

INTERNATIONAL HEALTH
DIVISION
THE
ROCKEFELLER FOUNDATION

*Information Concerning
Fellowships
1938*



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THE INTERNATIONAL
HEALTH DIVISION

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INFORMATION CONCERNING
FELLOWSHIPS

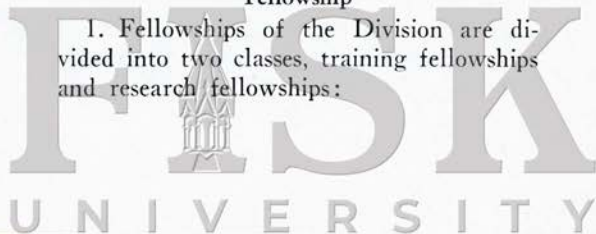
I. Objects of Fellowships

Fellowships are granted for the purpose of meeting definite needs in public health service. Nominations are limited to persons carefully selected for specific work, with the understanding that the fellows, on the completion of their training, shall be appointed to important positions in the health services of their own countries.

Occasionally, in exceptional circumstances, an applicant may be considered whose future appointment is not definitely guaranteed, but whose services are certain to be in demand.

II. Requirements for Appointment to
Fellowship

1. Fellowships of the Division are divided into two classes, training fellowships and research fellowships:



a. *Training fellowships.* This designation applies to appointees who are training for special positions or completing their professional training in postgraduate institutions.

b. *Research fellowships.* This designation applies to appointees who have finished their academic professional training, who have had experience beyond that training and who now show evidence of becoming productive leaders in their fields.

2. In the selection of fellows, high professional and scientific qualifications, dependability, and qualities of leadership are sought.

3. Preference is given to applicants under thirty-five years of age.

4. Official assurance must be given that, upon the completion of his fellowship, the candidate will return to his own country, where he will receive, and accept, an appropriate appointment.

5. No award is made without a formal recommendation and the supporting papers referred to in the following section.

III. Application for Fellowship

1. As a rule the selection of candidates is made by the official representative of the Division in the candidate's locality. Applications for fellowships may, however, be made through official health authorities. Applications, with supporting papers, are forwarded to the New York office for final action.

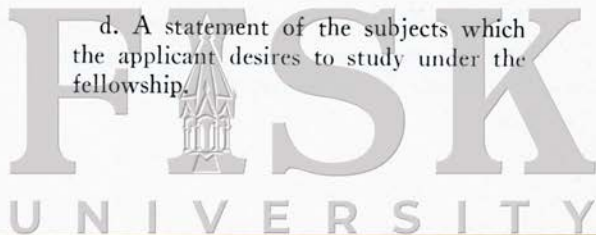
2. These supporting papers should include:

a. A complete personal history of the candidate on forms provided.

b. A physician's report of medical examination on blank furnished, including an X-ray diagnosis of the thorax and evidence of recent immunization for smallpox and typhoid fever.

c. A complete statement of special and graduate courses and experience and a list of published articles on scientific subjects.

d. A statement of the subjects which the applicant desires to study under the fellowship.



IV. Stipend

1. A fellowship provides for the payment of a definite sum monthly in advance, during the period of study. For *training fellowships* the basic stipend for living expenses is \$120 a month. A supplementary stipend may be granted to *fellows with dependents*, the amount to be determined by the officers, but not exceeding \$80 a month. For *research fellowships* the basic stipend for living expenses is \$150 a month. A supplementary stipend may be granted to *fellows with dependents*, the amount to be determined by the officers, but not exceeding \$80 a month. During a period of residence in a hospital or other institution which provides living accommodations the basic stipend for *fellows* is \$40 a month and for *research fellows* \$60 a month.

2. Stipend payments are for the period of actual study only and do not cover the time required for travel from home to place of study and return, but the allowance for dependents will be paid during the periods of the fellow's travel to and from his place of study, if ocean travel is involved.

3. In order to protect fellows against fluctuations in exchange, the right is re-

served to pay the stipend and family allowance at a fixed rate in the currency of the country in which the fellow or his dependents may be located.

