

**TERMS AND CONDITIONS OF GRANT**  
**FOR**  
**AMERICAN FULBRIGHT GRANTEES**

**Lecturing Category**

(Amended February 2024)



*Japan-US Programs, Since 1952*

Please bring this booklet to Japan  
and retain throughout your grant period.

**THE JAPAN-UNITED STATES EDUCATIONAL COMMISSION  
(JUSEC)**

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### FORMS TO BE SUBMITTED BY GRANTEE

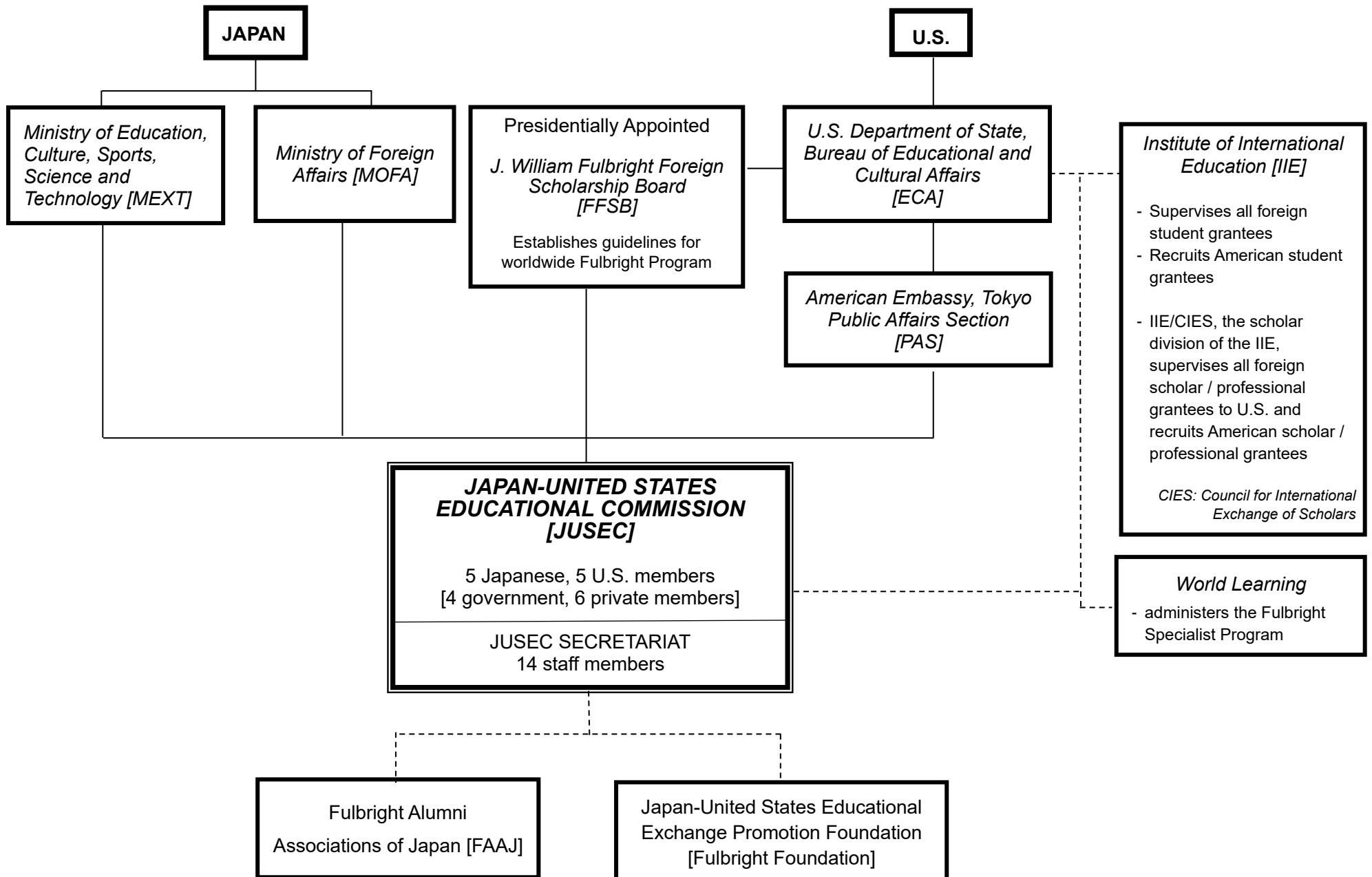
Below are the forms to be downloaded from the following website and be submitted to <program@fulbright.jp>.

<https://www.fulbright.jp/forms/grantus/>

#### WRITTEN PLEDGE

|         |   |
|---------|---|
| Form 1  | Japan-bound Travel Plan for Grantee<br>(and for dependents)   |
| Form 2  | Bank Account (in the U.S.)  |
| Form 3  | Residence Information   |
| Form 4  | Bank Account (in Japan)   |
| Form 5  | Request for Temporary Exit from Japan   |
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| Form 10 | Request for Grant Payment Statement   |

# FULBRIGHT PROGRAM ORGANIZATION CHART



## **Organizational Description for the Administration of the Fulbright Program**

### **A. The J. William Fulbright Foreign Scholarship Board (FFSB)**

FFSB was created by Congress to supervise the Fulbright educational exchange program. The intent was to establish an impartial and independent body which would assure the respect and cooperation of the academic world for the educational exchange program, particularly in the selection of grantees and of educational institutions qualified to participate. The Board sets policies and procedures for administration of the program, has final responsibility for approving selection of all grantees, and supervises the conduct of the program both in the U.S. and abroad. Appointed by the President of the United States, the Board is composed of 12 members drawn from academic, cultural and public life.

### **B. U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA)**

ECA serves as the administrative and executive arm of the Fulbright program. Since October 1, 1999 authority over the program rests with the Secretary of State but is then delegated to the Under Secretary for Public Diplomacy and Public Affairs. ECA has fiscal responsibility for the preparation of an annual budget request to Congress and makes decisions on how allocations of the funds, finally approved by Congress, will be made to participating countries. Under policies established by the FFSB, ECA administers the Fulbright exchange program, negotiates agreements covering educational interchange with foreign governments, maintains liaison with U.S. Embassies overseas on exchanges, and, in Washington, D.C., seeks the help and cooperation of other U.S. Government and private agencies on certain aspects of the program.

In U.S. Embassies abroad, exchange program activities are the responsibility of the Public Affairs Officer or the Cultural Affairs Officer. At least one of these officers is a member of the local binational Commission, maintaining liaison on policy and program matters. In countries where there is no Commission, the Cultural Affairs Officer administers the educational exchange program.

### **C. Japan-U.S. Educational Commission (JUSEC)**

The Japan Fulbright Program was established in 1951 (actual exchange under the name of Fulbright began in 1952). Prior to the Fulbright Program, approximately 1,000 Japanese studied in the U.S. under the GARIOA Program (Government and Relief in Occupied Areas) from 1949 to 1952. The program was fully funded by the U.S. Government until December 1979 when a new agreement went into effect providing for equal bi-national funding supervised by a new Commission made up of 5 Japanese and 5 Americans. Today, both governments fund the program on an equal basis. In addition to government funding, the Japan-United States Educational Exchange Promotion Foundation (Fulbright Foundation) established by the Fulbright Alumni Association of Japan, has collected contributions from the private sector.

### **D. Cooperating Agencies**

#### **1. Institute of International Education (IIE)**

IIE is a non-profit organization contracted by ECA to assist in the exchange of students and scholars. It handles day-to-day operation and administration of foreign student/visiting scholar programs in the U.S., and conducts a preliminary review of American student/scholar candidates competing for Fulbright awards to other countries, except the Fulbright Specialist Program. IIE supervises almost all foreign students and visiting scholars while they are Fulbright grantees in the U.S. IIE's head office is in New York, and has U.S. regional offices in Chicago, Denver, Houston, San Francisco and Washington, D.C. Including partner offices, IIE has twenty offices around the world.

#### **2. World Learning, Inc.**

World Learning, Inc. is a non-profit organization contracted by ECA to assist the Fulbright Specialist Program. It assists in recruiting U.S. scholars and professionals to join an available roster of academic specialists who are matched with host institutions to engage in short-term collaborative projects, for 2-6 weeks.

# THE JAPAN-UNITED STATES EDUCATIONAL COMMISSION (JUSEC)

## TERMS AND CONDITIONS OF LECTURING GRANTS

The Japan-United States Educational Commission (hereafter referred to as JUSEC) administers the Fulbright grant program in Japan. Subsequent correspondence with respect to your grant and other inquiries should be addressed to JUSEC <program@fulbright.jp>.

