Checklist U.S. Fulbright Graduate Students 2024-2025

**Before departure**

[ ]  Accept your grant by uploading the following documents to the portal:

 1. Signed Grant Authorization (within 2 weeks of receiving the document)

 2. Signed Terms and Conditions (within 2 weeks of receiving the introductory email from IIE)

3. Medical History and Examination Form (no later than 3 months before your grant date)
4. Proof of U.S. citizenship (no later than 3 months before your grant date)
5. Proof of Bachelor Degree (no later than 3 months before your grant date)
Follow the rest of the procedure on <https://us.fulbrightonline.org/finalist-resources>

[ ]  Please send an email notification when you uploaded documents 1 and 2, including the signed Code of Conduct to the Dutch Fulbright Program manager, lpietersen@fulbright.nl. If you have a NAF-Fulbright grant, please also send document 1 to mmaloney@thenaf.org.

[ ]  Start residence permit procedure with host, 3 months before arrival

[ ]  Start looking for housing **as soon as possible**

[ ]  Apply for birth certificate with apostille (NOT a regular birth certificate)

[ ]  Arrange your travel to the Netherlands

[ ]  Check whether the municipality where you will live has the option to already

make an appointment before you arrive for your registration after arrival

[ ]  Check Dutch language courses at host institution, for which you may want to sign up before departure

**Immediately after arrival**

[ ]  Open bank account as soon as possible, either online or with a regular bank

[ ]  Register at the municipality where you live

[ ]  Activate your residence permit (follow instructions host)

[ ]  Fill out Personal Data Form and submit to Fulbright Program Manager

[ ]  Register in STEP

[ ]  Register with huisarts

[ ]  Read Emergency Action Plan

[ ]  Attend first meeting Fulbright on **Thursday 29 August 2024**

**During Grant Period**

[ ]  Attend second meeting Fulbright at the end of September 2024 (date t.b.d.)

[ ]  Always keep Fulbright Commission updated on changes of address, email, bank account and phone numbers

[ ]  Ask permission Fulbright Commission for trips outside of the Netherlands

[ ]  Fill out online mid-year evaluation form in January (invitation will be sent by IIE early January 2025)

[ ]  Attend mid-year evaluation meeting **30 January 2025**

[ ]  Fill out online end-year evaluation form in May 2025

[ ]  Attend end-year evaluation **15 May 2025**

**At the end of the grant period**

[ ]  End your lease, and if applicable, get deposit returned

[ ]  Notify Fulbright Program Manager of leaving date

[ ]  De-register at municipality

[ ]  Return your IND residence card (do not overstay your residence permit)

[ ]  End all subscriptions

[ ]  Close down bank account