V. Travel Expenses

1. The necessary expenses of major travel are provided. This travel, however, must be specifically authorized in advance, either in the original fellowship grant or by subsequent action of the officers. Short journeys entailing little expense should be paid for by the fellow from his stipend. The cost of travel of a fellow's dependents is not provided.

2. In general, it is the policy to send a fellow for whom travel has been authorized, a flat allowance to cover all necessary traveling expenses of himself to the place of study, including an allowance toward the first two days' hotel expenses. No accounting is required unless specifically requested when payment is made. The Division's representative will purchase steamship tickets to be forwarded to the fellow with an allowance for incidental travel expenses. If a flat allowance is not feasible, funds will be advanced, together with an expense book, and an accounting must be rendered.

3. The following are considered legitimate items of travel expense:

a. Railroad or steamship fare by the shortest practicable route for the journey authorized.

b. Steamship or sleeping-car berth when travel by night is necessary.

c. Cost of passports and visas, and other official charges, except customs duties.

d. Meals en route and hotel expenses in case a stop-over is necessary. Receipts for hotel bills must accompany expense accounts.

e. Taxicab hire in case of necessity. Street cars or buses should be used when practicable.

f. Tips, to a reasonable amount and commensurate with existing customs.

g. A reasonable charge for room and meals will be allowed during the first two days after arrival at each place of study. This applies to brief visits of observation only when they are previously authorized by the Division.

h. Cost of transferring and checking, but not insuring, necessary luggage. No

responsibility can be assumed for any loss of or damage to a fellow's luggage.

4. In the United States, railroad tickets provide for the free transportation of 150 pounds of luggage in the baggage cars; when traveling in the United States, therefore, a fellow should endeavor to keep heavy luggage within this limit. All necessary hand luggage may be taken into the passenger cars without charge.

5. Heavy luggage should, if possible, be transferred by taxicab from hotel to railroad station and vice versa, and also from hotel to lodging place.

6. The fellow will not be reimbursed for expenses incurred because of unnecessary delays in travel or for travel by devious routes nor for expenses incurred during a journey not specifically authorized in advance.

7. Items of personal expense, such as repair of clothing, barber fees, refreshments, entertainment of self or friends, books, and donations to charities, are not chargeable.

8. In general, it should be understood that while it is anticipated that fellows will

travel in comfort, unnecessary luxury is not authorized. Thus fellows are expected to conform approximately to the standards of living and travel prevailing among the professional classes in the countries visited. In continental Europe, second-class railroad accommodations are authorized.

VI. Tuition and Fees

Matriculation fees, tuition, and other required university fees (rental of microscopes, lockers, apparatus, including required deposits) are allowed by the Division in addition to the stipend. If it is expected that the cost of certain unusual materials or equipment be met by the Division, approval should be obtained in advance of their purchase. The following are paid for by the fellow from his monthly stipend: textbooks, scientific instruments, and laboratory garments (which are his personal property), incidental supplies, laboratory breakage, diploma fees, and similar charges.

VII. Medical and Dental Charges

All ordinary medical and dental fees should be paid by the fellow from his stipend or other personal funds.

VIII. General Instructions and Information

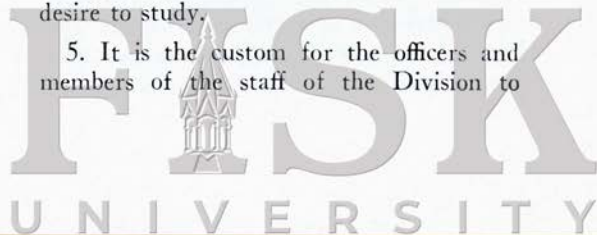
1. A speaking and reading knowledge of the language of the country in which study is to be pursued is indispensable.

2. It is advisable, if there is opportunity, to confer with persons who have previously held fellowships from the Division.

3. Arrangements for the studies of a fellow coming to the United States are made by officers of the Division, taking into consideration the requirements of his future work. Fellows themselves should make no arrangements for study unless definitely authorized to do so by the Division's representative.

4. Fellows should bring with them statements of the courses they have had in medical science, public health, or nursing, showing the grades received in each and certified by an officer of the institution in which such courses were pursued. Graduates should also bring their diplomas. Evidence of this kind may be required for admission to institutions in which fellows desire to study.

