

US Grantees to Iceland – Checklist

A chronological overview of things you need to do before, during and after your stay in Iceland.

When	Task	Notes
Within 15 days of receiving your award letter	To accept/decline the award: sign and return the Grant Authorization to designated recipients.	Please follow instructions in award letter.
As soon as possible, but not later than three and a half months before arrival in Iceland	Send to Fulbright your completed application for Icelandic residence permit with all necessary additional documents.	More information from Fulbright Icelandic Directorate of Immigration (DOI) https://island.is/en/o/directorate-of-immigration
Not later than June 1	Submit photo and short project description to the Fulbright Office.	This information will be used in printed brochures and on our website. Further instructions will be sent to grantees
Before arrival in Iceland	Register your stay with the US Department of State at: https://step.state.gov/step/	This makes it easier for the State Dept. to help you in an emergency and allows you to receive routine information from the US Embassy in Reykjavik.
After arrival in Iceland	Present yourself at the Fulbright Commission. Go to DOI or local District Commissioner's office for residence permit, and personal ID number (kennitala).	Your personal ID number will be activated soon after you have visited the DOI to be photographed. You will receive your residence permit card in 7-10 workdays. You must have a personal ID number (kennitala) to open an Icelandic bank account, which is necessary to receive your Fulbright grant disbursements. More information on our Arrival Checklist .

Late August/Beginning September	Fulbright Orientation in Reykjavik	Attendance is mandatory for all grantees arriving for the fall semester. Scholars arriving for the spring semester or at other times will attend a short orientation or meeting at the Fulbright Commission.
Upon receipt of residence permit to Iceland	Go to an Icelandic bank to open a bank account.	You must have an Icelandic bank account to receive your Fulbright grant disbursements.
December/January	Student midterm report to the Commission due	This is a one-page narrative report outlining progress on project, and including also information on interaction with your host institution and the name and contact information of your primary contact/mentor there, as well as information on any relevant activities (academic, cultural or professional) in which you have participated and community involvement. Please indicate whether you have had any contact with your Fulbright buddy. Also state any concerns regarding your project or your stay, if applicable.
April 15	U.S. taxes due.	Check with the IRS for special rules regarding Fulbright grants.
May for students, scholars should complete before end of grant grant period	Final report to Commission due. Final presentations take place.	This is a one-page report, outlining the outcomes of your project and connections you have made that may lead to future collaboration. If applicable, note any grant-related publication, whether already published or planned. Please include information on the impact the grant has had on your future career, study or research as applicable. Any advice, comments or observations that you would like to direct to the Commission are welcome. Reports will be shared with relevant parties, including any co-funders of the grant, such as NSF or the Ministry for Foreign Affairs.
Before departure	Cancel rental agreement, cancel any subscriptions, cancel bank account, and report change of address to Registers Iceland.	More information on our Departure Checklist