

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

Students

(Amended April 2025)



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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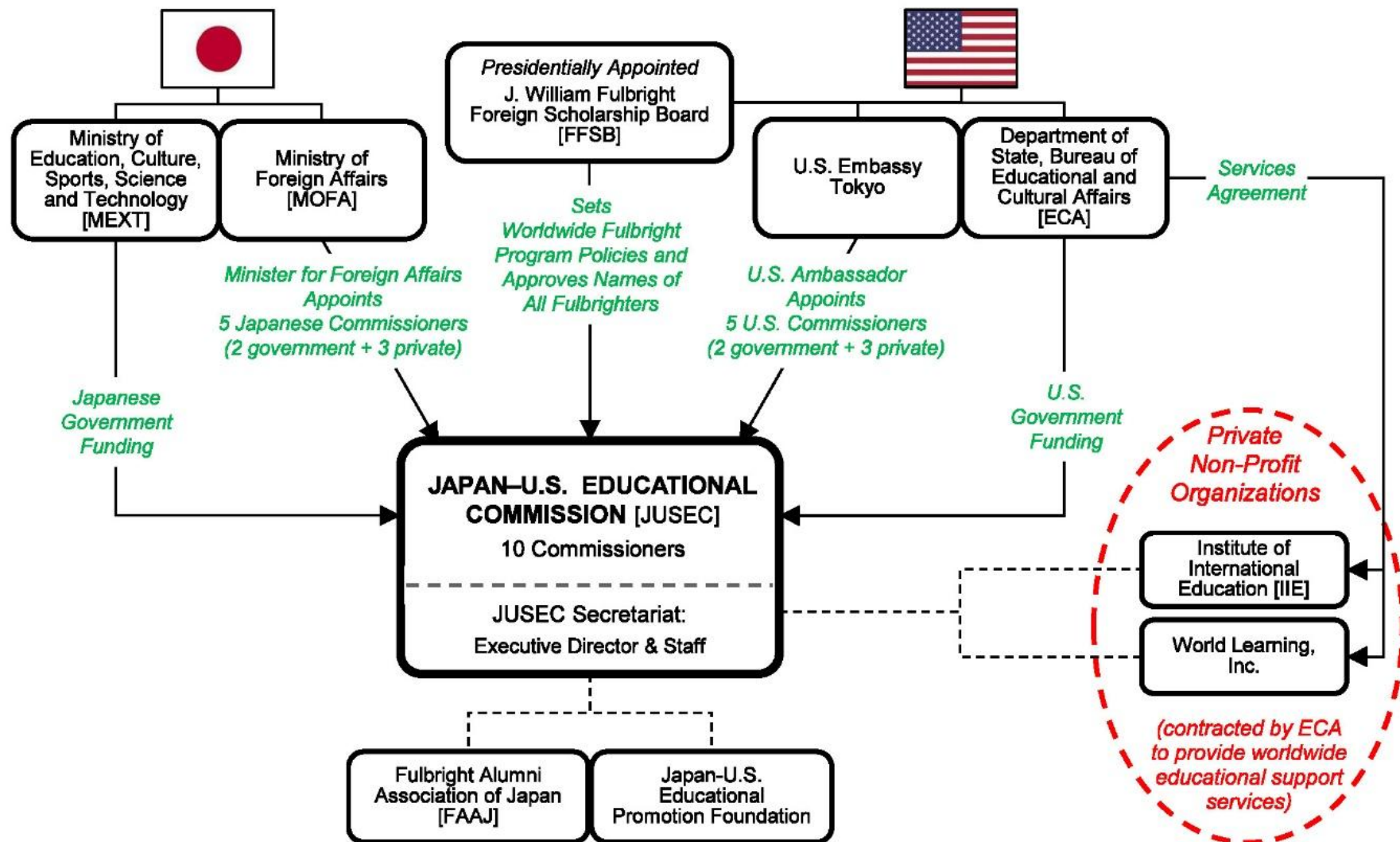
FORMS TO BE SUBMITTED BY GRANTEE

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 (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 9	Return Travel Request
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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 STUDENT 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 carefully read 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 issue indicated on the grant authorization**. 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. Student Program Grantee Portal. For details, please follow the instructions provided by IIE.

Any changes should be reported immediately to JUSEC and IIE.

GENERAL REQUIREMENTS FOR FULBRIGHT

Purpose of Grant; Full-Time Nature of Grant; Location; Duration

- A) The objective of the Fulbright grant is twofold: to enable the grantee to carry out a specific academic program outlined under Item 4 of the grant authorization, 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.

