Checklist U.S. Fulbright Scholars 2024-2025

**Before departure**

Accept your grant by uploading the following documents to the IIE participant portal (you can find more information [here](https://connect.iie.org/)):

1. Signed Grant Authorization

2. Signed Terms and Conditions

3. Medical History and Examination Form (within 2 -6 months before your grant date)   
4. Proof of U.S. citizenship   
Please see all the information and the procedure on <https://fulbrightscholars.org/us-scholar-grantee-resources>.

Please send an email notification when you have documents 1 and 2 uploaded in the portal to the Dutch Fulbright Program manager via [l.pietersen@fulbright.nl](mailto:l.pietersen@fulbright.nl). The Fulbright Commission the Netherlands can download these two documents

Start the residence permit procedure with host, at least 3 months before arrival.

Start looking for housing as soon as possible: sometimes the host university can help with housing.

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 for your registration after arrival while you are still in the U.S. and schedule the appointment. If not, make it immediately after arrival.

**Immediately after arrival**

Open a bank account.

Register at the Municipality where you live.

Activate your residence permit (follow the instructions of your host).

Fill out Personal Data Form and submit to Fulbright Program Manager.

Register in STEP.

Register with a huisarts.

Read Emergency Action Plan.

Attend first meeting Fulbright either via zoom or in person with the Fulbright Commission the Netherlands.

**During Grant Period**

Please keep the Fulbright Commission updated on changes of address, email, bank account and phone numbers.

Notify the Fulbright Commission of any trips outside of the Netherlands 5 days before traveling.

Fill out online final survey form at the end of your stay.

**At the end of the grant period**

End your lease, and if applicable, get your deposit returned to your bank account.

Notify Fulbright Program Manager of your departure date.

De-register at the municipality.

Return your IND residence card (do not overstay your residence permit).

End all subscriptions you may have, such as train reduction cards, utilities etc.

Close your bank account before or after your departure.