5. It is the custom for the officers and members of the staff of the Division to



send to the New York office for approval their scientific or other papers before these are offered for publication. Fellows who wish to publish papers are requested to follow this practice, having first secured approval of the person in charge of the department in which the work was done. The name of The Rockefeller Foundation may not be used in connection with papers published by a fellow.

6. Fellows should familiarize themselves promptly with all requirements of the school or institution in which they may study, with reference to attendance, examinations and degrees.

7. Fellowships are awarded for periods of varying length, not exceeding one year. Extension or renewal is conditional upon a satisfactory record, recommendation from the fellows' chief in his own country, and approval of the Division's representative responsible for the original appointment.

8. Fellows should not expect to attend conferences and scientific meetings at the Division's expense. Exceptions may be made in case a fellow is invited to present a re-

port dealing with an important investigation in which he has been engaged, provided the report has been approved by the head of the department in which the investigation was made. In such cases special authority for the expense of travel must be secured in advance from the Division.

9. Fellows should not expect to be reimbursed for expenses incurred in connection with their publications, such as typewriting, photographs, reprints, etc.

10. The Division reserves the right to withdraw a fellowship and terminate the payment of the stipend in case of conduct that is, in the opinion of the officers, prejudicial to the object which it is seeking to promote.

11. Correspondence should be addressed to the International Health Division of The Rockefeller Foundation, 49 West 49th Street, New York City, U. S. A.

12. It is requested that fellows refrain from using the name of the Foundation or the Division on visiting cards or personal stationery.

13. Fellows may use either the New York or Paris office as a forwarding address.

14. It is important that the fellow send prompt notification of any change of address in order to avoid delay in the receipt of his monthly stipend check. All fellows studying in Europe should address communications to the Paris office of The Rockefeller Foundation. Fellows studying in Canada or in the United States should address the New York office.

15. Fellows passing through Paris will be expected to stay at the Hotel Terminus, Gare Saint Lazare, unless they notify the Paris office in advance that they have made other arrangements. (Fellows should be careful not to confuse this hotel with hotels of the same name at other stations.)

IX. Special Information for Foreign Fellows Appointed to Study in the United States

1. As soon as a fellowship for study in the United States has been accepted, the officers will send the recipient an official notification, together with the documents necessary to enable him to obtain an American visa.

2. Attention is particularly called to the following provision in the immigration regulations of the United States:

Any immigrant student admitted to the United States as a non-quota immigrant under the provisions of subdivision (e) of section 4 of the Immigration Act, of 1924, as amended, . . . who accepts employment except as authorized, or who fails to provide himself with a passport or document in the nature of a passport acceptable under consular regulations, which will permit his voluntary departure to his own or some other country, or who fails or refuses to so depart, shall be deemed to have abandoned his status as an immigrant student and shall, upon warrant of the Secretary of Labor, be taken into custody and deported.

3. Each fellow will be met upon arrival in New York by a representative who will assist him through the customs. In the exceptional case when passage has been arranged by the fellow, the fellow should give notice, in advance, of the ship by which he expects to arrive and the approximate date of its docking.

4. In coming into the United States it is well to remember that customs duty is charged on all household goods. Microscopes and scientific instruments should not be included in a fellow's luggage, since a very high duty is charged on such articles

and the Division is not prepared to pay these costs. A few books may be brought in, but in general even this should be avoided. All the instruments and books needed can be procured in the United States and probably at the place where work is to be done. Luggage should be limited to personal effects and wearing apparel.

5. Upon arrival in the United States, the fellow should not cable home at the expense of the Division. The New York office will send a cable announcing his arrival.

6. If for any reason the fellow should not be met upon arrival in New York, he should go as soon as possible to the Hotel New Weston, Madison Avenue at 50th Street. He should communicate with the New York office (telephone: COLUMBUS 5-8100) as soon as practicable after his arrival at the hotel.

7. Each fellow should bring with him to the United States the official letter of notification of his fellowship appointment. This letter may be necessary to facilitate his entrance into the country.

