

CIRCULAR IV
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C. ENCLOSURES

Final Report II

Dear Fulbrighters,

This is the last Circular for the current academic year. It contains a number of items that you ought to take note of, as they may affect your pocketbook!

Let us take this opportunity on behalf of the Fulbright- Commission and the Secretariat to express how much we appreciated your cooperation and participation at the Berlin Conference in March. We are also grateful for the programs and presentations that you, the grantees and alumni, put together. This made it a true Fulbright conference: by Fulbrighters for Fulbrighters. We may not have been able to reply to each letter or note individually, but we are touched by your friendly comments and appreciate your constructive criticism.

A. INFORMATION FOR ALL GRANTEES

- 1) **Fulbright Final Report:** Enclosed you will find **Part II** of the final report. In accordance with the Terms and Conditions of Award, all grantees are asked to submit both parts of the grantee report to the Commission before grant expiration or as soon as possible.

The final reports are the only comprehensive evaluations we ask you to submit to us in Germany. All comments and suggestions made in the reports are, therefore, taken very seriously. Please use the report forms to voice all matters which you feel require further attention, and please include any suggestions you may have. You can send the reports back by postal mail or e-mail.

For those grantees who have not yet returned their report Part I: Please send it along with the completed Part II report.

- 2) **Fulbright Certificate:** Grantees in the categories of professors, teachers, and teaching assistants can request a certificate, provided the reports were submitted in time; please write to us if you are interested. You might also receive another certificate from our partners in the U.S. Grantees in the student category. Please see your section 2.

Please make sure that we have your valid US address (for the remainder of the year).

- 3) **Continued Stay in Germany:** Circular III contained information for those who are returning to the U.S. this year within the conditions of the Fulbright grant. If you remain in Germany following the expiration of your Fulbright grant, please:

- note that you forfeit any remaining return travel benefits,
- inform the Commission of your plans and address,
- no longer present yourself as a Fulbright grantee,
- stay in Germany at your own expense and responsibility.

Please be aware that the insurance coverage provided by the Commission and by the U.S. Department of State (ASPE) expire at the end of your grant. If you intend to extend your stay in Germany, it may be possible to arrange a private and limited extension of your health insurance – please write us if interested.

- 4) **Baggage and Connecting Travel Allowance:** Transportation of baggage is often problematic for transatlantic travelers. This is one reason why the Commission provides you with a lump-sum allowance of Euro 150 for baggage and connecting travel (sometimes the amount was paid in two installments).

Please note that this allowance is also meant to cover minor travel expenses between your German residence and the airport of departure and your airport of arrival and your home. In general, we do not reimburse amounts under Euro 10. You can help us and yourself by finalizing your westbound transportation plans as early as possible. We will try to transfer any authorized reimbursement to your account before your departure.

Please do not wait until the last minute to make your transportation and luggage arrangements!

- 5) **Mailing Boxes Home:** We assume that you will travel home with good memories and a lot of additional luggage. In addition to the usual services like Deutsche Post/DHL, UPS, FedEx you could check Mail Boxes Etc.
- 6) **Deregistration:** German bureaucracy will once again test your patience but not your intelligence. The process of deregistering (*abmelden*) your address at the *Einwohnermeldeamt* and, in the case of matriculated students, *Exmatrikulation* from the university, should be a simple, routine matter. Please take care of these issues in time! If you have arranged for your own health insurance, please deregister there, too.
- 7) **Banking:** It is critical that you clarify all issues related to the closing of your private bank account (or its temporary continuation) **before** you leave Germany. Please make sure that your account is balanced. Remaining problems with the banks could be considered a serious violation of your Fulbright contract.

In some cases, we have had to adjust your grant benefits (e.g. extended leaves of absence, changed grant periods, etc.) by reducing the last stipend installment. We appreciate your understanding.

Also, because your monthly pay period began with the inception date of your grant, your last stipend period will likely not always be exactly one month. In this case, your last installment will be pro-rated to cover an odd period.

- 8) **Rental Contracts:** Please check with your landlord or housing organization about any formal check-out procedures to ensure that your deposit is returned to you. Those living in student dormitories, in particular, should observe check-out and inspection regulations to avoid losing their deposits or continuing to pay unnecessarily. It might be a good idea to have a friend accompany you for the move out and possible damage report procedures. Please note that there are sometimes additional utility (*Nebenkosten*) charges as a result of actual or risen electricity or fuel consumption, so you should plan accordingly.
- 9) **Visa:** if you stay longer than your current residence permit covers you must apply for an extension – even if this is only for a few days.
There is no grace period and you cannot claim “tourist” status. If you are in doubt check with your Ausländeramt on your options. Please take this hint seriously as the authorities in Europe enforce regulations strictly.
- 10) **Alumni Directory:** We would like to stay in touch with you and for that purpose we offer you our Alumni Directory. Please go to our website and to the ALUMNI section to join our directory and maintain contact with other registered Fulbright Alumni. Please click the box “enter/update info” to register yourself for this service. If you have any questions, please get in touch with our colleague Carolin Weingart (weingart@fulbright.de)
- 11) **The Fulbright Association:** There is also a United States Fulbright Alumni Association, which you can learn more about by visiting www.fulbright.org/welcome. This link includes information on the Fulbright Association program and membership enrollment. It also contains PDFs of the membership form and an information brochure.
- 12) **Your Contact Information:** Keep us informed of your current contact information (address, telephone number, etc.), regardless of how often it may change during the next several weeks. There may be travel, emergency situations, etc. where we may need to contact you.
- 13) **Incoming Fulbrighters:** We will provide your contact information to incoming Fulbrighters who ask for assistance with housing or for information on living and academic conditions. If you should receive such a request, please try to imagine yourself in their situation and reply thoughtfully and as thoroughly as your time permits. We greatly appreciate your cooperation in this matter, and so will your fellow Fulbrighters.
- 14) **Your Continued Support of the Fulbright Program:** If you feel that your Fulbright experience was a valuable one and if you would like to advocate this for future generations of Fulbrighters, we encourage you to write to your representatives and senators back home in the U.S. While we would like you to articulate your own sentiments in such a letter, we suggest that, if you agree, your letter issues of your professional development and lasting academic contacts, cultural dialogue with Germans, and your own contribution as a representative of the USA.
- 15) **A Final Word of Danke:**
The staff at the Fulbright Commission would like to thank you for your cooperation during meetings, for your frankness in correspondence, and for your understanding in administrative matters. We regret that circumstances beyond our control did not permit us to meet with you more frequently.

From the standpoint of both personal gratification as well as program accountability, it would be a great pleasure for us to continue hearing from you. It is helpful for us to be informed of your professional and cross-cultural activities (lectures, performances, interviews, publications and even weddings!), and also about the impact of you on peer groups and on society in general.

Above all, this type of feedback from you is instrumental in our efforts to assure the continuation of the Fulbright Program especially in tight budget times. We hope that – despite the lack of drinking fountains and tap water in restaurants, the registration policies, the Mensa food, the many holidays, overcrowded streetcars and one or two

cold days – your year in Germany was rewarding. If you liked it in Germany, tell the story to your Congressperson to help us in the eternal funding discussions.

We therefore hope that you will take some positive memories of Germany and its people with you, and that in years to come you will help to work for a world with better understanding among people and fewer deliberate misconceptions about other countries, thus following the visions of Senator J. William Fulbright.

Our very best wishes accompany you.

Dr. Rolf Hoffmann
Executive Director

Reiner Rohr

Catharina Hänsch

Jessica Edmondson

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Claudia Adams

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