Please read carefully the following Terms and Conditions which are an integral part of the grant authorization.

If you wish to accept or decline the grant, please submit a signed copy to JUSEC by e-mail attachment <program@fulbright.jp> within 15 days of the date of the grant authorization (refer to Item 2). Acknowledgement of the receipt of your acceptance will be made by JUSEC.

At the same time, please upload a signed copy to the IIE's Fulbright U.S. Scholar Program Grantee Portal. For details, please follow the instruction provided by IIE.

### I. EXPLANATION OF GRANT AUTHORIZATION

#### Items 1, 3: Grantee's Name, Address and Home Affiliation

Any changes should be reported immediately to JUSEC and the relevant cooperating agency in the United States. (i.e., IIE, see page ii.)

#### Item 2: Date of Issue

The signed authorization should be submitted to JUSEC **within 15 days** of the date indicated.

#### Item 4: Purpose of Grant

- A. The objective of the Fulbright grant is twofold: to enable the grantee to carry out a specific academic program outlined under Item 4, and to experience Japanese culture and society in the broadest sense. Through these 2 objectives, the grantee contributes to mutual understanding between Japan and the U.S.
- B. **Lecturing grantees:** Full-time lecturing is expected. A normal teaching load for an academic year lecturer consists of *four (4) "koma" (= class meetings) per week*, with each koma meeting once a week for about 90-105 minutes. Fulbright lecturers often have two institutional affiliations per semester and may teach similar courses at the affiliations. A *lecturer* may conduct research; however, this is not considered part of the lecturing assignment and no reduction in number of courses taught will be made.
- C. Prior approval of JUSEC is required for any change in the stated purpose of a grant. Acceptance of remunerative employment in Japan, unless approved in writing by JUSEC, violates the conditions of the grants. JUSEC normally will not approve any employment that it considers to be only remotely related to the grantee's objective and is more than temporary or short-term in nature.

#### Item 6: Institutional Affiliations in Japan

JUSEC will decide appropriate affiliations which fulfill the respective program's objectives. Lecturers and lecturing/research grantees are expected to reside in the area of assignment.

## Item 7: Visa Designation

### A. Visa application: The designated visa category for lecturers is “**professor**” visa.

After grant acceptance is received, JUSEC will send the grantee a Letter of Invitation (*shohei riyusho*) in Japanese which should be taken/sent to the nearest Japanese Consulate or Embassy together with other necessary documents for visa application: **a copy of the grant authorization**, a Letter of Guarantee (*mimoto hoshosho*), a valid passport, a copy of visa application form, and a passport-sized photo. Because it is not possible to apply for the visa more than 3 months prior to departure, JUSEC will issue the Letter of Invitation (*shohei riyusho*) at the appropriate time. Once you receive the letter, please apply for the visa promptly.

Please refer to <https://www.us.emb-japan.go.jp/>.

When completing the visa application form, check “**as professor**” for visa category.

If your spouse is a Japanese citizen, please do not enter Japan on a “spouse” visa. Should you run into difficulty, please contact us immediately with as much detail as possible so that we can take appropriate action immediately. Because of the uncertainty over how long your visa approval will take, please do not wait until the last minute to apply for your visa.

### B. Status and duration: At the time of entry into Japan, you will receive a “residence card.” You should check to be sure that you have received a correct status with an appropriate duration of stay.

Note: “Anyone who stays in Japan beyond the authorized period of stay may be subject to punishment and/or deportation” (Article 24, Item 4, Sub-item (b) and Article 70, Item 5 of the Immigration Control Act).

### C. Dependents’ visa: Accompanying dependents need to obtain “dependent” visas. If you have accompanying dependents, the Letter of Invitation (*shohei riyusho*) that JUSEC will issue lists the name and the relationship of your accompanying family members. You must present evidence that they are your family members. This is especially important for members with family names different from the grantee.

If grantees are accompanied by stepchildren without parental authority, grantees must apply for their stepchildren’s visas at least 6 months before their departure in order to obtain a special permission from the Minister of Justice.

## Item 8: Cooperating Agency in the United States (See page i and ii.)

The Institute of International Education (IIE)

## Item 10: Authorized Period

### A. The Length of grant period

The *duration* of your grant is as indicated on the grant authorization. Grant benefits will be paid for this duration (e.g. 10 months, 5 months) subject to the conditions explained under “Grant Benefits”, page 4.

### B. The Beginning date of grant

In principle, the grant may be *initiated* any time after July 1 of the grant year but before June 30 of the following year, after which date the grant will be canceled (e.g. for a 2024 grantee, from July 1, 2024 but before June 30, 2025).

The designated arrival date is indicated in the grant authorization because all are required to participate in a group orientation which will be held in mid-September 2024 or mid-March 2025. If a grantee must arrive earlier than that date for personal reasons (providing the proper visa procedure has been completed), the grant will not become effective until the designated date. The only exception is when a grantee must arrive early in order for accompanying children to begin

school (grade 1–12). In such cases, the grantee must request permission from JUSEC for an early grant starting date, which is usually up to two weeks before the beginning date of the children's school. The grant completion date will remain the same.

### **C. Duplication of grant**

The grant cannot be held simultaneously with another grant which is intended for the same purpose, nor can it be postponed in order to first accept another grant to come to Japan with the Fulbright grant serving as an extension of the first grant.

You are asked to sign a "Written Pledge" before you begin the grant. Use of the Fulbright grant for full-time language study is NOT acceptable. The Fulbright grant cannot be shortened in order to accept another grant after the Fulbright grant.

### **D. Absence from Japan during grant period**

Absence from Japan means temporary exit from Japan during the grant period.

#### 1. Temporary exit from Japan

Grantees may leave Japan temporarily during the grant period if such absence does not interfere with the purpose of the grant, and within the conditions described under 2. "grace period" below. This absence can be taken on one or more trips. The grantee must submit the schedule of absence in writing and obtain JUSEC's clearance well in advance of the scheduled departure. Use Form 5 included at the end of this booklet.

#### 2. "Grace period" for absence from Japan, and grant adjustment

- a. For a grant of 6 months or more: a total absence of up to 3 weeks (or 21 calendar days) will be allowed without any deduction in grant benefits. A total absence in excess of 3 weeks will result in deduction of grant benefits for the excess period.
- b. For a grant of less than 6 months: a total absence of up to 2 weeks (or 14 calendar days) will be allowed without any deduction in grant benefits. A total absence in excess of 2 weeks will result in deduction of grant benefits for the excess period.

Note: The "grace period" cannot be used at the end of the grant. (See E below.)

### **E. Early termination of grant (Early departure)**

Procedure: Grantees who have accomplished their academic objectives earlier than expected, or must depart early because of professional or personal obligations in the U.S., may do so by submitting a written request to JUSEC (Form 6) and obtaining its prior approval. Request for early termination also has to be agreed to by the host institution(s), and host professor(s) stating that the purpose for which the grantee was accepted can be fulfilled by the date of departure.

Grant benefits adjustment: Since the grant benefits are intended to cover expenses while in Japan to pursue the stated academic objective and is not intended as a flat payment, grantees who depart early will only receive grant benefits to cover up to the day of actual departure. The grantee must report the early departure date to JUSEC so that adjustments in the grant benefits may be made accordingly. Early departure cannot be considered as temporary exit from Japan as part of the "grace period". Early departure within 6 weeks after a temporary absence under the "grace period" will not be considered as fulfilling the objectives of the grant in good faith and may result in adjustment of grant benefits for the period absent from Japan.

### **F. Grant extension**

The standard grant period of an academic year lecturer is for 10 months from mid-September through mid-July of the following year. The fall term grant is for 5 months from mid-September through mid-February; the spring term grant is for 5 months from mid-March through mid-August.



Extensions of several days are given when lectures and final examinations cannot be completed within the original grant period. Extensions are usually for an additional 5 days after the final examinations are given. An extension request will be solicited at an appropriate time after arrival.

#### **Items 11, 12: Grant Benefits and Other Benefits**

1. The grant is tenable in Japan only. None of the allowances may be provided prior to arrival in Japan except for the Japan-bound travel and the Japan-bound baggage allowance.
2. All allowances except for the Japan-bound baggage allowance and the dollar supplement are paid in yen currency only and are not affected by fluctuations in the exchange rate. The financial benefits described in the grant authorization and different methods of payment of these benefits are described below.
3. Any overpayment of the benefits authorized in the grant must be refunded by the grantee.

