

# C I R C U L A R I I

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Dear Fulbright Grantee,

This second Circular from the Commission should be reaching you after the first weeks of hard work. To all of you we once again extend a cordial welcome and greeting.

Grantees with a late starting date are receiving this as advance information.

## **Contents**

### **1) Information for All Grantees**

#### **I. Formalities**

1. Address in Germany
2. Late Arrivals
3. *Anmeldung, Aufenthaltserlaubnis, Gesundheitszeugnis*

#### **II. Restrictions**

1. Remunerative Employment / Other Sponsorship
2. Travel During Grant Period
3. Early Termination of Grant
4. Transfer to Another Institution of Affiliation in Germany
5. Political Activities

#### **III. Benefits**

1. Health Insurance Coverage
2. Financial Information
3. Westbound Transportation

#### **IV. Information**

1. Berlin Conference
2. Homepage
3. Helpful Hints
4. Enclosures

### **2) Information for your specific Grant Category**

### **3) Enclosures**

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# 1) Information For All Grantees

## I. Formalities

### 1) Address in Germany

Please inform us of your German address as soon as you have one and make sure that you inform us of any changes thereafter.

- a) If you live in a dorm, make sure to include the floor and room number.
- b) If you share an address with someone else, please make sure to write "bei (and name)", or "c/o (name)."
- c) Please let us know if you can be reached by phone, fax, and, of course by e-mail as well.
- d) You should also notify your bank and host institution respectively.
- e) Please put your name on your mailbox.

### 2) Late Arrivals

Grantees who arrive independently and later in the year or for the second semester only, are reminded to send us a note with their address, reimbursement requests, and bank account information immediately upon arrival to facilitate transfer of grant benefits and correspondence.

### 3) Anmeldung, Aufenthaltsbewilligung, Gesundheitszeugnis

Residence registration and residence permit should have been taken care of by now. Unfortunately, the Commission can only advise you in these matters and has no authority with municipal or state administrations. We hope that the bureaucracy checklist you received at your orientation was helpful, and that you were successfully **with German bureaucracy**. It is really important that you get your residence permit (Aufenthaltstitel) promptly after your arrival!!

**Note:** Normally, you should receive a residence permit for the duration of your Fulbright grant period. If you already know that you will be staying on in Germany or Europe beyond that date you should negotiate with the Ausländerbehörde to give you a somewhat extended residence permit period, otherwise you would be illegal in Germany or Europe. Alternatively, you could/should apply for an extension in due time. There is no such thing as a "Tourist Visa" following your current residence permit, and there is no grace period. If you are still having problems, please contact us immediately.

## II. Restrictions

### 1) Remunerative Employment / Other Sponsorship

The acceptance of remunerative employment or other monetary funds (such as an additional, non-Fulbright grant) requires written authorization by the Commission in advance. Unauthorized income-producing activities may result in grave consequences such as loss of grant benefits, health insurance or the residence permit. Please contact us for assistance. We can usually authorize income of up to Euro 400.00/month without harm to your benefits.

### 2) Travel During Grant Period

We expect and encourage you to use your free time to travel inside Germany and inside Europe, as this is an important element of your Fulbright award. We expect that you clarify any trips with your school or host institution, that you give your project assignment the necessary time and priority, and that you limit your trips to reasonable durations. Please observe the following conditions:

- a) *Short Trips Inside Germany and Europe:*  
Please inform the Commission of such trips if longer than 4 days. If we do not respond, we do not object. For more extended trips (more than 2 weeks), please clarify this with us first.
- b) *Trips Outside Europe (especially to the USA):*

Trips outside Europe must be must authorized by the Commission beforehand. Please take this serious as this is an important grant condition and also secures health insurance within the conditions of the insurance schemes.

