

# CIRCULAR I 2010 - PART B -

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## PART B: YOUNG JOURNALISTS 2010/2011

### I. INTRODUCTION

Thanks to the special financial support of the Auswärtiges Amt (German Foreign Office) we are able to continue the program for **Young American Journalists**. The Young American Journalists program relates to the core Fulbright programs, because it combines features and benefits of the regular graduate student program and the junior researcher program.

The following information has been divided into different sections that may or may not be relevant to you, depending on **whether you will receive language course benefits** or not (please check Item 9: Special Provisions of your Grant Authorization). Section II is only for grantees who will start their stay in Germany with a language course training. The remaining sections will address issues relevant to all journalist grantees.

### II. GRANTEES WITH LANGUAGE COURSE PROGRAM

#### 1) **Arrival and Orientation Meeting**

##### a) **Time and Place**

The Orientation Meeting for grantees who will receive a language course will take place on **August 9 – 12, 2010** in the university town Marburg (Lahn). Grantees must **arrive at the orientation site in Marburg on August 9, 2010 between 12:00 pm and 3:00 pm**. The Orientation Meeting will take place at:

Philipps-Universität Marburg  
Begegnungszentrum Kosselhaus  
„Schwarz-Weiß“  
Geschwister-Scholl-Straße  
35039 Marburg  
Phone: +49 (0) 6421 28 26120/26176  
Fax: +49 (0) 6421 28 28998  
Internet: <http://www.uni-marburg.de>

##### b) Please observe the following procedure to meet with us in Marburg:

- a. We expect that you make your own arrangements to Marburg/Lahn in the state of Hesse and to the Hauptbahnhof (main railway station)
- b. Between 12:00 pm (noon) and 3:00 pm there will be a shuttle van service for you. Just look for a van or bus with a Fulbright sign right outside the main railway station on the city side.
- c. This shuttle will take you to the prearranged dorms about a mile away where you will receive first information material and where you will check into your dorm room. The address of the dorm is:

Studentendorf  
Geschwister-Scholl-Straße  
35039 Marburg

- d. We recommend that you plan your arrival not earlier than noon. If it is unavoidable that you arrive earlier please e-mail us so that we can try to help.
- e. After the dorm check-in you will be free until 4:30 pm when the first session of the orientation meeting starts at the Begegnungszentrum Kosselhaus followed by dinner at the same place.

##### c) Information for getting to Marburg:

Please follow the respective instructions to get from the airport in Frankfurt/Main or Hauptbahnhof (central train station) in Frankfurt/Main to Marburg/Lahn Hauptbahnhof (central railway station):

- 1) Please take a train or commuter train (S-Bahn) from the Regionalbahnhof (commuter train station) directly at the airport in Frankfurt/Main to the Frankfurt/Main (central train station) Hauptbahnhof and then take a train to Marburg/Lahn. It takes about 1,5 hours and you can buy the ticket for both legs at the airport. There are hourly connections between Frankfurt/Main and Marburg/Lahn and more connections between the airport and Frankfurt/Main Hauptbahnhof.

- 2) You can check the train schedule in the internet at:  
<http://www.bahn.de/international/view/en/index.shtml>

To better orient yourself with the city of Marburg and the transportation system, please take a look at the Marburg map at <http://www.marburg.de> under "Citymap."

d) **Additional advice:**

- If you are unexpectedly delayed on the day of the orientation, please call **0170-2404942** or the International office of the Phillips University at **06421 – 2 82 61 20 or 2 82 61 76**
- Label your luggage carefully, using the Marburg University – International Office address. The Commission cannot assume any responsibility for your personal belongings or the shipment thereof.

- e) If you arrive in Germany before the start of the orientation, you will have to travel to Marburg from within Germany at your own cost. Please make sure to arrive at the orientation site in Marburg by the above mentioned date and time.

**Note:** Keep in mind that your transatlantic flight tickets are only valid for up to one year. If you plan on arriving in Germany earlier in the summer before orientation begins, make sure that the homebound portion of your ticket will still be valid at least until the end of your grant period (mid-July 2011).

- f) If you will be flying into Frankfurt/Main for the orientation in Marburg, you may want to consider booking your return flight from an airport closer to your host city if possible (otherwise you may have to depart from Frankfurt/Main in 2011).
- g) Accommodation has been prearranged at the Marburg Studentendorf. You will have single rooms that you will keep for the duration of the orientation meeting and the language course.

