

2012-2013 TOGO 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, and awards scholarships to lecture, conduct research, and study abroad. The program is managed in country by the Public Affairs Section (PAS) at U.S. Embassy Lomé, Togo.

Country guidelines contain **summary** information about the Fulbright award, and logistical and program support provided through ECA, contact information for PAS or the U.S. embassy, and advisory information about your host country. These guidelines are an important resource, and should be reviewed prior to departing for your host country. This document may be supplemented by PAS during your arrival orientation at post. Please note that this information is subject to change.

THE PUBLIC AFFAIRS SECTION OF U.S. EMBASSY LOME, TOGO

The Public Affairs Section (PAS) is responsible for managing Fulbright in Togo. PAS offices are located at the U.S. Embassy. Embassy hours are 7:30 a.m.-5:00 p.m. Monday-Thursday, and 7:30 a.m.-12:30 p.m. on Friday. The Embassy website is: <http://togo.usembassy.gov> ; Facebook: U.S. Embassy Lomé.

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

Public Affairs Officer	Brenda Soya	SoyaBC@state.gov
Exchange Program Specialist	Josita Ekouevi	EkoueviJA@state.gov
Cultural Affairs Specialist	Koffi Awute	AwuteKK@state.gov
PAS OMS	Sonia Agbessi	AgbessiSA@state.gov

PAS via Embassy switchboard:	(00228 -22-615470) ext 4515/4598
PAS direct line:	N/A
PAS fax line:	(0228-22-615469)
Embassy after-hours number:	228-90043394/228-90919010

Fulbright scholars/students in the U.S. may write to PAS at U.S. postage rates:

Public Affairs Officer
2300 Lome Place
Dulles, VA 20189-2300

Fulbright grantees may also write to PAS via international mail at international mail rates:

Public Affairs Officer
C/O American Embassy
4332, Boulevard Gnassingbe Eyadema
Cite-OUA, Lome II
B.P. 852
Lome, Togo
West Africa

The Public Affairs Section is happy to work with you as a guest presenter or expert for Public Diplomacy events. We are pleased to be a resource for you, however, the IRC is not a substitute for a cyber café.

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 who 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 grant benefits. 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.

Host country governments and institutions support the exchange program through two ways: (a) *monetary contributions*, which result in a sharing of program costs, or (b) *non-monetary assistance* to enhance the exchange experience for the guest scholar.

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 Togo

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.

Grantees should take copies of all identification certificates and documents, including marriage and birth certificates, driver's licenses, etc., to your assignment country. Make photocopies of the first two pages of your passport, which should be kept separate from your passport in case of loss or theft. Also bring extra passport photos for obtaining visas and conducting other business.

Visas

A passport and visa are required for entry and can be obtained in advance from the Embassy of Togo, 2208 Massachusetts Avenue, Washington, DC 20008; Tel: (202) 234-4212 Fax: (202) 232-3190. It is also possible to obtain a 7-day visa upon arrival at the first point of entry at the cost of CFA 15,000 (approx 40.00 USD). You will have 7 days to follow up and extend your visa in a somewhat burdensome process. Upon arrival, a long-term (one-year) residency permit must be arranged at the Immigration Office in Lome. Please bring at least 14 passport-sized photos.

Lecturers are advised to have a copy of the offer letter from the University on hand upon arrival at the airport.

Research Permits and Research Clearance

Fulbright senior research scholars and Fulbright students are required to have a local institutional affiliation and research clearance before entering the country. They should write to the Minister of High Education and Research, c/o U.S. Embassy Lome. A copy of the letter should also be addressed to the President, the Director of Scientific Research and the Dean of the Faculty in which the Fulbrighter will be assigned at the University of Lome. A copy of the proposed research program proposal and description (both in English and French) should be included.

To obtain a residence permit, a researcher or student must meet the following requirements:

- a) Two completed application forms,
- b) Two recent color passport-sized photos,
- c) Passport valid for at least six months, with at least one blank page,
- d) Fee (cash or postal orders only), and
- e) Letter of invitation or evidence of affiliation from the host institution. If the applicant is not affiliated to any institution, the endorsement should come from a person of professional standing in the field of the applicant's discipline, supporting the application and providing assurance that the research will conform to research guidelines.

Sending and Receiving Mail

Personal mail

Fulbright grantees have been approved for access to the diplomatic pouch to receive first-class letter mail only (maximum of two pounds). Magazines, newspapers, DVDs, and package mail are not authorized. Take sufficient U.S. postage stamps with you for first-class mail to the U.S. The Department of State accepts no liability for loss or damage. First-class mail via the pouch can take up to two weeks or more for delivery.