To repeat our information from Circular I: We have a policy that can allow you up to 14 days per grant period outside Europe without loss of grant benefits and status. This policy applies to every grantee regardless of the actual reasons for the trip (as we cannot judge the individual needs for such travel). If you need more than 14 days you would have to give us an explanation and if we authorize it we would have to prorate your stipend benefits (of course, only if you receive a monthly maintenance allowance from the Commission). Further, we may not be able to authorize trips, even with proration, for more than 1 month. Behind this policy is the idea that you are receiving Fulbright support for an assignment in Germany, and going back to the USA or other overseas places for longer periods would not contribute to the Fulbright grant rationale.

c) *Procedure for Informing us of your Travel:*

Please send us a message (e-mail suffices) about any intended trips (vacation or professional) and let us know the countries and duration. We need no further details regarding purpose or itinerary—if so, we will ask specifically. We appreciate your cooperation since this helps us protect your grant benefits.

d) *Health Insurance While Traveling:*

The insurance coverage you have through us, e.g. with Victoria Krankenversicherung (or self-arranged) necessitates that you inform us about any trip abroad that is longer than 4 days. Please note that Victoria Krankenversicherung provides coverage up to a maximum of 4 weeks outside Germany. Those grantees not covered by Victoria Krankenversicherung should check with their insurance to learn about coverage / procedures for trips inside or outside Europe. This refers predominately to American Teaching Assistants with Deutsche Ring insurance.

Students on the national health insurance (like AOK, BEK, etc.) have no coverage outside certain European countries and must buy additional travel insurance (Auslandsreise-Krankenversicherung) – not always easy to find.

3) Early Termination of Grant

If, for any reason, you must leave Germany prior to the end of your regular grant period, especially if more than seven days before the termination of the grant, the Commission's written approval must be obtained (please see section 11 of Terms and Conditions of Award). In urgent cases please call us.

*This point brings us to those who for whatever reason consider terminating their grants before or at the end of the first semester. If you find yourself in such a situation, please contact us and we will try to help you individually. We would at the very least like to provide you with a chance to discuss your circumstances with us.*

4) Transfer to Another Institution of Affiliation in Germany

a) *Teaching Assistants:*

A transfer can be considered for compelling professional reasons and if PAD and the Commission are able to find a new assignment.

b) *Professors & Students:*

A transfer from one institution to another can be authorized only in rare instances. Those who request a transfer for the 2<sup>nd</sup> semester must do so in writing, indicating reasons and circumstances. The final decision rests with the Commission.

5) Political Activities

With regards to political activism or other overtly political activities as a Fulbright grantee, the Commission simply would like to ask you to behave like a responsible scholar. We think that this request is clearer and politer than stating complex policies.

### III. Benefits

#### 1. Health Insurance Coverage

- a) All grantees (but not dependents) have the American Sickness Program for Exchanges (ASPE) health insurance coverage as a grant benefit. It is in effect during your grant period. More information under: <http://usdos.sevencorners.com/>

#### *Health insurance through Victoria Krankenversicherung (or through Deutscher Ring)*

- a) Victoria Krankenversicherung insurance is also in effect during the exact period of grant duration. In some case we have recommended or agreed to coverage through the German national health insurance.  
*Teaching Assistants only:* You have PAD-arranged Deutscher Ring health insurance for the grant period and should contact PAD for any questions.

- b) In case of need please send originals of doctor's bills and prescriptions (Rezepte) to

Victoria Krankenversicherung AG

Abt. LGR7D

Postfach

40198 Düsseldorf

Email: [auslandsreise.kranken@victoria.de](mailto:auslandsreise.kranken@victoria.de)

Phone: 0211/477-4974 fax: 0211/477-4150

Please use the claim form, which you can download from our website:

[www.fulbright.de/togermany/information-for-2009-2010-grantees/circular-i.html](http://www.fulbright.de/togermany/information-for-2009-2010-grantees/circular-i.html)

- c) If you are interested in liability insurance (*Haftpflichtversicherung*) please register yourself. You, however, must bear the costs of any supplementary insurance. The Commission recommends *Haftpflichtversicherung*, since most Germans carry it and it is inexpensive. Application forms are on our website ([www.fulbright.de/togermany/information-for-2009-2010-grantees/circular-i.html](http://www.fulbright.de/togermany/information-for-2009-2010-grantees/circular-i.html)).
- d) Please note that any health insurance coverage mentioned so far may not cover "extreme" risks like mountain climbing, skiing, or other. If this applies to you please check with the insurance or us.
- e) Please reread and observe (even though with reluctances) the coverage limitations of your specific health insurance in Germany.

