

Hosting Visiting Fulbright Scholars

Hosting a Visiting Fulbright Scholar can be a meaningful experience for Western faculty and students. At the same time, hosting comes with a variety of responsibilities, logistics management, and is a considerable time investment. IGE will do its best to offer guidance; however, the bulk of hosting responsibilities falls to the faculty host and academic unit that invites the scholar to Western. If a single faculty member tries to take on sole responsibility as host, they likely will be overwhelmed. Instead, it is important that hosting a Visiting Fulbright Scholar becomes a group effort, with several faculty and staff members sharing the load to create a successful experience for all involved.

Invitation

Exploratory conversations should occur between the Western faculty member interested in serving as the official [visiting Fulbright host](#), their academic unit, appropriate administrator(s), and the potential visiting Fulbright Scholar. The Fulbright applicant may require a letter of invitation. A Western administrative officer with authority to approve official academic affiliations will need to sign a [Letter of Invitation](#) to be included in the Fulbrighter's application.

Upon Acceptance to the Program

If the scholar's Fulbright application is successful, the Western administrative officer must complete an [Institutional Response Form](#) (IRF) and return it to the Fulbright office. Included on the form, Fulbright will ask about access to university health insurance, workspace, an ID card, library borrowing privileges, computer and laboratory facilities, and housing. By way of a guide to answering several of the IRF questions:

- Fulbright Scholar Program-sponsored health coverage does meet the minimum requirements for health insurance at Western
- Visiting Fulbrighters are not eligible to enroll in Western health insurance
- Visiting Fulbrighters are not required to purchase Western health insurance
- Western does not have any required fees that cannot be waived
- Western provides an ID card, library privileges, a computer account and needed enterprise systems (ex. Canvas). Departments are responsible for work space, laboratory access, computer hardware/software, and other on-campus support commonly afforded NTT.

The host academic unit should share a copy of the IRF with Director of Faculty Global Engagement Mark Greenberg, who can offer assistance once the Visiting Fulbright

Scholar arrives at Western, including discussing opportunities for them to engage with the wider Western and local community.

Housing

Securing housing for Fulbrighters in Bellingham is challenging, especially for short-term agreements. Housing inventory is lowest during the fall quarter, so you may consider encouraging a winter or spring quarter arrival if possible. Also, the Fulbright living stipend is modest, so identifying affordable housing options is necessary but also limits viable options. IGE is actively working with University Residences to expand campus housing options, though sustainable solutions will take time. Consider Accessory Dwelling Units (ADUs), basement apartments, and apartment communities that allow month-to-month leases. If the lease agreement requires a credit check or cosigner in the United States, the university's Contract Administration office may be able to assist. (contact: Janette Rosebrook).

Human Resources Paperwork

The host academic unit should submit a Personnel Action form to HR to have the Visiting Fulbright Scholar set up as a N-1 (non-employee/not paid by Western) in Banner and to have a W# created. [Buffi Jones](#) can assist as needed.

Other Human Resources information includes:

- [Onboarding](#)

Office and Lab Space

Be sure that if you are going to invite a Fulbrighter to campus that your department has the office and lab space necessary for them to conduct their work and research. If possible, the department should supply a workstation. If not, it will be necessary for the Fulbrighter to bring a laptop.

Immigration Paperwork

The Fulbright organization will manage the immigration process for your Fulbright Scholar. Encourage them to maintain a dialogue with their contact at Fulbright and to meet all immigration-related deadlines.

Arrival Validation

The Visiting Fulbright Scholar will need to complete the [Arrival Validation](#) process.

Access to University Resources

Once a W# is issued by Human Resources, the academic should work with the following campus offices:

- ATUS regarding a universal login and appropriate IT systems access, ex. Canvas (x3333)
- Western Card Office (OM 110; see [instructions](#))
- Western Libraries to ensure that library privileges are created (x3901)
- Lockshop for keys and alarm codes (x3687)
- [Transportation office](#) to explore options such as public transportation, campus parking, etc. (OM 110, x2945)

SSN and Banking

Once their arrival has been “validated” by the Fulbright office, the Visiting Scholar needs to visit the Social Security Office (710 Alabama St., WTA [Route 331](#)) so that they can apply for a SSN and open a bank account to receive direct deposit. Chase or Bank of America handles foreign transactions.

Required Training

Contact CRTC so that the visiting scholar can receive individually customized training on harassment and discrimination prevention, Title IX, DEI, etc. (Lynae Rickman, x2307)

Setting into the Campus and Community

The needs, interests, and living arrangements of each visiting Fulbright will be different, and sharing resources to help make their time in at Western enjoyable is important. The list below includes just a few resources to help them settle in.

- [Wade King Recreation Center](#)
- [Faculty & Staff Wellness Program](#)
- [Academic calendar](#)
- [Campus dining](#)
- [Campus maps](#)
- [WWU Relocation Resources](#)

Community resources

- [Houses of worship](#)
- [Childcare](#)
- [Whatcom County Library System](#)
- [Whatcom Transportation Authority](#)
- [Bellingham Public Schools](#)
- [Explore the City](#)
- [Relocating to the area](#)
- [Local businesses in Whatcom Country](#)

Housing

- [Furnished Finder](#)
- [Off-Campus Housing Marketplace](#)
- [Sabbatical Homes](#)