#### **A. Travel for the grantee**

1. The Japan-bound and return travel will be provided in the form of actual tickets. The grantee must use either U.S. or Japanese airlines.
2. The grantee's travel entitlement is the most economical, economy class actual ticket between the grantee's address in the U.S. indicated in the grant authorization and the host institutional affiliation in Japan. In determining the travel entitlement, the grantee's home address or home affiliation address (whichever is more appropriate) will be considered as the point of origin as well as the place of return. JUSEC should be notified of any reason why the address given on the grant authorization is not satisfactory for determining the grantee's travel entitlement.
3. If the grantee's final destination to the site of the institutional affiliation in Japan is more than 100 km from Tokyo, separate domestic travel will be arranged by JUSEC (air ticket for Hokkaido, Shikoku, Kyushu, and Okinawa), or paid in yen cash upon arrival and before departure from Japan (train fare for other areas.)
4. Travel expenses from home to the nearest U.S. airport and from the Japanese airport to hotels in Japan are not specifically covered by the grant. The settling-in allowance (See G below) is intended to cover these ground transportation costs.
5. Japan-bound Travel (See Appendix I for full explanation.)
  - a. Grantees will receive actual tickets. Specific procedures to be followed are described in Appendix I.
  - b. Japan-bound travel will *not* be provided for a grantee residing in Japan.
6. Return Travel
  - a. In order to receive the return ticket, the grantee must submit the Return Travel Request Form (Form 9) to JUSEC about 2 months prior to the planned departure date from Japan. (See Appendix I.)
  - b. Grantees may take an indirect route, but any extra cost over the travel entitlement is their responsibility. (See Appendix I.)
  - c. Return travel will not be provided for a grantee (a) who leaves the host country without JUSEC's permission, (b) who plans to come back to Japan within one month following the Fulbright grant to accept another grant tenable in Japan or to engage in other activities in Japan, and (c) who continue to remain in Japan for employment and other purposes (hence a different visa sponsorship is required).
  - d. Extension of return travel (Request for Extension of Return Travel, Form 7)

The return travel benefit will be forfeited after 30 days following the termination of the Fulbright grant. Extension of return travel beyond this time *requires* JUSEC approval in advance.

## **B. Travel for a primary dependent**

1. JUSEC provides round-trip travel for a primary dependent if all of the following conditions are met:
  - a. The grant period is 9 months or more.
  - b. The primary dependent will accompany and stay with the grantee for the entire grant period or at least 80% of the grant period.
  - c. The primary dependent's travel is not paid for by other sources, e.g. another grant, employer, etc.
  - d. The primary dependent is/will not be working full-time or earning more than equivalent to ¥150,000 per month (before tax) in Japan or remotely.
2. The primary dependent in this case usually means the grantee's spouse, but can be an accompanying child only in cases where the spouse does not accompany the grantee. The benefit cannot be extended to a third member in the family (e.g., a child) when the accompanying spouse is also covered by other sources.
3. Policies and arrangements for the primary dependent travel paid for by JUSEC are the same as for the grantee's travel described above. (See Appendix I also.)
4. Travel will NOT be provided for a primary dependent who is not eligible for a family allowance. (See page 7, I. Family Allowance.)

## **C. Health and accident insurance (under "Other benefits; for the grantee only")**

The grant provides up to a \$50,000 or \$100,000 (depending on the length of your grant) health and accident insurance for the grantee only, with the premium paid by ECA. The grantee is insured for the period of the grant and for time spent in direct travel. Claim forms and other necessary documents will be provided prior to grantee's arrival in Japan. (Refer also to Appendix III.)

## **D. Baggage allowance**

1. A baggage allowance in yen and dollars will be paid in two installments, once in dollars prior to arrival in Japan and once in yen before departure from Japan. The Japan-bound baggage allowance will *not* be paid for a grantee residing in Japan.
2. The return baggage allowance will not be paid for a grantee (a) who leaves the host country without JUSEC's permission, (b) who plans to come back to Japan within one month following the Fulbright grant to accept another grant tenable in Japan or to engage in other activities in Japan, and (c) who continues to remain in Japan for employment and other purposes.

## **E. Orientation (under "Other Benefits")**

Lecturing grantees are required to participate in a group orientation in Tokyo in mid-September 2024. Or mid-March 2025 depending on the designated arrival date indicated in the grant authorization. During the Tokyo orientation, JUSEC will cover the hotel room charge for (1) out-of-Tokyo grantees (and their accompanying family members if they are with the grantees during the orientation) and (2) Tokyo area grantees (and family members) if permanent housing is not available at the time of orientation.

## F. Monthly stipend

1. The stipend is intended to cover all living expenses in Japan together with any supplementary allowances for housing and dependents. A monthly stipend for the period of the grant in the amount indicated on the grant authorization will be paid in bi-monthly payments with the first payment to be made during the orientation.
2. Depending on the purpose, a partial advance of the monthly stipend may be requested with repayments to be made over a period of several months to be agreed upon between JUSEC and the grantee. (See H-6 below.)
3. Method of payment: Bi-monthly payments are made with the first payment prorated according to the number of days less than one month to be made at time of orientation, followed by subsequent 2-month payments thereafter according to JUSEC's payment schedule. Bi-monthly payments will normally be made on the 25th of the month preceding the next 2 months. The last payment may be for more or less than 2 months.

## G. Settling-in allowance

1. A one-time allowance, equivalent to one month's housing allowance (see below) will be provided to the grantee immediately upon arrival to partially cover expenses incurred such as travel expenses from home to the U.S. airport and from the Japanese airport to lodgings in Japan, hotel expenses while permanent housing is being sought, local transportation to inspect housing, real estate agent's fees, housing deposits or other expenses normally incurred in settling in to rental housing.
2. The rate varies according to the grantee's number of accompanying family dependents while on grant. In determining an appropriate rate, the standard description under the housing allowance below applies.
3. This allowance is not paid to a grantee already residing in Japan.

## H. Housing allowance

1. The housing allowance is intended as a rent supplement to the monthly stipend and may or may not cover the full rent.
2. The housing allowance varies according to the grant category and the grantee's number of accompanying family dependents in Japan. An increasing number of grantees with working spouses frequently come to Japan alone, or are joined for either part of the grant or for brief visits by their families. If a family member(s) accompanies the grantee for at least 80 % of the grant period, a couple (or family) rate will apply to the entire grant period. If the plan changes midway, the overpayment must be returned to JUSEC.

If an accompanying family member works full-time or earns more than equivalent to ¥150,000 per month (before tax) in or out of Japan, the family member will not be counted as a grantee's accompanying dependent.

3. The housing allowance also varies according to type of rental. Grantees who will be accommodated in university or institutional housing will receive the allowance indicated below, or the actual rent, not including the utilities, up to the full "commercial housing" allowance, whichever is higher:

|                       | <u>Single</u> | <u>Family of 2</u> | <u>Family of 3</u> | <u>Family of 4<br/>or more</u> |
|-----------------------|---------------|--------------------|--------------------|--------------------------------|
| Institutional Housing | ¥50,000       | ¥60,000            | ¥75,000            | ¥75,000                        |
| Commercial Housing    | ¥120,000      | ¥150,000           | ¥180,000           | ¥200,000                       |

Grantees who live in commercial housing will receive the full allowance regardless of the actual rent.

Housing provided by immediate family or relatives is considered "institutional" housing since it is not available to others on a commercial basis.

Note: For the sake of convenience, the housing allowance indicated in the grant authorization is at the "commercial housing" rate, which may be adjusted later to fit the circumstances.

4. The first payment of housing allowance made upon arrival is *estimated* based on the likelihood of the type of rental the grantee will have, unless the completed *Residence Information Form* (Form 3) is submitted to JUSEC well in advance of arrival. In order to receive the correct housing allowance, the grantee must confirm the actual housing arrangement by submitting the above form and a receipt of the rent as soon as possible. If any adjustment is necessary, it will be made in the subsequent payment.
5. Method of payment is the same as for the stipend, i.e., bimonthly.
6. No separate allowances are provided to cover payments for deposit, key money, agent's fee, furnishings, rental linens or utilities, so grantees should be prepared with adequate resources.

Because of the large initial deposit and other amounts that are necessary when finding housing on the commercial market (typically, one month agent's fee, 1-2 months' deposit which is refundable, 2-3 months' "key money" which is nonrefundable and often necessary when working through a Japanese agent who does not cater to Fulbrighters), grantees may wish to consider requesting an advance on their monthly stipend to be repaid through deductions on a mutually agreeable basis.

