

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

Volume 2: Adjusting to a New FLTA and Thinking Ahead to 2012-13

Host Institution Application

We are in the process of preparing the application for the 2012-13 cycle. In the coming weeks, we may send inquiries regarding language interest and other pertinent matters. The application will be available around November 1st. In the meantime, we encourage you to review the **Supervisor Guidebook** at www.flta.fulbrightonline.org under *Become A Host Institution* → *Prior to FLTA Arrival*.

FLTA Management

The first few weeks of hosting an FLTA are typically the most demanding as FLTAs are adjusting to the independent lifestyle in the U.S., negotiating culture shock and navigating their expectations vs. their reality.

◆ *Sharing the management of an FLTA*

We appreciate your attention to their concerns, but recognize it can be a lot for one person to handle. If you have not done so already, we recommend identifying other professors/administrators/graduate assistants to assist you in managing the FLTA throughout the year. Therefore someone can be available when needed.

◆ *FLTA Program of Study*

To remain in compliance with their J-1 visa status, FLTAs need to take classes (for credit or audit; online courses do not meet FLTA requirements) within the designated time period at your institution. It is imperative that they take two courses per semester or one per quarter; this course load is not negotiable and cannot be "made up" in another term. FLTAs request you to approve their **Initial Student Report Form** in the first month.

◆ *SSN*

After the FLTAs submit their **Arrival Address Report Form** online, the form is forwarded to the primary supervisor's attention via email for confirmation. The correct supervisor email is provided by the FLTA. After we have received the forms, **FLTAs must wait 10 business days** before going to the SSN office to apply for a number. It takes this amount of time for their arrival to be processed through SEVIS. If someone else will be taking the FLTAs to apply for their SSNs, please notify them of this necessary time period.

For FULBRIGHT Supervisors:

◆ *Mid-year Conference*

The FLTAs are required to attend a mid-year conference that will take place from **December 14th -18th, 2011**. Please work with them to arrange their teaching schedule to accommodate for these dates. We have advised them also to discuss these dates with their professors so that they may make arrangements for assignments due at that time.

We look forward to an exciting year ahead!

Best regards,
FLTA Staff