

California State University, Long Beach

**FOREIGN FULBRIGHT SCHOLARS COMING TO CSULB**

The U.S. Fulbright Program provides funding to foreign scholars coming to the United States to teach or to pursue research. The following are campus guidelines designed to help explain and facilitate the processes of bringing such Fulbright Scholars to our campus:

1. It is the decision of the Department Chair whether or not he/she thinks it would be appropriate to invite a particular Fulbright Scholar to the department for the purpose of engaging in academic collaboration. The Chair will normally confer, too, with both the College Dean, and the Director of International Programs in making such a decision. Please note, as well, that no formal Welcome Letter can be generated for an incoming Fulbright Scholar until all of the steps outlined below have been followed. The Welcome Letter is generated by the College Dean, not by the department.
2. The Chair should consider whether or not the potential visiting Fulbright Scholar has research interests that are in line with work currently being done by faculty members in the department. If there is no congruence of research interests, there is probably no “match” regarding a given Fulbright Scholar. In such a case, it is the responsibility of the Department Chair to respond in writing to the individual who has made the inquiry, declining his/her request to come to the university.
3. If the Chair decides that there is a “match”, then he/she should identify a faculty member in the department who would agree to act as the main contact person with the Fulbright Scholar. This CSULB faculty contact would then be expected to correspond with the Fulbright Scholar.
4. The Department Chair, or designated faculty member, is charged with gathering the required documentation on the visiting scholar. This includes the following:
  - a) A written statement from the Fulbright scholar regarding his/her research interests;
  - b) As appropriate or deemed necessary by Chair or Dean, a copy of the Fulbright scholar’s diploma with certified English translation, if the original diploma is in a language other than English. Normally, we look for a terminal degree.

- c) A copy of the Fulbright Scholar's Curriculum Vitae (again if deemed appropriate by Chair or Dean)
  - d) After the Award Letter has been issued by the Council for the International Exchange of Scholars (CIES), a copy should be forwarded to the appropriate chair and dean (note that in most cases, incoming Fulbright Scholars are well provided for financially, but the campus does require that a Scholar show a minimum of \$1500 per month at his/her disposal for him/herself, plus an additional \$500 per month for dependents.)
5. Once the above documents have been collected by the department, the College Dean writes the Welcome Letter to the Fulbright scholar for the agreed upon dates, and officially indicates the faculty contact person. The Dean should copy Academic Affairs (Academic Personnel), and the Director of International Programs on the Welcome Letter, so that these offices will be aware of a Fulbright scholar having been invited to the campus.
  6. At the time of the writing of the Welcome Letter, the Department Office should also initiate normal paperwork appropriate for any Volunteer Faculty member. Such paperwork is required for campus liability purposes, as well as to get a campus ID card, obtain parking etc.
  7. Incoming Fulbright Scholars do not need visa paperwork (DS-2019) from this campus. Such paperwork will be supplied by the U.S. Department of State.
  8. Once the Fulbright Scholar has arrived in the local area, it is the responsibility of the CSULB faculty contact person within the department to assist with the logistics of welcoming and helping the visiting Fulbright Scholar with settling in issues (including, but not limited to, airport pick up, temporary housing, assistance finding longer-term housing, on campus office space, Volunteer Faculty Card, on campus parking etc.).
  9. After the arrival of the Fulbright scholar, a meeting should be scheduled with the Director of International Programs (IP) in the Center for International Education (BH-201), for general welcoming purposes, and so that copies of appropriate visa paperwork can be made. An exit interview should also be scheduled with the IP Director at an appropriate time toward the end of the Scholar's time on campus.
  10. Every effort should be made by all entities on campus, starting especially with the academic department in question, as well as on the part of the College Dean, the Center for International Education, the University Library, the Division of Academic Affairs etc. to make the visiting Fulbright

scholar feel welcome on campus, and to assist such individuals to make the most of their stay at California State University, Long Beach.

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