

FAQs regarding Incoming Fulbright Scholars

Q: When is the scholar's Fulbright acceptance official?

The Scholar first applies to the Fulbright Commission, but is not officially accepted to come to UCSB until the campus Fulbright Administrator (Executive Dean of the college) signs off on the Institutional Reply Form. Make sure Fulbright sends that form to the L&S dean's office (c/o Barbara Gilkes).

Q: Our department has been contacted by an international scholar who is planning to apply for a Fulbright. The scholar wants to come to our department and is asking for a letter of invitation. What is the procedure?

A: It is the department's decision whether or not to host an incoming Fulbright scholar. Assuming the department is willing to host the scholar, an initial invitation or endorsement of the scholar's proposal would be provided directly to the scholar by a faculty member (with chair's endorsement) or by the department chair. The department letter will become part of the scholar's application to Fulbright. Without it, the Fulbright Commission is not likely to select the candidate. [If the department does not wish to host the scholar, now is the time to make that determination, and in such case no letter of invitation would be provided.] As needed, request details from the scholar regarding intended dates, project proposal, etc.

If the department invites the scholar and the scholar is selected by Fulbright, the commission will forward the scholar's complete application, including letter from your department, to the Executive Dean as the UCSB Fulbright Administrator. At that point, Assistant Dean Barbara Gilkes will contact the department to ensure that the department is still willing to host the scholar (see hosting responsibilities below), is aware of the proposed arrival date, etc. If all is in order, UCSB will endorse the selection of the scholar.

Q: What should the invitation letter contain?

A: The invitation/endorsement letter need not be lengthy. It should demonstrate to the Fulbright Commission that there is a faculty/department that will welcome the scholar's presence and will provide the resources the Fulbright Scholar may need to conduct research while here (e.g., computer access, working space, library access). In addition to indicating the intellectual merits of the scholar's proposal, it is helpful if the invitation letter includes reference that the department will provide integration into the department's activities. Refer to the candidate as a potential Fulbright Scholar or Visiting Research Scholar.

Usually the letter is addressed directly to the scholar. Obtain specific address information from the applicant. There is no need to copy the college on the invitation letter.

Q: What are the host department's responsibilities? What does Fulbright provide?

A: For scholars chosen to participate in the program, Fulbright will handle visa issuance, provide a stipend, and work with the scholar to arrange transportation to the host institution. It is the scholar's responsibility to secure housing in Santa Barbara; however, departments are often asked to assist. The college can provide free access to the Community Housing list, although the scholar may need the department's assistance in interpreting it. On occasion the college can help reserve on-campus housing, but there is a very limited number of units and they tend to get booked over a year in advance. In all cases, it is the scholar's responsibility to meet all housing payments.

The department is asked to assist with the scholar's initial arrival, to solicit access to library privileges on behalf of the scholar, and to provide for the basic research and intellectual needs of the scholar during the stay at UCSB.

Although our campus will not be providing the visa documentation, we do ask that the scholar visit UCSB's Office of International Students and Scholars shortly after arrival on campus. We want OISS to be in contact with all international visitors on campus, and that office has several programs and services from which the scholar or spouse might benefit.

Q: What about housing for the incoming scholar?

A: See above (host department responsibilities).

Thank you for considering hosting an international research scholar.
Please address additional questions to:

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