

U.S. EDUCATIONAL COMMISSION IN THE
FEDERAL REPUBLIC OF GERMANY
(FULBRIGHT COMMISSION)
American Program

Tel.: B.G. 4168
CABLES: USEC

Bad Godesberg
Theaterplatz 1a

May 10, 1960

SUBJECT: Special arrangements for travel to Germany, American
Fulbright Grantees.

REF : Your grant authorization of April 20, 1960, beginning April, 1961

Please be informed that the Commission has no objections to your plans for making other arrangements for your travel to Germany than those provided through the Commission's block bookings.

As to the details, please observe those paragraphs below which are marked with an "X".

- (1) Please pay your own way to New York, keeping all receipts if you use public transportation. We shall refund you in DM upon arrival.
- X (2) Please notify Hapag-Lloyd, Bonn, Martinstr. 22 (ATTN: Miss Kessler) ~~immediately~~ of your plans, stating all details (line, ship, accommodation, sailing dates and ports of debarkation preferred, number of reservations wanted). Hapag Lloyd will try to get suitable reservations for you and inform you as soon as possible.
- (3) Please pay your own way from the port of debarkation to the orientation course or (for non-participants) to your city of assignment. We shall refund you in DM within the authorized range in exchange for your receipts.
- (4) Please keep the reservations which you have already made. If payment must be made in dollars, you will have to make the outlay. In exchange for your receipts, we shall refund you in DM after your arrival. If the agent is willing to accept DM, please ask him to send the bill to Hapag Lloyd, Bonn, Martinstr. 22. Hapag Lloyd Bonn will then obtain the payment from us and notify your agent, so that he may issue the ticket. (Most lines accept DM, but some local agents will accept only dollars.)
- (5) If you fly to Europe from New York, the cash value of a railroad ticket (senior grantees, first class; students, second class) from Bremerhaven to your city of assignment can be added to the maximum allowance for transatlantic passage. If you fly to Europe from your place of residence, the cash value of the authorized transportation to New York may also be added to the maximum allowance for transatlantic passage. If the plane ticket costs less than the maximum allowance thus computed, the difference may be applied to a DM refund on expenses for surface freight shipment of baggage (not for excess baggage on the plane) and / or for a railroad ticket from the airport in Europe to the city of assignment. Please keep the receipts.

Professor Otto Kirchheimer
2801 Beechbank Road,
Silver Spring, Md.
USA

(6) Since you plan to come to Germany before the beginning date of your grant, please realize that the first payment will not be made until the date of effectiveness indicated in your terms of award.

(7) Since you plan to come to Germany after the beginning date of your grant, please realize that your maintenance stipend will have to be adjusted accordingly.

NOTE: The maximum allowance for transatlantic transportation (New York to Europe) is \$350 for senior grantees entitled to first-class or cabin class; \$220 for students and teaching assistants. If the cost for your reservation exceeds the maximum allowance, you will have to pay the difference. Any savings will accrue to the Commission and cannot be used for other purposes, such as detours, payment of dependents' fares, etc.

Please be sure to inform us of your travel plans as soon as they are definite.

Pre-departure Information for US Fulbright Grantees to Germany, 1960-61

In addition to the information contained in the booklet "The American Fulbright Grantee in Germany", your attention is invited to the following matters (the numbers in parantheses refer to the pertinent sections in the booklet):

1. Insurance (D 1, p.18): The Commission strongly urges that each American grantee, prior to his departure, take out a health and accident insurance policy which affords coverage from the day of departure until return. If you do not already have such coverage, you are strongly advised to make use of the special insurance plan arranged by the Institute of International Education, 1 East 67 St., New York 21, N.Y., with an insurance company. Please address yourself to the Institute of International Education. Music students are advised to take out a baggage insurance on their instruments.

