



Program Timeline for Open Specialist Projects

Please note that this timeline is an estimate and actual processing times may vary. World Learning may need to begin the planning process sooner than indicated due to necessary visa/entry procedures or other logistical concerns. We will do our best to work on an accelerated schedule for projects approved with a shorter timeframe; however, depending on the proposed timeline and required procedures, alternative dates may need to be established.

World Learning:

Host Institution:

At least 6-9 months before the proposed visit start date

Submits project proposal to Post/Fulbright Commission (FC) for review.

At least 6-9 months before the proposed visit start date

ECA notifies World Learning of project approvals.

Awaits approvals from Post/FC and ECA.

Open Project - If project does not have a pre-identified candidate:

Conducts recruitment and solicits applications for projects from Roster candidates.

OR

If named Specialist is not on the Roster:

Supports Specialist through Roster application process.

4-6 months before visit start date

Open Project: Candidate applications are sent to Post/FC who shares them to the Host Institution for review. Awaits outcome of selection and matching process.

Open Project: Host reviews candidates and informs Post/FC of their top choice. World Learning sends the selected candidate's contact information to the Post/FC. Host and candidate have a conversation to discuss the project objectives and timeline. Host confirms the match with the selected candidate and informs Post/FC and WL accordingly.

OR

Not on Roster: Specialist awaits decision and World Learning notified Post/FC of application outcome.

OR

Not on Roster: Awaits outcome of Specialist's application to join the Roster.



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Once visit dates are confirmed (about 3-4 months before visit start date)

Submits Specialist to Fulbright Foreign Scholarship Board for final approval.

Approval can take up to 4-6 weeks

Host institution and Specialist await FFSB approval.

For countries with lengthy visa or security processes, the Host institution and/or Post/FC should begin this processes at this stage (if applicable)

10-12 weeks before visit start date

Prepare and send *Host Institution Agreement (HIA)* to Post/FC to confirm dates and logistical details of project.

Upon receiving the completed agreement, World Learning shares the agreement with the Specialist to confirm visit details and answer any questions raised.

Host institution completes *Host Institution Agreement* in conjunction with Post/FC. Must be returned within 2 weeks of receipt unless otherwise specified.

Host and Post/FC must confirm entry requirements as well as ensure all cost-share amounts are noted and reasonable for Specialists to live comfortably during their grant. Please also review information on lodging, in-country transportation, and meals carefully and include any additional details needed

Post/FC sends completed form back to World Learning.

8-10 weeks before visit start date

Prepare and send welcome packet to Specialist with required forms, including grant agreement.

Start/advise on visa processes/entry requirements for Specialist (if applicable).

Awaits official grant documentation from Specialist via World Learning (if applicable).

Awaits visa confirmation (if applicable).

2-6 weeks before visit start date

Books international flights and sends finalized flight itinerary to Specialist and Post/FC.

***Flights cannot be booked until FFSB approval, and any necessary visas, security clearances, or grant paperwork have been obtained/completed.**

Ensure necessary visas or security clearances are obtained on the Specialist's behalf (if applicable).

Receives Specialist's flight itinerary from Post/FC.



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2 weeks before visit start date

Enrolls Specialist in ASPE limited health benefits program and disburses first half of honorarium, transit allowance, and any additional allowances outlined in the grant agreement.

Prepares and sends pre-departure information to the Specialist (including current entry requirements) along with ASPE enrollment card and pertinent contact information for Post/FC and Host.

Ensures that all in-country logistics – lodging accommodations, transportation, and meals – are confirmed and ready for the Specialist's arrival.

****World Learning requires a minimum of two (2) weeks between receiving FFSB approval or any necessary visas/security clearances and the Specialist's departure to ensure proper completion of pre-departure logistics****

Upon Arrival

Confirms the Specialist's safe arrival to host country.

Welcomes Specialist.

Pays out any stipends/funds for in-country logistics to the Specialist (*if applicable*).

****As a kind reminder, funds should not be provided as a reimbursement****

During Exchange

Provides ongoing support and assistance to Specialist.

Conducts grant work with Specialist.

Conducts mid-program check-in with Specialist.

Liaises with Specialist and Post/FC with any concerns regarding medical issues, logistics, program activities, or safety.

Upon Return

Sends post-program survey and final report to the Specialist for completion.

Host institution and Post/FC submit final reports.

Disburses second half of honorarium after receipt of final report and survey.



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