Fulbright Fellows (Recent university graduates):

In addition to the above, the objective of the Fulbright Fellow program is to introduce young Americans to Japan to pursue language study and independent research at local universities and institutions. The Fellows are expected to immerse themselves in their local communities. The Fulbright Fellow program is intentionally a highly independent program.

The Fellows most likely will be designated as non-degree research students under the guidance of a host academic advisor. The Fellows need to structure their own schedule and routine. This is a significant difference from common undergraduate study-abroad programs where the student follows a predetermined schedule and the U.S. undergraduate routine. This is a part of the program learning experience. The daily challenge of learning to live, study, and research in a foreign language and culture is the Fulbright experience.

- B) Full-time performance of research or study as described is expected of the grantee. Prior approval of JUSEC is required for any change in the stated purpose of a grant.
- C) **Graduate Research Fellows:** Except for special situations all graduate research fellows should have an affiliation in Japan. This affiliation does not have to be with a university but with any organization where the grantees expect to do the research. The objective is to provide the grantees with a "base" which will facilitate access to other sources and does not mean that the grantees will be confined to working with that institution or individual. Grantees are not admitted as regular graduate students for degrees. Grantees normally affiliate with a Japanese university (or appropriate research institution) as research students (kenkyu-sei). Affiliation arrangements should be completed before the grantee's arrival in Japan. Grantees are requested to inform JUSEC of their choice of preferred institution as soon as possible, by submitting the Supplementary Information Sheet. JUSEC will follow up prior communications and finalize affiliation arrangements.

Fulbright Fellows (recent university graduates): In most cases, JUSEC arranges affiliations with academic institutions throughout Japan, taking the individual's background and previous experience in Japan into consideration, with exceptions for self-placed grantees. As the Fellows are not enrolled in a degree program at the host institution, the Fellows must develop their own program combining language study and individual research under the guidance of an assigned host advisor. For example, if the grantee plan to study Japanese in this program, the grantee will need to explore if the host university offers a class; and if not, consider seeking a

lesson with a private tutor or other class in the community. Likewise with the research project, the grantee should expect that it will take time to understand the host university system, how to seek assistance from a busy host advisor, and where to find resources.

- D) Grant benefits will be paid for the duration indicated on the grant authorization subject to the conditions explained under "Grant Benefits."
- E) For graduate research fellows, the grant may begin at any date after July 1, 2025, through March 31, 2026. After April 1, 2026, the grant will be canceled.

Fulbright Fellows' grant beginning date is indicated in the grant authorization.

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.

- F) 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 hereafter. 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 (Form 5). The "grace period" cannot be used at the end of the grant. A total absence in excess of 3 weeks/21 calendar days will result in deduction of grant benefits for the excess period.
- G) Ph.D. dissertation research grantees are eligible to apply for grant extensions (see Appendix II). No extensions are available to Graduate Research Fellows who are professional school students/graduates and Fulbright Fellows.
- H) 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.

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.

Duplication of grant; Assistance from other sources; Outside Employment

- A) 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. 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. A grantee is asked to sign a "Written Pledge" before you begin the grant. The only exception is for Ph.D. students, who may postpone the Fulbright grant in order to enroll in full-time language study in Japan on another grant.

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.

- B) 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.
- C) 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 the host country of any such offer.

VISA REQUIREMENTS

The designated visa category for Graduate Research Fellows and Fulbright Fellows is “**student**” visa. A grantee whose spouse is a Japanese citizen cannot enter Japan on a “spouse” visa.

JUSEC will issue the grantee a Letter of Invitation (*shohei riyusho*) in Japanese at an appropriate time which should be taken/sent to the nearest Japanese Consulate or Embassy together with other necessary documents for visa application. Visa applications are not accepted more than 3 months prior to departure. The grantee should apply for a visa promptly after receiving the Letter of Invitation.

At the time of entry into Japan, a grantee will receive a “residence card.” The grantee should check to be sure that the grantee has 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).

GRANT BENEFITS

The grant is tenable in Japan only. The only exception is third country research (see p.8, Other Benefits). None of the allowances may be provided prior to arrival in Japan except for the Japan-bound travel and the Japan-bound baggage allowance.

All allowances except for the Japan-bound baggage allowance 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.

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

Benefits with no payment method described below, 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.

Monthly Stipend

The stipend is intended to cover all living expenses in Japan together with any supplementary allowances for housing and dependents.

Housing Allowance

The housing allowance is intended as a rent supplement to the monthly stipend and may or may not cover the full rent. The housing allowance varies according to the grant category and the grantee's number of accompanying family dependents in Japan. If the plan changes midway, the overpayment must be returned to JUSEC.

