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](mailto:lpietersen@fulbright.nl). If you have a NAF-Fulbright grant, please also send document 1 to [mmaloney@thenaf.org](mailto: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