

HOW TO HOST A FULBRIGHT VISITING SCHOLAR

The Office of Global Affairs strongly encourages Duke departments to host Fulbright Visiting Scholars. Hosting a scholar through the Fulbright Visiting Scholar Program requires of Duke no actual financial outlay beyond access to our facilities and programs. Administrators, faculty and students at Duke benefit from the presence of Fulbright Visiting Scholars.

Interested in hosting a Fulbright Visiting Scholar? Here's how:

1

Reach out to your overseas colleague and encourage them to come to Duke as a Fulbright Visiting Scholar

2

Provide your colleague with **relevant information** on Fulbright and encourage them to contact the Fulbright commission or U.S. Embassy in their country for information on application requirements and deadlines.

3

Determine whether your colleague qualifies as a scholar or postdoc. If your colleague has received a Ph.D. within the last five years or is not affiliated with an institution in their home country, contact Eve Duffy to determine whether they will be considered a scholar or postdoc.

4

Write a letter of invitation to your colleague that specifies the terms of their stay at Duke and describes the relevance of their interests to those of your department.

5

Complete the institutional reply form provided by the Institute for International Education and route to the Office of Global Affairs for Eve Duffy's signature.

6

If your colleague receives a Fulbright award, connect with them to determine an appropriate arrival date at Duke.

7

Provide ongoing support and advice to your colleague regarding pre-arrival logistics, such as securing housing, opening a bank account, finding transportation, and obtaining any necessary documents such as a driver's license or social security card.

DEPARTMENT RESPONSIBILITIES FOR HOSTING A FULBRIGHT VISITING SCHOLAR

Prior to a visiting scholar's arrival on campus, Duke departments should contact the scholar to discuss any questions or concerns they may have and to determine a start date. Upon arrival, the faculty host is responsible for helping orient the visiting scholar.

- Encourage the visiting scholar to contact the International House (iHouse) for pre-arrival assistance. **iHouse** can provide information on short-term housing, securing a bank account, driver's licenses, social security cards, transportation upon arrival and during stay, and school registration for dependents.
- Provide office space, a computer, and access to Duke libraries and other facilities.
- Arrange a Duke email account for the visiting scholar.
- Help the visiting scholar obtain a Duke ID card.
- Introduce the visiting scholar to departmental colleagues and provide a tour of campus.
- Work with the visiting scholar to determine an appropriate work schedule.
- Add the visiting scholar to the Fulbright Listserv and inform the scholar of resources available through the Office of Global Affairs.
- Remain in close contact with the visiting scholar for the duration of their stay at Duke and provide support as needed.

