

## Departure Instructions and Form

The Departure Form is required only of those students who will return home prior to September 30. If you have completed your academic program in the United States and are planning to end your Fulbright Grant program, please read the following instructions and download the form at the bottom of the page.

Grantees who are simply going home for a summer visit at their own expense and are requesting extension of their Fulbright Grant benefits should not complete this form. They should instead complete the Request for Extension Form.

**Important Notice:** Each Fulbright Fellow is required to arrange for an official transcript of grades to be sent to IIE at the end of each academic term. Please be sure to request that a transcript be sent to your IIE Regional Center.

**Deadline:** Your completed form must be postmarked by May 1. If it is not possible to submit the appropriate form by the due date, you should immediately send an E-mail or letter — providing an explanation and the date by which you will submit the Academic Report/Summer Departure form — to your IIE Regional Center.

### Travel Arrangements

It is essential that you begin making departure arrangements early, at least two months prior to your proposed departure date. Procedures vary according to the type of travel benefits included in your Fulbright Grant:

If you have a U.S. Government travel grant and received your ticket to come to the United States directly from the Public Affairs section of the U.S. Embassy in your home country, you should request your return travel ticket directly from American Express Travel at least four weeks before your planned departure date.

Contact
American Express c/o IIE 1400 K Street, NW Washington, DC 20005 Tel: 1-800-394-6973

Please note that your U.S. Government travel grant provides transport by direct routing using U.S. carriers for as much of the trip as possible. You will be responsible for payments for any extra routing or stopovers requested for personal reasons. Further, once American Express has ticketed your return travel, changes to the itinerary will have to be arranged directly with the airline at your expense.

Under the provisions of your U.S. Government travel grant, you are entitled to an allowance of \$300 for the transport of extra luggage or other belongings. This allowance will be sent to you by your IIE Regional Center contact after you have made arrangements for your return travel.

If you have a travel grant from a bi-national Fulbright Commission or Foundation in your home country, and are not from India or South Africa, you should write directly to that Commission/Foundation or follow the instructions given you in your original travel award letter or any subsequent communications from the Commission/Foundation. If you are from India you have a return ticket. If you are from South Africa, follow the instructions in section A.

Please also note, if you are from Vietnam, IIE will use Protravel Travel Agency to book return travel for Vietnamese grantees. Please advise Vietnamese grantees to contact David Parker at [DavidP@Protravelinc.com](mailto:DavidP@Protravelinc.com) instead of AmEx. He prefers grantees contact him by email.

If you have a travel grant from your own government, you should contact your Embassy in Washington, D.C., or follow whatever instructions your university or home employer has given you for securing your return ticket.

If you are responsible for arranging and paying for your own return travel, you are still expected to complete the Departure Form. Please be sure to include your date of departure and all other information requested in Section C of the form.

## **Summer Employment**

IIE must be informed well in advance (either on the Academic Report/Summer Departure Form; or by letter) of any proposed employment. You may accept employment in the U.S. during the summer prior to your departure only if such employment is directly related to your field of study during the past year and can be approved by IIE as academic training. Qualifying and obtaining authorization for academic training is very specific and time consuming. You should therefore inform your IIE Regional Center contact early to allow ample time to make all the needed arrangements.

## **Insurance**

Your Fulbright health and accident insurance provided by the Department of State is valid only while you are engaged in your authorized Fulbright program activities. This benefit can only apply while you are in your study program in the U.S. and during the direct routing of return international travel.

Therefore, if you plan to remain in the U.S. for personal reasons between the end of your authorized study program and your date of departure from the U.S., or plan a personal excursion

en route to your home, you should purchase short-term insurance for your protection for any such periods of time.

### **Departure Form**

The Departure form can be downloaded as an Adobe Acrobat file and is located in “Forms and Administration” section of the “Resources for Current Grantees” website.

### **Final Report**

Please complete and return the Final Report Form to your IIE Regional Center at least two weeks before you leave the U.S. Your comments on your Fulbright experience are of great interest to all who are associated with the Fulbright Program. Please confirm your permanent home address on this form before you leave the U.S.

**Note: Please inform your Regional Center contact promptly of any changes in your plans after submission of your Academic Report/Summer Departure Form**