The address format for correspondence is as follows:

Your name (Fulbrighter)
2300 Lome Place
Dulles, VA 20189-2300

or via International Mail at:

Public Affairs Officer
C/O American Embassy
4332, Boulevard Gnassingbe Eyadema
Cite-OUA, Lome II
B.P. 852
Lome, Togo
West Africa

Books and Educational Materials Sent by Diplomatic Pouch

Fulbrighters have access to the diplomatic pouch for sending a maximum of four 8.5"x11" copy paper-size boxes of books and other educational materials. These pouch privileges are provided by the U.S. Embassy on a one-time, one-way basis only; materials cannot be sent back to the U.S. by pouch at any time during your stay. Package mail in excess of the four permitted boxes will be returned to the U.S. at your expense. For additional information on the exact dimensions, address information, and recommendations, consult the *Instructions for Shipment of Books and Educational Materials by Fulbright Scholars* document included in your pre-departure orientation packet. Lome's weight maximum is 50 lbs per box.

CAUTIONARY NOTE: In the past, abuse by several Fulbright scholars caused near revocation of privileges for all program participants. Anyone who violates pouch regulations will be barred from use and will have to make other arrangements for handling personal and professional correspondence.

Customs Restrictions on Professional and Personal Affects

Besides the limited pouch shipment and airline excess baggage, grantees may airmail materials addressed to themselves via international mail, but are subject to paying customs duty at the local post office before taking possession of the materials. All goods taken into the host country must be declared. There are no duties levied on equipment, such as computers, that are imported for personal use. Firearms may not be brought in without prior arrangements with the Department of Customs and the host country police department. Pets require special handling and prior clearance with the Department of Animal Health before they can be imported into the host country. Please be aware that additional transit stops may also require clearance when traveling with pets. The Community Liaison Office at the U.S. Embassy can provide additional information. Email: clolome@state.gov

Schooling for Dependents

The American International School of Lome (AISL) offers multi-grade classes from K to Eighth Grade and an Independent Learning Program through the University of Nebraska for high school students. For further information please contact the school directly at (228) 22-21-3000 or aisl@laposte.tg. There are also several international schools: the British School (228) 22-26-4606, the Lycée Francais (228) 22-21-6216 and Ecole Internationale Arc-en-Ciel (228) 22-22-0329.

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

You can request an expeditor at your own personal cost (\$25.00 approx). When possible all grantees will be met and assisted upon arrival. A representative from the University of Lomé, often the department chair, generally meets Fulbright lecturers, or a PAS representative may assist incoming Fulbrighters at the airport. It is preferable for grantees to arrive on weekdays rather than weekends. Grantees must provide CIES or IIE with their final itineraries at least 3 weeks in advance.

Fulbright researchers and students must arrange their own accommodations. If needed, PAS will arrange for temporary accommodations, at the grantee's expense, for a few days until the grantee finds permanent lodgings.

U.S. Embassy Access

The Embassy issues Fulbrighters badges for access to Embassy offices once they complete the security brief. Please arrange to visit the Embassy within one week of your arrival.

Check Cashing and Local Banking Arrangements

Fulbright grantees have been approved for check cashing facilities at the Embassy. Fulbright grantees may also open bank accounts at local commercial banks if they have resident permits. Limited ATMs are available. MasterCard does not work in Togo.

Prior to their departure from the U.S., Fulbrighters should consult their U.S. banks concerning overdraft privileges. When mail is delayed, scholars and students may not have current information about account balances. Additional U.S. dollar travelers' checks and a major U.S. credit card (Visa) are valuable for travel and emergencies. Very few places accept credit cards.

Local Health Services and Access to Embassy Health Facilities

Fulbright grantees should ensure you have current yellow fever vaccination and tetanus immunizations. Vaccines for hepatitis A, hepatitis B, typhoid, and current booster/vaccines against childhood diseases (tetanus diphtheria, polio, and measles/mumps/rubella) are also strongly recommended for adults, as well as children. For additional information, consult the Centers for Disease Control's website: <http://www.cdc.gov/travel/index.htm>.

Grantees should carry copies of complete medical records and basic information that will enable quick and efficient medical assistance, if necessary. Seek the guidance of your personal physician prior to departure from the U.S. in selecting basic health information records to bring with you. Grantees should carry a good supply of aspirin, vitamins, band-aids, and preferred over the counter medications. Grantees should either bring enough prescription medications to last through their assignment or find out the international name of each prescription, since drug names often differ from those used in the U.S. Some prescription medications, over-the-counter drugs, first aid supplies, and sundry items can be found in the numerous pharmacies available in the country.

