provider for more information on the prescription services covered by the Fulbright program. While grantees are covered by the Department of State for medical evacuations, accompanying dependents are NOT. Medical evacuation insurance for dependents is highly recommended. One evacuation insurance company, which the American community has used in the past is International SOS Assistance, Inc. (<http://www.internationalsos.com/>)

A number of well-trained doctors and dentists have practices in Dakar, but they can be quite expensive, depending on the rate of exchange. Hospital facilities exist, but public hospitals are not considered adequate except for emergency treatment. Private clinics are available. An updated list can be obtained from the Public Affairs Section, or under the American citizen services page of the Embassy website (<http://dakar.usembassy.gov>). Yellow fever inoculations (with the travel card to prove it) are required for entry into Senegal. Malaria, including a chloroquine-resistant strain, is prevalent and some form of prophylaxis is strongly recommended. The Embassy Health Unit cannot write you a prescription, you must consult your local physician before departure. For more information on health issues in Senegal visit the Center for Disease control website: www.cdc.gov.

ADDITIONAL INFORMATION AND RESOURCES

Permanent Housing and Household Goods

All Fulbright grantees are responsible for arranging their own housing in Senegal. We encourage you to coordinate your housing plans with the host institution to ensure that it is within a reasonable commuting distance. Note: schools do not generally offer a bus service, you also need to consider commute distance for your dependents. If a university is the host, the institution may offer university-supplied housing though, this has been problematic for some grantees in the past. You are generally on your own for maintenance. Be aware that landlords generally do not rent directly to tenants, you will need to go through a realtor who will expect one full month's rental fee for service. Additionally, a two month's rent deposit is required to move in. Be sure to specifically discuss/negotiate whether or not utilities such as water, trash, gas and electricity are included. Electricity generally is not. There are no city cooking gas connections in Dakar, you generally buy small propane tanks as needed.

The following websites provide housing possibilities while in Dakar (in French only):

<http://www.meloger.sn/>

<http://www.independance-immobiliere.com/>

<http://www.oceandrive.sn/>

<http://www.immoconseil-senegal.net/>

The Fulbright housing stipend is considered adequate by local standards to rent a 1-3 bedroom, partially furnished apartment. The Embassy occasionally has extra furniture available to borrow (left by previous Fulbright grantees) on a first-come-first-served basis. Single family homes are hard to find, not as secure, and generally out of the price range. Apartments lack American amenities such as microwaves, clothes dryers, dishwashers and in some cases, air conditioners. Check to be sure a refrigerator and stove are included if you book something online. Frequent electricity and occasional water shortages are common in Dakar.

In short, expect to live in circumstances different from those in the U.S. and be prepared to make some adjustments in lifestyle. While Dakar has many charms (great restaurants, nice beaches), it remains the capital of a developing country with the accompanying problems of poverty, poor infrastructure, and massive unemployment, just to name a few.

Domestic Help

Most Fulbrighters hire maids while in Senegal. Salaries are quite reasonable (about \$10 USD or 5,000 cfa a day). A maid not only helps with cleaning and other tasks (remember you don't have the same amenities as in the U.S. and you will not have a clothes dryer or dish washer), but also offers an additional measure of security for your residence. Diplomats, missionaries, and expatriates in general have reported increased security incidents during the past year. Grantees are advised to go through the formal contracting procedures when hiring domestic help. Labor laws and labor courts are heavily weighted in favor of the employee, and one can run into costly and unpleasant disputes if one is not protected by the proper documents. More details can be obtained from the Community Liaison Office at the Embassy that also has letters of reference on file for available domestic staff.

Computers and Other Electronic Equipment

Senegal uses the 220 volt French electrical system. We recommend purchasing plug adaptors in advance for electronics which support either 110V (US) or 220Volts. The Embassy is unable to provide electricity transformers/converters for devices which are not already wired for dual use.

Personal computers and electronic equipment can be brought in and there is no requirement to send us or the government of Senegal information in advance. This is far preferable to having a computer shipped later, as grantees are subject to paying duties. You are not permitted to bring additional items for resale.

Cyber cafes are abundant in Dakar and Internet bandwidth has developed substantially in Senegal in the recent years. Wi-Fi connections are increasingly more common. Senegal has two main telephone companies (ORANGE and TIGO) and a newly established company called EXPRESSO. You can easily acquire an inexpensive local cell phone (15 to 20 USD) and purchase minutes on cards. If you want to invest in a GSM unlocked phone (buy it in the US for \$200+) you can then

purchase a local sim card from the vendors of the streets for about \$5 USD, and also purchase chips to activate your phone for other West African countries if you'll travel in the region. Both ORANGE (Sonatel) and Expresso provide ADSL residential internet services. For more information visit the SONATEL page at: www.alize.sn

Local Transportation/Used Cars

There is a large network of local transportation, including regular bus routes throughout the city and suburbs, taxis (some with meters), and mini-buses, known as "cars rapides," which can be hailed on the street. Taxis are more expensive, but are reasonably priced for short distances. Traffic conditions are often chaotic and it is not recommended to drive outside Dakar at night since the lack of street lights make it extremely dangerous. Although used cars are available on the local market, import duties may cost up to 50% of the car's value. Be sure to identify the required taxes before making a purchase.

ADDITIONAL RESOURCES

- A) **Africa Consultants International (ACI)** is an American non-profit organization, working in Dakar, Senegal, since 1984. Its mission is to promote cross-cultural understanding, social justice and the health and well being of Africa's people through effective communication and training. Since 1990 ACI has been a key participant in finding effective responses to HIV/AIDS and other major health issues in Africa. ACI also offers language and cultural training programs to help newcomers deepen their understanding of Senegal and other developing nations by strengthening their language skills and cross-cultural understanding. Visit: <http://www.acibaobab.org/> or send an e-mail to: aci@acibaobab.org.
- B) **The West African Research Center (WARC)** is the overseas research center for The West African Research Association (WARA). It is located in Dakar, Senegal. WARC is a center for academic exchange between American and African scholars that encourages research in a variety of disciplines on the region of West Africa. Since its inception in 1993, WARC has grown both in terms of staff and influence as it continues to connect researchers in the US with researchers in the region of West Africa interested in common issues. Visit: <http://www.warc-croa.org/>.
- C) **www.dakarwomensgroup.org**: This is an English-speaking women's group. They publish a very useful and practical guide to Dakar.
- D) **www.expatdakar.com**: General guide to expat life in Dakar (French only).

GRANTEE RESPONSIBILITIES

Reporting Requirement

The Fulbright award requires submission of two reports: 1) at the mid-term stage of the assignment and 2) a final report prior to departing from the host country. Fulbrighters will receive instructions from CIES or IIE, as appropriate, on how to file reports on-line.

Visit the Information Resource Center (IRC)

Following your initial contact meeting at the Embassy, we invite you to schedule a later return meeting at the Embassy's IRC, located in the same building as the Public Affairs Section. This is generally a great resource/meeting place for your Senegalese contacts. The Center has access to academic research databases, books, DVDs and more. For more information visit:

<http://dakar.usembassy.gov/irc.html>.

2012 Embassy Holiday

You will receive the Embassy holiday schedule during your orientation in Dakar.