

Time*	Task
On an on-going basis	<p>Review KAEC's Digital Handbook & IIE's U.S. Scholar Grantee Resources</p> <p>Confer with your host institution regarding housing, office/lab space, expected collaboration, coursework (if teaching), etc.</p>
Within 2 weeks of award offer	<p>Return to KAEC via email your:</p> <ul style="list-style-type: none"> Signed Grant Award Document Verification of non-dual citizenship <p>Upload to IIE Participant Portal your:</p> <ul style="list-style-type: none"> Signed Grant Award Document (Upload under "Non-IIE Grant Document") Signed U.S. Scholar Program Universal Terms & Conditions (This should be submitted no later than two weeks after receiving the introductory email from your IIE Advisor)
Within 2-6 months of your grant start date (the earlier, the better)	<p>Upload to the IIE Participant Portal</p> <ul style="list-style-type: none"> Completed Medical History & Examination Form <p>Must be completed and signed by a qualified licensed physician or nurse practitioner.</p>
Within 2-6 months of your grant start date	<p>Book plane tickets via KAEC's partnering travel agency (CC KAEC)</p> <ul style="list-style-type: none"> Instructions for booking plane tickets will be sent via email separately. DO NOT attempt to book tickets until instructed to do so by KAEC. <p>Airfare is typically arranged to arrive on a business day in Korea; approval must be sought to arrive on a holiday/weekend.</p>
Within 2-3 months of your arrival date (Up to 90 days in advance)	<p>Submit A-3-99 visa applications for you (and accompanying dependents if applicable) to your local Korean consulate</p> <ul style="list-style-type: none"> To apply for a visa, you must have a passport that is good for the entire period of your Fulbright award. Visa application instructions will be sent via email separately. DO NOT attempt to apply for a visa until instructed to do so by KAEC. <p>Once your visa has been issued, you must inform KAEC via email.</p>
At least 1 month in advance	<p>Submit to KAEC any other information (e.g., bank account, insurance)</p> <ul style="list-style-type: none"> The Dependents Form should be sent to KAEC as soon as possible if you will be accompanied by family while on grant in Korea. Other documentation may be requested via email
At least 2 weeks in advance	<p>Upload to IIE Participant Portal your:</p> <ul style="list-style-type: none"> Proof of U.S. Citizenship
As needed	<p>Update information with KAEC AND in the IIE Participant Portal</p> <ul style="list-style-type: none"> Mailing Address Emergency Contact Information Physical Address (Host Country) Email Address Arrival Date
*For U.S. Scholars arriving in June/July, the timeline may be altered depending on the original date of award notification.	