2) **Information on Language Course**

- a) The language course will be organized by the University of Marburg and will start on August 12.
- b) Your grant authorization indicates a specific language course period (see Item 9 of the Grant Authorization) and an additional maintenance allowance. The Commission will pay the costs for the language course (tuition, room, and activities) directly to the language course center. The Commission provides you with a lump sum of Euro 450 to contribute to maintenance expenses not covered under the language course arrangement – this will be disbursed in installments by the language course administration after your arrival.
- c) You need to fill out a placement test now. Please complete and return the language self-test to us soon, and **let us know immediately whether you can participate in language training**. We must receive your confirmation in order to register you in the course. You can download the text form from our website at: <http://www.fulbright.de/togermany/information-for-2010-2011-grantees/circular-i.html>
- d) We have arranged for language courses at the University of Marburg at 3-4 levels with respective group instruction.
- e) The language course will last until Thursday September 23, 2010. Regular Fulbright grant benefits will start on September 16, 2010. The overlap is intended.
- f) You are expected to attend classes and activities regularly and participate in the final exam.
- g) You will later receive more specific information on the language course and its logistical arrangements, after we have your confirmation and language course test. Course materials will be provided, and certain extra-curricular activities will be offered.
- h) Health insurance will be provided during the orientation meeting and the language course.
- i) At the end of your language training, train travel from Marburg to your German host city will be reimbursed.

3) **Married Journalism Grantees**

- a) If you participate in the language course, your spouse may also participate at the Commission's expense if there is need for language improvement and if course space is available. Spouses cannot participate on their own and must accompany the grantee for the entire grant period. The assignment of spouses will also depend on the level of German proficiency as determined by a language course entrance test.
- b) Language course benefits for spouses are the same as for principal grantees attending language courses: the Commission will provide funding for tuition, accommodation, and a lump-sum of Euro 450 towards all other expenses. Courses must be attended full-time for the entire period. **The Commission reserves the right to request repayment of all benefits, if the spouse terminates the course and/or departs early without approval.**
- c) The spouse of a participant must enroll in the course on a regular basis and participate fully in the program of the language course centers. The following regulations have been established:
  - The Commission cannot finance participation of other accompanying dependents (including children). If you have children, it will be necessary for you to make your own arrangements (e.g. separate language training for children or having your children not accompany you).

More information on your language course center will be provided after your language course level has been determined. If you have not already done so, please request and return the self-test soon.

### III. INFORMATION FOR ALL JOURNALIST GRANTEES

#### 1) Arrival and Orientation Meeting

##### a) Time and Place

The Orientation Meeting for grantees who will not receive language course benefit will take place on **September 13 - 15, 2010 in Göttingen**. Grantees must **arrive at the orientation site in Göttingen on September 13, 2010 by 3:00 pm**. The Orientation Meeting will take place at:

**Best Western Hotel am Papenberg**  
 Hermann-Rein-Str. 2  
 37075 Göttingen  
 Phone: +49 – (0)5 51- 30 55 - 0  
 Fax: +49 –(0) 5 51- 30 55 - 4 00  
 Email: info@papenberg.bestwestern.de

If you arrive at Frankfurt/Main airport please take a train to Göttingen Hauptbahnhof, and check [www.bahn.de](http://www.bahn.de) for connections.

If you land elsewhere in Germany, please take a train to Göttingen in time for the Orientation Meeting. The Commission will consider a reimbursement for such travel costs.

There will be a special shuttle van to take you from the train station Göttingen to the Best Western Hotel on September 13, 2010 between **12:00 pm and 3:00 pm**. Upon arrival at Göttingen Hauptbahnhof look for the Fulbright shuttle (exit towards the taxi stands), you may have to wait a few minutes if the shuttle is gone.

**Note:** If you arrive before 12:00 pm or after 3:00 pm, or at a different place, you will have to make your own way as follows:

- Take a taxi directly to the Best Western Hotel am Papenberg for approximately Euro 10-15.
- Take the Bus #8 or #12 (in the direction of "Wende") to the bus stop "Hermann-Rein-Str." or "Zimmerstraße". For a map of Göttingen check the Göttingen webpage ([www.goettingen.de](http://www.goettingen.de)) for the Best Western Hotel check: [www.papenberg.bestwestern.de](http://www.papenberg.bestwestern.de)

#### **Additional advice:**

- If you are delayed on the day orientation begins, please call **0170-2404942** or the hotel.
- If you arrive before noon, you may leave your luggage and come back after 1:00 pm for check-in.
- Label your luggage carefully, using the orientation site (Best Western Hotel am Papenberg) address. The Commission cannot assume any responsibility for your personal belongings or the shipment thereof.