#### **I. Family allowance**

1. The terms "accompanying family dependent" includes the following: (a) spouse, providing he/she is not on paid sabbatical from a position in the U.S., is not on a separate grant scholarship or fellowship tenable in Japan, or will not be working full-time or earning more than ¥150,000 per month (before tax) in or out of Japan; (b) children, unmarried, under 21.
2. An allowance for up to three accompanying family dependents will be paid for the period spent in Japan with the grantee. The allowance will not be paid for periods under 30 consecutive days.
3. The type and amount of the spouse's financial resources while in Japan, such as other grants, must be reported. An adjustment in the family allowance and other allowances may be made.
4. Method of payment is the same as for the stipend, i.e., bi-monthly.

#### **J. Dollar and yen supplementary grants**

1. The dollar grant is awarded as a supplement to assist the lecturer in meeting continuing financial obligations in the U.S. during the period of the grant; the yen grant is awarded to supplement expenses such as transportation costs to and from host universities in Japan.
2. The dollar and yen supplementary grants are computed on the basis of the number of accompanying dependents:

|                                       |                         |
|---------------------------------------|-------------------------|
| For single grantee                    | \$250 and ¥30,000/month |
| For grantee with 1 dependent          | \$350 and ¥45,000/month |
| For grantee with 2 or more dependents | \$450 and ¥60,000/month |
3. For a 10-month grant, payment will be made in 2 installments, as shown below; for an academic term grant, upon arrival.

Dollar supplement: one half immediately after arrival in Japan, and one half prior to departure

from Japan;

Yen supplement: one half immediately after arrival in Japan, and the remaining half five months after arrival.

#### **K. Teaching fund** (under "Other Benefits")

The teaching fund is available for various purposes listed below for the successful performance of the grantee's teaching duties and for enrichment of the Fulbright experience. The fund is limited and subject to prior approval from JUSEC which will do its best within budget limitations to provide the expenses. For a grantee to draw on the teaching fund, the request and approval must be in writing in all cases (Form 8).

##### 1. Purchases of books, teaching materials or equipment

JUSEC's approval to utilize the teaching fund must be obtained prior to departure from the U.S. and prior to actually placing orders. If approved, reimbursement in yen will be made after arrival upon submission of receipts.

All books, teaching materials and equipment paid for by the teaching fund become the property of JUSEC. The grantee should consult with JUSEC at the end of the grant period regarding the disposition of the items purchased by JUSEC.

- a. The purchases of books are limited to reference books essential to a grantee's course *after* advance consultation with the Japanese host professor(s). Whenever possible, these books should be limited to paperback editions. In order to act upon the request for the teaching fund, JUSEC should be informed concerning the estimated cost, method and place of shipment and relative importance in case various kinds of books are being considered.
- b. Prior to requesting JUSEC's approval for purchases of equipment, grantees should investigate the possibility of their Japanese host universities' purchasing of the requested item. They should also ascertain the universities' interest in the continued use of the items after the departure of the grantee. Comments on both of these points must be included in a request.

##### 2. Shipping charges of teaching materials

The round-trip shipping cost of materials directly related to teaching (not personal belongings) is reimbursable in yen after arrival if approval is received in advance. Receipts must be presented. They include individually owned reference books, teaching materials, and equipment on loan from a university in the U.S. For books purchased with the teaching fund, one-way shipping charges to Japan will be paid. Shipment of personal belongings should be separated and covered by the baggage allowance.

##### 3. Occasional lectures and participation in seminars in out-of-town areas

- a. Occasional lecture: If reimbursement by JUSEC is desired, the host institution or organization must send a written request to JUSEC. The letter should specify (1) the occasion (purpose, schedule, date, place and expected audience), (2) the cost the institution/organization is prepared to provide to the lecturer, and (3) specific expenses it requests JUSEC to cover. The invited grantee will also submit a written request to JUSEC. Invitations from out-of-country organizations cannot be funded by JUSEC.
- b. Participation in conferences: the grantee must submit the request form, providing full information about the occasion. (See a. above.)

##### 4. Services directly connected with teaching assignment

When such services are not available through the host university, limited fees to pay an individual who serves as an interpreter in the class or an assistant to support teaching activities otherwise will be approved when deemed essential for the success of a course. Prior approval should be obtained regarding the rate of payment and duration of service.

## 5. Reproducing

A nominal amount for reproduction of texts or materials is payable if the host university cannot provide it.

## L. Familiarization trip to mainland Japan (for Lecturer to Okinawa only)

- a. For a full-year (10 months) lecturer to Okinawa and the primary dependent, if accompanying the lecturer for the entire grant period, a special allowance is provided for a trip to other parts of Japan.
- b. The allowance includes (1) the equivalent of round-trip airfare between Naha and Tokyo, and (2) up to 10 days "subsistence allowance" according to the formula given below. The subsistence allowance is meant to cover hotel expenses, local transportation, and other miscellaneous expenses during the trip. This allowance can be applied to whatever travel plans the lecturer makes to visit any city/cities.

|                                  |  |                 |
|----------------------------------|--|-----------------|
| Single grantee                   | (1) travel for 1 person (adult)                      | ¥ 65,000        |
|                                  | (2) subsistence allowance for 10 days*               | <u>¥150,000</u> |
|                                  | Total:   | ¥215,000        |
| Grantee with a primary dependent | (1) travel for 2 persons (adults)                    | ¥130,000        |
|                                  | (2) subsistence allowance for 2 persons for 10 days* | <u>¥250,000</u> |
|                                  | Total:   | ¥380,000        |

\*If the trip is only for 5 days, the subsistence allowance will be provided for 5 days only.

### c. Procedure:

Please submit the full itinerary and one of the following documents to JUSEC well in advance for approval. (Upon approval of the grantee's request, necessary amount will be provided.)

- copy of bill/receipt(s) of transportation fee or actual air/train tickets
- copy of bill/receipt(s) from a travel agency

## M. Education allowance for dependent children

1. An allowance to assist the grantee in the payment of tuition, registration and required fees will be provided to accompanying children who are enrolled in *grades 1 through 12 of an international school in Japan*. Nursery, kindergarten and college tuition are not included under the allowance. Except as noted below, private language lessons, tutorials, transportation, board, PTA fees, school uniforms, private music lessons, and other miscellaneous charges are not reimbursable.
2. The allowance applies to *up to two accompanying school age children* as authorized on the grant authorization.
3. If the actual tuition is more than the allowance, the grantee is responsible for the balance. *The grantee is strongly advised to apply for any available assistance.*
4. Grantees with lower elementary grade children may wish to consider *Japanese public schools* in which case the allowance may be used for Japanese language tutoring.
5. The allowance may be used to cover tuition at a *Japanese private school* where tuition is not as high as the "international schools". If funds still remain, the allowance may be used for Japanese language tutoring.
6. Substitute education in English. As a substitute for school education in required academic

subjects and on condition of JUSEC approval, the allowance may be applicable to the following:

- a. Distance learning courses
- b. Tutorial instruction (but only for books and teaching aid if tutored by a member of the family)

Grantees will not be reimbursed for 6 while their children are enrolled in an international school.

7. Method of payment: Reimbursement upon submission of receipts, or a direct tuition bill from the school.

#### **N. Other benefits**

As may be indicated on the grant authorization. If "applicable", refer to additional explanation given on separate sheets sent with the grant authorization.

## **II. OTHER TERMS**

### **A. Expenses not covered or reimbursed**

1. This grant does not provide for expenses in connection with procuring passports, visas, or birth, health or identification certificates, photographs, inoculations or insurance; shipments of unauthorized baggage, baggage transfer, maintenance or per diem during periods of travel between the U.S. and Japan, taxi fares, or any other items not specifically covered in the grant authorization and explained in the Terms and Conditions.
2. The grant is not intended to meet any expenses in the U.S. during the period of the grant or to cover all expenses for accompanying dependents.

### **B. Assistance from other sources**

1. All scholarships, fellowships or grants from other sources, in dollars or foreign currency, received concurrently with this grant must be reported to JUSEC. Adjustments in the Fulbright grant may be made if such funds duplicate benefits under this grant.
2. As a Fulbright grantee, giving special lectures or participating in panel discussions are considered a normal activity for which fees or honorarium should not be expected or negotiated. However, any honorarium offered may be accepted up to 10,000 yen per day. A grantee who is invited by a Commission, post, or sponsoring institution to lecture or consult in another country during the grant period may receive travel expenses and per diem, but not honoraria, from the inviting Commission, post, or sponsoring institution. The grantee must inform the Commission or post in his/her host country of any such offer.

### **C. Reports**

1. All grantees are required to submit periodic reports online on their activities while in Japan for circulation to Commission members.
2. An interim (where applicable) and a final report (online) are required of all grantees for program evaluation and planning purposes. The information will be given by IIE. A pre-departure interview (debriefing) will be conducted by JUSEC to review the grantee's experiences in Japan.

