

## **BE A HOST AND MAKE THE MOST: AN INSIDER'S GUIDE TO THE FLTA PROGRAM**

*Volume 1: Tips for the summer months*

### **Host Institution Application**

Thank you all for applying for AY 2011-12. The application for this coming year has closed. Over the summer, we will be administering updates to the current application to make it more user friendly and comprehensive.

Look forward to notifications about the new application release in the fall. We anticipate the new application going live around late October.

### **FLTA Management**

Summer is a busy time with lots of travel and time out of the office, but it is also one of the most crucial times for preparing to host an FLTA. The first few months before the program can help to establish FLTAs' expectations of the coming year. Below we have compiled a short list of tips for helping to prepare for and prepare your FLTA.

#### ◆ *Terms of Appointment*

Each supervisor should have received a copy of their FLTA's TOA for review. (If not, please email [mfrith@iie.org](mailto:mfrith@iie.org) for a copy). If you need a signed copy before the FLTA arrives, please email [flta@iie.org](mailto:flta@iie.org)

#### ◆ *Medical Forms*

If you have not done so already, please request a completed medical form directly from your FLTA. IIE can only forward a copy if written permission is sent from the FLTA. It should be submitted to the health services center in order to inform the FLTA if they will need additional vaccinations.

#### ◆ *Communication*

We recommend being in regular contact with your FLTA. If you go on vacation, be sure to notify your incoming FLTA(s) so they refrain from sending you three emails a day and understand a delay in response to their inquiries. If you will be inaccessible for a long period of time we recommend providing the name of an available colleague.

#### ◆ *Itineraries*

As FLTAs book their travel they should be notifying you of their itineraries so that you can make arrangements for their pick up at the airport. If possible, we recommend arranging for someone to greet them at the airport. If this is not possible, we encourage you to offer explicit instructions as to what the FLTA should do upon arrival.

#### ◆ *Housing*

Housing is one of the issues that concerns FLTAs the most. FLTAs should know what their housing situation will be before they arrive in the U.S. If FLTAs will be responsible for finding their own housing, we recommend arranging temporary lodging for them so they know they will have a place to stay while they search for housing. It is imperative that an FLTA know where they will stay their first night on campus.

#### ◆ *Registering for Classes*

Registering for classes can sometimes be difficult for FLTAs. Please notify the Bursar's office and any other necessary office(s) of the tuition waiver for FLTAs before they arrive on campus. This will ensure all concerned offices are aware of the FLTA's unique circumstances.

#### ◆ *Summer Orientations – for Fulbright FLTAs only (not Non-Fulbright or Direct placed)*

Your FLTAs have been assigned to an orientation site according to their start date and availability of the orientation. This five day event will help to prepare them to integrate into the academic and social US university environment while offering a forum for them to establish an FLTA network.

We look forward to an exciting year ahead!

Best regards,  
FLTA Staff