- b) The Commission assumes hotel and meal expenditures for the grantee and accompanying dependents. For the grantee (only), the Commission will also reimburse a round-trip ticket from the city of assignment (host institution) to Göttingen, or if traveling by car, the Commission will reimburse you on the basis of half of a 2nd class railway ticket (please see our reimbursement policy in Part A, Section IV, 4).
- c) The meeting will cover a broad range of topics on academic and logistical problems. Moreover, it will provide you with an opportunity to meet your fellow Fulbrighters. Please complete and send us the Orientation Registration (Part C). This information will help us to prepare for the meeting.
- d) If you arrive in Germany before the start of orientation, please make sure to arrive at the orientation site in Göttingen by the above mentioned date and time.  
**Note:** Keep in mind that your transatlantic flight tickets are only valid for up to one year. If you plan on arriving in Germany earlier in the summer before orientation begins, make sure that the homebound portion of your ticket will still be valid at least until the end of your grant period (mid-July 2011).

## **IV. GRANT BENEFITS**

### **1) Maintenance Allowance**

Your grant includes a maintenance allowance of **Euro 1.300/month**. This stipend level should enable you to live well in Germany and is also intended to allow you to independently pursue your projects (that is, finance your travels, project-related materials and purchases, etc.). Extra allowances will not be possible, with the exception of those listed below. The grant period is for all journalists, with or without language course benefits from September 16, 2010 – July 15, 2011.

### **2) Incidentals Allowance**

The books and incidentals allowance (Grant Authorization Item 8D) has been established at **Euro 100/month** will usually be paid in two installments of Euro 500 each. The Commission does not require an account on how you spend this money. The first installment will be paid at the beginning of your grant period for the first half of the grant period, the second installment at the end of the semester break in March or April. Please note that this incidentals allowance must also cover such expenses as fees for residence registration, medical checkups, university registration, etc.

### **3) German Health and Accident Insurance**

Grantees will be covered by comprehensive health insurance coverage through Victoria Krankenversicherung, as well as the Accident and Sickness Program for Exchanges (ASPE) insurance provided by the U.S. State Department. Coverage will be provided during the actual grant period (including the language course for participating grantees) for its grantees and for eligible dependents. Your coverage has been described in Part A. If you have any questions please contact us directly.

The Commission will register you and your legal accompanying dependents for the grant period as given in Item 3 of your Fulbright Grant Authorization, and pay the premiums. You must return the VICTORIA Coverage Form (Part C) to us to facilitate coverage.

Consideration of additional U.S. health insurance is recommended if you have a pre-existing condition, which may require special continued treatment or medication. You should clarify this with us before paying for excess insurance coverage.

- 4) **Banking Information:** You will need to open a bank account after arriving in your university host city (grantees taking a language course may have the opportunity to take care of this during language course. Be sure to provide the Commission with your banking information, so that stipend benefits can be transferred. Detailed information is provided in *US Personal Information Form in Part C (Forms and Enclosures)*.

## **V. OTHER MATTERS**

### **1) Practical Experience**

- a) The experience with current Young Journalists shows us that the practical phase starts almost immediately after arrival in Germany. Still, we plan to assign you to one or more major papers or a broadcast station for several months starting approximately in January/February of 2011.

These internships (or better) "positions" as guest journalists will be the actual highlight of your stay but require your intensive preparation with regard to German language and your research area. For instance, we need an updated project proposal, in both German and English.

We will discuss your interests and opportunities with you during the orientation.

We ask you to give us your preferences for such internships as soon as possible including institutions and rough schedules. Please send us an introduction letter and a CV that we can forward to the respective institution, even before you arrive in Germany. Experience shows that we/you otherwise may lose several months before you can get the first internship.

