

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

Lecturing/Research and Research Categories

(Amended March 2023)



Japan-US Program 71st year, 1952-2023

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

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

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TABLE OF CONTENTS

	<u>Page</u>
Fulbright Program Organization Chart	i
Organizational Description for the Administration of the Fulbright Program.....	ii
 TERMS AND CONDITIONS OF GRANTS	
I. EXPLANATION OF GRANT AUTHORIZATION	1
Items 1, 3, 5 Grantee's Name, Address and Home Affiliation.....	1
Item 2 Date of Issue	1
Item 4 Purpose of Grant	1
A. The objective of the Fulbright grant.....	1
B. Full-time performance.....	1
C. Change of purpose.....	1
D. Remunerative activities	1
Item 6 Institutional Affiliation in Japan	2
Item 7 Visa Designation.....	2
A. Visa application	2
B. Status and duration	2
C. Dependents' visa.....	2
Item 8 Cooperating Agency in the United States	3
Item 10 Authorized Period.....	3
A. Length of grant period.....	3
B. Beginning date of grant.....	3
C. Duplication of grant	3
D. Serial grant.....	4
E. Absence from Japan during grant period.....	4
F. Early termination of grant (Early departure)	4
G. Grant Extension	5
Items 11, 12 Grant Benefits and Other Benefits	5
A. Travel for the grantee.....	5
B. Travel for a primary dependent.....	6
C. Health and accident insurance.....	6
D. Baggage allowance.....	7
E. Orientation.....	7
F. Monthly stipend	7
G. Research allowance.....	7
H. Settling-in allowance	8
I. Housing allowance	8
J. Family allowance.....	9
K. Research travel	9
L. Other benefits.....	9

II. OTHER TERMS	10
A. Expenses not covered or reimbursed	10
B. Assistance from other sources	10
C. Reports	10
D. Rights and responsibilities of grantees	11
E. Suspension of grant benefits	11
F. Revocation or termination of grant	11
G. Contingencies	11
H. Expectations as a Fulbright Alumnus	12
III. PAYMENT OF TAXES - UNITED STATES AND JAPANESE	12
A. United States Tax	12
B. Japanese Tax	12

APPENDICES

APPENDIX

- I Procedures for Travel Arrangements
- II Arrival and Departure Arrangements (other than Travel)
- III Health and Accident Insurance
- IV Sample Statement itemizing all benefits

FORMS TO BE SUBMITTED BY GRANTEE

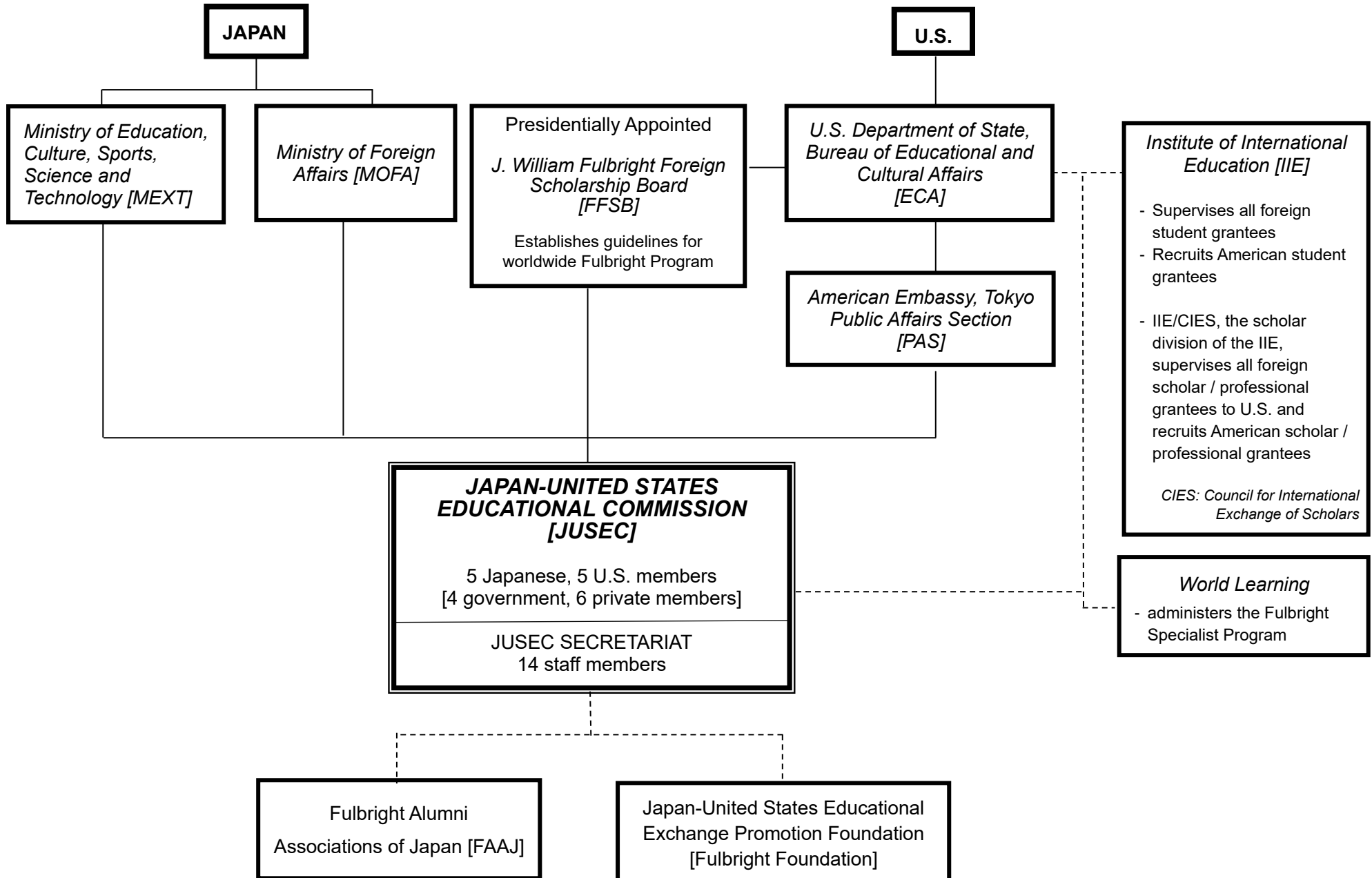
Below are the forms to be downloaded from the following website and be submitted to program@fulbright.jp.

