



Date: April 16, 2007

To: All Responsible Officers/Fulbright Program

From: Institute of International Education (IIE)
Division of Enrichment and Professional Development (EPD)

Subject: Fulbright Preacademic Training Program – Summer 2007

The updated 2007 Preacademic Program Directory is now available on IIE's website found at <http://www.iie.org/Fulbright/preac>. Please use the directory to counsel grantees on the various programs and as a guide you in preparing their travel arrangements.

Every year the Department of State, Bureau of Education and Cultural Affairs, provides preacademic training to Fulbright grantees who will begin their academic programs in the fall. These programs are not only an excellent introduction to life as a student in the United States, but also, and very importantly, the Fulbright community. The five types of preacademic programs include:

Preacademic Program Type	Preacademic Program Description
Intensive English	These programs are designed for students at intermediate or lower-intermediate levels of English proficiency, which run from twelve weeks to eight months.
Short-term English Refinement	These programs are designed for students at the intermediate level of English proficiency, which run from four up to twelve weeks.
IIE-Designed Refinement	These programs are designed for students at the high-intermediate level of English proficiency, which are two to three weeks.
Field-of-Study	These programs are designed for students pursuing a degree in a specific field, for example, in law or business, which run from three to six weeks
Gateway Orientations*	These programs are designed for students at a high level of English language proficiency. There is no English component in these programs and they run from three to five days.

The Division of Enrichment and Professional Development will be notifying Fulbright Commissions and US Embassy staff via e-mail of grantees' preacademic assignments.

In turn, we kindly request that after a grantee has the opportunity to review the Terms of Appointment (TOA) relating to his/her assignment that he/she or your office advises IIE of the grantee's decision through:

- **Confirmation of Attendance:** Upon review and acknowledgment of understanding, we kindly request that the grantee signs the TOA and promptly sends a signed copy via fax to (212) 984-5484 or as an e-mail attachment to preacademicprograms@iie.org OR gateways@iie.org (please see TOA to know which e-mail address to write to). Without receiving the signed TOA, IIE will not be able to ensure placement; this is especially important as program space is limited.
- **Declining Assignment:** Should the Fulbright grantee **decline** this assignment, we also kindly request that you or the grantee reply to the appropriate e-mail. Receiving a grantee's decline will enable IIE to offer this Preacademic training assignment to another grantee.

Please note that all parties included in the notification should receive a copy of the reply.

EPD does encourage grantees to contact their summer preacademic program representatives via e-mail as soon as possible in order to share flight itineraries, ask questions about the program and address any other concerns they may have before coming to the United States.

*****A Special Note***** It is EPD's pleasure to extend the opportunity to participate in these preacademic programs to self-placed grantees at no cost to them and/or the Commission/Post.* *Please ensure that all applications are submitted to IIE as soon as possible.*

Finally, we would like to highlight the following:

- Under no circumstances are dependents allowed to accompany Fulbright grantees to preacademic programs.
- Grantees should not arrive before the reporting date that appears on the TOA or in the Directory as no housing provisions are made for early arrivals, and grantees will be responsible for their own living arrangements and expenses.*
- Grantees are expected to remain in attendance for the entire summer program and to participate in all aspects of the program.

Should you or a Fulbright grantee have any questions regarding summer program assignments, please do not hesitate to contact IIE's Division of Enrichment and Professional Development via:

Telephone: (212) 984-5422

Facsimile: (212) 984-5484

Preacademic E-mail: preacademicprograms@iie.org

Gateway Orientation E-mail: gateways@iie.org

** Expenses for programs differ among lengths and institutions. Grantees can be ensured adequate living and program coverage from the Reporting Date to the Departure Date of the program they are assigned to; however, any and all living expenses before the Reporting Date or after the Departure will need to be covered by the Grantee. The grantee must also review their Academic Terms of Appointment to see if they receive travel benefits.*