The allowance also varies according to type of rental. A grantee who will be accommodated in university or institutional housing will receive the allowance at an “institutional housing” allowance (see Appendix I), or the actual rent, not including the utilities, up to the full “commercial housing” allowance, whichever is higher. A grantee who lives 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.

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. In order to receive the correct housing allowance, the grantee must confirm the actual housing arrangement by submitting the completed Residence Information Form (Form 3) and a receipt of the rent as soon as possible. If any adjustment is necessary, it will be made in the subsequent payment.

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.

Baggage Allowance

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.

Settling-in Allowance

A one-time allowance, equivalent to one month's housing allowance 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.

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.

University Tuition Allowance

An allowance to cover the mandatory affiliation fees for one university will be provided by direct payment to the university or reimbursement to the grantee. The grantee is responsible for affiliation fees for any additional universities. If no fees are charged, the allowance cannot be used for other purposes.

Research Allowance

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. 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. 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.

Research travel (for Graduate Research Fellows only)

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. (Fulbright Fellows do not have this benefit since JUSEC provides necessary expenses related to a mid-year conference.)

Language allowance (for Fulbright Fellows only)

Japanese language study fees, whether with a tutor or at a private language school, are reimbursable within the total amount indicated for this purpose on the grant authorization (tuition only). Any expenses beyond the established amount will have to be covered by other sources. Before making actual arrangements, prior consultation with, and approval by JUSEC is required (Form 8).

Travel Entitlements

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. All travel arrangements paid for by JUSEC are made through JUSEC with the designated travel agencies 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.

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.

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.

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.)

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 is intended to cover these ground transportation costs.

A grantee is expected to submit the travel request form (Form 1 and 9) at least 2 months prior to the departure date.

Grantees may take an indirect route within the U.S or Japan, but any extra cost over the travel entitlement is their responsibility. Indirect routes including a third country may not be approved.

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: Not applicable to Fulbright Fellows).

Grantees are responsible for any extra expense associated with changes or cancellations once their tickets are purchased and issued.

Exceptional Conditions

The Japan-bound baggage allowance, the settling-in allowance, and Japan-bound travel will not be paid for a grantee already residing in Japan.

The return travel, the return baggage allowance, and return travel 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
- c. who continues to remain in Japan for employment and other purposes (hence a different visa sponsorship is required).

Other Benefits

Other benefits would be indicated on the grant authorization if a grantee is entitled to any, and additional explanation will be given on separate sheets sent with the grant authorization.

- A) Graduate Research Fellows will have individual briefings upon arrival at JUSEC office in Tokyo.

Fulbright Fellows are expected to attend a 2-day group orientation in Tokyo in mid-September 2025. During the Tokyo orientation, JUSEC will cover the hotel room charge for (1) out-of-Tokyo grantees and (2) Tokyo area grantees if permanent housing are not available at the time of orientation.

- B) Health and accident insurance: The grant provides up to a \$100,000 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. (Refer to Appendix I.)
- C) Research with proposals falling under 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. The grantee must submit a specific plan for such third country research with sufficient justification, feasibility, and the itinerary, after arrival.

The conditions for third country research are: (a) not applicable to Fulbright Fellows; (b) 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; (c) no additional allowance for the third country research except for the extra travel cost that might be involved; (d) the grantee must make all necessary arrangements for the third country research by contacting appropriate individuals or institutions; (e) a report on the third country research must be submitted upon return to Japan, or within 3 months of the grant expiration if the grantee uses the third

country option at the end of the grant and does not return to Japan; (f) the third country research does not constitute "temporary exit from Japan" or "early departure" and therefore is not subject to an adjustment of grant.

Benefits for Dependents

The terms "accompanying family dependent" includes the following: (a) spouse, providing the spouse 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 Japan or remotely; (b) children, unmarried, under 21.

- A) Accompanying dependents need to obtain "dependent" visas. If a grantee has accompanying dependents, the Letter of Invitation (*shohei riyusho*) that JUSEC will issue lists the name and the relationship of your accompanying family members. The grantee must present evidence that they are the grantee's family members. This is especially important for members with family names different from the grantee.

If a grantee is 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.

- B) A family 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. 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.
- C) Travel entitlement for a primary dependent will be provided to (a) a grantee whose 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.

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. Policies and arrangements for the primary dependent travel paid for by JUSEC are the same as for the grantee's travel described above.

OTHER TERMS

Expenses not Covered or Reimbursed

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.

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.

Reports

All grantees are required to submit periodic reports online on their activities while in Japan for circulation to Commission members.

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.