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

WRITTEN PLEDGE

- Form 1 Japan-bound Travel Plan for grantee
(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 9 Return Travel Request
- Form 10 Request for Grant Payment Statement

FULBRIGHT PROGRAM ORGANIZATION CHART



F-

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 staff 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 a liaison with the commission 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 assists 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. 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 US 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. assists the Fulbright Specialist Program. It assists in recruiting specialists to join the roster of a diverse group of U.S. scholars and professionals. Specialists 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 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 return 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 the 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, 5: 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 returned 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 two objectives, the grantee contributes to mutual understanding between Japan and the United States.

B. Researchers: Full-time performance of research or study as described is expected of the Researchers.

Lecturing/Researchers: A normal teaching load under this category is two courses per semester. The remainder of the time is for research project approved by JUSEC.

C. Prior approval of JUSEC is required for any change in the stated purpose of a grant.

D. Remunerative activities: A researcher may give guest lecturers, not a full course, if related to the research providing it does not interfere with the purpose of the grant. JUSEC must be notified of any such requests that a researcher receives since any remuneration received for teaching may affect grant benefits. (See also II, Assistance from other sources, p. 10.) Acceptance of remunerative employment in Japan, unless approved in writing by JUSEC, violates the conditions of the grant. 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

Except for special situations all researchers should have an affiliation in Japan. This affiliation does not have to be with a university but with any organization where the grantee expects to do the research. The objective is to provide the grantee with a "base" which will facilitate access to other sources and does not mean that the grantee will be confined to working with that institution or individual.

Affiliation arrangements should be completed before the grantee's arrival in Japan. Grantees are requested to inform JUSEC of their preferred institution as soon as possible, by using the *Supplementary Information Form*. JUSEC will follow up prior communications and finalize affiliation arrangements.

For Lecturing/Researchers, JUSEC will follow up with host institutions and confirm teaching load and contents.

Item 7: Visa Designation

A. Visa application: A designated visa category for each grant category varies as below:

Lecturing/Researchers "professor" visa
Researchers "cultural activities" 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 Consulate 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 see <https://www.us.emb-japan.go.jp> .

If your spouse is a Japanese citizen, please do not try to 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 be sure that you have received the 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" visa. 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 accompanying family members. This is especially important for members with different family names from the grantee.

If grantees are accompanied by step children without parental authority, grantees must apply for their step children'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 the Fulbright Program Organizational Chart on page i.)