### **D. Rights and responsibilities of grantees (adopted from FFSB Policy Statement)**

1. As provided in United States law, all recipients of Fulbright academic exchange grants will have full academic and artistic freedom, including freedom to write, publish, and create, and no grant made by the Board may be revoked or diminished on account of the political views expressed by the recipient or on account of any scholarly or artistic activity that would be subject to the

protections of academic and artistic freedom normally observed in universities in the United States. It is the policy of the Board to ensure that the academic and artistic freedoms of all persons receiving grants are protected.

2. Grantees are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity that is in keeping with the spirit and intent of the Fulbright Program and that will contribute positively to the promotion of mutual understanding between the peoples of the United States and those of other countries. Grant recipients are expected to obey the laws of the United States and host country (Japan).
3. A person accepting a grant is not by virtue thereof an official or employee of the U.S. Department of State or other agency of the Government of the United States of America, or of an agency of the government of the home country.

#### **E. Suspension of grant benefits (adapted from FFSB Policy Statements)**

JUSEC may suspend any benefits provided by the grant if in its opinion a grantee ceases to carry out the purpose of the grant. During the period of suspension, the grantee will not receive any allowances or benefits. Such suspension will continue until the grantee resumes the prescribed purpose. No claims will be honored for allowances or other grant benefits not paid during the period of suspension.

#### **F. Revocation or termination of grant (adapted from FFSB Policy Statements)**

1. JUSEC has primary authority for recommending that FFSB revoke or terminate a grant and withhold remaining allowances for reasons specified in paragraph 2 below.

Revocation or termination of a grant on any grounds other than physical or mental incapacitation will lead to the immediate cessation of remaining allowances and benefits except return travel, unless otherwise specified by FFSB, as well as the repayment by the grantee of any advance in allowances or benefits received under the grant.

2. Grounds for possible revocation or termination may include: (1) violations of the laws of the United States or of the host country; (2) acts likely to give offense to the United States or the host country because it is contrary to the spirit of mutual understanding; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in unauthorized income-producing activities; (6) failure to comply with the grant's terms and conditions; (7) material misrepresentation made by any grantee in a grant application form or grant document; (8) conduct which may have the effect of bringing the Department of State or the Fulbright Program into disrepute; (9) violation of the Policies of FFSB.

In addition, FFSB may terminate a grant, unless prohibited by law, if (1) the grantee has exhausted all benefits of health and accident insurance provided by the U.S. Department of State in connection with the grant and continued medical treatment would lead to the grantee's becoming a public charge, or (2) the grantee requires such protracted medical treatment that successful completion of the grant is jeopardized, or (3) medical information submitted in the application is found to be substantially inaccurate or incomplete.

#### **G. Contingencies**

1. Neither ECA, the Government of Japan, JUSEC, J. William Fulbright Foreign Scholarship Board, nor the cooperating agency assumes responsibility for personal injury, accident, illness, loss of personal property, or other contingencies which may befall the grantee or dependents during or in connection with the stay abroad during the period of this grant.
2. ECA, the Government of Japan, JUSEC, J. William Fulbright Foreign Scholarship Board, or the cooperating agency shall not be liable for any claim which may arise from the grantee's failure to enter upon or to complete the project in this grant.
3. The effectuation of grants is in every instance contingent upon availability of contributions to



the program from the U.S. Government and the Government of Japan, availability of transportation, stable conditions in the host country, and the grantee's ability to procure a passport and the necessary visas.

4. If it is found before or after arrival that the institution or affiliation specified in the grant authorization does not or cannot fully accommodate a grantee for any reason, JUSEC reserves the right to arrange additional or alternative affiliations.

#### **H. Expectations as a Fulbright alumnus**

Once you have returned to the U.S., we would appreciate your cooperation on the following:

1. Agreeing to serve as a member of JUSEC screening or interview panel for future grant candidates.
2. Agreeing to serve as a member of the national screening committee for IIE if approached. The cooperation of alumni makes it possible for the cooperating agency and JUSEC to select the best possible candidates.
3. Acknowledging JUSEC's assistance in any publications resulting from your research; a copy of the publication would be appreciated whenever feasible.

### **III. PAYMENT OF TAXES - UNITED STATES AND JAPANESE**

**Grantees are responsible for determining their U.S., State and Local tax liabilities as a Fulbright grantee. Before departure from the U.S., they should consult with their local Internal Revenue Service (IRS), State and/or Local tax representative, or consult with an independent tax professional regarding any questions pertaining to tax obligations which follow from accepting this grant. The IRS has a website for which extensive information may be downloaded. Grantees are cautioned however, not to assume that all American tax jurisdictions treat the income received from this grant in the same manner. Neither JUSEC nor ECA is in a position to answer any questions regarding tax liability.**

#### **A. United States Tax**

1. JUSEC will provide upon request (Form 10, Grant payment statement request form) a statement itemizing all benefits received in yen and dollars under the Fulbright grant which may be filed with the grantee's tax return(s). (See sample in Appendix IV.)
2. Grantees are advised to consult with their federal, state or local tax authorities either before leaving for Japan, or early in the relevant tax filing period while in Japan.

**<https://www.irs.gov>**

#### **B. Japanese Tax**

1. American Fulbright grantees are exempted from Japanese income tax by submitting to the local tax office a report under Paragraph 2, Article 12 of the "Income Tax Convention between Japan and the United States of America for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion." If the grantee receives a tax form from a local Japanese tax office, JUSEC will provide upon request (Form 10, Grant payment statement request form) from the grantee a statement in Japanese to the above effect which he/she should return to the office with the form. The grantee should only complete the name and address in the form.
2. Because of their residential status, Fulbright grantees are not eligible for the tax exemption (duty free) applicable to tourists when purchasing certain items. However, once departure reservations are confirmed and you are able to show your return reservations with your passport, even Fulbrighters can receive tax exemption at certain stores which offer duty free.

## Procedures for Travel Arrangements

Please review the general travel regulations in the *Terms* carefully before making all travel arrangements.

### IMPORTANT:

- A. All *international* travel benefits for grantees (and primary dependents, if applicable) are provided in the form of actual tickets.
- B. The primary dependent who is entitled to receive travel from JUSEC (pp.4-5) must be identified by Travel Request Form.
- C. All *travel arrangements* paid for by JUSEC are made through JUSEC with the designated travel agencies below or using donation tickets by an airline. You are not expected to use a travel agency/airline of your choosing. JUSEC cannot reimburse for travel arrangements privately made.
- D. Grantees are responsible for any extra expense associated with changes or cancellations once their tickets are purchased and issued.

### I. Procedure for Arranging Japan-Bound Travel

- A. The grantee must submit Japan-bound Travel Plan for Grantee (Form 1) to JUSEC at least 2 months prior to the expected date of departure. Japan-bound travel will be on the most economical U.S. or Japanese carrier as designated by JUSEC.

If the primary dependent eligible for travel benefits travels with the grantee, he/she should be included in Form 1.

- B. JUSEC, after its authorization of the travel plans on Form 1, will submit the form to the Kintetsu International which makes reservations in accordance with the itinerary indicated on the form.

They will contact grantees directly. You are NOT expected to contact them directly until they contact you because they cannot arrange your ticket without JUSEC's travel authorization and request for arrangements.

KIE/Kintetsu International, New York Branch  
Tel: (212) 259-9600

<https://www.Kintetsu.com/>

- C. When reservations on the preferred flights are impossible or extremely difficult, grantees will be asked to fly on another day or fly from a different airport. There is no special arrangement for Fulbrighters beyond this, and there is no guarantee the grantee will eventually receive the ticket on the proposed date.

Delay in submitting Form 1 may result in an inability to provide a ticket to the grantee by the desired departure date and a subsequent loss of the travel benefit.

## II. Procedure for Arranging Return Travel

- A. Arrangements for *international portions of return travel* will be made by JUSEC through Meitetsu World Travel, Inc. in Tokyo. The grantee must submit Return Travel Request (Form 9) to JUSEC at least 2 months prior to the departure date.

Return travel will be on the most economical U.S. or Japanese carrier as designated by JUSEC.

- B. With JUSEC's authorization, Meitetsu World Travel (see below for information) will arrange the grantee's (and the applicable dependent's) travel.

Meitetsu World Travel, Inc. Ginza Sales Office  
Ginza Miyuki Bldg.  
7-8-2 Ginza  
Chuo-ku, Tokyo 104-0061 JAPAN

Tel: (03) 3572-0527      Fax: (03) 3571-7447

- C JUSEC will provide a most direct route ticket from Tokyo to the grantee's home address in the U.S. If the grantee wishes to make stopover(s) in cities in the U.S. or other countries, the grantee can do so by paying all extra costs entailed thereby.
- D. Japan domestic travel will be provided separately.

