



TYPE II Fellowship

Information and Instructions for IAEA Fellowships administered by Argonne National Laboratory

CONTACT INFORMATION

IAEA Fellowship Office – International Program
Nuclear Engineering Division
Argonne National Laboratory
9700 South Cass Avenue
Argonne, IL 60439

Telephone: (630) 252-4613/1050
Fax: (630) 252-4866
Email: IAEAFellow@anl.gov

Your IAEA fellowship code should appear on all reports and correspondence.

PREPARING FOR YOUR FELLOWSHIP

Communication with U.S. advisor: At the time of your acceptance, we will provide you with contact information for your advisor. You should make contact with the advisor as soon as possible regarding housing, transportation arrangements and any other preparations required prior to leaving home.

Passports and visas: You are responsible for obtaining your own passport and any visas you require, including transit visas if necessary. Visa applications should be submitted well in advance of your departure as it often requires several weeks for them to be processed. We will email a Visa Information Request to you, which you must promptly complete and return to us in order to submit an internal security clearance. Upon completion of the security clearance, our office will provide the Certificate of Eligibility DS-2019 form (for J-1 visa applicants only) and a letter of support to the U.S. Embassy to assist with expediting the visa process.

No allowances are granted by the IAEA to defray passport and visa expenses. When applying for a visa, be sure that your passport will be valid for at least six months longer than the expected duration of your fellowship. **The spelling of your name should be the same as appearing in your passport. It is important that your name is spelled the same way in all documents.**

Dependents: The IAEA and Argonne strongly advise against fellows bringing dependents to the United States and cannot assume responsibility for the dependents of participants. All requests to Argonne National Laboratory for J-2 certification for dependents will be denied.

International travel: International travel is typically provided by Argonne National Laboratory. **You should notify our office immediately when your visa is approved.** Your flights will only be booked after we have confirmation of the visa. Once your ticket is issued, you will receive detailed travel instructions. If a change must be made to your flight itinerary for business reasons at any time during your fellowship, it must be approved and changed by our office. If the air ticket is changed for personal reasons, you must pay the additional cost to have the ticket changed.

ARRIVAL IN THE UNITED STATES

Soon after your arrival at your permanent training location, please **notify our office of your arrival. Then complete and return the forms** in your welcome packet by uploading them to: <https://international.anl.gov/iaeaapplications.html> . Please include:

1. The email address to which correspondence may be sent.
2. A U.S. residence address.
3. Telephone and fax numbers at your training location and residence.
4. Any requested documents.

Additional forms for J-1 visa applicants are:

5. A PHOTOCOPY of your U.S. visa stamp and the I-94 Departure Record Card in your passport.
6. A PHOTOCOPY of your DS-2019 Form.

Please include on your program form the name of your Academic or Project Advisor, his/her title and department. You should meet with your advisor regularly.

PAYMENTS

Maintenance allowance: You will receive a monthly maintenance allowance from Argonne to cover your housing, meals, local transportation and other living costs. The first month's allowance is at a higher travel rate to allow for the extra expenses involved in arrival and settling in at the training location. Once you are settled at your training location, you should **open a bank account and send us details as soon as possible** so that direct deposit can be arranged by Argonne.

Additional allowances: Your initial payment will include a contingency allowance of \$100 to cover miscellaneous travel-related expenses. Each monthly payment also includes a book allowance of \$100 for the purchase of books, technical publications, calculators and supplies related to your field of training.

Travel expenses for scientific trips: Funds for trips or visits to other institutions while in the U.S. are very limited. All visits must be approved by your advisor and IAEA prior to your arrival.

INSURANCE

Health and accident insurance: IAEA-Vienna provides your health and accident insurance coverage through Cigna. Please see Appendix II in your **Guide for IAEA Fellows** for details on the coverage. PLEASE NOTIFY OUR OFFICE IMMEDIATELY IF YOU ARE HOSPITALIZED.

Automobile insurance: Should you purchase an automobile you are required to take out liability insurance at your own expense. Argonne and the U.S. Government cannot provide any assistance or protection to a participant who operates a motor vehicle.

TECHNICAL REPORTS

Your "Guide for IAEA Fellows" includes a schedule of reports and the formats to be used. **Before submitting your report, your advisor must review it and include a progress summary.** Please send one copy of each report to our office at the address listed on the first page of these instructions and send one copy of each report to the IAEA in Vienna.

ADDITIONAL INFORMATION

Use of telephones and fax machines: The host institution's telephone system is to be used for official business. All personal calls should be placed at times convenient to your advisor (i.e., lunch or off-duty hours). Personal long-distance calls must be placed collect, billed to a third number, or charged to a personal credit card. **Under no circumstances can long-distance personal calls be charged to the host institution.** Individuals may be required to verify specific parties and the purpose of telephone calls considered to be excessive or non-business-related.

Sexual harassment policy: The IAEA Fellowship Program **does not tolerate** sexual harassment by any of its fellowship participants. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. All individuals are responsible for awareness of, prevention of, and intervention in situations of harassment, whether sexual or other in nature. Offensive or unwelcome actions, words, jokes, cartoons, pictures, or comments based on an individual's sex or any sexually oriented activity will not be tolerated. This policy is also applicable to visitors, vendors, and other individuals conducting business with, but not employed by, the host institution. Corrective action, up to and including termination of your fellowship, will be implemented in those situations determined to require such action.