The Institute of International Education (IIE)

Item 10: Authorized Period

A. Length of grant period

The *duration* of your grant is indicated on the grant authorization. Grant benefits will be paid for this duration (e.g. 9 months) subject to the conditions explained under "Grant Benefits", page 5.

B. Beginning date of grant

For Researchers

The grant may be *initiated* any time after July 1 of the grant year but before June 30 of the following year (e.g. for a 2023 grantee, from July 1, 2023 but before June 30, 2024). After July 1, 2024, the grant will be canceled.

The grant initiation and completion dates indicated in the grant authorization are approximate dates. Therefore, the grantee should indicate the preferred grant beginning date in the *Supplementary Information Form*.

It is recommended that grantees arrive in late summer/early fall of the grant year to facilitate house hunting, enrollment of children in schools, and affiliation with universities.

Grantees with school-age children should schedule their period of stay in Japan to cover the school's academic year since no grant extensions will be made to accommodate the school year.

If a researcher wishes to arrive earlier than July 1, 2023 for personal reasons (and providing the proper visa procedure has been completed), the grant will not become effective until July 1, 2023.

For Lecturing/Researchers

For lecturing/researchers, 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 2023 or in mid-March 2024. 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 his/her 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 his/her 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. Serial grant (only for Research/Journalist category)

1. While the grant is normally intended to cover a single stay in Japan, if there is a strong academic reason, permission will be given to divide the grant into 2 different periods under the conditions outlined below. The purpose of such a grant is to provide continuity and follow-up for a grantee, who is unable to remain abroad for a longer period of time. The period cannot be divided into more than 2 portions, and the second portion should be for at least 30 days. Permission may be given if the following conditions are met.
 - a. the grant is for 6 months or more;
 - b. half or more of the total grant period must be completed during the first portion;
 - c. the second portion of the grant must be resumed within one year after the completion of the first portion;
 - d. grant benefits will include round-trip travel for each year of the grant; the return travel will not be paid until the completion of the grant; the travel benefit is for grantees only;
 - e. all grant benefits will be suspended during the absence from Japan, including insurance coverage;
 - f. grantees who choose the serial grant will forfeit the "grace period" benefits under Item 10, E "Absence from Japan during grant period".
2. A special request and justification for a serial grant must be submitted to JUSEC in writing in advance, at the time of application.
3. A combined request for postponement of the grant and a serial grant cannot be honored.

E. Absence from Japan during grant period

Absence from Japan means *temporary exit from Japan* during the grant period. The "grace period" described below cannot be combined with a serial grant (see **D.** above), early termination of grant (see **F.** below), or the "suspension of grant benefits" (see p. 1).

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 by using Form 5 and obtain JUSEC's clearance well in advance of the scheduled departure.

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

- a. For a grant of 6 months or more (including any extension): 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.

F. Early termination of grant (Early departure)

Grantees who have accomplished their academic objectives earlier than expected, or must depart

before the grant completion date because of professional or personal obligations in the U.S., may do so by submitting a written request to JUSEC (Form 6).

Request for early termination/departure also has to be agreed to by the host institution, the colleague, or the advisor stating that the purpose for which the grantee was accepted can be fulfilled by the date of departure. 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, grant benefits will be paid only up to the day of departure. Early departure cannot be considered as temporary exit from Japan as part of the "grace period". Early departure within 6 weeks after an 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.

G. Grant extension (only for Lecturing/Research category)

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. The only exception is a third-country stay under the "Japan-U.S. Relations in the Indo-Pacific" project (see p.9, L. Other Benefits). None of the allowances may be paid prior to arrival in Japan (e.g. for language study or preparatory research in the U.S.) except for the Japan-bound travel allowance and baggage allowance.
2. All allowances except for the Japan-bound baggage allowance and the third-country research if applicable 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 benefits authorized in the grant must be refunded by the grantee.

A. Travel for the grantee

1. The Japan-bound and the return travel will be provided in the form of actual tickets. The grantee must use either American or Japanese airlines.
2. The grantee's travel benefit will be the most economical, economy class actual ticket between the grantee's address in the U.S. indicated in the grant authorization and the affiliation in Japan. In determining the travel benefit, the grantee's home address or home institution address in the U.S. (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 (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 between home and the nearest airport in the U.S., and between the airport and hotels in Japan are not specifically covered by the grant. The settling-in allowance (see J. 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 to the U.S., the grantee must submit the Return Travel Request (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 benefit is their responsibility. (See Appendix I)
- c. Return travel will *not* be provided for any 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 remains in Japan for continuation of research on other funding sources with an exception of personal funds, or employment and other purposes (hence 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 (Form 7).