#### 2. Financial Information

- a) We transfer your monthly allowance on the approximately same date each month, starting with the inception date of your grant.
- b) The final installment will be **adjusted** where applicable, in accordance with the exact termination date of your grant. If in doubt please contact us. (i.e. where the last pay period is less than a full month)
- c) The "Baggage and Connecting Travel Allowance" for westbound travel will be paid in March/April. Except for Travel Only and Teaching Assistants, who received it together at the beginning of the grant period.
- d) We suggest that you keep a personal record of your Fulbright payments. Please notify us in case of irregularities (e.g. if you receive too much!).
- e) It is possible that some universities have changed their calendar for the coming summer semester. If your official grant period is shorter than the *Vorlesungszeit* (*period of classes*), we can adjust it upon request (see item 3 of your grant authorization). Requests for such extensions must be submitted by May 15, 2010.

This consideration applies *only* to university students, and to senior scholars with lecturing assignments, both in the full grant categories. It does not apply to Teaching Assistants even if you are enrolled at a university.

f) Monthly Spouse Allowance

Disbursement of benefits for eligible grantees depends on our receipt of the "Fiscal Questionnaire" after the arrival of your accompanying dependents. The form was included in our Circular I, Part C, Enclosures and can be found on our website (<http://www.fulbright.de/togermany/information-for-2009-2010-grantees/circular-i.html>, Part C). This does not apply to Teaching Assistants or Travel-Only grantees.

Please note: based on the policies of the Fulbright Commission and our partner-organization, and the existing laws in Germany, we regret that we cannot provide the spouse allowance benefits to same-sex partners regardless of their legal relationship in the USA.

3. Westbound Transportation and Date-Change-Procedure

a) If you have a round-trip ticket, please make sure you that you don't lose it. The tickets are as valuable as cash, you are fully responsible for them, including for their loss or theft.

Please check your current homebound flight reservation. If this lies too early you must start a date-change-procedure. This can be done about 330 days in advance.

b) Grantees who need to request a **date-change** for the homebound transportation are herewith reminded to get in touch with STA-Travel **NOW but no later than October 30, 2009**. Grantees with early homebound flights should get in touch with them **even earlier!** Those who have received their ticket through STA-Travel in the USA (charged to the Fulbright Commission) must exclusively contact the US STA-Travel-office.

Contact STA-Travel by

Telephone hotline: 800-836-4115 - Please consider the time difference between Germany and Texas (7 hours)

Email: [travelhelp@statravel.com](mailto:travelhelp@statravel.com)

Web: <https://webchat.statravel.com>

And identify yourself as a Fulbright grantee now in Germany.

If you have any questions on your homebound transportation, or run into any problems, please get in touch with us directly.

c) Cost coverage: This Commission will pay or reimburse you for **one** date-change fee up to USD 100 in connection with tickets through STA-Travel if such costs are unavoidable (because STA -Travel could not book your homebound flights for the summer in 2010 when the original ticket was issued). Please submit proof of such expenses by March 1, 2010, if you paid the date-change fee yourself and if you request a reimbursement.

d) **Observe the deadline of October 30** and contact STA -Travel/your travel agent. It is less costly (or even free with the Fulbright date-change coverage of up to USD 100) to reserve a flight date now, even if you are not quite certain on a concrete date so far in advance. However, if you wait longer you may not get a flight in the same flight class or not on your preferred date, thus increasing the costs for you.

So please check your university or school calendar and get in touch with STA -Travel.

#### IV. Information

1. Berlin Conference

The Commission will invite you to a **mid-year conference in Berlin** from **March 21-25, 2010**. Please plan your semester break accordingly. More information and registration materials will follow soon.

2. Homepage

Please check our homepage [www.fulbright.de](http://www.fulbright.de) for current events, etc., **regularly**, and give us your reactions. Senior Scholars will find the information they submitted to us regarding Intercountry Lectureships under the link "Guest Lecturers."

3. Helpful Hints

We would like to revive a tradition and provide specific information to grantees in their German host cities. These helpful hints should offer information on residence permit issues (location, office hours, procedures), on university procedures (for students who are matriculating: office, locations, costs, procedures) and any other matters that are relevant to the settling-in process of Fulbrighters.

If you would like to share your own experiences with future Fulbrighters we would suggest you write down your experiences. We would then post it on our website under the name of your city in the new helpful hints section.

We appreciate your comments, helpful hints and cooperation.

4. *Enclosures*

- Deadlines
- Internship information and application form (for US Students of universities only)

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Finally, we'd like to wish you a good start in the new academic year, and a pleasant relationship with your "Experiment" family, your new friends, and colleagues.

Sincerely yours,

Reiner Rohr  
Chief, American Programs

Catharina Hänsch  
Program Officer

Julie Mc Bride  
Program Officer