Rights and Responsibilities of Grantees (adopted from FFSB Policy Statement)

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 freedom of all persons receiving grants are protected.

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).

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.

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.

Revocation or Termination of Grant (adapted from FFSB Policy Statements)

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.

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.

Contingencies

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.

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.

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.

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.

Expectations as a Fulbright alumnus

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

- a. Agreeing to serve as a member of JUSEC screening or interview panel for future grant candidates.
- b. 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.
- c. Acknowledging JUSEC's assistance in any publications resulting from your research; a copy of the publication would be appreciated whenever feasible.

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.

United States Tax

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.)

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>

Japanese Tax

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 the grantee should return to the office with the form. The grantee should only complete the name and address in the form.

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.

Rates of Benefits

Housing Allowance	Single	With 1 dependent	With 2 dependents	With 3 dependents or more
<Graduate Research Fellows>				
Institutional Housing	¥30,000	¥40,000	¥50,000	¥50,000
Commercial Housing	¥80,000	¥10,000	¥120,000	¥150,000
<Fulbright Fellows>				
Institutional Housing	¥30,000	¥40,000	¥50,000	¥50,000
Commercial Housing	¥50,000	¥64,000	¥80,000	¥80,000

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 \$100,000 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 their 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.

Grant Extensions

The grant you have received from JUSEC is intended to enable you to carry out most of the academic plan you have proposed in your application. It is not intended to enable you to complete the project in Japan but rather to collect the necessary materials obtainable only in Japan so that you may complete the write-up after you have returned to the U.S. Therefore, it is necessary to do as much of the basic groundwork before arrival to optimize your limited sojourn in Japan. The following explains the basic policy for each category of grant.

Graduate Research Fellows (Ph.D. dissertation research grantees)

The initial grant is for 12 months with extensions of up to a maximum 6 months according to the grantee's expressed need and satisfactory progress. The average extension for dissertation research has usually been 3 months, or a total grant period of 15 months. The procedure for extensions is as follows:

1. Around January for fall arrival grantees and around July for spring arrival grantees, JUSEC solicits in writing extension requests from Ph.D. students who are asked to submit their extension requests on a form provided by JUSEC with proper justification. Grantees must obtain official written endorsement letters from their U.S. and Japanese advisors. The letter should be on the university letterhead, with the advisor's signature and usually one or two pages in length. A short email of a few sentences will not be considered sufficient. An extension request should be up to 3 months at the time of initial request.
2. JUSEC reviews the requests and decides how many additional months will be awarded.
3. If the grantee finds it absolutely necessary to receive an additional extension, **a second request may be submitted at the end of the original grant period. There is no established schedule or procedure for announcing or reviewing second extensions which are given on an exceptional basis. Since no separate budget is available, extension will depend on JUSEC's budget situation.**

In light of the above, it behooves dissertation research fellows to have a clear and feasible research plan before arrival so as not to lose valuable months in deciding on a specific focus; to ascertain through consultation with academic advisors and correspondence with Japanese resource persons whether the materials you require are available and accessible (rather than to discover otherwise after arrival, requiring change of focus), and to establish a working schedule and financial plan for the anticipated total period of your sojourn in Japan. For those planning field research, preliminary questionnaires and survey materials should be prepared before arrival since it will be a lengthy process to review, revise and translate them into Japanese after consulting with Japanese cohorts. For many, it will be the first experience to study and live outside an academic environment (without any schedules), where much time is consumed in introductions, gaining access to materials (unlike a university campus with a comprehensive library) and simply taking care of daily needs. (All of the situations described above are from actual cases.)

JUSEC has found that a delayed arrival in order to prepare your topic more thoroughly is preferable to arriving inadequately prepared and spending 5-6 months in "setting up" the parameters of your research. To reiterate, the grant is intended not to prepare to conduct research but to implement a sound research plan as expeditiously as possible.

Other students (Professional school students/graduates and Fulbright Fellows)

No extensions are provided.

(April 2025)

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

Tokyo, January 2026

TO WHOM IT MAY CONCERN:

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

XXXX XXXXX, JUSEC Fulbright Grantee to Japan,
received the following amount during the taxable year 2025 under the 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 as a selected grantee.

Payment Term : January 1, 2025 ~ December 31, 2025

Yen Currency

Stipend (maintenance allowance)	¥0,000,000.
Settling-in Allowance	000,000.
Housing Allowance	000,000.
Research Allowance	000,000.
Tuition	000,000.

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

Dollar Currency

Travel Allowance	US\$0,000.00.
Baggage Allowance (One-way Japan-bound Travel)	0,000.00.

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

Certified by:

JUSEC Administrative Director