Fulbright grantees have health care benefits under the Department of State Group Accident and Sickness Program for Exchanges (ASPE). ASPE is a health benefits program; it is not an all-purpose health insurance, and it is subject to limitations. Grantees should review *Accident and Sickness Program for Exchange Participants in Programs Sponsored by the Bureau of Educational and Cultural Affairs*. Traveler's medical insurance, particularly emergency evacuation coverage is strongly recommended, especially for grantees based outside the capital city. The Fulbright grant provides limited medical and medical evacuation (medevac) coverage for the grantee only. The cost of medical insurance and medevac insurance for dependents must be paid by the Fulbrighter. Fulbrighters based outside the capital should explore membership in a local medical evacuation service that transports injured or ill members from rural areas to the capital or another city; these may be less expensive than worldwide services. Fulbrighters are strongly encouraged to provide copies of their medical evacuation coverage documents with PAS in the event of an emergency.

Access to the U.S. Embassy's Health Unit is not extended to U.S. Fulbright grantees or their dependents. Health Unit personnel can provide information concerning local health care resources for primary care. Local healthcare can be expensive. Emergency paramedical services are available through Medical Rescue International (MRI).

Malaria is a serious problem in Togo and most of Sub-Saharan Africa, especially for grantees traveling outside urban areas. Take precautions and be familiar with the symptoms so that you seek treatment early. Proper precautions, such as malaria prophylaxis, boiling and filtering water, washing fruits and vegetables, etc., should be taken. Malaria prophylaxis medication is readily available on the local market. You should plan to purchase a mosquito net. Grantees are advised to check with their physicians to ensure that these medications are compatible with other medications that they might be taking.

ADDITIONAL INFORMATION AND RESOURCES

Permanent Housing and Household Goods

The Host University may provide furnished housing for Fulbright lecturers and their families if clarified and decided in advance. Fulbright lecturers should communicate with their department heads regarding housing and other facilities.

Fulbright researchers and students are responsible for finding their own housing. Housing can be very expensive. There are private bed-and-breakfast accommodations and furnished service apartments available on a month-to-month arrangement or short-term basis. PAS can provide contact information for these upon request.

Household effects are available but limited and could be quite expensive compared to US standards. Lomé and other major cities have a few shops similar to a mini K-Mart or mini Wal-Mart that offer consumer goods. There are a number of supermarkets in the capital city. Food is not expensive by U.S. standards, and fresh fruit is plentiful. Drinking water from the tap is strongly discouraged.

The television system used is PAL. Because the U.S. uses the NTSC system, DVDs brought from the U.S. will not be viewable on locally-acquired TV sets, unless they are multi-system. Satellite television service is widely subscribed to and costs about US \$100 per month for a package that includes news, sports and movie channels.

Computers, Internet and Other Electronic Equipment

Fulbrighters do not have duty-free privileges, so all computers and electronic equipment brought into the country must be taken out of the country when the grant is completed or duty must be paid. Previous Fulbrighters have donated computer equipment to host universities at the end of their stay in exchange for the university's obtaining duty-free entry. Do not send computers as unaccompanied baggage.

Power outages and power fluctuations are common and can destroy a computer. The best solution is to bring a laptop which does not require a transformer and can easily convert from 120 to 220 volts. Another option is to purchase a transformer to convert your computer from 110 to 220 volts, and a heavy-duty surge protector and a voltage regulator. All can be purchased in-country. A previous Fulbrighter also advised that by bringing his own laser printer on his grant, he was able to avoid the tedious process of getting copies made at the university.

Larger cities offer a variety of e-mail and Internet service providers at reasonable rates. Direct Internet access is available and can be purchased in units or for an unlimited basis. Unlike the U.S. where the universities were in the forefront of providing Internet service, universities in Togo lag behind in both e-mail and Internet.

Cameras intended for personal use are allowed into the country duty-free.

Academic Life

The University of Lomé is the country's national institution of higher learning with an enrollment of more than 40,000 students at the undergraduate and graduate levels. The university's website address is <http://www.ub.tg>

Academic Calendar

The academic year runs from October through June. There are two semesters: October - January and February - June. Fulbright lecturers should plan to arrive in early or mid September. While classes may not actually start on dates scheduled, course assignments are often decided during

the last semester of the previous academic year. Given this, lecturers must be present before classes are scheduled to start.

