

Self-Placed Visiting Student Researcher Affiliations

To accurately collect the required information from the host institution, please encourage Visiting Student Researchers to work with their hosts to complete the [Visiting Student Researcher Direct Affiliation Form](#). This form should be submitted along with the Letter of Invitation in the Partner Portal for [DS-2019 issuance](#).

1. Discuss availability and expectations of your faculty member host.

Confirm your faculty host's on-campus availability for the entire duration of your grant as required.

Confirm all affiliation steps required by the host institution have been followed. This may involve the faculty member's Department Chair and/or another administrative officer (Dean, Provost, Human Resources (HR) etc.) to approve your affiliation.

2. Discuss your research plan with your hosting faculty member to confirm feasibility and available support.

Share your research plan and discuss what support the faculty host can provide to help reach your objectives.

For projects involving clinical contact, it must be clear that the participant's research activities must not involve direct clinical patient contact*. Based on the nature of the project, this can extend to the fields of Medical and Veterinary Sciences, Nursing, Dentistry, Psychological Counseling, or any other field that requires direct clinical patient contact and/or prescribing or administering medication.

** You and your host will be required to complete and sign the **Acknowledgement of Policies for Fulbright Grantees Conducting Research or Degree-Study in Medical and Clinical Fields**. You may request this document from the Fulbright Office in your home country.*

3. Identify the necessary academic and research resources and confirm their availability.

Determine the resources you will require to make research progress during your grant. (Examples may include office space, access to archives or labs, library borrowing privileges, etc.)

Check with the host institution that these resources will be available to you. It is important to understand who your university contacts are and whether they have the authority to grant the accesses you are requesting/requiring.

Inquire if there are fees associated with these resources and/or your placement. If so, provide documentation to the Fulbright Office in your home country showing the required fee amount(s) and how those fees will be paid (personal bank statement, guarantor letter and bank statement, or other scholarship).



4. Check in with the International Student Office on campus.

Inform the International Student Office and department administrators that you will be at the hosting institution for the duration of your grant as a Visiting Student Researcher sponsored by the Fulbright Program.

Provide them with the letter of invitation that you have received as well as your grant documentation and ask if there is anything further you need to do before arrival. For example: Is there another office on campus where you should also confirm your affiliation (i.e. Dean, Provost, Human Resources (HR), etc.)?

Confirm with International Student Office about any required orientations applicable to Visiting Student Researchers.

- If dates are earlier than your DS-2019, please contact your Fulbright Office immediately. If your grant dates do not match your letter of invitation, also inform your Fulbright Office.

5. Health Insurance

Check if the [Fulbright ASPE health benefits](#) meets the institutional requirements for non-degree Visiting Student Researchers.

Check if you are required and eligible to purchase university health insurance as a non-degree Visiting Student Researcher and the associated cost.

Check if you will have access to the campus health facilities and what the fees might be.

If university health insurance is not required and/or you will not have access to campus facilities with Fulbright ASPE health benefits, identify and enroll in an alternative health insurance.

Request that your health insurance requirements be outlined in your letter of invitation from your host.

6. Check with university officials for housing recommendations.

Check if your hosting academic department has suggestions for apartments in the area.

Check if the on-campus housing department will also be able to provide you with housing information.

7. Remain in regular contact with your host leading up to arrival in the United States!

