Checklist U.S. Fulbright Scholars 2025-2026

**Before departure**

[ ]  Accept your grant by uploading/e-signing the following documents to/in the IIE participant portal (you can find more information on [this link](https://fulbrightscholars.org/us-scholar-grantee-resources/preparing-your-grant-grantees-going-commission-countries)):

 1. Signed Grant Authorization

2. Medical History and Examination Form (within 2 -6 months before your grant date)
3. Proof of U.S. citizenship

4. E-sign the Universal Terms and Conditions
Please see all the information and the procedure on <https://fulbrightscholars.org/us-scholar-grantee-resources>.

[ ]  Please send an email notification when you have uploaded the signed grant authorization in the portal to the Dutch Fulbright Program manager via l.pietersen@fulbright.nl.

[ ]  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 as soon as possible (**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](https://mytravel.state.gov/s/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 at least 5 working 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

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

[ ]  Close your bank account before or after your departure.