Teaching Requirements, Attendance, and Staff Hours

Lecturers may be assigned up to four courses, due to staff shortages in various departments. As stated in the Fulbright grant, PAS expects all lecturers to fulfill their professional responsibilities, including class attendance, faculty meetings, special projects, etc. Lecturers should communicate with their department heads as soon as possible to get an idea of classes to be assigned; however, Fulbright lecturers should also take note of workload assigned to them, and advise PAS if the host department is unbalanced in assignments.

Phoning Home & Mobile Phones

1-800 numbers cannot be accessed from Togo. Use of international long-distance calling cards is very limited. International calling rates are quite high - approximately US \$2.00 to \$2.50 per minute to the U.S. Many Americans subscribe to various call-back services to obtain cheaper rates - approximately US \$1.09 per minute. PAS can provide information on these services.

Most Fulbrighters find it impossible to live without a mobile phone. There are two companies – Togocel and Moov - and mobile networks are expanding. American phones, unless compatible with the GSM900 system, will not be compatible with the host country system. Mobile phones purchased in Europe should work.

Local Transportation and the Used Car Market

Fulbrighters who plan to drive should obtain an international driver's license from the American Automobile Association (AAA) before leaving the U.S. Japanese vehicles are common here, and therefore spare parts are easily available. Excessive speed, unpredictable local driving habits, poor vehicle maintenance, and the lack of basic safety equipment on many vehicles are daily hazards. Vehicle travel outside major cities at night should be avoided due to the poor condition of the roads and the threat of banditry. High clearance or four-wheel drive vehicles are essential for driving outside major cities and to game parks. During the rainy season, many roads are passable only with four-wheel drive vehicles.

Fulbrighters are not granted duty-free privileges to purchase or import vehicles. For that reason, Fulbrighters are advised not to import vehicles, as import duty is very expensive and delays are common in clearing vehicles through customs. The Embassy and PAS cannot assist with customs clearance.

Scholars who plan to drive are advised to look for a used vehicle upon their arrival in the host country. Prices are high by American standards (US \$8,000.00 or more depending on the type of car), but most grantees can sell the vehicle for approximately the same amount upon departure. Car rental is possible but also expensive. PAS cannot provide official vehicles for personal use.

Depending upon where you live, it may be possible to call for a taxi by phone, especially if you can identify a reliable driver. Public transportation is not considered to be safe. Even long distance travel in modern buses can be unsafe, both because of criminal activity aboard the buses and because of hazardous driving conditions. The Embassy discourages the use of Zomidjan or

motorcycle taxis, due to the higher number of accidents. If you choose to take them, bring a helmet or purchase one.

Roads are generally poorly maintained, with numerous potholes even on major thoroughfares. Travel via passenger train is unsafe, particularly during the rainy seasons, because of the lack of routine maintenance and safety checks.

Other Websites or Resource Material

Consular Information Sheet <http://travel.state.gov>

Fulbright Association email: tgfulbrightalum@gmail.com

Fulbright Community on State Alumni <http://alumni.state.gov/fulbright>

Public Holidays

In addition to observing U.S. holiday, the U.S. Embassy also observes local holidays, according to the following holiday schedule for 2012:

January 2 (Monday) New Year's Day Observed (A)
January 13 (Friday) *Liberation Day (T)
January 16 (Monday) Birthday of Martin Luther King, Jr. (A)
February 20 (Monday) Washington's Birthday (A)
April 9 (Monday) *Easter Monday (T)
April 27 (Friday) *Independence Day (T)
May 1 (Tuesday) *Labor Day (T)
May 17 (Thursday) *Ascension Day (T)
May 28 (Monday) Memorial Day (A) and *Pentecost Monday (T)
June 21 (Thursday) *Martyrs du Togo (T)
July 4 (Wednesday) Independence Day Observed (A)
August 15 (Wednesday) *Assumption Day (T)
TBA *End of Ramadan (T)
September 3 (Monday) Labor Day (A)
October 8 (Monday) Columbus Day (A)
TBA *Tabaski (T)
November 1 (Thursday) *All Saints Day (T)
November 12 (Monday) Veterans Day Observed (A)
November 22 (Thursday) Thanksgiving Day (A)
December 25 (Tuesday) Christmas Day (A/T)

FULBRIGHT REPORTING REQUIREMENTS

The Fulbright award requires submission of two reports: 1) at the interim or mid-point of the grant, and 2) a final report prior to departing the host country. Grantees will receive instructions from CIES or IIE, as appropriate, on filing these reports on-line.