(February 2024)

## Arrival and Departure Arrangements (other than Travel)

### I. Hotel Reservations in Tokyo upon Arrival

For lecturers and lecturing/researchers, all hotel arrangements in Tokyo upon arrival will be made by JUSEC as part of the group orientation schedule; therefore, below is for information only.

- A. Although the grantee's final destination in Japan may not be in Tokyo, the grantee is expected to report to the JUSEC office soon after arrival for an administrative briefing and to receive the initial payment of the grant.

It is therefore requested that the grantee arrive in Tokyo, and schedule arrival so that the next day will be a working day for JUSEC. The office is open from 9:00 a.m. to 5:30 p.m., Monday through Friday. The briefing appointment will be confirmed when the arrival date approaches.

- B. In view of the above, for Tokyo area grantees, hotel accommodations in Tokyo for about 2 - 5 days will be necessary to allow time for reporting to JUSEC, and time for house hunting unless housing is secured before arrival.
- C. Initial hotel expenses are to be paid by the grantee from the settling-in allowance which the grantee will receive in yen cash at the time of reporting.

If you have difficulty finding hotels in Tokyo, please contact JUSEC. Staff might be able to provide some advice.

### II. Necessary Yen Currency upon Arrival

Please be sure to bring enough yen currency for immediate use upon arrival until the day you report to the office and receive the first payment of grant. Possible items include:

- |  |                |
|--|----------------|
| (1) Airport Limousine bus charge                               |                |
| from Narita to T-CAT*-----                                     | ¥3,100         |
| from Narita** to Akasaka area (where JUSEC is located) -----   | ¥3,600         |
| from Haneda to T-CAT -----                                     | ¥1,000         |
| (2) Taxi fare  |                |
| from T-CAT to Akasaka area -----                               | approx. ¥2,500 |
| from Tokyo Station to Akasaka area -----                       | approx. ¥1,700 |
| (3) Meal expenses (credit cards will be accepted in the hotel) |                |
| (4) Other miscellaneous purchases                              |                |

Airport Limousine

\*T-CAT: Tokyo City Air Terminal

\*\*Narita International Airport

\*\*\*Haneda International Airport

<https://www.limousinebus.co.jp/en/>

<https://www.tcat-hakozaki.co.jp/en/>

<https://www.narita-airport.jp/en/>

<https://tokyo-haneda.com/en/>

### III. Shipping Accompanying Baggage within Japan: from Airport to Final Destination

- A. From Narita or Haneda Airport to Hotel: Many Fulbrighters have found that “takuhai-bin” or home delivery services are very useful to send luggage from the airport to their final destination in Japan. Please see the following website for information.

Baggage Delivery Service

Narita Airport [https://www.narita-airport.jp/en/service/svc\\_05/](https://www.narita-airport.jp/en/service/svc_05/)

Haneda Airport <https://tokyo-haneda.com/en/service/facilities/delivery.html>

In order to arrange for this service at a “takuhai-bin” counter located in the Arrival lobby of Narita or Haneda Airport, please be sure to have the right forwarding address in Japan, which must be previously agreed upon by the grantee’s Japanese host.

- B. From Hotel to final destination: In principle, it is inadvisable to bring all your luggage into Tokyo since the hotel rooms are very small. IF, however, you choose to do so, then we strongly recommend again the "takuhai-bin" or home delivery services available at your hotel. It usually takes 1 or 2 days for luggage to arrive at your destination. The cost will be about ¥1,500-¥3,000 per piece (maximum weight is depending on total length, width, and height of the parcel), depending on the shipping address.

Your decision will depend on the size of your family and how much accompanying luggage you will have.

(February 2024)

## Health and Accident Insurance

### I. Fulbright Grantees

- A. **The Accident and Sickness Program for Exchanges (ASPE)** has been established for all Fulbright grantees sponsored by the ECA. ECA will pay premiums on this policy for all grantees. The brochure, a claim form and an insurance identification card will be provided prior to grantee's arrival in Japan.

This program administered by Seven Corners in Indiana provides payment of expenses incurred over and above the first \$25 and up to a maximum of \$50,000 for short-term program (less than 6 months) or \$100,000 for long-term program (over 6 months) for each illness or injury.

<https://www.sevencorners.com/about/gov/usdos>

Grantee's coverage is automatic. The grantee is insured while participating in grant activities, including travel to and from the place of assignment, provided travel is by the most direct route. This insurance is not intended to replace any insurance the grantee may already have, and its coverage is for the grantee only.

- B. In addition to the above coverage, the grantee and family members who are residing in Japan for 3 months or longer are obliged to enroll in a **Kokumin Kenko Hoken** (Japan's National Health Insurance System, NHI) at their own expense because of its convenience and reasonable rates.

The Japanese NHI is operated by each local municipal jurisdiction, i.e., city, town, or ward, and funded by participants' premiums subsidized by both the national and prefectural governments. Foreign residents (who have alien registration certificates) in Tokyo and other major cities are eligible to apply for NHI, with premium to be paid to the local offices.

The premium is based on assessment of the insured's previous year's annual income in Japan, the number of family members and other factors. However, the method of calculating the premium varies slightly depending on the policy of the ward/city office, so ask for details at the NHI counter at the ward/city office.

The basic coverage under NHI is 70% of the charge for general medical care and hospitalization. With NHI, a insured person pay the doctor after each visit for only 30% of the cost. The grantee can then claim the portion the grantee paid – the co-payment portion - under the grantee's U.S. major medical insurance or by using ASPE.

The best time for enrollment in NHI is when the grantee registers at the ward/city office. The grantee must present Resident Card to apply for NHI.

### II. Non-Fulbright Personnel (accompanying dependents)

- A. Grantees should be sure that their accompanying dependents are covered by health insurance. They are free to purchase health insurance for dependents from any source, and several policies are offered commercially in the U.S.
- B. Accompanying dependents are also obliged to enroll in NHI if they are to reside in Japan for 3 months or longer.

(February 2024)

***The Following is a sample statement of your grant for tax purposes which will be provided upon request.***

Tokyo, January 2025

To whom it may concern:

The Japan-United States Educational Commission (JUSEC) certifies the following:

**Dr. \_\_\_\_\_, a JUSEC 2024-2025 Lecturing Grantee to Japan** received the following amount in Japanese Yen currency and U.S. dollar currency during the taxable year **2024** under authority of Section 32 (B) of the Surplus Property Act of 1944, as amended, and in accordance with provisions of the Agreement between the Government of the United States of America and the Government of Japan, signed February 15, 1979, to carry out the academic project for which he/she was selected as a grantee.

**Yen Currency**

|  |                           |
|--|---------------------------|
| Stipend (maintenance allowance)                        | <u>¥0,000,000.</u>        |
| Accompanying dependents allowance                      | <u>000,000.</u>           |
| Initial settling-in allowance                          | <u>000,000.</u>           |
| Supplementary moving, readjustment allowance           | <u>000,000.</u>           |
| Rental for housing                                     | <u>000,000.</u>           |
| Resource expenses for teaching purpose (Teaching Fund) | <u>000,000.</u>           |
| Baggage Allowance (One-way Return Travel)              | <u>000,000.</u>           |
| <b><u>Total paid in Japanese yen:</u></b>              | <b><u>¥0,000,000.</u></b> |

**Dollar Currency**

|  |                             |
|--|-----------------------------|
| Supplementary moving, readjustment allowance | <u>US\$0,000.00.</u>        |
| U.S. - Japan Air Transportation (round-trip) | <u>US\$0,000.00.</u>        |
| U.S. - Japan Travel Baggage Allowance        | <u>US\$0,000.00.</u>        |
| <b><u>Total paid in U.S. dollars:</u></b>    | <b><u>US\$0,000.00.</u></b> |

**Certified by:**


---

**JUSEC Administrative Director**

## FORMS TO BE SUBMITTED BY GRANTEE

Please submit the forms to JUSEC <[program@fulbright.jp](mailto:program@fulbright.jp)> by e-mail attachment.

These forms can be downloaded from the following website.

<https://www.fulbright.jp/forms/grantus/>

### WRITTEN PLEDGE

|         |   |
|---------|---|
| Form 1  | Japan-bound Travel Plan for Grantee<br>(and for dependents)   |
| Form 2  | Bank Account (in the U.S.)  |
| Form 3  | Residence Information   |
| Form 4  | Bank Account (in Japan)   |
| Form 5  | Request for Temporary Exit from Japan   |
| Form 6  | Request for Early Termination of Grant  |
| Form 7  | Request for Extension of Return Travel  |
| Form 8  | Request for Use of Teaching Fund<br>( <i>before</i> departure for Japan)<br>( <i>after</i> arrival in Japan)<br>( <i>before</i> departure for the U.S.) |
| Form 9  | Return Travel Request   |
| Form 10 | Request for Grant Payment Statement   |



Please return with your signed grant authorization.