- b) We have scheduled a "networking meeting" in Berlin on October 14, 2010 with journalist alumni and some experts. Please save this date, details will follow.
- 2) Institution of Affiliation and Admission:**
- a) We will matriculate you at a German university to facilitate access to university resources and courses. To do this we need you to send us your transcripts and notarized/verified copies of your diplomas, unless already submitted with your application.
- b) Study Aspect of Your Project: We do not insist on your taking any formal course load at the host university. This means that you are free to pursue your journalistic project in any way. Still, we suggest that you consider university resources to broaden your basis for research and to shortcut some otherwise more time-consuming data gathering.
- c) Decisions on the admission of foreign students to German universities are generally made between now and as late as early October.

Since all admission arrangements will be taken care of by the Fulbright Commission in cooperation with the institution of affiliation, we will send you the admission documents as soon as we have them. In some cases, the university admission procedure will be completed after your arrival in Germany.

- d) Admissions Information and Terminology:
- Antrag auf Zulassung (Application for Admission): This was mentioned in your preliminary grant letter. Please return the completed Antrag immediately. Please follow the instructions that were sent with it.
  - Zulassungsbescheid (Letter of Acceptance): We hope to forward this document to you during the summer or to give it to you during the orientation meeting.
  - Antrag für Studentenheimplatz (Dormitory Applications, sent by only a few universities): In case you are interested you may write to the Akademisches Auslandsamt and, where available, receive additional specific information on housing.
- 3) Vorlesungsverzeichnisse (Course Catalogues)**  
In contrast to their American counterparts, German universities typically do not publish their catalogs/bulletins until shortly before the academic term begins. The most current information on courses and contacts can generally be found on the university's website, so you may want to start looking at available course online.
- 4) Akademisches Auslandsamt (International Office)**  
This office is an official university contact for all foreign students on campus, and it has the joint function of an American foreign student advisor and study abroad/Fulbright advisor. It handles all or most of the administrative work connected with your stay. All questions regarding matters of your host institution and of the logistics of your stay should be addressed to them. When writing to the Akademisches Auslandsamt, please identify yourself as a Fulbright student at the beginning of your letter. The address of your Akademisches Auslandsamt can be found on the host university's home page.

## 5) HOUSING

In case you have not already found your own leads, here is the information that we typically provide for Fulbright student grantees.

As mentioned in Part A, it is critical that you start looking for housing now. The following section should help you start your search and establish contacts. In many cities, i.e. Munich or Hamburg, you may find it

extremely difficult to secure housing of a reasonable price within the vicinity of your host institution. You must be prepared to spend a few days, or even weeks, looking for a suitable place.

a) **Private Housing**

You can search for private housing in your own or a shared apartment. *Wohngemeinschaften* or *WGs* – essentially, apartments with roommates – are very common in Germany. Your university's Akademische Auslandsamt may also be able to help you start your search. There are also a number of websites you can use to browse and place ads for roommates and/or apartments. Part C of this Circular includes a contact list with various websites that may be of assistance. Also, visit the Commission's website for additional links: [www.fulbright.de/togermany/resources/index.shtml](http://www.fulbright.de/togermany/resources/index.shtml).

b) **Contacts to Current Grantees**

We enclose addresses of current grantees. Below we also give you the contact information for the current journalist on the program (program year 2009/10), please contact them now on matters of housing and other general information about your host city.

Current Journalist Grantees: Again, here are the names, cities, and email addresses of the five current journalists:

Name	City	Emailaddress
Ms. Poonam Chopra	Berlin	pchopra1@gmail.com
Ms. Sheila Lalwani	Berlin	sheila.b.lalwani@gmail.com
Ms. Julia Lipkins	Berlin	julialipkins@gmail.com
Mr. Clayton McCleskey	München	cmccleskey@gmail.com
Ms. Laura Stevens	Berlin	lasviolin@hotmail.com

Please contact them now on matters of housing and other general information about your host city.

## **VI. YOUR NEXT STEPS:**

Please keep in mind that you will need to take care of the following items immediately:

1) **Items to Return to Commission:**

- One signed Copy of Grant Authorization (mail)
- Two passport-sized photos (mail)
- Antrag auf Zulassung (mail)
- VICTORIA Registration Form (e-mail or mail)
- Orientation Registration (e-mail or mail)

2) **Further Steps:**

- Send two signed copies of Grant Authorization to IIE
- Check the validity of your passport
- Write to grantees who are still in Germany for additional information on local circumstances
- Start your housing search now