B. Travel for a primary dependent

1. JUSEC provides round-trip travel for a primary dependent if all the following conditions are met:
 - a. The grant period is 9 months or more. Serial grant cases are ineligible.
 - b. The primary dependent will accompany and stay with the grantee for the entire grant period or at least 80% of the original 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 the case 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.

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 Bureau of Educational and Cultural Affairs, U.S. Department of State (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. (See 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 remains in Japan for continuation of research on other funding sources, employment or other purposes.

E. Orientation

Researchers will have individual briefings upon arrival.

Lecturing/researchers are required to participate in a group orientation in mid-September 2023 or mid-March 2024 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 lecturing/researchers 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 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 at the initial briefing.
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 I. below and also "Request for Advancement of Stipend")
3. Method of payment: Bi-monthly payments will be made with the first payment prorated according to the number of days less than one month at time of initial briefing, 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. Research allowance

1. A research allowance in the amount indicated on the grant authorization is paid in two installments for books, educational supplies and materials, local travel, or services rendered in Japan which are essential to the grantee's professional activity.
2. For grants of 6 months or more, one half of the allowance will be paid upon arrival, or with the first payment of grant. The second half will be paid around the middle of the grant period.
3. JUSEC is aware that some types of research may involve more expenses than others, (e.g. computer, translations, interpreters, questionnaires, field travel, etc.) but no supplement to the designated research allowance can be made. Researchers who anticipate special research expenses beyond JUSEC's allowance may therefore seek assistance from their departments

or other sources before arrival.

H. 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 airport in the U.S. and from the 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 "family" status while on grant: single, couple or family. In determining an appropriate rate, the standard description under the housing and family allowances below applies.
3. This allowance is not paid to a grantee already residing in Japan.

I. Housing allowance

1. The housing allowance is intended as a rent supplement and may or may not cover the full rent.
2. The housing allowance varies according to the grant category and the grantee's "family" status: single, couple, or family.

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. However, 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 dependent.

If the plan changes mid-way, the over-payment must be returned to JUSEC.

3. The housing allowance also varies according to the *type of rental*. Grantees who will be accommodated in university or institutional housing will receive the allowance indicated below, or the actual rent 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+</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 as soon as possible. If any adjustment is necessary, it will be made in the

subsequent payment.

5. Method of payment: same as the stipend, i.e., bi-monthly.
6. No separate allowances are provided to cover payments for deposit, key money, agent's fee, furnishing, 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 economical market [typically, one month agent's fee, 1 - 2 months' deposit (refundable), 2 - 3 months' "key money" (non-refundable and often necessary when working through a typical Japanese housing agent)], grantees may wish to consider requesting an advance on their monthly stipend to be repaid through deductions on a mutually agreeable basis.

J. Family allowance

1. The term "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) unmarried children, 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 the amount of the spouse's financial resources while in Japan, such as other grants, needs to be reported. An adjustment in the family, housing, and travel allowances will be made.
4. Method of payment: same as the stipend, i.e., bi-monthly.

K. Research travel

1. An allowance is provided to assist grantees with (1) domestic travel to field sites related to research and/or (2) to attend JUSEC functions in Tokyo.
2. The allowance is prorated by the length of one's grant period, and will normally be paid together with the research allowance.

L. Other benefits

1. As may be indicated on the grant authorization. If "applicable", refer to additional explanation given on separate sheets sent with the grant authorization.
2. **Third Country Research** (only for Research grants of 9 months)

Researches with proposals falling under JUSEC's "Japan-U.S. Relations in the Indo-Pacific" project which involve third country research may spend up to 2 months in the third country preferably towards the end of the grant period.

This is not automatically approved even if the grantee mentions it in the application, and he/she must submit a specific plan for such third country research with sufficient justification, feasibility, and the itinerary, after arrival.

The conditions for a third country research are:

- a. After initial approval and before departure for the third country, a specific outline of the third country research plan, itinerary, etc. must be submitted to JUSEC in writing.

- b. There will be no additional allowance for the third country research except for the extra travel cost that might be involved. The monthly stipend and allowances received in Japan will apply to the third country stay.
- c. The grantee must make all necessary arrangements for the third country research by contacting appropriate individuals or institutions. JUSEC will provide a letter of introduction, if necessary, but cannot arrange affiliation or appointments in that country.
- d. A report on the third country research must be submitted upon return to Japan. If the grantee uses the third country option at the end of the grant and does not return to Japan, a report on the third country stay must be sent within 3 months of the grant expiration.
- e. The third country research does not constitute "temporary exit from Japan" or "early departure" (see p.4), and therefore is not subject to an adjustment of grant.