## WRITTEN PLEDGE

I understand the following regarding the duplication of grants and financial assistance or remuneration from other sources:

1. A Fulbright grant cannot be held simultaneously with another similar grant which is intended for the same or similar purpose or covers any of the same costs/expenses.
2. A Fulbright grant cannot be postponed in order to first accept another grant intended for the same or similar purpose.
3. If an individual is found to be in receipt of another such overlapping grant simultaneously with a Fulbright grant, the Fulbright grant will be suspended immediately and the individual will be asked to refund the Fulbright grant.
4. If an individual is found after the fact to have held another such overlapping grant simultaneously with a Fulbright grant, the individual's status as a Fulbright grant recipient will be reconsidered, and the individual will be asked to refund the Fulbright grant in full.
5. An individual may not accept employment or other remuneration in any country within the duration of the Fulbright grant.

***I further understand that should there be any possibility of duplication or overlapping of grants, or paid employment, I must immediately report to JUSEC and seek its advice.***

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(print)

Signature: \_\_\_\_\_

## Japan-bound Travel Plan for Grantee (and for dependents)

Please submit this form to JUSEC <program@fulbright.jp> as soon as possible or at least 3 months prior to the expected date of departure from home. If the submission of this form is delayed, it will be difficult to arrange your ticket in time for your departure and may result in your losing the travel benefit.

**Note: All names should be spelled exactly as they appear on the passport.  
To verify the information, please send us a copy of your passport(s) with this request form.**

**Grant Year:** \_\_\_\_\_ **Grant Category:** \_\_\_\_\_  
Prefix                      Last Name                      First Name                      Middle Name

**1. Name of Grantee:** \_\_\_\_\_  
date of birth (mm/dd/yyyy) \_\_\_\_\_

**2. Name of Spouse:** \_\_\_\_\_  
date of birth (mm/dd/yyyy) \_\_\_\_\_

Spouse's duration of stay in Japan: *from* \_\_\_\_\_ *to* \_\_\_\_\_  
(mm/dd/yyyy)                      (mm/dd/yyyy)

a. Expected itinerary (departure date & site, routing, and arrival date in Tokyo\*\*)   
 \*\* Be aware of the International Date Line by which you lose one calendar day on Japan-bound travel.

**Please list all travel portions**

|                  |        | <u>Date</u>       | <u>Place</u> | <u>Remarks (Staff Use)</u> |
|------------------|--------|-------------------|--------------|----------------------------|
| <b>(example)</b> | Leave  | September 1, 20xx | New York     |                            |
|                  | Arrive | September 2, 20xx | Tokyo        |                            |
|                  | Leave  |                   |              |                            |
|                  | Arrive |                   |              |                            |
|                  | Leave  |                   |              |                            |
|                  | Arrive |                   |              |                            |
|                  | Leave  |                   |              |                            |
|                  | Arrive |                   |              |                            |

**JUSEC Authorization**

*cleared by:* \_\_\_\_\_ *authorized by:* \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_  
Staff in charge                      Program Manager or Administrative Director

b. Name(s) of family member(s) who will travel with you:  
Prefix    Last name                      First name                      Middle name                      date of birth(mm/dd/yyyy)

Child \_\_\_\_\_  
 Child \_\_\_\_\_  
 Child \_\_\_\_\_

c. Address etc, which should be used in contacting you regarding the ticket (check one and complete):

- Home address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
- Business address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Bank Account (in the U.S.)

Please submit this form to JUSEC <[program@fulbright.jp](mailto:program@fulbright.jp)>. Baggage Allowance will be transferred into your U.S. bank account normally within 2 weeks after your submission of this form.

**Grant Year:**

---

**Grant Category:**

---

**Name of Grantee:**

---

Name of Bank:

---

Bank Address:

---

Bank Routing Number:  
(electronic, 9-digit number)

---

Bank Account Number:

---

Exact Name of Account:  
(must be grantee's name)

---

cc: Administrative Director



## Bank Account (in Japan)

Please submit this form to JUSEC <program@fulbright.jp> along with a copy of the inside cover page of your bank passbook which clearly shows your name and account number.

You will receive the initial payment of stipend and allowances in yen check at the time of your post-arrival briefing at JUSEC. Subsequent payments will be deposited to the bank account you designate here.

Note: Either a regular bank account or a non-resident (非居住者) account is acceptable.

Date: \_\_\_\_\_

1. **Name of Grantee** (print) : \_\_\_\_\_

**Grant Year:** \_\_\_\_\_ **Category:** \_\_\_\_\_

2. Name of your bank and branch:  
(Be sure to write the exact name of the branch; it may not correspond with the name of town/city in which the branch is located.)

\_\_\_\_\_

3. Account Number: \_\_\_\_\_

4. Your name as exactly registered on your bank passbook (English? or *katakana*?) \*:

\_\_\_\_\_

\* Please attach a copy of the inside cover page of your bank passbook or a screen shot within your online banking which clearly shows your name and account number.

\_\_\_\_\_  
(Signature)

## Request for Temporary Exit from Japan

Please submit this form to JUSEC <[program@fulbright.jp](mailto:program@fulbright.jp)> at least 2 weeks prior to your departure date.

Date: \_\_\_\_\_

**Name of Grantee:** \_\_\_\_\_

**Grant Year:** \_\_\_\_\_ **Category:** \_\_\_\_\_

**Period of absence:** \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_  
(departure date from Japan) (return date to Japan)

Destination: \_\_\_\_\_

Purpose(s):

Contact information during above period in case of emergency:

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

----- do not detach -----

**The Japan-United States Educational Commission**  
 Room 207, Sanno Grand Bldg., 2-14-2 Nagata-cho, Chiyoda-ku, Tokyo 100-0014  
[program@fulbright.jp](mailto:program@fulbright.jp)

To: \_\_\_\_\_ Date: \_\_\_\_\_

From: Executive Director, JUSEC

Subject: Temporary Exit from Japan

- This is to acknowledge receipt of your notice of proposed absence for \_\_\_\_\_ days from Japan from \_\_\_\_\_ to \_\_\_\_\_, and confirm that there will be no deduction in your grant.  
(departure date from Japan) (return date to Japan)
  
- This is to acknowledge receipt of your notice of proposed absence from Japan for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_, and to inform you that there will be a modification in your grant benefit as follows:

cc: Administrative Director

## Request for Early Termination of Grant

Please submit this form to <[program@fulbright.jp](mailto:program@fulbright.jp)> at least 6 weeks prior to the desired termination date.

Name of Grantee: \_\_\_\_\_

Grant Year: \_\_\_\_\_ Grant Category: \_\_\_\_\_

I wish to terminate my Fulbright grant on \_\_\_\_\_ or \_\_\_\_\_ weeks/months earlier than the original grant ending date which is \_\_\_\_\_, for reason(s) stated below.

Reason (s):

I certify that my host institution and Faculty Associate have agreed to my plan, and that the original purpose of my Fulbright grant can be fulfilled by the above departure date.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

----- do not detach -----

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Room 207, Sanno Grand Bldg., 2-14-2 Nagata-cho, Chiyoda-ku, Tokyo 100-0014  
[program@fulbright.jp](mailto:program@fulbright.jp)

To: \_\_\_\_\_ Date: \_\_\_\_\_

From: Executive Director, JUSEC

Subject: Early Termination of Grant

This is to acknowledge receipt of your request on the subject and to inform you that the Commission has no objection to your plan to terminate your grant on \_\_\_\_\_ and to confirm that your grant will end on that date.

cc: Administrative Director

## Request for Extension of Return Travel

Please submit this form to JUSEC <[program@fulbright.jp](mailto:program@fulbright.jp)> at least 2 months prior to the grant completion date.

**Name of Grantee:** \_\_\_\_\_

**Grant Year:** \_\_\_\_\_ **Category:** \_\_\_\_\_

I wish to request an extension of my Fulbright travel until \_\_\_\_\_ for  
an additional \_\_\_\_\_ weeks/months for the reasons stated below.