2. Income Tax (F 3, p.29): All grants are free from German income tax. Student awards are also free from US income tax. Grants for lecturers, research scholars, and teachers are subject to US income tax, but this tax may be paid in DM. For details, please see the information contained on your "US Government Grant Authorization" issued by the Department of State. The Commission will have some excerpts of the pertinent releases from the Treasury Department available upon arrival in Germany, but we cannot give grantees advise or assistance in reporting their DM income. Since local internal revenue officers in the US enjoy considerable discretionary power in the application of tax laws and regulations, American lecturers, research scholars and teachers are strongly advised, before leaving the US, to discuss any problems or questions regarding their income tax liability with the office of the District Director of Internal Revenue with which they will file their tax returns.

3. Reservations (B, p.9): For 1960-61 grantees, the Commission has made the following block reservations:

a. Teachers: Departure New York, MS BERLIN July 23, 1960
 Arrival Bremerhaven August 3, 1960

b. Lecturers, research scholars, and students:

 Departure New York, MS BERLIN September 14, 1960
 Arrival Bremerhaven September 25, 1960

On all bookings, a limited number of reservations for dependents have been made. All reservation requests for the above sailings must be made on the enclosed "PASSAGE CONFIRMATION" sheet. Please confirm your passage immediately by filling out the "Passage Confirmation" and sending it to the

North German Lloyd General Passenger Agency, Inc.
666 Fifth Avenue
New York 19, New York

You will then receive a ticket for the east-bound sailing and an open return passage contract which will be exchanged for a ticket after you have made reservations for your west-bound passage in Germany. The return voyage should be made with the same line. You will be furnished a list of west-bound sailings shortly after your arrival.

Arrangements for east-bound bookings on other lines or dates can be

authorized only for valid reasons. If other commitments preclude your using block bookings arranged by the Commission, please do not send the "Passage Confirmation" to the North German Lloyd, but inform us immediately, stating the reasons and also giving us the details of the desired arrangements (date, ship, class, line). No further action should then be taken until a reply from us has been received.

4. Internal US Transportation: Your award also covers transportation from your home town in the US (the address listed on your award terms) to New York and return. Upon request, the North German Lloyd agent will send you a ticket voucher for the trip to New York. Senior grantees are entitled to Pullman transportation. Student grantees will receive a voucher for a coach ticket for shorter distances, or for Pullman if the travel requires an overnight trip.

From certain areas in the far West and South, plane transportation to New York is less expensive than Pullman fare. Grantees in all categories from these areas will, therefore, receive a tourist-class plane ticket instead of a railroad voucher. These grantees may then ship up to 105 kg of baggage (230 lbs) by railway freight to New York and turn the receipts in at our office for a DM refund upon arrival. They will then be refunded the cost of freight shipment of not to exceed 230 lbs. of baggage from their place of legal residence in the US to New York, but in no case will the Commission refund more than the cost of Pullman transportation from your home to New York (Example: Plane fare from Los Angeles to New York is about \$100. Shipment for 105 kg baggage by freight costs about \$35, making a total of \$135. A Pullman ticket would have cost about \$155. Plane tickets will be issued for travel only when plane fare plus baggage shipment is less than a Pullman ticket).

Note: Getting a refund for unused vouchers is a very tedious procedure. Please request the voucher only if you actually plan to use it.

If you prefer to make your own arrangements for travel to New York and to be refunded in DM after your arrival in Germany, please note the following conditions:

a. If you travel by public transportation (plane, bus, train), please keep all receipts and turn them in to our office upon arrival. You will be refunded your expenses up to the amount which the ticket voucher would have cost us had you requested it.

b. If you travel by car, or if you do not have any receipts, you will be refunded the cost of railway coach fare.

The Commission cannot pay for the cost of baggage transportation to New York (except where plane tickets are issued) nor for storage or handling charges either in the US or Germany.

5. Orientation Course (E 1, p. 26):

a. Teachers: Following their arrival, American interchange teachers will participate in a five-day orientation course in Bremen, ending August 8, 1960. Other participants will include German interchange partners and German representatives of the American grantees' host schools in Germany. The program will consist of lectures, discussions, and excursions.

Dependents are invited to participate, but must pay their own room and board (approximately DM20.- per day). Mailing address

for this conference: Ueberseehotel Bremen, Wachtstr. 27/29, Tel.: 22691.