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.
3. Any overpayment of benefits authorized in the grant shall be refunded by the grantee.

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) is required of all grantees for program evaluation and planning purposes. Forms will be distributed 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 (quoted from FFSB Policy Statement)

1. As provided in U.S. 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.
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, FFSB, 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, FFBSB, 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 with the following:

1. Agreeing to join the Fulbright Alumni Association and become actively involved in its various activities.
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, 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. 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 III).
2. Neither JUSEC nor ECA is aware of any State tax representatives in Japan. Grantees are advised to consult with IRS before leaving for Japan, or early in the relevant tax filing period while in Japan. <www.irs.gov>

B. Japanese Tax

- I. 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. You are not expected to use a travel agency/airline of your choosing. JUSEC cannot reimburse for travel arrangements privately made.

Procedure for Arranging Japan-Bound Travel

1. The grantee must submit the Travel Request Form to JUSEC at least 3 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.

- 2. JUSEC, after its authorization of the travel plans on the Travel Request Form(s), will submit the form(s) to the Kintetsu International which makes reservations in accordance with the itinerary indicated on the form(s).

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/>

- 3. 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 Travel Request Form(s) 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.

Procedure for Arranging Return Travel

1. 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 (Form 9) to JUSEC 2 months before the departure date.

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

2. 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) 3572-0511 Fax: (03) 3571-7447

3. 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, he/she can do so by paying all extra costs entailed thereby.
4. Japan domestic travel will be provided separately.

(March 2023)

Arrival and Departure Arrangements (other than Travel)

I. Hotel Reservations in Tokyo upon Arrival

Below information is applicable for Researchers; for Lecturing/researchers, hotel arrangements in Tokyo upon arrival will be made by JUSEC as part of the group orientation schedule.

- a. Although the grantee's final destination in Japan may not be in Tokyo, *he/she 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 his/her 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, hotel accommodations in Tokyo for about 2 - 5 days will be necessary to allow time for reporting to JUSEC, and for Tokyo area grantees, 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 he/she 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* ----- | ¥2,800 |
| from Narita** to Akasaka area (where JUSEC is located) ----- | ¥3,200 |
| (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/>

<http://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/

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.

(March 2023)

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 autonomy, i.e., city or town, 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, you pay the doctor after each visit for only 30% of the cost. You can then claim the portion you paid – the co-payment portion - under your U.S. major medical insurance or by using ASPE.

The best time for enrollment in NHI is when you register at the ward/city office. You must present your Resident Card when you 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.

(March 2023)

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

Tokyo, January 2024

To whom it may concern:

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

Dr. _____, a **JUSEC 2023-2024 Research Grantee to Japan** received the following amount in Japanese Yen currency and U.S. dollar currency during the taxable year **2023** 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)	¥0,000,000.
Accompanying dependents allowance	000,000.
Initial settling-in allowance	000,000.
Supplementary moving, readjustment allowance	000,000.
Rental for housing	000,000.
Resource expenses for teaching purpose (Teaching Fund)	000,000.
Baggage Allowance (One-way Return Travel)	000,000.

Total paid in Japanese yen: **¥0,000,000.**

Dollar Currency

Supplementary moving, readjustment allowance	US\$0,000.00.
U.S. - Japan Air Transportation (round-trip)	US\$0,000.00.
U.S. - Japan Travel Baggage Allowance	US\$0,000.00.

Total paid in U.S. dollars: **US\$0,000.00.**

Certified by:

JUSEC Administrative Director

FORMS TO BE SUBMITTED BY GRANTEE

Please submit the forms to JUSEC <program@fulbright.jp>. 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 (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 9	Return Travel Request
Form 10	Request for Grant Payment Statement

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>
(example)	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 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>. 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> 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

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> 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 -----

The Japan-United States Educational Commission
Room 207, Sanno Grand Bldg., 2-14-2 Nagata-cho, Chiyoda-ku, Tokyo 100-0014
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> 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

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

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.

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

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)
(example)	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 Administrative Director

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

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

Child: _____ [mm/dd/yyyy]

Child: _____ [mm/dd/yyyy]

Request for Grant Payment Statement

Please submit this form to JUSEC <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.