**I am attaching evidence of my financial resources during the above period with this request.**

Reasons:

Attachment: Financial evidence

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

----- do *not* detach -----

### The Japan-United States Educational Commission

Room 207, Sanno Grand Bldg., 2-14-2 Nagata-cho, Chiyoda-ku, Tokyo 100-0014  
[program@fulbright.jp](mailto:program@fulbright.jp)

To: \_\_\_\_\_ Date: \_\_\_\_\_

From: Executive Director, JUSEC

Subject: Request for an extension of return travel

- Your request has been approved by JUSEC. This means that your return travel has been extended until \_\_\_\_\_ Please notify us of your final return schedule at least 6 weeks before your departure.
- Your request has not been approved by JUSEC for the reasons stated below. Please consult with me or the Program Manager.

Reasons:

cc: Administrative Director



### Request for Use of Teaching Fund (*before departure for Japan*)

Please submit this form to JUSEC <[program@fulbright.jp](mailto:program@fulbright.jp)> and obtain JUSEC's approval *before* your departure from the U.S.

Name of Grantee: \_\_\_\_\_ Grant Year: \_\_\_\_\_ / Category: VL

Japanese Institution(s): \_\_\_\_\_

I would like to request reimbursement from the Teaching Fund for Lecturers for the following purposes.

\*\*\*\*\*

**A. Purchase of books, teaching materials or equipment**

What to purchase?     Books     Other teaching materials     Equipment

Please specify the items:

Purpose:     Own reference     Student texts     Other: \_\_\_\_\_

Quantity/Number of copies (approximate): \_\_\_\_\_

Have you discussed with your Japanese colleague?     Yes     No     Pending

Estimated cost of materials:    \$ \_\_\_\_\_

\*\*\*\*\*

**B. Shipping cost of teaching materials/equipment to Japan**

What to ship? \_\_\_\_\_

Quantity: \_\_\_\_\_ Estimated cost of postage:    \$ \_\_\_\_\_

----- Do *not* detach -----

**The Japan-United States Educational Commission**  
Room 207, Sanno Grand Bldg., 2-14-2 Nagata-cho, Chiyoda-ku, Tokyo 100-0014  
[program@fulbright.jp](mailto:program@fulbright.jp)

**A.**     Approved (reimbursement in yen after arrival in Japan)     Disapproved

**B.**     Approved (reimbursement in yen after arrival in Japan, or before departure from Japan)     Disapproved

Comments:

\_\_\_\_\_  
Executive Director

### Request for Use of Teaching Fund (*after* arrival in Japan)

Please submit one form per request to JUSEC <program@fulbright.jp> at least one month in advance.

**Name of Grantee:** \_\_\_\_\_ **Grant Year:** \_\_\_\_\_ / Category: VL

Japanese Institution(s): \_\_\_\_\_

I would like to request reimbursement from the Teaching Fund for lecturers for the following purposes.

\*\*\*\*\*

**C. To give a special lecture out-of-town**

Inviting institution/organization:

(responsible individual must write separately to JUSEC)

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Proposed lecture: \_\_\_\_\_

Expected audience: \_\_\_\_\_

What expenses will the inviting institution/organization provide?

- lodging
- meals
- transportation
- honorarium
- None

\*\*\*\*\*

**D. To attend a professional conference/meeting (normally, only once)**

Name of conference/meeting: \_\_\_\_\_

Sponsors: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Please give reason for attending:

----- Do not detach -----

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 Room 207, Sanno Grand Bldg., 2-14-2 Nagata-cho, Chiyoda-ku, Tokyo 100-0014  
[program@fulbright.jp](mailto:program@fulbright.jp)

- C.**     Approved (reimbursement)             Disapproved
- D.**     Approved (reimbursement)             Disapproved

Comments:

\_\_\_\_\_  
Executive Director

### Request for Use of Teaching Fund (*after* arrival in Japan)

Please submit one form per request to JUSEC <program@fulbright.jp> at least one month in advance.

Name of Grantee: \_\_\_\_\_ Grant Year: \_\_\_\_\_ / Category: VL

Japanese Institution(s): \_\_\_\_\_

I would like to request reimbursement from the Teaching Fund for lecturers for the following purposes.

\*\*\*\*\*

E. Services of assistants or interpreters: Estimated cost: ¥ \_\_\_\_\_

\*\*\*\*\*

F. Reproduction of teaching materials: Estimated cost: ¥ \_\_\_\_\_

\*\*\*\*\*

G. Other (specify): Estimated cost: ¥ \_\_\_\_\_

\*\*\*\*\*

----- Do not detach -----

**The Japan-United States Educational Commission**  
Room 207, Sanno Grand Bldg., 2-14-2 Nagata-cho, Chiyoda-ku, Tokyo 100-0014  
program@fulbright.jp

E.  Approved (reimbursement)  Disapproved

F.  Approved (reimbursement)  Disapproved

G.  Approved (reimbursement)  Disapproved

Comments:

\_\_\_\_\_  
Executive Director

# Request for Use of Teaching Fund (*before departure for the U.S.*)

Please submit one form per request to JUSEC <program@fulbright.jp> at least one month in advance.

**Name of Grantee:** \_\_\_\_\_ **Grant Year:** \_\_\_\_\_ / Category: VL

Japanese Institution(s): \_\_\_\_\_

I would like to request reimbursement from the Teaching Fund for lecturers for the following purpose.

\*\*\*\*\*

**Shipping cost of teaching materials/equipment from Japan**

What to ship? \_\_\_\_\_

Quantity: \_\_\_\_\_ Estimated cost of postage: ¥ \_\_\_\_\_

----- Do *not* detach -----

**The Japan-United States Educational Commission**  
Room 207, Sanno Grand Bldg., 2-14-2 Nagata-cho, Chiyoda-ku, Tokyo 100-0014  
program@fulbright.jp

- Approved (reimbursement in yen before departure from Japan)
- Disapproved

Comments:

\_\_\_\_\_  
Executive Director

## Return Travel Request

Please submit this form to JUSEC <program@fulbright.jp> as soon as possible in order for you to receive a return travel ticket from JUSEC, or **at least 2 months prior to the departure date.** **Your return travel ticket will not be issued without this form.**

Grant Year \_\_\_\_\_ Grant Category \_\_\_\_\_ Grant expires on \_\_\_\_\_  
 Name of Affiliation in Japan: \_\_\_\_\_ (mm/dd/yyyy)

**Note: All names should be spelled exactly as they appear on the passport.**

Prefix last name first name middle name date of birth  
 1. Name of Grantee: \_\_\_\_\_ [dd/mm/yyyy]

2. Name of Spouse: \_\_\_\_\_ [dd/mm/yyyy]

(If spouse travels separately from grantee, must submit another travel request form separately using this form.)

**Address in Japan:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Address in the U.S.:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Itinerary** (Please include domestic travel in Japan and the U.S.):

|                  |        | Date           | Place    | Remarks (Staff Use) |
|------------------|--------|----------------|----------|---------------------|
| <b>(example)</b> | Leave  | August 1, 20xx | Tokyo    |                     |
|                  | Arrive | August 1, 20xx | New York |                     |
|                  | Leave  |                |          |                     |
|                  | Arrive |                |          |                     |
|                  | Leave  |                |          |                     |
|                  | Arrive |                |          |                     |
|                  | Leave  |                |          |                     |
|                  | Arrive |                |          |                     |

### JUSEC Authorization

cleared by: \_\_\_\_\_ authorized by: \_\_\_\_\_  
 /  
 Staff in charge \_\_\_\_\_ Program Manager or Administrative Director \_\_\_\_\_

b. Name(s) of family member(s) who will travel with you:

prefix last name first name middle name date of birth  
 Child: \_\_\_\_\_ [mm/dd/yyyy]  
 Child: \_\_\_\_\_ [mm/dd/yyyy]  
 Child: \_\_\_\_\_ [mm/dd/yyyy]

# Request for Grant Payment Statement

Please submit this form to JUSEC <[program@fulbright.jp](mailto:program@fulbright.jp)>

**Name of Grantee:** \_\_\_\_\_ **Grant Year:** \_\_\_\_\_

Category:  Visiting Lecturer  Lecturer Researcher  Researcher  
 Graduate Research Fellow  Fulbright Fellow

I would like to request the following tax statement.

\*\*\*\*\*

**A. Tax statement for U.S. Government**

Which period? \_\_\_\_\_

\*\*\*\*\*

**B. Tax statement for Japanese Government**

Which period? \_\_\_\_\_

Please briefly explain why and to where, and submit a copy of tax form from a local Japanese tax office along with this request form. \*\*

---

\*\* American Fulbright grantees are exempted from Japanese income tax by submitting to the local tax office a report under Paragraph 2, Article 12 of the "Income Tax Convention between Japan and the United States of America for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion." If the grantee receives a tax form from a local Japanese tax office, JUSEC will provide a statement in Japanese to the above effect which he/she should return to the office with the form.