Following this course, teachers are free to travel to their cities of assignment. Since each Land has a different vacation schedule, certain grantees will be expected to begin their assignments immediately, whereas others will have a free period of several weeks (the total amount of free time will be the same in either case: Schools beginning late do not end until late July next year, whereas those beginning in early August will end in early July). A vacation schedule of all German Laender is enclosed.

b. Students: Student grantees will participate in a group orientation course in Bremen (not in the Bonn area, cf. E 1) from September 25 to 29. Attendance is compulsory. Mailing address for this week: Ueberseehotel Bremen, Wachtstrasse 27-29, Tel.: 22691.

c. Lecturers and Research Scholars: Lecturers and research scholars are cordially invited to participate in the orientation if they wish to do so.

Note: For grantees in all categories: Please fill out the enclosed ORIENTATION INFORMATION sheet and return it to our office as soon as possible.

6. Family Orientation (E 4, p. 28): Following the marked success of this program during the past five years, the Experiment in International Living (EIL) has been authorized to offer family orientation to all interested s i n g l e students with the exception of students of music and fine arts who will have the opportunity to participate in a special orientation course. Furthermore, an attempt will be made to accommodate a limited number of student couples and interested senior grantees, but it is impossible to accept families with children. The EIL has made arrangements for Fulbright groups in the following German university towns:

Berlin	Göttingen
Bonn	Hamburg
Frankfurt - Mainz	Heidelberg
(Host families in	Marburg
Königstein, halfway	München
between those two cities)	Münster
Freiburg	Tübingen

(the town marked " x " is the one in which family orientation is available to you.)

For students assigned to a university town in which an Experiment program will be arranged, host families will be found in that city. For students assigned to other universities (e.g. Cologne, Erlangen, Kiel, etc.) Experiment orientation will be offered in one of the Experiment cities. These students will note, however, that no specific city has been marked above. In these cases we are not yet able to say to which city they will be assigned. This information will be given following your decision to participate.

The EIL program will last 4 weeks, beginning September 29, 1960. During this period, participants will live with carefully selected German

families, taking part in their daily life as well as in general activities scheduled for the group; such as trips, lectures, social events, etc. Furthermore, a series of German classes will be offered. It is obvious that this arrangement offers a unique chance to establish close personal contacts, improve conversational German, become acquainted with the university community and its representatives, and gain an insight into German family life. By the time the semester begins, the grantee should feel at home in his university community. He should also during this period have ample time to locate a convenient room and to get settled for a fruitful first semester. In each town, an experienced German group leader will arrange lectures, trips, etc., and help in every way possible. Last year participants in the EIL program were enthusiastic in their appraisal of its value. Former participants as well as non-participants urge that this opportunity should be offered to as many grantees as possible. Anyone who decides not to participate in the "Experiment" is assumed to have adequate speaking knowledge of the German language and familiarity with German life and manners.

We cannot at this date give you detailed information regarding your intended host family beyond the fact that it will be carefully chosen from a larger number of families volunteering to participate in the program. If you sign up for the family orientation you will be asked to write a letter to the local representative of the Experiment giving information about your personal interests, background, etc.

For participating dependents, the EIL will charge DM200.- per person. For participating grantees DM200.- will be deducted from the books and incidentals allowance, which normally is DM1000.- for the academic year. The Commission pays the remaining administrative costs. Living on your own will probably cost you twice as much if you pay hotel prices - not to mention the other benefits of the EIL program. Again: please fill out the enclosed "Orientation Information" sheet and return it to us at the earliest possible date.

Academic Contacts (C 3, p. 11 ff.): Grantees currently in Germany are prepared to correspond with their successors. It is obvious that such a contact will be of great value to you. The name and address of the correspondence partner suggested for you will be found on a slip of paper in the information booklet or it will be written on the first page of that booklet. It is recommended that you write to this person immediately.

For lecturers and research scholars the host university has usually named a German colleague as liaison. If so, his name and address will be written below.

