



**The Richard E. Greenleaf Library Fellowships**  
At The Latin American Library  
Tulane University  
New Orleans, Louisiana  
2020-2021

## Frequently Asked Questions

### Application

**1. May I send my application in Spanish or Portuguese?**

Yes. You may submit documentation for your application in English, Spanish or Portuguese.

**2. How many professional references do I need to submit?**

Applicants must provide two and only two professional references. The names provided by the candidate on the application must be the same two persons who provide letters of recommendation. Please consider carefully whom you select to write letters on your behalf and make sure they understand the instructions and the deadline for submission. The selection committee will only consider letters provided by the two people indicated in the candidate's application form. Recommendations that do not arrive by the deadline will render an application incomplete and therefore will not be considered by the selection committee.

**3. When will the recipients of the fellowships be announced?**

Approximately one month after the deadline for submission of proposals each candidate is notified of the results. The deadline for 2020-2021 is July 31, at 2:00pm Central Time so results should be expected by the end of August.

**4. May I apply if I am a resident of any country of Latin America or the Caribbean but at the moment I am living temporarily outside the region?**

No. Only candidates who are residing permanently in a Latin American or Caribbean country, including Puerto Rico, at the time of application will be considered.

**5. If I sent my application by email, do I also need to submit paper copies?**

No, applications sent by email are valid and sufficient; there is no need to send anything further by post.

**6. Why do I need to send an English language proficiency declaration?**

As of January 2015 the United States Department of State issued a federal regulation requiring J1 visa holders to present a declaration of English language proficiency. Tulane University complies with this federal law; there are no exceptions.

**7. When is the deadline for the 2020-2021 Greenleaf Fellowship application?**

The deadline for this year is July 31, 2020 at 2pm, Central Time. Please note that there are no exceptions to complete the dossier, including receipt of the two letters of recommendations.

## Expenses

### **8. How much is the fellowship stipend?**

US\$1700 per month. Please note that income tax will be deducted from this amount, which can be approximately 25-30%.

### **9. Do I cover housing expenses?**

No. The scholarship includes housing, which is paid directly by the Library. The only related cost covered by each fellow is electricity, approximately US\$100 per month.

### **10. Do I cover the cost of medical, repatriation and evacuation insurance?**

No. The University covers all insurance costs required for the fellowship.

### **11. Do I cover the cost of the visa application?**

Yes. Tulane University provides the bureaucratic support necessary for obtaining the visa, in the sense that it will provide selected candidates with the appropriate paperwork to solicit a J-1 visa in at the U.S. Consular office in their home country, however any fees to obtain the visa are not covered by the Library.

### **12. When can I expect my first stipend payment after arriving in New Orleans?**

We strive to have checks ready for fellows within the first two weeks of arrival.

### **13. Do I need to buy my airline ticket and then be reimbursed?**

No. The Library purchases fellows' airline tickets directly. There are no exceptions.

## Your Stay

### **14. Do I need to remain in residence in New Orleans for the duration of the fellowship?**

Yes, Greenleaf fellows must remain in New Orleans for the entire time of the fellowship, without exceptions.

### **15. What is the minimum/maximum time of the fellowship?**

The fellowship is awarded for a minimum of two months and a maximum of three months, to be completed during the months of January and May of each year. At this time, the Library is not awarding one-month fellowships. Fellows must arrive on or near the first of the month and leave on the last day of the month. The Library strives to accommodate the dates proposed by candidates, however, this is not always possible and we reserve the right to assign alternate dates for the fellowship.

### **16. May I stay in the United States after the date of my fellowship?**

Yes. The United States allows holders of J-1 visas to stay in the country up to 30 natural days past the fellowship dates specified in the visa. Bear in mind that the Library or Tulane University is not responsible for housing, insurance or any other kind of support once the fellowship is concluded.

### **17. May I bring accompanying family, partners or other visitors?**

The Greenleaf Fellowship only covers costs for the fellow. It is important to note that fellows may well reside in an apartment with a private bedroom and bathroom, but may share a kitchen, dining and living area with another researcher. Or, the assigned apartment may be a studio apartment that can only be occupied by one person. Fellows must reside in housing provided by the library.

# English Language Proficiency Declaration

Federal Regulations require that J-1 exchange visitors have "sufficient proficiency in the English language, as determined by an objective measure of English language proficiency, to successfully participate in his or her program and to function on a day-to-day basis." Each department should determine the appropriate English level for participation in their programs.

Please indicate which objective measurement was used to evaluate the English proficiency of the visitor. Check all that apply:

Recognized English language test (Ex: TOEFL, IELTS, Cambridge, etc.)

Name of test and date taken:

Signed documentation from an academic institution or English language school

An academic institution is defined as: "Any publicly or privately operated primary, secondary or post-secondary institution in the United States or abroad that offers primarily academic programs." **Please attach any signed documentation that is serving as evidence of an objective measurement of English proficiency to this declaration.** (Click to see sample letter)

A documented interview conducted by the sponsor either in person or by videoconferencing, or by telephone if videoconferencing is not a viable option

Date and time of interview and name of interviewer:

Other (Please contact OISS)

Visitor's Full Name

I declare that the above listed visitor has enough proficiency in the English language to successfully participate in his or her program and to function on a day to day basis. Please see below the resources that our department will provide to the visitor during his/ her stay at Tulane University.

I declare under penalty of perjury that the foregoing is true and correct.

Name

Title

Signature \_\_\_\_\_

Date