Packing: When packing your suitcases, you may do well to keep two things in mind:

(a) If possible, clothing and other necessities for the orientation course should be packed together so that the remaining baggage can be sent directly from the boat to your city of assignment. The baggage master on the ship will assist you in preparing your luggage for shipment to your city of assignment in Germany. Be sure to keep receipts for shipment expenses of baggage from the port of debarkation to the orientation course and to your city of assignment. These will be refunded by us. Storage and handling charges (rather expensive) cannot be refunded.

(b) A limited amount of coffee and cigarettes may be taken off the boat without customs charges, but only if you take it personally through customs.

October 9, 1960

Dr. Carl G. Anthon
U.S. Educational Commission in the Fed. Rep. of Germany
Bad Godesberg
Theaterplatz 1A

Dear Dr. Anthon:

I apologize for not having had a chance to answer your communications in regard to my Fulbright Grant. Owing to my teaching commitments at the Graduate Faculty of the New School of Social Research and at the Department of Public Law at Columbia University I must ask your kind permission to defer my departure from New York until May 18 after 10pm. Freiburg University seems to have no objections to this arrangement; I have, of course, offered to make up for the missing weeks; moreover, I shall be available after the end of the term if needed, as I am participating at the International Political Science Congress in Paris end of September. Of course, I shall specifically waive any intra-European transportation for my return trip to the United States and shall expect only air accommodation Paris-New York for October 1 or 2.

Very sincerely yours,

UNITED STATES EDUCATIONAL COMMISSION
IN THE
FEDERAL REPUBLIC OF GERMANY
(FULBRIGHT COMMISSION)
Amerikanisches Programm

TELEPHONE: 4168, 66355/6
CABLES: USEC
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FEax

BAD GODESBERG
THEATERPLATZ 1A

13. Oktober 1960

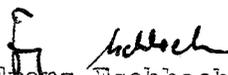
Sehr geehrter Herr Professor!

Haben Sie verbindlichen Dank fuer Ihren an Herrn Dr. Anthon gerichteten Brief vom 9. Oktober. Dr. Anthon ist nach Amerika zurueckgekehrt, um dort seine Lehrtaetigkeit wieder aufzunehmen. Ich bitte Sie, sich in Zukunft mit etwaigen Fragen an mich zu wenden.

Da die Universitaet Freiburg keine Einwaende gegen Ihren Ankunftsstermin macht, ist die Kommission mit Ihrem Plan, am 18. Mai in Freiburg einzutreffen, einverstanden. Bezueglich der Buchung einer Passage von USA nach Deutschland moechte ich Sie bitten, sich an unser Reiseburo Hapag Lloyd Bonn, Martinstr. 22, zu wenden. Hapag Lloyd ist unser offizieller Agent und weiss ueber alle Fulbright-Bestimmungen bestens Bescheid.

Mit den besten Gruessen

Ihr sehr ergebener


Franz Eschbach

Professor Otto Kirchheimer
2801 Beechbank Road
Silver Spring, Maryland
USA

UNITED STATES EDUCATIONAL COMMISSION
IN THE
FEDERAL REPUBLIC OF GERMANY
(FULBRIGHT-COMMISSION)

THIS IS TO CERTIFY THAT

PROFESSOR OTTO KIRCHHEIMER

WAS A GRANTEE ON THE FULBRIGHT PROGRAM
IN GERMANY

FROM May 1961 TO July 1961

AFFILIATED AS A Lecturer

WITH University of Freiburg



George H. Russell
Chairman

UNITED STATES EDUCATIONAL COMMISSION
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BAD GODESBERG
THEATERPLATZ 1A

RFTZ/iml

August 21, 1961

Dear Mr. Kirchheimer:

Thank you very much for your kind letter of August 10. I appreciate very much your recognition of the Commission's efforts, and I am gratified that your stay in Germany has been rewarding.

Should a publication result from your work in Germany, the Commission would be very pleased if you could give credit to the Fulbright Program and send us copies.

With best wishes and kindest regards, I remain

Yours very sincerely,


R.F. Timken-Zinkann
Executive Secretary

Mr. Otto Kirchheimer
2801 Beechbank Rd.,
Silver Spring, Md.
U.S.A.